

## COMMISSIONS AND COMMITTEES

Commissions are groups who are consulted by the team on issues that arise over several years. Commission members usually have a two or three year term, renewable for a second term.

There are two standing province commissions:

- Finance Commission - studies issues having significant financial implications for the province operations, and gives advice to the provincial level on such issues. The Commission consists of the Corporate and Province treasurers, as well as 3-5 other members.
- Investment Commission - Consults and advises the Provincial Team regarding investments and investment guidelines. Meets quarterly by conference call or in person to review investments with the Investment Manager. The Commission consists of the Corporate and Province treasurers, as well as 3-5 other members.

### Province Committees

Province committees are ad hoc and exist for the length of time it takes to complete the task given them by the provincial team.

All team members and the Provincial Secretary should receive the minutes of commission/committee meetings.

## VOCATION MINISTRY

Individuals and communities are encouraged to stay informed about what is happening in vocation ministry in the province, and to choose concrete specific action as a way of participating in the vocation ministry of the province.

Vocation ministry personnel are responsible for directing the vocation program according to its goals and objectives, and are accountable to the provincial and her council.

## AFFILIACY PROGRAM

### Description

Affiliacy is that phase of our pre-incorporation process in which a Catholic woman, 18 years of age or older, indicates an interest in our Ursuline life and enters into a period of regular contact with us in order to consider more seriously her vocation choice.

### Goals

- To provide an opportunity for contact with our community.
- To provide guidance for the woman in discernment.
- To provide time and experiences which will enable the community to assess the potential of the woman for becoming an Ursuline.

### Application

Application is made by contacting the vocation ministry director and then meeting with her for a personal interview. When this is completed, the provincial designates a local community as a sponsoring community for the affiliate, and a sister in this community as the affiliate's sponsoring sister.

### Financial Guidelines

The affiliate maintains her financial independence. The affiliate is a guest of the sponsoring community. Generally, the affiliate pays for any transportation costs to and from affiliate weekends. However, when necessary, special arrangements can be made with the vocation ministry director.

## **URSULINE INCORPORATION PROCESS**

### **Candidacy**

#### Description

Candidacy is that phase of our incorporation process in which a woman who has completed affiliation enters into a more formal association with the Ursuline community. She does this through regular ongoing contact with a local Ursuline community and with one sister in that community who serves as her director. The structure of candidacy is flexible and able to be adapted to the needs and situation of each candidate.

Depending on the needs of the individual, this period can last from six months to two years. The provincial and her council, after consultation with the vocation/incorporation personnel, will decide if any part of the candidacy is to be spent outside an Ursuline community.

Entrance into candidacy is celebrated by a simple welcoming rite in the postulant's community.

#### Financial Guidelines

Financial arrangements are coordinated by the vocation ministry director in dialogue and consultation with the applicant, using the Financial Guidelines approved by the Provincial Team.

### **Novitiate**

#### Description

Novitiate is that phase of our incorporation process in which a woman prepares to take vows as an Ursuline. During this time, she examines her call to religious life in an atmosphere of prayer separated from the demands of an active ministry. This process of radical reorientation centers on Jesus as the focal point of her life.

Solitude and silence, as well as healthy community living, are essential conditions for developing this relationship with Christ and her ability to reach out to others. This

period should bring the novice to a greater understanding of her vocation and test her intention and suitability. She does this under the guidance of a director.

Novitiate will take place in an inter-provincial novitiate community. Two years is the normal duration of novitiate. The canonical year will be made within the novitiate community. The more flexible year normally includes formative apostolic periods. These may occur outside the novitiate community.

Towards the end of the novitiate, the novice will enter into a more intense and immediate preparation for profession of temporary vows. This period will normally last six weeks. Profession of vows will be preceded by an eight-day retreat.

#### Financial Guidelines

Financial arrangements for the time of novitiate are made according to the Financial Guidelines approved by the Provincial Team.

### **Period of Temporary Profession**

#### Description

The period of temporary profession is that phase of our incorporation process in which a sister begins her vowed life as an Ursuline. The focus of this process is a continued response to the grace of God, and movement toward an integration of the various aspects of her life. She does this under the direction of a sister designated in the community where she lives and through living life in community, which will support her in her growth as an Ursuline. If there are temporary professed sisters in more than one community, there will be more than one director. The provincial may then ask one to be a coordinator.

After being accepted for and prior to her profession of final vows, the temporary professed spends six weeks of more intense prayer, reflection, and preparation. She and her director will work out the specific plan of preparation most helpful to her, and submit it to the provincial for approval. The period of preparation ends with an eight-day retreat.

#### Financial Guidelines

Financial arrangements for the time of temporary profession are made according to the financial guidelines approved by the Provincial Team.

### **Tertiaship**

Tertiaship provides time for prayer, solitude and reflection in order to renew and deepen the commitments to Christ as an Ursuline.

### Personal Expense

When a sister is appointed to tertianship, she is considered a member of the community from which she goes until July 1 of the following year, when her new assignment becomes effective. That community, therefore, is responsible for her personal expenses during tertianship, i.e. personal budget, medical insurance and any medical expenses. The Provincialate is responsible for all other expenses of Tertianship.

## **READMISSION**

The readmission process is a journey of mutual discernment on the part of the former member and the Province and the Institute. It is essential for the former member to have the opportunity to know the life of the Province and the Institute as it is lived today. It is equally important for the Province and the Institute to assess with the former member her motivation for readmission and her ability to be reincorporated into the various dimensions of our contemporary Ursuline life.

The readmission process includes three phases: application; discernment; period of temporary profession. If after completion of these steps, the former member requests and is accepted, she pronounces perpetual vows to the Institute.