



## Aggregation request form Explanatory note

2. International Council General use only
3. Give the country.
4. Some National/Superior Councils have their region divided into three main zones; in this case, give the name of the zone.  
Example: *North-West/South-West/... (USA)*  
*Northern INDIA /Western INDIA/...*

### IDENTITY OF CONFERENCE

5. In principle, every Conference bears the **name** of the parish where it is based. But it can choose another name: of a saint (except St Vincent de Paul and Frédéric Ozanam) or of a liturgical feast.
6. **Date founded:** date when **the first regular meetings began**; in the following sequence: year, month, day, as follows: YYYY / MM /DD.

### GEOGRAPHICAL LOCATION

7. Full postal address.
8. The Conference is at the service of the people in an area. It is normally based at a church/parish. But it may also be based in other places (school, hospital, university, workplace, etc.)  
Give the name of the place and the TOWN.
9. Enter here the **name and town of the PARISH**.  
The parish **may not be the same as the church where the conference is based**.  
The parish is the main church in a **particular geographical area**. It is the Catholic Church which determines the parishes in a diocese.
10. Give the **name of the diocese**. The diocese bears the name of the town where the bishop lives, and where the cathedral is.  
Identifying a Conference by parish and diocese locates it at a specific point, since Council boundaries are sometimes changed.

#### Example:

5.	Conference: .....	St. Louise de Marillac
(6. and 7.)	.....	
8.	The Conference is based in:	
	<input type="checkbox"/> A church, a satellite parish	}
	<input type="checkbox"/> A hospital	
	<input checked="" type="checkbox"/> A school	
	<input type="checkbox"/> A university .....	
	<input type="checkbox"/> A workplace	
	<input type="checkbox"/> Other (give details) .....	
9.	attached to the PARISH of: Name: .....	San Roque parish
	Town of the parish: .....	SUBANGDAKU, MANDAUE CITY
10.	in the DIOCESE of: .....	CEBU

## ATTACHMENT OF CONFERENCE TO COUNCILS

### 11. **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.

The aggregation application form asks for the Councils to which the Conference is attached, starting with the nearest and on to the furthest.

Examples:

1. Council level 1: **(the closest to Conference level)**;  
normally this is a council in a town, called the *Particular Council* or *District Council*.
2. Council level 2:  
Normally this is the Council **with authority in the diocesan area**. It is normally called *Central Council* or *Diocesan Council*.
3. Council level 3:  
Council established in a region. It may be called *Metropolitan Council*, *Regional Council* or *Zone Council*; this is the final level before National Council.

## THE MEMBERS

### 12. **Type of Conference:**

Officially the Society no longer recognises the categories “male” and “female”, and recommends mixed conferences (see the *Rule*, article 3.2).

### 13. **Number of members:** it is appropriate to consider only members who regularly attend meetings.

### 14. **Surname and first name of President**

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

### 15. **Board:** This is a requirement of the *Rule* (Part III, B.R. 11):

*B.R. (Basic condition) 11, paragraph 2: «[...] Each Conference or Council should have at least a Vice-President, Secretary and Treasurer...».*

As for the Spiritual Director, see *B.R. 13: « [...] As traditional since the beginning of the Conferences, a Spiritual Adviser should be appointed to foster spiritual life within the Conferences and Councils. »*

## A BRIEF ACTIVITY REPORT

### 16. **Frequency of meetings:** The *Rule* (3.3.1) states that: « *Conferences meet regularly, normally every week, but at least once a fortnight.* »

17. to 25. 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* ». (B.R.7) And further on: «*It is highly desirable that a Conference should produce an annual report for the parish*». (Commentary on 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.

The questions relate to prayer life (17); the practice of home visits (18); other work of the Conference (19); training (20); the bond between the Conference and its surroundings (21); participation by the President and members in the life of the Society (22); training; the origin of the Conference (24).

**INCOMPLETE FORMS WILL NOT BE PROCESSED**