



Strangers No Longer

CIRCLE OF SUPPORT BEST PRACTICES

CIRCLE CHECK LIST:

- Regular Monthly Meeting Date and Time
- A Printed and Timed Agenda – 75 minutes (*See template on pg. 2 below*)
- Member Roster with Names, Emails, Phone Numbers (*See template on pg. 3 below*)
- Looks to engage new members
- Roles or Tasks shared among the membership (*See description on pg. 4 below*)
- Regularly Connects with Pastor and Parish Council
- Leader(s) attend SNL Circle Leader Formation Program

TEMPLATE CIRCLE AGENDA:

Note: Strangers No Longer Staff, Bill O'Brien, Amy Ketner and Sr. Martha de la Torre, will work with the Circle Chair to help prepare your monthly agendas and to strategize on leadership roles.

Circle Name

Meeting date, time and location

Community Spirituality (15 min.)

- Welcome (Introductions when needed) 2 min
- Scriptural Reading, suggest discussion question 2 min
- Small groups of 3 discuss the guiding question 10 min
- Return to large group, close prayer 1 min

Reports (25 min.)

- Chair 2 min
- Recording Secretary (Review Minutes) 2 min
- Corresponding Secretary 2 min
- Treasurer 2 min.
- Liaisons/Representatives
 - Pastor and Parish Council 2 min
 - Strangers No Longer 2 min
 - Rapid Response Team 2 min
 - Mujeres Circle (if applicable) 2 min
- Project Coordinator reports:
 - Ad Book Fundraising 2 min
 - April 24 Banquet Tickets Sales 2 min
 - Invite Mujeres Leader to the Parish 2 min

Action Plan (25 min)

- Planning or evaluating an event

Evaluation and Prayer (4 min)

Next meeting time and location, Close meeting (1 min)

TEMPLATE CIRCLE MEMBER ROSTER:

Circle Name Membership Roster

Name	Email	Phone	Role	Notes
Jane Doe	jane@gmail.com	867-5309	Treasurer	
Jose Fulano	Jose@gmail.com	123-4567	Pastor Liaison	
John Smith	john@gmail.com	234-5678	Corresponding Secretary	
Maria Zulano	Maria@yahoo.com	111-2222	Member	Also on parish St Vincent de Paul
Mary Brown	Brownie@gmail.com	567-8910	Member	
Juana Fulana	Juanita@yahoo.com	987-6543	Member	Can't commit to meetings but wants to help at events
Peter Rock	Peter@gmail.com	212-2121	Member	Likes to fundraise
....				

CIRCLE MEMBER ROLES AND JOBS:

Note: Members may hold more than one role until the Circle grows. Some Circles might not fill each role immediately, while others might need additional jobs and roles unique to their Circle.

- Chair**
 - Prepares meeting agenda
 - Runs meeting
- Recording Secretary**
 - Keeps meeting notes, sends to corresponding secretary to send to members
- Corresponding Secretary**
 - Sends out meeting notices, notes, etc.
 - Sends occasional Circle updates to SNL for Newsletter, to parish for bulletin, etc.
- Treasurer**
 - Coordinates Circle Contributions (membership dues) etc.
- Chaplain**
 - Prepares prayer and reflection for meetings, or invites a Circle member to do so
 - Can use SNL suggestions, or choose own – should encourage membership sharing
- Liaisons/Representatives:**
 - **Pastor and Parish Council**
 - Ensures the pastor and PPC know about Circle updates
 - Meets quarterly with pastor
 - **Strangers No Longer**
 - Attend Circle Leader Formation and report updates back to the Circle
 - **Rapid Response Team**
 - Contact your Congressmembers or State Reps per Rapid Response team requests (Requests made via email, with thorough instruction, no more than 2/mo)
 - **Mujeres Circle Partnership**
 - Only applicable if Circle engages in Partnership with an Immigrant Women's Circle
 - Works directly with Mujeres Circle leader(s) to plan Partnership Meetings
- Project coordinators:**
 - **Ad Book Fundraising**
 - Asks businesses for ads in SNL April 24 banquet program
 - **SNL April 24 Banquet Ticket Sales**
 - Sell at least 10 \$25 tickets to your Circle, parish and community
 - **Invite Mujeres Circle Leader to the Parish**
 - Work with Circle and SNL staff member, Amy Ketner, to invite Circle Leader to share her immigration story at your parish