Session # 2:

How Clubs Work
&
The Event/Planning Calendar

Beginning Prayer and Inspirational Reading

- Opening Prayer
- Reading from To Save a Thousand Souls, by Father Brett Brannen:
  - Story p. 12 "Priests visit the sick"

How Clubs Work

- Clubs are chartered by Serra Intl, governed by club by-laws (sample follows) and have a club number
- Organized by diocese: Work with and for Bishop and Vocations Director
- Focus:
  - Prayer
  - Fellowship
  - Service
- Vocations "recruitment" is not primary function
- July 1 – June 30 typical planning cycle
2020 Serra Club Officer Training Slides
Session #2: How Clubs Work

Club Bylaws: Problems

- Many clubs have lost their bylaws
- Bylaws no longer reflect how the club operates
- Important language missing that IRS requires for non-profit status

How Clubs are Structured

- Board: current & former officers
- President, President Elect & Past Pres
- Vice Presidents:
  - Vocations
  - Programs
  - Membership
  - Communications
  - Secretary
  - Treasurer
  - SL Foundation Rep

Club Meetings & Activities

- Board meetings (usually quarterly)
- Member meetings (usually 2 per month)
  - Program meeting (mid-month)
  - First Friday or First Saturday Mass w/ informal gathering
- Annual events (often in place of program meeting):
  - Ordination Mass
  - Priests Appreciation dinner
  - Bishop’s Appreciation dinner
  - Sisters’ Appreciation dinner
  - Seminarian lunch or dinner
ARTICLE I
Name and Territorial Limits

Section 1. This organization shall be known as the Serra Club of ________________, hereafter referred to as "the Club"

Section 2. The territorial limits of this Club shall be within the Diocese of ________________.

ARTICLE II
Objectives and Purposes

The objectives and purposes of the club shall be:
- 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; and
- 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 Club is organized and will be operated at all times exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code (the "Code").

ARTICLE III
Membership

Section 1. Requirements of membership. Members of this Club shall be restricted to practicing Catholic laypersons and permanent deacons.

Section 2. Active members. Active members of this Club shall be entitled to all rights and privileges of the Club and shall share all responsibilities. Each active member should have sufficient control over their time to participate in programs and club activities.

Section 3. Members under 35. Members under 35 years of age are the same as active members but dues are discounted 50%.

Section 4. Spouse Member. A Spouse Member is a spouse of an active member who is paying full dues. A Spouse Member is the same as an active member but dues are discounted 50% and do not include a hardcopy subscription to the Serran magazine.
Section 5. Membership process. Any member may propose for membership a person meeting the Bylaw qualifications by submitting a sponsor’s recommendation form to the Membership Committee. The sponsor’s recommendation form must be approved by the Membership Committee and Board of Trustees, and may include consultation with the prospective member’s pastor. The prospective member shall be invited to attend an orientation meeting, and after that orientation shall be invited to become a member of the Club. They shall become a member at the induction ceremony taking place at Mass or a regular Serra Club meeting and upon payment of the initiation fee.

Section 6. Membership reinstatement. Any former member may be reinstated by nomination under the guidelines of Section 5 of this Article.

ARTICLE IV
Termination of Membership

Section 1. Any member may resign his or her membership by notifying the Treasurer in writing, but every member will be expected to pay all dues accrued prior to such resignation.

Section 2. Any member may be expelled from membership by the Board of Trustees should he or she be found guilty of inactivity, non-payment of dues or conduct reflecting discredit upon this Club or the Catholic Church.

ARTICLE V
Board of Trustees

Section 1. The governing body of the Club shall be called the Board of Trustees. It shall determine the policies and exercise supervision over all officers, members and committees. Its decision can be overruled only by a two-thirds vote of the members at a regular meeting with at least 51% of members present.

Section 2. The Board shall consist of the President, President elect, four Vice Presidents, Secretary, Treasurer, the immediate Past President and not more than three additional Trustees.

Section 3. The Board shall meet at least once quarterly at a time and place designated by the President. Teleconference, Web and E-mail meetings are allowed. Preferably, these meetings shall be separate from regular club meetings. A majority of the Board of Trustees shall constitute a quorum for the transaction of business.

Section 4. Any three members of the Board of Trustees shall have the right to call a meeting of the Board with five days’ notice in writing or email to the entire Board. The President can call a special board meeting with forty-eight (48) hours’ notice by contacting all board members by phone or email.
ARTICLE VI
Officers and Their Duties; Elections

Section 1. The principal officers of the Club shall be a President, President elect, four Vice Presidents, a Secretary, the immediate Past President and a Treasurer. The Board may elect additional officers at its discretion, and such officers shall perform the duties prescribed by the Board.

Section 2. The President shall preside at all meetings, appoint all committees, serve as Chairman of the Board of Trustees, and shall have such perform other duties that pertain to the office of the President.

Section 3. The President elect shall perform such duties as assigned by the President and shall preside and take over the duties of the President in his or her absence or in the event of a vacancy in the office of the President.

Section 4. The Vice President for Programs shall Chair the Programs Committee and be in charge of all programs presented at club meetings.

Section 5. The Vice President for Membership shall Chair the Membership Committee and be in charge of all activities affecting the club’s membership including membership recruitment, retention of existing members, orientation and induction programs.

Section 6. The Vice President for Vocations shall Chair the Vocations Committee and be responsible for all vocation efforts.

Section 7. The Vice President for Communications shall Chair the Communications Committee and be responsible for internal and external communications and public relations efforts.

Section 8. The Secretary shall record all proceedings of Club meetings and Board of Trustee meetings. He or she shall be custodian of the records, maintain the club’s bylaws, and shall have such further duties as ordinarily pertain to the office of the Secretary.

Section 9. The Treasurer shall collect all dues, keep the books and accounts, have custody of all funds of the club and maintain the roster of the Club and its current officers in the Serra Portal. He or she shall render periodic reports of the financial position of the Club as directed by the Board of Trustees, pay all bills and obligations on time and have other duties as ordinarily pertain to the office of Treasurer. The Treasurer shall deposit all Club funds into the account of the Serra Club of __________, in a bank designated by the Board of Trustees.

Section 10. All officers shall be elected for a term of not more than two years. Those elected for a one-year term may be re-elected for an additional year. Preferably, one-third of the Trustees shall be elected each year for a term of three years. Elections shall be held annually. Officers and Trustees may be inducted at the same induction ceremony used for new members. Their term of office shall begin and end when their successors have been elected and inducted, respectively. No Officer may succeed themselves in office without unanimous approval of the Board of Trustees. In the event of a vacancy in any office or on the Board of Trustees, the Board of Trustees shall have the power to fill such vacancy for the balance of the remaining term, except in the office of President, where automatic succession to office by the President elect fills this vacancy per these Bylaws.
Section 11. A nominating committee appointed by the President shall make nominations for election of the officers and Trustee not less than one month prior to the election. This committee shall consist of at least three members and shall present its report at the last meeting of members before the election of new officers. It shall nominate one candidate for each of the principal offices. Further nominations may be made from the floor at the time of the election by any member. Election shall be by secret ballot as to any office for which there is a contest. Each member present shall be entitled to one vote and the candidate who receives the largest number of those votes cast on the first ballot is elected. Nominees shall agree as a condition of nomination to attend the Spring District Leadership Conference if at all possible.

ARTICLE VII
Chaplain

Section 1. The Club shall have a Chaplain appointed by the Ordinary of the Diocese. His duties shall be advisory on Church and spiritual matters. His term of office shall be continuous until his resignation or a vacancy exists for any other reason.

ARTICLE VIII
Meetings

Section 1. Regular Club meetings shall be held at least semi-monthly, at such time and place as shall be determined by the Board. Every active member is encouraged to attend every event/meeting but is required to attend at least 50% of the events/meetings.

ARTICLE IX
Relationship to Serra International, Council, Regions and Districts

Section 1. This Club is a member of Serra International and shall in all things cooperate with Serra International and, where applicable, the Serra Council, region and district organizations. It is the express intention of the club to maintain its relationship in good standing with Serra International and to be permanently bound by its Constitution and Bylaws. This Club understands that only clubs with an active charter in good standing with Serra International shall be entitled to operate as Serra Clubs.

Section 2. The Board shall appoint a delegate, or, if necessary, a proxy delegate, to represent the Club at the annual convention of Serra International. The credential form for a delegate or proxy delegate shall be signed by the President and the Secretary and shall either be mailed to Serra International not less than 30 days prior to the opening day of the convention or delivered to the convention office before noon on the opening day of the convention.

Section 3. In the event of a conflict between these bylaws and the bylaws of Serra International, the bylaws of Serra International shall take precedence.
ARTICLE X
Revenue

Section 1. Initiation Fee. All members shall pay an initiation fee in the amount established by Serra International to the Club.

Section 2. Regular semi-annual dues. All members shall pay regular semi-annual dues in an amount decided by the Board and such dues shall be paid to the Club. Regular semi-annual dues will be paid by new members starting on the next semi-annual invoice date from Serra International.

Section 3. Changes in regular semi-annual dues. Dues changes shall be approved by a two-thirds vote of members at a regular meeting with at least 50% of members present.

ARTICLE XI
Committees

Section 1. The regularly constituted committees of the Club shall be Program, Vocations, Membership and Communications.

Section 2. In addition, the President may appoint special committees as needed. The President shall be an ex-officio member of all committees.

ARTICLE XII
Fund Raising to Promote the Objectives and Purposes of Serra

Section 1. While no Serra club may devote itself to fund-raising as an objective, each club, at its discretion, may conduct activities to raise funds to assist it in promoting the objectives and purposes of Serra International, assuming Serra International is at all relevant times exempt under section 501(c)(3) of the Code. All income after expenses from such fund-raising activities shall be utilized solely for furthering the objectives and purposes of Serra International, assuming Serra International is at all relevant times exempt under section 501(c)(3) of the Code, and this Club.

Section 2. This Club recognizes the desirability of making funds available to promote vocations and for seminarians studying for the Diocese of ________________, assuming the Diocese of ________________ is at all relevant times exempt under section 501(c)(3) of the Code. The amount of funds and time of distribution shall be determined by the Board of Trustees.

ARTICLE XIII
Amendments

Section 1. These bylaws shall only be amended by a two-thirds vote of the members of this Club at a regular meeting with at least 50% of members present. Proposed amendments shall be filed with the Secretary in writing, and a written resolution shall be introduced at a regular meeting with action thereon deferred to the following meeting. Written notice will be sent by the Secretary to all members, with a
copy of the proposed resolution advising that the proposal will be acted upon at the next meeting. Such amendments shall not become a part of the bylaws until the same have been submitted to and approved in writing by the board of trustees of Serra International.

ARTICLE XIV
Inurement Prohibited

Section 1. No part of the net earnings of the Club shall inure to the benefit of, or be distributable to its members, Trustees, officers, or other private persons, except that the Club shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof. No substantial part of the activities of the Club shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Club shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these Bylaws, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under Section 501(c)(3) of the Code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Code.

ARTICLE XV
Distribution of Assets Upon Dissolution

Section 1. Upon dissolution of the Club, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Code. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the Club is located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

These foregoing local Club bylaws supersede and completely replace any prior bylaws adopted by this organization and were adopted by a majority of two-thirds of the members present and voting at a regular meeting of the membership to certify which witness the signature of the President and Secretary of said club, this _______ day of __________, 20__.

President: __________________________

Secretary: __________________________
USA Council of Serra International

Position Description for Club President

Position Title: President

Reports To: Club Board of Trustees

Position: Presides at Club and Board meetings; appoints committee chairs and members; represents the Club at all inter-club meetings and activities and district meetings. Promotes and assists in the development of all Club leadership; co-authors agenda for membership and Club Board meetings; evaluates the performance of Club Officers and designated committee chairs. Performs such other duties that pertains to the Office of the President or such other duties as the Board of Trustees may assign, or a may be required by the Club’s By Laws. Collaborate with other district or diocesan Serra Clubs. Is a member of Governors’ District Council.

Principal Responsibilities:
1. Prepare agenda with the assistance of the club secretary
2. Conducts each meeting according to suggested Serra procedures or as specified by the Club’s policies
3. Appoints all committee chairs with advice from the Board of Trustees
4. Serves as ex-officio member of all committees
5. Coordinates work of committees
6. Helps chairpersons identify and understand their responsibilities
7. Insures timely implementation of USA Council and Serra International Board action
8. Calls special meeting if necessary in accordance with Club’s policies
9. Participates in District Council meetings and actions.
10. Effects working relationship with diocesan vocation leaders and organizations
11. Takes appropriate action on recommendations from the District Governors
12. Induct new officers at the first meeting following term of office
13. Attends and actively participates in the District Spring Leadership Planning Conference
14. Inducts new Club members and provides for new members orientation and training
15. Works with the nominating committee to recruit new board members
16. Periodically reviews board members roles and responsibilities to assist them in assignments and performance
17. Oversees creation and implementation of written Club policies and procedures
18. Supports cooperative efforts with other District or Diocesan Serra Clubs.

Position Requirements:
1. Served as a Club Officer
2. Thorough knowledge of Serra and its Constitution, By Laws, Polices and Procedure
3. Thorough knowledge of the USA Council Constitution, By Laws, Polices
4. Knowledgeable of related church and religious leaders, groups and organizations
5. Ability to work collaboratively with volunteers

Desirable Knowledge, Skills and Abilities:
1. Understands dynamics of organizational elements and structures
2. Knowledge of current Catholic Church issues
3. Demonstrated ability to communicate clearly and concisely orally and in writing
4. Aware of planning, directing and monitoring skills

Revised: August 2, 2004
C:\Council\Club Position Descriptions\Club President
Position Description for Club President Elect

Position Title: President Elect

Reports To: President and Club Board of Trustees

Position: Attends and participates in all Club, Trustee and Committee meetings and functions as designated by the Club President; assists, supports and consult upon request with the President and Immediate Past President. At the request of the President represents the President and the Club at designated meetings, conferences and conventions. Presides at Club and Board of Trustee meetings in the absence of the Club President. Shall perform such duties as may be assigned to him by the President and/or Board of Trustees.

Principal Responsibilities:
1. Attend all Club and Board of Trustee meetings
2. Serves on the Club Board of Trustees
3. At the request of the President serves on specific committees
4. In partnership with the President insures timely implementation of USA Council and Serra International Board action
5. Understands the President’s responsibilities and performs these duties in the President’s absence
6. Attends and actively participates at the Spring Leadership Planning Conference
7. Attend Regional and District Conventions as requested by the President
8. Provides advice to the current President when requested
9. Participates in budget preparation for the next fiscal year
10. Develops working relationship with diocesan vocation organizations
11. Identify potential Officers, chairs and committee members
12. Perform such other duties as may be assigned by the President and Board of Trustees

Position Requirements:
1. Thorough knowledge of Serra and its Constitution, By Laws, Polices and Procedure
2. Thorough knowledge of the USA Council Constitution, By Laws, Polices
3. Knowledgeable of related church and religious leaders, groups and organizations
4. Have served as a Club
5. Ability to work collaboratively with volunteers

Desirable Knowledge, Skills and Abilities:
1. Understands dynamics of organizational elements and structures
2. Knowledge of current Catholic Church issues
3. Demonstrated ability to communicate clearly and concisely orally and in writing
4. Aware of planning, directing and monitoring skills

Revised. July 16, 2004
C:\Council\Club Position Descriptions\Board President Elect

2H
USA Council of Serra International
Suggested Club

Position Description for Club Secretary

Position Title: Secretary

Reports To: President

Position: Attend all Club, Board of Trustees and Committee meetings and functions; responsible for recording all proceedings at meetings of the Club and Board of Trustees; responsible for all elections of officers; maintains accurate roster of members and is responsible for mailing of all necessary meeting notices

Principal Responsibilities:
1. Attend all Club and Board of Trustees meetings
2. Serve on the Club Board of Trustees
3. Maintain all board records and ensure their accuracy and safety
4. Review board minutes
5. Assume responsibilities of the president in the absence of the Club President, President-Elect, and Vice Presidents
6. Provide notice of meetings of the Club and/or of a committee when such notice is required
7. Assists the President in preparation of meeting agendas
8. Administer the election process of Officers
9. Maintain a current roster of members
10. Maintain the By Laws, Amendments and Policy Manual for the Club
11. Maintain the permanent club history
12. Attend and actively participates at the Spring Leadership Planning Conferences
13. Participate as a vital part of the Club leadership
14. Perform such other duties as may be assigned by the President and/or the Board of Trustees

Position Requirements:
1. Thorough knowledge of Serra and its Objects and Purposes and the USA Council and its 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
Position Description for the Club Vice President of Vocations

Position Title: Vice President of Vocations

Reports To: President

Position: Attend all Club, Board of Trustees and Committee meetings and functions, serves as the Chair of the Club Vocations Committee, establishes comprehensive Club vocation programs that meet the needs of the local diocese and encourages the formation of diocesan, deanery or parish vocation committees

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 Vocations Committee
4. Assist and attends Regional and District Conventions as appropriate
5. Represents the Club vocation efforts with Bishop, Vocation Directors and other organizations involved in vocation ministry
6. Establish comprehensive vocation programs for use by the club
7. Develop a long range plan for the Vocations Committee
8. Attend and actively participates 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

Position Requirements:
1. Thorough knowledge of Serra and its Objects and Purposes and the USA Council and its Objectives and Purposes
2. Be knowledgeable of the requirements of vocation ministry
3. 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

Revised. July 16, 2004
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, serves 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 attends Regional and District Conventions as appropriate
5. Become and remain aware of programs developed by the USA Council Program Committee
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 participates at the Spring Leadership Planning Conferences
9. Assists 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. Monitors and assesses the impact of Council programs provided for local club use

Position Requirements:
1. Thorough knowledge of Serra and its Objectives and Purposes and the USA Council and its 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

Revised. July 15, 2004
C:\Council\Club Position Descriptions\Program Vice President
USA Council of Serra International  
Suggested Club  

Position Description for the Vice President of Membership  

Position Title:  
Vice President of Membership  

Reports To:  
President  

Position:  
Attend all Club, Board of Trustees and Committee meetings and functions, serves as the Chair of the Club Membership Committee, formulate plans and develops programs that help the club retain and increase membership, assist in forming new Serra Clubs  

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 Membership Committee  
4. Assist and attends Regional and District Conventions as appropriate  
5. Develop effective programs for club use to retain and increase club membership  
6. Develop a long range plan for the Membership Committee  
7. Maintain contact and a working relationship with the Membership Coordinator of the USA Council  
8. Develop and implements a new member induction and orientation program  
9. Attend and actively participates at the Spring Leadership Planning Conferences  
10. Assist the President Elect in the preparation of the budget  
11. Participate as vital part of the Club leadership  
12. Perform such other duties as may be assigned by the President and/or the Board of Trustees  

Position Requirements:  
1. Thorough knowledge of Serra and its Objects and Purposes and the USA Council and its 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  

Revised. July 16, 2004  
C:\Council\NC3lub Position Descriptions\Membership Vice President
Position Description for the Club Vice President of Communications

Position Title: Vice President of Communications

Reports To: President

Position: Attend all Board and Committee meetings and functions, serves as the Chair of the Club Communications Committee, formulate plans and make recommendations to the Board of Trustees for the improvement of internal and external communications and public relations, implement the USA Council’s communications plan within the club and diocese.

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 Communications Committee
4. Assist and attend Regional and District Conventions as appropriate
5. Establish comprehensive communication programs for use by the clubs
6. Develop a long range plan for the Communications Committee
7. Attend and actively participates in the Spring Leadership Planning Conference
8. Assists the President Elect in the preparation of the budget
9. Participate as vital part of the Club leadership
10. Perform such other duties as may be assigned by the President and/or the Board of Trustees

Position Requirements:
1. Thorough knowledge of Serra and its Objects and Purposes and the USA Council and its 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

Revised: July 16, 2004
C:\Council\Club Position Descriptions\Communications Vice President
USA Council of Serra International  
Suggested Club  

Position Description for Club Treasurer

Position Title: Treasurer

Reports To: President

Position: Attend all Club, Board of Trustees and Committee meetings and functions; responsible for collection of club dues; payment for bills and the preparation of periodic financial statements. Assists in the preparation of the annual budget.

Principal Responsibilities:
1. Attend all Club and Board of Trustees meetings
2. Serve on the Board of Trustees
3. Serve as financial officer of the club
4. Collect all dues and fees from club members and remit to USA Council on a timely basis
5. Maintain accurate financial records of the club
6. Assist the President-Elect in preparing the annual budget
7. Attend and actively participates at the Spring Leadership Planning Conferences
8. Participate as a vital part of the Club leadership
9. Perform such other duties as ordinarily pertain to the office of Treasurer
10. Perform such other duties as may be assigned by the President and/or the Board of Trustees

Position Requirements:
1. Thorough knowledge of Serra and its Objects and Purposes and the USA Council and its 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

Revised: July 16, 2004
C:\Council\Club Position Descriptions\Treasurer of the Board
Position Description for the Club Chaplain

Title: Club Chaplain

Reports To: Archbishop or Bishop of the local Archdiocese or Diocese; Club President

Position: The Club Chaplain serves as the spiritual adviser to the Serra Club and is appointed by the local Archbishop or Bishop.

Principal Responsibilities:
The Club Chaplain:
1. Makes himself or herself aware of the activities of all the club’s standing committees and provides spiritual oversight.
2. Attends Club meetings and Board meetings as often as possible and occasionally is the speaker at the meeting.
3. Attends Regional/District and International Conventions when possible.
4. Makes himself or herself aware of all USCCB and Archdiocesan/Diocesan vocation initiatives.
5. Is available to the club Vice President of Vocations to consult and guide on specific programs and activities.
6. Is available to the Club Vice President of Programs for guidance in the use of programs that contain the current teaching of the Bishops, encyclicals and papal letters.
7. Writes a short message for the club newsletter.
8. Encourages other priests to recommend people for Club membership.
9. Is available to advise the Club regarding relationships with Catholic organizations with a vocations component.

Position Requirements:
1. Knowledge of Serra’s Objectives and Purposes
2. Ability to work collaboratively with club officers and members
3. Ability to commit sufficient time to adequately carry out the responsibilities of the position

Desirable Knowledge, Skills and Abilities:
1. Ability to communicate clearly and concisely orally and in writing

Revised May 2011
USA Council of Serra International  
Suggested Club  

Position Description for Club Trustees

Position Title: Club Trustees  
Reports To: Club Membership

Position: Attend all Club and Board meetings; responsible for the overall policy-making, governing and coordination of club activities; approves all bills and conducts all ordinary business; determines annual tasks for the club; approves the club annual budget; fills any officer vacancy.

Principal Responsibilities:  
1. Attend all Club and Board meetings  
2. Participates at the Spring Leadership Planning Conference and Fall Convention  
3. Acquires understanding of Serra International and USAC Bylaws and Policy Manuals as they affect the club's Bylaws and Policy Manuals  
4. Periodically reviews Club Bylaws and Policies in relationship to club operation and performance  
5. Assumes a vital part of club leadership  
6. Serves on one or more committees and evaluates effectiveness  
7. Perform other duties as assigned by the president

In association with the Board Officers, the Trustees assists and participates in the following:  
1. Coordination and prioritization of the club's long range plans  
2. Identification and approval of essential club tasks and functions  
3. Review and approval of the annual club budget  
4. Filling of Board and committee vacancies  
5. Suspension, removal, or expulsion of Board members and club members according to club policies and procedures  
6. Review and effect changes to club Bylaws, amendments and Policy Manual  
7. Election and orientation of club delegate to the International Convention

Position Requirements:  
1. Thorough knowledge of Serra and its Objects and Purposes and the USA Council and its 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

Revised: July 16, 2004
C:\Council\Club Position Descriptions\Club Trustees
USA Council of Serra International  
Suggested Club  

Position Description for Club Foundation Representative

Position Title: Foundation Representative

Reports To: President

Position: Attend all Club, Board of Trustees and Committee meetings and functions; Responsible for educating club members about the Foundation; promotes the Foundation's annual appeal and other giving programs; and, serves as the club's communication liaison with the Foundation

Principal Responsibilities:
1. Attend all Club meetings
2. Be knowledgeable about the Foundation gifts and grants
3. Educate club members about the Foundation
4. Maintain club records on members current year Foundation gifts
5. Promotes the Foundation’s annual appeal and other giving programs
6. Serve as the communication liaison with the Foundation
7. Supply and display Foundation brochures and materials
8. Attend and actively participates at the Spring Leadership Planning Conferences
9. Participate as a vital part of the Club leadership
10. Perform such other duties as may be assigned by the President and/or the Board of Trustees

Position Requirements:
1. Thorough knowledge of Serra and its Objects and Purposes; the Serra International Foundation and the USA Council and its 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

Revised. July 16, 2004  
C:\Council\Club Position Descriptions\Foundation Representative
How Clubs Finance Activities

- Low Dues, user pays meal costs
- High Dues, Club pays meal costs

Friends of Serra & Emeritus
Membership Concepts

- **Friends of Serra**: For those wishing to make a financial contribution but cannot commit time to Serra
- **Emeritus Members**: For those who cannot continue in Serra for financial reasons or health
- What they get (optional):
  - Publicity in newsletter
  - Newsletter
  - Invitation to attend prayer functions
- No dues obligation to US Serra or SI by Club
- Caveat on overuse—no support of US or SI

Thoughts on Officers

- Officers must be a team, not "stand alone" players
- Continuity of officers essential
  - Position rotation concept
  - Assistants, helpers
  - Operating "solo" harmful to club
- Consider 2 year terms for key officer positions
- Consider former officers for repeating role
- Caution throwing new members into officer roles too quickly
- Goal: Identify new officers by April for Leadership training
Clubs Need Constant Leadership Development

- Recruit new members with Leadership Potential
- Plan for who's going to do what over the long term
- "Feed" leaders up the line to Serra US
- Engage new members but not in officer roles immediately
- Be Vocations Leaders, not the entire vocations effort
  - Engage non-Serran organizations in vocations effort:
    - Knights of Columbus
    - Parish vocations committees
  - Engage parishioners who are not Serrans in prayer activities

Leadership Role on Vocations: Motivate ALL Catholics to Pray for Vocations!

- Organize & Promote:
  - Rosary programs in parishes (31 Clubs)
  - Special Adorations for Vocations
  - Call by Name program
  - Parish Vocations Committees
  - Seminarian Prayer boards & cards
  - Diocesan newspaper coverage of vocation events
- The four National Vocations Events:
  - Priesthood Appreciation Sunday
  - Vocations Awareness Week
  - World Day for Consecrated Life
  - World Day of Prayer for Vocations

How Clubs Work

- Questions
- Comments
- Discussion
Club Strategic Planning

- Annual Club Goal Setting (4A)
- The Duluth Club Strategic Planning Model (conducted 2016)
  - The survey questions (pgs 4B-4E)
  - Summarized responses (pgs 4F-4L)
  - Action plan from responses (pgs 4M-4O)

Spring Club Officer Training 2020

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Club Strategic Planning

- Questions
- Comments
- Discussion

Spring Club Officer Training 2020

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Event / Planning Calendar

- Available in .xlsx format (serraus.org/District Governor)
- Left column: Club Events to Publish to members
- Right column: Planning activities related to events up to 3 months out
- Regular Italic: club events specific to the club
- Bold Regular: event a club can’t change
- Bold Italic (bottom of each month): dates to be aware of when planning club events
- June: Month assumed clubs plan coming year
- Calendar is comprehensive—Clubs not required to do everything!

Spring Club Officer Training 2020
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<th>No.</th>
<th>PROGRAMS</th>
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Duluth Serra Ministry
Member Survey

Background
The Serra International Mission is to foster, promote, and affirm vocations to ministry in the Catholic Church. More specifically, Serra is dedicated to:

- Fostering and promoting vocations
- Supporting priests in their sacred ministries
- Encouraging and affirming vocations to consecrated life
- Assisting Serrans in recognizing and responding to God’s call to holiness.

The Duluth Serra Ministry carries out the Serra mission by hosting, sponsoring, or participating in a number of annual events, including: an on-site visit with seminarians at St. Paul Seminary (October); a Christmas Dinner for priests of the Diocese of Duluth; an ice cream social for Benedictine and Franciscan Sisters in Duluth (April); the ordination of new priests and transitional deacons (June); and the ordination of permanent deacons (November).

Individual members of the Duluth Serra Ministry also take responsibility for sending ordination anniversary cards, and birthday cards to each priest in the Diocese of Duluth. In addition, a card with a note of appreciation and support is sent to each priest on Priest Appreciation Sunday each October. Serra members also coordinate the Catholic Connection Program for families of graduating high school seniors who are college-bound, helping them to become affiliated with Catholic organizations on various college campuses. Other members participate in district, regional, national, and international Serra activities. The Duluth Serra Ministry also carries out specific initiatives upon the request of the Bishop. One such effort is currently underway, which will establish a new Serra Ministry in the Brainerd area.

In an effort to further advance the mission of Serra, the Duluth Serra Ministry Board of Directors has commissioned the following membership survey. Please take a few moments to complete the attached survey and return it by Monday, October 3, 2016 in the enclosed stamped, addressed envelope.

Please include your name at the end of the survey so that we can assure a full membership response. However, if you prefer to respond anonymously, you may do so. When the survey findings are compiled, we will not attribute specific responses to individual members. We will regard surveys that include respondents’ names as authorization to contact those members if clarification or follow-up is needed regarding specific responses. The compiled survey findings will be shared with the membership.

Member Survey
(Please note that the survey uses the term “Duluth Serra Ministry” throughout to describe our
1. Why do you belong to the Duluth Serra Ministry?

2. For each of the four items below, please rank the effectiveness of our local Serra Ministry using a scale of 1 to 5, with “1” meaning “not effective” and “5” meaning “highly effective.” (Please list your ranking of effectiveness on the line following each item.)
   a. Fostering and promoting vocations______
   b. Supporting priests in their sacred ministries______
   c. Encouraging and affirming vocations to consecrated life______
   d. Assisting Serrans in recognizing and responding to God’s call to holiness______

3. Our organization currently has over 40 members. Of the total membership, approximately what percentage of members do you know by first and last name without the benefit of a name tag? (_____%).

4. What suggestions do you have that would help members get to know one another better?

5. How do you feel about the time, calendar schedule, and location of our meetings?
   _____ OK as is (11:45am-1pm the first and third Monday of every month at Black Woods)
   _____ I would prefer the following:
      a) Time: ______________________
      b) Frequency: __________________
      c) Location: ____________________

6. How do you feel about the order of the meeting (Fellowship, opening prayer, introduction of guests, business meeting, Chaplain’s update, lunch, speaker, closing prayer)?
   _____ OK as is
   _____ I suggest the following regarding the order of the meeting:

7. Approximately what percentage of regular meetings do you attend? (_____%)

8. What limits your attendance?

9. What suggestions do you have for increasing attendance by members at regular meetings?
10. What suggestions do you have for increasing participation by members in the annual events, programs, and services of The Duluth Serra Ministry?

________________________________________________________________________

11. How do you prefer to receive information about meetings and Serra activities?
   a. _____ Email
   b. _____ Regular mail
   c. _____ Phone call
   d. _____ Text message
   e. _____ Other (please specify) ____________________________

12. How do you feel about Serra membership costs (including meals)?
   a. _____ Costs are about right ($400 annually for individuals/$600 for couples)
   b. _____ Too high, I would suggest they be $_______/year
   c. _____ Too low, I would suggest they be $_______/year

13. Speakers or topics to consider for future meetings:

________________________________________________________________________

14. Please list names, parish affiliations, and contact information of any Catholic men, women, or couples you would like to propose as prospects for membership.

________________________________________________________________________

________________________________________________________________________

15. Would you be willing to bring any of the above prospects to a Serra meeting as a guest?
   a. _____ Yes (please name) ____________________________
   b. _____ No

16. Is transportation to and from meetings or events a difficulty for you?
   a. _____ Yes, I would appreciate transportation assistance
b. ___No

c. ___No, but I am willing to transport another member who needs a ride

17. Would you be willing to serve in any of our club leadership positions (officer, program leader, trustee)?
   a. ___Yes (Optional: Area of interest-_______________)
   b. ___No

18. Please share any other ideas or suggestions for events, programs, or other changes that could help us to grow and improve our Duluth Serra Ministry

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Thank you very much for taking part in this survey. You are helping to build a more effective Serra Ministry in Duluth. Please send your completed survey in the envelope provided. We will share the results at a future meeting.

__________________________________________
Name

7/27/16
Duluth Serra Member Survey Findings
November 18, 2016

**Background:**
- Survey instrument was reviewed and approved by Serra Board in August 2016
- Survey was distributed by mail to all 44 Duluth Serra members on September 2, 2016
- Survey materials included a background statement that explained the Serra Mission, ongoing efforts in support of the mission, and the reasons for doing a member survey
- Survey status was referenced at all September and October meetings
- Two main purposes of the survey were cited: (1) Enhance mission effectiveness and (2) expand membership
- Twenty-seven members returned completed surveys (61.5% response rate) as of October 31, 2016

**Findings:** Note: Quantitative data and individual member's comments are shown in bold italics. Individual comments of essentially the same meaning have been combined. The member suggestions on items 4, 9, 10, 13, and 18 have been classified by the Serra Board as either “A” (Adopt – do this within the next 12 months), “B” (Hold – reconsider after achieving most “A” priorities), “C” (Not Actionable – response is an opinion, observation, or otherwise not seen as implementable), or “D” (Active – suggestion is already being done). These classifications appear in parentheses at the end of each suggestion.

1. Why do you belong to the Duluth Serra Ministry?
   - To recognize and support the Priests, Nuns, and Deacons in our area (12 responses)
   - Fellowship with other Catholics and Serra members (11 responses)
   - To help increase vocations for the Church and Diocese (5 responses)
   - I love and support the Serra mission (4 responses)
   - To support Seminarians (3 responses)
   - I was recruited by a member (2 responses)
   - Enhancing Catholic beliefs
   - To serve the Catholic Church
   - To learn about programs of the Duluth Diocese and the people who do that work
   - To be able to donate money to the development of Clergy and to add my prayers to the Serra prayer conduit...and to connect my own Priest to that conduit
   - To be able to give money to the church which is not controlled by the Diocese
   - To support our Bishop's agenda and goals

2. For each of the four items below, please rank the effectiveness of our local Serra Ministry using a scale of 1 to 5, with “1” meaning “not effective” and “5” meaning “highly effective.”
   a. Fostering and promoting vocations to the priesthood **3.31 (scoring range: 1-5)**
   b. Supporting priests in their sacred ministries **4.04 (scoring range: 1-5)**
   c. Encouraging and affirming vocations to the permanent diaconate and consecrated life **3.33 (scoring range: 2-5)**
   d. Assisting Serrans in recognizing and responding to God’s call to holiness **3.33 (scoring range: 2-5)**
3. Our organization currently has over 40 members. Of the total membership, approximately what percentage of members do you know by first and last name without the benefit of a name tag? 63.25% (response range: 10-100%)

4. What suggestions do you have that would help members get to know one another better?
   - Encourage members to mix up their seating at lunch so members don’t sit with the same group each time (6 responses) (A)
   - Make a special effort to introduce yourself to new members and those you don’t know (2 responses) (A)
   - Encourage members to seek out new members and be more welcoming (A)
   - Have introductions at meetings of all in attendance (C)
   - Reactivate summer steak dinner (B – Knights of Columbus currently do this)
   - Attend the meetings (A)
   - Wear name tags at meetings (A)
   - When inducting a new member, go around the room and self-introduce (A)
   - Have a website with member pictures and names (B)
   - At each meeting, have one or two Serrans each give a short bio (birthplace, youth, education, family, faith journey, career, interests, hobbies, etc.) or devote a couple of meeting programs to this each year (B)
   - Each month, ask one member to give a short talk on why he/she belongs to Serra (B)
   - Have a Serran of the month (C)
   - Produce an updated membership directory (A)
   - Smaller task force groups and expanded ministry activities (D)
   - Encourage greater participation in activities and more committee work (A)
   - Have a special evening social, with no business, only fun and finger food (B)
   - Lunches are the best for getting to know each other (C)
   - Designated seating at meetings, with a changing rotation (C)
   - Have the VP of Membership, Vocations, and Communication appoint different members to work with them on their efforts (A)
   - Have longer meeting times (C)
   - Encourage spouses to join as members (B)
   - Have a short “stand-up” fellowship gathering (15 to 20 minutes) before the meeting, possibly starting the meeting early (D)

5. How do you feel about the time, calendar schedule, and location of our meetings?
   _OK as is (11:45am-1pm the 1st and 3rd Monday of every month at Black Woods) 92.6% (25
responses)
- The 1PM end time should be flexible to suit program material
- A more central location might help both attendance and membership

I would prefer the following: 74% (2 responses)

a) Time: Noon (2 responses)
b) Frequency:
- Have one meeting per month (2 responses)
- Skip meetings during June – August
- Is Monday the best day? Three-day holiday weekends reduce total number of meetings
c) Location: Black Woods still preferred (2 responses)

6. How do you feel about the order of the meeting (Fellowship, opening prayer, introduction of guests, business meeting, Chaplain’s update, lunch, speaker, closing prayer)?

OK as is 88% (22 responses)

I suggest the following regarding the order of the meeting 12% (3 responses):
- Have a business meeting at only one of the monthly meetings and use the extra time at the second meeting each month for a longer talk from the speaker
- Have the speaker first and have the business meeting and information last
- Strongly suggest lunch after the speaker
- Don’t need to have reports from Board at every meeting

7. Approximately what percentage of regular meetings do you attend? 65.2% (response range: 15%-100%)

8. What limits your attendance?
- Work/Business, family obligations, other commitments (17 responses)
- Traveling out of the area for vacations and other reasons (7 responses)
- Annual vacation month
- As chapters in my life come and go, my direct participation in Serra will ebb and flow, but I pray with you all the time
- Summer weekends that include Mondays
- Physical impairments

9. What suggestions do you have for increasing attendance by members at regular meetings?
- Email reminders (2 responses) (D)
- Calls (2 responses) (A)
- Continue to have high-interest topics and speakers (2 responses) (D)
- Don’t see the need for two meetings per month – fewer meetings will result in increased participation (2 responses) (C)
- USPS mailing a few days before a meeting (C)
• Send out a calendar of the meetings once a quarter  (D)
• Improve food if we can without added cost  (D)
• This certainly frustrated me a lot as vocation chair…lined up many events where few people showed up  (C)
• Keep encouraging members to attend  (A)
• Good speakers, well published (Al has done an excellent job)  (A)
• Need to make sure special speakers are in the Fall when attendance is highest  (C)
• Find topics and speakers of maximum interest  (A)
• Call members who don’t attend on a regular basis and also get them involved with the VP’s and the workings of the Ministry  (A)
• Have better programs – too often they seem to be a spur of the moment type thing just to fill a need – they are usually “rushed” by the speaker  (A)
• Consider shifting to a breakfast meeting (6:45 to 7AM) format to encourage attendance by still working members  (C)
• Foster greater camaraderie, more social interaction at meetings and at events  (A and D)

10. What suggestions do you have for increasing participation by members in the annual events, programs, and services of The Duluth Serra Ministry?
• Sending out a calendar far in advance of big events (3 responses)  (D)
• Phone call reminders (2 responses)  (A)
• Ask more members to help with the planning of all events (3 responses)  (A)
• Invitations  (D)
• Annual Christmas event is fun, though impaired by bad weather at times, but the meals are not memorable  (C)
• It seems like we are doing a good job with these  (C)
• Make it more interesting and more mandatory  (C)
• Make it mandatory to attend 2 such events per year  (C)
• Always provide transportation (A – for those who otherwise wouldn’t be able to attend)
• Better marketing of the event  (D)

11. How do you prefer to receive information about meetings and Serra activities? (Note: multiple choices allowed)
   a. Email (24 responses)
   b. Regular mail (5 responses)
   c. Phone call (3 responses)
   d. Text message (5 responses)

12. How do you feel about Serra membership costs (including meals)?
  a. Costs are about right ($400 annually for individuals/$600 for couples) 93.6% (25 responses)
b. Too high, I would suggest they be $_____/year 0% (0 responses)
C. Too low, I would suggest they be $500/year 7.4% (2 responses)

13. Speakers or topics to consider for future meetings:
   • Newly ordained Priests or Sisters, e.g., Fr. Tim Lange and Fr. Blake Rosier (3 responses) (A)
   • Priests or Sisters on how they were called and what helped them on their journeys (A)
   • Religious speakers on the good, the "OK," the bad of living a religious life (A)
   • Vocations director from a seminary (A)
   • Vicar General speaking on role and responsibilities (A)
   • More speakers from Monastery (A)
   • CEO of CHUM (A)
   • Bishops of Duluth and Superior (A)
   • Priests who celebrate milestones (25th and 50th ordination anniversaries) (A)
   • Re-establish summer celebration with Seminarians and Priests (C)
   • Regional Catholic leaders on Catholic topics (A)
   • Youth ministers, College Neumann Center, Vocations Director of Diocese (A)
   • Diocesan Bankruptcy and management of the situation (B)
   • Look to our own members and their interesting histories (A)
   • Someone who attended World Youth Day (A)
   • Seminarians (D)
   • Speaker from Real Presence Radio (A)
   • Speaker on tithing – "what are the benefits?" (B)
   • Speaker on the Adoration Chapel and how it affects your personal life (A)

14. Please list names, parish affiliations, and contact information of any Catholic men, women, or couples you would like to propose as prospects for membership.
   • Have some ideas – will pursue – more info later
   • Matt Beaumier, lawyer at Beaumier Trogden (Pat Pfahl)
   • Chris McMahan, St. Michael's Parish Administrator (Pat Pfahl)
   • Corrie and Diane Boese (Carol Spielman)
   • Dr. Joe and Ruth Henry (Carol Spielman)
   • Paul Sever, St. Raphael's (John Kelly)
   • George Beattie, St. Raphael's (John Kelly)
   • Mike Ellingson, St. Raphael's (John Kelly)
   • Robin and Valerie Tellor, St. Benedict's (Dennis Soukup)
   • Paul Thomsen, Cathedral of Our Lady (Jim Splan)
   • John DeSanto, St. Benedicts (Al Makynen)
• Tim Salsted (Tom Vecchi)
• Thomas P. Vecchi (Tom Vecchi)
• Julie Zenner, St. Michael’s (Jim Cherveny)
• Kjell Knudsen, Cathedral of Our Lady (Jim Cherveny)
• Dr. Dan Skorich, Cathedral of Our Lady (Jim Cherveny)
• Mike Peplinski, St. Benedict’s (Jim Cherveny)
• Jack Ball, St. Joseph’s (Jim Cherveny)
• Jesse Murray, Cathedral of Our Lady (Jim Cherveny)
• Tom Vukelich, St. Joseph’s (Jim Cherveny)

15. Would you be willing to bring any of the above prospects to a Serra meeting as a guest?
   a. ___ Yes (12 responses*)  *See item number 14 for Serrans who are proposing prospective members
   b. ___ No  (2 responses)
   c. ___ “Perhaps” (1 response)

16. Is transportation to and from meetings or events a difficulty for you?
   a. ___ Yes, I would appreciate transportation assistance (0 members)
   b. ___ No (24 members)
   c. ___ No, but I am willing to transport another member who needs a ride (5 members*)  *Volunteers: Jim Rectenwald, Bill Ohnsted, Jim Monge, Bob Wolters, Jim Cherveny

17. Would you be willing to serve in any of our club leadership positions (officer, program leader, trustee)?
   a. ___ Yes (10 members – one respondent with interest in being a Trustee; nine respondents are currently trustees or officers, one of whom has a special interest in being the Serra vocations “party planner.”)
   b. ___ No (7 members)
      O Need new member involvement (Comment from one responder)
   c. ___ Perhaps in the future (2 members)

18. Please share any other ideas or suggestions for events, programs, or other changes that could help us to grow and improve our Duluth Serra Ministry.
   • Try to get younger members from local colleges and have a student rate (2 responses)  (B)
   • An informational table at the Men’s and Women’s Conferences in March 2017  (A)
   • Connect more with Newman Ministry and local parish groups to make them aware of Serra (invite individuals to Serra meetings as guests)  (B)
   • Hands on projects serving others  (D)
   • Partnering with the St. Mary’s Star of the Sea Chapel  (A)
• There should be a concerted effort and defined program to recruit young members (A)
• Look around at Mass and see who might be a good prospect for Serra membership (A)
• We should be more visible in all parishes in the Duluth area (A)
• Foster parish vocation committees in each area parish (B)
• Invest in a microphone/speaker/amplifier system so that all can hear ($700) (A)
• Clarify the geographic boundaries of the Duluth Chapter (A)
• Publish more articles in the Northern Cross (A)
• Help area priests become more informed about Serra (A)
• Make sure priests who can't attend the Serra Christmas event get cards and gifts (C)
• Market the club via mailings from the churches, talks from the pulpit, etc. to make Serra more well known (A)
• Have music at meetings once in a while (A – at masses during Serra meetings)
• Offer reduced dues during the first 1-2 years for all new members ($200) (B)
• Have lower dues for any diocesan, parish, or Catholic school employee (A)
• Develop a prospective member brochure that is specific to Duluth Serra (A)
Duluth Serra Ministry

Focus Areas and Goals Developed from 2016 Member Survey
(With Timelines and Ownership)

Focus Area I: Help Members Get to Know One Another Better
Goal 1: Improve overall member and meeting hospitality, employing the following member suggestions:
- Members avoid sitting with same group at each meeting
- Members introduce themselves to new members and unfamiliar members
- Members seek out new members and extend a warm welcome
- All members wear name tags
- Members foster greater camaraderie at all meetings and event

Accomplishment Timeline: Achieve all of above by May 31, 2017
Ownership: Serra President and all members

Goal 2: When presenting a new member, have all attendees self-introduce in rotation.

Accomplishment timeline: Immediately
Ownership: Serra President (or presiding member) and all members

Goal 3: Build member familiarity through member involvement
- Encourage greater member participation in Serra activities and events
- Formalize Serra Committees (Membership, Program, Vocations, Communication, Events) and appoint members to them

Accomplishment Timeline: Achieve all of the above by May 31, 2017
Ownership: President and Vice Presidents

Focus Area II: Improve Attendance at Regular Meetings

Goal 4: Make meeting reminder calls for members who want/need them.

Accomplishment timeline: Achieve by May 31, 2017
Ownership: President, Vice President of Membership, and volunteer member

Goal 5: Respectfully reach out to members who don't regularly attend meetings to encourage more frequent attendance.

Accomplishment Timeline: Achieve by November 30, 2017
Ownership: Chaplain, President, Vice President of Membership

Goal 6: Announce the topics of meeting programs in advance (whenever possible) and explain how program topics relate to the Mission of the Duluth Serra Ministry

Accomplishment Timeline: Fully achieve by May 31, 2017
Ownership: President and Vice President of Programs

Focus Area III: Improve Member Participation in Annual Events and Service Projects

Goal 7: Annually develop and circulate a sign-up sheet listing all events and service projects so that every member has an opportunity to sign up for ministry activities in which they intend to participate.

Accomplishment Timeline: List developed and circulated by November 30, 2017
Ownership: President and Vice President of Vocations

Goal 8: Improve methods for communicating event details and attendance plans
- Make follow-up calls to members who have not responded to mailed RSVP's
- Offer rides to members for whom transportation is the limiting factor
- Send reminders (email, phone calls, regular mail) close to the date of the event

Accomplishment Timeline: All methods in use by May 31, 2017
Ownership: Event Chairs and Service Project Chairs

Focus Area IV: Improve Meeting Programs

Goal 9: Seek meeting program topics of maximum interest and high congruence with Serra Mission, giving priority to the following member suggestions:
• Newly ordained priests or newly professed sisters on how they were called and factors that have helped them on their journeys
• Religious speakers on the realities of living a spiritual life
• Vocations director from a seminary
• Speakers from St. Scholastica Monastery
• CEO of CHUM Duluth
• Bishops of Duluth and Superior (and elsewhere)
• Priests who are celebrating milestones (e.g., 25th, 50th ordination anniversaries)
• Regional Catholic leaders (lay and religious) on Catholic topics
• Youth ministers, college Neumann Center leaders, Diocesan Vocations Director
• Serra members who are willing to share their histories

• World Youth Day attendees
• Real Presence Radio representative

Accomplishment Timetable: Seek speakers on all suggested topics by May 31, 2018

Ownership: President and Vice President of Programs, assisted by members

Focus Area V: Growing Duluth Serra and Improving Mission Effectiveness

Goal 10: Update various organizational and structural aspects of Duluth Serra Ministry

• Clarify the geographic boundaries of Duluth Serra Ministry
• Clarify Duluth Serra Ministry status in relation to the Diocese of Duluth
• Update the bylaws of Duluth Serra Ministry
• Clarify the Federal and State of Minnesota tax status of Duluth Serra Ministry and assure that filings are current

Accomplishment Timetable: Clarify boundaries by May 31, 2017

Ownership: President, District Governor, Trustees, Treasurer

Goal 11: Develop a Duluth Serra Ministry recruitment brochure to support the long-term goal of having one or more Serra members from each Duluth area parish.

Accomplishment Timetable: Brochure ready for distribution by May 31, 2017

Ownership: Vice President of Membership and Vice President of Communications

Goal 12: Enhance parish-level awareness and understanding of Duluth Serra in the Catholic community, including:

• Create special posters for placement in churches along with Serra brochures
• Develop Serra content for placement in parish publications
• Distribute recruitment brochures after masses
• Engage members as Serra advocates within their individual parishes
• Ensure that the Duluth Serra Ministry Newsletter is being sent to all area priests and seminarians
• Visit individually with pastors to enhance their understandings of the Duluth Serra mission and to identify prospective members

Accomplishment Timetable: All Duluth area parishes reached by May 31, 2018

Ownership: President, Vice President of Communications, Vice President of Membership, other Board members

Goal 13: Develop a special initiative for recruiting younger members, effectively reducing the average age of the membership.

Accomplishment Timetable: Develop initiative by November 30, 2017

Ownership: President, Vice President of Membership

Goal 14: Have a Serra informational table manned by members at the annual Catholic Women’s and Men’s Conferences.

Accomplishment Timetable: In time for March 2017 conferences and annually thereafter

Ownership: Vice President of Vocations and Vice President of Membership

Goal 15: Formally partner with the St. Mary’s Star of the Sea Chapel of Perpetual Adoration to facilitate scheduled prayer presence by Serrans.

Accomplishment Timetable: Arrangements made by November 30, 2017
Goal 16: Establish and communicate reduced dues for any Diocesan, parish, or Catholic school employee
Accomplishment Timetable: $300 rate for employees of Catholic organizations approved by Board on January 24, 2017; update brochures and recruitment letters by May 31, 2017 to reflect this additional rate category
Ownership: President and Board of Directors

Goal 17: Publish more articles in the Northern Cross.
Accomplishment Timetable: Frequency and content established by November 30, 2017
Ownership: Vice President of Communications, with support from Board members and Trustees

(2/16/17Rev)
### 2020-2021

**Serra Event/Planning Calendar for R-CE (Districts: 9E, 9W, 12-1, 17, LR)**

<table>
<thead>
<tr>
<th>EVENT</th>
<th>PLANNING</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mar-2020</strong></td>
<td></td>
</tr>
<tr>
<td>Mar. 6 (Fri): First Friday</td>
<td>Recruit new officers for Leadership Tng in Apr or May</td>
</tr>
<tr>
<td>Mar. 7 (Sat): First Saturday</td>
<td>Plng for World Day of Prayer for Vocations (May 3)</td>
</tr>
<tr>
<td>Mo. Meeting date and/or Appreciation event date</td>
<td>--Download info from serraus.org website</td>
</tr>
<tr>
<td>Mo. Adoration for Vocations Date</td>
<td>--Bul Announcement week before</td>
</tr>
<tr>
<td>Club Lenten Retreat?</td>
<td>--Bul Announcement week of</td>
</tr>
<tr>
<td><strong>Mar. 8 (Sun): Daylight Savings Time begins</strong></td>
<td>--Other?</td>
</tr>
<tr>
<td>Spring Break ( Mar/_ to Mar/_ )</td>
<td></td>
</tr>
<tr>
<td>Mar. 17 (Tue): St. Patrick's Day</td>
<td></td>
</tr>
</tbody>
</table>

| **Apr-2020** |
| Apr. 3 (Fri): First Friday | Plng for World Day of Prayer for Vocations (May 3) |
| Apr. 4 (Sat): First Saturday | --Bul Announcement week before |
| Mo. Meeting date and/or Appreciation event date | --Bul Announcement week of |
| Mo. Adoration for Vocations Date | --Other? |
| **Apr 5 (Sun) Palm Sunday** | Spring Leadership Training for new Officers |
| **Apr 10 (Fri) Good Friday** | Plng for Ordination Mass(es) in May/June |
| **Apr 11 (Sat) Easter Vigil** | |
| **Apr 12 (Sun) Easter** | |
| **Apr 19 (Sun) Divine Mercy Sunday** | |

| **May-2020** |
| May 1 (Fri): First Friday | Plng for Ordination Mass(es) in May/June |
| May 2 (Sat): First Saturday | Plng for St. Junipero Serra feast day 7/1 |
| **May 3 (Sun) World Day of Prayer for Vocations** | |
| Mo. Meeting date and/or Appreciation event date | |
| Mo. Adoration for Vocations Date | |
| Diocesan Priesthood/TD Ordination Mass(es) | |
| May 31: Submit Incoming Officers Report | |
| **May 10 (Sun): Mothers Day** | |
| May 23-25 (Sat-Mon): Memorial Day Weekend | |
| May 21 (Thur) Ascension | |
## 2020-2021
**Serra Event/Planning Calendar for R-CE (Districts: 9E, 9W, 12-1, 17, LR)**

<table>
<thead>
<tr>
<th><strong>Jun-2020</strong></th>
<th><strong>EVENTS</strong></th>
<th><strong>PLANNING</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>June 1: Send out dues notices</td>
<td>Program Planning for upcoming year:</td>
<td></td>
</tr>
<tr>
<td>June 5 (Fri): First Friday*</td>
<td>-- Check Bishop's calendar for events he is present at</td>
<td></td>
</tr>
<tr>
<td>June 6 (Sat): First Saturday**</td>
<td>-- Bishop Appreciation Dinner</td>
<td></td>
</tr>
<tr>
<td>Diocesan Priesthood/TD Ordination Mass(es)</td>
<td>-- New member induction meeting</td>
<td></td>
</tr>
<tr>
<td>Mo. Meeting date and/or Appreciation event date</td>
<td>-- Annual appreciation events (dates/places)</td>
<td></td>
</tr>
<tr>
<td>Mo. Adoration for Vocations Date</td>
<td>-- Seminarian appreciation lunch or dinner</td>
<td></td>
</tr>
<tr>
<td><strong>June 25-28 (Thu-Sun): Serra Intl Conv New Orleans</strong></td>
<td>-- Priests appreciation dinner</td>
<td></td>
</tr>
<tr>
<td>Election of New Officers at monthly meeting</td>
<td>-- Sisters appreciation event</td>
<td></td>
</tr>
<tr>
<td><strong>June 21 (Sun): Father's Day</strong></td>
<td>-- Invitation &quot;out-by&quot; dates for appreciation events &amp; Bishop's Dinner</td>
<td></td>
</tr>
<tr>
<td></td>
<td>-- monthly program speaker (date/place)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>-- prospect members dinner (date/place)</td>
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<tr>
<td></td>
<td>-- Annual 1/2 day retreat (Lent? date/place)</td>
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<tr>
<td></td>
<td>-- Plng for 4 Natl Vocation events</td>
<td></td>
</tr>
<tr>
<td></td>
<td>-- Plng for Ordination Mass events in May/June 2021</td>
<td></td>
</tr>
<tr>
<td></td>
<td>-- Plng for Reg Conv.trip &amp; promotion</td>
<td></td>
</tr>
<tr>
<td></td>
<td>-- Plng for St. Junipero Serra feast day 7/1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Begin gathering/updating info for new Directory</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Jul-2020</strong></th>
<th><strong>EVENTS</strong></th>
<th><strong>PLANNING</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>July 1 (Wed): Feast of St. Junipero Serra*</td>
<td>Officers proof read new directory</td>
<td></td>
</tr>
<tr>
<td>July 3 (Fri): First Friday</td>
<td>Plan Seminarian Appreciation event for August</td>
<td></td>
</tr>
<tr>
<td>July 4 (Sat): First Saturday*</td>
<td>Promote Reg Conv. Sep. 25-27 (Fri-Sun)</td>
<td></td>
</tr>
<tr>
<td><strong>July 15: Semi-annual dues due to USAC &amp; SI</strong></td>
<td>Planning for Priest Appreciation Sun (Sept 26-27)</td>
<td></td>
</tr>
<tr>
<td>Mo. Meeting date and/or Appreciation event date</td>
<td>-- Bul Announcement week before</td>
<td></td>
</tr>
<tr>
<td>Mo. Adoration for Vocations Date</td>
<td>-- Bul Announcement week of</td>
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</tr>
<tr>
<td>Induction of New Officers at monthly meeting</td>
<td>-- Other /Church Banner</td>
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<tr>
<td><strong>July 31: Region Dues due for DG, Conv &amp; RDir</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>July 4 (Sat): Independence Day Holiday</strong>*</td>
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</tbody>
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<tr>
<th><strong>Aug-2020</strong></th>
<th><strong>EVENTS</strong></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Aug. 1 (Sat): First Saturday</td>
<td>Aug 1: Treasurer prepares info for IRS Form 990</td>
<td></td>
</tr>
<tr>
<td>Aug. 7 (Fri): First Friday</td>
<td>Publish &amp; Print Directory</td>
<td></td>
</tr>
<tr>
<td><strong>Aug. 4 (Tues): Feast Day of St. John Vianney</strong></td>
<td>Planning for Priest Appreciation Sun (Sept 26-27)</td>
<td></td>
</tr>
<tr>
<td>Mo. Meeting date and/or Appreciation event date</td>
<td>-- Download info from serrausa.org website</td>
<td></td>
</tr>
<tr>
<td>Mo. Adoration for Vocations Date</td>
<td>-- Bul Announcement week before</td>
<td></td>
</tr>
<tr>
<td>Aug ???: Seminarian Appreciation Event</td>
<td>-- Bul Announcement week of</td>
<td></td>
</tr>
<tr>
<td>Aug 31: distribute Club Directories</td>
<td>-- Other /Church Banner</td>
<td></td>
</tr>
<tr>
<td><strong>Aug. 15 (Sat): Assumption Holyday</strong></td>
<td>Promote Reg Conv. Sep. 25-27 (Fri-Sun)</td>
<td></td>
</tr>
</tbody>
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### Serra Event/Planning Calendar for R-CE (Districts: 9E, 9W, 12-1, 17, LR)

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<tr>
<td><strong>Sep-2020</strong></td>
<td></td>
</tr>
<tr>
<td>Sept. 4 (Fri): First Friday</td>
<td>Promote Reg Conv. Sep. 25-27 (Fri-Sun)</td>
</tr>
<tr>
<td>Sept. 5 (Sat): First Saturday</td>
<td>Planning for Priest Appreciation Sun (Sept 26-27)</td>
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<tr>
<td>Mo. Meeting date and/or Appreciation event date</td>
<td>Planning for Natl Voc Awareness Wk (Nov 1-7)</td>
</tr>
<tr>
<td>Mo. Adoration for Vocations Date</td>
<td>--Download info from serraus.org website</td>
</tr>
<tr>
<td><strong>Sept 26-27 (Sat-Sun) Priesthood Apprec. Sunday</strong></td>
<td>--Bul Announcement week before</td>
</tr>
<tr>
<td>Sept. 30 File IRS Form 990 EZ</td>
<td>--Bul Announcement week of</td>
</tr>
<tr>
<td>Region Conv.Sept 25-27 Our Lady of Snows STL</td>
<td>--Other ?</td>
</tr>
<tr>
<td><strong>Sep 5-7 (Sat-Mon) Labor Day Weekend</strong></td>
<td>Update Seminarian Prayer Bds &amp; Cards for Fall semester</td>
</tr>
</tbody>
</table>

| **Oct-2020** | |
| Oct. 2 (Fri): First Friday | Planning for Natl Voc Awareness Wk (Nov 1-7) |
| Oct. 3 (Sat): First Saturday | --Bul Announcement week before |
| Mo. Meeting date and/or Appreciation event date | --Bul Announcement week of |
| Mo. Adoration for Vocations Date | --Other ? |

| **Oct 12 (Mon): Columbus Day** | |
| **Oct. 31 (Sat): Halloween** | |

| **Nov-2020** | |
| Nov. 6 (Fri): First Friday | |
| Nov. 7 (Sat): First Saturday** | |
| **Nov. 1-7: Natl Vocations Awareness Week** | |
| Mo. Meeting date and/or Appreciation event date | |
| Mo. Adoration for Vocations Date | |

| **Nov 1 (Sun): All Saints Day*** | |
| **Nov. 2 (Mon): All Soul's Day** | |
| **Nov 1 (Sun): DST Ends** | |
| **Nov. 26-29 (Thr-Sun): Thanksgiving Weekend** | |

| **Dec-2020** | |
| Dec. 1: Send out dues notices | Plng for World Day for Consecrated Life (Feb 6-7) |
| Dec. 4 (Fri): First Friday | --Download info from serraus.org website |
| Dec. 5 (Sat): First Saturday | --Bul Announcement week before |
| Mo. Meeting date and/or Appreciation event date | --Bul Announcement week of |
| Mo. Adoration for Vocations Date | --Other ? |

| **Dec. 8 (Tue): Immaculate Conception Holyday** | Plng to attend Serra Rally Jan 2021 (date & place TBD) |
| **Dec. 24 ( Thur): Christmas Eve** | Plng for Catholic Schools Week Jan. 31-Feb 6 |
| **Dec. 25 (Fri): Christmas** | |
| **Dec. 31 (Thu): New Year's Eve** | |
| Jan. 2021 | Jan. 1 (Fri): First Friday*  
Jan. 2 (Sat): First Saturday  
Jan. 15: Semi-annual dues due to USAC & SI  
Mo. Meeting date and/or Appreciation event date  
Mo. Adoration for Vocations Date  
Jan. ??? (Thur-Sun): Serra Rally TBA  
Jan. 30-Feb. 6: Catholic Schools Week | Update Seminarian Prayer Bds & Cards for Spring semester  
Plng for World Day for Consecrated Life (Feb 6-7)  
--Bul Announcement week before  
--Bul Announcement week of  
--Other ? |
| Feb. 2021 | Feb. 5 (Fri) First Friday  
Feb. 6 (Sat): First Saturday  
Feb. 6-7 (Sat-Sun): World Day for Consc Life  
Mo. Meeting date and/or Appreciation event date  
Mo. Adoration for Vocations Date | Begin identifying officers for coming year  
Plng for World Day of Prayer for Vocations (May 2)  
---Download info from serraus.org website  
---Bul Announcement week before  
---Bul Announcement week of  
---Other ?  
Plng for Lenten Retreat? |
| Mar. 2021 | Mar. 5 (Fri): First Friday  
Mar. 6 (Sat): First Saturday  
Mo. Meeting date and/or Appreciation event date  
Mo. Adoration for Vocations Date  
Club Lenten Retreat? | Recruit new officers for Leadership Trng in Apr or May  
Plng for World Day of Prayer for Vocations (May 2)  
---Download info from serraus.org website  
---Bul Announcement week before  
---Bul Announcement week of  
---Other ?  
Mar. 14 (Sun): Daylight Savings Time begins  
Spring Break (Mar/ to Mar/ )  
Mar. 17 (Wed): St. Patricks Day  
Mar. 28 (Sun) Palm Sunday |
| Apr. 2021 | Apr. 3 (Fri): First Friday  
Apr. 4 (Sat): First Saturday  
Mo. Meeting date and/or Appreciation event date  
Mo. Adoration for Vocations Date | Plng for World Day of Prayer for Vocations (May 2)  
---Bul Announcement week before  
---Bul Announcement week of  
---Other ?  
Spring Leadership Training for new Officers  
Plng for Ordination Mass(es) in May/June  
Apr 2 (Fri) Good Friday  
Apr 3 (Sat) Easter Vigil  
Apr 4 (Sun) Easter  
Apr 11 (Sun) Divine Mercy Sunday |
# 2020-2021

**Serra Event/Planning Calendar for R-CE (Districts: 9E, 9W, 12-1, 17, LR)**

### May 2021

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 1 (Sat)</td>
<td>First Saturday</td>
</tr>
<tr>
<td>May 7 (Fri)</td>
<td>First Friday</td>
</tr>
<tr>
<td><strong>May 2 (Sun) World Day of Prayer for Vocations</strong></td>
<td></td>
</tr>
<tr>
<td>Mo. Meeting date and/or Appreciation event date</td>
<td></td>
</tr>
<tr>
<td>Mo. Adoration for Vocations Date</td>
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<tr>
<td>Diocesan Priesthood/TD Ordination Mass(es)</td>
<td></td>
</tr>
<tr>
<td>May 31: Submit Incoming Officers Report</td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 9 (Sun)</td>
<td>Mothers Day</td>
</tr>
<tr>
<td>May 29-31 (Sat-Mon)</td>
<td>Memorial Day Weekend</td>
</tr>
<tr>
<td>May 13 (Thur)</td>
<td>Ascension</td>
</tr>
</tbody>
</table>

### Jun 2021

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 1</td>
<td>Send out dues notices</td>
</tr>
<tr>
<td>June 4 (Fri)</td>
<td>First Friday</td>
</tr>
<tr>
<td>June 5 (Sat)</td>
<td>First Saturday</td>
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<tr>
<td><strong>Diocesan Priesthood/TD Ordination Mass(es)</strong></td>
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<td>Mo. Adoration for Vocations Date</td>
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</tr>
<tr>
<td><strong>June ??(Thu-Sun): Serra Intl Conv TBA</strong></td>
<td></td>
</tr>
<tr>
<td>Election of New Officers at monthly meeting</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 20 (Sun)</td>
<td>Father's Day</td>
</tr>
</tbody>
</table>

### Jul 2021

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 1 (Thu)</td>
<td>Feast of St. Junipero Serra*</td>
</tr>
<tr>
<td>July 2 (Fri)</td>
<td>First Friday*</td>
</tr>
<tr>
<td>July 3 (Sat)</td>
<td>First Saturday*</td>
</tr>
<tr>
<td><strong>July 15: Semi-annual dues due to USAC &amp; SI</strong></td>
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<tr>
<td>Mo. Meeting date and/or Appreciation event date</td>
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<tr>
<td>Induction of New Officers at monthly meeting</td>
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<td>July 31: Region Dues due for DG, Conv &amp; RDir</td>
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<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 4 (Sun)</td>
<td>Independence Day Holiday*</td>
</tr>
</tbody>
</table>

### June Planning:

- Program Planning for upcoming year:
  - Check Bishop's calendar for events he is present at
  - Bishop Appreciation Dinner
  - New member induction meeting
  - Annual appreciation events (dates/places)
  - Seminarian appreciation lunch or dinner
  - Priests appreciation dinner
  - Sisters appreciation event
  - Invitation "out-by" dates for appreciation events & Bishop's Dinner
  - Monthly program speaker (date/place)
  - Prospect members dinner (date/place)
  - Annual 1/2 day retreat (Lent? date/place)
  - Plng for 4 Natl Vocation events
  - Plng for Ordination Mass events in May/June 2020
  - Plng for Reg Conv. trip & promotion
  - Plng for St. Junipero Serra feast day 7/1

- Begin gathering/updating info for new Directory

### July Planning:

- Officers proof read new directory
- Plan Seminarian Appreciation event for August
- Promote Reg Conv. Sep, Oct or Nov (Fri-Sun)
- Planning for Priest Appreciation Sun (Sept 25-26)
  - Bul Announcement week before
  - Bul Announcement week of
  - Other /Church Banner
## 2020-2021
### Serra Event/Planning Calendar for R-CE (Districts: 9E, 9W, 12-1, 17, LR)

<table>
<thead>
<tr>
<th>Aug-2021</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug. 6 (Fri): First Friday</td>
<td>Aug 1: Treasurer prepares info for IRS Form 990 Publish &amp; Print Directory Planning for Priest Appreciation Sun (Sept 25-26) --Download info from serraus.org website --Bul Announcement week before --Bul Announcement week of --Other /Church Banner Promote Reg Conv. Sep, Oct or Nov (Fri-Sun)</td>
</tr>
<tr>
<td>Aug. 7 (Sat): First Saturday</td>
<td></td>
</tr>
<tr>
<td><strong>Aug. 4 (Wed): Feast Day of St. John Vianney</strong>&lt;br&gt;Mo. Meeting date and/or Appreciation event date&lt;br&gt;Mo. Adoration for Vocations Date&lt;br&gt;Aug ????: Seminarian Appreciation Event</td>
<td></td>
</tr>
<tr>
<td>Aug. 31: distribute Club Directories</td>
<td>Aug 15 (Sun): Assumption Holyday</td>
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<thead>
<tr>
<th>Sep-2021</th>
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<tbody>
<tr>
<td>Sept. 3 (Fri): First Friday*</td>
<td>Promote Reg Conv. Sep, Oct or Nov (Fri-Sun) Planning for Priest Appreciation Sun (Sept 25-26) Planning for Natl Voc Awareness Wk (Nov 1-7) --Download info from serraus.org website --Bul Announcement week before --Bul Announcement week of --Other ? Update Seminarian Prayer Bds &amp; Cards for Fall semester</td>
</tr>
<tr>
<td>Sept. 4 (Sat): First Saturday*</td>
<td></td>
</tr>
<tr>
<td><strong>Sept. 25-26 (Sat-Sun) Priesthood Apprect. Sunday</strong>&lt;br&gt;Sept. 30 File IRS Form 990 EZ&lt;br&gt;Region Conv. ??? (dates TBD)</td>
<td></td>
</tr>
<tr>
<td><strong>Sep 4-6 (Sat-Mon) Labor Day Weekend</strong>*</td>
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<tbody>
<tr>
<td>Oct. 1 (Fri): First Friday</td>
<td>Planning for Natl Voc Awareness Wk (Nov 1-7) --Bul Announcement week before --Bul Announcement week of --Other ? Promote Reg Conv. Sep, Oct or Nov (Fri-Sun)</td>
</tr>
<tr>
<td>Oct. 2 (Sat): First Saturday</td>
<td></td>
</tr>
<tr>
<td><strong>Oct. 11 (Mon): Columbus Day</strong>&lt;br&gt;Oct. 31 (Sun): Halloween</td>
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<tr>
<th>Nov-2021</th>
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<tbody>
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<td>Nov. 5 (Fri): First Friday</td>
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</tr>
<tr>
<td>Nov. 6 (Sat): First Saturday</td>
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</tr>
<tr>
<td><strong>Nov. 1-7: Natl Vocations Awareness Week</strong>&lt;br&gt;Mo. Meeting date and/or Appreciation event date&lt;br&gt;Mo. Adoration for Vocations Date</td>
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</tr>
<tr>
<td><strong>Nov. 1 (Mon): All Saints Day</strong>&lt;br&gt;Nov. 2 (Tue): All Soul’s Day&lt;br&gt;Nov. 7 (Sun): DST Ends&lt;br&gt;Nov. 25-28 (Thr-Sun): Thanksgiving Weekend</td>
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### 2020-2021
**Serra Event/Planning Calendar for R-CE (Districts: 9E, 9W, 12-1, 17, LR)**

<table>
<thead>
<tr>
<th>Dec-2021</th>
<th>Plng for World Day for Consecrated Life (Feb ???, 2022)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>--Download info from serraus.org website</td>
</tr>
<tr>
<td></td>
<td>--Bul Announcement week before</td>
</tr>
<tr>
<td></td>
<td>--Bul Announcement week of</td>
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<tr>
<td></td>
<td>--Other ?</td>
</tr>
<tr>
<td></td>
<td>Plng to attend Serra Rally Jan 2022 (date &amp; place TBD)</td>
</tr>
<tr>
<td></td>
<td>Plng for Catholic Schools Week Jan. 30-Feb 5, 2022</td>
</tr>
<tr>
<td>Dec. 1: Send out dues notices</td>
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<tr>
<td>Dec. 3 (Fri): First Friday</td>
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</table>

**Dec. 8 (Wed): Immaculate Conception Holiday**
- Dec. 24 (Fri): Christmas Eve
- Dec. 25 (Sat): Christmas
- Dec. 31 (Fri): New Year's Eve
# 2020 Calendar

<table>
<thead>
<tr>
<th><strong>WEDNESDAY</strong></th>
<th><strong>Saturday</strong></th>
<th><strong>SUNDAY</strong></th>
<th><strong>THURSDAY</strong></th>
<th><strong>TUESDAY</strong></th>
<th><strong>FRIDAY</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>January 1, 2020</strong></td>
<td><strong>January 1, 2020</strong></td>
<td><strong>January 5, 2020</strong></td>
<td><strong>January 7, 2020</strong></td>
<td><strong>January 8, 2020</strong></td>
<td><strong>January 10, 2020</strong></td>
</tr>
<tr>
<td><strong>Solemnity of Mary, The Holy Mother of God</strong></td>
<td><strong>Solemnity of the Assumption of the Blessed Virgin Mary</strong></td>
<td><strong>Solemnity of the Epiphany of the Lord</strong></td>
<td><strong>Solemnity of Mary, The Holy Mother of God</strong></td>
<td><strong>Solemnity of the Immaculate Conception of the Blessed Virgin Mary</strong></td>
<td><strong>The Nativity of the Lord (Christmas)</strong></td>
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<table>
<thead>
<tr>
<th><strong>HOLY DAYS OF OBLIGATION</strong></th>
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<tr>
<th><strong>WEDNESDAY</strong></th>
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<tbody>
<tr>
<td><strong>December 1, 2020</strong></td>
<td><strong>December 8, 2020</strong></td>
<td><strong>December 25, 2020</strong></td>
<td><strong>December 26, 2020</strong></td>
<td><strong>December 27, 2020</strong></td>
</tr>
<tr>
<td><strong>Solemnity of Mary, The Holy Mother of God</strong></td>
<td><strong>Solemnity of the Immaculate Conception of the Blessed Virgin Mary</strong></td>
<td><strong>The Nativity of the Lord (Christmas)</strong></td>
<td><strong>Solemnity of the Holy Family</strong></td>
<td><strong>Solemnity of the Holy Three Kings</strong></td>
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<table>
<thead>
<tr>
<th><strong>LITURGICAL SEASONS</strong></th>
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<tbody>
<tr>
<td><strong>Begins</strong></td>
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<tr>
<td><strong>December 1, 2019</strong></td>
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<table>
<thead>
<tr>
<th><strong>LITURGICAL CALENDAR</strong></th>
</tr>
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<tbody>
<tr>
<td><strong>Wednesday, February 26, 2020</strong></td>
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<tr>
<td><strong>Ash Wednesday</strong></td>
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</table>

| **Thursday, March 19, 2020** | **Friday, March 20, 2020** | **Sunday, April 12, 2020** | **Sunday, April 19, 2020** | **Tuesday, August 17, 2020** |
| **Solemnity of Saint Joseph, Spouse of the Blessed Virgin Mary** | **Solemnity of the Annunciation of the Lord** | **Easter Sunday of the Resurrection of the Lord** | **Divine Mercy Sunday** | **Solemnity of the Assumption of the Blessed Virgin Mary** **Holy Day of Obligation*** |

| **Wednesday, March 25, 2020** | **Saturday, April 10, 2020** | **Sunday, April 19, 2020** | **Thursday, May 21, 2020** | **Wednesday, July 1, 2020** |
| **Solemnity of the Holy Body and Blood of Christ (Corpus Christi)** | **Good Friday** | **Pentecost Sunday** | **Ascension of the Lord (Holy Day of Obligation in some dioceses)** | **Feast of St. Junipero Serra** |

| **Sunday, June 7, 2020** | **Sunday, June 14, 2020** | **Wednesday, June 24, 2020** | **Monday, June 29, 2020** | **Friday, December 25, 2020** |
| **Solemnity of the Most Holy Trinity** | **Solemnity of the Most Sacred Heart of Jesus** | **Solemnity of the Nativity of Saint John the Baptist** | **Solemnity of Saints Peter and Paul, Apostles** | **The Nativity of the Lord (Christmas), Holy Day of Obligation** |

* It is a common misconception that Ash Wednesday is a Holy Day of Obligation. However, it’s a great way to start the Lenten season!

** Because it falls on a Saturday, the Assumption is not a Holy Day of Obligation this year.

*** Normally a separate Holy Day of Obligation, but since All Saints Day falls on a Sunday this year, your regular Sunday Mass will fulfill the obligation.
PLANNING CALENDAR

<table>
<thead>
<tr>
<th>DATE OF MEETING</th>
<th>PROGRAM/GUEST SPEAKER</th>
<th>PERSON RESPONSIBLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 25, 2020</td>
<td>Father Mike Schmitz-Video</td>
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<tr>
<td>February 29, 2020</td>
<td>Serra Leadership-Adam &amp; Betty Lara</td>
<td>Jesse Gallegos</td>
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<tr>
<td>March 28, 2020</td>
<td>Vocations Director</td>
<td>Mari Rodriguez</td>
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<tr>
<td>April 25, 2020</td>
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<td>May 30, 2020</td>
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<tr>
<td>June 20, 2020*</td>
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<td>July 25, 2020</td>
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<tr>
<td>August 29, 2020</td>
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<tr>
<td>September 26, 2020</td>
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<tr>
<td>October 31, 2020</td>
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<tr>
<td>Nov. 21, 2020**</td>
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<tr>
<td>Dec. 5th/12th – Christmas Mtg/Party</td>
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* SI Convention June 27th  
**Thanksgiving 26, 2020

Guest Speakers:
- Priest - Father Alexander Flores?
- Sister - Sister Nilar Espinillo?
- Brother -  
- Deacon – Deacon Paul?  
- Brenda Nettles-Riojas (Jesse Gallegos)  
- Seminarian -  
- Seminarian Parents -  
- Ministry Leaders – Armin Comon (Music)?  
- Other Religious – Adam & Betty Lara?

<table>
<thead>
<tr>
<th>PROJECT EVENT</th>
<th>DATE</th>
<th>VENUE</th>
<th>COMMITTEE</th>
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<tbody>
<tr>
<td>Religious Appreciation Dinner</td>
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<td>Spring Leadership Planning Conference</td>
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<tr>
<td>Altar Server Picnic</td>
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<tr>
<td>Seminarian Banquet (Dist. 126)</td>
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</table>
2020 Serra Club Officer Training Slides
Session # 2: How Clubs Work

Event/Planning Calendar

- Simpler alternative (from Jesse Gallegos, TX)
  - Calendar planning guide
  - Program planning form
  (see following two pages)

Event/Planning Calendar

- Questions
- Comments
- Discussion

Closing Inspirational Reading and Prayer

- Reading from *To Save a Thousand Souls*,
  by Father Brett Brannen
  - P. 19 “Priests defend the people of God from the enemy”
- Prayer