

Study Group Profession Request Procedure

Updated January 2019

This statement supersedes all previous statements on Study Group Profession Request Procedure

Overview

The local Council begins gathering documentation several months before the candidate's expected profession date. The evaluation report and related documents may be submitted up to two months before the end of the formation period. Electronic format is preferred.

The documents are emailed to the Central Office Administrator.

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If a Council needs to send paper copies, the address is

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Please allow six weeks for the Provincial Council (PC) to review and discern the request. The PC makes Study Group Promise discernments a high priority, but sometimes other matters come up that need immediate attention.

Evaluation process

The candidate's written request

First Promise Letter from the Candidate

After reflecting and pondering your spiritual journey of the past two years, as well as prayerful reflection on the Constitutions, consider carefully what you are promising to do and write for us a description of:

- How has your experience of God changed?
- What has changed or developed in your prayer life?
- How has Carmel been involved in these changes?
- Briefly describe your prayer.
- Why do you feel that God is calling you to this decision?
- What do you bring to community and what have you received from community?

The length of the letter will vary from person to person depending on how much you are able or willing to share with the Council. We pray that writing it out will be helpful in discernment both for you and for the Council.

Definitive Promise Letter from the Candidate

After reflecting and pondering your spiritual journey of the past three years, as well as prayerful reflection on the Constitutions, consider carefully what you are promising to do and write for us a description of:

- How has your experience of God changed?
- What has changed or developed in your prayer life?
- How has Carmel been involved in these changes?
- Briefly describe your prayer.

- Why do you feel that God is calling you to this decision?
- What do you bring to community and what have you received from community?
- How has the experience of living the Promise these past three years confirmed continuing this commitment for the rest of your life?

The length of the letter will vary from person to person depending on how much you are able or willing to share with the Council. We pray that writing it out will be helpful in discernment, both for you and for the Council.

The Council's preparation

Review the goals and expectations for the candidate's formation level.

Review the candidate's attendance record. How many absences; reasons for absences; how missed formation was made up.

Interview the candidate's formator regarding the candidate's attitudes, preparedness, participation, comprehension, and interpersonal skills. (This should be done periodically throughout the formation period.)

Study the candidate's request letter, reflect on it, and pray over it.

Meet as a Council to discuss impressions, observations, and concerns.

Decide what follow-up questions should be asked in the interview. *Do not simply repeat the promise letter questions.*

The interview

The interview is to further explore whether the candidate is suited to the OCDS vocation. Refer to "Best Practices" for recommendations on how to conduct an interview. Keep detailed notes to include in the report to the Provincial Council.

A week or more after the interview, the Council meets again to share their impressions and opinions of the candidate's readiness. Concerns and reservations are openly discussed. Refer to "Best Practices" for recommendations on making an appropriate discernment. Vote is by ballot: yes, no, yes-with-reservations (extension).

The report for the Provincial Council

The Council prepares a detailed report of the evaluation process for the Provincial Council. The report includes:

- the candidate's attendance record for the current formation period
- date of clothing (candidate for First Promise)
- date of First Promise (candidate for Definitive Promise)
- the candidate's letter
- details of the interview
- the Council's discernment discussions
- the Council's vote count and recommendation

The report should be reviewed for accuracy by all of the members of the Council before it is submitted to the PC. Individual members of the Council may write additions to include with the main report. If there are concerns or reservations, the Council should give details, so the PC can give guidance and help.

If a report from a Study Group Council is incomplete, the PC President will contact the local Council President for the missing information.

The Provincial Council's decision

The Provincial Council will review the documents and discuss the report as promptly as possible. The PC President will correspond with the Study Group President regarding any follow-up questions. The PC may request to interview the candidate personally.

Once a decision is made, the PC President informs the Study Group President. The Study Group President informs the rest of the Study Group Council. Either the President or the Formation Director informs the candidate. The President may inform the community at the next community meeting.

The online document is the only one to be considered official.