

Annual Checklist For Conference President Annual Checklist For Conference President few July 2025						
Month		Activity	Responsibility	Details	Rule Book(RB) / Other References	
January	□ Coi	nference Calendar	President/Secretary	Create calendar of meeting dates and feast days and send messaging to members on each date.	HPC website – Member Site-Meeting Calendar	
	☐ An	nual Reporting	President/Treasurer/ Secretary	Send annual reports to council and share with the conference.	RB -2.2.1 (p.15); 2.2.1.2 (p. 18); 2.5 (p.48); 2.6.1.2 (p. 52); 2.6.1.3 (p.54)	
	☐ Bu	ıdget	President/Treasurer	Review proposed budget with treasurer; obtain approval from conference members.	RB- 2.6.1.3 (p. 54); 2.15.1 (p. 71)	
	☐ Fur	nd Development	President/Leadership Team	Create plan and share with team.	RB – 2.15.1 & 2.16 (p. 71-74); RB 2.6.1.3 (p. 53-54); 3.11 (p. 86); Operations Manual 6.3.1 FIN-001; National website Committee Resources Fund Development	
		yments and ss-ups	President/Treasurer	Pay membership fees, twinning support and pass-up if residual funds are available to help other conferences.	RB - 2.15.1 (p. 71)	
February		x Receipts and ank-you	President/Treasurer	Sign tax receipt for donors and include a thank-you note. Note – CRA require tax receipts to be received by end of February.	RB – 2.2.1.2 (p. 18)	
	□ Do	nor Update	President/Leadership Team	Communicate impact of donations and set expectations for upcoming neighbour needs.	RB - 2.2.1.1 (p. 18); 3.18 (p. 91)	
	☐ Par	rish Partnerships	President	Meet with priest to share budget, fundraising plan and optimize parish support.	RB – 4.3; 5.1 (p. 109)	
March		Catch-up on Checklist Activities				
April	□ Red	cruitment	President/Leadership Team	Create plan and share with team. Use the Recruitment Action Plan Training for tips on creating the plan.	RB - 2.2.1.1 (p. 16); 2.5 (p. 47); 2.6.1.1 (p. 51)	
May	□ Me	ember Recognition	President/Leadership Team	Send message or hold gathering to thank members.	RB – C.6 (p.160); Operations Manual 6.5.7; Recognition Certificates 9.20	
June	☐ CR	RA Filing	Treasurer/President	File report with CRA (due 6 months after fiscal year end).	RB - 2.6.1.3 (p. 54); 2.15.2 (p. 73)	
July	☐ Coi	nference Review	President	Provide update to HPC for changes to leadership team. Conduct review of activities to identify gaps.	RB - 2.6.1.2 (p. 52);RB -3.20 (p. 93) RB - 2.5 (p. 49) ; C.10 (p. 178)	
Presidential term begins	☐ Soc	cial Justice	President	Meet with Social Justice Champion to review progress.	RB - 3.20 (p. 93)	
August		ck to School ogram	President/Program Lead	Provide support to program lead where needed.	HPC website Member Site Appeals and Pulpit Talks	
September		Catch-up on Checklist Activities				
October		ormation nagement	President/Information Management Officer	Conduct review to ensure privacy, safety and protection of neighbours/members information.	RB - 2.6.1.2 (p. 52); 2.6.1.3 (p. 53); 3.6 (p. 83); 3.13 (p. 88) National website Member Formation Resources LEAD-3	
November	□ wo	orld Day of the Poor	President/Leadership Team	Raise awareness of neighbour needs with parishioners.	National website Member Resources World Day of the Poor	
	☐ Ins	urance Renewal	President/Treasurer	Pay annual insurance fee to council, keep a copy of the insurance certificate and provide one to parish.	RB - 3.16 (p. 90)	
December	☐ Chi	ristmas Program	President/Program Lead	Appoint program lead and provide support where needed.	HPC website – Member Site Appeals and Pulpit Talks	



What is required:

Ask the parish priest for permission for a member of your conference to speak at the World Day of the Poor Mass to:

- Inform parishioners about the needs of those we help in their community
- Increase the visibility of SSVP's mission and values
- Recruit new Vincentians
- Collect funds to ensure long-term viability of our good works on behalf of neighbours in need

Who is responsible:

The President is responsible for:

- Ensuring there is approval to speak at the Mass
- Writing the speech or delegating to a member
- Giving the speech or delegating to a member(s)

World Day of the Poor PCT fvw July 2025



World Day of the Poor

Roman Catholic observance

The World Day of the Poor is a Roman Catholic observance, celebrated on the 33rd Sunday of Ordinary Time since 2017. It was established by Pope Francis in his Apostolic Letter, Misericordia et Misera,...

W Wikipedia

Observed by Catholic Church

2024 date 17 November

2026 date 15 November

Frequency Annual

Date Sunday before the Feast ... +

2025 date 16 November 2027 date 14 November

First time 19 November 2017

Norld

DAY OF THE POOR

Sunday 16 November 2025

"In this promotion of the common good, our social responsibility is grounded in God's creative act,

which gives everyone a share in the goods of the earth." Pope Leo XIV

Click on the link below for a brief video



Pope Leo XIV carries on Pope Francis's legacy at the World Day of t ...

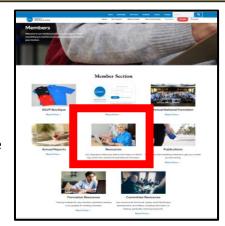
https://www.bing.com/videos/riverview/relatedvideo?q=world+day+of+the+poor+origin+wit h+images&mid=12E36EBD7369A788693812E36EBD7369A7886938&FORM=VIRE

World Day of the Poor will once again be celebrated this year on the 33rd Sunday in Ordinary Time.

Check out the SSVP Canada website each fall for up to date tools and resources to help you plan how to honour the day and its purpose - to help neighbours in need.

This information is located in the Members' section of the website under the link 'Resources' https://ssvp.ca/members/

See page 3 for examples of the types of resources for World Day of the Poor available on the website.





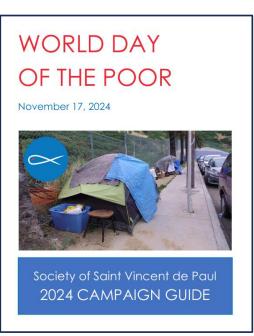
Each year World Day of the Poor is observed, the National SSVP website is populated with information to help you plan for the day. The following is an example of the 2024 materials provided:

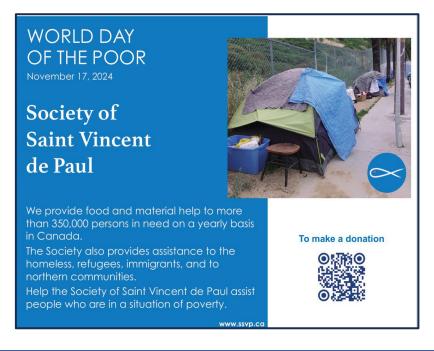


- A link to the Vatican website to a message from the Pope about World Day of the Poor.
- A World Day of the Poor Campaign Guide that includes sample text for a parish speech and bulletin, spiritual reflections and a step-by-step process to run a campaign.
- World Day of the Poor posters that can be customized for your conference.
- A PowerPoint presentation highlighting the works of SSVP across Canada.
- World Day of the Poor Prayer Cards

Check out the SSVP National website each year for up to date tools and resources to assist with World Day of the Poor campaigning.

https://ssvp.ca/







Many conferences leverage the World Day of the Poor Mass as the kick-off for their Angel Tree Christmas appeal. Their pulpit speech includes key points from the World Day of the Poor Vatican message and brings it to a local level by describing the needs within the parish community.

Below is an example of a 2024 World Day of the Poor message to parishioners:

Hello, my name is Jennifer and I am your neighbour. I live just up the road. I would like to take this time to introduce you to some of our neighbours who live close by, that we at the Society of Saint Vincent de Paul have the privilege to serve.

This weekend, worldwide, we honour the 8th Annual World Day of the Poor because, in the words of Pope Francis, this is a "pastoral opportunity not to be underestimated for it challenges every believer to listen to the prayer of the poor, becoming aware of their presence and needs."

Let me share the reality of life here in Oakville: our town is listed as one of the richest communities in Canada, yet almost 15% of our neighbours live in poverty, and I am not sure that statistic accounts for those persons who are unhoused, living in the ravines and whatever safe space they can find. 42% of the people served by our local food bank are children. Here, in our corner of Oakville, in our parish, we are presently serving 180 families each month and the numbers continue to rise. Wouldn't it be miraculous if these numbers stopped growing?

Pope Francis reminds us that "the poor hold a privileged place in God's heart" and "each individual Christian and every community is called to be an instrument of God" to aid our neighbours through their struggles.

In the St Matthew Parish community, we DO help. Operating solely with your ongoing financial support, we provide families with grocery cards and bags of fresh produce monthly. Every August we help our students get ready for school with gift cards to purchase school supplies and high school students with refurbished laptops. We purchase bus tickets, Presto and Uber cards so neighbours can come to our fresh food event, get to work or school or to take their family members to the hospital for emergency care. In dire situations, when a neighbour is at risk of losing their utilities or their housing, we have stepped in. We have met unhoused people on the patch of grass they call home. And now, at this time when the world seems a bit bleak, with your support, we will ensure that our neighbours have a brighter Christmas with grocery and gift cards so that they may celebrate the season with their loved ones.

Pope Francis encourages us, "In this time, when the song of hope seems to give way to the clamour of arms, to the cry of the many innocent wounded, and the silence of the countless victims of wars, we turn to God with our plea for peace, we stretch out our hands to receive peace as a precious gift for we are "poor" in this regard..." I would venture to say that the battle we face in our community is vulnerability, the precariousness of everyday life, the despair and the isolation our neighbours endure. Our Vincentian commitment is to make each day a bit better for them ALL.

Through our ministry and with your generosity, we all can be "pilgrims of hope", doing what we can to make daily life better for all — with a listening ear, a smile, a warm heart and all the means of assistance we can provide. I invite you to meet our members at the back of the church after mass, learn about how you can participate in this ongoing mission and donate whatever you can. Let's share the hope and joy of the Christmas season with our neighbours.



Go to the HPC Member site for additional examples of World Day of the Poor appeals.

