Conference Merger General Guidelines

This short list of basic guidelines is intended to encourage unity among Vincentians and help merging Conferences avoid confusion, conflict, and wasted time. The guidelines are based on findings from the SVdP National Office, other U.S. Councils, and input from St. Louis Vincentians. The Council Office is available to fully support Conference transitions.

- Only one Conference will exist in consolidated pastorates where there is one main parish with consolidated finances for the entire pastorate. The consolidated Conference will take the final name of the newly consolidated parish.

- Where pastorates have multiple parishes with separate finances and adequate Conference resources (finances & members), multiple conferences may exist with the permission of the pastor. Conferences will follow any new parish names established by the Archdiocese.

- Merging Conferences will welcome members from all Conferences involved in the merger and must hold a new election for President that gives opportunity to all members from all merging Conferences.

- Only one President is allowed per Conference. Since these will be “new” Conferences, all Active (full) members are eligible to run for president regardless of previous presidential service.

- Conferences that merge into a consolidated Conference will follow the “How to Close a Conference” guide - with the exception that all Conference assets should be transferred to the newly merged Conference rather than the District Council. See Dissolution guide regarding reconciling records, account closures, funds and asset transfers, final CARs, etc.

- Conference Neighbor and member records will be merged in ServWare to the consolidated Conference account. All pertinent physical and electronic information that isn’t in ServWare will be transferred to the newly merged Conference.

- All Conferences that remain in a pastorate assume responsibility for serving Neighbors in the entire territory of that pastorate. If multiple conferences exist, areas of service will be agreed upon, so all territory is served.

- Where boundaries change, Conferences must have a transition plan that ensures continuous coverage for Neighbors. All requests must receive timely, appropriate attention in the new pastorate territory.

- Newly merged Conferences will strive to meet “Minimum Requirements for Existing Traditional Conferences” within a reasonable time of merging (preferably within 1 year).

The Council Office Staff is here to support you during this transition. Do not hesitate to reach out to us with questions and/or requests for assistance. Please reach out to Tom Matoushek (tomm@svdpstl.org) or (314) 881-6025 for additional assistance.