



The USA Council of Serra International

Vocations Manual

For use by Serra Club Vocations Vice President

Supplement this manual with
"Handbook for Vocation Activity"

"Pray, therefore, the Lord of the harvest to send out laborers into his harvest." (Mt. 9:38)

Vocations Manual

This manual is designed to be used
by the Serra Club Vocations Vice President

*For best results, supplement this manual with
"Handbook for Vocation Activity" (Serra item# 168)*

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Introduction

Serrans are dedicated to the Church and supportive of those who have given their life to priesthood and consecrated life. Because we have made commitments to the mission and ministry of Serra International USA Council we recognize the need for each Serra Club to have an effective V.P. Vocations and an active Vocations Committee.

As your Club V.P. Vocations you are encouraged to develop a Committee to carry out the goals of Serra. You are the key officer in creating a positive environment in which young adults may hear God's call. In addition to discernment activities, you will provide leadership for affirmation events for those serving the Church.

Purpose

The USA Council Vocations Committee provides this manual as an aid to your work and service. It is strongly recommended that each V. P. Vocations work closely with your diocesan vocation director to coordinate vocation awareness programs. We also encourage your Serra Club, through the Vocation Committee to implement the Parish Contact Program and collaborate with parish vocations committees and other lay organizations, such as; Knights of Columbus, National Catholic Committee on Scouting, and Diocesan Council of Catholic Women.

In addition to this manual the Council Vocations Committee has provided the Handbook for Vocation Activity (Serra item #168), support online through serraus.org, and Vocation Committee Workshops for Serra Regional Conventions.

As an effective leader, gather knowledge, experience and resources to focus attention on vocation activities, then develop ways to accomplish that mission.

CHALLENGES FROM OUR LEADERS

The challenge of Pope John Paul II

"Christ, who commanded prayer for laborers in the harvest, has also personally called those laborers. But usually he calls by means of us and our words. So do not be afraid to call. Go among your young people. Go and meet them personally and call them. The hearts of many young people, and not so young people, are ready to listen to you. Many of them are looking for something to live for; they are waiting to discover a worthwhile mission, and devote their lives to it. Christ has attuned them to his call and yours. We must call. The Lord will do the rest, he who offers each individual his or her special gift, according to the grace that has been given to that person."

The challenge from American Bishops

The U.S. Council of Catholic Bishops supports this challenge and asks Serra to help them to:

- Build a Culture of Vocations
- Increase the Awareness of Church vocations
- Improve Vocations Environment in families

The challenge from Serra

Serra has responded to this challenge through its first two stated objectives:

- To foster and promote vocations to the ministerial priesthood in the Catholic Church as a particular vocation to service, and to support priests in their sacred ministry.
- To encourage and affirm vocations to consecrated religious life in the Catholic Church.
(Serra International Annual Meeting 6/25/2005)

Serra asks all its members to call out and affirm dynamic men and women of all ages, and to invite them individually to explore their call to service.

SERRA CLUB VOCATIONS VICE PRESIDENT

The Vocations V.P. is the primary club officer responsible for all of the club's vocation activities, is a member of the Club's Board of Trustees, and should attend all Club and Board meetings. He/she shall organize and chair an effective Club Vocation Committee, and shall lead the committee and the club in all of the four areas of vocations ministry.

Duties and responsibilities

- Become familiar with Job Description on page ten (10) of this manual.
- Work with the Club President to establish an annual vocations plan and calendar with the diocese. This will insure that the Club is in sync with the vocation thrust of local Bishop(s).
- To be effective, set goals and begin your planning process 2 or 3 months prior to installation as Vocations Vice-president.
- Ensure programs and activities in each of these areas: Prayer, Awareness, Affirmation, and Support in both district (diocese) and club (parish) levels. (see "Handbook for Vocation Activity")
- Organize and chair an effective Club Vocations Committee.
- Work with your Club President to establish a Parish Contact Program (see page nine of this manual). You are to manage the program for your Club.
- Attend all club meetings, district training meetings and regional conventions.
- Learn and apply all-Serra and Diocesan Vocation goals and programs.
- Establish relationships with the following:
 1. USA Council Vocation Committee and resources provided by the Committee.
Become familiar with Vocations Committee online support:
 2. Other lay Vocation collaborative organizations.
 3. Serra District support through the Spring Leadership Planning Conference (SLPC) /VP Vocations workshop
 4. Serra Regional support through the Serra Fall Convention and Vocations workshop

Club Vocations Committee

The Vocations Vice President is the chairman of this committee. Every local Serra Club is to establish a Vocations Committee. Ideally, it is to consist of a chairman and at least four additional members. Form sub-committees for specific activities or programs. The Committee should concern itself in all club vocation activities and specifically target these four areas of vocations ministry:

-• Prayer
-• Awareness (Inviting)
-• Affirmation
-• Support

The Committee should become active in Vocations work in both of these levels of church organization:

-• Diocese or deanery level (Serra District)
-• Parish level (Serra Club)

PLANNING WITH THE DIOCESE

Lasting vocations come from holy families and future candidates for priesthood, diaconate, and consecrated life develop their budding interest within their family and parish community; therefore, it is necessary for Serra Club V.P. Vocations to work closely with the bishop and diocesan vocation office to develop a positive culture for Church vocations.

Each club, or group of clubs in a diocese/district, will develop a network of support to implement Church vocation activities to meet the goals of the bishop and vocation office.

Diocesan (District) Vocation Activities

The programs that follow are some of the many and diverse ways in which Serrans accept the challenge of fostering vocations in their community and Church. These are brief samples of diocesan (district-wide) vocation activities used successfully somewhere in the US. See details of these and many other activities in Serra *Handbook for Vocation Activity* listed on page 11 of this manual. [Prayer, Awareness (Inviting), Affirmation, Support]

- 31 Club is a prayer program in which an individual chooses one date of the month when he or she will go to Mass and pray for all priests, sisters, brothers, deacons and lay ministers who have served or are serving his or her parish, and that future church vocations will be forthcoming from the parish.
- Called By Name is a program with two objectives; to raise the consciousness of Catholics to foster vocations and to surface the names of individuals who may possess the qualities for a vocation to priesthood or religious life.
- Altar Server Programs recognize the valuable service young men and women offer the church in serving their parish community by awarding certificates and medals to them.
- Serra Club Vocation Essay and Poster Contests sponsored by Serra clubs are very rewarding experiences for the young people in parish communities.
- Traveling Vocations Crucifix/Chalice are parish-based opportunities for Catholic families to pray for and learn about Church vocations. The Crucifix/Chalice moves regularly from home to home.
- Priesthood Sunday was introduced in 2003 as an annual parish based recognition program used in many dioceses to honor our priests. In 2005 and forward, the USA Council of Serra International was given the responsibility to promote this October activity in all dioceses in America.

Details on above Programs and activities, as well as a listing of many more activities are shown in Serra *Handbook for Vocation Activity*, available from the USA Council office.

WORKING IN THE PARISH

All Serra Clubs are challenged by our leadership to help build a Culture of Vocations in parishes in their respective areas of influence. See below this goal of our USA Council which needs your action and support.



**It is a goal of Serra USAC: that there be
Vocation Activities in every parish***

**Long term goal - Every parish in the country
Short term goal - Every parish in our clubs' geography**

**This goal was adopted by the USA Council of Serra International
at a regular Council meeting in January 2003*

PARISH CONTACT PROGRAM

Every club is to send a volunteer Serran (Parish Contact Person) from the club to each parish (usually 15 to 20) in the Club's service area. This program is to include parishes where we do not yet have Serra representation. The program can be used to build a close working relationship with the diocesan vocation office and pastors. The purpose is to establish and maintain a Vocations Awareness relationship between the Club and each parish to assist in the Church vocations activities in the parish. Details of how to establish and manage this program are presented in USA Council green booklet called *Parish Contact Program* listed on page 11 of this manual.

Here are some examples of parish or club-wide vocation activities: See details of these and many other activities in *Handbook for Vocation Activity* listed on page 11 of this manual. [Prayer, Awareness (Inviting), Affirmation, Support]

- Form/support parish vocation committee.
- Eucharistic Adoration / Holy Hour for Church Vocations
- Prayers for Church vocations in "Prayers of the Faithful"
- Parish youth visits to Seminary, Cathedral, and Mother House of Religious Orders.
- Arrange visits by diocesan seminarians and religious orders to parish school and School of Religion.
- Plan an event to honor pastor and priests serving the parish for Priesthood Sunday.

POSITION DESCRIPTION

Serra Club Vice President of Vocations

Position Title: Vice President of Vocations

Reports To: Club President

Position:

Attend all Club, Board of Trustees and Committee meetings and functions; serves as the chair of the Club Vocations Committee; establishes comprehensive Club vocation programs that meet the needs of the local diocese and encourages the formation of diocesan, deanery or parish vocation committees. Implement the current goals and programs of the USA Council Vocations Committee.

Principal Responsibilities:

1. Attend all Club and Board of Trustee meetings
2. Serve on the Club Board of Trustees
3. Serve as the Chairperson of the Club Vocations Committee
4. Assist and attend Regional and District Conventions as appropriate
5. Represent the Club vocation efforts with Bishop, Vocation Directors and other organizations involved in vocation ministry.
6. Establish comprehensive vocation programs for use by the club.
7. Develop a long range plan for the Vocations Committee
8. Attend and actively participate at the Spring Leadership Planning Conferences
9. Assist the President-elect in the preparation of the club budget.
10. Participate as vital part of the Club leadership
11. Perform such other duties as may be assigned by the President and/or the Board of Trustees

Position Requirements:

1. Thorough knowledge of Serra and its objectives and purposes and the USA Council and its objectives and purposes
2. Be knowledgeable of the requirements of vocation ministry
3. Ability to work collaboratively with volunteers

Desirable Knowledge, Skills and Abilities:

1. Knowledge of current Catholic Church issues.
2. Ability to communicate clearly and concisely orally and in writing.

PARISH CONTACT PROGRAM

List of Tools

Available from the USA Council in Chicago - Online: serraus.org or call (888) 777-6681.

PUBLICATIONS	COST
<p><i>Parish Vocations Awareness form</i> - Survey form to help determine initial Vocations Awareness health of a parish. Suggest one per Parish Contact (can be duplicated locally).</p>	\$ 0.15
<p><i>15 Ways to Promote Parish Vocations in Your Parish</i></p>	\$ 0.20
<p><i>Handbook for Vocations Activities</i> A list and description of all Vocations programs & activities currently being practiced in Serra</p>	\$ 4.00
<p><i>Parish Contact Program</i> 12-page green training kit to assist local Serra leadership in presenting the program to key Serrans. One copy for each meeting attendee suggested.</p>	\$ 3.00
<p><i>Parish Contact Program - DVD</i> Assists in preparing Serrans for parish contact work</p>	\$ 5.00
<p><i>Parish Contact Kit</i> How to start the Parish Contact Program in your club. One kit per club Is recommended. Envelope contains: <ul style="list-style-type: none"> q One (1) copy - Suggestions for Club "Parish Contact Coordinator" q Ten (10) copies - "Very Busy Pastor" brochure (How to approach a pastor with the program) </p>	\$ 4.00
<p><i>Training Parish Contacts</i> - A one hour training class for Parish Contact Persons. One kit per attendee is recommended. Includes: <ul style="list-style-type: none"> q Agenda for meeting q Step by step directions for person conducting the meeting q 16 different "How to do it" handouts q Samples of Parish Activities literature from USAC and NCCV q Sample prayer cards and actual posters available from NCCV q NCCV catalogue and USAC literature catalogue </p>	\$15.00
<p><i>Notebook for Club Coordinator of Parish Contacts</i> A simplified method to assist the Parish Contact Coordinator in keeping track of Vocations Activities in each parish. Suggest one copy per club.</p>	\$ 8.00
<p><i>Certificate of Appreciation Kit</i> Build personalized certificates for sister, brother, priest on your home computer</p>	\$ 8.00

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