**St. Vincent de Paul Conference Meetings**

* call to order;
* roll call;
* opening prayer (which should always include a prayer to the Holy Spirit, the Lord’s Prayer, the Hail Mary and a prayer for those whose suffering they wish to share);
* Spiritual Advisor’s reading or meditation, address and discussion;
* approval of minutes of previous meeting;
* home visitation reports;
* President’s report;
* Secretary’s report;
* Treasurer’s report;
* Committee reports (including Formation Committee report);
* membership reports,
* resolutions;
* Special Works reports;
* old business;
* new business;
* time and place of next meeting (the calendar should include Festival meetings and Conference liturgies);
* secret collection;
* closing prayer;
* adjournment