

**GENERAL INDICATIONS
FOR LOCAL COUNCILS OF ST GABRIEL ANNUAL COURSES**

1 For cl to do:

At the beginning

- Arrive with enough time to meet and greet the Supernumeraries
- Room allocations
- Put the “List of Jobs” and “Roster to Pray” out. They can volunteer themselves
- Put booklets out to sell (\$15 each)
- Put timetables out
- Local Council jobs i.e.: communicate to Administration, write the diary, write experiences, attendance sheet

During the ca

- Get togethers: Prepare the get togethers choosing topics about the Work, Apostolate etc.
- In the films of our Father and the Father, give them some context i.e.: the environment of the place, historical circumstances. Try to spend some time afterwards commenting the film and making sure they have understood
- Help them to make fraternal corrections if needed

VERY IMPORTANT - Send back to Advisory at the end of the course:

- Attendance sheet
- Experiences: We would appreciate and experiences or suggestions you may have. This may include feedback on classes given, get-togethers, general environment, administration.
- Inventory items – articles on the Fraternal Chat, Supernumerary Vocation, Prayer
- Diary (on USB)
- Left over booklets and all inventory items sent for the course
- Letters to the Father

2 Announcements to pass on:

- Piety: At the beginning of the ca, remind them of the importance of growing in piety, that everything is centred around Our Lord, visits to the oratory, etc.
- Fraternal Chat: To prepare it well. The Course is a moment for conversion and to go deeper. Let them know at the beginning of the course who they will do the chat with.
- Timetable: Explain the practicalities of the timetable and encourage them to make an effort to live it well and with punctuality.
- Time of the Afternoon / Night: Remind them about the time of the afternoon and time of the night (*De Spiritu* 123).
- Use of internal publications, where they are, keys, return internal publications when not reading and at night.
- How to write letters to the Father i.e., to address the Father as “Dear Father” not “Dear Msgr Fernando”, write their name and surname.
- Explain the love we have for the Administration and the details we try to live i.e.: punctuality to meals and leaving the dining room, leave our bedrooms tidy i.e., no unsightly underwear etc. on display.
- Manners: Remind everyone to turn off mobiles or put on flight mode when in class or in the oratory, and remind them to say goodbye if leaving the house and hello when they come back.