

Society of Saint Vincent de Paul
National Council of Canada



**Conference Operations as Defined by
the
Rule and Statutes
and the
National Council Operations Manual**

September 2017

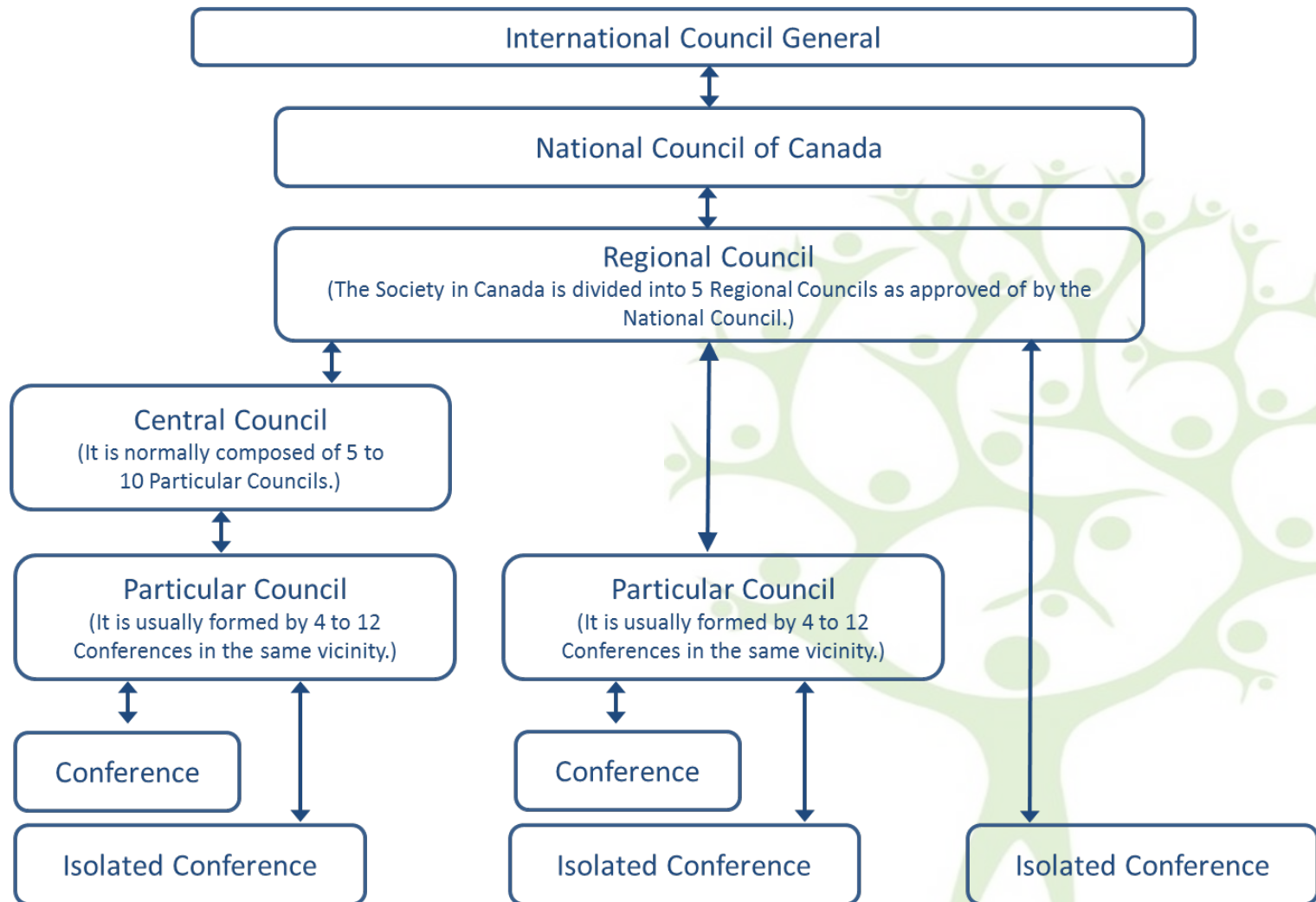
WHAT YOU NEED TO KNOW

THE “NITTY-GRITTY” OF
CONFERENCE OPERATIONS AS
DEFINED BY THE RULE AND
STATUTES (BLUE BOOK) AND
THE NATIONAL COUNCIL
OPERATIONS MANUAL

EACH CONFERENCE IS UNIQUE – BUT LINKED SPIRITUALLY AND PHYSICALLY TO THE WHOLE VINCENTIAN FAMILY TREE

- Autonomous in the services they offer, defined by the needs in their community; but linked with local and regional activities and requirements through their local Particular Councils
- Expected to follow the rules, procedures and guidelines as outlined in the Rule and Statutes book, available in paperback and on-line; and in the National Operations manual, available on-line - www.ssvp.ca, under the 'Members' heading

The VINCENTIAN FAMILY TREE



Areas where all levels of Councils exist

Areas where no Central Councils exist

Areas where no Central or Particular Councils exist

CONFERENCES SHOULD BE ACTIVE AND FUNCTIONING, SERVICE BASED AND OFFERING SUPPORT TO THOSE IN NEED

- Food, Clothing
- Shelter, Furniture
- Housing
- Other Help Services
- School Breakfasts
- Transportation
- Medical Assistance
- Milk Programs, lunch/other Meals

- Visibility at Community Events and Displays
- School Supplies/Backpacks
- Christmas Hampers and Gifts for children
- Senior home visits



- And **SPIRITUAL BASED, FOCUSED ON OPERATING ACCORDING TO OUR MISSION AND VALUES**



Bl. Frédéric Ozanam
1813 - 1853



St. Vincent De Paul
1581 - 1660

**SOCIETY OF SAINT VINCENT DE PAUL
NATIONAL COUNCIL OF CANADA**

www.ssvp.ca

MISSION

The Society of Saint Vincent de Paul is a lay Catholic organization whose mission is:

To live the Gospel message by serving Christ in the poor with love, respect, justice and joy.

VALUES

The Mission of the Society of Saint Vincent de Paul implies that as Vincentians we:

- see Christ in anyone who suffers
- come together as a family
- have personal contact with the poor
- help in all possible ways

2017

THE FIVE VIRTUES OF A VINCENTIAN:

SIMPLICITY – FRANKNESS, INTEGRITY, GENUINENESS

HUMILITY – ACCEPTING THE TRUTH ABOUT OUR FRAILTIES, GIFTS AND TALENTS KNOWING WHAT GOD GIVES US IS FOR OTHERS

GENTLENESS – INVINCIBLE GOODWILL TO SHARE KINDNESS, TENDERNESS AND PATIENCE IN OUR RELATIONSHIPS

SELFLESSNESS – SHARING TIME, POSSESSIONS, TALENTS AND YOURSELF

ZEAL – PASSION FOR THE FULL FLOURISH AND ETERNAL HAPPINESS OF ALL

- PART OF A LARGE FAMILY OF HELPING, CARING, SHARING INDIVIDUALS -

- **Your Conference**, in partnership with the other conferences in your Particular Council, and in your local Community.
- Your local Special Works operations
- Your Regional Council
- The National Council of Canada
- The International Confederation

WHY WE ARE HERE TODAY -



- To look at the natural life and activities of a Conference, and the guidelines of the Rule and Statutes to be kept up
- To review the Screening and Insurance requirements from the Operations Manual, and how this affects the orientation and training of new and existing members
- To add the Abuse Prevention Policy to training for new and existing members
- Consider what necessary ongoing retraining of existing members may be needed
- Gather your feedback

CONFERENCES HAVE RESPONSIBILITIES IN TWO SPHERES -

- Your public face – wherever there is a need, a lack, a longing for justice; how you fill these gaps.
- Your services – home visits, stores, food banks, shelters – and many other services.
- How you display and make evident the rejoicing of the spirit and dedication of your members.
- Internally, your responsibility to maintain the affairs of your conference according to national and local procedures, and government and insurance regulations.
- Know what the procedures and regulations are; and follow them -
- The ***NITTY GRITTY*** stuff

STANDARD (ONGOING) REQUIREMENTS – RE RULES AND STATUTES FOR CONFERENCES – RULE 2.2

- Conferences are the ONLY door in for new members to apply to join us, to be initiated and screened – to grow and move through our many SSVP operations
- Ensure new and existing members are oriented into conference life – Rule 2.2.2
- Use the National Screening directives to initiate all new members – Rule 3.5, Operations Manual 8.3, 9.9 to 9.12
- All members must be made aware of the National Abuse Prevention guidelines – Operations Manual 8.7 and 8.8
- Offer a Spiritual message at every meeting, and seek to deepen our own spirituality
- Track numbers of those served and types of service, for reporting and evaluation of activities – Rule 2.2.11
- Keep a Membership list – regularly updated, including initial and repeat screening and training, and retaining of required signed documents

STANDARD REQUIREMENTS (CONTINUED) -

- Have valid Insurance coverage, usually through your Particular Council - Rule 3.18
- Be CRA registered, and keep records of accounting and banking transactions – Rule 2.2.11 and 3.14
- Complete Annual statistical and financial reports to be sent up to your Particular Council – Rules 2.2.10 and 2.2.11
- Reference reading (later) for Conferences – read and review Section 2.2 (Conferences) of the Rule and Statutes book; and Section 3 Specific Revisions, #s 3.5, 3.6, 3.13, 3.14, 3.15, 3.18, 3.19, 3.21
- Particular Councils have similar responsibilities and requirements, including informing, supporting, and training their conferences, and running other activities and events – Rule #2.3
- Special Works - Rule #2.7 – operate separately and with specific objectives as set by their Conference/Council



WHAT DID I JUST HEAR – THERE IS A SCREENING PROCEDURE – AND ABUSE PREVENTION TOO!

- If your conference has had screening procedures in place for a while – you are fine. You can now add the Abuse Prevention Policy training for new and existing members if you have not already done so.
- If not, let's review the procedures on these policies - who, why, how, when.
- And discuss what we can all do to implement these policies into our conference lives.



MEMBER SCREENING PROCESS – TO BE CARRIED OUT AT THE CONFERENCE LEVEL

- Screening procedures have been in place since 2005. As per the Operations manual, ADM 004 and #s 8.3, 9.9 to 9.12 -
 - The prospective member submits a completed Membership Application form and gives the names of three references
 - Applies for a vulnerable sector Police Records check: and agrees to repeat the PRC every three years (as of May 2017)
 - Receives a member description and signs the Service Covenant and Confidentiality Agreement (form #9.11)
 - Completes orientation and training sessions and mentoring at the local level (conference or PC trainer)
 - Completes the Abuse Prevention and Discrimination and Harassment training program within 90 days of initial interview
 - And signs the Abuse Prevention declaration form #9.23 (additions to the screening process since April 2017)

ABUSE/DISCRIMINATION/HARASSMENT POLICY PREVENTION AND TRAINING REQUIREMENTS -

- Nationally, the Society is committed to maintaining environments free from abuse and discrimination, at all SSVP locations
- To train the members, volunteers and employees to identify behaviors that are unacceptable, and establish clear mechanisms for reporting and managing alleged abuse situations
- Abuse prevention awareness must be given to all members, volunteers and employees as a mandatory requirement by Insurance companies as part of the policy coverage
- Refer to the specific National Operations Manual ADM 007 and #s 8.7, 8.8 and 9.23, for more information on the Abuse Prevention policies and procedures

QUOTED FROM ADM 007 AND 8.7 – OPERATIONS MANUAL – ABUSE, HARASSMENT, DISCRIMINATION PROCEDURES AND RESPONSIBILITIES -

- Nationally, the Presidents of all Conferences and Councils will ensure compliance with this policy
- Regional Council Presidents shall ensure that an Abuse Policy is applied to Councils and Special Works employees within their jurisdiction
- All Presidents must ensure that Abuse, and Harassment/Discrimination programs are developed according to respective provincial legislation and are provided and available to each current and new members, incl. volunteers and employees
- Presidents must ensure compliance with this policy in their local Conferences and Councils.

APPLICABLE DOCUMENTS TO THESE TOPICS -FOUND IN THE OPERATIONS MANUAL -

- **Screening documents** – in particular #8.3, the Screening and Duty of Care Guidelines; and 9.9 to 9.12 – explains the interview process, and defines the term ‘duty of care’ as it applies to our interactions with the vulnerable persons we encounter in our services
- **Member Role Description** - #9.12 – an excellent explanation of a member’s role in and to the Society. Share this description with all your members as a refresher course of the role of a Vincentian
- **Abuse Prevention documents** – #s8.7 and 8.8 are guidelines to follow if a question of a possible case of abuse or harassment occurs. Form 9.23 has descriptions of the types of abuse, etc, and is the form a member signs to indicate they have had this training.

YOUR TURN – SOME DISCUSSION TIME -

- Questions or clarifications –
- Challenges, concerns –
- How or what could National training do better, improve on, or do differently – or how might your local Particular Council offer support and training as needed -



WHAT CHANGES MIGHT YOU IMPLEMENT
WHEN YOU RETURN HOME –
AND HOW MIGHT
YOU DO THEM?





- How to reach us if you need to/want to: by general email at education@ssvp.ca. To reach anyone of us specifically use our name in the message
- Look for regular Training information, guidelines and other related articles in future editions of the Vincenpaul magazine and the National website
- Mary Grad, Ontario and Judy Peddle, Atlantic – your presenters today – Other members – Kathy Weswick, BC; and Madeleine Lafrance, Quebec