

Dear Conference President,

Re: Follow-Up to Our 5 Guiding Principles Session

As a follow-up to the information and sharing session shared with your conference, we strongly encourage each Conference to take some time at an upcoming meeting to review the Principles and assess where it is in observing them.

To help you carry out this self-assessment we have developed the attached discussion table to help refresh everyone's understanding of the Principles, and whether your conference needs to take steps to better incorporate them in its practices. We suggest you use it to focus your conversation, thoughts and any follow-up. It would be most effective if you have this follow-up discussion soon after the presentation and plan to include this as an agenda item for one of your meetings every year.

In addition, we are developing further materials to assist members and conferences. This includes workshops and learning sessions at the upcoming Annual General Meeting (Saturday, September 27th), the posting of learning materials on our website and the creation of member recruitment teams. We would be happy to hear from you if you have any other suggestions.

The Membership Development Team always appreciates the thoughts and ideas of members, particularly in dealing with the challenges we face in serving our neighbours in need. Your ongoing feedback helps shape our plans to provide future learning opportunities for Conferences. Please send your feedback by e-mail to info@ssvptoronto.ca with the subject 'Membership Development.'

Thank you and God bless you.

Carol Roberts,

Chair, Membership Development

Membership Development Committee Members:

Carol Roberts – Chair: Epiphany of Our Lord – Scarborough West

Maria Connell: St. Leo – Etobicoke

Maureen Donaghy: St. Edward—Toronto North

Rob Greenaway: Blessed Sacrament—Toronto North

Frank Leaver: St. Edward, Toronto North

Catherine LeBlanc-Miller: Corpus Christi—Toronto East

Ann Massel: St. Francis Xavier—Peel

John Menary: Nativity of Our Lord – Etobicoke

Rebecca O'Reilly: St. Theresa Shrine – Scarborough East

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**Society of St. Vincent de Paul
Toronto Central Council**

DISCUSSION TABLE: Conference Self-Assessment in following Our 5 Guiding Principles of Service:

Name of Conference: _____

Date _____

Home Visits	The primary and preferred form of service is to visit Neighbours in Need in their homes
Current Situation: Average number of visits we make per month _____ Average number of monthly visits conducted in the neighbours' home _____ Where else do we make visits, if not in the neighbour's home? _____	
If appropriate, please explain the reason (s) for not making all visits in the Neighbours' home. Are these reasonable?	
Do we have any service restrictions? (e.g. periods of time when you are not responding to calls) Are these reasonable?	
Do we have any service restrictions or priorities on who we serve? (e.g. giving priority to serving 'the working poor' before those on social assistance or not serving single men)	

Equity of Service	Neighbours in Need with similar needs receive similar levels of service
<p>Current Situation</p> <p>What is our average time between receiving a call and making a visit?</p> <p>What are our assistance guidelines?(for an adult and for families) (please attach your guidelines if you have them)</p> <p>How often do we normally provide assistance to longer term Neighbours_____ as often as required</p> <p>____ monthly</p> <p>____ every two months</p> <p>____ other (please state)</p>	
<p>Do we need to adjust the level of assistance we provide? Explain</p>	
<p>Assessment Summary /Suggestions</p>	

Continuous Learning	Conferences should strive to grow in the knowledge and skills required to better serve our neighbours in need
Current Situation What are we currently doing to improve member knowledge and skills?	
What topics would we like to receive more information and training? <ul style="list-style-type: none"> -Government assistance programs (Ontario Works, etc.) -Other service providers in our area (food banks, immigrant services etc.) -Mental Health -Addictions -Safety - Serving our Longer-term Neighbours in Need -Tips on engaging in meaningful conversations with our neighbours -Conference role and responsibilities -Duties of the President, Vice President or Treasurer -Other (Please specify) 	
Assessment Summary /Suggestions	

Renewal	In order to serve our Neighbours we need to have a spiritual , active, committed and creative conferences , with sufficient number of active members
<p>Current Situation</p> <p>Number of members who are currently active in our Conference _____</p> <p>Is this enough to effectively serve our Neighbours?</p> <p>Who is our spiritual advisor?)_</p>	
<p>Recruitment</p> <p>Do we need to recruit new members in the next year or two?</p> <p>What plans do we have to recruit new members?</p> <p>How can Central Council help?</p>	
<p>Assessment Summary /Suggestions</p>	

Sharing	A fundamental principle is that funds are moved within the Society to where they are needed. Conferences are to send excess funds up, normally keeping no more than 3 month in reserve.
<p>Current Situation</p> <p>Do we follow good stewardship of donated funds leaving no more than 3 months in reserve?</p> <p>Does our Conference raise enough funds to meet our neighbours in need?</p>	
<p>Particular Council</p> <p>In the past year did we pass up funds to Particular Council?</p> <p>In the past year have you received funds from Particular Council to help you serve your neighbours?</p>	
<p>Assessment Summary /Suggestions</p>	

Prioritizing Areas for Improvement

List our Conference improvement needs in order of priority:

Identify the areas(s) that we focus on improving in the next 6 months:

List the actions we will take to achieve this change:
(For web resources, [click here.](#))