



Aggregation request form Explanatory note

PART 1: IDENTITY OF CONFERENCE

1. In principle, every Conference bears the name of the parish where it is based. It may have the name of a saint, a mystery of faith or a liturgical feast. This name may not be that of St Vincent de Paul or Blessed Frédéric Ozanam.
2. Give the name of the town or village where the Conference is based and indicate the link the Conference has with this town or village by checking one or more of the three options.
3. **Date founded:** date marking the beginning of regular meetings of the conference, shown in the form of year, followed by the month, as follows: YYYY/MM.

PART 2: THE CONFERENCE IN THE DIOCESE

1. Indicate to which establishment the Conference is attached. Only check one box. Give all details on this establishment (name and town). e.g.: *St Sulpice church - Paris*
2. The parish gives a specific geographical area, “the parish boundaries”. It is a subdivision of a diocese. In some countries, the parish has authority over a very large area. There are then churches or parish centres (such as base Christian Communities) locally, called sub-parishes.
Enter the name of the parish under this heading. It has to be noted again if the Conference is based in a church which is the main church of the parish. (E.g: St Sulpice parish - Paris).
3. Give the name of the diocese. The location of the diocese is a way of locating the Conference from a specific point, since Councils boundaries are sometimes changed.

PART 3: THE CONFERENCE IN THE COUNTRY

1. **Territorial location:** every country is divided into administrative areas. Give the name of the area where the Conference is located.
2. **Postal address** of Conference: must be completed.
3. If possible, give a Conference e-mail address (not that of a member) to make it easier to pass on information.
4. **Vincentian location:**

Councils provide a link between Conferences in a town, a diocese, a region or a country.

Depending on the size of the country, there may be 1 to 3 levels of councils.

Council level 1: this is the Council closest to Conference level; normally this is a council in a town, called the *Particular Council or District Council*.

Council level 2: Normally this is the Council with authority in the diocesan area. It is normally called *Central Council or Diocesan Council*.

Council level 3: Council established in a region. It may be called *Metropolitan Council or Zone Council*; this is the final level before National Council.

PART 4: THE MEMBERS

1. Type of Conference:

- As regards the age of the members, we use the age categories applied to the World Youth Days by the Vatican.
- Officially the Society no longer recognises the categories “**male**” and “**female**”, and recommends mixed conferences (see the *Rule*, article 3.2).

2. Number of members: it is appropriate to consider only members who regularly attend meetings.

3. Surname and first name of President

Contact @ of President: for “contact”, an **e-mail address** may be enough.

4. Board: This is a requirement of the *Rule (Part III, C.R. 11)*

C.R. (Condition required) 11, paragraph 2: “Every Conference or Council must have at least a Vice-President, a Secretary and a Treasurer”.

As for the Spiritual Director, see *C.R. 13: “In order to strengthen the spiritual life of Conferences and Councils, a Spiritual Adviser should be appointed, in line with the tradition since Conferences were created”.*

PART 5: BRIEF ACTIVITY REPORT

The Rule reminds us that: “*At least once a year, Conferences and Councils must assess the service they give to the brothers and sisters, and to the people in need whom they visit*”. (C.R.7)

Further on, “*It is highly desirable that a Conference should produce an annual report for the parish*”. (comment from C.R. 18).

The activity report is thus a practice firmly anchored in the tradition of the Society of Saint Vincent de Paul. So in an abbreviated form, the aggregation request should be accompanied by the Conference’s very first report. The form requires specific answers to questions that aim to explore the spirit and work of the Conference.

INCOMPLETE FORMS WILL NOT BE PROCESSED



CGI – PARIS use only:
1. Date of Aggregation
.....
2. Aggregation N°:
.....

AGGREGATION REQUEST FORM (to be completed in block letters)

3. National or assimilated Council:
4. Country subdivision (if applicable):

IDENTITY OF CONFERENCE

5. Conference:
6. Date founded (Year/Month/Day) (YYYY/MM/DD)

GEOGRAPHICAL LOCATION

7. **Postal address** of Conference:
Street N° Street name
- Address (cont'd):
- Postcode LOCALITY
- State/region/department/Province (*circle the correct term*)
- E-mail address** of Conference:

8. The Conference is based in: *(Tick **one box** and give the name and town)*
- | | | |
|---|---|-------------|
| <input type="checkbox"/> A church, a sub-parish | } | Name: |
| <input type="checkbox"/> A hospital | | |
| <input type="checkbox"/> A school | | |
| <input type="checkbox"/> A university | | |
| <input type="checkbox"/> A workplace | | |
| Other (please specify) | | Town: |

9. attached to the PARISH of: Name.....
Town of the parish
10. in the DIOCESE of:

CONFERENCE ATTACHMENT TO COUNCIL(S)

11. Vincentian location:
Give the Councils to which the Conference belongs, from the nearest to the furthest:
-
-
-

THE MEMBERS

12. Type of Conference:

Children and teenagers

Young people

Adults

Give average age.....

.....

.....

13. Number of members:

14. Surname and first name of President:

Profession (optional) Contact @

Postal address:

15. Surnames and first names of officers:

Vice-President Profession (optional):.....

Treasurer Profession:.....

Secretary Profession:

Spiritual adviser

A BRIEF ACTIVITY REPORT

16. **Frequency of meetings**

17. What part does **prayer** play in the life of the Conference?

Traditional prayers at beginning and end of meeting

Spiritual reflection

Others (please specify)

18. Does your Conference practice **home visiting** (listening and sharing to establish a long-term bond)?

Frequent

Occasional

Non-existent

(between each meeting)

19. What are the **other activities** of the Conference? *Several possible answers.*

Financial or practical help
(state which)

Help to people in their own homes.....

Evangelisation.....

Special works (drop-in centre)

Micro-enterprise (rural or economic sector).....

Other (give details):.....

.....

20. Have members received **Vincentian training**? YES NO

If yes, what form was this? :
.....
.....

21. What activities are carried out together with the parish or establishment (school, hospital, workplace, etc.)?

Several possible answers.

- Masses
- Vincentian commissioning ceremony
- Vincentian feast days
- Collections
- Services given to the parish

Others (please specify)
.....

22. Does the Conference President (or a representative) attend District Council meetings? YES NO

23. Do you attend festival meetings with other Conferences in the area? YES NO

Please specify:

24. How was the Conference started (*several possible answers*)

- At the request of the Parish
- At the initiative of Vincentians
- At the initiative of the Vincentian Family (Lazarist Fathers, Daughters of Charity, Religious of St. Vincent de Paul)

Other: (give details).....
.....

25. Is the Conference twinned? YES NO

*

This form has been completed by: Surname, first name and Vincentian role.....
.....

FORM CERTIFIED AS CORRECT

Date and signature
Conference President

Date and signature
National Council President