

SOCIETY OF SAINT VINCENT DE PAUL – TORONTO CENTRAL COUNCIL
General Duties: ALL VINCENTIANS

GENERAL DUTIES	ALL VINCENTIANS :
1. Bundle Weekends	<ul style="list-style-type: none"> • May help publicize the Bundle Weekends and assist parishioners with their donations.
2. Calls Administration	<ul style="list-style-type: none"> • May volunteer to be the Calls Coordinator.
3. Camp Registration	<ul style="list-style-type: none"> • May assist with the identification and registration of campers.
4. Christmas Works	<ul style="list-style-type: none"> • May actively engage in the Christmas works of the Conference. • May lead the process of determining and delivering any specific works or additional support provided at Christmas. • May prepare a letter to be distributed with the Bulletin during Advent that highlights special needs and activities at Christmas and asks for parishioner's financial support.
5. Financial Review	<ul style="list-style-type: none"> • May volunteer to be on the annual audit review
6. Fund Raising/ Donations/Preparing Tax Receipts	<ul style="list-style-type: none"> • May, as a Vincentian, make a personal financial contribution to the work of the Society.
7. Meeting Minutes	<ul style="list-style-type: none"> • Must review meeting minutes in preparation for the upcoming meeting.
8. Ordering Furniture or Vouchers	<ul style="list-style-type: none"> • May, if assigned by the President, coordinate the ordering of vouchers and furniture and the appropriate record keeping of the orders.
9. Payments	<ul style="list-style-type: none"> • May, if assigned by the President, approve payments in conjunction with the Treasurer.
10. Poor Box	<ul style="list-style-type: none"> • May hold Poor Box after Sunday Masses.
11. Poor Box Receipts	<ul style="list-style-type: none"> • May collect receipts from the Poor Boxes, counts it and assists the Treasurer in depositing it in the bank.
12. Prison Ministry	<ul style="list-style-type: none"> • May volunteer to participate in Prison Ministry.
13. Record Keeping	<ul style="list-style-type: none"> • May assist the Secretary and Treasurer to carry out their responsibilities.
14. Visiting Neighbours in Need (NIN)	<ul style="list-style-type: none"> • Must visit NIN in pairs - with another Vincentian, prepare for a meaningful home visit, and keep records of the visit and of the assistance provided.