



Protocol:

*...a code prescribing
strict adherence to correct
etiquette and precedence.*



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This booklet represents a collection of ideas, correspondence and presentations from around the organization. While definitely not the definitive word when it comes to special occasions or the proper handling of “those little things,” we hope the information offered will be of some use to you and your local club.

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ROOM LAYOUT

A meeting room should be selected with your event in mind, rather than your event being made to conform to a meeting room. Shop around by phone and then make a personal site visit or inspection before signing a contract. Talk to the people in charge. Are they willing to listen to your needs? If they are not willing to help you before signing a contract, chances are they will not be very cooperative when you actually need to set up the event.

Your goal is to create hospitable surroundings for your function. The meeting room should be clean, neat and as inviting as possible. Plan seating arrangements which afford good eye contact with the head table or stage at the front of the room.

Following are the basic room layout styles:

Theater Style: Chairs only; audiovisual aisle in center; wide aisles on either side; ample leg room between rows. (See diagram.)

Classroom Style: Tables with chairs. Allow ample room at tables; watch for table legs; provide adequate aisles. (See diagram.)

Herringbone Style: This is a popular variation of the classroom style which increases visibility dramatically. Do not place chairs where participants would have their backs to the front of the room. (See diagram.)

Conference Style: This refers to a small group of chairs around a round or rectangular conference table. (See diagram.)

When planning your event and renting your meeting room, you have the right to ask for the room to be set (your setup) in the way that best suits the goals of your meeting. To do this properly, you will need to know what the room looks like. Be sure to note pillars which may be in the way, windows which aren't shaded adequately, noise from air conditioners, elevator shafts, etc. Also note the location within the building which might make a room inaccessible. Pay particular attention to the size of the room and its general appeal.

When choosing a meeting room, take into consideration if it is:

- Well-lighted
- Well-ventilated
- Cheerful and bright, rather than drab and unattractive
- Easy to reach with ample parking
- Accessible to all those who will be attending the meeting

It is also important to take into consideration if the food prices are reasonable and if the quality of the food is good. Is cleanliness apparent both with facilities and with food servers? Is food service acceptable and efficient?

Is the general tone of the hotel/motel/conference center friendly and cooperative? This will make a lasting impression with conference attendees.

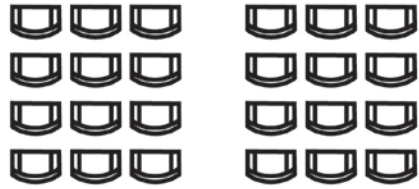
Taste the food at the place you are considering before you sign a contract. It is best to do this as a private guest eating at a regular meal time. How are you treated by servers and other personnel? Does your visit make a difference to them? If you sense it does not, look for another place.

Check the acoustics of the meeting room. How high are the ceilings? Is air conditioning quiet? Check elevator shafts- are they noisy? Check rumblings and noise in outside corridors - all of these can distract your speakers and listeners.

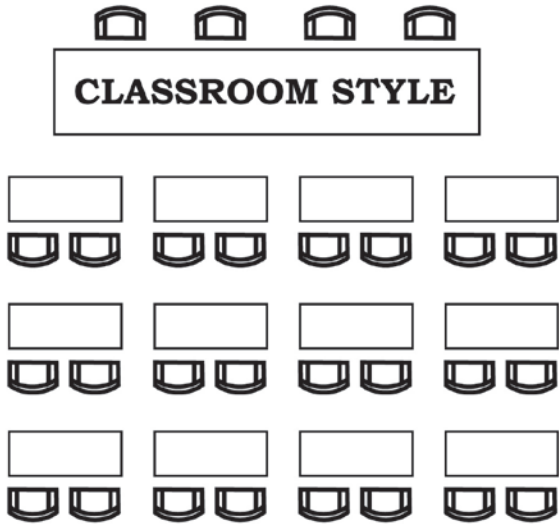
Is the room size adequate? Take the facility's recommendation on the suggested number of people who can comfortably fit in the room and decrease it. No one likes to be squeezed into cramped quarters.

When in doubt, look for a bigger room.

THEATER STYLE



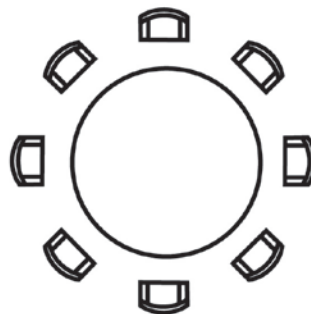
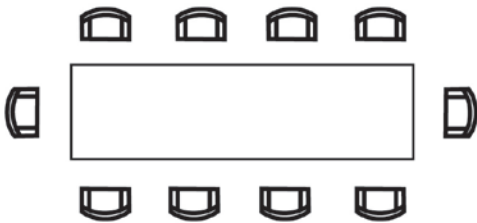
CLASSROOM STYLE



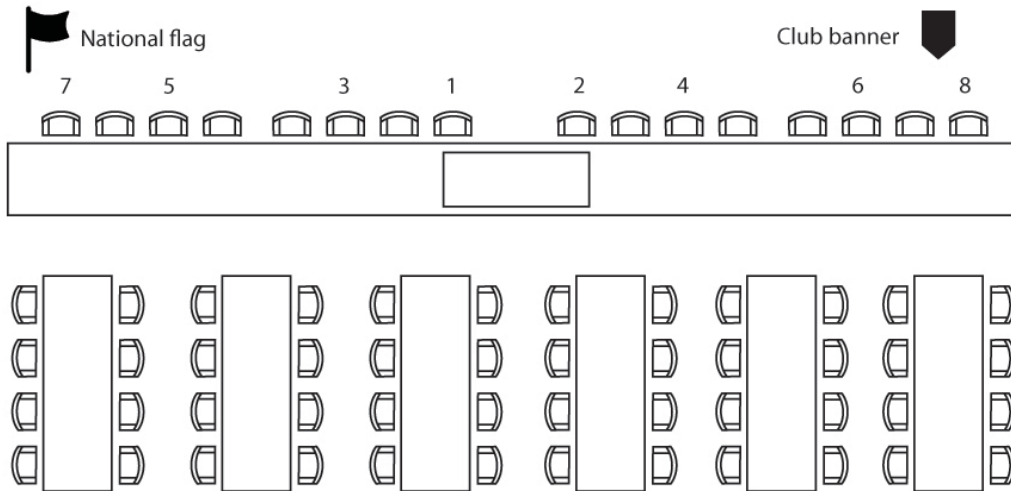
HERRINGBONE STYLE



CONFERENCE STYLES



HEAD TABLE SEATING FOR REGULAR CLUB MEETING



Seat #1: Speaker

Seat #2: Club President

Seat #3: Program Chairperson

Seat #4: Visiting District or International Officer

Seat #5: As needed

Seat #6: Other visiting District Officer

Seat #7: International or Club Officers

Seat #8: As needed

Note: Seat #1 is the seat of honor, which should be reserved

for your speaker and their spouse. If the Civitan International President is present, this should be their seat, unless they are not the speaker. If such is the case, the president should occupy seat #3, with the MC in seat #1 and the speaker in seat #2.

RECOGNITION OF INTERNATIONAL, DISTRICT AND CLUB OFFICERS

1. The President of Civitan International is to be recognized at all times as the “chief officer” of this organization. When not presiding, he shall be seated in the place of honor at any Civitan function.
2. Other Civitan International officers are recognized as “honored guests” in order of rank when visiting club or district functions and charter celebrations.
3. An international director visiting a function in other regions is to be recognized as an international board member and guest who is outranked only by the international president, president-elect, or immediate past president.
4. A district governor is recognized by everyone as the “chief officer” in his district. When not presiding, he shall be seated in the place of honor at any district function or charter celebration in his or her district.
5. A club president is recognized within his club as “chief officer” for the club. When not presiding, he shall be seated in the place of honor at any club function.
6. International officers, board members and district officers are to be seated in positions of honor according to rank when visiting club meetings, functions or charter celebrations.
7. An international or district officer shall be recognized as such at any formal function of his club. Otherwise, he shall be recognized as any other member of the club.

FLAG DISPLAY

Flags remind us of our freedom and are an important part of official gatherings. They should be treated respectfully. Everyone needs to know how to honor the flag. Displaying a flag properly shows patriotism and respect.

FLAG POSITIONING

The basic guidelines for flag display are these:

- Give the position of superior prominence to the national flag of the nation in which the meeting is being held. At no time should the flag of an outside nation be given the position of superior prominence.
- Fly flags of other nations at equal size and height to your national flag.
- State or provincial flags may be flown in size equal to national flags. However, their position should be secondary to national flags.
- The final position in order of prominence is given to personal or special flags, such as Civitan flags. These may be flown in size equal to or smaller than national and state/province flags.

MEETING ROOMS: The position of superior prominence is behind the speaker, to the speaker's right as the speaker faces the audience. Your national flag should always be placed on a staff alone at the speaker's right shoulder.

All other flags, starting with the flags of outside nations, should be placed on staffs to the speaker's left shoulder as the speaker faces the audience. State

and provincial flags should be placed to the outside of national flags. Special flags should be placed outside of state and provincial flags. NOTE: If you are using a raised platform for the speaker, and the flags are placed on the floor in front of the speaker, then the position of superior prominence for your national flag is to the audience's right at the front of the room. Thus you would reverse the standard order.

IN PROCESSION: The place of superior prominence is on the marching right. If there is a line of other flags, your national flag also may be in front of the center of the line.

FROM STAFFS IN A LINE: Your national flag should be at the right (to the left of an observer facing the display). If no foreign national flags are involved, the national flag may be placed in the center of the line provided it is displayed at a higher level.

CROSSED STAFFS: When your national flag and another flag are displayed together from crossed staffs, your national flag should be on its right (to the left of an observer facing the display).

ATTACHED TO A BUILDING EXTERIOR: Place your national flag to the right of the building entrance, from the perspective of the building. Place other flags to the left. If flagstaffs are used, place them to the right of the entrance. State, provincial or special flags may be flown on the same pole below the national flag.

SUGGESTED AGENDA

REGULAR PROGRAM MEETING

- Call to Order
- National anthem or Civitan Creed
- Appropriate opening ceremony: Pledge of Allegiance (where applicable), invocation, thought for the day, etc.
- Meal
- Introduction of guests
- Special features: Birthdays, door prizes, Honors, etc.
- Presentation of speaker by appropriate person
- Speaker
- Thanking the speaker: By president, chairperson of day, or other designated person
- Adjournment

SPECIAL MEETINGS

- Arrange special highlight meetings periodically to stimulate additional interest for a change of pace. These might include holiday celebrations, special meals, club awards, scholarship presentations, etc.
- Initiation of new members should also be emphasized with an impressive ceremony.
- Many clubs have found it helpful to set aside a particular time solely for the purpose of conducting matters of club business. At this business meeting, the membership can act upon the recommendations of the board of directors to approve new members as proposed by the membership committee and the board of directors.
- Business meetings keep members informed about club, district, and international activities.

BUSINESS MEETING

- Call to order
- Appropriate opening ceremony: Pledge of allegiance
- Invocation
- Thought for the day, etc.
- Meal
- Announcements
- Recognize Birthdays
- Report of Club Secretary: Minutes of previous board meeting
- Report of Treasurer
- Report of committee chairpersons
- Old and new business
- Civitan Creed
- Adjournment

INTRODUCTION TO MEMBER INITIATION CEREMONY

Every initiation ceremony should be carefully planned and never approached as “something we have to do.” You may be sure that new members judge you, your club, and all of Civitan, by the manner in which their initiation ceremony is conducted. Each initiation should be done in a dignified and serious manner so that your new members will look back upon it as a significant step in their Civitan career, because that is exactly what it is.

Be sure you are prepared; that you have all the essentials for an impressive and complete initiation. The essentials should include:

1. A lapel emblem
2. New member kit
3. Framed creed
4. An initiating officer who knows what should be said and is prepared to say it in a manner that will hold the attention and interests of those being initiated.

The three purposes of Civitan - fellowship, knowledge, and service - may be given additional emphasis as the emblem, kit, and creed are presented to the new member. For example: the emblem identifies those who enjoy the fellowship of Civitan, the new member kit will provide knowledge of Civitan, and our creed is centered in service. Occasional references to, or quotations from, the creed adds depth and meaning to an initiation.

The following suggested initiations are given as a guide to enable you to conduct an impressive and dignified initiation. You are, however, encouraged to improvise, initiate and create; but in doing so, never lose sight of your purpose -giving your new members a meaningful initiation.

MEMBER INITIATION CEREMONY (CEREMONY 1)

Ladies and Gentlemen:

You have accepted the invitation to become Civitans (or a Civitan).

In Civitan you will associate with people of high character and noble ambition. You will add your talents to theirs to accomplish the high ideals for which this organization stands.

Civitan, in turn, is to be congratulated, for in you, this club and the fellowship it represents, finds new members (or a new member) worthy of its standards.

Civitan appeals to citizens of high standards, purpose, vision and courage. Civitan challenges its members and inspires them to work for a better community, nation and world.

The first club of Civitan International was founded in March, 1917, in Birmingham, Alabama. It was founded primarily to provide concerned citizens with an opportunity to help others and serve the community through group action.

Civitan has served its purpose well. Its spirit has caught the imagination and loyalty of thousands in many nations.

Our own _____ club was chartered in the year _____.

Our name is unique. It is a coined word, taken from the Latin *Civitas*, meaning citizenship. As a Civitan you become a Builder of Good Citizenship.

In our local club you will find reflected the three major purposes of Civitan:

- First in purpose is **Fellowship**. In Civitan you will associate with good people, make new friends and participate in enjoyable social activities.
- Second in purpose is **Knowledge**. This organization seeks to expand mental horizons. Our creed cuts across barriers of bigotry and narrow-mindedness and fosters breadth and depth of understanding.
- Third in purpose is **Service**. Civitan was founded primarily as a service club. Its motto, its creed and its pledge are centered in service. Civitans of all faiths believe in this concept of service to others which is founded upon the Golden Rule.

Note: Candles may be lit to symbolize the three principles of Civitan, using the flame to signify Fellowship, Service, and Knowledge.

Unique among the service clubs is our creed. Although written many years ago, Civitans are still stirred by its stately phrases and its depth of meaning. You, too, will be challenged as you hear it. We urge you to commit it to memory and make it your own.

THE CIVITAN CREED

- I AM CIVITAN:** as old as life, as young as the rainbow, as endless as time.
- MY HANDS:** do the work of the world and reach out in service to others.
- MY EARS:** hear the cry of children and the call throughout the world for peace, guidance, progress and unity.
- MY EYES:** search for others to join in the fellowship and service of Civitan.
- MY MOUTH:** utters the call to daily duty and speaks prayers in every tongue.
- MY MIND:** teaches me respect to law and the flag of my country.
- MY HEART:** beats for every friend, bleeds for every injury to humanity, and throbs with joy at every triumph of truth.
- MY SOUL:** knows no fear but its own worthiness.
- MY HOPE:** is for a better world through Civitan.
- MY MOTTO:** builders of good citizenship.
- MY BELIEF:** do unto others as you would have them do unto you.
- MY PLEDGE:** to practice the Golden Rule and to build upon it a better and nobler citizenship.

It is my high privilege to welcome you into the fellowship and service of Civitan. Our secretary will now present you with the lapel insignia, which will identify you with the active membership of this club.

MEMBER INITIATION CEREMONY (CEREMONY 2)

Ladies and Gentlemen,

You have been accepted to membership in the _____ Civitan club, and for this honor you are to be congratulated. Civitan International has a long and distinguished history and heritage. It will be the function of your club, in the near future, to further acquaint you with the organization to which you now affiliate yourself.

Earlier at this meeting you heard, perhaps for the first time, the Creed of Civitan. This creed forms the philosophical base of our organization and your acceptance of its ideals marks you as a Civitan in fact. It is to our creed that I wish to direct your attention at this time.

The Creed of Civitan is a **personal** creed. As it is spoken, it is the words of one person saying, "I am Civitan," and then telling why.

The Creed of Civitan is an **action** creed. It highlights action words such as **work, listen, search, and build** in expressing ideas of personal involvement with one's fellow man, community, nation and world.

The Creed of Civitan is a creed of **freedom**. It upholds the rule of law, respects the pride that one feels for his native land, and dignifies the associations which produce the material and spiritual wealth of society.

The Creed of Civitan is a creed of **dedication**. It pledges each Civitan to strive to order his relationships with others in accordance with the Golden Rule.

If you accept the challenges of this creed and are willing to bind yourself by its Golden Rule pledge, please say after me, "I am Civitan."

I am happy to certify you are duly initiated members of Civitan International, the _____ District and the _____ Civitan Club, and to present you with the lapel insignia which will identify you as active Civitans.

Congratulations!

Conclusion

Whether you used Ceremony #1 or #2 in your club, take the time to quickly review the new member kit. Discuss the VIP Program and orientation for new members as a conclusion to your ceremony.

OFFICER INSTALLATION CEREMONY

Newly elected officers will stand, facing Installing Officer. Installing Officer-addressing newly elected officers:

Honored Civitans, you have been chosen by your fellow members to lead them in the activities of your club (district) for the ensuing year; thus an honor has been accorded you which involves great responsibilities. You will be expected to originate and execute plans governing the conduct of this club. Your keenness of foresight, efficiency of administration and loyalty of purpose will determine the success and progress of this organization. I, therefore, earnestly charge you to dutifully and loyally carry out the duties pertaining to your respective offices, to the end that the high ideals, aims and purposes of Civitan may be given definite interpretation. And that you keep your vision elevated and clear, looking toward continued progress for this club, district, community and our nation.

Installing Officer (administering the pledge):

You will now repeat after me the pledge of Civitan.

“My Pledge is to practice the Golden Rule and to build upon it a better and nobler Citizenship.”

Installing Officer (addressing the members of the club or district):

Fellow Civitans: The officers of your choice now stand before you. Since you have laid upon them the solemn responsibility of leadership, it becomes your duty to wholeheartedly support them in every undertaking for the advancement of this club and the common good of Civitan. Individual responsibility, properly conceived and accepted, is the ultimate factor in the success of democracy. You will now indicate your willingness to accept your proportionate responsibility by raising your right hand.

Here the installing officer raises his right hand to indicate the manner of pledge to the membership.

Installing Officer (addressing the newly elected officers):

You are to be congratulated by the trust invested in you by your fellow members. On behalf of Civitan International, the _____ District and the _____ Civitan club, I declare you duly installed in your important office, and I extend you the right hand of fellowship and the emblem of your office.

The Installing Officer shakes hands with each officer being installed conveying congratulation and bestowing the emblem of office.

OFFICER INSTALLATION CEREMONY

Installing Officer (addressing the newly elected officers):

Honored Civitans, you have been chosen by your fellow members to lead this Civitan club as its officers. Leadership is intangible and most conspicuous when it is absent. Leadership is best measured by success and accomplishment. It is also a learned technique; we can all become better leaders. The absence of leadership can result in failure and disappointment. Election to leadership is an honor-but more importantly it is a responsibility.

You are accountable to your club and community. At the conclusion of your year as an officer of this club, your record will be an open book for all to see. Make plans now to insure that it will be a book of success.

The choice is yours - lead or be led. I challenge you to motivate your members and fellow officers: communicate creatively; delegate and follow-up; be innovative; be positive; be friendly but firm when needed - but most importantly, establish goals and see that they are accomplished. If you are willing to accept this challenge of leadership, please repeat after me:

“I will to the best of my ability lead this club to higher levels of service, knowledge and fellowship.”

Thank you. Based on the confidence this club has expressed in you and your willingness to accept the challenge of leadership, I declare you the duly installed officers of the _____ Civitan Club.

CANDLELIGHT CEREMONY

I AM CIVITAN: as old as life, as young as the rainbow, as endless as time.

It doesn't make any difference how old you are, or how many offices you've held. As leaders, you will give life to Civitan: you will give this Civitan club continued strength by your efforts, and insure success by everlasting service through Civitan.

MY HANDS: do the work of the world and reach out in service to others.

As Civitan officers we believe that your abilities must be channeled to help others; to make this world a better place in which to live; to leave it better than we found it. All of us must work together.

MY EARS: hear the cry of the children and the call throughout the world for peace, guidance, progress and unity.

As Civitans we do listen to those in need in our communities, to those less fortunate than ourselves. We do care, and we do help people.

MY EYES: search for others to join in the fellowship and service of Civitans.

It is your responsibility to share Civitan with both men and women; to give others the opportunity to serve in so many ways through Civitan.

MY MOUTH: utters the call to daily duty and speaks prayers in every tongue.

You must be fully aware that you should do your share - not just today, tomorrow, or next month, but Civitan is to be a way of life and should be lived every day in some way.

MY MIND: teaches me respect for the law and the flag on my country.

We're proud to proclaim our respect for the law, to support our form of government, and we are thrilled by our flag, and in the spirit of our forefathers who believed as we do.

MY HEART: beats for every friend, bleeds for every injury to humanity, and throbs with joy at every triumph of truth.

What better feeling can there be than to see the smile of a child you've stopped to help, grip the hand of a needy adult, or to feel warm inside at the accomplishment of a needed project?

MY SOUL: knows no fear but its own unworthiness.

Each day you must approach life with a determination to be a better person through Civitan, keeping in mind that you will achieve gratification from your deeds.

MY HOPE: is for a better world through Civitan.

Civitan gives hope, gives purpose and life to so many things, since, when there is no hope, we have nothing.

MY MOTTO: builders of good citizenship.

Civitan builds character, builds understanding, and builds purpose into life.

MY BELIEF: do unto others as you would have them do unto you.

MY PLEDGE: to practice the golden rule and to build upon it a better and nobler citizenship.

What better words on which to base a lifetime than the Golden Rule? As Civitans, we must, we will, and we do practice the Golden Rule. With this spirit, what is the goal of Civitan?

Civitan's founder, Dr. Courtney Shropshire, said, "I believe that by truly being Builders of Good Citizenship, in the active not the passive sense of this phrase, we will eventually make, first ourselves, then our homes, our cities, our state, and finally our country, truly representative of all that is good - not for one, but for all."

Albert Schweizer once said: "Just do what you can. It's not enough merely to exist. It's not enough to say 'I'm earning enough to live and support my family. I do my work well...' That's all well and good. But you must do something more... You must give some time to your fellow man. Even if it's a little thing, do something for those who have need of help, something for which you get no pay but the privilege of doing it. For remember, you don't live in a world all your own. Your brothers and sisters are here too."

[Call to the table or lectern another Civitan and hand him a candle] [Light your candles]

The spirit of Civitan is like the light of this candle. If I try to keep it all to myself, it does not shine very far. But if I share with another candle...

[Light the candle you gave the other Civitan]

...It doubles in value. Notice that by sharing I spread the spirit but it does not diminish my light one bit. _____ would you please light the candle of the new president _____ and share the spirit of Civitan with him (or her)?

Now on behalf of the _____ District, and with help of _____ (new president), let's share the spirit of Civitan with all your officers.

[Light all Candles]

With this sharing you have passed on the spirit of Civitan and it glows brighter than ever. This is the way it must be with Civitan.

[Will all the members please rise?] [Officers turn and face the membership]

The officers of your choice now stand before you. Since you have vested them with the responsibility of leadership, it now becomes your duty to support them in every undertaking for the advancement of this club in promoting the ideals, aims, and goals of Civitan.

Individual responsibility to the ideals of Civitan enthusiastically carried out, leads to the success of Civitan clubs. You must work, search and build for ours is an action Creed, requiring personal performance. "I AM CIVITAN," not the other person. Would you please indicate your willingness to accept your responsibility by raising your right hand and repeating after me..."I AM CIVITAN."

[At this time, all candles may be extinguished]

Congratulations!

[Personally go to each of the new officers and congratulate them and present the Civitan pin of their respective office.]

SAMPLE LETTERS

INVITATION TO NEW BUSINESS OWNER

August 19, 2012

Mr. Bill Jones
1234 South Street
Birmingham, AL 35214

Dear Mr. Jones,

On behalf of the Birmingham South Civitan Club congratulations on the opening of your new business. Please join us at our next meeting, Tuesday, August 16 to meet other business professionals like yourself who are working to make this community a better place in which to live.

Our club meets each Tuesday at noon at the Red Lobster Restaurant on Main Street.

We would like to have you come and meet with us to consider becoming a member of the Birmingham South Civitan Club. You will learn more about how Civitan is helping the Birmingham community and meet new business people.

I will be in touch with you Monday afternoon or Tuesday morning to remind you of the meeting. If you have a friend that you would like to bring, please do. I look forward to seeing you soon.

Sincerely,

Pete Smith, President, Birmingham South Civitan Club

SPECIAL INVITATION

September 19, 2012

Ms. Susan Miller
Rt.3 Box 4130
Hawkinsville, GA 31036

Dear Ms. Miller,

I know you have heard about my Civitan club, and that you have probably read about some of our projects in the paper. I am very proud of our club and what we, as a group, have done to help our community.

We have a lot of good people in our club, and I know you would like to be part of our group. You are the type person who would enjoy the volunteer work we do for others who are less fortunate than ourselves.

I have asked the club to invite you to attend one of our special Civitan Awareness meetings. I hope you will be able to attend; there is no obligation to join. If you do join, however, I know you will enjoy it. See you there.

Sincerely,

Ricky Allen

SPECIAL INVITATION

You are cordially invited to
attend the Robinsville Civitan Club
meeting as our guest

Location: Steak House Restaurant

Date: April 15, 2012

Time: 7:00 p.m.

Casual attire

R.S.V.P.

by April 13th please.

892-2839

Robinsville@civitan.org

INVITATION TO MEETING

August 19, 2012

Ms. Melanie Johnson
1234 South Street
Birmingham, AL 35214

Dear Ms. Johnson,

John Thompson has informed me that you will be his guest at our Birmingham South Civitan meeting on September 4th.

We appreciate that you will take time from your schedule to learn about our Civitan Club. We will keep the meeting on schedule, taking only an hour and a half. Social time begins at 6:30, dinner at 7:00, and we will adjourn promptly at 8:00.

I am looking forward to seeing you on Tuesday.

Sincerely,

Pete Smith, President
Birmingham South Civitan Club

**FOLLOW-UP LETTER:
INVITATION TO JOIN**

August 19, 2012

Mr. Tim Williams
1234 South Street
Birmingham, AL 35214

Dear Mr. Williams,

We are glad you attended our Civitan club meeting this week. I have taken the liberty of proposing your name to the club for membership approval.

We are thrilled to extend an invitation of membership to you. As you know, we meet each Tuesday for lunch at the Red Lobster Restaurant. I will call you beforehand to make sure you will be able to attend.

All of us are looking forward to having you as a member of our club.

Sincerely,

Pete Smith, President
Birmingham South Civitan Club

**FOLLOW UP LETTER #2:
INVITATION TO JOIN**

August 19, 2012

Ms. Mary Lewis
345 Willow Cross
Birmingham, AL 35214

Dear Ms. Lewis,

Thank you for attending our Birmingham South Civitan Club meeting last Tuesday. We hope you enjoyed the meeting as much as we enjoyed having you.

Again, we would like to extend to you the invitation to join our club. We need community-minded people like you to help us with our Civitan projects and to share in our fellowship.

I will be in touch with you in the near future.

Sincerely,

Pete Smith, President
Birmingham South Civitan Club

**CONGRATULATORY LETTER #1 -
NEW MEMBER**

August 19, 2012

Mr. Sam Stocks
1234 South Street
Birmingham, AL 35214

Dear Mr. Stocks,

We were all delighted that you have accepted our invitation to join the Civitan Club. Our next meeting will be on Tuesday, August 24th, at noon for lunch at the Red Lobster Restaurant. We look forward to seeing you there.

As mentioned to you, on Tuesday, September 5 at 7:00 p.m., you will be officially initiated into the membership of the Birmingham South Civitan Club. All you have to do is be there, so mark your calendar. It will certainly be an event to remember.

I look forward to seeing you at the next meeting. Once again, congratulations and welcome!

Sincerely,

Pete Smith, President
Birmingham South Civitan Club

**CONGRATULATORY LETTER #2 -
NEW MEMBER**

August 19, 2012

Mr. Bill Jones
1234 South Street
Birmingham, AL 35214

Dear Mr. Jones,

We were all thrilled that you have accepted our invitation to join the Birmingham South Civitan Club. We believe you will enjoy the fellowship of our members while working on projects we sponsor to help our community.

Our next club meeting will be on Tuesday the 29th, at noon, at the Red Lobster Restaurant. At this meeting, you will be officially initiated into membership in our club. Be sure to mark your calendar.

Once again, welcome to the Birmingham South Civitan Club.

Sincerely,

Pete Smith, President
Birmingham South Civitan Club

GENERAL PRAYERS

Our heavenly Father, we thank you for the love and respect - for the common ideas and goals that draw us together.

We thank you for our differences, and that we need not give up our uniqueness and identity as we work and share together.

We pray that being part of a group won't cause us to shirk our personal responsibilities or dampen our initiatives, and we also pray that we will be able to submerge our own egos - our desire for recognition and importance - to accomplish important goals and strengthen our organization. **Amen.**

Our heavenly Father, we pause again to give you thanks for thy innumerable blessings, and we bow to ask forgiveness for our many weaknesses and shortcomings.

But we especially thank you today for the power you've made available to us, and we ask for forgiveness for too often being so preoccupied with our inadequacies that we overlook your remedies.

We pray for greater faith in your free grace and forgiveness. Remove our guilt and help us to work with you and for you in confidence and power. **Amen.**

Our heavenly Father, just as we need food and drink for our physical sustenance, we need you. Just as we need shelter to protect us from discomfort, danger and pain, we need you. Just as we need a purpose to motivate us, a problem to challenge us, a plan to guide us, and a promise of fulfillment to encourage us, we need you. As we need each other, and need to be needed, we need you. And because it was your breath that gave us life, your mercies which sustain us, and because of your unremitting call, we need you. **Amen**

Our heavenly Father, we bow before thee today with many concerns. We are concerned with security, with food, shelter, clothing, medicine, retirement, finances.

We're concerned with ego-with feelings of self worth, esteem of our peers, appreciation, importance, power.

We're concerned with creativity, accomplishment, meaning, success.

We pray that you would give us the wisdom and obedience to seek first your kingdom and your righteousness, knowing that when we do, all these other things will assume their rightful perspective and will be added to us. **Amen.**

Our heavenly Father, who created us in your image, we submit to you so you can continue to mold us and make us after your will. We know we're incapable of perfecting ourselves.

Place within us clean thoughts, good attitudes, worthwhile concerns, pure motives, and loving spirits so what we do will reflect on what you have done for us - and to us, and will help others know more about you. **Amen**

New Year Prayers

Our heavenly Father, on this first meeting of the new year, help each of us to look backward so we can examine our actions and inaction for possible improvement. Help us not to be defeated by our errors, nor vain in our successes.

May we also look forward, for we need to set goals, establish priorities, and map out strategies.

And, our heavenly Father, may we look upward, for we need your forgiveness for our failures, your peace and inspiration for our successes and your direction for your purposes. **Amen.**

Our heavenly Father, we thank you for your love and your care. As we begin a new year we pray that you will renew our devotion to our fellow man. Help us know what to do, how to set priorities, and how to best accomplish our goals.

But most of all we pray that you will help us translate our feelings and knowledge into helpful action, for we know that knowledge and feelings without action is like faith without works... meaningless. **Amen.**

Mealtime Prayers

Our heavenly Father, we thank you for this food and fellowship and for all the good things in life you so generously provide. Thank you for each individual here. Each has a place in your plan no one else can fill.

We thank you for honored guests who are so supportive. We need their stimulation and counsel.

We thank you for our outgoing leaders. May they be no less active in their new roles, but may their leadership experiences cause them to be more effective than ever before.

We pray for our incoming leaders. Give them a sense of urgency, direction, wisdom, and an unflagging devotion.

We thank you for all our members. May each of us respond to the call of our creed, and your call, not out of a sense of duty, but out of a heart of love and concern. **Amen.**

Our heavenly Father, as we pause in the midst of a busy day to think of you, we think of many things for which we may be thankful-for life itself, for cherished friends and helpers, and golden opportunities to do for ourselves, our fellow man, and for you.

Help us understand our special roles in your scheme of things, and help us fulfill our roles which in turn will give meaning and fullness to our lives.

Bless again this food and this fellowship. May the food we eat and the friends we meet sustain us as we strive to do your will. **Amen.**

Our heavenly Father, we thank you again for this food and fellowship. We need food to sustain life and we need fellowship to make life enjoyable. And we need you to make life complete.

Be with us as we enjoy today's program and engage tomorrow's opportunities. **Amen.**