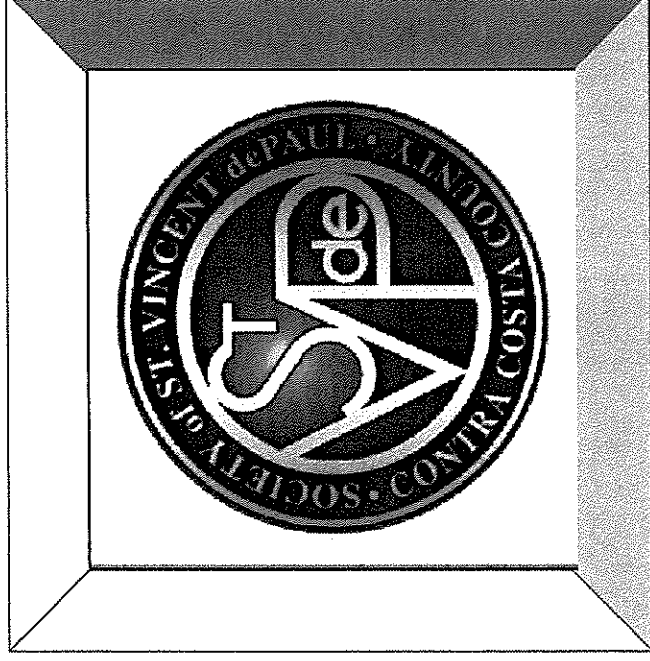





Society of St. Vincent de Paul Conference Presidents & Vice Presidents & Spiritual Advisors Training



FY 2023-2024

Society of St. Vincent de Paul
Conference Presidents & Vice
Presidents & Spiritual
Advisors Training

FY 2023-2024

1

Agenda


- Mission and Core Values of the Society
- Presidents, Vice Presidents & Spiritual Advisors as Partners in Servant Leadership
- The Conference & Vicentians
- Partnership & Leadership in Decision Making

2

Mission Statement

"A network of friends, inspired by Gospel values, growing in holiness and building a more just world through personal relationships with and service to people in need."

3




Identity Statement

Inspired by Gospel values, the Society of St. Vincent de Paul, a Catholic lay organization, leads women and men to join together to grow spiritually by offering person-to-person service to those who are needy and suffering in the tradition of its founder, Blessed Frederic Ozanam, and patron, St. Vincent de Paul.

As a reflection of the whole family of God, members who are known as "servants" are united in prayer, reflection, and service to those in need, regardless of age, race, and economic level. Vincentians are united in an international society of charity by their spirit of poverty, humility and sharing, which is nourished by prayer and reflection and mutually supportive gatherings.

Organized locally, Vincentians witness God's love by embracing all works of charity and justice. They collaborate with other organizations and individuals in need and addressing the causes, making no distinction in who is served because, in them, Vincentians see the face of Christ.


4



Core Values of SVdP

- Holiness of Life
- Service of the Poor
- Humility
- Simplicity
- Charity and Justice
- Friendship


5



The 7 Duties of an Effective and Responsible Conference President & Vice President

1. Commitment
2. Comprehension
3. Communication
4. Cultivation
5. Collaboration
6. Chairperson
7. Contributions


6

 The 7 Duties of an Effective and Responsible Spiritual Advisor

1. Commitment
2. Comprehension
3. Communication
4. Cultivation
5. Collaboration
6. Chairperson
7. Contributions

7


7

 SPIRITUAL ADVISORS, CONFERENCE PRESIDENTS AND VICE PRESIDENTS ARE SERVANT LEADERS

| | | | |
|---|--------|--------|--------|
| Following Christ's example, provide an encouraging atmosphere in which: | assist | assist | assist |
| spiritual counsel | assist | assist | assist |

The President has a special responsibility to provide spiritual counsel to the congregation.


8

 Servant Leaders (cont.)

- Know the Mission (Carry the torch)
- Dream the Dream; show the way
- Delegate, encourage, inspire
- Lead rather than push
- Persuade rather than tell
- Listen in respect and compassion
- Act on hunches, but calculated ones
- Do those served grow as persons?
- Do they become healthier, wiser, freer, more autonomous?
- What is the effect on the least privileged in society?

9


9



Your Turn

- Which aspects of Servant Leadership are your strengths? Why?
- Which aspects of Servant Leadership do you find most challenging? Why?
- Share your thoughts with the others around you.


10



5 Goals as President & Vice Presidents

1. Formation
2. Work for Your Conference as a Servant Leader
3. Your Team
4. Your Spiritual Advisor
5. Your Members


11



5 Goals as Spiritual Advisor

1. Formation
2. Work for Your Conference as a Servant Leader
3. Your Team
4. Your President
5. Your Members


12

 **The Conference**

- Basic unit of the Society
- Support members in mission to serve the Poor
- Officers serve members
- Person-to-person service (in pairs)
- Determines help and works to members
- No financial compensation to members
- Diverse membership

13

13

 **The Conference (cont.)**

Size of Membership

- Too small - less than 5
- Too large - 25 or more
- In USA Conferences average 22 active members

Name


- Typically, the parish name

Frequency of meetings - (Weekly, but at least twice a month)

- Cohesive community
- Frequent prayer
- Members to work and grow as a team

14

14

 **The Conference is the Base**

- Home Visits
- Spirituality
- Food Pantry
- Recruit volunteers - consider diversity
- Funding Raising
- Advocate
- Create and manage special works
- Housing (Shelter)

15

Conduct of Meetings

- Spirit of love, simplicity and Christian joy
- Essentially spiritual occasions
- Spiritual content
 - Pray at beginning and end of meeting
 - Spiritual reading and Reflection
 - Sacrificial contribution

The Difference Between Sacrifice and Contribution
 "Sacrifice is for the benefit of someone else, Contribution is for the benefit of yourself as well as others."

16

Conference Meeting

Meeting Process

- Three S's
 - Start/end on time
 - Start with Prayer
 - Stick to Agenda
- Report of member activities
- Financial Report
- Assignment of new cases
- Capture and review
 - Meeting minutes
 - Parking Lot items
 - Action Items
- Agreements
- Group Discussion
- Agreements/Consensus

17

Consensus

- 1. Try to understand the views of all members of a group.
- 2. Understand a decision.
- 3. Understand the conditions and viewpoints which caused the decision.
- 4. Have had an opportunity to air their concerns to the members.
- 5. Accept the decision and support it, even if they don't wholly heartily agree with it.

18

Your Turn

- How do you know when obtaining consensus is the best strategy for a decision? Why?
- Are there times when consensus is not the best strategy for making a decision? Why?
- Share your thoughts with those around you.

19

19

Election Procedures

- Only the President is elected
- Election committee appointed
- An election can be held by special meeting for that purpose
- Vote of Active Members attending
- Secret ballot
- Term of office
 - 3-year term (once renewable)
 - Term starts on October 1 and ends September 30

20

20

Other Officers

- President appoints officers
- President can replace any officer
- Officers serve for term of President
- New President can reappoint same individuals
- Roles for many Vincennesians lighten the work for everyone

21

21

Example Additional Roles

| Role | Description |
|------------------------|--|
| President | Coordinate overall activities of the Conference |
| Vice President | Assists and duties when President not available |
| Secretary | Meeting notices, minutes, correspondence |
| Treasurer | Handles finances and reporting |
| Food organizer | Responsible for deliveries to neighbors in need |
| Home visit coordinator | Coordinates/maintains stock of food |
| Project Chair(s) | Schedules assigns visits |
| Data Base Coordinator | Thank/Wing, Christmas, and Easter programs |
| Membership Coordinator | Trains/review data entry and monitors reporting |
| Feast Day Coordinator | Maintains lists and contacts |
| Resource Coordinator | Plans for events |
| | Prepare with Parish and Vincentians |
| | Maintains resources and contacts / collaborators |

22

Your Turn

- Presidents – Vice Presidents: What aspects of running a conference meeting do you enjoy the most? Why?
- Spiritual Advisors - What aspects of running a conference meeting do you enjoy the most? Why?
- Presidents – Vice Presidents Why are Spiritual ADVISORS important?
- Spiritual Advisors – Why are Presidents & Vice Presidents important?

23

Leadership

- Self Starters
- Passion for the Organizational Mission
- Ability to Assess and Motivate Others
- They are "Servant Leaders"
- Does Work with Conflict
- Think Strategically, but Implement Detailly
- Financial Acumen
- Ability to Listen
- Sound Judgment
- Persistence
- Stamina

12 Attributes of Servant Leaders
- Robert Kegan & Lahey

24

Leadership

- They make big waves with limited resources
- They step up in times of crisis
- They track up their knowledge with experience
- They attract people to the mission
- They understand people
- They listen
- They make the right calls
- They like to open doors and knock down barriers
- They define success—and don't stop until they reach it.

Qualities of Great Leaders – Effective Executive Leadership

25

Formation Planning

| | | | |
|--|--|---|----------------------------|
| Annual / National Assembly / Regional Meetings | Ozama Orientation / Spiritual Advisor Training | Spiritual Reflections / Vincentian Feast Gatherings | Commissions / Celebrations |
| Midyear Meetings | Office Training | Home Visit Workshops | Serving in Hope Modules |
| Invitation for Renewal? Getting Ahead? | Spiritual Retreats | Twinning – non-financial | Conference Retreats? |
| Poverty Institute? | District Council Meetings | Mentor Training | Praying the rosary? |
| Voice of the Poor? | Systemic Change (bridges) | Rule review | |

26

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CONTACT NAME: _____ TITLE: _____
 ORGANIZATION: _____ ADDRESS: _____
 CITY: _____ STATE: _____ ZIP: _____

TELEPHONE NUMBER (AREA CODE) _____
 FAX NUMBER (AREA CODE) _____
 E-MAIL ADDRESS _____

DATE OF VISIT: _____ TIME: _____
 VISIT TYPE: _____

VISIT PURPOSE: _____

VISITING OFFICER'S NAME: _____ TITLE: _____
 ORGANIZATION: _____ ADDRESS: _____
 CITY: _____ STATE: _____ ZIP: _____

TELEPHONE NUMBER (AREA CODE) _____
 FAX NUMBER (AREA CODE) _____
 E-MAIL ADDRESS _____

DATE OF VISIT: _____ TIME: _____
 VISIT TYPE: _____

VISIT PURPOSE: _____

27

Treasurer Presentation

- Financial Record Keeping Requirements
- Financial Reporting Requirements
- Duties of the Conference Treasurer
- Safeguard and protect resources
- Keep financial records (Income and Expense)
 - Budget and communicate the financial health of the conference
 - Annual Internal Audit

28

Some can be delegated!!

Secretary's duties

- Prepare agenda for meetings
- Record meeting minutes – brief is better
- Record attendance (enter data into Seattle Database)
- Record consensus on issues and any votes required
- Maintain list of members (Active, Associate, Inquirers)
- Alert members of upcoming meetings and events
- Communicate with the Parish through bulletin announcements
- Thank you notes, Greeting Cards, etc.
- Reading of The Rule at meetings
- Model Vincentian Virtues and the Three Pillars of the Society

29

Conference Status

- Meeting attendance history?
- Meaningful Spiritual reflections?
- Meeting tone?
- Discussion participation?
- Discussion reflects members are well informed?
- Have the meetings improved services?
- Members attending training and events?
- Have enough home visitors?
- Attracting new members?

30



31

In Summary

With Gods help, you will continue to succeed in your leadership and in your duties, because Our Lords work is accomplished not so much by the multitude of workers as by the fidelity of the small number whom He calls.

--St. Vincent de Paul

Thank you for allowing us to serve you today!

27

32
