

## Changing Leadership

### The Outgoing Council's duties

Go over community and council files with the incoming Council.

Bring the incoming Council up to date on:

- Council projects/action items
- Community issues
- Findings of the last visitation
- Status of candidates in formation
- Finances/budget

### The New Council's duties

First month:

- Elect a Formation Director
- Appoint a secretary
- Appoint a treasurer
- **Spiritual Assistants' terms are for three years. Reappointment requires the agreement of the new Council, the Spiritual Assistant, and Father Provincial.**
- Send the Central Office Administrator names, numbers, addresses and emails for all Council members, Secretary, Treasurer, and Spiritual Assistant as soon as possible

By the end of March:

- If the outgoing Council has not already done so, send the provincial assessment and community roster to the Central Office Administrator.

Once settled in and before making any changes:

- Become familiar with council and community files
- Review the Constitutions and Statutes sections regarding the local Council
- Read the best practice articles regarding Councils and leadership (website)
- Become familiar with provincial policies (website)
- Review the local community policies and decide whether they are serving the intended purpose
- Review the formation program, compare with provincial guidelines and the Ratio, and determine whether any changes are needed

**Closing comments:** In the midst of all the work the Council does, keep firmly in mind what you are really there for. Be careful not to get so caught up in the details that you lose sight of your main purpose.

*Constitutions 46. The Council, composed of the President and three Councilors and the Director of Formation, constitutes the immediate authority of the community. **The primary***

***responsibility of the Council is the formation and Christian and Carmelite maturing of the members of the community.***

Keep close watch on formation and the spiritual needs of the members. Read and discuss the Ratio, the constitutions, the formation guidelines, and the best practice articles. Make adjustments to the formation program as needed. Choose high-quality materials for ongoing and community study.

Take care to appoint formators who are grounded in Carmelite spirituality, mature in their vocation, and have the skills to help others with their spiritual development. Sit in on formation classes to get to know the candidates and to oversee whether the sessions are meeting their needs.