

Suggested Best Practices

Many units have struggled with attendance, and ultimately have gone inactive. The causes are many, but among them are: meetings do not meet the member needs or expectations (content, length, relevance, opportunity to share, etc.), membership “ages” due to the lack of new members and younger members, chaplains or spiritual leaders leave or die and are not replaced, rotation of responsibilities (president, treasurer, etc.) does not occur on a regular basis and participation of Al-Anon or other chemically dependant members is not encouraged. Obviously, there are other issues, but this list is a good starting point. What follows are some bullet actions that may be considered to bring unit attendance back or to expand attendance.

1. Conduct unit audits or hold a “group conscience” at least yearly to see if the attendees think the meetings meet their expectations. Ask for suggestions often.
2. Call people who used to attend and ask why they have dropped Calix.
3. Have a small group responsible for laying out the program at least a couple of months in advance. Don’t place all the program responsibility on the president.
4. Secretary should send a reminder to the address list with a note about the program before each meeting.
5. Rotate officers through yearly or every other year elections.
6. Maintain a steering committee; keep business part of Calix meeting short.
7. Have Introduction Packets available at each meeting for new members. Have someone be the greeter, especially for newcomers. Make sure the secretary gets the name and address of each new attendee.
8. At least have coffee and snacks at the meetings; volunteer list for bringing/serving at each meeting.
9. Have a meeting announcement in the diocesan newsletter each month.
10. Get address list of all parishes from the diocesan office and send Calix information to each.
11. Meet with the bishop to explain Calix and ask for his support. If Calix office can help, ask them.
12. Ask each member to meet with their parish pastor to describe Calix as well ask to display literature in the church.
13. Put announcement of meetings in the local newspaper.
14. Contact Newman Center priests and other Christian organizations at local colleges and universities and explain Calix and ask them to display literature.
15. Ask diocesan newspaper to publish an article about chemical dependency and Calix
16. Contact and give literature to retreat centers, treatment facilities and Matt Talbot chapters.
17. Ask Calix office to send copies of the newsletter to above facilities on a regular basis.
18. Ask Catholic agencies to display Calix literature. Catholic Charities usually has CD involvement.
19. Do service projects as a unit.
20. Contact veteran homes to explain Calix and display literature.

21. Have periodic co-meetings with other Calix units where possible.
22. Do not cancel meetings or change the time/location without consensus of members/attendees; do only if it's really necessary.
23. Establish a web site or see if you can use a parish/diocesan web site for announcements (Relevant Radio provides the opportunity for a unit to create a bulletin board)