

# **Organizing & Chartering**

## **A New Serra Club**



**Membership Committee**

**United States National Council of Serra International**

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## Foreword

Why are we going to the next diocese or next town to form a new Serra Club? Each of us will phrase our answer in a different way, but the following reasons have moved the hearts of many Serrans. They say so well what Serra means to so many of us.

“ . . . Your organization (Serra International) tends the seedbed of God’s planting, his gentle summons to respond to these special vocations within the family, the local community, the parish and the diocese. . . ”

Pope John Paul II  
*(to the Serra International Board)*

“You are not primarily a well-organized, worldwide lobby pressuring the unmarried to get themselves ordained. You are part and parcel of a priestly people.”

Rev. Walter J. Burghardt, S.J.  
Georgetown University

“On behalf of the Church, I must tell you of my esteem and my encouragement for your numerous initiatives in favor of vocations. It is really admirable that laypersons deeply convinced that the Church and society needs priests and religious take as a purpose of their commitment as Christian's prayer and hard-working action for the spread, development, perseverance, increase and assistance of vocations. You are mindful in this of Jesus’ words, ‘The harvest is plentiful, but the laborers are few; pray, therefore, the Lord of the harvest to send out laborers into his harvest.’ ”

Pope John Paul II  
*(To Serrans)*

“The deep value of being a Serran is that in Serra we are formed into a Christian community that gives moral and spiritual support to our lives, which keeps us involved and committed.”

Thomas Ransdell  
Serra Club of Louisville, KY

Prove at home, at work, in your associations, that the message of Jesus forms real women and men, capable of coping serenely with the harshness of daily life. Be available with all your strength to the construction of civil society more worthy of man. Prove in your whole behavior that, with the grace of God, it is possible to put into practice in the modern world the Sermon on the Mount and the Beatitudes, with all the radicalism they involve.”

Pope John Paul II  
(To Serrans)

“A Catholic joins Serra to help perfect the call to holiness in Christ. Serrans have seen a vision. They are to live a fellowship for justice and human fulfillment, especially in the practical task of humanizing society in God’s way.”

Rev. J. Kevin Kenny  
Manchester, England



Blessed Junipero Serra

## **Introduction**

Many Serrans say that organizing a new Serra Club is the most rewarding experience Serra offers. The Church today is in great need of priestly and religious vocations, and a primary purpose of every Serra Club is to encourage, promote and support such vocations. Perhaps nothing we can do has a greater effect on us than organizing a new Serra Club that will continue to work and pray for vocations for years to come. Although each instance is unique and details may vary, the basic procedure as outlined in these steps has proven effective in the past. The order of some of the earlier steps in the procedure may vary or overlap, but they should not be ignored.

Once the preliminary work is completed, a new club can be organized. Your dedication and persistent efforts will overcome many obstacles and you will celebrate the new charter with confidence.

The steps that follow outline the preliminary work for your new club-building effort, planning of your first organizational meeting, and the charter celebration of your new Serra club.

## **God's blessings as you Organize and Charter a new Serra Club.**

Assistance is available from the  
Membership Coordinator

Serra's National Council for the United States  
333 W. Wacker Drive Suite 500 | Chicago, IL 60606  
Phone (312) 201-6549 ~ 888-777-6681 · Fax (312) 201-6548 ~ 888-777-6803

## **Step 1: Pray!**

Do not underestimate the power of your prayer to bring success to your new club-building efforts.

### ***Serra Prayer for Vocations***

O God, Who wills not the death of a sinner, but rather that he be converted and live, grant we beseech you, through the intercession of the Blessed Mary, ever Virgin, Saint Joseph, her spouse, Blessed Junipero Serra, and all the saints an increase of laborers for your Church, fellow laborers with Christ to spend and consume themselves for souls, through the same Jesus Christ, Your Son, Who lives and reigns with You in the unity of the Holy Spirit, God forever and ever. Amen.

### **In His Steps Prayer**

"Walk with Blessed Junipero Serra as he traces our Lord's footsteps  
in search of workers for the vineyard."

Holy Spirit, you are the love and light of the world. Continue to give  
all Serrans the courage and generosity to respond ardently to your call.

With one voice now, all Serrans say, "Here I am Lord." Fire each of us with  
a renewed spirit and enthusiasm to work for vocations for our Church.

Deepen our commitment to the Serran mission that we may,  
indeed, walk "in his steps" on our journey.

Father, we ask this in the name of Jesus, our Lord, through the intercession of  
Blessed Junipero Serra and Mary, the Mother of the Church and religious  
vocations.

Amen

## **Step 2: Form an Extension Committee or District Extension Team**

Once the decision is made to start a new Serra Club, the burden to establish this new Serra presence is ours. The growth of the Serra movement depends on the dedication and work of this extension committee. While the District Governor is charged with the responsibility to form new Serra clubs, it is the help and support of the extension committee that significantly determines that a club-in-formation will be a success. We recommend that the District Governor arrange for a District Extension Team (DET) training seminar.

A seminar can be scheduled through the Chicago office, by contacting the membership coordinator. The DET should be prepared to make a two-year commitment to the new club-building efforts of the district. This will provide consistency and continuity to each new club formed. The District Extension Committee should include:

1. Chairperson
2. Vice chairperson
3. District Governor
4. Serra member from the sponsoring club
5. Serra member from the district
6. The Regional Director and Membership Coordinator acting as support persons

At least one of these members should have had previous success in membership campaigns or club-growth programs.

The Vice Chairperson acts for the chairperson in his or her absence, so that there will be experienced leadership at all times during the club's formation period.

The Extension Committee may be affected by subsequent steps, so the membership of this committee may be adjusted accordingly.

## **Step 3: Identify an Area to Build a Serra Club**

### **Regional Leadership:**

The development of new clubs has provided the largest gain in Serra membership in the United States.

In the USA Council, Regional Directors have been requested to assist District Governors in developing new clubs in those dioceses that have no Serra Clubs. Regional Directors and Region Vocation Directors in the United States can assist in approaching the Diocesan Bishops and Vocation Directors. Based on the discussion and negotiation with pertinent District Governors, the Regional Director can and will assign certain non-Serran dioceses to a specific District Governor's territory.

### **District Leadership:**

The Governor should be familiar with available resources - written materials, manuals, and videos for starting new clubs - to properly advise and evaluate the efforts to start new clubs.

To determine if these may be appropriate for your district's efforts call and discuss these with the Serra's National Council Membership Coordinator or the VP of Membership of the Council.

The identification of the target area may come from any one of a number of sources:

1. An existing Serra Club may see the need and possibility for forming a new club.
2. An individual Serra member may have a special interest in forming a new club in a specific area.
3. The District Governor or Council Regional Director may see the need and possibility for a new club in a given area.
4. Serra International may request that additional clubs be started in a given area.
5. A bishop or another member of the clergy may ask Serra International or an existing Serra Club to start a club in a given community.

In dioceses where there are one or more active Serra Clubs, those clubs, along with the District Governor, can best identify areas for potential clubs. In dioceses where there is no Serra membership presence, that is, neither a Serra Club nor a District Governor assigned for that diocese, usually the See City would be the target area for the first Serra Club in the diocese.



## Step 4: Evaluate the Resources and Means

1. Read this manual, *Organizing and Chartering a New Serra Club*, to understand all the resources that are available to you. US Council manuals, Serra club materials and resources may be downloaded and printed ([www.serraus.org](http://www.serraus.org)) or ordered from the US Council Office.

**Call toll-free (1-888-777- 6681), by fax (1-888-777-6803), by email**  
([serraus@serraus.org](mailto:serraus@serraus.org)), or

By US Mail:

**USA Council of Serra International, 333 W. Wacker Dr Ste. 500, Chicago IL 60606**

2. Communicate throughout the District and US Council to the local level.
  - A. Club Visits (minimum of twice per year, more frequently if possible especially if one of their local events)
  - B. Newsletter to Club Presidents, Officers and all members (regular distribution whether monthly, bi-monthly or quarterly. Use one of your District Council members to create if you are too busy to produce yourself)
  - C. District Council meeting (twice per year in person, other times by Conf Call)
  - D. Conf Calls with all club presidents (if a hot issue breaks out)
  - E. Ensure all club officers contact information is forwarded to the US Council office (within 30 days of the new officers being installed)
  - F. During club visits, verify that members are receiving the US Council email newsletter entitled "ALWAYS FORWARD, NEVER BACK)
3. Consult the District Governor and District Council to determine what each club is doing in starting new clubs and to learn if their membership efforts have been successful.
4. Use a District Extension Team.

## **Step 5: Form a knowledgeable and trained District Extension Team**

1. Ask the Membership Coordinator if there is a Membership Ambassador available to lead the chartering process for this potential club.
2. Determine if there is another club already working to establish a new club in the same or overlapping area by checking with the Membership Coordinator.
3. If there is no Serra presence in the diocese, someone familiar with the diocese, such as a Pastor or Vocation Director, should be consulted for advice in these matters.
4. Specific assistance is available from National Office for to orientate and train Serrans who will be on the District Extension Team. Request for staff assistance can be obtained by contacting the Executive Director at the National Council for the US.
5. Meet regularly with the District Extension Team, the district and sponsoring club leadership to learn about the target areas for new Serra clubs.
6. Make sure the district leadership has chosen a realistic target area and has met or made plans to meet with the bishop and local clergy to secure their support.
7. Establish an organized time frame that should lead to chartering the new club within one year and request confirmation from the Bishop for a Charter date twelve to fourteen months from the starting date.
8. Visit with a priest in the area who strongly supports the establishment of a Serra Club and who could be an enthusiastic Serra chaplain. The Bishop may have a suggestion.
9. Establish that the Catholic population in the area is sufficient to support a Serra Club.
10. Determine if the clergy in the area are favorably disposed to the formation of a Serra Club. If not, nearby Serra Clubs must examine themselves and determine whether they have been effective in promoting vocations or whether it is just a matter of the clergy not being aware of what Serra is doing.
11. Find out if there is an active, strong, nearby club that can be a sponsoring club. If not, some creative methods must be used to get the new club started.
12. Inquire if there are any past District Governors or other individuals in the district or neighboring districts who have had success in establishing new clubs and who can be called upon to lend their advice and expertise.
13. Ask the Membership Coordinator if there is a District or Regional Council in the immediate area, as they can be a source of valuable assistance.

## **Step 6: Establish Structure and Communication of the Club-in-Formation**

1. All Serra clubs-in-formation need the help and support from the other Serra clubs in the district.
2. The Extension Committee or District Extension Team should involve the District Governor, Regional Director, and Membership Coordinator to assure that the new club members receive the necessary and available assistance to successfully charter a new club.

### **Duties of District Extension Team (DET)**

- a. Plans the initial meeting and creates a meeting agenda
- b. Provides guidelines throughout the formation
- c. Assists in the election of temporary officers, who will help plan the meetings, and establish vocation, program, communication, and membership committees or groups.
- d. Attends each of the club-in-formation meetings
- e. Reports the club-in-formation's progress to Serra's National Council for the United States Membership Coordinator using the ***Serra Club-in-Formation Profile and Progress Report Form***. (Refer to Appendix 1)
- f. Establishes procedures for the regular flow of information between formation committee, District Governor, and the Serra's National Council in Chicago.
- g. Assists the club-in-formation to publish a newsletter which develops interest, reminds prospective members of scheduled meetings, and gets them involved immediately.

## **Step 7: Secure Support from the (Arch) Bishop**

No Serra Club can be organized and chartered without the support of the (Arch) Bishop. The sponsoring Club President, the District Governor, the Deputy District Governor (if there is one), the District Governor-Elect or the chairperson of the Extension Committee, or some combination of the above should meet with the (Arch) Bishop to request his support.

The (Arch) Bishop should be contacted when it is certain that, given his support, an honest and concerted effort will be made by the sponsoring club and the DET to organize the new club.

### **Preparation for meeting with the bishop:**

1. Be prepared, with possible answers to any searching questions which the bishop might ask such as: What can Serra do in my diocese? Who will be involved?
2. Present him with Serra manuals and pamphlets
3. Obtain additional background material from Serra's National Council for the United State. Be prepared with the names and contact information of two to three other Bishops in the state or area who have a Serra Club in their Diocese.

### **Meeting with the bishop:**

1. The Bishop may express his support in any of the following ways:
  - a. Give a verbal endorsement extending best wishes for the club's success
  - b. Provide a written endorsement to be shared with priests, religious and laity
  - c. Write his personal invitation to laity, priests, and religious to attend the first meeting of the Club-In-Formation
  - d. Offer to attend the first meeting or assign a vocations office representative
2. Review the history, goals, and activities of Serra, as many bishops are not acquainted with Serra and its objectives.
3. Discuss Serra's potential for cooperative vocation work in the diocese. The Bishop might refer you to the Vocation Director in the diocese to be certain that both the Director and the Bishop are in agreement relative to a new Serra Club.
4. Ask the (Arch) Bishop to establish the date for the Charter Event in his scheduling calendar on your first visit. This should be 9 to 12 months into the future. (If possible, have him also select the parish for the Charter Event as well). These two important facts can then be shared at all future information meetings with prospective members and the area priests. This will help build a sense of urgency for prospects to complete their applications immediately, because no one wants to disappoint the ordinary.

## Step 8: Inform the USA Council Office

It is import to contact the Membership Coordinator as he/she is a source of assistance in the form advice and resources:

Serra's National Council for the United States  
333 W. Wacker Drive Suite 500 | Chicago, IL 60606  
Phone (312) 201-6549 ~ 888-777-6681 · Fax (312) 201-6548 ~ 888-777-6803

1. The chairperson of the Extension Committee should contact this office after his or her appointment with the Bishop. Keep Serra's National Council informed of all progress, difficulties, and any change in the efforts to start the new club.
2. Materials needed to organize the new club are available, at no charge, from Serra's National Council through the generous support of the Serra International Foundation.

*Club-in-Formation Status Report* form is available in the Appendix 1.

Please use this report form to report and monitor your club-in-formation progress. **A copy of this report must be returned** to the Chicago office following each Club-in-Formation meeting, with copies also sent to the District Governor and Regional Director.

The Chicago office will acknowledge the receipt of this form by returning a new status report form. Send copies of all other important communications to the District Governor and the Regional Director (members displaying leadership skills, prospects who might need a nudge of a personal call, etc.)

## **Step 9: Ask the Bishop to Appoint an Acting Chaplain**

1. A priest, deacon, or religious sister or brother can be the acting chaplain to work with the Extension Committee.
2. The acting chaplain is one of the most important factors in the successful organization of a new Serra Club.
3. Their enthusiasm carries through to the prospective members who are not familiar with Serra.
4. Though the acting chaplain is appointed by the Bishop, the Extension Committee can submit a list of recommendations for this position. It is important that he/she be interested in the objectives of Serra.
5. Under no circumstances should the responsibility for organizing the new club be placed upon the chaplain because Serra is a lay organization.
- 6 The acting chaplain has three main areas of responsibility
  - a. To serve as the spiritual advisor and counselor to the new Serra Club,
  - b. To motivate and inspire activities
  - c. To work closely with the Extension Committee
7. When the acting chaplain is assigned:
  - a. Arrange an introductory meeting between the acting chaplain and as many of the following as practical: The District Governor, the sponsoring Club President, the chairperson of the Extension Committee, a current Serra chaplain and another well-informed Serran
  - b. Provide him with Serra literature
  - c. Invite him to attend every meeting of the new club, including Board of Trustees meetings

## **Step 10: Identify Prospective Members by Meeting with Pastors, Local Clergy, and Religious**

Prospective members will be those who have shown Christian leadership or the potential for Christian leadership by their devotion to their families, their church, and their community. Target them for membership in the new club.

The Extension Committee is to inform pastors, clergy and religious

1. Contact the local pastors, clergy and religious to inform them of the new club-in-formation.
2. Request to make a presentation similar to the new member orientation. This orientation program is very important, as this program may be their first introduction to Serra's work.

The extension committee is encouraged to have prepared a presentation to articulate, and communicate what Serra International and the Serra's National Council for the US are, what they do, and what they plan to do for the local church.

3. Goals of the orientation program or meeting
  - a. To give the clubs' witness to Serra International and its vocation ministry to parishes, (arch) diocese, and the church
  - b. To show local pastors, clergy, and religious their needed participation and support for the club-in-formation
  - c. Invite the pastors, clergy, and religious to share with the extension committee the names and addresses of those persons they feel would consider membership and involvement in the new Serra club. Contact can be made through a meeting with these people in various ways with their support.
  - d. When possible, obtain mailing lists for lectors, lay ministers, ushers, and present and past Parish Council members and request names of potential members from deacons, religious, other parish leaders, or members and other lay people especially daily Mass attendees.

### ***End of Preliminary Work***

# **Begin Building a New Serra Club**

## **Step 11: Plan the First Meeting**

### **Invite Prospective Members**

1. Inform prospective member about the first meeting. Have the letter signed by the Extension Committee, the acting chaplain, the pastor, and/or the local person who gave the candidate's name. Choose the time and place of the first informational meeting and subsequent meetings (The time and place can be changed to different parishes to recruit new members there).
2. Develop an invitation list, preferably on a spreadsheet or data base using the names and contact information (addresses, phone numbers & emails) of prospective members suggested by the clergy, laity and religious.
3. Modify samples of a letter of invitation and email (or mail) to each prospective candidate.
4. The bishop may write his own letter of invitation on his letterhead to each prospective member. Provide the bishop with a sample letter and offer to do the manual work (e.g., scanning for emailing and sending out to prospective members. For those without email, copying, stuffing and mailing.).
5. Send letter of invitation by email (mail for those without email) at least two to three weeks in advance of the meeting.
6. Include contact email and phone number for prospective members' response.
7. Phone the prospective members who do not initially respond.
8. Confirm the date, time and place with a call to those who said they would attend —the personal touch is always most successful.

*\*See Appendix 1 for sample Letters of Invitation.*



## Plan the Program

The information meeting program is very important because:

1. It is likely the first introduction to Serra's work that many people will experience.
2. The extension committee is encouraged to have prepared a presentation to articulate and communicate the background of Serra International and the National Council for the United States, the actions they perform, and their plans to assist the church in fostering vocations. (A power point presentation is available at [www.serraus.org](http://www.serraus.org))
3. The Serrans from the sponsoring club should be enthusiastic Serrans who want to share the joy and fun of being a Serran.
4. The meeting may include a meal and hospitality so that the prospects and Serra members from the sponsoring clubs may get acquainted. We recommend that the guests and Serrans wear nametags.
5. Agenda for the Information Meeting:
  - a. Fully describe the history and tradition of Serra International and the National Council for the United States.
  - b. Give a description of the new club's potential programming and outreach.
  - c. The club Chaplain is encouraged to describe the spiritual dimension of the new club.
  - d. Describe the club structure, group prayer, and actions to foster vocations.
  - e. Give a witness talk to the attendees to Serra International and the National Council for the US and our vocation ministry to parishes, (arch) diocese and churches, which will have show to the prospective members their needed participation and open invitation to join.
6. The committee member's responsibilities:
  - a. Obtain completed new member application forms or at least discuss them.
  - b. Discuss dues and their purpose, with a comment that initial deposits will be collected at least 90 days prior to charter.
  - c. The new prospective Serran identifies a committee that he/she would like to possibly work on and is given some information about that committee's work.
  - d. At the close of the orientation meeting, the presenters should repeat and amplify the invitation to join.
  - e. The extension committee should be prepared to share the schedule of additional information meetings to be held before the Charter Event.
  - f. Encourage the prospective members to bring a friend who is a practicing Catholic to the next meeting.

*\*See Appendix 1 for sample agenda & new members' applications*

## Step 12: Begin Regular Meetings

The first regular Club-in-Formation Meeting should be held within two weeks of the orientation meeting. The Extension Committee is responsible for the continued formation and guidance at each of these meetings until the new club is chartered.

### During this time, the Extension Committee needs to:

1. Invite those who attended the first informational meeting, especially those who signed the membership applications.
2. Secure good speakers and programs to follow the brief orientation.
3. Begin a Club-In-Formation newsletter (Refer to sample in *Appendix 1*)
4. Plan traditional Serra vocation activities - Altar Servers Award, 31 Club, Affirmation Program for Area Priests, support for Vocations Week activities, and pre-set Prayer and/or Adoration activities.
5. Encourage the members of the Club-In-Formation after the first few meetings to identify roles they may want to assume: President; President-elect, Vice Presidents for Vocations, Programs, Membership, and Communication; Secretary; and Treasurer. The timing for the election of acting officers varies with each Club-In-Formation, but is typically at the time of charter application.
6. Keep your Bishop, District Governor, Council Regional Director, and the Membership Coordinator of the Serra's National Council for the US informed of the progress of the new club. (See Appendix 1 for the *Club-in-Formation Status Report*)
7. Include the above on the mailing list of the *Club-In-Formation newsletter*. (See Appendix 1 for a sample *Club-In-Formation newsletter*.)
8. Encourage members of the sponsoring club, and especially the Extension Committee, to attend as many meetings of the Club-In-Formation as possible. (They should pay for their own meals and not be a financial burden to the Club-In-Formation)

## **The goals of the first meetings of the Serra Club-in-Formation:**

1. Identify the clubs' mission and ministry as it fits within the diocesan vocation initiatives.
2. The goals are to include establishing the club's internal and external programs, plus initial activities.
3. Manuals, including the vocation and program manuals, are available from the Chicago office or can be downloaded from the Serra's National Council for the United States. ([www.serraus.org](http://www.serraus.org))
4. The "First Days" programs are designed to use programs of the sponsoring club as a model for the new club to begin the work of Serra.
5. Determine the vocation needs and concerns of the parish(es) and communities that the club wants to serve.
6. The extension committee should identify a core group of people who will be best able to determine the model club that will serve the community. This model will vary based upon the number of parishes with members in the new Serra Club, the distance members will be traveling to the meetings, the time of day that meetings will be held, and the day of the week that the member meetings will be held.
7. Be free to try many formats. For example, a new Serra club may want to reach out to families with children by providing babysitting. This would require a meeting place with space for the children to gather during the regular meeting. It would also provide an opportunity for the children to join the adults for shared prayer and refreshments at an appropriate time during the meeting.

## **Create a forum for education and fellowship**

1. This is the foundation on which the new club will begin its vocation ministry.
2. Discuss, reflect, and act on ways the club will create a network of awareness, affirmation, support, and prayer for vocations throughout the area of service.
3. The club is successful once it determines its role and function from this discussion and reflection.

Please request a copy of the *Mission and Ministry Programs* from Serra's National Council for the US. The Mission and Ministry Programs is a process that guides the new Serra club to this new role and function.

## **Report your Club-in-formation progress:**

1. *Club-in-Formation Status Report* form. (Available in Appendix 1)
2. Use this report form to report and monitor your club-in-formation progress.
3. A copy of this report must be returned to the Serra's National Council office following each club-in-formation meeting with copies sent to the District Governor and Regional Director.
4. The Chicago office will acknowledge the receipt of this form by returning to you a new Club-in-Formation Status Report form.

## **Step 13: Work to Build the Membership**

### **Maintain the Focus of the Club-in-Formation**

**The focus of the Serra club-in-formation** is to obtain the needed members to perform the ministry it wants to accomplish.

**"Many hands make light work."** This statement is the essence of the culture that the club is striving to achieve – every member contributes their fair share of prayer and action.

**Beyond the programs and projects that a club wants to begin,** it remains very important to continue to strengthen your new club efforts by engaging everyone in the mission and ministry of the vocation work that is obtaining the needed membership.

**To assure continued activity in the new club,** the Extension Chairperson (or another Extension Committee member) should do the following:

1. Plan to attend all regular meetings and monthly board meetings the first year after the Charter event to follow through with the organizational process
2. Commit him or herself to be available for counsel, assistance, and support to the acting officers
3. Stress the importance of organization and the value of tested manuals
4. Point out the importance of reaching a membership of 25 active members, as soon as possible, in order to charter as a member club of Serra International
5. Stress the value of state, regional, and international conventions as integral features of affiliation

**In the area of membership** the Extension Committee should do the following:

1. Involve and counsel the acting Membership Vice President in a strong effort to achieve charter eligibility (25 members is the minimum; 40 charter members will make a much stronger club during the first two years of action)
2. Encourage new members to invite individuals from all the parishes; and
3. Form Program, Membership, Vocation and Communication Committees, which will give everyone an immediate sense of purpose.
4. There must be an emphasis on prayer and activities.
5. File all completed Membership Applications in Appendix 2.
6. Update the spreadsheet with the Serrans-to-be with completed membership applications at the top and the prospects at the bottom.

# Recruiting New Members

## Membership Committee

1. The entire club-in-formation is on the Membership Committee.
2. Vice-President of Membership will provide leadership and focus to the membership goals of the new club
3. Select a membership program to use for your membership campaign
4. See the Membership Manual for more information on suggested membership programs
5. Involve your club membership: ask every prospective member to invite 2 or 3 potential members to the next club-in-formation meeting (practicing Catholics)
6. Identify and record a specific time frame for your club-in-formation membership goal.
7. Remind the club that our goal to charter gets closer with each new member.
8. During this time a club may learn valuable lessons it may apply to future annual membership campaigns and the awards that may be earned in the distinguished service and honor recognition awards program.
9. Active members are the best members because they become life-long Serrans.
10. Do not immediately overload new members but do assign them to a committee with specific tasks to be completed. They must become knowledgeable and active in Serra prayer and action to understand and experience the joy and fun of being a Serran.

## **Step 14: Move toward Charter**

### **Request an Application for Charter**

Congratulations! We are pleased that you have worked together to bring your Serra Club-information to these final steps toward charter.

The charter process follows these guidelines which will be performed or coordinated by the District Governor or a District Extension Committee member.

1. The new Serra club must request and file a Charter Application.
2. This application includes:
  - a. The roster of officers *(See completed copy in Appendix 3)*
  - b. The charter members roster *(See completed copy in Appendix 3)*
  - c. The club resolution for tax exemption *(See completed copy in Appendix 3)*
  - d. An IRS SS-4 form *(See completed copy in Appendix 3)*
  - e. Charter Agreement must be completed and submitted to Serra International 60 days prior to charter event. *(See completed copy in Appendix 3)*
3. The new Serra club is encouraged to review the suggested sample club bylaws and modify them for their use. *(See completed copy in Appendix 3)*
4. The following letters of endorsement are acquired. *(See completed copy in Appendix 3)*
  - a. A letter from your bishop endorsing and authorizing the establishment of this club in his (arch) diocese.
  - b. A letter from the district governor supporting the work of the club.
  - c. A letter from the regional director supporting the work of the club.
  - d. A letter from the sponsoring Serra club president indicating his or her club's support and endorsement granting this charter.

5. The new club should have completed membership applications - the initiation fees must accompany this application.

Note: Serrans transferring to this club from another club must complete an application and indicate on it, that it is a transfer application (no initiation fees are necessary for these transferring members).

6. Finally, the last elements for the Charter submission:

- a. The initiation fees for each individual member – the fee is 25% of the Serra International dues.
- c. The financial obligations of the club begin on the date the club is chartered.
- d. Twenty-five active members are required before a club is ready for charter.
- e. The Serra International Board of Trustees will make exceptions if fewer than 25 members. However; this requires the charter application to be considered at Serra International Board Meeting which only happens twice a year. Remember that the goal is to have many people who can share in the prayer and activities of a club, so 40 members at charter will provide a significantly higher level of energy during the first two years of existence.
- f. New members and new Serra clubs are welcomed into Serra in a formal induction ceremony at the charter event.

## **Step 15: The Charter Presentation - A Celebration!**

Plans for the formal charter function, *Charter Event or Night* will be implemented when the above details have been completed.

Serra International will provide instructions for organizing a Charter Celebration and sample programs when the application is submitted and approved.

### **Schedule the *Charter Event or Night***

#### **Confirm the charter date that the bishop had selected.**

- a. During the regular progress updates from the District Governor to the bishop, there are several opportunities to confirm the date selected by the bishop for charter.
- b. It is strongly recommended that the charter celebration begin with Mass, celebrated by the bishop.
- b. Depending upon when and where the Charter Event or Night is held, the Mass may or may not be a regularly scheduled Mass in a parish church, followed by a special dinner and charter program.
- c. The Charter Night should be scheduled at least six weeks after the charter application is submitted.
- d. Once the Charter is approved, the club will be notified by the Serra's National Council.
- e. A representative of Serra International and/or USA Council should be able to attend the charter event. This is coordinated by the Membership Committee of the Serra's National Council for the United States.

**Arrangements Committee** is responsible to make the room and catering arrangements for the opening liturgy, hospitality room, and banquet. The meal should be planned so that the cost is reasonable for new Serrans and visiting Serrans to afford and still provide a complimentary meal for the bishop, vocation director, and chaplain.

**The new Serra club** is encouraged to invite its members' families, clergy, and religious from the area of the diocese within which the club is chartered as well as the diocesan vocations director and other dignitaries from the Pastoral Center.

In addition, an invitation should be extended to the district governor, the regional director, the sponsoring club and the Serra International and US Council boards.



**Hospitality Committee** is responsible for welcoming and greeting the guests as they arrive. The committee is also responsible for giving the guests the name tags, the charter program and the Liturgy aide for the optional Eucharistic Liturgy.

**Program Committee:**

1. Responsible for determining the content of the charter program and planning the Eucharistic Liturgy.
2. In cooperation with the district governor, the committee appoints a Master of Ceremonies for the charter program.
3. A suggested program may be found in the *Appendix 3*. The charter program should include a Eucharistic Liturgy and may be planned in consultation with the bishop, the Serra club chaplain, and the vocations director.
4. The induction of new members and the new Serra club officers may take place immediately following the introduction of the guests and opening remarks.
5. While the Eucharistic Liturgy may serve as a commissioning ceremony for the new Serrans, the charter program should include time for the new members' and particularly the Serra club officers' induction ceremony.
6. Suggested new member and Serra club officer inductions and a sample liturgy are available from the USA Council Office. Please feel free to adapt these to local custom and convention while remaining within the traditions of Serra International.

**Communications/Publicity Committee is responsible for the following:**

1. The preparation and printing of the invitations to the dignitaries and the nearby Serra clubs
2. Name tags
3. Charter program
4. Optional Liturgy aide
5. Press release for the diocesan and secular press
6. Copies of any prepared remarks made during the charter function
7. Reporting, with photos, of the event for the Catholic and secular press.
8. Arranging for a photographer
9. The necessary information should include the guest list, date, time and place, and other attendant information concerning the event
10. Copies should be forwarded to the Serra International and US Council offices.

## **Presentation of Gifts and Welcome**

1. The Charter presentation should immediately follow the induction of the new Serra club officers.
2. The district governor or his or her representative will present the charter.
3. The new club president will accept the charter for the new Serra club.
4. The Serra International Board representative presents the gift of the statue of Father Junipero Serra from the Serra International Board.
5. The sponsoring club or Extension Committee will present their gifts immediately afterward. These gifts are traditionally any of the following: the Serra bell, gavel, and club banner. These gifts may be presented to club president or other designated officer or member of the new club.
6. An optional presentation *may* include the club president's lapel pin, new members' pins or pendants.
7. All these gifts and materials are available from the Serra International Catalog.

## **The Dinner/Reception and Program**

1. The Master of Ceremonies (MC) is respectfully asked to adhere to his or her time schedule rigidly.
  - a. The MC will call for the invocation of prayer or blessing before meals.
  - b. Immediately following the meal the MC will make brief opening remarks and open the program with the induction ceremony.
  - c. Immediately following the induction of the club officers, the presentation of the Charter and gifts may take place.  
Master of Ceremonies makes his/her remarks of congratulations
  - d. The MC will invite the bishop or representative of the diocese to deliver the keynote address for the charter function.
  - e. At the close of these remarks, the MC will invite the chaplain or vocations director to lead the prayer for vocations and thanksgiving after which the bishop is asked to give his Episcopal Blessing.
2. To ensure charter delivery on time for the Club's Charter Night, the Governor should be certain all necessary information is submitted to the National Council for the USA six to eight weeks prior to the scheduled Charter Event or Night.
3. The Governor will receive the official charter once the necessary paperwork has been completed normally this is two weeks prior to the Charter Event.

## **Materials needed for Charter Event or Night include:**

1. Charter document - This is usually presented by the District Governor.
2. Blessed Junipero Serra statuette. It is presented to the new club on behalf of the Board of Serra International and is presented by the International trustee or other Serra International officer.
3. Gifts from the sponsoring club. This may be a Serra bell and gavel, a Serra Banner or other appropriate gift, normally presented by the sponsoring club's president.
4. Membership and president pins (optional).

*These should be ordered from Serra International web site  
or e-store four weeks prior to Charter Night.*

Have as many members of the sponsoring club, as possible, attend the Charter Event or Night function. Invite members of other Serra Clubs in the district, or other nearby clubs, to attend the charter celebration. (They are to pay their own expenses.)

In addition to the Serra International Trustee and the USA Council Regional Director, invite other international and national officers, trustees and representatives, present and past, who may be able to attend the Event or Charter Night. (They are to pay their own expenses.)

## **Continue Support and Motivation:**

During the new club's first year, and even longer, the District Governor, the Extension Committee and the sponsoring club should continue to motivate and support the new club and its members. They must continue to show interest and enthusiasm by frequent visits.

Besides visits by members of the sponsoring club to regular meetings of the new club, invite and encourage members of the new club to attend meetings of the sponsoring club. Informal meetings of the officers of both clubs can be advantageous. Encourage joint activities for members of the clubs, especially special events.

The newly chartered club will prosper with continuing advice and counsel.

## Per Capita Dues Structure

1. **Full Member:** The Per Capita for Full Members is \$92.00 per year. Of this amount the Serra International dues are \$47.00. The USA Council dues are \$45.00 per year.

2. **Spousal Member:** Serra International and the USA Council have made available reduced dues for a full member's spouse. This reduces the dues for spouse to 50% of the total dues, or \$46.00 per year. Each individual is a full member of the local club, USA Council and Serra International. The member can vote and hold office.

3. **Dues for members thirty-five years old & under:** This dues structures extends a discounted membership fee to persons thirty-five and younger. Those persons who want to take advantage of the new discounted dues are required to complete the membership application and profile and must supply their date of birth. Their annual membership fee is \$46.00 per year, or 50% less than the normal membership fee.

### 4. **Initiation Fees:**

The initiation fee is required by the Serra International by laws and is for each individual. The fee is currently \$11.75, or 25% of the Serra International dues which are \$47.00. The initiation fee for Members-At-Large has been established at \$15.00. The new member will be provided with the following:

1. Handbook for Serrans
2. Lapel Pin
3. Plastic Prayer Card
4. Membership Certificate
5. Serra Pocket Folder
6. Biography of Blessed Junipero Serra
7. Back issue of the *Serran*

### 5. **Billing Procedure**

1. The fiscal year for Serra International and the National Council for the US is January 1 to December 31.
2. Invoices are sent two times a year, in May and November. The invoices are due and payable within 30 days of their receipt by the club treasurer, who has been collecting payments for membership dues on a monthly, quarterly, or annual basis from members prior to receiving the invoice.

3. The National Council for the US will send the invoice to the Serra Club Treasurer. Each invoice includes a *club roster of members on record*.

The rosters should include the following:

- a. Descriptive information on the club
  - b. Current club officers
  - c. Club meeting locations
  - d. Times of the meeting(s)
  - e. Club members' names and addresses in alphabetical order
  - f. Notations for Chaplain
4. At each billing cycle, each Serra club is asked to review their club roster enclosed with the invoice to make the appropriate changes.  
These changes may include:
    - a. Names of new members
    - b. Changes of addresses for current members
    - c. Names of deceased Serrans
    - d. Names of Serrans that have resigned their memberships  
(Include an Exit Survey)
    - e. Record names of new members into the membership database
  5. Serra clubs should submit their new members' applications and initiation fees throughout the year, along with the pro-rata portion of the per capita dues. Delaying the submission of new member information delays any mailings from Serra International or the US Council that is directed to the members.

# **Appendix #1**

## I. Sample Letter of Invitation – from the (arch) Bishop to Priests

*(Arch) Bishop's Letterhead*

Date

Name

Address

City, State, Zip Code

Dear \_\_\_\_\_

I am excited to announce my permission to form a new Serra Club that will serve your parish and many others in your area of our (arch) diocese. You will be contacted by the Serra District Governor who will be hosting an information meeting for priests on \_\_\_date\_\_\_, \_\_\_time\_\_\_, at \_\_\_place\_\_\_, city, and state\_\_\_.

Please arrange you schedule to attend. Bring a list of names and contact information of parishioners you know or believe is currently praying for vocations.

Analysis shows that dioceses with vibrant Serra Clubs have significantly smaller problems with vocations to the priesthood and religious life. This new group of Catholics from several parishes praying and working to foster vocations to the priesthood and religious life will be a major step forward to complement the prayer and work of Vocation Director, \_\_\_\_\_, and all our other priests in our arch (diocese).

I have selected Father \_\_\_\_\_ to be the chaplain for this Serra apostolate.

Please support Serra in any way you can, especially by identifying parishioners who may already be praying and working for more vocations.

Sincerely in Christ,

Bishop/Archbishop  
Diocese/Archdiocese

## II. Sample Letter of Invitation - from the Archbishop/Bishop to Priests

Re: Diocesan Serra Club

Date: \_\_\_\_\_

Father \_\_\_\_\_  
Parish Name and Address  
City, State, Zip Code

Dear Father \_\_\_\_\_:

As you are well aware, much has been said and written about the need for vocations to the priesthood and religious life in our Church. You are also aware of the current and future impacts of those needs.

Recently, I granted permission for the formation of a Serra Club in our diocese. Serra International is a worldwide organization of lay Catholic men and women who promote and affirm vocations to the priesthood and religious life. The Serra Club also seeks to promote the gospel and our Catholic faith by encouraging its members to fulfill their own Christian vocation to service.

Since its inception more than 80 years ago, Serra International has grown to an organization of more than 20,000 members in over 36 countries. Their efforts in helping to identify, encourage and support individuals in their consideration of and commitment to vocations, have provided strong support to our own ongoing endeavors in meeting the needs of the Church around the world. To have that support within our diocese would be a blessing.

To that end, I am asking that you identify and provide to my office the names of three of your parishioners who you think would be good candidates for membership in the diocesan Serra Club. You may email the names to \_\_\_\_\_. It would also be helpful if you would kindly let the candidates know that they have been selected for this honor.

I will pass on the names you provide to me to the lay committee that has taken on the formation of the Club. The committee will then reach out to those who have been "nominated," inviting them to attend orientation meetings this (fall) to learn more about Serra and, hopefully, to confirm their willingness to be a part of this wonderful organization.

To aid in your own understanding of Serra (and in your identification of worthy candidates), I have included with this letter a brief brochure that provides an overview of the organization and the work that its members do. In order to meet the timeline that the committee has established (concluding with its formal charter next \_\_date picked by Bishop\_\_\_\_ (month), I ask that you provide my office with the names and contact information of your parish nominees at your earliest convenience, but not later than \_\_\_\_\_ (date).

Sincerely yours in Christ,

Most Reverend \_\_\_\_\_  
Bishop of \_\_\_\_\_



### III. Sample Letter of Invitation - from New Chaplain

*Chaplain's Parish Letterhead*

Date

Name

Address

City, State, ZIP Code

Dear \_\_\_\_\_:

Much has been said and written about the so-called "crisis" in vocations to the priesthood and religious life. It is a shortage of priests that, with the passing of each year, is felt ever more acutely in our country and even in our archdiocese. Who will be the priests who will celebrate Mass and administer the sacraments to our future generations of Catholics?

(Arch)Bishop \_\_\_\_\_ has charged his priests with the duty of promoting vocations at every possible opportunity. Toward that end, I have made vocation promotion a priority in my preaching and in my teaching to the youth of our parish. It will remain a priority of mine, not only during my years at our parish, but also throughout the remaining years of my own priesthood. In fact, there are few priorities to which I feel more committed.

Vocation promotion, as essential as it is to the future life of the Church, is not something that we priests can take care of alone. We need your help. Therefore, I am inviting you to attend an informal informational meeting with the officers of the Serra Club, an organization of Catholic laity whose mission is the promotion of Church vocations. The meeting is scheduled for    date, time, and place.   

Recently (Arch) Bishop \_\_\_\_\_ gave his permission for the formation of a Serra Club in our district of the (arch) diocese. This invitation is being extended to you and other Catholics from our neighboring parishes with the hope and the expectation that we will begin to do our part to enthusiastically promote and support Church-related vocations among our youth and young adults in the parishes of our district.

I extend this invitation to you, accompanied by the sense of urgency I feel for the future of priestly ministry, both in our (arch) diocese and in the Catholic Church.

Please call the parish office and confirm your attendance with \_\_\_\_\_ (name) by \_\_\_\_\_ (date).

Let me conclude by expressing my thanks to you for your prayerful consideration of this invitation.

Sincerely in the Lord,

Chaplain

## **IV. Sample Letter of Invitation to Priests - from Diocesan Vocations Director**

*New Club Letterhead*

Date

Name

Address

City, State, ZIP Code

Dear \_\_\_\_\_:

I invite you to embark with me on a wonderful endeavor to promote and support more vocations to diocesan priesthood and religious life within our (arch) diocese. As you have recently heard, (Arch) Bishop \_\_\_\_\_ recently announced that he has requested the formation and chartering of a new Serra Club in the \_\_\_\_\_ area of our (arch) diocese.

Serra International is a worldwide organization of lay Catholic men and women who promote and affirm vocations to the priesthood and religious life. In the more than 80 years since it was founded, Serra has grown into an organization of more than 20,000 members with chapters throughout the world.

Many Catholics have expressed overwhelming concern for the need for more priests and sisters. These concerned Catholics are in virtually every parish and we simply need to find them and introduce them to Serra.

Therefore, I invite you and at least four of your parishioners to an Informational Meeting on date, time, and place \_\_\_\_\_.

Enclosed you will find a brochure regarding Serra. You will also find a response sheet for you to complete and return to me in the enclosed envelope by date \_\_\_\_\_. I will send a letter to each of the people that you have listed to invite and remind them of the Informational Meeting on date \_\_\_\_\_. In addition, a member of the name \_\_\_\_\_ Serra Club-in-Formation will also give them a call.

Thank you for your cooperation and willingness to help fulfill this important need for more vocations to the priesthood and religious life.

Peace and prayers,

Vocations Director

## V. Sample Letter of Invitation - from President of Sponsoring Club

### *Sponsoring Club Letterhead*

Date

Name

Address

City, State, ZIP Code

Dear \_\_\_\_\_,

A meeting is being held to introduce prospective members to Serra International on date. Serra is a Catholic laypersons' organization devoted to fostering and supporting vocations to the priesthood and religious life. Serra also helps its members grow in their faith.

To place this request in proper long term perspective, I would encourage you to look at a photo of your extended family - children, grandchildren, nieces, and nephews. This could be a photo you carry in your wallet or on your I-pad or I-phone to share with your friends. As you look at this photo, who will be the priests who will administer the sacraments to them and celebrate Mass with them after you pass on to your heavenly reward?

Isn't part of your legacy going to be how you practiced your Catholic faith and passed it on to your family for future generations? Could part of your Catholic legacy be enhanced by your prayers and actions to foster vocations out for next year's seminarians and novices?

Because of your Christian leadership abilities and your strong commitment to the Catholic Church in our community, we invite you to an informational meeting on date to learn more about how Serra meets critical vocation needs in today's Church, strengthens their members' faith, and what a membership brings to you. The meeting will be at place from time. Adequate parking is available where. Someone will be there to direct you to the meeting room.

Please fill out the enclosed stamped postcard indicating whether or not you will be able to attend or call me at \_\_\_\_\_ to confirm your attendance. We look forward to seeing you and sharing the benefits of Serra with you.

Sincerely,

President of Sponsoring Club

## VI. Sample Letter of Invitation – From Acting Membership Chairperson of New Club

*New Club Letterhead*

Date

Name

Address

City, State, ZIP Code

Dear \_\_\_\_\_:

On the recommendation of your pastor, your name was presented to the trustees of the Serra Club of \_\_\_\_\_ as a prospective candidate for membership in Serra. Your Christian leadership gifts and interest and involvement in the Church and community made it important for the Serra Club members representing the Catholic churches in this area to invite you to a Serra meeting.

Serra is a Catholic laypersons' organization devoted to fostering and supporting vocations to the priesthood and religious life. Serra also helps its members grow in their faith. We Serrans have multiple opportunities each year to experience "joy and fun" in our ministry. The joy comes from prayer events with Bishop \_\_\_\_\_, or our Diocesan Vocations Director Fr. \_\_\_\_\_, and our seminarians.

We have many several "fun" events each year like our brunch to celebrate religious life, or our priests' Appreciation Dinner, or annual picnic with the seminarians and their families.

The Serra Club meets twice a month in a continuing effort to foster vocations to the priesthood and religious life. Serra is an especially enriching organization which encourages camaraderie among our members and gives them the opportunity to grow in their faith which makes Serra an especially enriching organization.

We invite you to be our guest for our next meeting at place on date at time and again on date at time. The meeting will conclude at time.

A Serra member will be contacting you prior to this meeting. We look forward to seeing you on date and time to share our Serra Mission with you, introduce our members to you, and answer questions you may have about potentially joining our efforts to increase vocations to the priesthood and religious life.

Sincerely,

Membership Chairperson

Encl: Club Membership Roster and Serra Brochure

## **VII. Follow-up Letter/Email to Prospective Members, Who Attended First Meeting, But Did Not Commit**

### *Sponsoring Club Letterhead*

Date

Name

Address

City, State, ZIP Code

Dear \_\_\_\_\_:

Thank you for attending our Serra Club-in-Formation meeting on date. We hope you found the potential ministry of fostering vocations to the priesthood and religious life as exciting as we did. We Catholics, who take our Catholic faith seriously, are concerned about have strong and vibrant priests, brothers, and sisters who will serve our children, grandchildren, and extended family.

We hope and pray that you will prayerfully discern and decide to become a member of Serra and join us in our ministry for our Church. It was especially good to speak with you during the social period following the presentations and question-and-answer session.

We have enclosed our club newsletter with details of the upcoming meetings. We hope you can set aside the hour and fifteen minutes on date to join us. If you have Catholic friends from any parish in our area of the diocese who might be interested in Serra, please ask them to come with you. If you have any questions, please call me at \_\_\_\_\_phone number\_\_\_\_\_.

We look forward to seeing you on date.

Sincerely,

Extension Chairperson

## **VIII. Sample Follow-up Letter after Club Is In Formation - from Acting Chaplain**

*Chaplain's Letterhead*

Date

Name

Address

City, State, ZIP Code

Dear \_\_\_\_\_:

Those who are familiar with the goals of the Serra Club are aware of its focus to foster, promote and support vocations to the priesthood and religious life. But beyond that, the Serra Club seeks to promote the gospel and our Catholic faith by encouraging its members through prayer, fellowship, education, and action to fulfill their Christian vocation to service.

Cardinal Stritch, the late archbishop of Chicago, once wrote that "the first function of a Serra Club is to develop resolute Catholic men and women who will stand for things Christian. Serrans must be leaders with big Christian vision, men and women who will bring about a great Christian social renaissance."

This is the challenge facing the newly formed name of club. Hopefully, the direct result of active membership for the majority of people who join Serra will be their own resurgent sense of vocation, not only within their careers, but especially as they live out their baptismal call to become the light of the world and the salt of the earth.

Active membership in the Serra Club can become a specific response to all that our baptism obliges us to do. Thus, a stronger Catholic presence will be made more evident in our communities, and the Church will be strengthened and revitalized in our midst through increased vocations to the priesthood and religious life. We look forward to you joining our Serra vocation ministry.

Sincerely,

Chaplain

## **IX. Follow-up Letter to Area Priests from Chaplain**

### *New Club Letterhead*

Date

Name

Address

City, State, ZIP Code

Dear \_\_\_\_\_:

Thank you for your interest in forming a Serra Club in our area. Your continued support will be important in helping to attract new prospective members from your parish.

\_\_\_\_ Name \_\_\_\_ is the acting Club President and (s) he will work in collaboration with the Serra Extension Committee. The next three meetings are scheduled for dates, time, and place \_\_\_\_\_. Other clubs in this district will also help mentor our new club for the first couple of years of our operation.

For your information, names of prospects from your parish are listed below. These are people who have attended at least one meeting or have expressed interest in Serra. Please continue to encourage them to join as they will help promote a more encouraging environment toward vocations in your parish.

Thanks again for everything you have done. With continued help from you and other priests in your area, this new Serra Club will be chartered on \_\_\_\_\_ (date).

Sincerely,

Chaplain

**United States National Council of Serra International**

\_\_\_\_\_, District Governor  
(Street, City, Street, Zip)  
(phone #)\  
(email address)

**YOU ARE INVITED**

**Information Meeting #1  
Of the Serra Club of \_\_\_\_\_**

**Serra’s Mission is to foster and affirm vocations  
to the priesthood and vowed religious life.  
*You could be a part of this group.***

**Date:** \_\_\_\_\_  
**Time:** \_\_\_\_\_  
**Location:** \_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*

***Characteristics of an Ideal Serran***

***One who has a strong love of our Lord, Jesus Christ  
Is a good practicing Catholic  
A frequent Mass attendee  
May have a family member who is a priest, religious sister or brother  
And is actively involved in their parish ministry***



## **Agenda Information Meeting - Serra's National Council for the United States**

	<u># Minutes</u>
1. Opening Prayer	2
2. Introductions of attendees	10
3. Bishop (or his Representative): Goals and Hopes	5
4. What Serra is . . .	5
5. Vocations – the need in our diocese and throughout the United States	5
6. Serra Outreach ( <i>External Programs</i> )	10
A. Prayer	
B. Invite	
C. Encourage	
D. Affirm	
7. Adult Faith Formation and Education ( <i>Internal Programs</i> )	10
A. Mission and Ministry	
B. Speakers	
8. Club Organization and Structure	10
A. Club Officers	
B. Club Committees	
C. Dues	
9. Questions - Discussion	15-20
A. New Club Formation -- Panel	
B. Where will Serra meet?	
C. Time of your next meeting	
10. Closing prayer -- Serra Prayer for Vocations Refreshments	2

## Sample Newsletter - Information

### *Newsletter Mast*

The     Name of Serra Club     Serra Club is an affiliate of Serra International. There are over 600 individual, chartered clubs in 36 countries. It is an organization of Catholic men and women dedicated to the purpose of encouraging and fostering vocations to the priesthood and religious life. This special service to the church is accomplished in various ways by:

- Fostering more vocations through Parish Vocations Ministries
- Supporting seminarians through prayer, letters, emails, and care packages
- Sponsoring retreats for young people interested in religious life;
- Instituting altar server recognition award programs
- Individually and collectively living out our Christian faith by using our gifts to build up the Body of Christ

Our founding father, Junipero Serra, entered the Franciscan friary in 1729 where he studied and taught philosophy. At the age of 36, Junipero began his missionary vocation to the New World. He continued teaching, preaching, and administering the sacraments everywhere from Mexico to nine missions in California. Blessed Junipero Serra died at age 71 and is currently a candidate for canonization.

Each Serran strives to become more knowledgeable about principles of Catholic faith and current issues in the Church. Through Serran fellowship, speakers, and spiritual readings, members grow in their understanding of what it means to be Catholic in today's society.

We invite you to join and learn more about the     Name of Club     Serra Club. We are pleased to have so many exciting speakers. They are:

March 1 Warner Brown, archdiocesan office, "The Holy Land - Jerusalem, the Jewish, Arab, Palestinian Conflict"

March 15 Sr. Mary Faith, Immaculate Heart of Mary, "Worldwide Role of Today's Sisters"

April 5 Fr. John Johnson, St. John's Seminary

April 19 Fr. Michael Smith, "Morals of Our Priests"

May 3 Richard Henry



## Serra's National Council for the United States Program for the Charter of a New Serra Club

1.	Invocation (Blessing before meals)		2 min
2.	Meal		30 min
3.	Introductions	Master of Ceremonies	1-3 min
	a. Host Bishop		
	b. Vocation Director and other priests or sisters		
	c. Serrans from other Serra Clubs		
4.	Induction of new Members and Club Officers	District Governor	10 min
5.	Presentation of Serra International Charter	District Governor	2-3 min
6.	Presentation of Gifts	Serra International Representative	10 min
7.	Serra International Welcome	Serra International Representative	5 min
8.	USA Council Welcome	Regional Director	5 min
9.	Keynote Address	Bishop	15 min
10.	Closing Prayer for Vocations	Chaplain	2 min