# Society of Saint Vincent de Paul
# National Council of Canada

## Twinning Manual

**Approved by the Board of Directors - National Council of Canada**

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## GLOSSARY OF TERMS

(The terms listed below are subject to and further defined by the Rule of the Society and may also be available in the *International Twinning Policies and Procedures Manual (2017).*

### AGGREGATION AND INSTITUTION

The formal recognition of any conference (aggregation) or council (institution) by the International Council General.

### CONFERENCE

The basic unit of the Society of Saint Vincent de Paul.

### COUNCIL

Any particular, central, or regional/provincial body named council of the Society. This definition excludes the National Council that is specifically named in this manual.

### DONATING CONFERENCE/COUNCIL

The conference or council that extends assistance (financial and material) and engages in mutual prayer and correspondence with a conference or council in need.

### TWINNING

The awareness of acute poverty in a great number of countries and the Vincentian preferential option for the poor, spur conferences and councils to assist others with fewer resources. The activity between two conferences/councils is the expression of Vincentian fraternity and solidarity.

### INTERNATIONAL COUNCIL GENERAL (ICG)

The international "supreme and democratic organ" of the Society that is currently based in Paris, France. For more information on the ICG visit: www.ssvpglobal.org

### NATIONAL/SUPERIOR COUNCIL

The council that represents the nation.

### NATIONAL COUNCIL OF CANADA (NCC) TWINNING CHAIRPERSON

The individual that is responsible for twinning operations at the NNC level and chairs the NCC Twinning Committee. The NCC twinning chairperson can be contacted at: twinning-chair@ssvp.ca See Appendix D for role description.

## NATIONAL COUNCIL OF CANADA TWINNING COMMITTEE

The committee that guides twinning policy and operations at the NNC level, encourages and assists in the establishment of twinning as part of each conference/council's works, and develops regional twinning coordinators. (6.)

## RECEIVING CONFERENCE/COUNCIL

The conference or council in need that receives assistance (financial and material) and engages in mutual correspondence and prayer with another conference or council.

## REGIONAL TWINNING COORDINATOR

The individual who promotes, facilitates, represents the interests of, and is the first line of problem solving assistance to twinning activity within his/her region and chairs the Regional Twinning Committee. See Appendix D for role description.

## SOCIETY

The terms used in this manual to indicate the Society of Saint Vincent de Paul.

## TWINNING CONTACT PERSON

An individual that conducts and/or guides twinning activities and communication for the conference/council. See Appendix D for role description.

## TWINNING PROJECT

A request from a receiving national council on behalf of its conference/council, or from a Canadian donating conference/council on behalf of their twin, for financial support for a material (housing, water well, micro-business, etc.), educational (school, daycare, cafeteria, etc.), social (shelter for the aged or women, orphanage, etc.), or medical (dispensary, mobile health unit, etc.) project. This can be submitted to help and empower a group of persons in need, with the aim of resolving a structural/systemic issue in the community. Conferences/councils in Canada may wish to support these plans and provide funds greater than the policy limit for twinning, currently $4000.00 per year.

# PART 1 – INTRODUCTION

## 1.1 TWINNING DEFINED

Twinning is a sharing of our Society's prayers, contact, and resources with conferences and councils in need. It is a work of the Society, one of fraternal union and sharing among Vincentians worldwide.

## 1.2 PURPOSE OF TWINNING

Twinning allows us to *serve God's will* and to fulfill our own spiritual yearning to serve those in need *as the body of Christ*. It enables us to make a difference to our twinned brothers and sisters and fulfills our mutual needs, through the sharing of prayers, contact, and our mutual resources. Twinning also builds connections and solidarity with an international family and provides a forum for the exchange of ideas about local works.

As outlined in International Twinning Policies and Procedures Manual, twinning has three aims:

- To facilitate communication between councils and conferences around the world, promoting a spirit of understanding, friendship and solidarity among all Vincentians.
- To help spiritually, morally and materially councils and conferences so as to …
    - continue to alleviate misery and hunger
    - promote social justice throughout the world
    - animate solidarity within the Society worldwide
    - be a witness of Christian charity.
- To promote the establishment of new councils and conferences by helping them to form, and to expand.

## 1.3 HISTORICAL BACKGROUND

Though the concept of mutual assistance dates back to the beginning of the Society in 1844, twinning as a formal program was officially launched by the International Council General (ICG) in 1954. In 1979, twinning was reinforced at the international level when the plenary meeting of the ICG declared that, **"all monies collected in the name of the Society anywhere belong, in principle, to the poor of the world."**

Canada began developing its twinning process in the 1990s with the establishment of national and regional twinning coordinators and a workshop at the Annual General Assembly (AGA). Since then, twinning procedures have been established and clarified and twinning as a practice has been eagerly promoted. Twinning projects are promoted to provide means by local communities to improve their living conditions as per systemic change philosophy.

## 1.4 COMPONENTS OF TWINNING

**1.4.1 Prayer** - Twinning forms a community of prayer with our Vincentian brothers and sisters, to sustain each other and the poor we serve.

**1.4.2 Correspondence** - A regular exchange of correspondence, at least twice a year, between twins strengthens the bonds of understanding, friendship, and solidarity, and is a vital component to maintaining a successful twinning relationship.

**1.4.3 Financial Assistance** - Financial assistance at regular intervals enables the sharing of our many resources with twinned conferences/councils in need. Material assistance can be sent, with consideration of government regulations for the secure and lawful movement of such donations.

## 1.5 TWINNING RESOURCES

This manual and other twinning resources, including contact information, are available at: www.ssvp.ca NCC twinning publications and resources, including twinning forms, are available at: www.ssvp.ca/twinning The International Twinning Policies and Procedures Manual and other twinning publications are available at: www.ssvpglobal.org

For a hard copy of these resources please contact your regional twinning coordinator or the National Council of Canada administrative assistant.

## 1.6 THIS MANUAL

This manual adheres to and uses the language of the International Twinning Policies and Procedures Manual established by the International Council General (2017), and the twinning publications put forth by the National Council of Canada (NCC). This manual supersedes all other twinning documents published by the National Council of Canada. When drafting their own procedures, Canadian conferences/councils should strive to make them consistent with this manual.

## 1.7 PROCEDURE FOR AMENDING THIS MANUAL

This manual is a "living document" that will be updated regularly as needs and experiences demand. Amendments to this manual can be made with the approval of the Board of Directors of the National Council of Canada.

## PART 2 – HOW TO BEGIN TWINNING

### 2.1 WHO CAN TWIN?

Aggregated conferences and instituted councils are eligible to twin with other aggregated conferences and instituted councils, which from this point on will be referred to as conferences and councils. They must also have a business number, which allows them to write charitable organization receipts. Assistance with obtaining a business number is available from the NCC office.

Twinning can occur only between the Society's councils and conferences. Twinning funds cannot be given to other organizations or third parties for distribution.

No Vincentian can personally benefit from twinning.

All conferences and councils are responsible to their national council for the proper distribution and utilization of twinning funds.

Vincentians would violate their duty of accountability owed to the donors of the Society if they were to twin with a person, group, or organization that was not a member of the Society.

### 2.2 INITIATING TWINNING WITHIN A CONFERENCE/COUNCIL

The decision by a conference/council to engage in twinning begins with a discussion at a conference/council meeting.

- The conference/council chooses to be a donating twin.
- A motion is introduced to establish a twinning with a conference or council outside of Canada, in designated countries as defined by the national policy TW002, in which Canadian conferences/councils are donating conferences/councils.
- If passed, the conference/council seeks from within its members a twinning contact person, who will conduct twinning activities. It is preferable that the twinning contact person not be the president of a conference/council.

Refer to *Appendix D* for the role and responsibilities of the twinning contact person.

### 2.3 FINDING A TWIN

The last subject a conference/council must consider before submitting a twinning application is finding a twin.

A conference/council decides the language they would like to correspond in and chooses which country(s) they would prefer to twin with, from those defined by national policy. Due to feasibility for volunteers and staff, all new twinning will be conducted with Vincentian entities from the following countries only**: Antigua (English), Colombia (Spanish), Dominica (English), Dominican Republic (Spanish), Grenada (English), Guatemala (Spanish), Guyana (English), Haiti (French), Peru (Spanish), St. Lucia (English), Suriname (English), Trinidad & Tobago (English) and Ukraine (English).**

Note: In the event a twin is not available in the country of preference, please provide an alternate choice(s) on the twinning application form.

The International Council General (ICG) designates certain national councils to be the twin in specified countries because of language, proximity, cultural and historical links and other appropriate reasons. Canada is twinned with the above listed countries for these reasons.

Councils and conferences wishing to twin outside these arrangements shall obtain the approval of the national councils of both countries (receiving and donating) after consultation with the international twinning commission coordinator.

Exceptions: Twinning with countries other than those stated above will continue, if the twinning commenced prior to 2000,

## 2.4 SUBMITTING A TWINNING APPLICATION

To submit a twinning application, the twinning contact person obtains and completes an application form, which asks for the preferred language and country, and the conference/council's date of aggregation and Revenue Canada Business Number (BN). The twinning application form is available from the NCC website at www.ssvp.ca/forms to download or your regional twinning coordinator. Completed application forms can be emailed to twinning@ssvp.ca or mailed to the address on the bottom of the form.

## 2.5 APPROVING A TWINNING APPLICATION

Upon receiving the application, the NCC twinning chairperson will select or seek a twin, according to the specific request listed on the application form of the conference/council, and from the available receiving twinning applications.

A package, which includes details about the twinned conference/council, transmittal of funds form and a copy of the NCC Twinning Guidelines will be sent the donor applicant.

The NCC twinning chairperson also notifies the regional twinning coordinator, the NCC administrative assistant, and the contact person for the national council of your twin.

## 2.6 AFTER APPROVAL

Upon receiving the twinning package, the twinning contact person writes to the twin and receives a reply or writes again. **It is recommended that the twinning contact person receive a reply to the correspondence before twinning can proceed.**

Once the twinning contact person receives a response from the twin, they can then send funds, along with the Transmittal Form **to the National Council of Canada office**, as listed at the bottom of the form.

The NCC treasurer then sends a bank transfer, after deducting administrative fees, to the national council of the recipient twin, who in turn passes the funds to the receiving conference/council.

The NCC administrative assistant will send confirmation to the twinning contact person that funds have been sent to the national/superior council of the recipient twin.

Your twin should acknowledge the receipt of funds, but not necessarily each time. (For specific policies and procedures relating to prayer, correspondence, or financial assistance, refer to part 3: Maintaining your Twin).

## 2.7 TIMELINE FOR ESTABLISHING A TWINNING RELATIONSHIP

Twinning has been described as a lingering labour of love. Corresponding electronically with national council and your twin and having a readily available translator (as necessary), can speed up the time it takes to establish a twinning relationship. Listed below is the estimated time it will take to establish a twinning relationship.

**2.7.1 Establishing a Relationship of Prayer and Correspondence** – Establishing a relationship of prayer is vital to us, as we can do nothing without God. It reminds us of our unity in Christ. Creative ways of making spiritual links keeps a vital contact with the poor that we are serving through our twins.

Establishing a relationship of correspondence with a twin may take 1-3 months. It is recommended to write to your twin in the language of the recipient's country out of respect for these Vincentians assisting the poor with so little resources. The NCC twinning chair can help with translation if needed. E-mail is not as readily available in other countries as it is in Canada, but it is most satisfying as a means of correspondence. You should correspond at least twice a year.

**2.7.2 Transmission of Funds** - The transmittal of funds should be processed and sent to the recipient's national/superior council and confirmation of transmitted funds sent to the twinning contact person within 6 weeks of the quarterly transmittal of funds date (i.e. the 31st of the month preceding **February, August, and November**).

The time it takes for the recipient's national/superior council to pass funds to the receiving conference/council varies according to their operational capacity. Upon receiving funds, the twin may inform the donating conference/council through correspondence when funds were received.

## PART 3 – MAINTAINING YOUR TWIN

### 3.1 PRAYER

**3.1.1 Importance of Prayer** - Prayer is a crucial component to successful twinning. Prayer builds a solid foundation, from which a twinning relationship can flourish in times of good fortune, and remain resilient in times turbulence or uncertainly. "In every conference throughout the world and in their personal lives, Vincentians raise their prayers to God, united with the prayer of Christ, on behalf of one another and their masters the poor, whose suffering they wish to share." (ICG Twinning Manual)

**3.1.2 Prayer in Action** - The spiritual basis of the Society necessitates that all twinning relationships should involve a union of prayer. Conferences/councils may establish this union as they see fit. An example of realizing this union could be **praying for the intentions of all members of the Vincentian family or twinning partner** at Masses, conference/council meetings, or individually. Other examples could include both conferences offering a Mass on a particular day, and if possible, at a particular time on that day, or saying the Rosary for each other, as **the Society has adopted the Blessed Virgin Mary as its patroness**.

### 3.2 CORRESPONDENCE

**3.2.1 Importance of Correspondence** - Like prayer, correspondence is a vital component to maintaining a successful twinning relationship. A regular exchange of correspondence strengthens the bonds of understanding, friendship, and solidarity between twins, enabling the twinning relationship to endure through times of uncertainty.

Correspondence serves the mutual purpose of enabling twins to support each other's needs, comfort the other in times of sorrow, and celebrate together in times of joy. A regular exchange of correspondence also **provides assurance that financial assistance has reached the twin and early detection or indication of irregularities within twinning**. It also enables us to meet our obligations to account for the funds sent.

**3.2.2 Particulars of Correspondence** - Correspondence takes place between twinned conferences/councils and is generally sent by email.

The contact information of the recipient twin is available from the twinning package that has been sent to the conference/council upon approval of the twinning application. If the twin's contact information is not available, contact the NCC administrative assistant at twinning@ssvp.ca.

A regular exchange of correspondence between twins is strongly encouraged. Correspondence can be personal, friendly, and full of details about the conference/council's members, work, and the Society activities. It can focus on the cultural, moral, and spiritual aspects of life or any other issues the conference/council feel are important. The inclusion of photographs is also helpful to know and be known by our brothers and sisters in Christ. This kind of correspondence evokes mutual interest, understanding, and encouragement, and helps the conference/council assess the conditions, needs, and concerns of their twin.

A conference/council may write as often as they wish, preferably at least twice a year, and should receive a reply to their correspondence at least once a year. Keep in mind that it may take a few months to receive a reply. Please write in the language of your twin as they often do not have translating resources. The NCC twinning chairperson can help you with translation if needed. )

## 3.3 FINANCIAL ASSISTANCE

### 3.3.1 Contribution Policy

Conferences/councils are advised to send regular (quarterly) contributions, which assist the twin plan its charitable activities and services.

Funds are sent to twins from the NCC in February, August, and November, and must be received at the NCC office by the 31st of the previous month.

**All financial contributions by conference/council to be sent outside the country must be sent through the National Council of Canada**, as the International Council General requires that funds sent from donating conference/council to receiving conference/council be moved through their respective national council. The NCC is also accountable to Canada Revenue Agency (CRA) for such contributions.

The funds sent are normally in amounts of between $100.00 and $750.00 per quarter or up to $4000.00 yearly, as per NCC policy TW002. This limit is in place as sums of money are usually able to be converted into more financial units in twinned countries. Larger sums also require more organization and personnel (members) of your twin to distribute. Amounts exceeding $750.00 per quarter or $4000 per year should not be sent unless their intent is for disaster relief or for a twinning project.

If a donating conference/council finds that it has more funds than the $750.00 quarterly or $4000.00 yearly limit, they may consider submitting an application for an additional twin, or apply to assist through a twinning project with their twin.

Material assistance, such as clothing, tools, and equipment can be sent, with consideration of government regulations for the secure and lawful movement of such donations. Personal visits, as the conference/council can afford, can also be part of twinning.

### 3.3.2 Transmittal of Funds

The donating conference/council sends funds, in the form of a cheque, and with the transmittal form to the NCC Office. The cheque is payable to: Society of Saint Vincent de Paul, National Council of Canada. The cheque and transmittal form can be sent to: The Society of Saint Vincent de Paul, National Council of Canada, Twinning, 2463 Innes Road, Ottawa, ON, K1B 3K3.

The NCC administrative assistant must receive these funds by the 31st of the month previous to February, August, and November. The NCC will retain an administration and banking fee, annually, in the February transmittal of funds. Conferences and councils are encouraged to add this fee to their twinning contribution in order not to penalize their receiving twin.

After receiving the cheque and the transmittal form, the NCC treasurer sends a financial transaction to the national council of the recipient twin, who in turn passes the funds to the receiving conference/council.

The NCC administrative assistant will send confirmation to the donating twinning contact person that funds have been sent to the national council of the recipient twin.

### 3.3.3 Timeline for Transmittal of Funds

The transmittal of funds should be processed and sent to the recipient's national council and confirmation of transmitted funds sent to the twinning contact person, within 6 weeks of the quarterly transmittal of funds date (i.e. the 31st of the month preceding February, August, and November).

The time it takes for the recipient's national council to pass funds to the receiving conference/council varies according to their operational capacity.

Upon receiving funds, the twin can inform the donating conference/council through correspondence when funds were received. The conference/council can then infer how long it takes for funds to be received.

### 3.3.4 Twinning Projects

**What is a twinning project?** - A twinning project is a request from a receiving national/superior council on behalf of its conferences/councils, **or** from a Canadian donating conference/council on behalf of their twin, for financial support for a plan that would enrich the lives of the poor they serve or benefit a larger number of poor.

These plans could take the form of financial support for material (housing, water well, micro-business, etc.), **educational** (school, daycare, cafeteria, etc.), social (shelter for the aged or women, orphanage, etc.), or **medical** (dispensary, mobile health unit, etc.) projects, submitted by the receiving conference. Projects are meant to help and empower a group of persons in need, with the aim of resolving a structural or **systemic issue in their community**.

**Guidelines to submit a twinning project application** - The normal amount of financial assistance admissible for a twinned project from a conference/council is limited to $4000.00. A long-term project (between $4000.00 and $10,000.00) is admissible, but should be strongly discouraged as more experience and managerial skill is required. If a long-term project is proposed, future operations must be planned, with the intent to make it self-sufficient within a limited time. A long-term project will be executed under the close supervision of the recipient's national/superior or central council.

A minimum local contribution is compulsory and is based on the cost of the project. For financial assistance up to $4000.00 the local contribution should be at least 10 percent. For financial assistance up to $10,000.00 the local contribution should be at least 20 percent, and over $10,000.00, at least 50%.

The project application should contain all pertinent details to enable decision making relative to the project. This will include: the necessity and purpose of the project, exact location, description of the operation or project, details of costs, timelines for completion of the project, list of beneficiaries, etc. Because all details cannot be incorporated into the application form, separate notes may be attached.

If a project involves the utilization of any land or building not owned by the Society, the application should include a legally valid title document, supporting the exclusive right of the Society over such land or building.

For a project involving construction of a building(s), a plan and cost estimate of the proposed construction by a qualified person i.e. architect or engineer, should be attached to the application.

Commercial or business-type projects aimed at profit-making are outside the realm of the Society.

A receiving conference/council that is engaged in a twinning project will be eligible for further project funding after a period of 3 years following the completion of the project.

Twinning project application forms are available from the NCC administrative assistant, or from your regional twinning coordinator. The completed application can be sent to twinning-chair@ssvp.ca or Society of Saint Vincent de Paul, National Council of Canada, Twinning, 2463 Innes Road, Ottawa, ON, K1B 3K3.

**Approving a twinning project:**

1. All projects should be approved in writing by the recipient's national/superior council before being sent to be considered by Canadian conferences/councils.
2. All twinning projects require approval by the NCC President, upon the recommendation of the regional council president and the chairperson of the NCC Twinning Committee.
3. Applications for additional funds after the project approval has been given will not be entertained. Contingency provisions must be made in the original budget proposal. (5.)

**Reporting for projects -** An annual progress report on the twinning project must be submitted to the donating conference/council from the receiving conference/council via the respective national council. More frequent reporting from the receiving council/conference, such as every six months, is encouraged.

Each approved project must be completed within the time frame specified by the application, calculated from the date of receipt of the initial financial amount. Upon completion of the project, a final report detailing the receipt and expenditures, and a list of beneficiaries and overall benefits accrued to them, must be submitted to the donating conference/council from the receiving conference/council via the respective national council.

Refer to *Appendix C* for a flow chart of the Twinning Project Cycle.

## 3.4 REPORTING

**3.4.1 Particulars of Reporting** - The International Twinning Policies and Procedures Manual (2017) established by the International Council General requires that each national council engaged in twinning prepare a report on their twinning activities, including statistical and financial information by **February 28th of each year**. This report is prepared by the NCC twinning chairperson aided by the administrative assistant for twinning.

In order to be able to fulfill this requirement, each conference/council engaged in twinning shall submit an **annual twinning report to their regional twinning coordinator by January 31st of each year.**

The regional twinning coordinator prepares a regional annual report with statistics taken from the twinning reports submitted to him/her by conference and council. The report shall be forwarded to the NCC twinning chairperson by February 15, of each year. The regional twinning coordinator, as well, prepares a report for the regional AGM.

Annual report forms can be found on the NCC web site at www.ssvp.ca.

## 3.5 ACCOUNTABILITY AND PROBLEM SOLVING

### 3.5.1 Chain of Accountability & Responsibility

The twinning contact person is:

- accountable to his/her conference/council and
- responsible to the regional twinning coordinator.

The regional twinning coordinator is:

- accountable to his/her twinning contact people, regional council president, and
- responsible to the NCC twinning chairperson.

The NCC twinning chairperson is:

- accountable to the regional twinning coordinators, the NCC board and the NCC Twinning Committee, and the international twinning coordinator.

**3.5.2 Procedure for Addressing Issues** - Issues relating to the approval of twinning applications or transmittal of funds can go directly to the NCC twinning chairperson, as the chair has the authority and ability to address such issues. All other issues or inquiries should be addressed at the appropriate level and should follow the following chain of responsibility/accountability:

The twinning contact person brings an issue to their regional twinning coordinator, who addresses that issue if possible, or forwards it to the NCC twinning chairperson. The NCC twinning chairperson notifies the regional twinning coordinator when the issue has been addressed and outlines the resolution if necessary. If resolution is not immediate, the NCC twinning chairperson should keep the regional twinning coordinator abreast of any developments. The regional twinning coordinator forwards the NCC twinning chairperson's response to the twinning contact person.

## PART 4 – RECONSIDERATION OF TWINNING

### 4.1 MULTIPLE TWINS

Because of the large number of conferences/councils in need, donating conferences/councils are encouraged to adopt more than one twin.

Receiving conferences/councils are not allowed to be receiving from more than one twin, as advised by the International Twinning Policies and Procedures Manual.

### 4.2 RETIREMENT OF TWINS

Whenever possible, receiving conferences/councils should strive to become self-sufficient. When, in the opinion of the recipient's national/superior council, a receiving conference/council has become financially self-sufficient, it should retire the financial assistance part of the twinning arrangement. Other established fraternal links may continue between twinning partners. Such a retirement will then allow the donating conference/council an opportunity to adopt a new twin if they choose. (2.)

If a donating conference/council decides to cease twinning, for reasons of shortage of funds or failure to find a person to act as the twinning contact person, the inability to establish or maintain a meaningful prayer and correspondence link with their twinning partner, or other serious concerns, it shall pass a motion to cease twinning at a conference/council meeting.

A copy of the motion and summary of the reasons for the decision is sent to the regional twinning coordinator, the NCC twinning chairperson, and the NCC administrative assistant.

The NCC twinning chairperson will inform the receiving country's national/superior council and ask that the receiving conference/council be informed of the decision. A new conference/council with whom to twin your previous twin may also be solicited from the receiving national/superior council.

### 4.3 SUSPENSION OF TWINNING

When, in the opinion of the NCC twinning committee chairperson, a receiving national council or conference/council has repeatedly failed to comply with the provisions of the International Twinning Policies and Procedures Manual and twinning publications put forth by the NCC, or for some other serious cause, twinning may be suspended. Such suspension of twinning will only be as a last resort and after every attempt towards resolving any problems with the receiving national/superior council or conference/council has occurred.

The NCC Twinning Committee chairperson shall notify the appropriate regional council, with a copy to the regional twinning coordinator, instructing them to notify the donor conference/council that twinning funds should be stopped forthwith.

Canadian conferences/councils are not to suspend a twinning relationship without approval from the NCC Twinning Committee chairperson.

## APPENDIX A - PRAYERS TO SUPPORT TWINNING

(Hymn 127, Glory and Praise)

Oh my God,
May it please you to be the bond
which ties the hearts of evangelizers together
in a common attitude of humility,
of unity, and of respect for one another….

Let the good effects of their mutual affection,
which you allow to develop among them,
steadily grow and flourish,
and make the fruits of their labors
for the salvation of souls
constantly increase.

Strengthen them in their … efforts,
and be yourself their ultimate reward.
(No. 28)

Oh my God,
set my heart on fire
with the desire to serve you! …

As long as you lived in this world
All your thoughts went out to the salvation of all
people….

Teach me by your example,
grant me all the virtues proper to true evangelizers,
and make me, through the fervor of my zeal,
set the world around me on fire.

I want to give myself to you,
body and soul,
heart and mind and spirit,
in order always to do what pleases you.
(No. 29)

(From: Braakhuis, Frits (Frederick), trans. Praying in St. Vincent's Spirit. Hugh O'Donnell and Jay Gibson, Eds. Denver: St. Thomas Theological Seminary, 1990.)

## APPENDIX B - TWINNING CYCLE

Indicating main functions of twinning, in clocklike progression

**DONATING CONFERENCE/COUNCIL:**

- Prays for receiving conference/council
- Communicates with receiving conference/council
- Commits funds to receiving conference/council
- Forwards funds to their national council

**NATIONAL COUNCIL (DONOR):**

- Forwards funds to national/superior council (recipient)

**NATIONAL/SUPERIOR COUNCIL (RECIPIENT):**

- Acknowledges receipt of funds
- Distributes funds to receiving conference
- Ensures receiving conference/ council complies with International Twinning Policies and Procedure Manual
- Requests annual report from receiving conference/council

**RECEIVING CONFERENCE/COUNCIL**

- Spends funds on the poor
- Reports annually on spending
- Prays for donating conference/council members
- Communicates with donating conference/council

**NATIONAL/SUPERIOR COUNCIL (RECIPIENT):**

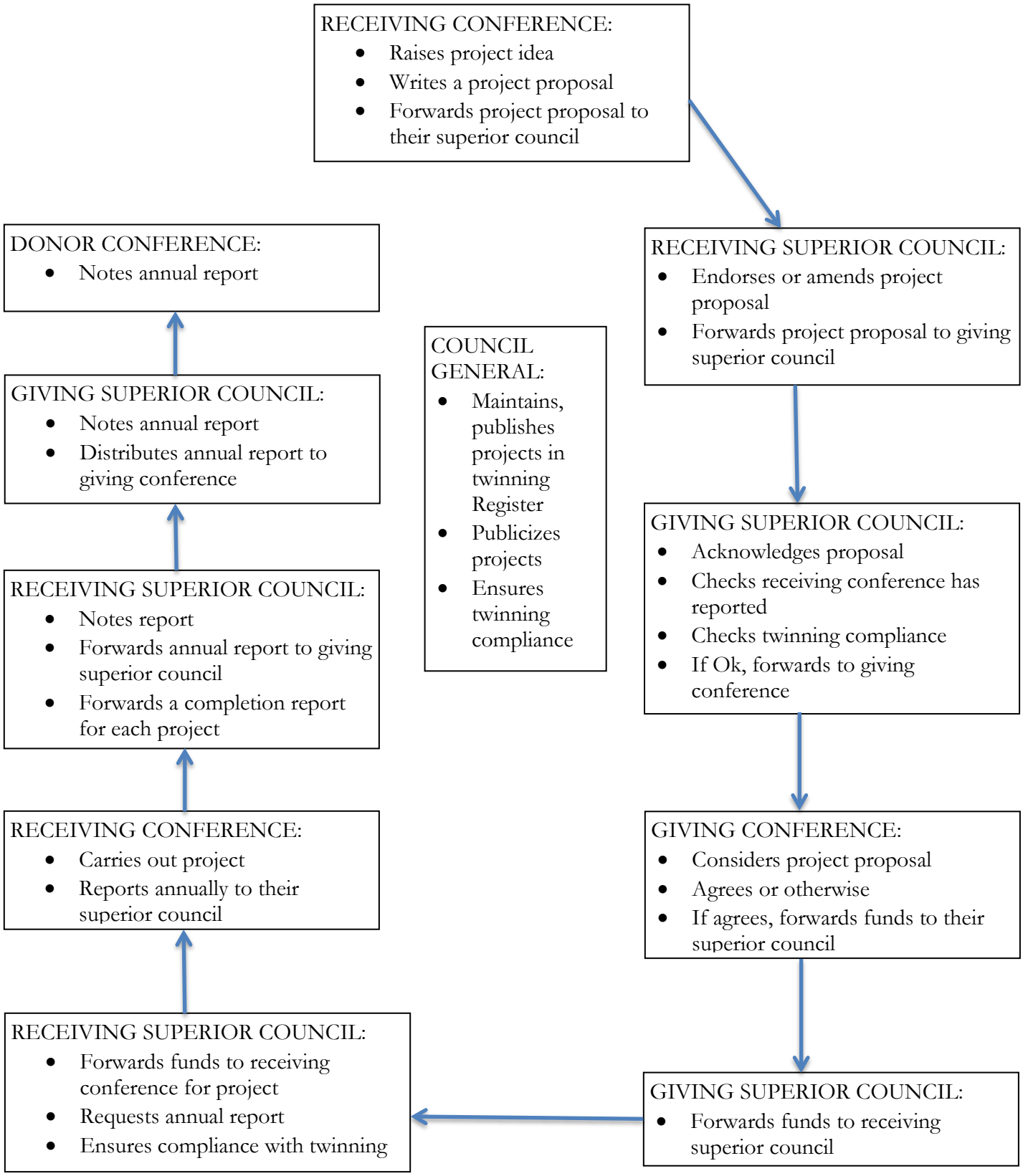
- Forwards reports of receiving conference/ council
- Advises donor's national council and International Council General of twinning changes

**NATIONAL COUNCIL (DONOR):**

- Notes new, retired and non-reporting receiving conferences/councils and advises International Council General annually
- Distributes report to donating conference/council
- Ensures donation conference/council's compliance with International Twinning Policies and Procedures Manual

## APPENDIX C - TWINNING PROJECT CYCLE

From the International Twinning Policies and Procedures Manual (2017),



## APPENDIX D - ROLES AND RESPONSIBILITIES OF TWINNING AGENTS

### ROLE OF THE TWINNING CONTACT PERSON

1. Accountable to members of his/her council or conference.
2. Responsible to the regional twinning coordinator.
3. Completes the twinning application form on behalf of the council or conference.
4. Conducts and/or guides the twinning activities of his/her council or conference.
5. Maintains regular correspondence with twin.
6. Arranges for quarterly, semiannual or annual transmittal of funds.
7. Expects confirmation of funds at least once a year, but preferably after each transmittal.
8. Submits annual twinning reports to regional twinning coordinator **by January 31st each year.**

### ROLE OF THE REGIONAL TWINNING COORDINATOR

1. Accountable to twinning contact people and the regional council president.
2. Responsible to the NCC twinning chairperson.
3. Facilitates and promotes twinning within his/her region.
4. Provides forms, guidelines and information relevant to twinning.
5. Is the first line of assistance for problems and/or celebrations that councils or conferences may have with twinning.
6. Receives annual twinning reports from twinning councils and conferences by January 31st of each year.
7. Reports to the regional council at their meetings, and for their publications, and annual reports.
8. **Reports to the NCC twinning chairperson annually, by February 15th of each year**.
9. Attends the NCC AGA if possible, for the annual NCC twinning committee meeting.

## ROLE OF THE NATIONAL COUNCIL OF CANADA TWINNING CHAIRPERSON

1. Accountable to the NCC Twinning Committee and the international twinning coordinator.
2. Responsible to the National Board and National Council of Canada.
3. Receives twinning applications from Canadian conferences or councils and match twins with twinning applications.
4. Receives twinning applications from international twins and responds according to the NCC Twinning Policy.
5. Prepares twinning policies and procedures and maintains twinning activity according to the policies.
6. Guides twinning conferences and councils in meeting requirements of legislated bodies.
7. Develops guidelines, manuals, pamphlets, and structural items to assist with the promotion of twinning in Canada.
8. Meets annually at the AGA of the NCC with the regional twinning coordinators.
9. Prepares NCC annual **report to forward to International Council General by February 28th each year.**
10. Maintains communication with international twinning representatives and responds to International Council General directives in regards to twinning

## ROLE OF THE NATIONAL COUNCIL OF CANACA ADMINISTRATIVE ASSISTANT

1. Receives twinning funds cheques and transmittal forms from donating councils or conferences.
2. Sends communication that directs recipient national/superior council as to which twin the funds are intended.
3. Sends confirmation to the twinning contact person that funds have been sent.
4. Maintains database of twinning conferences and councils and their twinning activity.
5. Assists with the development of structural items for the promotion of twinning, and if possible, with the display tables at the AGA.

## ROLE OF THE NATIONAL COUNCIL OF CANADA TREASURER

1. Sends twinning funds to national/superior council of the recipient twin according to banking arrangements with the recipient national/superior council.
2. Is responsible for bookkeeping and provides all required financial statements.

**End of manual**