**GENERAL INDICATIONS**

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

1. **Local Council Jobs:**

Communicate to Administration, write the diary, write experiences, attendance sheet, plan for the get togethers, chats.

1. **At the beginning**

* Arrive with enough time to meet and greet the supernumeraries and set up
* Put the following charts out (they can volunteer for the jobs)
  + Timetables
  + Room allocations
  + List of Jobs & Roster to Pray – with pen
  + How to do a Gospel Commentary – with paper and pen
  + How to write a Letter to Father – with paper and pen
  + Put booklets out to sell ($13 each)
* Chats- to ask them if they are OK with doing their chat with the person proposed
* Pass on the announcements below at the beginning of the course

**3 Announcements to pass on at the beginning of the course:**

* Timetable: Go over the timetable with them.
* Remind them of the aims of the ca (*Experiencias para la formacion en el ambito local, pt 128*): To grow in piety, formation, and rest. To take advantage of the course to become more Christ centred, the great value of having the Blessed Sacrament and spending unrushed time with Him there, doing the norms well with love, visits to the oratory, etc.
* Fraternal Chat: To prepare it well. The Course is a moment for conversion and to go deeper.
* Time of the Afternoon / Night: the course is a great opportunity to live this custom (*De Spiritu* 123).
* Use of internal publications, where the are, keys, return internal publications when not reading and at night.
* The course is a good moment to write a letter to the Father and he loves hearing from his daughters. When addressing the Father we say “Dear Father” not “Dear Msgr Fernando”. Instructions on how to write to the Father have been left out for you to refer to with paper and pens.
* Jobs and Roster to pray – please volunteer yourselves. If it is your turn to pray you will need to do the Gospel commentary. Instructions have been left out for this with paper and pen.
* Administration (if in KSC): we are very grateful to have the assistant numeraries/staff taking care of the running of the house/meals to give you all a rest. They would be gratefully if we could help them with a few things: to arrive on time for meals and leave the dining room punctually so they can clean up, leave our bedrooms tidy i.e., no unsightly underwear etc. on display.
* Mobiles: it would be gratefully appreciated if everyone could turn their mobiles to flight mode when in class or in the oratory.
* Say goodbye - if going out to let someone on the local council know and say hello when you get back.
* Suggestions from supernumeraries: we want to hear from you. You will receive an email on the last day of the course asking for your feedback. It is very short, and we would appreciate you filling it out.

**4 At the end of the course:**

**VERY IMPORTANT - Send back to Advisory immediately after the course:**

* Attendance sheet (by Proton Mail),
* Experiences: We would appreciate any experiences or suggestions you may have. This may include feedback on classes given, get-togethers, general environment, administration (by Proton Mail).
* Diary (send via Proton Mail),
* Left over booklets and all inventory items sent for the course (if applicable)
* Letters to the Father