



The USA Council of Serra International

Programs Vice President Manual

"Pray, therefore, the Lord of the harvest to send out laborers into his harvest." (Mt. 9:38)

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Introduction

Beloved: May grace and peace be yours in abundance through knowledge of God and of Jesus our Lord. His divine power has bestowed on us everything that makes for life and devotion, through the knowledge of him who called us by his own glory and power.

Through these, he has bestowed on us the precious and very great promises, so that through them you may come to share in the divine nature, after escaping from the corruption that is in the world because of evil desire. For this very reason, make every effort to supplement your faith with virtue, virtue with knowledge, knowledge with self-control, self-control with endurance, endurance with devotion, devotion with mutual affection, mutual affection with love.

— 2 Peter 1:2-7

Since 1934, Serra clubs have worked to achieve Serra's main objective: to encourage new vocations and sustain existing ones to the priesthood and religious life and in recent times, to the diaconate. But Serra clubs also have established themselves as centers where Catholic laity can learn more about their religion in a friendly, informal atmosphere. The Serra club meeting offers a chance for members to gather at a regular interval and be assured that they will hear about the church of today — and of yesterday — from Catholic laity and clergy speaking. A Serra club meeting can also serve as a place where every sincere inquirer is welcomed, listened to, and respected by a serious consideration of what he or she has to say about his or her belief or unbelief.

Purpose

This guide is intended primarily for the club vice president for programs and other members of the Program Committee. It also will be helpful to other club officers, especially the club president and club chaplain. The manual describes the responsibilities and duties of the club vice president for programs and his or her committee. It includes practical suggestions for conducting effective and informative programs based on Serra's commitment to educate its membership about their Catholic faith.

ORGANIZING AN EFFECTIVE CLUB PROGRAM COMMITTEE

(As used in this manual, the term "program(s)" deals with a club meeting or internal program(s), those that do not reach beyond the local club meeting. References in this manual will often be to "program" or "pro-grams" and are used interchangeably. The terms "vice president-program(s)," "program(s) vice president," "vice president for program(s)," and "VP—program(s)" all mean the same.)

Without being informed and educated about our faith, its principles, and standards, one cannot undertake the objectives of Serra International:

- To foster and promote vocations to the ministerial priesthood in the Catholic Church as a particular vocation to service and to support priests in their sacred ministry;
- To encourage and affirm vocations to consecrated religious life in the Catholic Church;
- To assist its members to recognize and respond in their own lives to God's call to holiness in Jesus Christ and through the Holy Spirit.

The vice president for programs and the Program Committee design and build the club's educational programs. The vice president-programs is challenged to provide a year of stimulation and enrichment so that members truly grow in faith and knowledge of the Catholic Church and its teachings. The job of the Program Committee is not complicated, but it requires organization, dedication, and team-work. The rewards of an excellent program are a stronger, more enthusiastic club.

USA Council of Serra International Suggested Club Position Description for the Club Vice President of Programs

Position Title: Vice President of Programs

Reports To: President

Position: Attend all club, board of trustees and committee meetings and functions; serve as the chair of the club Program Committee; formulate plans and develops programs that help the clubs members become aware of the current teaching of the Bishops, encyclicals, and episcopal statements.

Principal Responsibilities:

1. Attend all club and board of trustee meetings
2. Serve on the club board of trustees
3. Serve as the chairperson of the Program Committee
4. Assist and attend regional and district conventions as appropriate
5. Become and remain aware of programs developed by the USA Council Program Committee

Position Description *(cont'd)*

6. Develop effective programs for club use that contain the current teaching of the bishops, encyclicals, and episcopal statements
7. Develop a long-range plan for the Program Committee
8. Attend and actively participate at the Spring Leadership Planning Conferences
9. Assist the president-elect in the preparation of the budget.
10. Participate as vital part of the club leadership
11. Perform such other duties as may be assigned by the president and/or the board of trustees
12. Monitor and assess the impact of council programs provided for local club use

Position Requirements:

1. Thorough knowledge of Serra International and the USA Council and their objectives and purposes
2. Ability to work collaboratively with volunteers

Desirable Knowledge, Skills and Abilities:

1. Knowledge of current Catholic Church issues
2. Ability to communicate clearly and concisely orally and in writing
3. Knowledge of the principles of adult education.

The planning for the first three months of the term of a vice president for programs should have been completed by the previous vice president for programs. The planning of the incoming VP—pro- grams should be for the last nine months of the term and the first three months of the VP—pro- grams' successor.

The Serra Club Program Committee

Goals:

- Carry out the objectives of Serra as listed above. The Program Committee shall study and recommend ways and means to help Serrans to recognize and respond to God's call to holiness. By promoting fellowship, prayer, and continuing Catholic education, the Program Committee seeks to better prepare Serrans to fulfill their Christian vocation to service, especially in the Serran mission and ministry.\
- Use the *Meeting Programs—A Call to Holiness* for club meeting programs whenever possible.

Responsibilities

The primary responsibility of the club Program Committee is to plan, conduct, and execute continuing Catholic education at club meetings.

Subjects for each program are generally developed within the committee, which is chaired by the vice president for programs. By talking with other club members and reading the Catholic press, committee members identify subjects relevant to the times. Subjects which interest most club members and make them enthusiastic about the continuing education program are those that would receive high priority during the committee planning process.

Structure

The size of the club Program Committee should be determined by the amount of work to be done. The committee should be small enough to facilitate good progress, but both large and diverse enough to make the programs work. It is recommended that committee members be appointed on a rotating basis, that is, members should move from committee to committee annually or biennially so fresh ideas are exchanged. Where deemed advantageous or appropriate, subcommittees may be appointed.

Composition

Ideally, the Program Committee should consist of:

- members who are involved in diocesan and/or parish affairs and know many potential speakers
- veteran Serrans who can provide history regarding past programs that have been popular or unpopular
- new and young Serrans who can provide fresh insight to the committee
- the chaplain as an advisory member

Meetings

The committee should:

- have a defined agenda of subjects to be explored
- meet on a regular basis either outside of club meetings or before or after such meetings
- delegate responsibilities for action items to individuals or small groups of committee members who work on them outside of committee meetings
- develop a follow-up system to assure that work on assigned items is satisfactorily progressing to the completion date
- be aware of district events, Serra International requirements, and outside sponsored events in the diocese

Meetings *(cont'd)*

- be aware of the financial impact of all programs and communicate budgetary needs to the club president, treasurer, and board of trustees for consideration and ultimate approval
- send notices of the meeting and the proposed agenda to the committee members in advance
- keep and circulate adequate records, especially those that list guest speakers/presenters, the topic considered, and whether or not a speaker/presenter did an acceptable job

The committee also should work closely with the Vocations Committee so that vocations activities and internal programs fully support each other and fulfill the three objectives of Serra.

Resources

- The *SERRAN* magazine, *Bellringers*, and *Always Forward, Never Back publications* from Serra International
- Catholic periodicals and books
- Video-, audiotapes, CDs and DVDs of sessions from Serra International, USA Council, or regional conventions
- Themes listed in this manual
- Encyclicals
- Documents of the Second Vatican Council
- Current episcopal statements
- Directory of potential and past speakers shared with other local Serra clubs (See below regarding a district directory of speakers and presenters.)
- Continuing education programs at neighboring universities and colleges
- Public and Catholic libraries
- Diocesan offices, personnel and publications

District directory of speakers and presenters

A directory of speakers and guest presenters whom clubs have used successfully can be a great help to a vice president of programs. Such a directory would contain names, addresses, phone numbers, and e-mail addresses of those speakers or presenters. The directory would include the topic presented, a synopsis of the subject, and time and equipment required to present it.

Such a speakers/presenters directory should be updated every year or two to keep it current. Discussion of and deletions and additions to the directory could be included in the agenda of the spring leadership planning conference held by most districts.

THE SERRA CLUB MEETING

Education and fellowship are the principal reasons that Serrans gather together. Most meetings include a prayer, announcements, and a brief business meeting, but the majority of the meeting focuses on the program.

A club meeting lasts about 90 minutes. A recommended agenda is:

- Gathering and hospitality - 15 minutes
- Opening prayer, meal, or refreshments - 20 minutes
- Special announcements - 2 to 3 minutes
- Chaplain's message - 3 to 5 minutes
- Program presentation - 30 minutes
- Discussion or question and answer period - 15 minutes
- Adjourn with prayer

A checklist of preparations required for the meeting should be followed to avoid problems during the program. A sample meeting checklist is shown below:

- confirmed permission for the use of the site
- written schedule of meeting events and times
- room/seating arrangements
- number of seats and tables
- direction/orientation of seats and tables
- podium
- microphone and stand
- amplifier system
- electrical power and lighting
- special equipment
- overhead, slide, or DVD projector
- screen
- TV, VCR, DVD player
- tape recorder
- speaker handouts
- biography and introduction of the speaker

Cancellations

Occasionally an event will be cancelled on short notice. Particularly appropriate for use in such an event are the programs that appear in *Meeting Programs—A Call to Holiness*. The VP—programs should bring a copy of the manual to every meeting just in case of the unexpected absence of a guest presenter-speaker. A roundtable discussion on a controversial topic or an audio- or videotape fits well to this situation, such as a topic on the Serra International Convention speaker tapes or CDs.

PROGRAM PLANNING

Program planning requires long-term thinking and detailed preparations. The better the planning, the better the program. To present a successful program, two main objectives need to be achieved. Each objective is described in detail below with specific steps and additional suggestions.

Objective 1 **Identify worthwhile Catholic subjects as themes and topics and seek instructors or facilitators.**

How-to:

- Call an "off-site" meeting of the Program Committee members and the chaplain or advisor. Select a location with a relaxed atmosphere where ideas can be shared freely, and give the group plenty of time.
- Committee members should do the following to prepare for this meeting:
 - read up on current Catholic subjects, especially papal and episcopal letters
 - talk with other club members on subjects that would be of interest to them
 - look through various current resources for subjects of particular interest, including the USA Council study and discussion programs in *Meeting Programs--A Call to Holiness*
 - consult members' evaluations of past programs
- **At this meeting:**
 - Identify known and available subjects and speakers; develop new subjects and make a list of new speakers.
 - Discuss any Catholic subject and explore its possibilities as a program. Discuss each subject for as long as necessary without imposing time limits. Record the possible program topics.
 - At the end of the discussion period, the committee members vote for subjects of interest. Allow each member to vote for as many subjects as he or she desires. Eliminate subjects that receive a low vote, repeat the voting process, and reach a consensus. Only the final number of desired subjects should remain.

- Organize the subjects to fit the liturgical year (see Program Planning Calendar on www.serraus.org) or according to themes from *Meeting Programs—A Call to Holiness*. (See also pp. 11-13 of this manual for suggested themes and topics.) List the most desired subject at the top and the least desired at the bottom.
- Next to or below each subject, list potential speakers who might have expertise in each area. Select at least two knowledgeable speakers for each subject.

Contact potential speakers with the following information:

- subject
- date of presentation
- preferred style of presentation
- length of presentation
- description of the audience
- a typical meeting agenda
- After the speaker has agreed to appear, follow up with a letter confirming the time and location of the meeting and the suggested topic to be presented (see Appendix D). From this point, follow-up via telephone as the meeting date approaches.
- Continue this process until the calendar is complete for all planned dates.
- Review the schedule at least once a month for modifications.

Four weeks prior to the presentation, contact the speaker and ask for:

- biographical information (see Appendix C)
- a list of books or pamphlets relating to the presentation
- a reference list (for members who wish to learn more about the subject on their own)
- a few discussion questions to include in the news releases preceding the meeting

At this time, also do the following:

- determine what equipment is required
- offer to reproduce any handout material the speaker may use
- if material is to be reproduced, specify a delivery date by which the speaker must provide his materials (to permit time for reproduction) □ write an introduction to the speaker based on the biographical information
- write articles and news releases about the subjects and speakers for club newsletter and local press

Speakers and a Series

If your club has developed a program theme with a continuing series of related subjects, the VP—programs should, when inviting a speaker, clearly describe the subject of the series. Inform the speaker-presenter of the other subjects that have already been and will be addressed in the total series or theme. Be as specific as possible so that the person can tailor his/her remarks to follow up on the previous speaker and lead into the next speaker. This will avoid unnecessary overlap and redundancy.

At this time, also do the following (*cont'd*)

- consider giving each speaker a thank-you gift at the end of the presentation; if this idea is amenable to the committee and club's budget, purchase a gift

On the day of the presentation:

- greet speaker on arrival and extend hospitality
- present each speaker with a thank-you gift at the end of the presentation
- if possible, take photos and have someone cover the program for the club newsletter

Within one week after the presentation:

- send a personal thank-you letter (See Appendix E)

See Appendix B for an example of a Speaker Schedule.

Objective 2 **Prepare the calendar for club programs.**

A typical calendar of events is provided in Appendix A with notes and explanations.

Create a spreadsheet as the working calendar with the following column headings:

- event number
- description of event (chart both major and minor events)
- name of person in charge
- meeting dates by month
- identify completion dates for each step of each event for: □
pre- and post-meeting follow-up calls and letters □ catering
and room set-ups
 - press releases and newsletters

Mark on the spreadsheet when each step is completed.

Suggested Annual Events

The calendar should include annual events that have become traditional within the club and Serra International. These events provide continuity in programming within the club and among the clubs in the district. Some of these events may be combined for convenience or expediency.

Examples of recognized special occasions are:

- Honoring the newly ordained
- Bishop's report on the diocese

- Serrans and spouses day
- Family communion breakfast
- Report on the most recent Serra International Convention
- District governor visit
- Anniversary of Blessed Serra's death (August 28)
- Installation of officers
- Induction of new members
- Serra/chaplain planning meetings
- Family retreat or members retreat

Themes

Themes are subjects that are so broad in nature that it is impossible to cover all aspects at a single meeting. After a theme is identified, the committee subdivides the theme into sections or areas and determines which ones will be included in the overall presentation. Speakers are chosen and asked to address one section or area so that there is minimal overlap in the overall presentation. Theme programs generally require minimal participation by the membership.

Suggested themes and speakers:

Spirituality and Prayer

- Retreat directors
- Seminary teachers
- Clergy
- Religious spiritual directors

Catholic Ethics in the Business World

- Club members
- A local prominent Catholic in the government, business or professional field of endeavor

Diocesan Operations

- Department heads or other representatives from the various diocesan offices. Helpful in such planning is an organizational chart of diocesan office management structure and a diocesan directory.

Local Social Justice Issues

- Director of Catholic Charities
- Director of a shelter for the homeless
- Clergy, religious, or laity who work with homeless, unemployed, poor, illegal aliens
- Refugees or immigrants
- Governmental authorities involved in social welfare
- Representatives from local charity hospitals

Convention Themes

Themes from Serra International conventions can be an unlimited resource for single meetings as well as series-type programs. Themes from recent past conventions are:

**Here I am Lord,
Send Me** (2006)

Be Not Afraid (2005)

**A Confluence of
Cultures** (2004)

Videotapes of the major presentations may be used as the starting point for large and small group discussions on the speakers' topics. Contact the Serra International office at 800.488.4008 for more information.

Themes and Speakers, *(cont'd)*

Missions

- Director of Society for the Propagation of the Faith
- Representatives from local religious communities or orders working in missionary activities
- Lay missionaries

The Sacraments

- Clergy
- Seminary instructors

Lay Ministries

- Director of Eucharistic or extraordinary minister programs for parish or diocese
- Lay director of religious education
- Instructor of lectors or director of a parish's lector program
- Parish or diocesan music director
- Parish liturgist
- Director of social ministries programs

The Universal Church

- Representatives from other Catholic (but not Roman) churches (for example, Byzantine (Greek), Eastern Rite churches)

The Bishops' Pastorals

- Club members who have studied individual portions of the pastoral
- Members of the business or academic community
- Clergy

Lives of the Saints

- Club members
- Religious or clergy

Religious Orders, Communities and Diocesan Clergy

- Religious community members
- Diocesan and religious order vocation directors
- Seminarians or clergy

Catholic Press

- Editor of Catholic paper
- Diocesan Director of Communications
- Publishers of Catholic literature
- Seminary faculty members

- Chaplain
- Club members

Catholic Marriage and Divorce

- Pre-Cana team instructors
- Marriage Encounter team members
- Engaged couples Encounter instructors
- Members of local divorced or single parent Catholic groups
- Canon lawyers
- Representatives of the marriage tribunal
- Civil lawyers specializing in family and matrimonial law
- Catholic marriage counselors
- Diocesan psychologist

Issues Involving Modern Technology

- Theology instructors from seminary or university
- Scientists involved in research; example, stem-cell matters
- Representatives from legal, medical and business communities

Catholic schools

- Principals or guidance counselors from secondary and elementary schools and local Catholic colleges and universities
- Panels of Catholic high school or college students

Youth Ministry

- Director of youth ministry for the diocese
- Shelter directors or representatives
- Youths currently active in young peoples' programs

Vocations

- Diocesan and religious vocation directors
- Seminarians
- Novices

Additional Themes

- Sermon on the Mount (Beatitudes)
- Now is the Hour (Blessed Virgin Mary)
- Papal documents

Topics

Topics are subjects covered in a single meeting. They deal with current and highly visible issues. Some sources for topics are those contained in the *Meetings Program—A Call to Holiness*, the Serra International convention theme of the current year, and local Catholic issues in the diocesan or parish press.

Particular attention should be given to the bishops' pastoral letters as excellent sources of material.

Presentations on topics should explore and clarify the discussion subject. Topic meetings are a participatory type of classroom learning. Questions arising from topic presentations generally are more personal and provide added material and data for post-topic evaluation by members. If not treated as extensively as desired in one meeting, the topic may be carried over to a second meeting.

Suggested topics:

- Noisy Contemplation - Ways of Prayer
- Living Simply So Others May Simply Live
- Ethical Issues in the Marketplace
- Mid-life Crisis - A Call to Spiritual Growth
- Facing Suffering and Evil from a Faith Perspective
- Honor Thy Father and Mother - Loving Aging Parents
- Perspectives on Authority in the Church
- Why I Joined (and Remain Active) in Serra
- Advent: Season of Hope
- Lent: Our Call to Conversion
- Faith and Violence
- The Meaning of Saints
- Confronting Anti-Semitism
- The Seamless Garment - Taking a Consistent Pro-Life Stand
- Vocations and the Family
- Historical Perspectives on:
 - Church Ministry
 - Priesthood
 - Religious Life
 - Vocation Trends
- Report from the Seminary
- Report from the Vocation Office

USING THE Meetings Program—A Call to Holiness

The USA Council's *Meetings Program—A Call to Holiness* contains more than 35 outlines for provocative, interesting, and timely club meeting educational programs. Most outlines contain seven parts: opening prayer, scripture, introduction, documentary tradition, discussion questions, closing reflection, and bibliography.

The outlines are grouped into six program areas: Mission and Ministry, Liturgical, God the Father, Christian Hope, Celebrating the Third Millennium, and Assorted. As a sampling, the Liturgical Programs include: Advent, Christmas, Lent, Easter Triduum, Easter Time, and Ordinary Time.

It is best for a presenter to study the outline and prepare for his presentation carefully before the club meeting. But it is possible for the VP—programs or any willing Serran to use the outline to present an interesting club meeting program with less preparation, if a speaker cancels at the last-minute. The VP—programs might familiarize himself with a couple of the programs so he might personally present one in an emergency. Presenters may be other Serrans but may also be other speakers who use the outline as the basis of their talk.

A copy of *Meetings Programs—A Call to Holiness* comes with a calendar that suggests programs to be used in the appropriate church season. This manual may be downloaded and printed from www.serraus.org. A CD-ROM featuring an audio-visual tutorial presentation on how *Meetings Programs—A Call to Holiness* may be used is also available. This presentation may be downloaded from www.serraus.org as well.

Program Formats

The presentation styles of the programs should vary. Such variations in style contribute to the overall effectiveness of internal programming. Some styles are discussed below to assist in the planning process.

Round Table or Informal Discussion

The membership divides into small groups, each with a discussion leader. For maximum success, it is important that all participate in the discussion. The leader should be well-prepared to facilitate the discussion.

Lecture

This classroom type lecture should be followed with a question-and-answer period.

Debate

This style is especially effective for presenting two opposing points of view. An open discussion following the debate, devoted to careful analysis of the arguments rather than emotional appeals for one side or the other, enhances the debate. A moderator must also be present.

Panel

This style usually includes two to five members, plus a discussion leader or moderator. The approach may be informational or directed toward the solution of a problem. Careful preparation by the panel members and proper direction by the discussion leader or moderator are prerequisites for the success of a panel presentation. A question-and-answer period should follow.

Group Interview

A discussion leader interviews several people and then opens the discussion to the audience. This permits a discussion leader to solicit the thoughts of key persons on the topic.

Audio/visual Programs

An audio/visual program should be preceded by a short introduction that includes the background of the topic, questions to consider, and conclusions that might be drawn. After the program has been presented, a leader guides the audience's discussion. The USA Council of Serra (888.777.6681 or www.serraus.org) has for sale videos and DVDs for club use. It is strongly recommended that all programs be reviewed by the program moderator before club use.

Case Study

Led by two moderators, participants examine a true or hypothetical case to uncover the underlying ethical issues. The group applies Christian decision-making principles in resolving the situation. The first moderator presents the problem, explains the technique of participation, establishes ground rules, and limits areas of ideas to positive suggestions (about five minutes). He or she stimulates positive, imaginative, and constructive ideas addressed to the solution of the problem without regard for obstacles (about 15 minutes). The second moderator reviews the ideas, refines them, explains what these are directed to do, re-emphasizes the duty of those present to meet the challenge, and concludes on a high note of inspiration (about 10 minutes).

Speakers

Qualifications

- ability to interest and excite Serrans
- specific expertise in a Catholic subject area

Sources for Speakers

- Club members or members of other clubs
- Local parishes
- Diocesan departments and offices
- Priests, religious, seminarians and laity of the diocese
- Prominent Catholics in residence or visiting in the community
- Catholic lay societies (refer to the diocesan directory)
- Educational institutions
- Business and industry
- Governmental services
- Civic organizations
- Speaker bureaus, professional associations, newspapers
- Social agencies
- Priests' council
- Sisters' and brothers' councils
- Representative from social action groups such as pro-life and voter issues

Is This Speaker Qualified?

Determining if a speaker has applicable knowledge generally requires verification by his or her peers, or by someone who has attended one of his or her talks. Ask a potential speaker to send the committee a resume that include any presentations, teaching experience, and published works. Contact the organizers of the programs at which the speaker presented a paper or subject; talk to the dean or department chair of the school for further information on the content of any classes taught; review published articles and books.

Matching a Speaker with a Subject Matching a speaker with the message to be communicated can be a difficult task. The easy way to find a match is to contact potential speakers and discuss the subject with them and their particular area of expertise.

Introducing a Speaker/Guest Presenter

In most Serra club meetings the programs vice president will be the person charged with introducing the speaker or presenter. Too often this task is regarded as superfluous and performed casually with little preparation. But a short, direct introduction sets the stage for an enjoyable presentation. It gives details of the speaker's experience, background, reputation and expertise. The introducer should therefore research the presenter's background to prepare the introduction. A biography provided by the presenter is likely the best source. If another Serran knows the presenter well and has agreed to introduce her, that approach works well. But the introducer should still follow the suggestions below.

The introduction should briefly mention the presenter's qualifications, his educational and business background, the subject to be addressed, and why the presenter is qualified to address this subject. Indicate whether there will be a question-and-answer period at the end or if the speaker prefers questions during the talk. Mention if there will be handouts available after the presentation. Note if the speaker has any printed work available for sale. Withhold saying his name until immediately before he is asked to start his presentation and be sure it is pronounced correctly and clearly.

EVALUATING CLUB PROGRAMS

Constant evaluation of programs is essential to the health and progress of the club. This provides a sound base for future planning and points the way to progress by testing goals and procedures against needs and accomplishments. Clubs that neglect it risk decay.

The Program Committee should evaluate each program as it occurs. The committee should then conduct an general evaluation semi-annually. After carefully evaluating the program adjust the plan to better meet the needs of the club members.

The following questions can be used to guide a program evaluation.

1. Why were these particular programs chosen? What impact were they expected to have? Did they actually have the impact? Why?
2. What programs had the least appeal? Why?
3. Do you feel that the programs went into sufficient depth?
4. Are there areas and topics you feel are important that have been ignored by the Program Committee? What are they?

Evaluating a Specific Club Meeting Program

Occasionally, the club's Program Committee may want to compose and distribute a questionnaire to members after a particular program has been presented. This may determine if this topic or something similar might be repeated at some later date. Such an indication by members may also show that this particular presenter shouldn't be invited back or recommended to other Serra clubs.

------(reproduce this form locally)-----
Program title:_____Name of presenter_____

(Score how you feel about this program.)

1. Was the topic interesting to you?
 No interest little interest very interesting
2. How expert was the presenter in his topic?
 Not very Good Expert
3. How was his delivery?
 So-so Good Expert
4. How about the length of the program?
 Too short just right too long

Evaluating a Specific Club Meeting Program, cont'd

5. Did he/she satisfy your curiosity?

left many questions just enough

Would like to hear more about this subject? No mild curiosity yes

6. Should we invite this speaker back?

No O.K. definitely yes

Additional comments:

Your Club Program Committee: A Self-Evaluation

From time to time the committee should rate itself as "S" (Strong), "A" (Average), or "W" (Weak) on the list of statements which follow:

1. The Program Committee is headed by a capable, dedicated chairperson (the vice president for programs.)
2. There are at least three active committee members, with fresh members added regularly.
3. The committee meets regularly and conducts its meetings efficiently.
4. At its meetings, the committee has an agenda and completes it.
5. The entire committee shares responsibility for planning programs.
6. The chaplain is included in the planning and execution of programs.
7. All of the programs clearly relate to the basic objectives of Serra International.
8. Overall, club programs are well-rounded, inviting, creative, and free from stereotypes.
9. The committee plans a variety of meeting styles and allows for exchange of members' ideas.
10. An active, interested, participating membership has developed as a result of the club's programs.
11. Club programs encourage members to act as Christian leaders in their communities.
12. The meeting place and the food/refreshment service contribute to the success of the programs.

Appendix A -- Typical Planning Calendar

Instructions: List the planned date of completion for each step of each event under the appropriated heading.

Event No.	Event	Responsibility	Telephone	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	
1.0	Talk & Discussion Patores Dabo Vobis	O'Green	211-555-1212				12	Planned date of identified task completion											
1.1	Speaker Confirmed	VP Irish	415-555-1212		12	Rescheduled completion date													
1.2	Speaker Letter Mailed	VP Irish	415-555-1212		16	Actual completion date													
1.3	Handouts Received	Murphy	313-555-1212			3													
1.4	Meeting Check List Completed	O'Green	211-555-1212			11													
1.5	Thank You Letter & Stipend Mailed	VP Irish	415-555-1212			16													
2.0	Discussion Program																		
2.1	Mission & Ministry of Jesus	Smith	123-555-1212																
2.2	Ordered Program from Chicago Office	Murphy	313-555-1212	14															
2.3	Confirmed Discussion Leader	O'Green	211-555-1212		20														
	Conduct Session	VP Irish	415-555-1212				5												

Notes:

1. It is important to note that a completion date has been met.
2. List each step in planning the event , e.g., each phone contact, letter to be written, copying, etc., to insure that every meeting detail is completed.
3. List all club events, even if they are not the responsibility of the Program Committee. This avoids scheduling conflicts.

Appendix C - Biographical Information for Guest Speakers/Presenters

Full Name _____

Title _____

Birth Place _____

High School(s) attended: _____

College(s)/University(ies) attended:

Name _____ Degree _____

Name _____ Degree _____

Name _____ Degree _____

Name _____ Degree _____

Graduate School(s) attended:

Name _____ Degree _____

Name _____ Degree _____

Name _____ Degree _____

Work experience: _____

Honors/Awards: _____

Marital Status: ___ Single ___ Married (please include name of spouse:) _____
Children, and their ages: _____

Other data Serra might use in news releases about you:

Appendix D - Confirmation Letter

Serra Club Letterhead

Date

Name of Speaker

Title

Address

City, State Zip Code

Dear *(name of speaker)*:

Thanks for agreeing to speak on *(date)* before the Serra Club of *(name)*. The meeting will convene at *(time)* at *(name of the establishment, address and telephone number)*. Please find enclosed a map of how to reach our meeting place. The subject of the program will be *(list the title of the subject)* as discussed during *(personal visit or telephone conversation)*. Some points of interest which the Serrans will expect you to cover are:

- a)
- b)

If you are providing handout material, we will be glad to reproduce the copies. Please forward this material to me at the address in the letterhead for reproduction at least seven days before the meeting. I'll bring the copies with me to the meeting. The planned program agenda will be *(customize to your club format)*:

Gathering and hospitality	15 minutes
Opening prayer, meal or refreshments	20 minutes
Special announcements	2 to 3 minutes
Chaplain's message	3 to 5 minutes
Program presentation	30 minutes
Discussion	15 minutes
Adjourn with prayer	

The Serra Club of *(name)* is looking forward to your presentation at our meeting. If you have any questions regarding your addressing our club, please contact me. Sincerely

yours,

Jane Smith
Vice president-programs *(phone number and e-mail address)*

Appendix E - Thank-You Letter

Serra Club Letterhead

Date

Name of Speaker Title

Street Address

City, State Zip Code

Dear *(speaker's name)*:

The members of the Serra Club of *(name)* thoroughly enjoyed your enlightening presentation at our meeting on *(date)*. The remarks were certainly to the point and contributed greatly to our understanding of *(title of the speaker's theme)*.

We have enclosed *(a small stipend or gift-if club policy)* as a token of our appreciation. Again, thank you for being our guest speaker at the Serra club meeting.

Sincerely yours, Jane

Smith

Vice President-Programs

The USA Council Serra International

65 East Wacker Place, Suite 802

Chicago, IL 60601

USA

(312) 201-6549

(888) 777-6681 USA only

FAX (312) 201-6548

FAX (888) 777-6803 USA only

www.serraus.org

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