

SVDP St. Joseph Alameda Conference Responsibilities

Home Visits

- Check SVDP Call-In Recorder for Clients referrals or requests (510-995-9471).
- Input Client information to database, open Action Item and print out Client referral form.
- Respond to Client calls or referrals with phone call and home visit (if required).
- Provide appropriate response to Client needs and resource information.
- Update Client referral form, update database and close Action Item.

Provide Food to Clients

- Purchase and store food in Rectory basement for distribution to Clients as requested.
- Check SVDP Call-In Recorder for Client food requests.
- Distribute food to Clients as needed.

Client Financial Assistance

- Temporary Lodging/Partial Rent
- Transportation/Bus Fare/Passes
- Furniture/Bedding
- Clothing
- Utility Bills

Distribute Thanksgiving Turkeys and Food Boxes

- Provide Thanksgiving Turkeys and food boxes to identified Parish families before Thanksgiving.

Volunteer at SVDP Dining Room (Oakland)

- Some weekly volunteers from Parish
- Conference provides volunteers on assigned Saturdays two times per year.

5th Sunday Collection

- SVDP Envelopes are at the Church doors the week before 5th Sundays and in pews on 5th Sundays.
- SVDP members are at the Church doors after all Masses with collection baskets on 5th Sundays.

Collect Church three Poor Box Donations

- Two Conference members collect donations from poor boxes as required and deposit in bank account

Monthly Conference Meetings

- Conference meets on the 4th Thursday of the month at 7pm in the Parish Center.
- President issues agenda to all Conference members prior to meeting.
- Treasurer provides monthly Treasurer Report at meeting.
- Secretary takes minutes of meeting and issues copies to all Conference members (email or paper).

For additional information about our SVdP Group, please call Dan Cronin on 510-521-0998. To refer a client call our SVdP Recorder on 510-995-9471.