

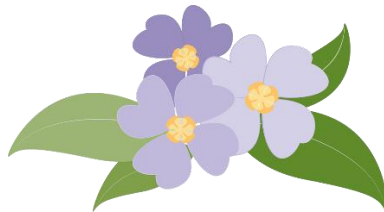
ASSOCIATION REFERENCE MANUAL (ARM)

for

**The Ladies of Charity of the
United States of America (LCUSA)**

and

The International Association of Charities (AIC)



Revised 2023



LADIES OF CHARITY OF THE UNITED STATES OF AMERICA ®

ASSOCIATION REFERENCE MANUAL (ARM)

Revised 2nd printing 2023

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NATIONAL SERVICE CENTER (NSC)

Office Administrator contact information:

<i>Email</i>	office@ladiesofcharity.us
<i>Phone</i>	(816) 260-3853
<i>Address</i>	2816 East 23 rd Street Kansas City, Missouri 64127

Ladies of Charity of the United States of America ® (LCUSA) website:

aic.ladiesofcharity.us

Contact the National Service Center (NSC) for:

- general information, questions, or concerns
- to obtain the password to access the Members Corner section of the website
[For members>Members Resources > Members Corner]
the name and contact information of your regional vice president, Photos at
>Who We Are
- ordering supplies. The supply order form is in Section 8 of this manual and may also be accessed from the website (For members. Member Resources > LCUSA Forms). Allow 2-3 weeks for delivery
- acquiring the Association Reference Manual (this manual) the LCUSA Manual and the Vincentian Spirituality and Formation booklet. Also, check the website for manuals that are available electronically. (Recommended as these are most current)

Regional and National Directory of Associations, Manuals, Supplies

Associations affiliated with the Ladies of Charity of the United States of America ® and the International Associations of Charities (AIC) are divided into five (5) regions:

- Middle Atlantic
- North Central
- North Eastern
- Southern
- Western

More information is available on the LCUSA website: <http://aic.ladiesofcharity.us>
[Who We Are] and [Locations]]

The Office Administrator in the National Service Center (NSC) creates a National Directory from the contact information provided by each association on the *Annual Dues Form*. For security's sake this information is not posted online but can be obtained from the NSC. Other resources, can be accessed from the "For Members tab, including ARM, forms, Spiritual formation, merchandise, pamphlets, and booklets. Some info is password restricted. Contact the NCS or your regional vice-president for the current password.

Associations are encouraged to provide the National Service Center (NSC) any edits of leadership information that may occur throughout the year.

A hardcopy of the National Directory is available for those with limited computer access by contacting the National Service Center (NCS) but most recent updates will be sent upon request, electronically.

Introduction to the Association Reference Manual (ARM)

Welcome and thank you for stepping up to assume a leadership role as a Lady of Charity. May St. Vincent de Paul, St. Louise de Marillac and St. Elizabeth Ann Seton smile down upon you! Along with our Vincentian Saints, your regional vice president, the national board of directors of the Ladies of Charity of the United States of America® (LCUSA), and the Office Administrator in the National Service Center will joyfully support you.

Formation of the Association Reference Manual

At the 1994 Biennial Assembly of LCUSA, the delegates approved a long-range (strategic) plan for LCUSA. One of the primary goals of the long-range plan was to improve communications with and between associations and LCUSA's national board of directors. In 1996, with the fervor of Vincentian commitment LCUSA developed and presented to the president of each association a copy of the LCUSA Association President's Handbook with the understanding that each president on taking office, or preferably beforehand, would familiarize herself with all the information in the Handbook.

At the spring national board meeting in 2015, members of the Membership and Juniors Committee were given the task by the national president of updating the Association President's Handbook. Through many hours of collaborative work, the Association President's Handbook was renamed in 2016 to the **Association Reference Manual (ARM)** [available electronically or in hard-copy.] ARM will serve as a more complete reference, replacing former smaller handbooks. It will be a comprehensive guide to the association president and officers as representatives of their association and as a member of LCUSA-AIC.

As national leaders we humbly implore that the association president and leaders keep the ARM as their main reference during their term, and if owning a hard copy, at the end of the term, pass it on to successors. **The online version is always most current.** Knowledge of the material contained in ARM is truly a vital link to the ongoing sustainability of the association.

The Association Reference Manual (ARM) provides:

- A list of frequently asked questions with answers following this introduction
- Guidelines and suggestions for the associations
- An overview of our mission, LCUSA history, LCUSA's Strategic plan, the national board's responsibilities, and other pertinent national-based information
- Information about LCUSA's membership in the worldwide International Association of Charities (AIC)
- The Junior Ladies of Charity
- The importance of advocacy
- Spirituality Guidance, Spiritual moderator formation information, suggested Vincentian spiritual activities
- Forms related to operational procedures

Other Key Resources for Association Operations

The **LCUSA Bylaws** set forth the rules for the national organization. Emanating from the LCUSA bylaws, *each association has generated their own bylaws*. The association president and officers should be especially familiar with their bylaws and update them annually. An updated version is included here in the ARM.

The **LCUSA Manual** (revised 2012, reprinted 2016) (hand-sized white booklet) provides the history of the Ladies of Charity from its founding in 1617 to the present, its affiliation with other branches of the Vincentian Family as well as other organizations including AIC. The LCUSA Manual also has suggestions for conducting a meeting and for the solemn reception (installation) of new members. It is highly recommended that the LCUSA Manual be given to each woman received as a member of an association.

The **LCUSA website** (<http://aic.ladiesofcharity.us>) is updated regularly and includes more information about our history, mission and strategic goals along with current events, regional highlights, prayer reflections, other resources and much more.

There is a special section called the “Members Corner” [For members> Resources for members>Members Corner]. This section is password protected [contact the National Service Center (NSC) or VPs for access].

The Member’s Corner includes:

Association Reference Manual (ARM)

Vincentian Spirituality and Formation for Ladies of Charity, USA, a special resource for Vincentian spirituality. The Vincentian Spiritual Moderator should have a copy of this resource which is in its 2nd edition, 2016. This may also be passed to successors. This document is available electronically or in print.

Logos for use on any document or publication

Reflection Sheets

Best Practices

Forms and order sheets

FREQUENTLY ASKED QUESTIONS

Q: Who should I contact with questions?

A: Questions may be directed to the Office Administrator in the National Service Center (NSC) [see preceding pages], or to your regional vice president.

Q: Where may I obtain a copy of the LCUSA National Board and Association Directory?

A: The Directory is updated as needed and annually and is available from the NSC. This information is not available on the website for security concerns. Electronic directories will be sent unless a hardcopy of any directory is requested.

Q: What LCUSA reading materials should the association have on hand for training and reference purposes?

A: This manual, Association Reference Manual (ARM), the LCUSA Manual hand-size white booklet, and Vincentian Spirituality and Formation for Ladies of Charity, USA a special resource for Vincentian spirituality. Before online copies were the norm, the outgoing president would pass along the manuals to the incoming association president and the Vincentian spiritual moderator would pass along the spirituality resource to her successor. While the Manuals and the Vincentian spirituality resource are available in print through the NSC, it is preferred you access the online versions. Also, see the LCUSA website aic.ladiesofcharity.us for more information on our history, mission, spirituality, advocacy, resources, and current events.

Q: What is the association presidents' timeline?

A: The timeline was generated to assist the association president, along with the officers and members, to meet their local association and member responsibilities as an association of LCUSA. See this manual. *Note:* A few of our national associations have other governing body oversight that may need to be involved to meet some of the timeline responsibilities. The incoming association president is recommended to counsel with the outgoing association president, officers and/or the sister moderator upon assuming her role.

Q: How will I best keep apprised with communications from LCUSA via e-blasts,

A: It is easy! For communications from LCUSA (e-postings), go to the LCUSA website aic.ladiesofcharity.us. On the home page, upper center, click on SUBSCRIBE and follow the instructions. Association presidents are asked to be linked to receive the e-postings to assure important information is being received to disseminate to her local association.

Q: How may I electronically receive the LCUSA daily Vincentian spiritual reflection?

A: There are several ways. On the LCUSA website aic.ladiesofcharity.us, scroll down to the bottom of the homepage, where a new Vincentian reflection appears daily. Just above the reflection, click on "Daily Reflection" which will take you to a page to sign-up to receive the reflection via email. You will also see a mobile app link to receive the

reflection on your cell phone.

Q: Where may I find additional Vincentian and inspirational messages & news articles?

A: The LCUSA e-postings will include inspirational reflections especially during the church cycle, i.e., Lent, Advent, special feast days and holy days, etc. At the FAMVIN website FAMVIN.org, choose a language and then you will enter a new page. In the upper center, click on Newsletter icon to subscribe to daily email updates and spiritual reflections. There is also a FAMVIN News link.

Q: How may I best help my association members in their service?

A: Be familiar with this manual and your association bylaws; keep them current and reference them often. Encourage the officers to read this manual and provide a copy of the LCUSA's bylaws to all members. Share communications from the LCUSA. Encourage all members to read the LCUSA Manual and ask the association Vincentian spiritual moderator to incorporate the contents of the Vincentian Spirituality and Formation for Ladies of Charity, USA into your meetings and spiritual gatherings. Plan for days of retreat and/or spiritual reflection throughout the year. Arrange for your members to learn more about advocating (*social justice*) for the poor and marginalized in your community and beyond. Encourage members to attend the general meetings and listen to their suggestions and concerns; subscribe to receive LCUSA e-postings; read the *Servicette*; attend the annual National Assembly; and sign-up ['like'] on the LCUSA Facebook page (great photos there, too!!) Your regional vice president and the National Service Center (NSC) are resources along with your association's Vincentian spiritual moderator. Engage them to assist you in the association's work along with the officers and the membership.

Q. What should I do if I cannot get the annual report completed by the deadline?

A: Contact your regional vice president for help as soon as possible. The annual report is sent by the regional VP to the association president the first week of January and is due to the VP on March 3.

Q: What does the National Board do?

A: See ARM, "Role of the National Board to the Local Associations".

Q: How do I submit an article and photos for the Servicette?

A. The next deadline and the contact information for the editor are on page 2 of each issue, or contact the National Service Center (NSC.) . Servicette current and back issues are available on LCUSA website.

Q: What specifications should I use if I am electronically sending photographs for the website or Servicette?

A: Obtaining a clear photograph is the most important. When forwarding the photograph from your phone, preferably chose "large" from the size scale. *Important:* All photos of persons other than Ladies of Charity must sign a Release of Information form (this manual, Section 9, Forms) signed

by the individual or individuals in the picture. The completed form(s) should accompany the submitted photo(s).

Q: Where may I obtain LCUSA-related supplies, i.e., LCUSA Manual, crosses, pins, etc.?

A: These items may be obtained through the National Service Center (NSC). A list of available items is included on the Supply Order Form in the last section of ARM -Forms to print, or online at >For Members> Forms, Publications, Merchandise. Allow 2-3 weeks for delivery.

Q: Are non-Catholics allowed to join the Ladies of Charity?

A: Revised policy in 2022: The Ladies of Charity of the United States of America is a Catholic women's organization. After a period of discernment, a Catholic woman will be received into her association at a formal investiture ceremony. Non-Catholic women, after period of discernment can be commissioned as an associate member of a local association.

All must respect the beliefs of the Catholic faith and know that the Ladies of Charity were founded with these beliefs as the core of their organization. To ensure perpetuity as a Catholic organization of women, as well as to retain continuity with the organization as founded and canonically approved on December 8, 1617, it is the policy of the LCUSA that all LCUSA board members be practicing Catholics. Non-Catholic Ladies of Charity who were invested as a Lady of Charity prior to January 1, 2023 can retain their status as an invested Lady of Charity.

Q: Are men allowed to join the Ladies of Charity?

A: Men are welcome to support the works of the Ladies of Charity.

Q: What is the organizational structure of LCUSA?

A: See the organizational chart in this manual

Q: How do I find a spiritual moderator for an association?

A: Contact the National Service Center (NSC), or regional vice-president, for names and locations of Vincentian religious and names of lay women who have completed the formalized training and are certified as a Vincentian spiritual moderator.

NATIONAL ORGANIZATION



Mission Statement

To provide Vincentian leadership to women acting together against all forms of poverty.

Vision Statement

LCUSA-AIC provides Vincentian leadership of transformation assisting persons who are vulnerable to move from marginalization and despair to participation and hope.

- Assist local associations to continue, expand and improve their charitable and spiritual works according to the directives and in the spirit of St. Vincent de Paul, St. Louise de Marillac, and St. Elizabeth Ann Seton through personal service to those in need.
- Adopt the Vincentian model of Systemic Change in implementing projects and encourage collaboration with other members of the Vincentian Family and compatible organizations in developing the projects.
- Advocate the rights of those living in poverty.
- Encourage and aid in communications, to promote and strengthen unity, to share ideas and information among all the associations, and to foster the formation of new associations of Ladies of Charity in collaboration with the other branches of the Vincentian family.
- Foster more vital links with the International Association of Charities (AIC) to profit from the experiences of Ladies of Charity world-wide and to be supportive of sister associations in their efforts to respond to unmet needs.

Also see the LCUSA website: <http://aic.ladiesofcharity.us> [Who We Are].

Interesting Facts

Official Logo explained:



Color:	Royal blue and gold
Cross:	Faith
Anchor:	Hope
Heart:	Charity [<i>To serve rather than to be served</i>]
AIC USA:	A member of the Association of International Charities in the United States of America

LCUSA Regions Official Colors:

(Used during elections and national assemblies)

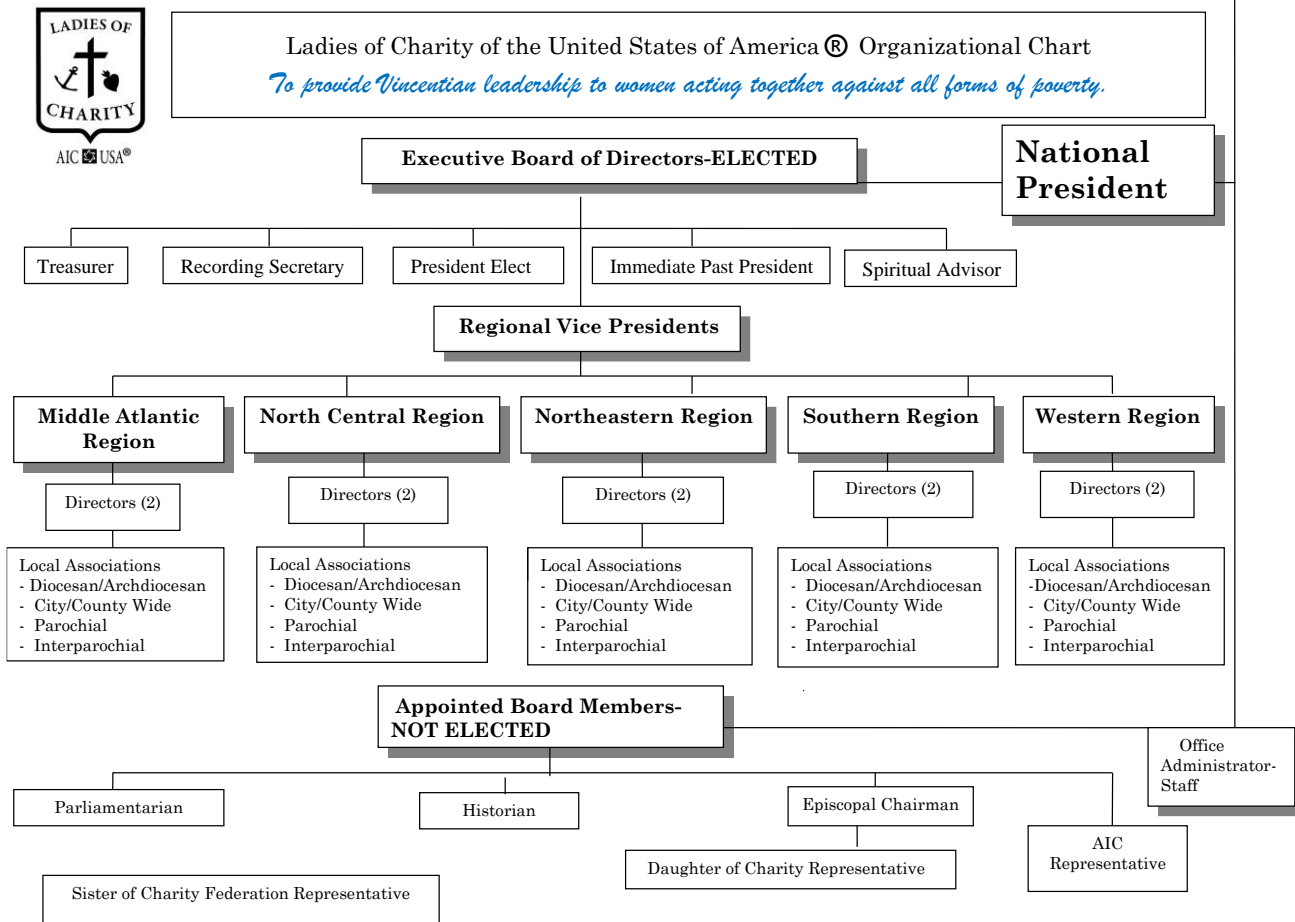
Middle Atlantic:	Yellow
North Central:	Green
Northeastern:	Purple
Southern:	Red
Western:	Blue

LCUSA Official Flower:

Violets

Ladies of Charity of the United States of America® Presidents †Deceased

Diane Ruth	Downey†	CA	1960-1964
Elinor	McIlwine†	TN	1964-1968
Grace	Eckhardt†	PA	1968-1972
Gay Nell	King†	TX	1972-1976
Evelyn	Mayer†	WI	1976-1980
Mary	McNeil†	CA	1980-1982
Marie R.	Buckley†	NY	1982-1984
Romilda	Berling†	OH	1984-1988
Ann	Peffen†	TN	1988-1990
Nancy	Dunne†	FL	1990-1994
Doris	Hoag†	MO	1994-1998
Charleen	Brain†	MO	1999-2000
Alma	Arredondo	CA	2001-2002
Margaret	Hanson	NY	2003-2004
Mary Beth	O'Brien	NY	2005-2006
Mary Ann	Morovitz†	MO	2007-2008
Albe	McGurk	KS	2009-2010
Lucy Ann	Saunders	MD	2011-2012
Gayle	Johnson	KS	2013-2014
MaryAnn	Dantuono	NY	2015-2016
Suzanne	Johnson	CA	2017-2018
Debbie	Chadwick	TN	2019-2020
Peggy	Keene	PA	2021-2022
Holly	Walter	NY	2023-2024



LCUSA Strategic Plan-rev. 6/2022

Strategic Goal 1: Continue to deepen Vincentian spirituality for members based on Incarnational Theology. “Incarnational spirituality means that I experience God in an encounter with the poor, and that I serve and love God in the service of the poor.”

Objective 1.1: Encourage relationships with AIC, LCUSA Assemblies and local Vincentian Family groups to deepen Vincentian spirituality

Objective 1.2: Continue to support VSM formation.

Objective 1.3: Update and develop the mentor program

Objective 1.4: Develop an orientation plan for new local association members

Strategic Goal 2: Enhance the visibility of the Ladies of Charity, locally, nationally, and internationally.

Objective 2.1: Develop efficient use of current and newest media formats to promote our name, mission, and service opportunities.

Objective 2.2: Explore how we might use or enhance the newest media formats.

Objective 2.3: Provide opportunities for interaction between local/national/international boards and membership/constituencies through personal contact and website training.

Objective 2.4: Encourage associations to develop one to two-minute PSA featuring the work of the Ladies of Charity for distribution to the general public.

Strategic Goal 3: Increase membership through personal invitation and strategic use of social media.

Objective 3.1: Engage all associations in a membership drive, giving an award to those that increase membership by a certain percentage/number of new members.

Objective 3.2: Facilitate membership promotion through promotion of our history and connection to the Vincentian mission and international organization through social media and the *Servicette*.

Objective 3.3: Develop and disseminate specific ideas about how to identify, approach and personally invite new members to local associations, especially newly retired and younger women.

Objective 3.4: Collect and analyze membership data. Set and monitor membership growth goals.

Objective 3.5: Identify ways to increase diversity in our membership, and invite recipients of service into our associations.

Objective 3.6: Create Servants of the Poor Hall of Fame (Ladies of Charity: Women in Action).

Objective 3.7: Build relationships among Junior Moderators for idea-sharing and general support

Objective 3.8: Build membership of Junior LOC.

Strategic Goal 4: Grow and diversify funding for the Ladies of Charity, nationally and locally, and sustain fiscal responsibility.

Objective 4.1 Develop a strong financial base to fund staff, functions, and services.

Objective 4.2: Reinforce financial transparency and good stewardship.

Objective 4.3: Promote more targeted fundraising activities.

Objective 4.4: Actively pursue significant individual and business donors and use matching funds.

Strategic Goal 5: Engage the National Board and membership in advocacy, especially on behalf of women and children living in poverty.

Objective 5.1: Increase training about advocacy and systemic change.

Objective 5.2: Continue to work with the Vincentian Family on systemic change and ending homelessness.

Objective 5.3: Continue to research and identify issues and trends that impact women, children, and caregiving.

Objective 5.4: Celebrate and highlight stories of how associations have initiated successful systemic change practices. Share on website.

Objective 5.5: Ensure LCUSA has a seat at the table of advocacy collaborators by actively participating on national committees.



LADIES OF CHARITY OF THE UNITED STATES OF AMERICA®

BYLAWS

rev. September, 2018

ARTICLE I – NAME, MISSION, MOTTO, INSIGNIA

- Section 1:01 The name shall be “Ladies of Charity of the United States of America” (LCUSA). LCUSA operates under Catholic auspices and is listed in the National Catholic Directory as an independent Catholic organization by authority of the Bishops of the United States. It is a not-for-profit corporation under the laws of the State of Missouri as “Ladies of Charity of the United States”. The certificate of incorporation is dated September 18, 1990.
- Section 1.02 The mission shall be “To provide Vincentian leadership to women acting together against all forms of poverty.”
- Section 1:03 The motto shall be: “To serve rather than to be served in humility, simplicity and charity”. This motto reflects the Vincentian legacy of serving persons who are poor with Christ as a model.
- Section 1:04 Insignia:
- a. The insignia of LCUSA shall be the LCUSA crucifix.
 - b. The crest shall be the seal upon which is inscribed “Ladies of Charity” together with a replica of the cross, anchor, and heart representing faith, hope and charity.
 - c. The pin upon which the seal is imposed shall be the official pin of LCUSA. The size and kind are to be determined by the LCUSA board of directors.

ARTICLE II – OFFICE

- Section 2:01 The principal office for LCUSA shall be the National Service Center.
- Section 2:02: The location of the National Service Center shall be determined by the LCUSA board of directors.

ARTICLE III – PURPOSE

- Section 3:01 To assist local associations to continue, expand, and improve their charitable and spiritual works according to the directives and in the spirit of St. Vincent de Paul, St. Louise de Marillac and St. Elizabeth Ann Seton through personal service to those in need.

Section 3:02 To encourage and aid in communications, to promote and strengthen unity, to share ideas and information among all the associations and to foster the formation of new associations of Ladies of Charity in collaboration with the other branches of the Vincentian family.

Section 3:03 To strengthen vital links with the International Association of Charities (AIC), to profit from the experiences of Ladies of Charity worldwide, and to be supportive of sister associations in their efforts to respond to unmet needs.

ARTICLE IV – MEMBERSHIP AND DUES

Section 4:01 Members of LCUSA, following the spirit and directives of St. Vincent de Paul, shall be divided into two classes of membership: association and individual.

- a. Associations of LCUSA who are affiliated by charter, who pay dues to LCUSA and follow the spirit and directives of St. Vincent de Paul according to the bylaws and manual of LCUSA.
- b. Individual members who are supportive of the mission and purpose of LCUSA and participate in the ministry of the Ladies of Charity by prayer and/or service and pay dues prescribed by the board of directors.

Section 4:02 Annual dues and the date of payment shall be decided by the LCUSA board of directors. Dues shall be payable upon receipt of notice.

Section 4:03 The associations shall be divided into five geographical regions:

MIDDLE ATLANTIC – Delaware, District of Columbia, Maryland, New Jersey, Ohio, Pennsylvania, Virginia, and West Virginia.

NORTH CENTRAL - Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, South Dakota, and Wisconsin.

NORTHEASTERN – Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island, and Vermont.

SOUTHERN – Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, Oklahoma, South Carolina, Tennessee, and Texas.

WESTERN – Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, and Wyoming.

Section 4:04 Categories of Association Membership:

- a. DIOCESAN/ARCHDIOCESAN - An association with members throughout a diocese or archdiocese, usually in multiple cities and towns.
- b. CITY/COUNTY WIDE - An association with members throughout a city, county, metropolitan or rural area.
- c. PAROCHIAL/INTERPAROCHIAL- An association based in a single parish or other institution.

Section 4:05 The LCUSA National Service Center will respond to women seeking to establish a local association and guide them in obtaining a charter.

ARTICLE V – BOARD OF DIRECTORS

Section 5:01 The board of directors shall be the governing body of LCUSA.

Section 5:02 Voting members of the board of directors shall be:

- a. President
- b. President-elect
- c. Recording secretary
- d. Treasurer
- e. Immediate past president
- f. Three directors from each of the five regions, one of whom is elected the regional vice president.

Section 5:03 Members of the board of directors appointed by the president with voice and no vote may be:

- a. The Episcopal chairman
- b. A spiritual advisor, a member of the Congregation of the Mission
- c. One representative of the Daughters of Charity, recommended by the provincials of the Daughters of Charity
- d. One representative of the Sisters of Charity Federation recommended by the Federation.
- e. The AIC-USA elected delegate to the executive board of the International Association of Charities
- f. A historian
- g. A parliamentarian
- h. A corresponding secretary
- i. A representative of Catholic Charities USA
- j. A representative of the Society of St. Vincent de Paul

Section 5:04 Members of the board of directors of LCUSA serve a two-year term. The president and president-elect may not serve a consecutive second term. Other officers are eligible for a second term, if elected, but may not serve more than two consecutive terms in the same office. If a vacancy occurs in the office of president-elect, recording secretary, treasurer or regional vice-president, the

executive committee shall fill the vacancy by electing a member of the present board of directors, or a former member currently active in her association. If this action results in a vacancy of directors, the president shall follow the same procedure as in section 5:06.

Section 5:05 Directors of LCUSA serve a two-year term and may be re-elected up to three times. If a director has served four consecutive terms, she may not be re-elected a director for two years.

Section 5:06 When a vacancy occurs on the Board of Directors, the president of LCUSA will notify the president of the associations in the region that a vacancy has occurred and request recommendations of qualified candidates to fill the vacancy. The president with the approval of the Executive Committee will appoint a successor. Action may be voted on at the Executive Board Meeting, or electronically, by mail, or telephone.

Section 5:07 If a present member of the LCUSA board of directors is elected to the executive board of AIC, it shall not affect her position as an LCUSA board member. If she is a former member of the LCUSA board, she shall become a member of the board with voice and no vote for the duration of her term on the AIC board.

ARTICLE VI - MEETINGS OF THE BOARD OF DIRECTORS

Section 6:01 The board of directors shall meet at least annually in the spring (March-May) at a place selected by a two-thirds vote of the board of directors (referred to as the spring board meeting).

Section 6:02 The board of directors shall meet immediately preceding and following the national assembly. Special meetings of the board of directors may be called by the president or by four members of the board of directors.

Section 6:03 Any voting member of the board of directors who is absent from three board meetings within her term of office, unless excused by the president, shall forfeit her membership on the board of directors.

Section 6:04 Chairs of special committees who are not present board members may attend meetings of the board of directors with voice and no vote.

Section 6:05 A quorum for regular or special meetings of the board of directors shall be two-thirds of the number of elected members of the board of directors.

ARTICLE VII – DUTIES OF OFFICERS OF THE BOARD OF DIRECTORS

A complete list of duties of the officers of the board of directors can be found in the Handbook for Members of the Board of Directors.

Section 7:01 The President shall:

- a. Arrange for bonding of the president, president-elect, treasurer and employees in an amount approved by the executive committee, and other insurance to be voted on by the board of directors.
- b. Approve all expenditures within the budget and co-sign with the treasurer all checks.
- c. Only the president shall authorize an expenditure not provided for in the operating budget.
- d. Appoint an auditor located in the general area of the LCUSA National Service Center who shall audit the treasurer's books at the end of each year and prepare the federal and state tax returns.

Section 7:02 The President-elect shall:

- a. Succeed to the office of president at the end of the president's two-year term or in the event of the incapacity, death, or resignation of the president.
- b. Perform such duties as may be assigned by the president or the board of directors.

Section 7:03 The Regional Vice-president shall:

- a. Act as liaison between the board of directors of LCUSA and local associations in her region.
- b. Provide direction, assistance, and consultation to associations in her region.
- c. Preside over the regional meeting at the national assembly.

Section 7:04 The Recording Secretary shall:

- a. Record minutes of all LCUSA meetings.
- b. Maintain a record of terms of office of officers and directors as well as members present, excused, or absent at meetings of the board of directors.

Section 7:05 The Treasurer shall:

- a. Be custodian of all funds.
- b. Ensure that all moneys are deposited in the name of LCUSA in a bank approved by the board of directors.
- c. Pay all LCUSA bills approved by the president and subject to limitations imposed by the budget, or by the board of directors.
- d. Co-sign all checks with the president.
- e. Ensure that notices of dues are sent to affiliated associations and individual members by January 15.

ARTICLE VIII - EXECUTIVE COMMITTEE

Section 8:01 The Executive Committee of the board of directors shall include the president, president-elect, recording secretary, treasurer, five regional vice-presidents, the immediate past-president, the spiritual advisor, and sister moderators.

Section 8:02 The Executive Committee may transact emergency business between meetings of the board of directors as needed. Such actions shall be reported to the board of directors as soon as possible and made part of the minutes of its next meeting. Spiritual advisors have a voice but no vote in these matters.

ARTICLE IX – COMMITTEES Standing, Special, and Nominating:

Section 9:01 Standing and special committees are appointed by the president.

Section 9:02 STANDING Committees and their duties:

- a. BYLAWS shall receive suggestions for amendments to the bylaws and be alert to any changes needed in the Handbook or Manual and bring those to the attention of the board of directors.
- b. FINANCE shall prepare a budget for approval by the board of directors, monitor the expenditures so they do not exceed the budget and identify new sources of income.
- c. PLANNING shall assist the board of directors in determining the future directions for LCUSA.

Section 9:03 At the discretion of the president, standing committees shall be composed of present or former members of the board of directors, or non-board members, according to their talents and interests. Vacancies in the standing committees shall be filled by the president.

Section 9:04 SPECIAL committees may be established by the president as the need arises. The committee shall be composed of present or former members of the board of directors, or a person with a particular expertise.

Section 9:05 The NOMINATING committee shall be determined during the spring board meeting in odd numbered years. Each region shall elect a member from their region to serve on the nominating committee.

Section 9:06 The NOMINATING committee will elect its own chairman and prepare a slate of officers for the positions of president-elect, secretary and treasurer for election.

ARTICLE X - NATIONAL ASSEMBLY

Section 10:01 LCUSA shall hold a national assembly annually at a time and place selected by a two-thirds vote of the board of directors. The time of the event shall be determined three years in advance.

Section 10:02 The general chair shall be approved by the president.

Section 10:03 Each affiliated association shall be represented by delegates according to the number of dues-paying members as follows:

5-149 members.....2 delegates

150-299 members.....3 delegates

300-499 members..... 4 delegates

500 and over..... 5 delegates

Section 10:04 Voting members of the board of directors shall be delegates.

Section 10:05 A majority of delegates registered at the national assembly shall constitute a quorum.

ARTICLE XI – ELECTIONS

Section 11:01 At the national assembly in the even-numbered years, each of the five regions shall have its own meeting at which time the delegates of the region shall elect three directors. Then the delegates shall elect one of the three regional directors as regional vice-president.

Section 11:02 After the regional directors and the regional vice-presidents have been elected in regional meetings, the other officers are elected by all the delegates at the national assembly.

a. The Nominating Committee shall present a slate of candidates for the offices of president-elect, recording secretary and treasurer.

b. Nominations may be made from the floor, provided the consent of the person is obtained, and the person is either a member of the board of directors or a former member and currently active in her local association.

Section 11:03 All members of the board of directors shall be installed at the national assembly at which they are elected and shall assume their duties on January 1 of the following year.

ARTICLE XII – HONORARY PRESIDENTS

Section 12:01 Past presidents shall become honorary presidents for life at the end of their term as president.

Section 12:02 Honorary presidents shall serve in an advisory capacity and have voting privileges at LCUSA national assemblies.

ARTICLE XII1 - FISCAL YEAR

The fiscal year of LCUSA shall be January 1 through December 31.

ARTICLE XIV – AMENDMENTS

Section 14:01 The board of directors may propose amendments to the bylaws.

Section 14:02 An affiliated association may propose, in writing, amendments to these bylaws. Such proposed amendments shall reach the bylaws chair no later than 30 days prior to the spring meeting of the board of directors in order for them to be considered. The board of directors may recommend to the general assembly to approve or not to approve.

Section 14:03 These bylaws may be amended by a vote of two-thirds of the votes cast by the delegates to the national assembly, present and voting; notice of the proposed amendments having been given to the presidents of all the affiliated associations sixty days prior to the national assembly.

ARTICLE XV – PUBLICATIONS

The board of directors shall have exclusive jurisdiction, control, and supervision over all LCUSA publications.

ARTICLE XVI– PARLIAMENTARY AUTHORITY

The parliamentary authority for the LCUSA shall be the current edition of Robert's Rules of Order Newly Revised.

ARTICLE XV11– TERM AND DISSOLUTION

Section 17:01 The term for which LCUSA is organized is perpetual.

Section 17:02 In the event that there is a dissolution or termination of LCUSA, all remaining assets shall be transferred to a national organization, qualified under Section 501(c) 3 of the Internal Revenue Code, with similar purposes and used solely for the direct benefit of the poor. This decision shall be made by a two-thirds vote of the board of directors.

In no event shall any individual member or members receive any of the assets on final dissolution.

Section 17:03 Since the organization is incorporated in the state of Missouri, it would follow the legal requirements of that state for the dissolution of the corporation. An attorney would be consulted to draw up the necessary papers and advise the organization as to the procedure to be followed.

Section 17:04 The delegates present and voting at the national assembly must ratify the dissolution by a three-fourths vote of the delegates.

The History of the Ladies of Charity of the United States of America®: A Vincentian Family Story

The History of the **Ladies of Charity** of the United States of America®: A **Vincentian** Family Story begins with a Sunday sermon in 1617 given by St. Vincent de Paul (1581-1660), a priest at the small parish of Chatillon-les-Dombes in the Diocese of Lyons, France. Fifty women are so moved by the dire needs of their neighbor and by Vincent's stirring words that after church together they provide for the family needs. Afterwards Vincent said "These good people are exercising great charity, but it not well regulated. This poor family will have too many provisions at one time and some of them will be spoiled and wasted; in a short time, these persons will be reduced to their former state of need. Would it not be possible to convince these good women to give themselves to God to serve the poor permanently?" These ladies living in the 17th century say **"Yes" to the call of St. Vincent de Paul**. Following the women's collective "Magnificat," Vincent takes steps toward canonization and a women's organization which would last 400 years begins, undoubtedly forming other saints.

1617- On December 8 the **Confraternities of Charity** began by St. Vincent de Paul is canonically approved. The first of the great foundations of the **Vincentian family** is laid. The first lay women's organization and the first social services agency in the world is established in order to serve Jesus in the person of the poor. For the first time women are recognized as having a role in the Church and in society. Ladies called to membership in the **Confraternities of Charity** are to be like Jesus, who *came to serve rather than to be served*, and are to serve those living in poverty with *humility, simplicity, and charity*.

1625- St. Vincent de Paul establishes the **Congregation of the Mission (The Vincentian Fathers)**. Vincent encourages his priests to create **Confraternities of Charity** wherever they live and work.

1629- St. Vincent de Paul invites St. Louise de Marillac (1591-1660), a widow and mother who has taken on various leadership roles within her local Confraternity, to assist him with the **Confraternities of Charity** in the parishes of France. Through this work, she gains a deep knowledge of the needs of the poor, develops her innate management skills, and identifies effective structures for social services.

1633- In her own home St. Louise de Marillac begins to train young women to address the needs of poor persons and to gain support from their life together. Louise organizes hospitals for the sick poor, asylums for the orphans, workshops for the unemployed, while championing literacy for the uneducated and establishing standards for local charities. Through Louise de Marillac's collaboration with Vincent de Paul concerning the **Confraternities of Charity**, the religious order of the **Company of the Daughters of Charity** emerges. This is the first religious order for women whose charism, or work being called to, is beyond cloistered walls. To ensure the continuation of

this work beyond the cloister St. Vincent required annual vows.

1634-1651- The **Confraternities of Charity** for lay women (and some men groups) multiply in France, in Italy (1634), and then in Poland (1651).

1660- St. Vincent de Paul dies at age 79 and St. Louise de Marillac dies at age 68. Calling to mind that the universal Church establishes feast days on the dates of deaths, the feast day of St. Vincent de Paul is celebrated annually on September 27. The annual feast day of St. Louis de Marillac is originally established as March 15^h (the date of her death), but in 2016 was changed to May 9 (the date of her beatification).

1737- St. Vincent de Paul, who dedicated his life to serving the poor, is canonized by Pope Clement XII in Rome on June 16. During the centuries that follow, inspired by his life, women's groups around the world continue to form to serve the needs of others. Some organize as the **Confraternities of Charity**, others as the **Ladies of Charity of St. Vincent de Paul** or simply as the **Ladies of Charity**, and more recently as the **Vincentian Volunteers**.

1789- The activities of the **Confraternities of Charity** are interrupted during the French Revolution.

1809- St. Elizabeth Ann Seton, the American foundress of the **Sisters of Charity of St. Joseph** adapts the rule of the French **Daughters of Charity** for her Emmitsburg, Md. community. Mother Seton's sisters become the foundation stone of the **Sisters of Charity** in the United States.

1821- On January 4, St. Elizabeth Ann Seton, the foundress of the **Sisters of Charity**, the first American religious community, dies at age 46. She is canonized on September 14, 1975 by Pope Pius VI. Her annual feast day is celebrated by the universal Church on the anniversary of her death.

1830- St. Catherine Labouré begins her Seminary (novitiate) at the **Daughters of Charity** Motherhouse in the Rue du Bac in Paris. It was there in the chapel on September 26, the eve of the Feast Day of St. Vincent de Paul, that after praying earnestly to St. Vincent that she might, with her own eyes, see the Mother of God, Catherine is blessed with the first apparition of Our Lady which leads to the Miraculous Medal, "O Mary, conceived without sin, pray for us who have recourse to thee," and devotion to Mary as the Immaculate Conception. Catherine had apparitions, but her holiness flowed from her ability to see Christ in daily life, especially in the poor. Sr. Catherine spent 46 years of her life in humility and service of the elderly. She was truly, as Pope Pius XII declared at the time of her canonization, "The Saint who lived a dutiful life and silent life!"

1834- Catherine O'Regan Harkins-Drake, the foundress of the first association of the **Ladies of Charity** in the United States, is born in Cove, County Cork, Ireland. After immigrating to the United States she is educated at St. Ann's School in Pottsville, Pa., conducted by Mother Seton's

Sisters of Charity from Emmitsburg, Md.

1840- The **Confraternities of Charity** are reestablished in France and renew contact with other members of the association around the globe.

1845- Blessed Frederic Ozanam, along with other students, forms another world-wide **Vincentian** organization in Paris, the **St. Vincent de Paul Society**.

1853- Catherine O'Regan, the foundress of the first association of the **Ladies of Charity** in the United States, marries Captain Hugh Harkins, a Mississippi steamboat owner, and begins married life in St. Louis, attending church at St. Vincent de Paul Catholic Parish.

1854- On December 8, Pope Pius IX, defines the Immaculate Conception of Mary in the document *Ineffabilis Deus*, which leads to the establishment of the Feast Day of the Immaculate Conception celebrated annually by the universal Church on December 8. Be mindful of the strong Marian connection that the **Ladies of Charity** enjoy because on December 8 St. Vincent de Paul founded the **Confraternities of Charity** and also on this date the first **Ladies of Charity** association in the United States began.

1857- After experiencing several dreams indicating that St. Vincent de Paul was asking her to help neglected children, the twenty-three-year-old wife and mother Catherine Harkins, along with twelve other members at [St. Vincent de Paul Parish](#) in St. Louis, under the spiritual guidance of Fr. Urban Gagnepain of the **Congregation of the Mission**, on December 8, the Feast Day of the Immaculate Conception, forms the first association of the **Ladies of Charity** in the United States. Catherine Harkins is elected as the first president. Today, there is still an active **Ladies of Charity** association at [St. Vincent de Paul Parish](#) in St. Louis.

1860- Fr. Urban Gagnepain of the **Congregation of the Mission** transfers to New Orleans. He helps to organize with 22 founding members another association of the **Ladies of Charity** in St. Joseph Parish, [New Orleans](#). Also, today there is an active **Ladies of Charity** association in [New Orleans](#). With the help of the **Congregation of the Mission** and the **Daughters of Charity**, the **Ladies of Charity** movement begins to rapidly spread across the United States, but associations have limited contact

1876- St. Catherine Labouré dies and is buried in a tomb under the chapel of the House of Reuilly in Paris. When her body is exhumed for beatification in 1933, 57 years after her death, it is found “as fresh as the day it was buried.” Her incorrupt body is placed in a reliquary under Our Lady’s Altar at Rue du Bac and can still be seen today. She is wearing the habit worn by the **Daughters of Charity** until 1964.

1884-After being widowed Catherine Harkins, the American foundress of the first association of

the **Ladies of Charity** in the United States marries Mr. Elmer Drake

.

1909- During the nineteenth century in France and in Italy, many groups of young girls are engaged in various charitable works. The organization of a **Junior Confraternities of Charity** branch is canonically recognized.

1911- Catherine Harkins, the American foundress of the first association of the **Ladies of Charity** in the United States, dies at the age of 77. Her published obituary noted, “Twice widowed, she raised three children, was a grandmother with 18 grandchildren and great grandmother, having four great grandchildren, yet maintaining a zeal in serving the neighbor.”

1921- Because of the rapid growth of the **Ladies of Charity** movement which continues throughout the United States, Miss Marie Harkins, Catherine Harkin’s granddaughter, organizes the first meeting of the associations of the **Ladies of Charity**. For many years representatives of each association are invited to an annual meeting at Marillac Seminary in St. Louis. The expressed hope was to form unity and build support among the various associations’ leadership and members.

1930- The first International Congress of Charity convenes for all **Confraternities of Charity** in Paris. This is followed by another meeting in Budapest in 1935, but because of World War II another International Congress of Charity is not held until 1953.

1934- On March 11 St. Louise de Marillac, faithful wife, loving mother, effective social worker in the **Confraternities of Charity** and prudent religious foundress of the **Daughters of Charity** is canonized a Saint in the Roman Catholic Church by Pope Pius XI. In 1960, Pope John XXIII places before the world St. Louise de Marillac as the model for all Christian social workers.

1957- To celebrate the founding centennial of the first association of the **Ladies of Charity** in the United States, 350 Ladies from 22 associations, as well as 20 **Vincentian Priests** and 50 **Daughters of Charity**, gather together in St. Louis, September 28 – 29. There is decided collaboration among the members of the **Vincentian Family**. Before the meeting concludes the Ladies vote unanimously to form a more lasting bond through a national organization. A committee consisting of five members from various associations of the **Ladies of Charity**, two **Vincentian Priests**, and four **Daughters of Charity** are selected to make this dream a reality.

1957-1959- The committee formed to establish a national association of the **Ladies of Charity** continues to meet, formalizing the goals of a national organization:

- 1) To serve as a bond between the **Associations of the Ladies of Charity** in the United States and the international **Confraternities of Charity** headquartered in Paris.
- 2) To promote unity among the associations in the exercise of charity according to the spirit of St. Vincent de Paul.
- 3) To encourage the activities of the associations in existence and to assist in the organization

of new ones.

1960- With legal assistance from the Society of St. Vincent de Paul and the interest and support of the Most Reverend Patrick O’Boyle, Archbishop of Washington, D.C., head of the U. S. Bishops’ Conference (USCCB), a constitution and bylaws for the **Association of Ladies of Charity of the United States (ALCUS)** are written and then approved by the bishops. Monsignor John O’Grady, secretary of the National Conference of Catholic Charities (NCCC), and Monsignor George H. Guilfoyle, president of NCCC, are instrumental in helping the various local associations organize into a national body paralleling Catholic Charities. **ALCUS** organizes under five regions: Middle Atlantic, North Central, Northeastern, Southern, and Western, with St. Louis as the national headquarters.

1960- An assembly is convened at the Roosevelt Hotel in New York City for the first time as the **Association of the Ladies of Charity of the United States of America (ALCUS)** in conjunction with the National Conference of Catholic Charities (NCCC), celebrating its fiftieth anniversary, with President Dwight D. Eisenhower as the special guest of honor. The governing by-laws for **ALCUS** are read and ratified by delegates representing local associations. The Most Rev. Leo C. Bryne is appointed the first Episcopal Chairman. National board members and officers are elected and Diane Ruth Downey from the Archdiocese of Los Angeles association becomes the first President of **ALCUS**.

1960-As a means of communication and mutual sharing, a national publication called the *Servicette* is initiated, available by subscription.

1961- The Rt. Rev. Raymond J. Gallagher begins to serve as the first national Spiritual Advisor for the **Association of the Ladies of Charity of the United States of America (ALCUS)**.

1962- The **Association of the Ladies of Charity of the United States of America (ALCUS)** gathers again nationally for an assembly with the National Conference of Catholic Charities and will continue to do so on even numbered years until 1998.

1963- Diane Ruth Downey, the first president of the **Association of the Ladies of Charity of the United States of America (ALCUS)** journeys to Rome during the time of the Second Vatican Council and meets with Pope Paul VI during a private audience. To strengthen **Vincentian** heritage, Mrs. Downey travels on to Paris to visit the international headquarters of the **Confraternities of Charity**.

1968- Sr. Mathilda Comstock, D.C. begins to serve as the Sister Moderator of the **Association of the Ladies of Charity of the United States of America (ALCUS)** and will continue to do so until 1972. Religious women belonging to the **Daughters of Charity**, or an order of the **Sisters of Charity**, have continued the strong bond of common **Vincentian** heritage by following Sr. Comstock in this role.

1971- Meeting in Rome, delegates of the **Confraternities of Charity** from 22 countries unite to reorganize and form the **International Association of Charities of St. Vincent de Paul (AIC)**. A new constitution and bylaws are written and the international headquarters is moved to Belgium.

Seven members from the **Association of the Ladies of Charity of the United States of America (ALCUS)** attend and play important roles in establishing acceptance of many of the policies. Mrs. Fred N. Eckhardt is elected as the second vice-president of **AIC**, the first American to serve on the executive board. From this time forward American **Ladies of Charity** have continued in elected leadership positions on the **AIC** executive board. Today **AIC** is the source of information and guidance for the **Ladies of Charity of the United States of America® (LCUSA)** and represents their membership on the international level as a non-governmental organization (NGO) at the Economic and Social Council (ECOSOC) of the United Nations; the United Nations Scientific & Cultural Organization (UNESCO); and the Council of Europe. In 2016, the **International Association of Charities of St. Vincent de Paul (AIC)** is active in 52 countries with over 200,000 local volunteers mostly women “working together against poverty.”

1972-1978- The **Association of the Ladies of Charity of the United States of America (ALCUS)** continues to thrive as many new associations are added.

1975- St. Elizabeth Ann Seton, the American foundress of the **Sisters of Charity** is canonized by Pope Paul VI on September 14th. Her feast day in the universal Church is celebrated annually on January 4th.

1980- The **International Association of Charities of St. Vincent de Paul (AIC)** publishes the Basic Document, a more flexible document than a constitution. This document allows each locality around the world to develop its own style of service and commitment according to the basic model of **Vincentian** evangelization and service to people most in need.

1985- The **Association of the Ladies of Charity of the United States of America (ALCUS)** celebrates 25 years as a national organization.

1987- Rev. Richard Gielow, **C.M.** begins his role as Spiritual Advisor to the **Association of the Ladies of Charity of the United States of America (ALCUS)**. Still serving today in this capacity, Fr. Gielow has faithfully guided the Ladies with his wisdom and strong sense of dedication to the **Vincentian** mission for thirty years.

1991- The **Association of the Ladies of Charity of the United States of America (ALCUS)** name is formally changed to the **Ladies of Charity of the United States of America (LCUSA)**. A short time later **LCUSA** becomes an affiliated organization of Catholic Charities of the United States of America (CCUSA) and the National Council of Catholic Women (NCCW). **LCUSA** maintains these relationships

1998- The **Ladies of Charity of the United States of America (LCUSA)** convenes a biennial meeting for the first time independent of Catholic Charities USA in Orlando, Fla. The theme is *Whatsoever You Do to the Least of Our Brethren*.

1999- At the recommendation of Father Robert Maloney, **C.M.**, Superior General of the **Congregation of the Mission**, members of the **Ladies of Charity of the United States of America (LCUSA)** begin to participate annually in a meeting of **Vincentian Family** leaders (**FAMVIM**). During these meetings, ideas and means of collaboration to make a more universal impact on the

alleviation of poverty are discussed and initiated. To learn more visit <http://famvin.org/en>. In a gesture of cooperation, Fr. Edward R. Udovic, C.M., Director of the **Vincentian Studies** at DePaul University in Chicago, accepts the archives of **LCUSA**. Today, joined now with other archival material of the **Vincentians**, the history of **LCUSA** is available for research and study.

2000- The last biennial meeting for the **Ladies of Charity of the United States of America (LCUSA)** is held in St. Louis. Delegates amend the by-laws and institute an annual National Assembly. As the result of a generous bequest from Diane Ruth Downey, the first national president, **LCUSA** adopts a new grant program focused on providing help to the children of the disadvantaged through a reading enrichment program. As the new century unfolds, association members are challenged to re-embrace **St. Vincent de Paul's** original model of service by working on hands on projects of "systemic change," to not only meet the needs of people living in poverty today, but to also imagine ways that will help people to improve and change lives their own lives in the future.

2001- The First National Assembly of the **Ladies of Charity of the United States of America (LCUSA)** convenes in Arlington, Va. with the chosen theme of *and the Greatest of These is Love*.

2003- The **Ladies of Charity of the United States of America (LCUSA)** starts a national ongoing twinning project with the **International Association of Charities of St. Vincent de Paul (AIC)** in Madagascar, an island nation off the southeast coast of Africa.

2005- The Board of Directors of the **Ladies of Charity of the United States of America (LCUSA)** implements an ongoing Strategic Plan consisting of six major goals for future growth and betterment of all affiliated associations.

2006- The **Ladies of Charity of the United States of America (LCUSA)** receives a generous bequest from the Kathleen Hager estate and establishes a grant in her honor in order to assist local associations with their hands-on-work. Miss Hager supported those in need throughout her life and continues to serve others even after her death by bequeathing her estate to those who serve the physical needs of the less fortunate. Kathleen Hager was a member of St. Paul's Cathedral Parish in the Pittsburgh Diocese and when being particularly happy she was fond of saying, "All this and heaven too."

2008- Collaboration by the Board of Directors of the **Ladies of Charity of the United States of America (LCUSA)** produces the mission statement "To provide Vincentian leadership to women acting together against all forms of poverty."

2009- The **Ladies of Charity of the United States of America (LCUSA)** begins to award qualifying association members financial scholarships to attend the national assembly, and thirteen associations are recipients of the first distribution of the Kathleen Hager Grants.

2010- The **Ladies of Charity of the United States of America (LCUSA)** celebrates the Golden Anniversary (50th) of becoming a national organization. Efforts of the Ladies from 1985-2010 are gathered into a special golden anniversary booklet featuring essays recording the work of the national presidents. The **LCUSA** Board of Directors formulates a vision statement to express where

the organization is going: “**LCUSA-AIC** provides **Vincentian** leadership of transformation, assisting persons who are vulnerable to move from marginalization and despair to participation and hope.”

2012- Free subscription to the *Servicette* is defined as a privilege for all LCUSA members.

2014- During the national assembly awards under a Junior Grant program for **Junior Ladies of Charity (JLOC)**, modeled after the Kathleen Hager Grant, are distributed for the first time. The **Ladies of Charity of the United States of America (LCUSA)** national headquarters moves from St. Louis to 850 Main Street in Kansas City, Mo., leasing office space in the Catholic Charities building of the Catholic Diocese of Kansas City/St. Joseph, Mo.

2015- Together organized as the **Ladies of Charity of the United States of America (LCUSA)**, association members across the country contribute \$3,324,634.79 in direct and in-kind charitable assistance and volunteer 1,261,568 hours of service with people in need. **LCUSA** discontinues the Ruth Downing Grant Program as bequeathed funds have been fully dispersed.

2016- The **International Association of Charities of St. Vincent de Paul (AIC)** announces a Jubilee Year from December 8, 2016 to December 10, 2017. **AIC** requests that all **Ladies of Charity** associations world-wide celebrate Mass on or about December 8, or schedule a special prayer service, to re-consecrate members to the common **Vincentian** mission.

2017- On September 7-10th the **Ladies of Charity of the United States of America (LCUSA)** gather in Kansas City, Mo. to celebrate the 400th Anniversary as **Ladies of Charity - 400 years of “Yes” to the Call of St. Vincent de Paul.**

2017- March 11-16, thirteen delegates from the USA attend the International Assembly of the AIC in Chatillon celebrating the 400th anniversary. September 7-10, the Ladies of Charity of the United States (LCUSA) gather in Kansas City, Missouri to celebrate “Ladies of Charity 400 years of “Yes” to the call of St. Vincent de Paul.”

In October a Care Continuum Partner, a health care consultant is hired.

2018 After funding and creating an e-commerce website Mission Market hire the first Project Director in May. The website goes live in November.

March 1, **Ladies of Charity Caregiving, Inc.** is incorporated in Missouri nonprofit corporation with LCUSA as the sole member. The first board meeting was held on April 11, and the bylaws are approved. Federal tax-exempt status (501c3) is granted on November 13. Pittsburgh was chosen as the pilot site. On September 20, Ladies of Charity Caregiving, Inc. receives a license to operate a home health agency and provide home care in the state of Pennsylvania

2019 February 25, the first National Executive Director of Ladies of Charity Caregiving, Inc. is hired. On July 20th Reverend Richard Gielow, C.M., LOC Vincentian Spiritual Advisor, officially blesses the LOC Caregiving, Inc. office in Pittsburgh,

September 19-22, 2019 the Ladies of Charity of the United States (LCUSA) gathered in Salt Lake City, Utah to celebrate “Begin to Weave and God will provide the Thread”

Mission Market closed. Inventory from Mission Market is still available.

2020 Year of the Pandemic. Life was on hold. Zoom calls became a way of life.

LOC Caregiving, Inc. office in Pittsburgh was suspended and put on hold due to the Pandemic.
AIC General Assembly, to be held in Bogota, Colombia, cancelled due to Pandemic. All Elections to the International Board were held via e-mail.

2021 1st Virtual National Assembly “Following Vincent with Humility, Simplicity, and Charity
August 27th and 28th, 2021

1st. Virtual Vincentian Spiritual Moderator Formation course was held in November, 2021. Twelve LOC participated.

The AIC representatives participated in the 65th Session of the Commission on the Status of Women at the United Nations.

2022 AIC unites with the rest of the Vincentian Family to support Ukraine against the Russian invasion.

Sr. Hannah Cybula, D.C. is appointed Spiritual Advisor for AIC.

AIC Executive Board meets in Brussels, Belgium-the first “in-person” meeting since the board has been elected.

42nd National Assembly Knoxville, Tennessee “2022 Vision: Seeing Christ in the Faces of Those We Serve”

Ladies of Charity Caregiving, Inc. dissolved

2023 Delegation from LCUSA participated in AIC XXII International Assembly in Frascati, Italy “Citizens of the world, walking united in hope”.

43rd National Assembly Buffalo, NY “We Choose Love”

2024 *Plans being made for Assembly hosted by Quincy, Il. And St. Louis, MO.*

2057- LCUSA celebrates the Bicentenary Anniversary (200th) of the founding of the first association of the **Ladies of Charity** in the United States of America.

2060- LCUSA celebrates the Centennial (100th) Anniversary of becoming a national organization.

Responsibilities of the LCUSA National Board of Directors

A general overview of the members who comprise the LCUSA National Board of Directors and their responsibilities is noted in the Association Reference Manual *LCUSA Bylaws*, Articles V - IX. More specific information about how the National Board of Directors supports local associations can be found in the Association Reference Manual *Role of the National Board to the Local Associations*.

Local associations will most frequently be in communication with their respective regional Vice-presidents and Directors. Among their responsibilities, regional representatives are responsible to communicate regularly with and visit (as possible) one or more associations in the region during their term.

General rules of behavior include:

- Promoting the best interests of the organization by providing vision and guidance for LCUSA's organization and membership.
- Meeting standards of conduct known as Duty of Care, Duty of Loyalty, and Duty of Obedience.
- Being accountable for the actions and inactions of its national organization, its finances, relationship with the community and legal requirements.
- Ensuring personal the financial contribution, each according to her means.
- Being aware of board responsibilities as outlined in the J. D. Levy and Association *Handbook on Being a Board Member* and have a general knowledge of *Robert's Rules of Order*.
- Attending regularly scheduled meetings as prescribed.
- Responding in a professional and timely manner to requests and assignments and being responsible for the individual duties for which each is personally accountable.

How to Apply for Election to LCUSA's National Board of Directors

At the national assembly (usually held in September), the delegates from each of the 5 regions elect directors from the region to LCUSA'S national board of directors (*even years only*). Each region will elect three (3) directors, one of whom will be the regional vice president. The term is 2 years and begins January 1, following the election.

In February (*even years only*), the chair of the nominating committee sends a letter along with an application form (Association Reference Manual) to all association presidents to request names of candidates for director. The application must include a picture of the candidate and a short biography. *The deadline for the application is May 30 of the election year. This date must be met for the nominating committee to process the application.*

To learn more about the responsibilities of the national board of directors, refer to Association Reference Manual LCUSA Bylaws, Articles V - IX.

Generally, there are 2 meetings per year, spring, and fall. Presently, for the spring board meeting LCUSA covers the room and meal expense; the travel cost is the responsibility of the director. For the fall board meeting held in conjunction with National Assembly all expenses are covered by the director, i.e., registration, travel, room, and meals, including the meetings of the board before (Thursday evening) and after (Sunday morning). Some associations provide financial assistance to a member of its association serving on the national board.

It is very important that each region have applications submitted to the nominating committee for the positions of director by the deadline as stated above. If the chair of the nominating committee does not have applications by the deadline, the region will not have its full complement of directors for 2 years.

Role of the National Board to the Local Associations

The purpose of the National Board is twofold. First, the board serves as a means of communicating and interacting with the individual associations. To achieve this goal, LCUSA is divided into 5 regions: Northeastern, Middle Atlantic, North Central, Southern, and Western. Each of these regions has three representatives on the board. Any issues, concerns, or requests for help are conveyed to the board through the regional representatives. Likewise, any communication from the board may be conveyed through regional representation.

The National Board serves as a liaison with the other members of the Vincentian Family and the Association of International Charities (AIC). A member from the board represents the Ladies of Charity at the United Nations.

Practically speaking what the National Board provides is:

- ✓ support and communication between the local associations and the National Service Center
- ✓ support and communication between the national and international association (AIC)
- ✓ implementation of an ongoing strategic plan to sustain the organization's mission.
- ✓ a National Assembly in the fall with guest speakers and member training: "Because it is very useful for all holy communities to meet together from time to time in some appropriate place to treat their spiritual advancement and ... to treat the matters that concern the good of the poor and the maintenance of said confraternity." (St. Vincent de Paul, Rule of the Confraternity of Charity of Châtillon, November 1617)
- ✓ a national website, <http://aic.ladiesofcharity.us>
- ✓ a national newsletter, the *Servicette*
- ✓ national communications (e-blasts) with President's updates, spiritual and seasonal reflections, and Vincentian Family updates
- ✓ work as part of the Vincentian collaboration network to institute advocacy and systemic change in our mission with those living in poverty
- ✓ formation documents (hard copy and electronic downloads at the national website):

Vincentian Spirituality and Formation for Ladies of Charity, USA

Association Reference Manual (ARM)

Ladies of Charity Manual

- ✓ grants to support local associations' activities

- ✓ scholarships that assist local association members to attend the National Assembly
- ✓ an advocacy program through poverty conferences, a twinning project on the national level with one of our fellow organizations overseas
- ✓ guidance via the 'President's Postings' - an email sent to all association presidents and Vincentian spiritual moderators created to facilitate communication with the local associations
- ✓ supplies to local associations to promote membership (brochures, medals, crosses, cards, etc.)
- ✓ formalized training and certification of Vincentian spiritual moderators

Intuitively speaking about the role of national to local associations:

It takes both a local and national presence to implement the strategies that will allow a nonprofit to make a real and lasting impact in the lives of others. The mission of our organization is to be carried out by the national office and local associations; however, each is charged with implementing different tactics to accomplish that mission. Local associations are working tirelessly at the grassroots level to support their community, while national tends to focus on larger initiatives like supporting social justice initiatives that can have a national and even global impact. The acronym LCUSA reflects the blessings of 'US'. At every level of our organization united together under a common purpose the mission of the Ladies of Charity first called by Saint Vincent de Paul in 1617 continues today and into the future, 'to serve rather than to be served', with 'humility, simplicity, and charity'.

Categories of Associations of Ladies of Charity

Members of Ladies of Charity of the United States of America (LCUSA), following the spirit and directives of St. Vincent de Paul, shall be divided into two categories of membership: association and individual.

Ladies of Charity affiliated as associations and members of LCUSA are as follows:

- Diocesan/Archdiocesan association is an association with members throughout the diocese, usually in multiple cities.
- City/County Wide association is an association with members throughout a city, metropolitan or rural area from many parishes.
- Parochial/Interparochial is an association with members based in a single parish or other institution.
- Individual Members who are supportive of the mission and purpose of LCUSA and participate in the ministry of the Ladies of Charity by prayer and/or service and pay dues prescribed by the board of directors.

LOCAL ASSOCIATIONS

Association Responsibilities Within the Ladies of Charity of the United States of America ®

See also the Association President's Timeline, Section 1

1. ***To pay dues for each member of your association*** in order to be an affiliate member of the Ladies of Charity of the United States of America (LCUSA), payable to the National Service Center (NSC) on receipt of the dues notice each January and by no later than March 1
2. ***To complete an association annual report.*** Your regional vice-president will email the form to you in early January with a request that you complete the form and return it to her by March 3. It is important to send this information to your regional vice-president promptly so that your association will be included in the annual national statistical report. You will find the information helpful in applying for a grant or in soliciting a contribution for your association.
3. ***To send any change of name and contact information promptly to the National Service Center for the president, spiritual advisor, or sister moderator of your association*** to assure LCUSA mailings will be correct (See Forms.)
4. ***To share with your members information received from the president of LCUSA or the vice-president of your region.*** Presidents are also asked to sign-up to receive the President's Posting and e-postings. Members may also sign-up to receive the e-postings at the LCUSA website! It is important to share the information with your membership during a general meeting, through email communications (or phone contact) or in your association newsletter. LCUSA depends on the association presidents to keep their membership informed.
5. ***To encourage members of your association to consider being candidates for the LCUSA board of directors.*** At the national assembly, directors from each of the five (5) regions are elected to serve on the LCUSA board of directors for two (2) year terms. For information concerning the procedure to submit a name of a member as a candidate, see *How to Apply for Election to the National Board*.
6. ***To obtain a 501(c) (3) exemption from the Internal Revenue Service*** if the association does not have the exemption. See Federal and State Tax Liabilities and 501(c) 3 Tax Exempt Status.
7. ***To furnish a copy of LCUSA bylaws to your association's board of directors.***
8. ***To require all members of the association's board of directors to have a copy of the LCUSA Manual, revised 2012, reprinted 2016.*** Encourage all members of the association to purchase a copy.
9. ***To encourage members to attend the National Assembly*** and to provide information regarding the assembly scholarship.

10. ***To encourage members to stay connected to LCUSA*** by reading the *Servicette* (LCUSA's newsletter), subscribing to receive both LCUSA e-postings and the daily Vincentian spiritual reflection, and to join [like] the LCUSA Facebook page.

Responsibilities of Local Association Leadership

Responsibilities of the leadership of an association of Ladies of Charity to ensure that the association is successful in its mission include:

1. **SPIRITUALITY** Be vigilant that the association is following the spirit of St. Vincent de Paul, St. Louise de Marillac and St. Elizabeth Ann Seton in its activities and projects of helping the poor. [
2. **ADVOCACY** is the way we extend our efforts beyond charitable works of serving the immediate needs of the poor by partnering with them and others in works of social justice and human rights. (See Advocacy section and the LCUSA website: aic.ladiesofcharity.us Advocacy). Seek advocacy education through these references along with your association membership. Engage your Vincentian spiritual moderator and the regional advocacy liaison to help with association outreach on issues of social justice locally, nationally, and internationally.
3. **BYLAWS** Follow the bylaws adopted by the association. If they are not being followed, changes should be made (at least annually) to amend the bylaws so that the association activities agree. Provide a copy to all members.
4. **RECORD-KEEPING** Establish a system of record keeping for association operations, i.e., communications, meeting minutes, etc., fiscal accountability, i.e., annual federal/state reporting requirements and for reporting statistical information requested for the association annual report filed with LCUSA, i.e., volunteer hours, monetary charitable assistance, etc. Statistics are helpful in local fund-raising efforts along with the national statistics available annually from LCUSA.
5. **NEW MEMBERSHIP** Encourage all members of the association to be alert to the constant need to have new members join, since there is a constant attrition of members.
6. **ORIENTATION** Schedule an orientation preferably before or shortly after each reception of new members. If possible, have your Vincentian spiritual moderator (or a member) give a brief history of the Ladies of Charity. After you have a presentation of the activities and projects in which the association is involved, encourage each person to commit to one or more of these activities.
7. **INSTALLATION** Have a solemn reception of new members at least annually.
8. **INVOLVEMENT** Urge all members to be involved in one or more association activities by volunteering or praying for the success of your association's work and for those whom you help.

Responsibilities of the President of a Local Association

1. Preside at all meetings of the board of directors and of the general membership of the association.
2. Serve as an ex-officio member of all committees except the nominating committee.
3. Ensure the association abides by the bylaws. If needed, appoint a member(s) or a committee to review and suggest possible amendments.
4. Appoint the chair of all committees unless the bylaws state they are elected.
5. Review the minutes prepared by the secretary of any meeting before they are finalized for distribution.
6. Ensure that officers and committee chairs understand their assignments and they are carrying out their duties properly.
7. Provide guidance such that all activities or projects follow the Vincentian spirit.
8. Arrange for spiritual nourishment activities during the year along with your Vincentian spiritual moderator, i.e., an association retreat, days of reflection, etc.
9. Encourage members to help recruit women to join the association and see that new members feel welcome and become active in one or more of the association projects or activities.
10. Share communications received from LCUSA and other Vincentian sources.
11. Encourage members to be involved on a national level by visiting the LCUSA website, signing up to receive LCUSA e-postings, submitting articles for the *Servicette*, and joining the LCUSA Facebook page.
12. Attend the LCUSA annual national assembly when possible and encourage members to attend.
13. Welcome communication with the regional vice-president, seek her advice and offer suggestions.
14. Be familiar with the Association Reference Manual (ARM), LCUSA and association bylaws, and the Vincentian Spirituality and Formation for Ladies of Charity, USA manual.
15. Seek information or advice when needed from the National Service Center and/or your regional vice-president.
16. Be alert to a member of the association who is qualified and able to serve on the LCUSA board of directors and encourage her to consider serving.
17. Arrange for an audit of the treasurer's records during the year and at the close of the association's annual fiscal cycle. If not 501(c)3 establish reviews with treasurer and/or finance committee.

18. Ensure that income tax returns are prepared if needed.
19. Study the document, Responsibilities as Member Associations of LCUSA
20. Prepare the Association Annual Report. See Association President's Timeline
21. Collect annual dues from your members and ensure that the associations' annual dues to LCUSA are paid by April 15th.
22. Engage the association in advocacy-related activities along with your spiritual moderator. Advocacy or the LCUSA website, Advocacy.
23. Perform other duties as needed.

Association Presidents' Timeline

Note: A few associations have other governing body oversight that may need to be involved to meet some of the timeline responsibilities. The incoming association president is recommended to counsel with the outgoing association president, officers and/or the Vincentian Spiritual moderator upon assuming her role.

> Year round <

- **Mondays:** Pray at 9:00 am for the Ladies of Charity all across the globe and the success of their works.
- Create and submit to the Servicette editor an article about your Ladies detailing their service work, an association event(s), member or association recognition and milestone anniversaries of your association. It is very important to share your news with to the national family.

Note: Stories and pictures are always welcome; especially pictures of service. Please electronically submit full-sized to the Servicette editor or to the NSC.

> JANUARY <

January 4 Feast of St. Elizabeth Ann Seton

In January, association presidents will electronically receive from the national president of LCUSA the 'President's Packet' consisting of:

The President's Letter Important information for the upcoming year is detailed and you are asked to assure this information is disseminated to the entire association membership.

The Association Annual Dues Notice The completed annual dues notice and payment for all association members is due by April 15th to the National Service Center (NSC). Involve your association treasurer promptly by forwarding this notice to her along with a follow-up phone call.

Note: Encourage members to submit their association dues promptly in accordance with their associations' bylaws. The association may pay a members' dues to the national office on her behalf to maintain her standing as a Lady of Charity. Members delinquent in submitting dues (and not covered by the association) would not be counted in the total association membership reported.

A request for an updated association membership roster Generate an association membership roster (excel spreadsheet if possible) to include the names and contact information of all dues-paying members. Due by April 15th, to the NSC and a courtesy copy to the regional vice president is appreciated.

The Hagar Grant Application Associations may submit a grant for financial assistance for their association to support their local service, education or advocacy projects once every four years. The association president forwards a final copy of the completed grant by **March 3** to the NSC. Request confirmation of receipt. Applications received after this date will not be eligible.

Note: Associations are eligible to apply for a Hager grant every 4th year, If your association receives a grant, a report of activities related to how the grant funds were used is due to the national office within one (1) year from receipt of the award.

The Junior Ladies of Charity (JLOC) Grant Application This information is included for all associations. If your association has sponsored a Junior group, forward the application to the JLOC moderator, or if you have no Junior affiliate simply ignore. JLOC group may apply *annually* and the completed grant is due by March 3 to the NSC. Applications received after this date will not be eligible.

In January, association presidents will receive electronically from the regional vice president:

The Association Annual Report * Record the association's activities for the most recent 12- month period (calendar or fiscal year cycle, depending on how association bylaws are structured). The completed report is due by **March 3** to the regional vice president.

Note: Use the prior year's report as a reference. Encourage members to begin tallying their volunteer hours and to advise of any new volunteer activities including advocacy/systemic change activities. Notify the treasurer early of her responsibility in completing the finance sections of the annual report form. Remind members to submit their information. Contact the regional vice president for help in completing the form.

> FEBRUARY <

The first week of February, remind association members to submit their volunteer hours and any new activities, and the treasurer to submit the requested financial information for inclusion in the association annual report.

Work on your annual report due March 3.

*Electronic submission preferred

> MARCH <

March 3 :

- Completed (and signed) association annual report to the regional vice president.
- Completed Hagar Grant application
- Completed Junior Ladies Grants application

In March of even numbered years, the president will receive a mailing requesting her or another qualified member to consider being a candidate for the position of director for her region on the national board. The application form will be included and candidates must return the form to the chair of the nominating committee by May 15.

>APRIL <

- **April 15th Due date for receipt at the National Service Center (NSC) the following:**
 1. Annual Dues Notice Form with payment for all members of the association. Dues received after this date are considered delinquent
 2. Membership roster (electronic version preferred)

> MAY <

*In early May, all members with emails on file at NSC will electronically receive information about the National Assembly. All Presidents are asked **to share this information with those who do use email.***

The Call to Assembly Letter from the national president

The LCUSA National Assembly Registration Packet Includes information about the event held annually in the fall such as location, registration including hotel, program, and possible tours. Registration information will also be available on the LCUSA website and may be completed on-line [<http://aic.ladiesofcharity.us>].

Note: Be aware of your members who may not have access to a computer and make available printed National Assembly registration forms and other related National Assembly documents. The Assembly early registration deadline is normally August 1st. For hotel reservations, encourage members to book early; by July 30th recommended to insure room availability at the assembly-negotiated rate.

National Assembly Scholarship Application and Guidelines

Encourage members to apply. Read the guidelines carefully. Applications are to be handled *confidentially*. **Completed scholarship applications are submitted by the association president to the regional vice president by June 30th.**

Review and discuss with association membership the:

National Assembly Program Ad Form All associations are encouraged to buy an ad. *Guidelines will be included in the registration packet. If necessary seek help early from the regional vice president to generate a program ad*

National Assembly Underwriter Form

National Assembly Silent Auction contribution

Note: Encourage association members to participate in supporting the National Assembly. Please adhere to the requested deadline-date noted on each form and send each completed form to the designated location (specified on each form). If unable to meet a deadline, contact your regional vice-president or the NSC.

The Delegate Appointment Form (to name the association voting representatives) for the National Assembly. The form is to be completed and returned to the national office at the appointed deadline. (See Section 1, National Assembly; Section 7, Forms)

Note: In August, the NSC or a Regional Vice President will subsequently return to each association by email or letter confirming the delegates who will have voting privileges at the Assembly. Delegates will then be required to check in at time of registration at the Assembly.

May 9 Feast of St. Louise de Marillac

Note: In 2016, St. Louise de Marillac's feast day changed from March 15th to May 9th.

May 15 Potential LCUSA board of director candidates' application form due to the chair of the LCUSA Nominating Committee (even years only). See Association Reference Manual Section 8.

By mid-May, association presidents whose associations applied for any national grants, will be notified by the NSC of grant outcomes.

> JUNE <

June 30th, National Assembly Scholarship Applications are due to the regional vice president.

> JULY<

In early July, review all deadlines and send to locations for submittal of National Assembly forms. Keep encouraging association membership to register to attend the Assembly, *and establish who will serve as delegates.*

July 30th National Assembly Delegate Appointment Form due to National Board delegate Chairman and regional vice presidents. Confirmation of all delegates will be sent by the National Board Chairman.

By the end of July, plan with your association officers when the new members' orientation and installation will take place. This process will vary with association but put it on your calendar.

> AUGUST <

In early August association presidents will be electronically notified by the National Board chairperson of acceptance or denial of submitted delegates' credentials for voting privileges at the National Assembly

August 1 National Assembly registration early deadline.

Note: Registration may occur after this date pending availability. A late registration fee may be incurred.

> SEPTEMBER <

National Assembly of the Ladies of Charity of the United States ® usually scheduled

In early September, annually make a concerted effort to encourage every association member to receive periodic informational e-news from LCUSA by visiting <http://aic.ladiesofcharity.us/> and choosing the 'Subscribe' button located at the top right of the webpage. Check with your leadership team to ensure that each have established this vital link to national.

In September (or early October) consult with your Vincentian spiritual moderator and plan a 'Get to Know the Vincentian Family' event for all association members (distinct of a new member's orientation) to inform and celebrate the rich history of the Ladies of Charity. Emphasize the lives of St. Vincent de Paul and St. Louise de Marillac and other rich Vincentian traditions. Annually, *celebrate* the special call to holiness that all Ladies of Charity enjoy through works of mercy with people in most need. Contact your regional vice-president, visit the LCUSA website: <http://aic.ladiesofcharity.us/category/spirituality/> or contact the NSC if assistance is needed.

September 8 Feast of the Birth of Mary

September 27 Feast of St. Vincent de Paul

> OCTOBER <

National and local Vincentian Family Gatherings. Encourage attendance and promote the FAMVIN website: <http://famvin.org/> as a source of Vincentian information.

Note: The gatherings are typically held in October. Recommended to check with your regional vice-president for the local annual gathering date.

Announce and emphasize the LCUSA Annual Appeal request which will be mailed to all members *by mid-November*. Encourage their support.

> NOVEMBER <

The month of November is a time to remember those Ladies who are now enjoying eternal rest from their labors. This is also a great time to host an annual retreat or plan retreats for the next calendar year.

By mid-month, the NSC will mail to all members a request to donate to:

The **LCUSA Annual Appeal** Please encourage your members, association and/or supporters to donate.

November 28 Feast Day of St. Catherine Labouré

> DECEMBER <

In early December, remind association membership to support the **LCUSA Annual Appeal**.

December 8 The Feast of the Immaculate Conception of the Blessed Virgin Mary

Note: On this date in 1617, the international Confraternities of Charity founded by St. Vincent de Paul was canonically approved. On this date in 1857, the first Ladies of Charity association in the United States was founded by Catherine Harkins in St. Vincent de Paul Parish in St. Louis, Missouri.

Responsibilities of the Vice-President or President-Elect of a Local Association

1. Presides at meetings of the board of directors or association meetings in the absence of the president.
2. Represent the president at meetings or functions if requested by the president.
3. Assume the office of president in the event of the resignation or death of the president.
4. Be alert to all activities of the association and study ways the association might improve or change for the better.
5. Perform other duties stated in the bylaws or requested by the president.

Responsibilities of the Secretary of a Local Association

1. Call the roll at every meeting. Record whether absences are excused. Determine whether there is a quorum. This is unnecessary at a general meeting unless there is something to be voted on. Then a quorum is necessary.
2. Take minutes at all meetings. (See ARM Guidelines for Taking LCUSA Minutes). Submit a rough draft of the minutes to the president for review before making final copies. Some associations find it helpful to send the minutes of the meetings of the board of directors to the directors so that they can read them before the next meeting. Minutes of a meeting of the membership may be read or copied and circulated at the next meeting.
3. Maintain a current roster of members' contact information with their home address, email address and telephone numbers (unless this is assigned to another person or committee). Provide an updated roster to the National Service Center annually by April 15 and as members' contact information changes during the year. **An electronic roster is preferred, i.e., excel spreadsheet.**
4. Maintain official files of the association, including the charter for the association, the charter of incorporation if it is a corporation, the tax exemption, bylaws, and the book of past minutes. Some of these items are best kept in a safe deposit box or some other secured place.
5. Keep a record of any property owned by the association. Otherwise, it is easy for items to be misplaced or lost.
6. Remind the president of any unfinished business from the previous meeting of the board of directors or general meeting.

Guidelines for Taking Meeting Minutes

MINUTES are legal records of the proceedings of a deliberative assembly. They are not a 'secretary's report'. The secretary does not address the chair when directed to read the minutes. Reading of the minutes may be dispensed with by a majority vote without debate. If not read before adjournment of that meeting, they must be read at the next meeting before the reading of later minutes.

DO keep minutes in a permanent book.

DO read minutes from the permanent copy.

DO include in the first paragraph: kind of meeting; name of organization; time and place of meeting; and name of presiding officer.

DO record business only.

DO write brief, concise minutes.

DO state the motion in full and include the name of the maker of the motion (not the seconder), i.e.

"It was moved by ____ and seconded that we donate \$500.00 to the Family Abuse Center".

Include the action taken: 'motion carried' or 'motion failed to carry'.

DO write minutes soon after the meeting at which the notes are taken.

DO include all main motions, carried or lost, and include all subsidiary, privileged and incidental motions that were carried. Include all points of order and appeals sustained or lost.

DO leave margins on both sides of a page for correction. Make corrections in ink in margins, i.e., 'corrected to read '. Make a correction by drawing a line through the incorrect part. A correction can be made by general consent or by a two-thirds vote on a motion to make a correction. Minutes can be corrected whenever an error is noticed, regardless of time elapsed.

DO include the 'ayes ' and 'nays' when there is a counted vote.

DO include the full election report of votes received.

DO attach to the minutes, as exhibits, all reports of treasurer, revisions, budget, audit, and other statistical reports that should be always a matter of record available. These reports then may be referred to as having been given and attached to the minutes, relieving the secretary of having to transcribe the contents of the report into her minutes and shortens the process of reading the minutes at the next meeting. (Files are always available for review by members).

DO NOT include everything that was said. Minutes are a record of the actual business of a meeting.

DO NOT say 'after a heated discussion, the motion carried'. Discussion is always allowed if the motion is debatable.

DO NOT reflect your opinion or bias in the minutes.

DO NOT include motions that were withdrawn.

DO NOT say 'respectfully submitted' at the end of the minutes; simply sign your name.

Responsibilities of the Treasurer of a Local Association

1. Be the custodian of all funds.
2. Collect annual association dues from all members.
3. Ensure that all monies are deposited in the name of the association in a bank approved by the board of directors.
4. Send written confirmation of receipt of all donations to the association.
5. Send annual dues to LCUSA for all dues-paying members by **April 15**
6. Pay all association bills approved by the president, subject to limitations imposed by the budget or by the board of directors.
7. Keep records of all receipts and disbursements for each account in the budget. These records should be kept either electronically and/or in a permanent book and made available for review by the president, officers and members during the year.
8. Reconcile the bank account each month.
9. Keep the president (and if governed by a finance committee) informed concerning the income and expense relative to the budget. Prepare a statement at least once a year comparing the income and expense to the budget.
10. Prepare a year-to-date income and expense statement for review at each meeting of the board of directors and the general membership.
11. Serve as a member of the finance committee as needed.
12. Have records ready for an audit shortly after the end of the associations' fiscal year.
13. Assure that when/where cash is collected that at least two people collect, count, and transfer cash to the treasurer for deposit.

Federal and State Tax Liabilities

Tax exemptions are not automatic even though your association is a nonprofit organization with religious affiliation. More information about applying for 501(c) (3) tax exempt status is outlined below.

I. 501(c) (3) Tax Exempt Status

A. Why form a 501(c)(3)?

1. Exempt from Federal Income Tax.

- *501(c)(3) refers to the section of the tax code which gives tax exempt status to certain associations or corporations.*

2. Eligible to receive tax-deductible charitable contributions.

- *Individual and Corporate sponsors more likely to donate to organization if their donation is tax deductible.*

3. May be exempt from certain employment taxes.

4. May be exempt from some state taxes, such as income tax and sales tax.

- *State exemptions and requirements vary, so it is important to check your state.*

5. Alternative to forming a 501(c)(3)

- *May affiliate with an existing charity – the existing charity must be given full control and authority over the program.*

B. Who is eligible?

1. Organized as a corporation, trust, or unincorporated association.

- *Articles of association must limit activities those described in section 501(c)(3) i.e., charitable purposes*
- *Not expressly permit activities that do not further its exempt purposes*
- *Permanently dedicate its assets to exempt purposes*

2. Substantial part of activities must further its exempt purposes.

- *Absolutely refrain from participating in political campaigns*
- *Restrict lobbying activities to an insubstantial part of total activities*
- *Ensure that earnings do not inure to the benefit of private individual*
- *Must not operate for the benefit of private interests*
- *Must not operate for the primary purpose of conducting a trade or business not related to its exempt purpose i.e., a school operating a factory*
- *Must not have purposes or activities that are illegal or violate fundamental public policy*

3. Must have one or more exempt purposes – i.e., Charitable organization which promotes relief of the poor, the distressed, or the underprivileged.

- *Public Charity vs. Private Foundation - Public Charity receives more than one third of support from contributions, dues and gross receipts from activities*

related to exempt purpose; no more than one third of support from gross investment income.

C. What responsibilities accompany 501(c)(3)?

1. Recordkeeping.

- *Must keep the books of the organizations and keep track of contributions, detailing all activities, both financial and non-financial.*

2. Annual information returns.

- *May be required to file a 990 annually. Failure to file a required annual return or notice for three consecutive years will automatically result in a revocation of 501(c)(3) status.*

3. Public inspection.

- *Books and 990's must be available for inspection @ no charge other than copying costs.*
- *Available during normal office hours of the organization.*

4. Charitable Contributions – Substantiation and Disclosure

For a contribution to be tax deductible, the donor must have proof of the contribution – either a cancelled check or letter from the organization. Donations exceeding \$250 must have a written acknowledgment from the organization.

- *Donations of \$75 or more which include payment for goods/services must have a written disclosure from the organization.*

D. How do you apply for 501(c)(3) status?

1. Form SS-4 (Employer (Federal) Identification Number)

- *Necessary even if the organization will have NO employees.*
- *Organization must be legally formed first.*

2. Form 1023 (Application for Recognition of Exemption Under Section 501(c)(3)).

- *Or 1023 – EZ if anticipated receipts are less than 10,000.*
- *Must pay the required user fee with application.*
\$400 if annual gross receipts for 4 years is less than \$10,000, otherwise \$850
- *Not necessary to file if receipts are less than \$5,000 but may want to in order to receive a determination letter from IRS.*

E. When to apply for 501(c)(3) status?

1. Within 27 months of organization's formation. (Gross receipts will exceed \$5,000).

- *Annual receipts*

2. Three months after gross receipts exceed \$5,000.

- *Annual receipts.*
- *Failure to file timely may affect donors' ability to claim tax deduction for contribution and may result in organization being required to file income tax.*

F. Resources

1. www.irs.gov
2. Publication 4220 – “Applying for 501(c)(3) Tax-Exempt Status” (*Will direct you to other publications as needed.*)

II. Exemption from State Sales States which **may** exempt Ladies of Charity Associations from payment or collection of sales tax. (Current as of 9/2015)

1. Northeast Region
 - a. New York
2. Middle Atlantic Region
 - a. Pennsylvania
 - b. Ohio
 - c. Maryland
 - d. Washington, D.C.
 - e. Virginia
3. North Central Region
 - a. Illinois
 - b. Indiana
 - c. Missouri
 - d. Wisconsin
4. Southern Region
 - a. Florida
 - b. Tennessee
 - c. Texas
5. Western Region
 - a. Utah

III. States which do **not** exempt Ladies of Charity Associations from sales tax.

1. North Central Region
 - a. Iowa
2. Southern Region
 - a. Alabama
 - b. Arkansas
 - c. Louisiana
 - d. South Carolina
3. Western Region
 - a. California

This is not meant to be definitive and all-inclusive but merely a means to point you in the right direction. The IRS has material available on the internet. Consulting an accountant or attorney with questions is recommended; or you may contact the National Service Center for help to seek guidance for your questions.

Responsibilities of the Vincentian Spiritual Moderator of a Local Association

The Vincentian Spiritual Moderator supports the President in her role of leadership and assists the local association in the following ways:

- ✓ Regularly attends meetings.
- ✓ Assures that meetings are begun with prayer and Vincentian spiritual reflection/sharing.
(Resources available: Vincentian Spirituality and Formation for Ladies of Charity, USA; famvin.org; Ladies of Charity Manual; LCUSA website)
- ✓ Promotes Vincentian Spirituality, including the history of the Ladies of Charity
- ✓ Provides Vincentian orientation for new members
- ✓ Helps members to recognize that they are personally called to grow in holiness.
- ✓ Encourages participation in reflections, sharing and decisions of the group and creates a safe place for honest and open dialogue.
- ✓ Models attitudes of collaboration, good listening skills, openness, and respect.
- ✓ Encourages the local association to corporately reflect the Vincentian virtues of humility, simplicity, and charity in their attitudes.
- ✓ Fosters good group dynamics by:
 - Supporting the president
 - Assisting in keeping the group on track
 - Assisting the president to address disagreements and challenging issues.
- ✓ Encourages and promotes unity and community (friendship) among members as well as those served.
- ✓ Encourages direct contact with those who are poor and facilitates apostolic reflection on their experiences to help them find Christ in those served.
- ✓ Encourages members to utilize Vincentian decision-making and periodic evaluation of their services.
- ✓ Encourages members to take time for retreat days together, special prayers and other formation opportunities and offers to facilitate these or to propose competent presenters.
- ✓ Attends formation program for certification as Vincentian Spiritual Moderator.
- ✓ Whenever possible attends National Assembly of the Ladies of Charity to continue formation and promote net-working.

Formation of a New Association

For a group of women considering the formation of a Ladies of Charity association, the first step is to contact the regional vice-president of the Ladies of Charity of the United States of America (LCUSA) designated for the association locality whose information is found at the LCUSA website aic.ladiesofcharity.us , or contact LCUSA's National Service Center (NSC) at 816-260-3853, office@ladiesofcharity.us to receive a packet of information. The regional vice-president is the best source of information and advice in the decision-making process.

Considerations in making the decision to form an association:

Evaluate the needs of the poor and disadvantaged in the area and determine what the group could do to assist. Consider ways to monetarily support or fundraise for projects or activities.

Make preliminary decisions about activities to assist persons in need. This is important in recruiting others to become members. Possible activities could include (but not limited to) helping with basic needs (i.e., food, clothing, shelter, financial assistance), educational assistance (i.e., scholarships, tutoring, mentoring) and advocating for those in need by partnering with them and others in works of social justice and human rights.

Inform and seek the blessing of the regional diocesan vicar of the proposed plan to form a Ladies of Charity association. He will inform the bishop / archbishop as it is appropriate to seek approval from the religious authorities of new associations. The regional vice president will obtain the diocesan / Archdiocesan approval during the charter application process.

Determine the classification of the association. Affiliated associations of LCUSA are classified as Diocesan/Archdiocesan: an association with members throughout the diocese, usually in multiple cities or counties; a City/County Wide association has members throughout a city, metropolitan or rural area from many parishes; Parochial/Interparochial is an association with members based in a single parish or other institution.

Establish a budget for the association. The dues income should be sufficient to pay the operating expenses of the association. Determine expenses before deciding the annual association dues for each member, a portion of which will be paid for annual membership dues to LCUSA. Any income from fundraising efforts should be used for charitable work.

Suggestions after the decision to form a Ladies of Charity association has occurred:

Inform the regional vice-president of the decision to organize as an association of Ladies of Charity. She will assist in obtaining the membership charter. This requires completing a Charter Application, Association Reference Manual (ARM) Section 7, and submitting it to the National Service Center for approval by the LCUSA national president. Concurrently, the diocesan / archdiocesan approval will be obtained. After the LCUSA president approves the application, the regional vice president welcomes and officially notifies the new association. The LCUSA president will also notify all current affiliated associations that a new charter has been approved.

The regional vice-president and/or NSC will assist in identifying a religious or lay Vincentian spiritual moderator.

Documents that will aid the officers and members in formation as a forthcoming LCUSA association include: 1) the LCUSA Manual, 2) Vincentian Spirituality and Formation for Ladies of Charity, USA, and the 3) Association Reference Manual (ARM). All members are encouraged to read in the ARM Sections 1, 2 and 3. All manuals may be ordered by contacting the NCS or are available electronically at the LCUSA website aic.ladiesofcharity.us > For Members>Publications

At the initial meeting officers need to be elected. A description of the duties of officers is found in the Association Reference Manual (ARM), Section 1.

Begin drafting the association bylaws. Associations may be incorporated or not. It is recommended to consult legal advice concerning this question.

After obtaining the charter for the association:

An orientation meeting should be held for the charter members and prospective members as soon as possible. Your regional vice-president and Vincentian spiritual moderator/advisor can assist. The LCUSA Manual, Association Reference Manual (ARM), and the manual Vincentian Spirituality and Formation for Ladies of Charity, USA, all contain information suitable for this meeting.

Arrange for the first official meeting of the association and the solemn reception (installation) of the charter members. The instructions for installation ceremonies within or outside of the Mass are found in the LCUSA Manual, and in the Association Reference Manual (ARM).

Following the reception of members, a meeting of the association should be held. At this time a vote should be taken to approve the bylaws. The bylaws at this time may be approved by a majority vote. Any changes in the bylaws after the initial approval takes a 2/3 majority.

The meeting should begin and end with a prayer. Appropriate prayers may be found in the LCUSA Manual, and in the manual Vincentian Spirituality and Formation for Ladies of Charity, USA. It is appropriate to ask the Vincentian spiritual moderator/advisor to offer the prayer.

As soon as possible, request an employee identification number (EIN) from the Internal Revenue Service in preparation for applying for non-profit status as a 501c (3) for tax purposes Association Reference Manual (ARM), Section 1. It is recommended to seek legal advice concerning this question.

Maintaining complete, accurate, and up-to-date association records, especially fiscal records, is an essential association responsibility.

Preparation for a Board / General Meeting: Local Association

- Confirm that necessary arrangements have been made for space, refreshments, room arrangement, etc.
- Ensure that notification is sent to all members and the spiritual moderator and/or advisor specifying the date, time, and location. Stress the importance of attendance and participation in the business of the association.
- Prepare the agenda and send it electronically in advance of the meeting. Have copies of the agenda available at the meeting especially for the secretary.
- Begin (and end) the meeting on time.
- Begin (and end) the meeting with a prayer. Before the meeting know the person, who will be responsible for leading the prayers, i.e., a member, or the Vincentian spiritual moderator/advisor.
- Verify with the secretary whether there is unfinished business to be addressed at the meeting.
- Ensure that there is a clear assignment of responsibility of persons required to give reports.
- Do not allow committee work to be processed at the meeting. This happens more often at meetings of the board of directors. Committees should meet independently so that the chair of the committee is prepared to report to the board of directors or at a membership meeting.
- Ask that anyone planning to propose a motion should inform the president prior to the meeting and have the motion in writing for the secretary.
- Stress to members the importance of being recognized by the chair before speaking. Ensure that anyone wishing to speak has the opportunity.
- Ensure that proper parliamentary/businesslike procedures are followed, i.e., Parliamentary Procedures and Established Ethics (Robert's Rules of Order).

Parliamentary Procedures and Established Ethics for Board of Directors and General Meetings

Parliamentary procedure is the application of parliamentary law to the conduct of the business of an organization. Reading about parliamentary procedure makes it sound complicated and awkward. It provides guidelines for an orderly meeting and helps all present to understand what decisions have been made.

For members of the board of directors or for members of the association at the business section of a general meeting, the most important rule to remember is to wait to be recognized by the chair before you speak. Regardless of the type of meeting, the business protocol remains the same. A motion is made, discussion ensues and voting takes place.

The procedure for the handling of a motion:

1. First the chair must recognize the member. The member may raise her hand or in a large assembly, she may stand.
2. The member then states the motion by saying, "I move etc."
3. In order to be considered a motion, a proposal requires a second. Without a second, a motion may not reach the floor for consideration. If the chair does not hear a second, she may ask whether there is a second. If none is heard, the chair will say, "Since there is no second, the motion is not to be considered." (The exception to this rule of having a second is that a committee chair may make a motion on behalf of her committee, and that motion does not require a second.)
4. When the motion is seconded, the chair states the exact motion and then indicates the motion is open for discussion.
5. The maker of the motion is allowed to be the first person to speak to the motion if the maker cares to. Everyone wanting to speak should be allowed to do so before anyone may speak again. When the chair is satisfied everyone who wants to speak has spoken, then she may ask, "Are you ready for the question?" If there is no objection, she puts the question to a vote after she repeats the motion exactly as made. Before calling for the vote, she must make sure the members understand the effect of an "aye" or "no" vote. Usually, the vote is a voice vote, but can be by a show of hands or by ballot. The chair should call for the negative vote even though it may be obvious the motion has passed. The chair then announces the result of the vote. In announcing a voice vote the chair says, "The ayes have it and the motion is adopted" or "The noes have it and the motion is lost."
6. During the discussion of the motion a member may make a motion to amend the main motion. The procedure to amend is the same as the procedure for the main motion. The chair handles the amendment in the same way as the main motion. If the amendment is seconded, the chair announces the amendment will be discussed and voted before the main motion. If there is a second motion to amend the main motion during the

discussion of the first amendment, the procedure is the same as described above. Any amendment offered must be germane to the main motion or it is declared out of order. The rule for the vote is to vote in reverse order - the last amendment is discussed first and a vote is taken. After the vote is taken on amendments, the chair states the main motion as it reflects the vote on the amendments, and calls for a vote on the main motion.

ROBERT'S RULES OF ORDER

Source: <http://diphi.web.unc.edu/>

NOTE: Nothing goes to discussion without a motion being on the floor.

Obtaining and assigning the floor

A member raises hand when no one else has the floor

- The President recognizes the member by name

How the Motion is Brought Before the Association

- The member makes the motion: *I move that (or "to") ...* and resumes his seat.
- Another member seconds the motion: *I second the motion* or *I second it* or *second*.
- The President states the motion: *It is moved and seconded that ... Are you ready for the question?*

Consideration of the Motion

1. Members can debate the motion.
2. Before speaking in debate, members obtain the floor.
3. The maker of the motion has first right to the floor if he claims it properly Debate
4. must be confined to the merits of the motion.
5. Debate can be closed only by order of the assembly (2/3 vote) or by the President if no one seeks the floor for further debate.

The chair puts the motion to a vote

1. The President asks: *Are you ready for the question?* If no one rises to claim the floor, the President proceeds to take the vote.
2. The President says: *The question is on the adoption of the motion that ... As many as are in favor, say 'Aye'.* (Pause for response.) *Those opposed, say 'Nay'.* (Pause for response.) *Those abstained please say 'Aye'.*

The chair announces the result of the vote.

1. *The ayes have it, the motion carries, and ...* (indicating the effect of the vote) or
2. *The nays have it and the motion fail*

WHEN DEBATING YOUR MOTIONS

1. Listen to the other side
2. Focus on issues, not personalities
3. Avoid questioning motives
4. Be polite

HOW TO ACCOMPLISH WHAT YOU WANT TO DO IN MEETINGS

Source: <http://diphi.web.unc.edu/>

MAIN MOTION

You want to propose a new idea or action for the group.

- After recognition, make a main motion.
- Member: "Madame President, I move that _____."

AMENDING A MOTION

You want to change some of the wording that is being discussed.

- After recognition, "Madame President, I move that the motion be amended by adding the following words _____."
- After recognition, "Madame President, I move that the motion be amended by striking out the following words _____."
- After recognition, "Madame President I move that the motion be amended by striking out the following words, _____, and adding in their place the following words _____."

REFER TO A COMMITTEE

You feel that an idea or proposal being discussed needs more study and investigation.

- After recognition, "Madame President, I move that the question be referred to a committee made up of members Smith, Jones and Brown."

POSTPONE DEFINITELY

You want the membership to have more time to consider the question under discussion and you want to postpone it to a definite time or day, and have it come up for further consideration.

- After recognition, "Madame President, I move to postpone the question until _____."

PREVIOUS QUESTION

You think discussion has gone on for too long and you want to stop discussion and vote.

- After recognition, "Madam President, I move the previous question."

LIMIT DEBATE

You think discussion is getting long, but you want to give a reasonable length of time for consideration of the question.

- After recognition, "Madam President, I move to limit discussion to two minutes per speaker."

POSTPONE INDEFINITELY

You want to kill a motion that is being discussed.

- After recognition, "Madam President, I move to postpone the question indefinitely."

OR

You are against a motion just proposed and want to learn who is for and who is against the motion.

- After recognition, "Madame President, I move to postpone the motion indefinitely."

RECESS

You want to take a break for a while.

- After recognition, "Madame President, I move to recess for ten minutes."

ADJOURNMENT

You want the meeting to end.

- After recognition, "Madame President, I move to adjourn."

PERMISSION TO WITHDRAW A MOTION

You have made a motion and after discussion, are sorry you made it.

- After recognition, "Madam President, I ask permission to withdraw my motion."

CALL FOR ORDERS OF THE DAY

At the beginning of the meeting, the agenda was adopted. The President is not following the order of the approved agenda.

- Without recognition, "Call for orders of the day."

SUSPENDING THE RULES

The agenda has been approved and as the meeting progressed, it became obvious that an item you are interested in will not come up before adjournment.

- After recognition, "Madam President, I move to suspend the rules and move item 5 to position 2."

POINT OF PERSONAL PRIVILEGE

The noise outside the meeting has become so great that you are having trouble hearing.

- Without recognition, "Point of personal privilege."
- President: "State your point."
- >"I Can't Hear"

COMMITTEE OF THE WHOLE

You are going to propose a question that is likely to be controversial and you feel that some of the members will try to kill it by various maneuvers. Also you want to keep out visitors and the press.

- After recognition, "Madame President, I move that we go into a committee of the whole."

POINT OF ORDER

It is obvious that the meeting is not following proper rules.

- Without recognition, "I rise to a point of order," or "Point of order."

POINT OF INFORMATION

You are wondering about some of the facts under discussion, such as the balance in the treasury when expenditures are being discussed.

- Without recognition, "Point of information."

POINT OF PARLIAMENTARY INQUIRY

You are confused about some of the parliamentary rules.

- Without recognition, "Point of parliamentary inquiry."

APPEAL FROM THE DECISION OF THE CHAIR

Without recognition, "I appeal from the decision of the chair."

Rule Classification and Requirements

Standing Rules		Requirements to Adopt
Class of Rule		
Charter		Adopted by majority vote or as proved by law or governing authority
	Modified Roberts Rules of Order	Adopted by membership
Bylaws		Previous notice & 2/3 vote, or a majority of entire membership
Special Rules of Order		

Majority vote

Requirements to Suspend

Cannot be suspended

Adopted in bylaws

Cannot be suspended

2/3 Vote

Can be suspended for
session by majority vote
during a meeting

2/3 vote

INSTALLATION OF NEW MEMBERS WITH MASS

A reception of new members should be held at least once a year, and if possible, should take place in a church or chapel during a Eucharistic celebration. In the sanctuary there should be a small table for the holy water, crucifixes, LCUSA pins, manuals and certificates.

***Note:** The crucifixes, crosses LCUSA Manuals, LCUSA pins and certificates need to be ordered in advance from the National Service Center (NSC). Allow 2 weeks. Supply order form is in the “Forms” section of this manual.*

After the homily, the names of the ladies to be received should be read aloud. A short talk may be given. The priest then blesses the crucifixes, pins and manuals saying:

V. Our help is in the name of the Lord.

R: **Who made heaven and earth.**

V. The Lord be with you.

R. **And with your spirit.**

V. Let us pray:

O Lord Jesus Christ, you are our Redeemer and the example of love with which you wish to inflame our hearts. Bless these signs of our redemption. May they remind us of the fidelity we promise today, to see and service Christ in the poor. We ask this through the intercession of St. Vincent de Paul, St. Louise de Marillac and St Elizabeth Ann Seton.

R. **AMEN**

After the Blessing, the priest gives a crucifix to each lady saying:

V. Receive the image of the Son of God, Model of Charity. May your glory be in the Cross of Jesus Christ!

The new member reverences the crucifix as she receives it. The association president then presents to each a LCUSA Manual. They may also be given a pin and certificate.

All Pray the Act of Consecration

Lord Jesus, we recall your words: *“I was sick and you visited me, hungry and you gave me food, thirsty and you gave me drink; I was naked and you clothed me, poor and you comforted me.”* As a response to your invitation, we come today to consecrate ourselves to you in the service of those who are victims of poverty in its many forms.

In the spirit of St. Vincent de Paul, we desire to be a reflection of your loving compassion and of your tender mercy. Mindful of those who suffer many injustices we will reach out to them

in loving service.

Mary, our mother, we ask you to beg your divine Son to make us worthy to carry the light of his teachings and the comfort of his love to those who are lonely, who are sick or who in any way suffer the sting of poverty.

St. Vincent de Paul, our founder and model, obtain for us the virtues of humility, simplicity and charity, and your ardent zeal for souls. May we continue to share in your work here on earth and joy of glory in heaven.

After the Act of Consecration, the presiding priest says:

V. May the Lord bless you in all your ways.

R. Now and forever.

V. Our help is in the name of the Lord.

R. Who made heaven and earth.

V. Lord hear my prayer.

R. And let my cry come unto you.

V. The Lord be with you.

R. And with your spirit.

V. Let us pray:

O God from whom all charity flows, to know you is to live, and to serve you is to rule. We beg you to guide us in faithfully observing your law of charity. With your help, may we serve the poor and receive the reward you have promised to those who follow you in the way of love for suffering humanity.

O Lord Jesus Christ, enlighten us, your servants so that we may know you, the true light of the world and love you in perfect charity.

R. AMEN

The presiding priest gives his blessing to the new members:

V. May the blessing of our Lord, Jesus Christ, be upon you and remain forever. In the name of the Father and of the Son and of the Holy Spirit.

R. AMEN

At this time the Eucharistic Celebration continues.

INSTALLATION OF NEW MEMBERS OUTSIDE OF MASS

If a priest is not available to celebrate Mass the Installation Ceremony may be conducted by the Vincentian spiritual moderator if one is available; otherwise, the current association president may preside. If possible, the regional vice-president may also preside.

Note: *A priest must bless the crucifixes and pins ahead of time. The LCUSA crucifixes, Manuals, pins and certificates need to be ordered in advance from the National Service Center (NSC). Allow 2 weeks. Supply order form is in the "Forms" section of this manual.*

Ceremony Sequence

1. **Opening Hymn:** "Whatsoever You Do" or any hymn decided by the Vincentian spiritual moderator and /or the president that is appropriate to the spiritual and corporal works of mercy. The words should be printed in the program booklet so all members can participate.

2. **First Reading:** Any reading appropriate to the Ladies of Charity mission. Example: The story of the Good Samaritan from St. Luke 10:29 – 37;
Letter of St. John 4: 7-14; Letter of St. James 2: 14-26;
Gospel of St. Matthew 6: 1-4 or 25.

3. **Second Reading:** Anything appropriate for the occasion.

4. **Prayer Petitions:** Should be written for the occasion by whomever the Vincentian spiritual moderator and/or current association president chooses.

5. The **Induction Ceremony** is conducted by the Vincentian spiritual moderator, the current association president and/or the regional vice president (along with assistance from another member of the association if needed). The crucifixes should be displayed on a decorated tray and blessed ahead of time by a priest. LCUSA pins, manuals and certificates should also be present.

- The names of the candidates are called one at a time or all of the candidates come forward together after their names are announced.
- Subsequently, the ceremony continues as follows: the crucifix is either given to the candidate or placed over the candidate's head, as the presider says:

"Receive the image of the Son of God, model of charity. May your glory be in the cross of Jesus Christ".

The candidate then reverences the crucifix.

If the installation proceeds individually, the new member then moves to a second person assisting with the ceremony who presents the new member with a Manual of the Ladies of Charity of the United States of America ®, a LCUSA

pin and certificate.

If the installation proceeds as a group, the new members wait until all have received and venerated the crucifix, then the second person assisting with the ceremony would present each new member a copy of the Ladies of Charity Manual.

7. Act of Consecration After the newly installed members return to their seats, all Ladies of Charity present stand and recite the "Act of Consecration" which is found on page 20 in the Ladies of Charity Manual or use the one below.

Act of Consecration

“Lord Jesus recalling Your words, ‘I was sick and You visited me, hungry and You gave me food, thirsty and You gave me drink. I was naked and You clothed me, poor and You comforted me,’ we consecrate ourselves to You today, in the Spirit of St. Vincent de Paul, to the service of the poor whom from this time on we will consider our masters.

Your bounty, O Lord, has placed us in a position to dry many tears, to soften many sorrows and to solace much suffering. With You and through You we desire to be dispensers of Your spiritual and temporal treasures to the poor and suffering.

O Mary Immaculate, our Mother, your Divine Son made us worthy to carry the light of His love to the hearts and the homes of the poor.

St. Vincent de Paul, our Founder and Father, obtain for us the virtues of humility, simplicity and charity and your ardent zeal for souls. Thus, sharing in your work in this life may we also come to share your glory in heaven. Amen.”

7. Presider recites: Let us pray. O God, from whom all charity flows, to know You is to live and to serve You is the rule. We beg You to guide us in faithfully observing Your law of charity. With Your help may we who serve the poor receive the reward You have promised to those who follow You in the way of love for the suffering humanity.

O Lord Jesus Christ enlighten us, Your servants, so that we may know You the true light of the world and love You in perfect charity.”

8. Closing Prayer (Altogether): May the blessing of Our Lord Jesus Christ be upon us and remain with us forever. In the name of the Father and of the Son and of the Holy Spirit Amen.

9. Closing Hymn (Examples): How Great Thou Art & Let There Be Peace On Earth.

INSTALLATION CEREMONY FOR ASSOCIATION OFFICERS

The installation ceremony for association officers may be conducted at Mass or outside of Mass. If outside of Mass, the installation ceremony may be conducted by the Vincentian spiritual moderator, if one is available; otherwise, the current association president may preside. If possible, the regional vice-president may also preside.

Priest or Presider: Our help is in the name of the Lord.

Officers Respond: Who made heaven and earth.

Priest or Presider: The Lord be with you.

Officers Respond: And with your Spirit.

Priest or Presider: You have been elected as officers to lead your association for the next two years. Recalling St. Paul's words that there is a variety of gifts but always the same Spirit, and reflecting in your heart on the gifts you have been given, will you willingly share those gifts for the building up of your association and the Ladies of Charity of the United States of America practicing the virtues of humility, simplicity and charity which are characteristic of all Ladies of Charity?

(Officers Respond: WE WILL)

President: _____ Just as Christ is the light of the world, so shall you light the way of the national organization, LCUSA. (*Light candle*). Will you preside at meetings of LCUSA, leading and guiding to the best of your ability?

(President Responds: I WILL)

Vice-President: _____ Just as Christ is the light of the world, so shall you light the way of LCUSA. (*Light candle*). Will you support and assist the president, preside at meetings in place of the president, if needed, and observe and plan for your term of office as president?

(Vice-President Responds: I WILL)

Recording Secretary: _____ Just as Christ is the light of the world, so shall you light the way of LCUSA. (*Light candle*). Will you keep an accurate record of all meetings to the best of your ability?

(Recording Secretary Responds: I WILL)

Treasurer: _____ Just as Christ is the light of the world, so shall you light the way of LCUSA. (*Light candle*). Will you act as custodian of the funds of LCUSA, reporting accurately on the use of these funds at each meeting to the best of your ability?

(Treasurer Responds: I WILL)

Priest or Presider: With the honor bestowed upon you is the responsibility to serve others. Having stated that you are ready to assume the challenges of the next two years may you be mindful of the mission of the Ladies

of Charity to provide Vincentian leadership to women acting together against poverty and may you serve the needs of the poor in the spirit of our founders, St. Vincent de Paul and St. Louise de Marillac. May your journey be smooth as you walk the path traveled by those who preceded you and mindful of the gifts in our lives may you have the courage to seek out ways to continue to serve our brothers and sisters in need. May God, whose love is never ending, guide you always with his gentleness and may each of you experience the peace, joy and love of God in your hearts

(Officers Respond: AMEN)

Priest or Presider: May the blessing of our Lord, Jesus Christ, be upon you and remain with you forever. Go in peace to love and serve the Lord. In the name of the Father and of the Son and of the Holy Spirit.

(Officers Respond: AMEN)

GUIDE FOR REPORTING HOURS FOR VOLUNTEER ACTIVITIES

In the 21st century, as Ladies of Charity we seek ways to continue the mission of St. Vincent de Paul and St. Louise de Marillac by partnering with the poor and marginalized, especially women and children, and others in works of charity and justice. This means not only meeting corporal and spiritual needs but also advocating to change systems that have contributed to someone's personal situation.

Volunteer activities may be undertaken directly through hands-on care and support, e.g., providing food, clothing, shelter, emergency financial assistance, emotional support or counseling, etc.; or indirectly through activities which help to sustain the overall LCUSA mission, e.g., stocking pantry shelves, sorting donated clothing, fundraising, seeking education commensurate with LCUSA's mission, advocating for those less fortunate by writing to your legislators, serving as an officer of your association or on a diocesan or national board, etc. Fundamental to our responsibilities as Catholic women, activities which support the mission of our faith through our parishes and the diocese may be counted.

Activities may be undertaken with other association members or independently; with those being served; in collaboration with other Vincentian Family members or Catholic organizations; or in collaboration with individuals or organizations who share a similar mission. Volunteer activities may also be undertaken on a local, national or international basis.

Preparation for volunteer activities, i.e., phone calls, emails, etc. and travel time to and from the activities should also be tallied.

A guide for your review follows. Should you be uncertain if an activity qualifies, the National Service Center (NSC) or your regional vice president is available to answer any questions. This list not meant to be comprehensive but rather a guide to help association members assess volunteer hours spent in service and whether they qualify as Ladies of Charity activities.

GUIDE FOR LCUSA VOLUNTEER ACTIVITIES

Advocacy and Systemic Change

Advocating publicly for the poor to achieve basic social, economic and political rights, i.e., writing legislators, serving on policy-making committees, attending town hall meetings

Educating association members and others to learn more about challenges facing the poor and vulnerable, i.e. domestic violence, human trafficking, etc.

Gathering data to be used by policy makers

Signing up to receive email updates on current issues, i.e., CapWiz, justiceforimmigrants.com, Voice of the Poor, etc.

Supporting systemic change projects through leadership and education, job placement, funding, creative activities, etc.

Collaboration with the Vincentian Family and Other Organizations, i.e., Catholic Charities, Daughters of Charity, Sisters of Charity, Vincentian priests, St. Vincent de Paul Society

Attending local and national meetings and conferences

Serving as an officer of a conference, council, or committee

Serving on a diocesan or national board

Supporting fundraising activities

Community Service

Bingo

Caregiving, i.e. laundry, bathing, socializing, meal preparation, respite care

Clothes closet

Community health & awareness, i.e., low-income clinics, health fairs, home visits

Crisis ministry

Emergency assistance, i.e. for shelter, utilities, other

Food box deliveries

Food preparation, i.e. soup kitchens, AIDS Hospice

Holiday gift baskets

Jobs Search

Managing food pantry

Meals-on-Wheels

Mentoring

Preparing layettes

Prison ministry

Reading enrichment

Restorative justice programs

Resume writing

Sewing/knitting/crocheting clothing or gift items

Shelters, i.e., for women and children; the homeless

Shopping for special needs items

Shopping, i.e., for seniors, the disabled

Supporting veteran's needs

Thrift shops

Transportation

Tutoring and literacy programs, i.e., Project

Graduation

Visiting the sick or infirmed, i.e., hospitals,

hospice, retirement/nursing homes, day care centers

Fundraising Activities

Auctions
Bake or bake-less sales
Bingo
Boutique/Holiday Mart
Calendar Sale
Card Party
Consignment Sale
Cookbook Sale
Designer Show House
Donations outreach, i.e., local/national businesses
Garage sale
Grant-writing
Memorials
Raffles
Style show
Thrift store
Walking Events

Local Activities

Attending the national assembly
Attending general or executive board meetings
Donating grants and scholarships locally/nationally
Installation ceremony of new board members or general members
Learning about our Vincentian Heritage, i.e., LCUSA & FAMVIN websites, etc.
Learning about the first Ladies of Charity, i.e., LCUSA & FAMVIN websites, etc.
Participating in association volunteer projects
Phone calling and emailing
Preparing agendas, reports, minutes, presentations, newsletters, mailings, etc.
Serving as an officer
Serving on the diocesan or LCUSA national or AIC board
Signing-up on the LCUSA Facebook page
Signing-up to receive announcements from the LCUSA website
Twinning with underprivileged countries
Using the LCUSA website as a resource

Parish/Diocesan Activities

Church care, altar society, sacristan
Eucharistic minister, lector, choir member, parish office volunteer
Marriage/baptism preparation; CCD program
Parish fundraising, i.e., church fairs, boutiques, rummage sales
Parish home visits
Prayer groups
Receptions, i.e., memorial/funeral reception, First Holy Communion, Confirmation
Serving on parish or diocesan council or committees
Special parish committee member

Spiritual Activities

Association Mass
Celebrating Vincentian feast days
Collaborating with the spiritual moderator/advisor
Eucharistic Adoration
Pilgrimages
Prayer at meetings
Praying Novenas
Prayer services
Praying the rosary
Preparing spiritual reflections
Retreats/Days of Reflection
Spiritual book reading and reflection
Spiritual meditation

Local Association Support of National Assembly

Overview

The Ladies of Charity from across the United States gather annually in September for a National Assembly. *“Because it is very useful for all holy communities to meet together from time to time in some appropriate place to treat their spiritual advancement and ... to treat the matters that concern the good of the poor and the maintenance of said confraternity.”*
(St. Vincent de Paul, *Rule of the Confraternity of Charity of Châtillon*, November 1617).

Following the teaching of our founder St. Vincent de Paul, we gather to:

1. provide unity and cooperation among the associations of the Ladies of Charity
2. animate the Catholic and Vincentian spirit by sharing our rich history, tradition, and prayer;
3. develop leadership, management and governance skills to assure best practices in the associations;
4. encourage the activities of the associations in charity, education and advocacy, individually and in collaboration with the Vincentian family to achieve systemic change;
5. advance our understanding of poverty.

The Assembly is held usually in a location where a local association resides to assist the National Assembly Committee in sponsoring the event. In the spring (April/May) information regarding the Assembly will be sent electronically to the association presidents to disseminate to the association membership.

Attendance

Members are encouraged to:

- *register for the Assembly early* (usually before August 1). Registration may be done on-line at the LCUSA website (<http://www.aic.ladiesofcharity.us>) or by mail to the National Service Center (NSC). Please encourage members to attend. Registration may occur after this date pending availability, but a late fee may be incurred.
- *make hotel reservations early* (by June 1 is recommended) to insure room availability at the assembly-negotiated rate.
- *make Assembly-sponsored tour reservations early.*

Scholarships

Scholarships are available to facilitate members of associations who might otherwise be unable to attend. Scholarship information is sent to the association presidents in the early spring along with guidelines. Read the guidelines carefully. Encourage members to apply. Applications are to be handled *confidentially*. Completed scholarship applications are submitted by the association president to the regional vice president *by June 1*.

Program Ad

Associations are asked to sponsor a program ad for the Assembly booklet. Information will be included in the Assembly registration packet including to whom the completed ad is to be sent. Work with your association to

develop a program ad and seek help from the regional vice president or the NSC as needed. The deadline for the submission may vary; associations are asked to adhere to any requested deadline. If unable to meet this deadline but planning to submit an ad, contact the person who is handling the program ads for the Assembly, the regional vice president, or the NSC.

Fundraising Activities

To offset assembly expenses, the sponsoring local association will arrange a fund-raising activity and request the national associations to help contribute, i.e., silent auction. Associations are asked to take care to adhere to any requested deadline.

Delegates (in voting years)

Association presidents will receive a delegate appointment form in early May to name the association’s voting representatives (dues-paying members) who will be attending the Assembly. The national board member in charge will subsequently return to each association in August a credentialing letter confirming the delegates who will have voting privileges. The number of voting delegates for an association depends on the number of dues-paying members in overall membership:

Association Membership

5 - 149	2 delegates
150 - 299	3 delegates
300 - 499	4 delegates
500 – more	5 delegates

AN INVITATION TO THE CALL OF THE SPIRIT:

ASSOCIATION SPIRITUAL DEVELOPMENT, SPIRITUAL MODERATOR ROLE, TRAINING AND COMMISSIONING

An introduction: Ladies of Charity Vocation and Spirituality:

Ladies of Charity, through some event or some person, received an invitation to answer a call of the Spirit within their own baptismal call when they become a member. It was the service that frequently attracts many to join. However, this is only the beginning event that attracts or influences someone to commit to this call. In time a Lady of Charity becomes a disciple of St Vincent de Paul and St. Louise de Marillac who were “persons of action to relieve the suffering, the misery of those living in poverty, ” shaped by the example of these two saints who modeled their lives after Christ of the Gospels. They both had a fierce energy which made them passionate to relieve these people in whom they saw the face of Christ. Knowing they could not address the overwhelming need of these people sought others to assist, in realizing the need to address this poverty, Vincent saw the urgency and necessity of the Ladies of Charity in his time. To his brother priest, he said “Love God ... with the force of our arms and the sweat of our brows (Conferences to the Vincentian Priest, Conference 22. However, it is not sufficient to serve those living in poverty, **but like their founders, the Ladies of Charity must be rooted in God, anchored in Him by embracing the same spirituality and living a life of prayer.**

Vincentian spirituality is “what” St. Vincent taught us after his experiences drew him closer to those living in poverty. His encounter with them led him to encounter Christ more deeply. He led his followers to the marginalized and in doing so led them to Christ because he wanted them to find Christ in them. For him, those in poverty are *sacraments*. The Vincentian charism is “how” St. Vincent asked us to care for those who need us most because if looked upon those living on the margin of society as *sacraments*, then to reflect on this encounter with Christ and the poor one must strive to grow in charity, humility and simplicity.

Vincent was attentive to and inspired by many spiritual leaders of his day, embracing aspects of their spirituality but he remained an independent thinker and did not confine himself to a single director or school of spirituality. He adapted aspects of their spirituality and often modified their teachings. His originality was not in matters of theory **but in life and in experience**. Vincent discovered God in the EVENTS OF HIS LIFE. These experiences confirmed his doctrine and explain the radical source of the dynamism that was his life. From 1613 to 1617 his significant experiences opened up a deliberate pattern of life by which he lived, paying close attention to events and even closer attention to the people who gave meaning to the events.

As these events drew him closer to Christ, and purified by grace and struggle, he begged God to help him interpret their meaning and made a response. He moved from discernment to action, to seeking God, and to

finding God in his actions. This was the energizing vision or driving force for Vincent, leading to self-transcendence.

Vincent de Paul taught us that we were to be the humble servants to the poor. Not only was Vincent convinced of this but also believed the poor are our judges because they can condemn us or save us: “Come, you who are blessed by my Father [...] For I was hungry and you gave me something to eat, I was thirsty and you gave me something to drink” (Mt 25:34-35). Vincent de Paul found that people living in poverty are far more than the beneficiaries of our services – they are the present-day crucified Lord who we love and serve in both affective and effective ways. Add on the last part of this quote

His spirituality was for all and he especially found God in his service to those who were poor...this became *the training ground* for holiness for himself and for his [followers](#).

Short Biographies of our Vincentian Saints and USA foundress Catherine Harkins can be found in the *Manual of the Ladies of Charity of the USA* in the *Vincentian Spirituality and Formation for the Ladies of Charity*

The Spirit and Principal Virtues of the Ladies of Charity

The Ladies of Charity Association Meeting to follow the desire of our two founders should begin with both prayer and reflection

The Lady of Charity Prayer:

My God, I humbly beg you to make me an instrument of your love.

Give me the grace of performing all my actions to help my neighbor with charity, humility and simplicity.

It is my hope, Lord that fidelity in the practice of these virtues may obtain the reward which you have promised to those who serve you in the person of the poor.

More detail about the Spiritual Life of the Ladies of Charity, including, Prayer, The Eucharist, Devotion to Mary, Vincentian Discernment and Apostolic Reflection (reflecting on our experiences of service with those living in poverty) can be found in the *Vincentian Spirituality and Formation for the Ladies of Charity* document, Chapter 3, pages 25 -38

Resources to deepen your Vincentian spirituality and practices can be found at

<http://famvin.org/english/> and

“Vincentian Spirituality and Formation for the Ladies of Charity Manual “(*given to commissioned Spiritual Moderators*)

Suggested Spiritual Activities

- Daily

Live, work, and pray the Vincentian Way, so your love will be both affective and effective. The Christ of St. Vincent lives in the person of the poor -- He continues to suffer in them. Because of this identification with Christ, St. Vincent taught that the poor are our "lords and masters". Christ is characterized by five virtues: Simplicity, Humility, Meekness, Mortification, and Zeal.

- Every Monday

All Ladies of Charity are asked to pray every Monday at 9:00 a.m. for the members of her Association, for all LCUSA members, for all AIC volunteers and for the success of their works.

Resources to deepen your Vincentian spirituality

The Servicette

Read the *Servicette*. Reflections written by our Spiritual Leaders are often published. Articles can be found on our rich Vincentian heritage and are a source of inspiration and information as well. Published and mailed by LCUSA twice per year, current and back copies can be accessed on line as well.

<https://aic.ladiesofcharity.us/servicette/>

Ladies of Charity USA Website <http://aic.ladiesofcharity.us>

AIC Publications

Twice a year AIC publishes the *Training Booklets* and the *Spiritual Reflections* with different topics. In several languages <https://www.aic-international.org/en/publications/training-booklets/>

The Vincentian Family Online: FAMVIN

The World-Wide Vincentian Family offers articles, news other resources to deepen your spirituality and to inform you. Available in several languages. <https://famvin.org/en/>

Vincentian Studies Institute of the United States (VSI)

The **Vincentian Studies Institute of the United States**, founded in 1979, is sponsored by the ten provinces of the [Congregation of the Mission](#) (the Vincentians) and the Company of the [Daughters of Charity](#) in the United States. The Institute's mission is to promote a living interest in the historical, spiritual and charitable heritage of the Vincentian family in following Jesus Christ, the Evangelizer of the Poor and the source and model of all charity, under the patronage of [St. Vincent de Paul](#), (1581-1660) and [St. Louise de Marillac](#), (1591-1660). The Institute is now sponsored by DePaul University and is part of the university's Office of Mission and Values.

Highlights of the Vincentian Calendar

January 1	Mary, Mother of God
January 4,	Elizabeth Ann Bayley Seton
January 25	Foundation of the Congregation of the Mission
February 7	Feast of Blessed Rosalie Rendu, D.C., Sep 9, 1786 - 1856
February 10	St. Louise de Marillac declared Patroness of Social Workers - 1960
March 11	Canonization of St. Louise de Marillac
March 14	Elizabeth Ann Seton converts
March 18	Rosalie Rendu presented with Legion of Honor Medal by Napoleon III for her service to the poor.
March 25	Annual Renovation of Vows for the Daughters of Charity Elizabeth Ann Seton makes vows for one year Union of the Sisters of Charity of Saint Joseph's (Emmitsburg) and the Daughters of Charity
April 11	"Pacem in Terris" John XXIII- 1963
April 16	St. Vincent de Paul proclaimed "Universal Patron of Works of Charity" by the pontifical brief "Cum Multa" of Pope Leo XIII on May 12, 1885.
April 17	The foundation date of the first establishment of the Congregation of the Mission, Bons Enfants, Paris
April 23	Frederic Ozanam's birthday Foundation of the Society of St. Vincent de Paul -
April 24	Birthday of St. Vincent de Paul - 1581
April 25	Memorial of the Translation of the Relics of St. Vincent -
May 2	Birthday of St. Catherine Labouré - 1806 (Pronounces vows for the first time)
May 4	Feast of St. Monica, Louise de Marillac makes a vow of widowhood -
May 9	Solemnity of St. Louise de Marillac

May 17	St. Vincent de Paul gives the community a copy of the Constitutions and Rules of the Congregation of the Mission
May 25	Blessed Rosalie Rendu enters the Daughters of Charity in Paris
May 27	St. Francis Regis Clet, CM beatified by Pope Leo XIII
May 28	Catherine Labouré beatified by Pope Pius XI
June 2	Pope John Paul II canonizes John Gabriel Perboyre, C.M., first missionary to China to be canonized - 1996
June 4	St. Louise received "Light" of Pentecost
June 16	Pope Clement XII canonizes St. Vincent de Paul - 1737
June 30	First 2000 Miraculous Medals are delivered to Father Jean-Marie Aladel, C.M.,
July 6	Baptism of Marguerite Naseau, considered the first Daughter of Charity by Vincent de Paul -- 1594
July 8	Miraculous Medal Association approved by Pope St. Pius X
July 9	St. Francis Regis Clet
July 18	First Apparition to St. Catherine Labouré
July 19	Vows pronounced for the first time by Elizabeth Ann Seton and 17 other Sisters of Charity of St. Joseph's who adapted the vow formula of the Daughters of Charity. - 1813
July 31	Foundation by Saint Elizabeth Ann Seton of the Sisters of Charity of Saint Joseph's at Emmitsburg, MD
August 4	The National Shrine of Saint Elizabeth Ann Seton, Emmitsburg, MD, USA, becomes a basilica – 1991
August 12	Birth of St. Louise de Marillac - 1591
August 15	Assumption of Mary
August 23	Foundation of the First Confraternity of Charity at Chatillon-les-Dombes - later the AIC - 1617
August 28	Birth of Elizabeth Ann Bayley, the future St. Elizabeth Ann Seton, in New York - 1774
September 8	Death of Frederic Ozanam - 1853
September 9	Birth of Sr. Rosalie Rendu, DC – 1786 Feast of Blessed Frederic Ozanam
September 11	St. John Gabriel Perboyre, C.M. Priest and Martyr +1840
September 14	Elizabeth Ann Seton canonized - 1975

- September 23** Vincent de Paul Ordained a priest - 1600
- September 27** Feast of St. Vincent de Paul who died on this date - 1660
- October 1** Canonization of St. Francis Regis Clet - CM 2000
- October 17** Anniversary of Louise de Marillac's consecration of the Little Company to Blessed Mother at Chartres, 1644
- International Day for the Eradication of Poverty
- October 27** Establishment of the Federation of the Sisters of Charity in the Vincentian and Setonian Tradition - 1947
- November 27** Feast of Our Lady of the Miraculous Medal - Rue du Bac
- November 28** Feast of St. Catherine Labouré
- November 29** Foundation of the Company of the Daughters of Charity,
- December 1** SCN Sisters of Charity of Nazareth Founded
- December 7** "Gaudium et Spes" Vatican II - 1965
- December 8** Feast of the Immaculate Conception
- Canonical approval of the Confraternity of Charity (Ladies of Charity) in 1617 in France
- First group of the Ladies of Charity in the United States begins at St. Vincent's Church in St. Louis - 1857
- Society of St. Vincent de Paul chooses the feast of the Immaculate Conception as one of its four feast days
- December 12** Feast of Our Lady of Guadalupe
- December 19** Pope John XXIII declares Elizabeth Ann Seton Venerable -
- December 25** Christmas Day
- December 31** Death of Catherine Labouré, D.C. – 1876

VINCENTIAN SPIRITUAL MODERATOR PROGRAM

(REVIEWED 2/25/2022)

Explanation and some History of the Vincentian Spiritual Moderator Program

The Ladies of Charity in 2017, the 200th Anniversary of the Foundation of the Ladies of Charity – desired to **reclaim the original spirit** of the first group of women, called at that time Confraternities of Charity to provide **both service and work** at their own personal spiritual growth.

Some History:

One year prior to this celebration The National Spirituality Committee in 2016 created a formation program to form Vincentian Spiritual Moderators (VSM) in our local Associations.

- ✓ Statistical reports submitted in 2015, of our fifty-seven US Associations,
only 68% reported the name of a Vincentian Spiritual Moderator or Advisor
35% of these were nominally members of the Vincentian family.
- ✓ A pilot program took place in September of 2016 after the National Assembly.

The role of the Vincentian Spiritual Moderator is critical to the formation of Ladies of Charity for the 21st Century Ladies of Charity organizations. The basic and specific feature of the Vincentian charism is the personal meeting with the poor in their own environments, which demands serious and continuing formation based on and nurtured by a personal relationship with Jesus Christ.

Focus of the ministry "finding God in the person of the poor." differentiates our service. LCUSA also has a unique emphasis of "women ministering to women and children." In order for its members to accomplish these goals, prayer and collective reflection must support their efforts. **PRAYER AND REFLECTION** must be a part of EVERY MEETING.

Goals:

The goals of the Vincentian Spiritual Moderator Formation program are:

1. To clarify the importance of the role and responsibilities of the Vincentian Spiritual Moderator (VSM).
2. To provide consistency across the Local Associations throughout the USA.
3. To provide education and resources on Vincentian spirituality, history, tradition and charism.
4. To encourage lay women to assume the role of VSM, role previously held by Daughters or Sisters of Charity, primarily AND other women religious in some locations.

Moderator Training Program:

The annual program begins with approximately an eight-hour educational/formation program. From 2016 through 2019, the program followed the LCUSA National Assembly. The lay candidates for this program are recommended by the President of the local association and the VSM (Vincentian Spiritual Moderator) if there was one leaving the position. The candidate is given the position as "acting" Vincentian

Spiritual Moderator, if there is a vacancy in the Association, or works closely with the VSM. Scholarships to the Assembly, the costs of travel, one night in the hotel and meals during the program, along

with materials were covered by LCUSA until COVID struck us. Grants or donations were secured for this purpose. (\$10-15,000 average annually). Due to COVID, a program was not held in 2020.

The 8-hour program is followed by one year of mentoring by an experienced Daughter of Charity, a Sister of Charity or commissioned Lay Woman who already has completed the Formation Program. Generally, the candidate and the mentor met by phone monthly. During this “mentoring” year, the Spirituality committee convene a joint phone or zoom call with all mentors and candidate’s midpoint in the year and at the end of the year to share experiences, respond to questions and to “check-in” to the experience.

After the “mentoring” year, the president of the local organization and the candidate’s mentor are asked to recommend the candidate for certification. Once the candidate is recommended by the President, they are then commissioned in a ceremony at the next General Assembly and receive a certificate verifying that they have met the requirements of the program.

In November, 2021, the program was offered virtually through ZOOM.

As we progressed, we recognized that to achieve our second goal of consistency across all the associations, we could welcome religious/ordained persons into the educational program as the Religious person assumed/continued her/his duties as a VSM.

In 2018 we welcomed several Religious into the program and they have become certified VSMs. We hope that each formed VSM will become responsible for teaching parts of this program as a Vincentian Orientation for new members in her Association.

A copy of the **Vincentian Spiritual and Formation Handbook for Ladies of Charity** which includes Vincentian history, spirituality and characteristics of a Lady of Charity and the Vincentian charism is given to participants along with other handouts. Copies of this formation book are available at the National Office in print (\$15.00) and is also on line. <http://aic.ladiesofcharity.us/vincentian-spirituality-formation-book-lcusa/>

LCUSA hopes to transform attitudes on two levels.

First, in 1617 Vincent laid down common rules for the Confraternities of Charity: He desired members to:

- model their lives after Jesus Christ,
- imitate Jesus in his boundless Gospel-based love, serving with affective and effective love in an organized and efficient way in a spirit of humility, simplicity, and charity.

Secondly, LCUSA supports the efforts of the Vincentian Family to effect systemic change. Systemic change is never a quick fix, but is creative, practical and sustainable, addressing discrimination and injustice and also hopes local organizations will collaborate with others who can help them to serve those living in poverty affectively and effectively.

LCUSA wants to reclaim this two-fold purpose.

Highlights of the Program

Introduction to AIC and LCUSA in the Church Today

Vincentian Saints – Vincent, Louise, Elizabeth Ann Seton

The Vincentian Family

The History of the Ladies of Charity both in France as well as here in the United States

Skills for The VSM in both facilitating prayer and reflection at meetings

Explanation of the mentoring program

Commissioning Ceremonies for Vincentian Spiritual Moderators

VERSION 1

COMMISSIONING CEREMONY FOR VINCENTIAN SPIRITUAL MODERATORS (Used at the National Assembly)

LEADER: We are gathered here today to recognize and commission 9 women who have been formed as **Vincentian Spiritual Moderators** for their local associations of Ladies of Charity. They have participated in an 8-hour formal Vincentian formation program, and have been individually mentored during the past year as they assumed the role of Vincentian Spiritual Moderator. While recognizing that formation is ongoing, today we honor their commitment and formally commission them as Vincentian Spiritual Moderators for the Ladies of Charity, USA.

SCRIPTURE READING: 1 Cor. 12: 4-11

There are different gifts but the same Spirit; there are different ministries but the same Lord; there are different works but the same God who accomplishes all of them in

everyone. To each person the manifestation of the Spirit is given for the common good. To one the Spirit gives wisdom in discourse, to another the power to express knowledge. Through the Spirit one receives faith; by the same Spirit another is given the gift of healing and still another miraculous powers. Prophecy is given to one; to another power to distinguish one spirit from another. One receives the gift of tongues, another that of interpreting the tongues. But it is one and the same Spirit who produces all these gifts, distributing them to each as he wills.

LEADER: We thank God that these women have accepted the gift to be Vincentian Spiritual Moderators for their local associations of Ladies of Charity. We call them now to come forward to receive their Certificate of Completion of the formation program.

Insert names of candidates

LEADER: Let us extend our hands over these women as we send them forth in the words St. Vincent used when sending St. Louise de Marillac on her first mission to the Confraternities of Charity:

“Go therefore, Ladies. Go in the name of Our Lord. I pray that His Divine Goodness may accompany you, be your consolation along the way, your shade against the heat of the sun, your shelter in rain and cold, your soft bed in your weariness, your strength in your toil, and finally, that He may bring you back in perfect health and filled with good works.”

Letter to St. Louise, May 6, 1620

Amen

VERSION 2

COMMISSIONING CEREMONY FOR VINCENTIAN SPIRITUAL MODERATORS

Opening Song:

Leader: As we gather to commission (Name) as the Vincentian spiritual moderator for (association name), let us ponder these words from the Manual of the Ladies of Charity

which call us to journey together towards holiness...

Reader One: “The Ladies of Charity are aware of the suffering, injustices, poverty and violence which degrade men and women. ...

Reader Two: We are challenged by the Gospel and by Vatican Council II to be faithful to the Prophetic Intuition and the Innovating Dynamism of our Founder, St. Vincent de Paul who perceived that the struggle against all forms of poverty and injustices should enable each human being to satisfy fundamental aspirations, both material and spiritual...

Reader Three: To love is to be haunted by all forms of human misery. To love is to feel responsible. Thus St. Vincent started initiatives to remedy the sufferings that he encountered.

Reader Four: His first foundation for this purpose was the Ladies of Charity at Chatillon-les-Dombes. ... St. Vincent asked the Ladies to bring remedies for the ills of soul and body. He went even further; he asked them “to declare themselves on the side of God and charity” and for this purpose they should have “some sort of union and spiritual linking together.”

For St. Vincent, service to the Church was the same as service to those who are poor. The mission of the Church is specifically to evangelize and to serve the poor. ...

Reader Five: The founding of the Ladies of Charity followed this line of thinking, by putting women at the service of those who are poor. St. Vincent intended this to be a “function of the Church.

[The Leader hands the Manual of the Ladies of Charity to the Vincentian spiritual moderator to be commissioned.]

Leader: Receive this Manual of the Ladies of Charity as the sign of your leadership and responsibility. Since the founding of the Ladies of Charity by St. Vincent de Paul in 1617, a Vincentian spiritual moderator is appointed to help foster the spiritual life of association members. May the Lord Jesus grant you a receptive mind and a loving heart so that you will come to know the spirit of St. Vincent de Paul, St. Louise de Marillac

and St. Elizabeth Ann Seton, and in turn by this grace serve this association's membership so that they too can truly live out the mission of the Ladies of Charity 'to serve rather than to be served' and to serve with 'humility, simplicity and charity.' And, so I now ask you.

Leader: Do you (Name) agree to carry out your duties with diligence and creativity and to promote the mission of (association name) by helping our membership reach a deeper faith awareness of their call to participate in the mystery of the Church and their vocation to serve and minister to any person in need?

Vincentian Spiritual Moderator: I do, and I pray for the strength and wisdom to faithfully serve this association's members and those they assist.

Leader: Do you agree to be a spiritual animator and to develop the Vincentian spiritual life of our membership so that each may better understand the meaning of charity and its practical application towards persons in need?

Vincentian Spiritual Moderator: I do, and I pray that all members of (association name) will be filled with the Holy Spirit and will identify with the poor and needy while fostering authentic and holy friendships with each other and those they serve.

Leader: Do you agree to adhere loyally to the spirit of the Ladies of Charity, attend meetings, offer prayers, participate in discussions and provide guidance on spiritual matters?

Vincentian Spiritual Moderator: I do, and I pray that I will be generous with my time and myself in this leadership role.

Leader: Do you agree to promote awareness of the national organization of the Ladies of Charity of the United States of America as well as the International Association of Charities?

Vincentian Spiritual Moderator: I do, and I will pray that God will continue to bless the good works of (association name), the National, and the International Associations of Ladies of Charity.

Leader: (Name), you have generously accepted the important responsibility of the Vincentian spiritual moderator of (association name). I now ask all present to share in that responsibility through prayers for your guidance and by supportive actions. Also, for strength in carrying out your mission let us now seek the intercession of the Blessed Virgin Mary, Patroness of our society, as we say together:

All: Remember, O most compassionate Virgin Mary, that never was it known that anyone

who fled to your protection, implored your assistance, or sought your intercession, was left unaided. Inspired with this confidence, we fly unto you, O Virgin of Virgins, our Mother. To you we come; before you we kneel, sinful and sorrowful. O Mother of the Word Incarnate, despise not our petitions, but in your clemency hear and answer them. Amen.

Prayer of Blessing and Commissioning

Leader: Let us raise our hands in blessing over (Name) as we pray together:

All: In the Spirit of Jesus as a Servant Leader, and in the name of our Patron and Founder St. Vincent de Paul, we now commission (Name) as the Vincentian spiritual moderator of (association name). Holy Spirit, we ask for the grace of Your wisdom and leadership for (Name). And, we ask that together we may grow in holiness, deepen the spirit of friendship we enjoy with each other, and serve those who are in most need with the charity, justice, love and compassion of Jesus. Amen.

[Applause or another sign of welcome towards the newly commissioned Vincentian spiritual moderator]

Closing Song:

Prayers for Illness or Death of a Member

Sickness or Death of a Member

When a member is ill, she is remembered in some way, especially in the liturgy.

Upon the death of one of the members of the association, the Eucharist is usually celebrated for the repose of her soul.

Recommended Wake Service of a Deceased Lady of Charity (based on the Act of Consecration)

see Vincentian Spirituality and Formation booklet, p 38, 39

Lord Jesus, we recall your words: “I was sick and you visited me, hungry and you gave me food, thirsty and you gave me to drink; I was naked and you clothed me, imprisoned and you visited me.”

In response to Your invitation, _____ consecrated herself to You in the service of those who are the victims of poverty in its many forms.

In the Spirit of St. Vincent De Paul and St Louise De Marillac, she reached out in loving service to those who suffer many injustices.

Grant her now the reward You promised to those who follow you in the way of love for suffering humanity. May _____ be greeted by the many people she helped on earth who have preceded her to heaven and may they together enjoy Your presence for all eternity.

Send, Lord Jesus, others to care for Your poor the way did. May her virtuous life inspire many to be Your compassion in our world and may we who call ourselves Ladies of Charity be ever faithful to the promises we have made to see and serve You in the poor.

Amen

Junior Ladies of Charity (JLOC)

AIC-USA Youth Group

Overview

Mission

“To provide Vincentian Leadership to women acting together against all forms of poverty.”

The Junior Ladies of Charity (AIC-USA Youth Group) is composed of youth and young adults who desire to grow in holiness by reaching out to those who are living on the fringes of society.

Membership

The Junior Ladies of Charity are composed of young people and young adults. Ages vary from elementary school through high school. Adult moderators determine the age group. See the application forms for more details.

Responsibilities of Members

Strive to acquire the virtues of the Junior Ladies of Charity; deepen their understanding of Vincentian Spirituality.

Seek the good of the mission through prayer, participation in meetings, spiritual activities, projects for the poor and social awareness activities of the organization.

Attend at least _____ meeting per year. (Number determined by moderator)

The Meeting

The meeting of AIC-USA /Junior Ladies of Charity gives "heart" to their service and their relationships with each other. It is during the course of their meetings that they pray and reflect on how God is/has been present to them in their service to the less fortunate. They take time to look at the causes which create the poverty in those they serve and determine if they can be part of the solution to create change. It is in this “holy place” where their work is planned and organized. They strive to seek together ways that they can grow in the virtues of humility, simplicity, and love. They enter their "holy place" of meeting in a spirit of friendship and loyalty. They ask Mary to be their model and intercessor

The Spirit and Nature of AIC-USA Youth

The youth may form an independent group or be attached to an existing Ladies of Charity AIC-USA association. They strive to provide their service to those who are marginalized and disadvantaged in the spirit of humility, simplicity, and charity.

The members of the AIC-USA Youth/Junior Ladies of Charity are called to be holy, to be on fire with God's love. This holiness is more than being pious, but rather invites members to radiate God's presence, to bring God's joy, strength, peace and daily care to the lives of others.

The AIC-USA Youth Group strives to see Christ in the persons of those less privileged. They are called to combine justice with charity, because God has taken possession of their hearts. These members strive to hear the voice of God calling them in the struggles and frustrations of those who live on the margins of society as Jesus did. Their hearts beat with the heartbeat of the poor. In a word, they meet Christ in the poor.

The AIC-USA /Junior Ladies of Charity desire to listen to God in prayer and in the events of their lives. They allow God to help them make decisions, to possess their hearts as they strive to love and to channel their energies and actions in their service.

They strive to follow in the footsteps of Jesus, who identified Himself with those who are poor. They follow Jesus in a particular Vincentian way. This Vincentian way of life allows them to encounter Jesus in those served. This Vincentian Way challenges them to reflect together at their meetings on their service or actions to discover how God was/is present through their service. They work together against poverty and injustice and to discover the causes of this poverty and injustice so as to be agents of change. This eagerness to serve Christ in the marginalized and disadvantaged will in turn free them to live their own lives more fully.

Junior Ladies of Charity (JLOC) strive to live and pray with **humility**:

- They recognize that their gifts and talents are received from God. They are grateful and place these gifts in the service of others.
- They acknowledge their limitations and strive to live as best they can.
- They provide service in an attitude of service and strive to stay in the background.

Junior Ladies of Charity strive to live in **simplicity**:

- They live with their eyes fixed on Christ, as they know that Christ fixes His eye on them.
- They live authentically and work at having a consistency in what they say and how they live.

Junior Ladies of Charity strive to live in **charity**:

- They first strive to love God knowing that God is always present to them. They create bonds of friendship among the other members of the organization and work collaboratively for the benefit of those they serve.
- They reach out to those served with respect, honoring them as person's worthy of respect in a practical, concrete and effective love.
- They are not afraid to get their hands dirty as they strive to listen to the words of St. Vincent de Paul who said: "Love God, but let it be with the strength of our arms and the sweat of our brows."

Finally, in all things, Junior Ladies of Charity strive to let the Gospel rule their hearts. They work to be good listeners, to be taught by the poor, by the wider Church community, and by the words heard again and again at Mass and in their private prayer. They will try to absorb the "good news" in their own lives so that they can, in turn, communicate it to others because they recognize that the poor will find God in them as they strive to discover God in those they choose to serve.

The Importance of Prayer and Reflection at Junior Ladies of Charity Meetings

From the early foundations of the Confraternities of Charity, later known as the Ladies of Charity, Vincent de Paul and Louise de Marillac encouraged membership to daily prayer, participation in the Eucharist when possible, and to reflect on their experiences of service.

Junior Ladies of Charity (JLOC) strive to follow the example of Mary. Mary shows the way to be on fire with love for Jesus Christ, to listen to His Word in order to serve others. The sources of Marian Spirituality within the Vincentian charism flow from a reflection on Mary in Scripture.

The Magnificat - the song of the poor:

The poor are the inheritors of the blessings of God, the Messiah;
Mary discovers joy in God, her Savior;
Mary welcomes her role in the plan of God to bring salvation to all humanity.

The Immaculate Conception -- welcoming God:

Being filled with God, "Putting on Jesus Christ";
Self-emptying so that God can fill us with God's love for the poor.

The Annunciation:

Realizing one's "smallness" before God;
Gift of oneself in the service of accomplishing God's work;
Awareness of being God's collaborator;
Union with Jesus living in oneself;
Participant in the mystery of God;
Collaborator with God.

The Visitation:

Mary reached out to her cousin, Elizabeth;
Mary goes promptly and cheerfully to serve Elizabeth.

A useful resource: order at [Order Supplies from LCUSA - Ladies of Charity USA](#)

JUNIOR LADIES OF CHARITY HANDBOOK



Junior Ladies of Charity *Capture the Spirit!*

This resource booklet offers the blueprint for Junior Ladies of Charity to follow the call given by Pope Francis to the Vincentian Family members in October 2017 as they concluded the 400th Anniversary Founding of the Vincentian Charism (Spirit.) He challenged us as followers of Vincent and Louise to stand before the Lord, with respect, with calm and in silence, giving

God first place in confidence, entrusting us to the Spirit. Pope Francis wanted us to be welcoming, available, to be comfortable to others, to be in communion and to generously sow peace, even though it is not reciprocated. He then challenged us to GO as love is dynamic! Whoever loves is not to sit in an armchair, but rather goes out in enthusiasm and simplicity. Our vocation is to go with a fire of charity rather than to warm ourselves in front of our fireplaces.

Formation of a Junior Ladies of Charity Association

- 1) Assess **interest among local Ladies of Charity** in initiating a plan to formulate a Junior Ladies of Charity association within your geographic area.
- 2) **Identify specific volunteers from the Ladies** willing to present the actual Junior Ladies of Charity group proposal in different forums and subsequently act as liaison and moderator for the Junior Ladies of Charity group.
- 3) **Identify potential recruitment areas** within your geographic area:
Schools; Parishes; Faith Formation Classes; Ladies of Charity association daughters and granddaughters.
- 4) **Formulate a description of the planned Junior Ladies of Charity Group(s)**, specific to your audience.
Mission Statement (based on specific mission statement of Ladies of Charity association);
Dues not required of Junior Groups;
Recruitment (open/closed);
Initiation Ceremony (annual /ongoing/in conjunction with Ladies of Charity group) meeting location(s);
Meeting schedules and commitments (monthly - bi monthly, etc.);
Officers (duties; term of office; election);
Identify immediate service opportunities for participation.
- 5) **Obtain approvals from appropriate administrators** (Pastors; Principals; Faith Formation Coordinators etc.) to solicit their students as members of the Junior Ladies of Charity.
- 6) **Schedule Presentations** (provide handouts or JLOC Handbook “Capture the Spirit” for students): Explanation of the Mission Statement;
Identify resources available to students;
Explain student responsibilities (including participation, representation at Ladies of Charity meetings and in activities of the Ladies as necessary);
Benefits to community;
Benefits to students (service requirements for Faith Formation Classes;
Community Volunteers for College Applications.);
Elicit ideas for other activities that girls might participate in as a member of the Junior Ladies group;
Assess interest and provide Junior Ladies of Charity application.
- 7) **Contact the National Service Center of Ladies of Charity USA** to register the newly formed Junior Ladies of Charity association.

Guidelines for Ladies of Charity Moderator (s) who accompany AIC-USA Youth/Junior Ladies of Charity

- ✓ Follow parish, school or diocesan rules for working with youth, such as background checks, fingerprinting.
- ✓ Deeply rooted in the person of Christ.
- ✓ Understands Gospel values as well Vincentian values.
- ✓ Can translate Gospel and Vincentian values into language understood by the young persons they guide as Junior Moderators.
- ✓ Has a love of the mission of the Ladies of Charity-AIC.
- ✓ Has maturity, the ability to listen to those accompanied, assumes her rightful place among them leading from the side rather than in an authoritarian manner or creating dependency in those accompanied.
- ✓ Accompanies the group in a non-directive manner. The moderator's role is to animate the members to growth in holiness through the fulfillment of the mission of service and justice.
- ✓ Respects the pace of the group, promotes leadership among the members and shows impartiality.
- ✓ A good listener.
- ✓ Knows how to communicate to the young spirit of the organization of the Ladies of Charity USA (LCUSA) but empowers the young to organize themselves.
- ✓ Comfortable with teaching the young how to pray and reflect together on their experiences with the poor. Has an appreciation for the social teachings of the Church so that the Junior Ladies of Charity may learn by doing a social analysis of the realities of the poor they serve.
- ✓ Promotes an inquiring spirit, responsibility, collaboration with others, a sense of justice and is in solidarity with the sufferings of others.
- ✓ Allows the young to make mistakes and learn from them.
- ✓ Is willing to dedicate the time required for accompaniment, and encourages creativity in service.
- ✓ Strongly recommended to join the National committee for Junior Ladies of Charity

Sample Bylaws for Junior Ladies of Charity

Parentheses represent optional inclusion. Statement may not apply if not parish-based.

ARTICLE I: Name and Status:

The Junior Ladies of Charity (Junior Ladies) is an umbrella organization, under the Ladies of Charity (within the parish of _____) under the Association of Ladies of Charity of the Diocese of _____ which is a member of the national organization, the Ladies of Charity of the United States of America (LCUSA).

ARTICLE II: Purpose:

Section 1: To Serve the Marginalized and Disadvantaged with Humility, Simplicity and Charity.

Section 2: The Junior Ladies of Charity are young women who are engaged in Christian service on behalf of the Association of the Ladies of Charity (Ladies), reflecting the (parish) work of the Ladies of Charity. They may, however, have specific projects chosen by the Junior Ladies of Charity at the various association levels, always serving those in need through the values of faith, hope and charity.

ARTICLE III: Membership:

Section 1: Membership of the Junior Ladies shall be females between the ages of 8-18 who have not graduated from high school, or have recently graduated from high school and were not provided the opportunity to be invested into the Ladies of Charity.

Section 2: Upon graduation from high school, the loyal Junior Lady of Charity member who has provided services throughout her Junior Ladies years is encouraged to maintain membership in the Ladies of Charity. The graduating Junior Lady may be offered an opportunity for investiture at the next, or future, Ladies of Charity investiture ceremony. For those who may be attending college and not physically able to attend the investiture, arrangements can be made to accept them as new investees into Ladies of Charity regardless of the ability to attend the investiture ceremony.

Section 3: Junior Ladies of Charity associations have at least three members to be considered viable.

ARTICLE IV: Business Meetings:

Section 1: The Junior Ladies of Charity association must hold business meetings at least _____ times per year to discuss the direction of the organization, determine what projects they will undertake, and

other important matters. One business meeting will be the election of officers or Team Leaders who will serve a term of at least one year.

Section 2: The Junior Ladies of Charity of each parish must send Moderator/membership representation to 50% of scheduled Junior Ladies diocesan meetings to maintain official status. (Optional-may not apply if parish based.)

Section 3: Election of officers (Board) or three Team Leaders will take place at the annual business meeting held in _____ for Junior Ladies of Charity who have membership between the ages of ____ and _____. Notices will be sent out prior to the meeting, two weeks in advance, and will include the names of all who are nominated for the positions. Officers will include a President, Vice President, Treasurer, and Secretary, and a Ladies of Charity Representative, who may or may not serve concurrently in another board position.

Section 4: Board members are expected to attend all board meetings. If a board member is absent from two (2) or more meetings during the business year, without the prior approval of the moderator, board (or Team Leaders), the position may be declared vacant and a replacement chosen until the following election.

ARTICLE V: Moderators for Junior Ladies of Charity Associations

Section 1: In accordance with the current laws for working with minors, the lay Moderators or adults working with Junior Ladies of Charity must pass the diocesan or parish requirements for background checking and/or fingerprinting.

ARTICLE VI: Authority of the Board

Section 1: The Board or Team Members shall have the authority to review the projects presented by membership and determine which will be accepted by the group. The Board and Team Members will assist the Moderator(s) in determining how the work will be done and who will do the work.

Section 2: **Board Roles**

Board President

The President will always set the example in the ways of St. Vincent de Paul, St. Louise de Marillac, and St. Elizabeth Ann Seton to serve rather than be served in humility, simplicity and charity. The President will work closely with the Moderator(s) in determining projects for the Junior Ladies group; assist in running the business meetings; take a leadership role with the Moderator(s) in the community when working on projects; assist with assignments and finding projects for approval, and serve as the Junior Ladies of Charity youth leader for the group in outings; act as the spokesperson (when requested by Moderator(s)); and in concert with the Moderator(s), act as the Junior Ladies of Charity Liaison for the parish or diocese.

Vice President

In the absence of the President, the Vice President shall assume the President's duties, otherwise work with the Moderator(s), board members, members and others to identify and complete projects, and serve in humility, simplicity and charity.

Treasurer

The Treasurer shall take a leadership role working in concert with Moderator(s) on fundraising activities; and identify ways to enhance parish Junior Ladies of Charity work with the community in serving the marginalized and disadvantaged in humility, simplicity and charity.

Secretary

The Secretary shall keep a written record of all business meetings which will state when meetings took place, who attended the meetings and what decisions were made; and identify ways to enhance the work of Junior Ladies of Charity with the community in serving the marginalized and disadvantaged, in humility, simplicity and charity. The minutes are to be kept for a period of at least 4 years. She will send a reminder to members before each meeting with a copy of the minutes from the previous meeting. The reminder should be sent at least one (1) week prior to the meeting.

Junior Ladies of Charity Liaison Representative (optional position)

If parish based, the Junior Ladies of Charity Parish Representative will serve as the Junior Ladies representative to the parish Ladies of Charity Board identify ways to enhance Junior Ladies' work with the community, in serving with humility, simplicity and charity; assist the Moderator(s) in conveying important information and project updates from the diocese to the parish; attend Junior Ladies of Charity diocesan meetings with the Junior Ladies of Charity President and Moderator(s); assist the Junior Ladies of Charity and Moderator(s) in coordinating projects between organizations; and keep the parish Ladies of Charity and Junior Ladies of Charity abreast of national and international Junior Ladies of Charity activities.

ARTICLE VII: Types of Leadership (optional to divide into 2 groups)

- Section 1: Junior Ladies of Charity associations with females 8-14 years of age. For Junior Ladies of Charity associations with membership ages 8-14 no election of officers will be required, but instead three (3) Team Leaders shall be elected by the membership who will assist the Moderator(s) at times in setting up projects; assist with coordination of activities; and other duties as assigned by the Moderator(s), which work to build leadership and service skills that fit with the Ladies of Charity beliefs.
- Section 2: As Junior Ladies of Charity age out of the younger group, an older group made up of those 15 years of age and/or older, will form as an additional Junior Ladies of Charity association. Separate meetings and elections will be held for the older group following the above Bylaws.
- Section 3: The groups can work together on projects, but not to exclusion. Combined projects should be the exception, not the rule.

These Bylaws were adopted by the Junior Ladies of Charity of the Diocese of

_____ on _____.

President, Junior Ladies of Charity Diocese of _____

Secretary, Junior Ladies of Charity Diocese of _____

Junior Ladies of Charity Investiture Mass of New Members

After the Homily:

LOC President: Calls new members to be received to come to the altar

Priest: Blesses the charms/crosses for new members (that are on the silver tray)

Priest::

V: Our help is in the name of the Lord

R: Who made heaven and earth

V: The Lord be with you

R: And with your spirit

Let Us Pray (Prayed by All)

O Lord Jesus Christ, you are our Redeemer and the example of love with which you wish to inflame our hearts. Bless these signs of our redemption. May they remind us of the fidelity we promise today, to see and serve Christ in the poor. We ask this through the intercession of St. Vincent de Paul, St. Louise de Marillac, and St. Elizabeth Ann Seton. Amen

Priest: After the Blessing, the Priest gives a charm/crosses with the assistance of the JLOC Moderator to each new member calling them by name (they will have a nametag)

Priest: “Receive the symbols of the Son of God, model of charity. May your glory be in the cross of our Lord Jesus Christ!
”

Priest: “Remember that your purpose in this organization is to reach out and serve those less fortunate. We do this by seeing Christ in persons who are poor and finding ways to be of service in body, mind, and spirit.

THE ACT OF CONSECRATION (Prayed by All)

Lord Jesus, we recall your words: “*I was sick and you visited me, hungry and you gave me food, thirsty and you gave me drink; I was naked and you clothed me, poor and you comforted me.*” As a response to your invitation, we come today to consecrate ourselves to you in the service of those who are victims of poverty in its many forms. In the spirit of St. Vincent de Paul, we desire to be a reflection of your loving compassion and of your tender mercy. Mindful of those who suffer many injustices, we will reach out to them in the loving service. Mary, our mother, we ask you to beg your divine Son to make us worthy to carry the light of his teachings and the comfort of his love to those who are lonely, who are sick or who in any way suffer the sting of poverty. St. Vincent de Paul, our founder and model, obtain for us the virtues of humility, simplicity and charity, and your ardent zeal for souls. May we continue to share in your work here on earth and the joy of glory in heaven.

After the Act of Consecration Priest says:

V: May the Lord bless you in all your ways

R: Now and forever

V: Our help is in the name of the Lord

R: Who made heaven and earth
V: Lord hear my prayer
R: And let my cry come unto you
V: The Lord be with you

R: And with your spirit

Let Us Pray (Prayed by All)

O God from whom all charity flows, to know you is to live, and to serve you is to rule. We beg you to guide us in faithfully observing your law of charity. With your help, may we serve the poor and receive the reward you have promised to those who follow you in the way of love for suffering humanity. O Lord Jesus Christ, enlighten us, your servants, so that we may know you, the true light of the world, and love you in perfect charity. Amen

Priest: May the blessing of our Lord, Jesus Christ, be upon you and remain forever. +In the name of the Father and of the Son and of the Holy Spirit. Amen

New Members return to their seats and the Eucharistic Celebration continues...

INSTALLATION OF JUNIOR LADIES OF CHARITY MODERATOR(S) & OFFICERS

V. Our help is in the name of the Lord.

R. Who made heaven and earth.

V. The Lord be with you.

R. And with your Spirit.

I.

Presider: You have been selected as Moderator(s) and officers to lead the Junior Ladies of Charity in _____ (Name of Association). Recalling St. Paul's words that there is a variety of gifts but always the same Spirit, and reflecting in your heart on the gifts you have been given, will you willingly share those gifts for the building up of the Ladies of Charity of the United States of America, practicing the virtues of humility, simplicity and charity which are characteristic of all Ladies of Charity?

Response: We will.

Presider: _____ (Moderator) just as Christ is the light of the world so shall you light the way. Will you help guide these young women to create a community of spirituality and service, and serve as models of leadership to the best of your ability?

Response: We will. (Light candles)

Presider: _____ (President) just as Christ is the light of the world so shall you light the way. Will you preside at meetings, lead and guide this Association as a junior member of Ladies of Charity USA and the International Association of Charities of St. Vincent de Paul to the best of your ability?

Response: I will. (Light candle)

Presider: _____ (Vice-President) just as Christ is the light of the world so shall you light the way. Will you support and assist the president, preside at meetings in place of the president, if needed, and observe and plan for your term of office as president?

Response: I will. (Light candle)

Presider: _____ (Corresponding Secretary, Recording Secretary, Historian) just as Christ is the light of the world so shall you light the way. Will you maintain records of attendance, correspondence, proceedings of meetings and events, and record the history of the chapter to the best of your ability?

Response: I will. (Light candles)

Presider: _____ (Treasurer) just as Christ is the light of the world, so shall you light the way. Will you act as a Steward of the funds, reporting accurately on the use of these funds at each meeting to the best of your ability?

Response: I will. (Light candle)

Presider: _____ (JLOC Liaison Representative) just as Christ is the light of the world, so shall you light the way. Will you plan careful, effective communication between, and be responsive to, the Junior and Ladies Association chapters?

Response: I will. (Light candle)

Presider: With the honor bestowed upon you is the responsibility to serve others. Having stated that you are ready to assume the challenges of your offices, may you be mindful of the mission of the Junior Ladies of Charity to provide Vincentian leadership to young women acting together against poverty. May you serve the needs of the poor in the spirit of our founders, St. Vincent de Paul and St. Louise de Marillac. May your journey be smooth as you walk the path traveled by those who preceded you. May you have the courage to seek out ways to continue to serve our brothers and sisters in need. May God, whose love is never ending, guide you always with his gentleness and may each of you experience the peace, joy and love of God in your hearts.

Response: AMEN

Presider: May the blessing of our Lord, Jesus Christ, be upon you and remain with you forever. Go in peace to love and serve the Lord.

Response: Thanks be to God.

Presider: + In the name of the Father and of the Son and of the Holy Spirit.

Response: + **AMEN**

What's done out of charity is done for God. It's a great happiness for us if we're found worthy to use what we have for charity's sake, that is, for God who has given it to us. We should thank and bless His infinite goodness to us.
-- St. Vincent de Paul (Vol. XII, p. 391)

ADVOCACY

BACKGROUND, SYSTEMIC CHANGE EXPLAINED AND CURRENT STATE OF AFFAIRS

Advocacy

n. the act of pleading for, supporting, or recommending; active espousal: From the Latin: ad = to; and voc = voice: To add voice. <http://dictionary.reference.com/browse/Advocacy> (accessed: July 29,2022).

BACKGROUND:

The Ladies of Charity USA and Advocacy

For over 150 years, the Ladies of Charity USA have been committed to loving and assisting people who are poor. In the beginning of the 21st century, we seek ways to continue the mission of St. Vincent de Paul and St. Louise de Marillac, reweaving the fabric of society by partnering with poor people and others in works of charity and justice. Advocacy is a word used to describe some of the ways we extend our efforts beyond serving the immediate needs of the poor. It is associated with perspectives of justice and human rights.

Advocacy can be defined or described as taking the side of the poor and oppressed. It is active, not passive. It is rooted in our love of God or as St. Vincent said, “Let us love God, but let it be with the strength of our arms and the sweat of our brow.” Advocacy is a word that describes the ways we can effect change, working with people who live in poverty to change not only their personal situation but the systems that have contributed to their personal situation. Advocacy is how we fulfill our mandate to engage in “social” and “political” charity. Advocacy takes many forms.

- Advocacy is giving a person the opportunity to tell her story to us, helping us understand her situation.
- Advocacy is structuring services so that they protect human dignity and making sure they are adequately funded by philanthropic and governmental sources.
- Advocacy is defending the poor against false allegations and stereotypical innuendos of “blaming the victim”.
- Advocacy is educating ourselves and others about the challenges facing the least, the lost and the left out in society.
- Advocacy is gathering data that can be used by policy makers.
- Advocacy is using our votes and our voices in the public square to help people who are poor to achieve basic social, economic and political rights.
- Advocacy is convening policy makers, legislators, and people who are poor to enable and empower poor people to participate and to build better communities.
- Advocacy is giving bread to a hungry person and not being afraid to ask:
 - Why are people poor?
 - Why do they need this bread?
 - What is the most just way to make sure that people have bread—in advocacy language, the basic human right to food?

Advocacy is Central to the Mission of LCUSA

St. Vincent de Paul loved the poor and he understood power. His methodology was to reconcile the needs of poor people by enlisting the help of poor themselves, others willing to be trained in their care (Confraternities, Ladies of Charity, the Congregation of the Mission and the Daughters of Charity) and the rich and powerful. He was a forceful and creative advocate. He spoke about the needs of poor people to all, he conceptualized creative solutions, and he was zealous in his willingness to take a case or an issue to the highest level of government, Church or society, if it would benefit his beloved poor. Vincent de Paul said “Charity embraces Justice.” In other words, we cannot give in charity what a person is rightfully entitled to in justice. Pope Benedict in his first encyclical identified Vincent de Paul and Louise de Marillac, among others, as saints who exercised charity in an exemplary way. He called them “lasting models of social charity for all people of good will” and “true bearers of light within history”, two of the “men and women of faith, hope and love”. *Deus Caritas Est*(40) Advocacy is linking our faith with justice.

Advocacy is Organization

In the regulations for the Charity of Women (Chatillon-les Dombes), it is noted “that the poor suffered more through a lack of organized assistance than from lack of charitable persons.” (CCD 13b, 8) The real key to understanding Vincent as an advocate is that Vincent saw the world from the perspective of vulnerable people, saw Christ in the people who are poor or sick, and believed that their care must be organized. He was concerned about the organization of the society of his time. He strongly believed that persons living in poverty should not receive in charity what was due them in justice. His faith was the core of his sense of justice.

Advocacy is Empowerment

St. Vincent wrote to the Ladies of Charity, “The liberty and dignity of the person helped must be respected with the greatest sensitivity... the aid contributed should be organized in such a way that beneficiaries are gradually freed from their dependence on others and become self-supporting...” (Meeting with the Ladies of Charity: Report of the state of their works July 11, 1657). Some of the ways we can empower people we serve is by including them in conversations and relationship building with their legislators and in the planning of programs and projects. People are empowered helping them to develop skills and to take opportunities to speak for themselves and thus determine their future.

INTRODUCTION TO ADVOCACY AND SYSTEMIC CHANGE

“We are called upon to start actions, especially political actions, to eradicate the causes of poverty and unite in solidarity for justice in favor of the poor, because unjust systems created by selfish hearts have caused social, political and economic poverty. (Very Rev. Gregory Gay, C.M. ASD 2005)

CHARITY: From poverty to empowerment
JUSTICE: From empowerment to systemic change
& WOMEN

“Systemic Change” is a concept that is at once both universal and uniquely Vincentian. It is related to advocacy and the Vincentian approach to working with persons living in poverty, which is never a quick fix, but rather is creative, practical and sustainable. The Systemic Change approach is a tool, a method of doing social or political charity. It can help to stimulate our actions and bring

about change. [AIC “Why Should We Act with a Systemic approach in Mind?” Training Booklet n.12 (October 2008)] It requires integrating concepts which confirm an individual’s dignity, encourage personal growth and self-determination, and alleviate societal issues that hinder a person’s full participation in society. It requires analysis of the root causes of a situation and planning for their removal. Considering the whole as well as the

parts of an issue or problem and devising practical, sustainable solutions must drive systemic change, which looks to create long-term effects for people and communities.

In *Deus Caritas Est*, Pope Benedict wrote that “The mission of the lay faithful is to configure social life correctly, respecting its legitimate autonomy and cooperating with other citizens according to their respective competencies and fulfilling their own responsibility. ... Charity must animate the entire lives of the lay faithful and therefore also their political activity, lived as “social charity”. In the Vincentian tradition, charity can only exist “politically,” that is in concrete works and social structures. (See “Political Charity” by Julio Suescun Olcoz, CM, *Vincentiana*, July-August 2008 52ndYear, N. 4.)

So whether we call it “political charity” or “social charity”, we include the systemic change approach in our work with people who are poor to alleviate the conditions of immediate distress and to create the conditions in which persons can achieve dignity and participation in the community with access to basic human rights. “Political charity implies three things: (1) to be aware of the political situation in which we live, (2) to analyze it critically, and (3) to respond to that situation.” (See “Political Charity in the Context of Inter-Religious Dialogue,” Paul A. Bharathi, C.M. *Vincentiana*, July-August2008, 52ndyear N.4).

The Systemic Change methodology includes three steps:

1.Step One: See

In the Vincentian Tradition, relationship with people in poverty is our first and primary goal. We need to see with their eyes. We must view the world from the vantage point of the people we seek to help. We must enter their struggles, feel their pain, and understand the barricades that hinder their full participation in the community. We must work with poor persons, allowing them to articulate their needs, concerns and potential solutions. We must work with them, as they are the primary stakeholders in order to advance toward a more just society.

2.Step Two: Judge

In furtherance of our Vincentian formation and knowledge of Catholic social thought, how should we view the situation of the poor? Can we accept their plight, because “the poor will always be with us”, or must we analyze cultural, social (educational and economic) and political structures to see why persons in our community are poor and struggling? We need to analyze the parts to see the whole with a new vision. For example, if a family is hungry is this due to a lack of food, an inability to pay for food or an inability to grow the food. Analysis of the problem will help to enable us to creatively seek solutions in justice. Our love must be as Vincent said, “Creative unto infinity.”

Step Three: Act

After analysis of the problems and the situation that the poor are in, we can develop a plan. The plans can encompass both meeting the immediate needs of the person(s) or family(s) and community(s), and looking at long term solutions. Critical to the planning is to outline ways we involve all stakeholders, collaborate with others and set specific goals and measurable objectives. Further, our action steps must be evaluated against the goals of systemic change.

As Ladies of Charity USA, we have a serious and important responsibility in the 21st Century. As part of a globalized world, we live in a privileged nation. Yet we know that women both in our country and throughout the world suffer from poverty, discrimination, violence and exploitation. In a magazine section of *The New York Times*, Nicholas Kristof called the situation of women globally “the human rights issue of our time.” (August 23, 2009) The Ladies of Charity USA, with our sisters in the AIC must commit ourselves to address and change

this unjust condition. As followers of Vincent and Louise, as Catholic women in “solidarity” with all women, let us commit to reconciling the situation of women locally and globally. The Ladies of Charity, USA have the organization to positively effect change. We are compelled by our Vincentian spirituality and the Church’s Social Teaching to strive to make the world one of peace, built on charity, justice and human rights for all.”

“The more we strive to secure a common good corresponding to the real needs of our neighbors, the more effectively we love them. Every Christian is called to practice this charity... This is the institutional path—we might also call it the political path—of charity, no less excellent and effective than the kind of charity which encounters the neighbor directly.” (7) *Caritas in Veritate*

CURRENTLY:

The Feminization of Poverty and the Effects of the Pandemic

Women today suffer throughout the world because of poverty, discrimination, violence and exploitation. The “feminization of poverty” sounds an ominous toll not just for women, but for the family and society as a whole. The “feminization of poverty” is a term used to encapsulate a view of global poverty:

- that more women than men are poor;
- poor women suffer from less access to education, healthcare, property, jobs training and capital than poor men;
- the severity of poverty is higher for women;
- women face greater hardships and obstacles lifting themselves and their children out of poverty;
- there are poor women in non-poor families,
- and the poverty of women is growing, not diminishing.

The impact of socioeconomic upheaval caused by the COVID-19 pandemic continued to be felt profoundly by women and girls in many countries in 2021, and more so for those living in humanitarian crises. At the heart of these challenges are harmful social norms and structures, which were reinforced and – combined with widespread service disruptions – resulted in heightened violence and discrimination against women and girls, and widening disparities beyond pre-pandemic levels. The closure of schools has taken an immense toll on girls’ lives, risking their safety and futures. Worldwide, the percentage of adolescent girls aged 15–19 years not in employment, education or training was almost double that of boys in 2021, and is likely to grow as increasing numbers of girls are married, take on care responsibilities at home and do not return to learning. Unemployment rates have affected women much worse than men¹ and gender disparities in unpaid care work continue to grow wider, barring women from economic opportunities and straining their mental health. Out of close to 5,000 policy measures in response to COVID-19 carried out across 226 countries and territories, only 226 addressed unpaid care work, and in just 93 countries². And although women have been at the forefront of fighting the pandemic – as educators, health workers and unpaid care providers – they have been sorely underrepresented in pandemic task-force decision-making.

Women have borne the brunt of negative socioeconomic impacts, with COVID-19 tending to exacerbate existing socioeconomic gender disparities rather than create new inequalities.⁴ A stark case in point are the challenges facing girls, especially adolescent girls, which have been aggravated beyond already considerable pre-pandemic levels. With schools closed, or pivoted to remote learning, girls’ education gains made over the last 25 years are at risk of reversal. An estimated 11 million girls may not go back to school.⁵ Negative trends are already being observed in harmful practices – a staggering 10 million more child marriages may occur before the end of the decade. Violence against women and girls has risen dramatically, driven by economic

stressors, food insecurity and deep-rooted social norms about females’ subordinate roles and status. Research across 13 countries spanning all regions by UN Women found that 1 in 2 surveyed women had reported direct or indirect experiences of violence since the start of the pandemic.⁶ In every part of the world, employment loss has affected women, especially young women, much more than men – roughly twice as many young women as young men lost their jobs.⁷ More women than men were also forced to leave their jobs to care for others, a gap that has only worsened over time – in March 2020, the ratio for women to men worldwide was 1.⁸ but by September 2021 it had increased to almost 2.4.⁸

The growing gaps have exposed social norms in most societies that attribute caregiving responsibilities disproportionately to women – and girls too in many contexts – while also devaluing their economic contributions.⁹ Expanding social protection measures remains critical to addressing the fallout from COVID-19, including the care crisis. Yet, in a recent UNICEF survey assessing pandemic response, fewer than 1 in 5 responding countries reported that governments had gender-responsive social protection measures in the last 12 months, and most measures were short-term, even though the gendered impacts of the pandemic are likely to persist.¹⁰

1. International Labour Organization, Policy Brief: An uneven and gender-unequal COVID-19 recovery: Update on gender and employment trends 2021, Geneva, 2021, , accessed 13 April 2022.

2. United Nations Development Fund and UN Women, COVID-19 Global Gender Response Tracker: Global Factsheet, New York, November 2021, , accessed 13 April 2022.

3. Unless otherwise noted, the baseline is 2017.
4. Flor, Luisa, Joseph Friedman, Cory N Spencer, et al., 'Quantifying the effects of the COVID-19 pandemic on gender equality on health, social and economic indicators: a comprehensive review of data from March 2020 to September 2021', The Lancet, 2 March, 2022, , accessed 13 April 2022.
5. United Nations Educational, Scientific and Cultural Organization, Keeping Girls in the Picture: Over 11 million girls may not go back to school after the COVID-19 crisis, Paris, 2021, , accessed 13 April 2022.
6. UN Women, Measuring the Shadow Pandemic: Violence against women during COVID-19, New York, 2021, , accessed 13 April 2022.
7. International Labour Organization, An Uneven and Gender-Unequal COVID-19 Recovery: Update on gender and employment trends 2021, Geneva, 2021, , accessed 13 April 2022.
8. Flor, Luisa, Joseph Friedman, Cory N Spencer, et al., 'Quantifying the effects of the COVID-19 pandemic on gender equality'.
9. UN Women, Whose Time to Care? Unpaid care and domestic work during COVID-19, New York, n.d., accessed 13 April 2022.d
10. United Nations Children's Fund, Tracking the Situation of Children: A summary of UNICEF's COVID-19 socioeconomic impact survey, New York, 2021, , accessed 13 April 2022.

LCUSA ADVOCACY COMMITTEE

CHARGE: Advocacy shall assist the National Board and Local Associations to engage in advocacy through establishing theme issues, working with regional advocacy liaisons and other partners. The Committee will integrate “systemic change methodology” and collaboration with the Vincentian Family in Advocacy efforts.

The areas that we are currently tracking are:

- Health Care (specifically focusing on how changes will affect people who are poor and those who lack access.)
- Migrants and Refugees
 - DACA
 - Asylum seekers (children at the border)
 - Women refugees
- Homelessness (Vincentian Family Issue)
 - AIC at the UN will lead
- Ending Violence Against Women
 - Trafficking
 - Access to guns for perpetrators of Domestic Violence.
 - Domestic violence
- Climate Change and Environment / Laudato Si’
 - Protecting the environment
 - Promoting integral human development.

STRUCTURE OF LCUSA ADVOCACY COMMITTEE

The national advocacy committee is comprised of board members who have usually requested to participate at the beginning of their term of office and regional liaisons who have expressed interest in joining. Any board member who declares interest to join after terms begin are welcome. The advocacy chairman is named by the new President at the beginning of her term. Among the committee assignments are made to ensure issues are being monitored. The committee generally meets monthly via Zoom. Agendas are prepared and minutes recorded (currently by the Chair). Once minutes are finalized they are distributed to the committee members and to the LCUSA President. All should be archived by the chair.

CHAIRMAN’S DUTIES

- Oversee agenda preparation
- Oversee minutes finalization and distribution
- Chair general meetings and participate in any subcommittee meetings

- Present suggestions to President LCUSA and then board if appropriate.
- Submit reports to the LCUSA board as requested for meetings

REGIONAL LIAISONS

To expand the work of the LCUSA Board in Advocacy, LCUSA created the position of Advocacy Liaison for each of the five (5) geographic regions, as well as liaisons to cover specific meetings or issues. Liaisons need not be board members, but will be members of the Advocacy committee. They will report to and deliberate with the committee to make recommendations to the Board or implement recommendations of the Committee that are approved by the Board.

All Advocacy Liaisons will be members in good standing from dues paying associations and will commit to a two-year term, renewable three times.

Regional Advocacy Liaison Duties

- Be active in advocacy issues in the region and encourage associations to engage in advocacy.
- Provide advice to members of the national Advocacy Committee on issues from the regional point of view by participating in conference calls and e-mailing the committee on activities/projects.
- Assist the regional vice-presidents and directors to implement advocacy actions maintaining close communication with the regional vice-president and directors.
- Attend regional meetings of Vincentian family on issues of joint interest and file written reports to the national Advocacy Committee Chair, copying the regional VP.
- Attend meetings within the region (where possible) with identified collaborators on specific issues and file written reports to the national Advocacy Committee Chair.
- Attend the Annual CSMG in Washington DC (February) co-sponsored by LCUSA, when funding is available.

Specific Issue or Coalition Advocacy Liaison -usually assigned at beginning of term to committee members

- 1.Coalition of Catholic Organizations Against Human Trafficking (CCOAHT).
 - Represent the Board of LCUSA on the CCOAHT.
 - Attend the meetings (in person or by phone) of the Coalition that meets at the USCCB-MRS offices in Washington DC. About 2-3 a year.
 - Keep abreast of communications and activities of CCOAHT (google group).
 - File e-mail reports to the Advocacy Committee Chair
 - Participate in Advocacy Committee Meetings (conference calls) so that LCUSA can continue to integrate this issue in its plans for advocacy and direct LCUSA's participation on the coalition.
2. Vincentian Family Conference (VFC) Social Justice Representative
 - Participate in monthly conference calls of the VFC-SJ (Social Justice) group
 - Attend National Meetings of the VFC Social Justice group
 - Work with the Board and Regional VP and Advocacy liaisons to implement activities.
3. AIC at the United Nations-New York
 - Update committee on news and activities related to LCUSA issues

- Share initiatives, programming with LCUSA general membership

ORGANIZATIONS THAT CAN HELP ASSOCIATIONS TO ADVOCATE

These websites and organizations provide educational materials about issues and relate to Catholic Social Teaching.

Ladies of Charity, USA <https://aic.ladiesofcharity.us/advocacy-lcusa/>

One way we can advance the goal of advocacy is to identify ways the US government can help the poor. We can be advocates to help build affordable housing, promote justice for immigrants, increase food security and increase access to health care and education for mothers and babies. We can do this by joining with others in legislative advocacy.

Catholic Charities, USA <https://www.catholiccharitiesusa.org/our-vision-and-ministry/advocacy/>

Catholic Charities USA is a national advocate for the most vulnerable in our nation, including but not limited to children, the elderly, the disabled, immigrants, and those who live in both rural and urban communities. Sign up here to receive Washington Weekly for advocacy updates

Justice for Immigrants www.justiceforimmigrants.org

In 2004, the Catholic bishops of the United States committed to immigration reform as a priority of the U.S. Catholic Church, and to creating a culture of welcome in which all migrants are treated with respect and dignity. A diverse group of Catholic organizations with national networks joined the U.S. Catholic bishops' Justice for Immigrants Campaign (JFI) in an effort to unite and mobilize a growing network of Catholic institutions, individuals, and other persons of goodwill in support of immigration reform.

The JFI campaign's primary objectives are:

- To educate the public, especially the Catholic community, about Church teaching on migration;
- To create political will for just and humane immigration reform; and
- Advocate for dignified and fair reforms in immigration and refugee laws and policies that reflect the principles enunciated by the bishops.

US Census Bureau, Current Population Survey <https://www.census.gov/topics/population.html>

Obtain information on population , aging, geographic shifting and migration

United States Conference of Catholic Bishops Office of Justice, Peace and Human Development
<http://www.usccb.org/sdwp/>

The United States Conference of Catholic Bishops offers briefing papers on national and international issues of concern to Catholics.

Catholic Conference of Your State <http://www.nasccd.org/>

Search the National Association of State Catholic Conference Directors for public policy and legislative networks for your state.

Bread for the World <https://www.bread.org/write-congress> Up to date news on current legislation and activities and links to contact government officials.

Increasing our Membership and Increasing our Visibility Are Two Goals in the Strategic Plan

Ideas to Increase Association Membership

and

A two-page concise overview of the Ladies of Charity which can be given to bishops, pastors or others interested in knowing who the Ladies of Charity is shown below

Ideas from your LCUSA Membership Committee to Increase your Association Membership

Considering the facts that there are many variables in the size of your association, types of associations and those we serve it is hoped that these constants may be useful.

VINCENTIAN SPIRITUALITY is our cornerstone! Members being knowledgeable about our history in essential information. This association has survived and flourished for over 400 years by being flexible, working to meet the changing needs of those we serve. We have to be open to new ways of serving. Having a good sense of Saints. Vincent de Paul, Louise de Marillac and Elizabeth Ann Seton gives us insight. When we serve in this fashion—seeing the face of Jesus, with Love, in those we serve, our genuine demeanor is evident. This makes us different.

- **Target the young and new retirees**
 - Empower/challenge your members- to increase involvement
 - Entice by project orientation
 - Promote Vincentian Activities- look for needs and address them
 - AGAIN-> stress Spirituality- so prospective members know who we are
- **Communication/Education**
 - Visibility can be increased by utilizing the parish bulletins, Diocesan publications
 - Informational coffees can be very effective in communicating who we are and what we do/ learning of our rich history. Fun too!
 - One on one mentoring/ asking a friend to join you when you volunteer.
 - Utilize email / Newsletters/ share information from the Assembly/SERVICETTE
 - Regularly check out the LCUSA website
- **ACTIONS—INVOLVE???**
 - Utilize and involve your Spiritual Moderator and Advisor
 - Thank and recognize members for their service
 - Be open to new projects/ advocacy needs in your community
 - Review our pamphlets for marketing purposes
 - AGAIN→ongoing regular Vincentian Spiritual activities
 - Regular Spiritual and social activities
- **RESOURCES**
 - ARM (Association Resource Manual) available on LCUSA website

- **Vincentian Spirituality and Formation Book**
- **LCUSA Website for membership power point and informational video**
- **Your Regional VP and Directors**
- **Also regularly check LCUSA Website section, “Who We Are”**



The Ladies of Charity USA

Overview



Foundation

The Ladies of Charity was the first of the organizations begun by St. Vincent de Paul. While vesting for Mass in August 1617, St. Vincent, pastor at Chatillon-le-Dombes in the Diocese of Lyons, France, was told by a parishioner of a family whose members were all ill and in dire need. Vincent, so affected by the report of this family, told his parishioners at Mass about this family that same morning. After Vespers that evening, Vincent went to the farm where the family lived. He discovered that many of his parishioners had brought food and other supplies. While struck by the goodness of his parishioners, he also realized that this charity needed to be organized since much of the food was going to spoil over time.

This event was the beginning of the Confraternities of Charity, the first name given to the Ladies of Charity. Vincent called together a group of women he had encountered three days after on August 23, 1617. These women brought together some additional women. The small group worked out a schedule for taking care of the family along with other families in need. Vincent then outlined rules and sought approval of the Bishop of Lyon. The group was canonically erected on December 8, 1617. The feast of the Immaculate Conception is celebrated each year by the Ladies of Charity. Several years later, St. Vincent founded the Lazarists or the priests of the Congregation of the Mission, known here in the United States as the Vincentians. Wherever these priests ministered, Vincent charged them to begin a Confraternity of Charity or Ladies of Charity group in their parishes.

Identity of the Ladies of Charity in the Church and Civil Law

The Ladies of Charity of the United States of America® (LCUSA) operates under Catholic auspices and is listed in the Official Catholic Directory as an independent Catholic organization by the Bishops of the United States.

LCUSA is a member of the International Association of Charities of St. Vincent de Paul (AIC), recognized by the Holy See as a Catholic International Organization with roots dating back to its foundation in 1617 and is listed in the [Dicastery of the Laity Family and Life](#) Directory of Associations. The spiritual advisor is a member of the Congregation of the Mission selected by the Superior General of the Congregation of the Mission and the President of LCUSA.

Canon Law 298 calls them to communion with leaders of the Church and to conform their activities with the Church's mission. Canons 215, 225, 298, 299, 322, and 324 also apply to the Ladies which are referred to in Canon Law as Private Lay Associations of the Faithful.

These canons give them the right to

- ~designate Officers/Advisors,
- ~administer their goods,

- ~operate according to their Constitutions and Bylaws,
- ~appoint Spiritual Advisors approved by the Local Ordinary.

The Ladies of Charity of the United States of America® is incorporated under the laws of the State of Missouri as a not-for-profit corporation organized for charitable purposes. LCUSA holds a 501(c)(3) status as a federal tax-exempt organization under the Internal Revenue Code of the United States and file a 990 Tax return.

The National Board grants charters to local associations. Each local association is organized independently and needs to seek the approbation of the local ordinary. They are also encouraged to apply for independent status as a civil nonprofit corporation with federal tax-exempt status if their activities require fundraising and warrant an independent fiscal audit.

Foundation in the United States

The Ladies of Charity here in the United States was founded by Catherine Harkins. Catherine was born on November 16, 1834, in Cork County, Ireland. Her family first settled in Pottsville, PA, and later moved to Paris, Kentucky. While visiting in St. Louis, Missouri, she met Hugh Harkins whom she later married. They settled in St. Louis in 1857. At age 23, she had a recurring dream which she mentioned to her confessor, a Vincentian Priest. In the dream, she saw a priest gathering children off the streets. She later discovered the dream was the image of St. Vincent de Paul. She felt called to gather some women together to care for children and the poor. Her confessor told her if the dream was of God, that the success of their work would flourish. Although they called themselves Ladies of Charity, they later discovered this was the name of the Ladies of Charity founded by St Vincent in 1629. They later joined the European Ladies of Charity group.

The Mission of the Ladies of Charity

The mission of the Ladies of Charity flows from the inspiration and mission of St. Vincent de Paul and his collaborator, St. Louise de Marillac. In the eyes of Vincent and Louise, the mission was/is to experience Jesus Christ in the service of those who are poor. These saints looked to the example of Jesus in the Gospel especially as He identified with those living on the fringes of society. The Ladies strive, as do all followers of Vincent and Louise, to “see the face of Jesus” in those they serve. Vincent and Louise wanted the service of their followers to draw them to a personal relationship with Jesus Christ.

Here in the United States, the Ladies of Charity also honor St. Elizabeth Ann Seton, who founded the Sisters of Charity in Emmitsburg, Maryland and whose young community followed the rule of the Daughters of Charity. The Sulpician Priests who served both in Baltimore and in Emmitsburg, Maryland, were instrumental in bringing Vincent’s rule to Elizabeth Ann Seton from France, and she adapted this rule to life here in the United States in 1809. Catherine Harkins, the founder of the Ladies of Charity in the U.S most probably would have attended religious education classes with Elizabeth Ann Seton’s sisters in Pottsville as these sisters traveled from Emmitsburg, Maryland to Pottsville to teach the children. Surely, these sisters would have shared with their students the Vincentian spirit which inspired their foundress and shaped their community’s spirituality.

As encouraged by Vincent and Louise, the Ladies see their meetings as the heartbeat of their organization. It is here they not only organize their charitable work but also strive to grow in holiness by praying and reflecting together especially on the Vincentian spirit so that their lives and service are informed by this spirit.

The National Board of Ladies of Charity of the United States of America has as its mission, “*Providing Vincentian Leadership to Women Acting Together Against All Forms of Poverty.*” Their vision is to provide Vincentian leadership

of transformation, assisting persons who are vulnerable to move from marginalization and despair to participation and hope. Their motto is: *To serve rather than to be served in humility, simplicity, and charity.*

The women of this organization commit to spreading the Good News of the Gospel through their works of justice and mercy, through their presence and words as expressions of God's love and mercy for everyone and through their relationships striving to be with the people who live on the margins, working alongside them, and forming a community of love and care. While each local organization has different needs and resources, and their activities are diverse, they all have a special concern for the needs of women and children. Today, efforts are being made to address immigration, trafficking, and respect for the dignity of others, not only in our country but worldwide.

Devotions

In addition to prayer and reflection, St. Vincent wanted his Ladies of Charity to have a special devotion to the Eucharist, to draw strength for their service. Also, Mary, the Mother of God, is honored in a special way. The Ladies celebrate the feasts of the Immaculate Conception, the Annunciation, and the Visitation and value the rosary whose mysteries are tied to the life of Jesus. The Ladies of Charity strive to acquire the virtues of humility, simplicity, and charity which were given to them by their Founders, Saints Vincent and Louise, and have a special devotion and trust in Divine Providence, "following it step by step" in the words of St. Vincent. 4-26-2021, revised 9-19-2021

International Association of Charities (AIC)

LOGO

The Ladies of Charity USA is a member of AIC. We belong to AIC. **We are AIC.** Being aware of this fact strengthens ties with other national organizations and enables us to assist one another in the service of those who are poor. When you see the AIC logo, think: **“that is us.”** (The following logo was adopted during the celebration of the 400th anniversary and continues to this day.)



ADDRESS

Secretariat International AIC
23 Rampes des Ardennais
B-1348 Louvain la Nueve
Belgium
info@aic-international.org

You can also VISIT the Web page: www.aic-international.org

On the International level: (AIC)

AIC is an international association of 100,000 members, mostly women, inspired by Vincent de Paul, its founder, who was the first to officially give an important role to women, that of serving the poor. They are in fifty-five countries (2022) including Africa, Asia, Europe, Latin America and the USA. New associations continue to be formed.

AIC's Mission is to fight against all forms of poverty and exclusion, through concrete initiatives and transforming projects.

AIC's Vision is to:

be a transforming force in society and fight poverty;
get involved primarily with women throughout the world;
encourage those served to assist themselves out of structures what keep them poor;
promote collaborative efforts and networking at all levels and with all persons with the same commitment to those who are poor.

AIC is an:

International Catholic not-for-profit organization
International non-governmental organization (NGO)
Private lay association of the Faithful (Canon Law)

The Charities

Vincent asked the first members of the Confraternities of Charity/Ladies of Charity “to be organized to better serve.”

Whom are we called to serve?

The sick, the lonely, the handicapped, the unemployed, all those who are poor, especially women and children.

Why do we serve?

We serve Christ whom we encounter in the many men and women, suffering all over the world, by responding to the ever-increasing forms of poverty, both moral and material. When serving them, we are instruments of God's love and compassion. We recognize that we, in turn, are taught by the poor and experience our own poverty. It is a profound faith experience. Our service assists us to grow in love for persons who are sometimes unlovable, and thus fulfill the law of Christ.

How do we serve?

The driving force of our service is Jesus Christ. We serve in a Vincentian spirit given to us by St. Vincent de Paul and St. Louise de Marillac. Our Vincentian spirit focuses on *a particular Christ*. Jesus was sent by God the Father to be an Evangelizer and Servant of the Poor. Our service flows from reflecting on *this* Christ.

Jesus is our example as one “in our midst who serves” Lk 22:27. St. Vincent called us to follow Christ

- through our works on behalf of charity and justice;
- through our words which reflect our love of Christ and our neighbor, aware of God's deep love for us and for those who live on the fringes of society;
- through our relationships both with those we serve, our family and our organization. We are *with* the poor, working in solidarity with them, knowing and loving them as friends, brothers, and sisters.

We serve through:

- ★ millions of hours of individual work done by women in local and national associations;
- ★ continual study of the causes of poverty in which the people served find themselves;
- ★ concrete projects to improve the circumstances of those served.

We listen to those who are poor **in order** to assess their needs.

We work through educational programs and efforts to empower those served to speak out against unjust structures.

We take concrete actions against structures which cause injustice and poverty.

We collaborate with other groups: Vincentian Family groups, other Church, and civic groups.

We continue our growth as individuals and associations through ongoing education and spiritual transformation.

AIC AWARENESS

As we are aware of the interdependence of all problems of poverty and oppression, and of the changes and turmoil in the world, we know that we must keep ourselves informed and formed in order to be innovative and creative. Today we are FAITHFUL to the Gospel through a commitment to the poor and **our** fight against all forms of poverty.

AIC AND THE CHURCH

We have privileged relations with the Vatican:

- ★ The Pontifical Council of the Laity
- ★ The Pontifical Council of Justice and Peace
- ★ The Pontifical Council of Culture
- ★ The Pontifical Council Cor Unum

The Vincentian Family

Since its early years, AIC has worked with the Congregation of the Mission (Vincentian Priests) and the Daughters of Charity.

On June 3, 1995, the Superior General of the Congregation of the Mission, Father Robert Maloney, called representatives of four main branches of the International Vincentian Family together in Paris: The Priests of the Congregation of the Mission, the Daughters of Charity, the Society of St. Vincent de Paul (SVDP), and AIC. They met and became better acquainted with each other. Later other Vincentian groups began meeting together at the international level: the Sisters of Charity, the Miraculous Medal Association, (AMM), the Vincentian Marian Youth (JMV), the Religious of St Vincent de Paul and the Lay Vincentian missionaries (MISEVI). These groups are now considered as formal members of the Vincentian Family at the international level. The International Vincentian Family continues to integrate more branches of the family that work at the international level. The Vincentian Family Office is now a part of the Vincentian Global Network with an office in Philadelphia, PA. They coordinate activities, provide information, and deliver formation experiences on the heritage and charism of St. Vincent de Paul to the branches of the family throughout the world. The goal is to promote communication and collaboration among the various branches of the Vincentian family (2016).

While preserving the identity of each branch, Vincentian family groups seek to collaborate with one another to serve those who are poor more effectively.

United in Prayer

Every Monday at 9:00 AM all members of AIC throughout the world unite in prayer. We pray for “the Ladies of Charity

around the world (AIC) and for the continuation of our mission.” The feasts of St. Vincent de Paul, September 27, and St. Louise de Marillac, May 5, are international **Vincentian** days of prayer.

The AIC President

With the forming of AIC, the associations spread throughout France. By 1634 they were in Italy and by 1651 in Poland. Until 1971, the president of the French association was appointed international president. The reorganization and restructuring of the association at the international level took place from 1968 to 1971. Since that time the international president is elected at the assembly of delegates.

The Assembly

The Assembly of Delegates consists of appointed delegates from each member association. They meet every three years for a Statutory Assembly.

Executive Board

The Executive Board, elected by the Assembly, meets once a year in a place designated by the international president. The president, vice-presidents and other members of the executive board manage the association’s affairs and implement the decisions made by the Assembly of Delegates. The International Office in Belgium is under the responsibility of a Secretary General (Executive Director). Her work consists of administration, day-to-day management, and the animation of the Executive Board.

Dues

Each national association pays dues to AIC based on membership and in an amount voted at the assembly of Delegates. LCUSA pays dues annually for our members.

Different Names – Same Group

Our organization from its very beginnings has been known by different names: the Confraternities of Charity, the Charities, the Ladies of Charity, Vincentian volunteers.

Each national organization names its organization according to its own cultural background. Example: In the USA we are called LADIES OF CHARITY; in Mexico, VOLUNTARIAS VICENTINAS; in Venezuela, DAMAS DE LA CARIDAD; in Haiti, HAITIAN VOLUNTEERS OF ST. VINCENT DE PAUL; Many begin with AIC and then their country: AIC-Thailand, AIC-Ghana, AIC-Ukraine, etc.

We belong to AIC sharing the spirit of our founders, working for the same ideal, pursuing the same goals, under one large organization, and facing the problems of poverty in the new millennium with HOPE.

MOTTO

Acting Together Against all Forms of Poverty

Honoring its motto, AIC continues the work of St. Vincent de Paul, thoroughly studying its mission and updating its responses to needs according to the signs of the times.



FORMS

**The following forms are available to download
and to print from**

[LCUSA Forms - Ladies of Charity USA](#)

Application /Resume of a Candidate for LCUSA Board of Directors

Application for Individual Membership as Ladies of Charity

Association Annual Dues Notice

Association Annual Report – not available for download, contact Regional Vice-president

Change of Information Notice in Directory

Charter Application as Ladies of Charity

Change Category of a Chartered Association

Chartered Association-Request to Dissolve

Consent for Use of Image and Voice Recordings

Hager Grant Guidelines

Hager Grant Application

Hager Grant Report

Individual Membership Application

Individual Dues Notice

Individual Annual Report

JLOC Application for Membership

JLOC Grant Guidelines

JLOC Grant Application

JLOC Grant Report

National Assembly Association Delegate Appointment Form

National Assembly Scholarship Application

National Assembly Awarded Scholarship Request for Reimbursement

Reimbursement Request-

General Supply Order Form

