

# **CONGREGATION OF OUR LADY OF THE MISSIONS**



## **BOOK OF ADMINISTRATION OF INITIAL AND ON-GOING FORMATION**

Rome            1987  
Revised        Feb 1993  
Revised        Nov 2000  
Revised        May 2006  
Revised        June 2010

See also : **Manual for the Administration of Temporal Goods**  
**Book of Administration – Canonical Requirements**  
**Book of Administration of International Missioning**

**RNDM BOOK OF ADMINISTRATION - 2006**  
**Initial and On-going Formation**

**TABLE OF CONTENTS**

**Admission and Membership**

<b>A.</b>	<b>&lt;&lt; Postulancy &gt;&gt;</b>	<b>Form</b>	<b>Page</b>
	Role of Directress of Postulants		1
	Criteria for Admission		2
	Postulant's Personal File		3
	Application to be admitted to Postulancy	P1	4
	Candidate's Request for Admission to Postulancy	P2	6
	Form of Agreement on Entry to Postulancy	P3	6
	Notice of Admission to Postulancy	P4	7
	Evaluation of Postulant	P5	8
	Application to be admitted to Novitiate	P6	9
	Notice of departure of Postulant	P7	10
<b>B.</b>	<b>&lt;&lt; Novitiate &gt;&gt;</b>		
	Role of Directress of Novices		11
	Notice of Admission to Novitiate	P8	13
	Evaluation of Novice – by the Sister herself	P9	14
	Evaluation of Novice - by the Novice Directress	P10	15
	Application to be admitted to First Profession	P11	18
	Notice of departure of Novice	P12	19
<b>C.</b>	<b>&lt;&lt; Temporary Profession &gt;&gt;</b>		
	Role of Directress of TPs		20
	Concerning Sisters in Temporary Vows		21
	Notice of making Temporary Vows	P13A	23
	Notice of renewing Temporary Vows	P13B	24
	Request for Renewal of Temporary Vows	P14	25
	Personal information for RNDM Database	P15	26
	Evaluation of TP Sister - by Community Animator	P16	28
	Evaluation of TP Sister – by TP Directress	P17	31
	Evaluation of TP Sister – by herself	P18	32
	Minutes of TP sharing on P15, P16, P17	P19	37
	Release from Temporary Vows [cf Book of Administration – Canonical Requirements ]		
<b>D.</b>	<b>&lt;&lt; Final Profession &gt;&gt;</b>		
	Formula and recording of Final Vows		38
	Application to be admitted to Final Vows	P20	40
	Approval to make Final Vows	P21	41
	Notice of admission to Final Vows	P22	42
<b>E.</b>	<b>&lt;&lt; RNDM International Formation &gt;&gt;</b>		43
<b>F.</b>	<b>&lt;&lt; Formators &gt;&gt;</b>		
	Evaluation of Formator	P23	47

**G. << On-Going Formation >>**

Concerning On-Going Formation

49

Policy for International Student Sisters

51

Student Sister's Accounts

FP7

53

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30 November 2005

### **INTRODUCTION TO BOOK OF ADMINISTRATION FOR FORMATION**

In speaking about Formation in the Congregation, our Constitutions state,

*Since the quality of sisters' response to their vocation  
the future of the Congregation  
and the good it will be able to do for the glory of God  
depend greatly on the formation given to those admitted  
the Superior General has the ultimate responsibility  
for formation throughout the congregation.  
The essential aspects of the formation programme  
are drawn up at each stage at Generalate level.  
In each province the provincial superior is responsible  
for implementing the programme. Const. No. 97.*

The renewal of consecrated life depends primarily on formation. It is important therefore that all Sisters in the congregation take an active part in the formation endeavor. Our life as individual religious and as a community is of great formative significant.

In revisiting our formation process in the Congregation, the Congregational Leadership Team felt an urgency to revise the document on "Book of Administration". For better processing and documentation we have separated the 'Formation' part to embrace Initial and On-going Formation, as well as policies concerning student sisters. Provincial and Regional Team Members have a vital role and responsibility in implementing the directions articulated in the document.

The specific roles of Leadership are outlined below:

1. To maintain good relationships between the CLT, PLT/RLT and Formators
2. To hold regular meetings with the Formation Team to ensure the implementation of the programme. An evaluation should be undertaken with the Formators at least once a year.
3. To meet with each Temporary Professed Sisters and other Formees at least once a year.
4. To prepare a 5 year plan for each TP Sister with the Formator and the TP Sister which will involve apostolic, spiritual, theological and academic studies; preparation for ministry and apostolic experience.
5. To draw up an annual budget with the Formators for formation ensuring that adequate resources for the programmes are available.
6. To see to the ongoing formation and self-care of the formators.

7. To consult the CLT regarding the preparation of new Formators, recognizing that the naming of Formators is the responsibility of the CLT
8. To recommend to the CLT Sisters who are ready for International Formation Programme and for Final Vows.

Thank you for your continued support and care of the young women who are in the early stages of their RNDM Journey and the discovery of the depth, beauty and challenge of our RNDM Missionary Identity.

*Maween McBride*

Congregational Leader

## << POSTULANCY >>

The admission of a young woman to Postulancy is the responsibility of the Province Leader, who, either personally or through her delegate, makes sure that those asking to be admitted have the right disposition and are free from any canonical impediment

[c.f. Can 641 – 645; Constitutions 89 – 91; Directives 44]

### ROLE OF DIRECTRESS OF POSTULANTS

- 1 Works in collaboration with the Provincial/Regional Team Members.
- 2 Builds up close and healthy relationship with the Postulants.
- 3 Plans for the Postulant to experience the RNDM community life and mission.
- 4 In drawing up the programme, she follows the guidelines from the Constitutions and the current Formation document of the Congregation.
- 5 Provides opportunities for, and gives importance to, learning English.
- 6 Enables the Postulant to listen and to discern her call from God and to respond wholeheartedly.
- 7 Introduces the Postulant to the life of Euphrasie Barbier and to our RNDM way of life and enables her to make these part of her own life.
- 8 Provides opportunities to deepen and broaden her knowledge of Christianity and the Catholic faith and to challenge her to live that in her daily life.
- 9 Makes sure that the Postulant has close contact with the poor and understands the option for the poor of our Congregation.
- 10 At least once she visits the home and family members of the Postulant.

## CRITERIA FOR ADMISSION TO THE SISTERS OF OUR LADY OF THE MISSIONS

[EGC - 2 November 2004]

1. At the time of applying for Postulancy the applicant will be at least 20 years of age and normally not over 35 years of age.
2. The applicant must be a baptised and practising Catholic, confirmed at least one year. Converts from other religions must have been Catholic for at least 5 years.
3. The applicant must have at least 12 years of school education and have the capacity to pursue further studies and prepare for other career/vocational options.
4. She must understand the implications of the celibate religious lifestyle and accept that this is an absolute condition for religious life in our Congregation.
5. She must be emotionally mature and be free from anything - including psychological or medical conditions – that would impede her from exercising a full religious life.
6. The applicant will clearly articulate her motivation for following this vocation and give evidence of her own serious reflection about her call.
7. She must understand that she would be entering an International Missionary Congregation and be willing to live inter-culturally and be sent on international missions.
8. Family of origin:
  - The applicant must have the capacity, and demonstrate, the openness, to reflect on her own formative home influences.
  - She must be able to act maturely and independently.
  - She needs to clarify that her vocation is genuinely her own and does not contain any element of fulfilling her parents' vocation for her, or does not arise from other outside influence.
9. The applicant must be free from debt and have no relatives dependent on her.

10. If she has been a member of another religious Congregation, this must be made known. She will need a letter of recommendation from the previous Congregation.

11. She will be asked to present two letters of character recommendation, one from her parish, and one from her college or from a person of standing in the locality.

### **POSTULANT'S PERSONAL FILE**

A file is prepared for each postulant at the time of reception. In it are placed all the documents concerning her admission. This file is kept in the Novitiate office and a copy is sent to the Provincial/Regional office and also to the Generalate Secretary for database purposes.

Each province will make their own policy concerning any financial arrangements necessary are made before the candidate is accepted.

**A copy** of each of the following is to be placed in the postulant's file:

1. Birth certificate
2. Baptism certificate
3. Confirmation certificate
4. Medical certificate including HIV/AIDS test result
5. Results of any psychological, personality or aptitude tests available
6. Certificate of academic and professional qualifications
7. Police clearance, if possible

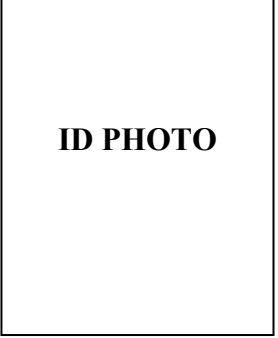
**An original** of each of the following is to be placed in the postulant's file:

1. RNDM forms – P1 Application to be admitted to Postulancy; P2 Candidate's request [letter] for Admission; P3 Form of Agreement on Entry;
2. Four passport ID photos

**Form P1 ---- APPLICATION TO BE ADMITTED TO POSTULANCY**

Name of Province/Region .....

Date .....



- 1. Candidate's family name .....
- 2. Candidate's given name .....
- 3. Name that will be used in the Congregation .....
- 4. Date of Birth ..... 5. Place of Birth .....
- 5. Date of Baptism ..... 7. Place of Baptism .....
- 8. Father's full name .....
- 9. Mother's full name before marriage .....
- 10. Home address in full ..... Home telephone number .....
- 11. If parents are both deceased give name and full address of next-of-kin  
.....  
..... Telephone number .....
- 12. How many years of schooling did you have? ..... Primary; ..... Secondary
- 13. If you have any tertiary education, name the University/College and the highest diploma that you received there .....
- 14. If you have any professional qualifications, give details  
.....  
.....
- 15. Give details of any work experience you have had, and the years of each work situation  
.....  
.....
- 16. Give details and years of any catechetical or pastoral experience that you have had  
.....  
.....
- 17. For how long have you thought of becoming a religious? .....
- 18 . What attracted you to this Congregation?  
.....  
.....

19. Are you aware that this is a missionary Congregation, and that you may be 'missioned' to any part of the world where the Congregation is present? .....
20. Have you an attraction to any particular kind of work as a member of this Congregation? .....
- .....
21. Are you open to doing any work that may be asked of you? .....
22. Have you been received into any other religious Congregation? .....
- If so, which? .....
- Why did you leave? .....
23. Can your parents and family manage without your assistance? .....
24. Do you have any financial responsibilities or commitments? .....
- .....
25. Are you acting quite freely in seeking admission to this Congregation? .....

Signature of Candidate .....

\*\*\*\*\*

***[Please type, or PRINT IN BLOCK LETTERS]***

*The Form P1 is completed at a convenient time before the ceremony of reception into the Postulancy.*

*Four copies are prepared:*

- 1. the original is to be filed in the Postulant's file*
- 2. a copy for the Postulant herself*
- 3. a copy in English for the Province/Region office file*
- 4. a copy in English for the Generalate file, Rome – to be sent immediately after the reception of the postulant.*

*[Please spell all names carefully – preferably using the legal/passport name of the candidate - and use the same spelling in all future documents.]*

\*\*\*\*\*

**Form P2 ----- CANDIDATE'S REQUEST FOR ADMISSION**

*The candidate writes a simple letter to the Province/Region Leader asking to become a postulant.  
[NB please use the number and title above at the head of the letter.]*

\*\*\*\*\*

**Form P3 ----- FORM OF AGREEMENT ON ENTRY TO POSTULANCY**

Name of Province/Region .....

Date .....

I, .....[name of candidate] declare that I renounce all right to claim compensation from the Congregation of Our Lady of the Missions for the services I render, or for the sicknesses I may contract, or for the accidents I may incur during my Postulancy, Novitiate, and all the time I am a member of the Congregation of Our Lady of the Missions.

Candidate's signature .....

Legal Witness' signature .....

Witness' full name in print .....

\*\*\*\*\*

*Form P3 can be adapted to conform to the civil law of each country and should be completed by the candidate prior to her entry into Postulancy.*

*Four copies are prepared:*

- 1. the original for the Postulant's file*
- 2. a copy for the Postulant herself*
- 3. a copy for the Province/Region office file*
- 4. a copy for the Generalate file*

**Form P4 ----- NOTICE OF ADMISSION TO POSTULANCY**

Name of Province/Region .....

Date .....

Sister .....[full legal name of Sister] was admitted to Postulancy in the Congregation of Our Lady of the Missions on ..... [date of admission] in ..... [name of house and city].

Province/Region Leader, or delegate .....

Signature of Postulant .....

\*\*\*\*\*

*As soon as the reception into Postulancy has been celebrated, **Form P4** is to be completed.*

*Four copies are prepared:*

- 1. the original for the Postulant's file*
- 2. a copy for the Postulant herself*
- 3. a copy for the Province/Region office file*
- 4. a copy for the Generalate file*

**P5 ----- POSTULANT'S EVALUATION**

Name of Province/Region .....

Date .....

Family Name .....

Name in use in the Congregation .....

Place and length of Postulancy .....

Topics for reflection:

1. Growth in prayer and virtue
2. Growth in understanding the life and spirit of the Congregation
3. Relationships with others
4. Intellectual capabilities
5. State of health
6. Signs of spiritual and psychological maturity with indicate that the postulant is ready to be initiated into religious life
7. How did the postulant respond to the postulant programme drawn up by the Province?
8. What specific help was the postulant given as an opportunity for living community and experiencing ministry in mission?

Signature of Postulant .....

Signature of Directress .....

Date .....

\*\*\*\*\*

*Prior to making an application to be admitted to Novitiate the Postulant Directress and the postulant spend time reflecting together on the points listed above. Any other matters considered important may be added. A written account of the reflection is prepared and signed by the Postulant and the Directress.*

*Four copies are prepared:*

1. *the original for the Postulant's file*
2. *a copy for the Postulant herself*
3. *a copy for the Province/Region office file*
4. *a copy for the Generalate file*

**P6 ----- APPLICATION TO BE ADMITTED TO NOVITIATE**

Name of Province/Region .....

Date .....

Sister .....[name of Province/Region Leader]

I, .....[name of postulant] having made a Postulancy of ..... months in the Congregation of Our Lady of the Missions, now ask to be admitted to the Novitiate.

During my Postulancy I have become acquainted with the life of the Sisters and I feel that God is calling me to this Congregation.

I make this request with full freedom.

Signature of Applicant .....

\*\*\*\*\*

*The original of this request - **Form P6** - is sent to the Province/Region Leader, together with **Form P5***

*Four copies are prepared:*

- 1. the original for the Postulant's file*
- 2. a copy for the Postulant herself*
- 3. a copy for the Province/Region office file*
- 4. a copy for the Generalate file*

**Form P7 ----- NOTICE OF DEPARTURE OF POSTULANT**

Name of Province/Region .....

Date .....

Sister .....[full legal name] departed from the Postulancy programme in .....[name of house and city] on .....[date of departure]

Her personal files in the Novitiate and the ProvinceRegion have been closed. Please close her Generalate file.

Signature of Postulancy Directress .....

\*\*\*\*\*

*Form P7 is prepared as soon as possible after a postulant has left the Congregation, so that the files can be closed.*

*Four copies are prepared:*

- 1. the original for the Postulant's file*
- 2. a copy for the Postulant herself*
- 3. a copy for the Province/Region office file*
- 4. a copy for the Generalate file*

# << NOVITIATE >>

## ROLE OF DIRECTRESS OF NOVICES

- 1 Works in collaboration with the Provincial/Regional Team Members.
- 2 Builds up close, healthy relationship with the Novice.
- 3 Plans a TWO year programme for the Novices with a three month community experience during the second year of Novitiate.
- 4 In drawing up the programme, she follows the guidelines from the Constitutions and the current Formation document of the Congregation.
- 5 Provides an atmosphere of solitude and silence, and guides the novice in regular self-reflection.
- 6 Provides the opportunities for human, psychological, emotional and spiritual growth of the Novice.
- 7 Provides facilities for the Novice to be in touch with world issues, and with the real poor of society around them.
- 8 Enables the Novice to make discernment part of her everyday life.
- 9 Enables the Novice to make Jesus her personal God, companion and friend.
- 10 Provides opportunities to develop the leadership qualities of the Novice in simple and creative ways.
- 11 Reflects regularly with the Novice and helps her to discern her call to be a Religious in the RNDM way of life.

- 12 Deepens and broadens the Novice's knowledge of Consecrated life according to our Charism and Spirituality.
- 13 Prepares the Novice for Religious life, by creating an environment in the Novitiate where the Novice can experience and learn to live the Vowed life.

Form P8 ----- NOTICE OF ADMISSION TO NOVITIATE

Name of Province/Region .....

Date .....

Sister .....[full legal name of Sister] was admitted to Novitiate in the Congregation of Our Lady of the Missions on ..... [date of admission] in ..... [name of house and city].

Province/Region Leader .....

Signature of Novice .....

\*\*\*\*\*

As soon as the reception into the Novitiate has been celebrated, **Form P8** is to be completed, and the postulant's file will be transferred to the Novitiate.

Four copies are prepared:

- 1. the original for the Novitiate file
- 2. a copy for the novice herself
- 3. a copy for the Province/Region office file
- 4. a copy for the Generalate file

Form P9 ----- EVALUATION OF NOVICE – by the Sister herself

Form P10 --- EVALUATION OF NOVICE – by the Novice Directress

Form P9 - EVALUATION OF NOVICE – by the Sister herself

Name of Province Region .....

Date .....

Sister's legal name .....

Name used in the Congregation .....

Date of commencement of Novitiate .....

In the presence of God and after prayerful reflection I offer the following:

*[See below - p16 - for the guideline]*

Have you reflected with your Novice Directress on this report? .....

Signature of Novice.....

Signature of Novice Directress.....

**Form P10 - EVALUATION OF NOVICE – by the Novice Directress**

Name of Province Region .....

Date .....

Sister's legal name .....

Name used in the Congregation .....

Date of commencement of Novitiate .....

In the presence of God and after prayerful reflection I offer the following:

*[See below - p16 - for the guideline]*

Have you reflected with the Novice on this report? .....

Signature of Novice Directress .....

Signature of Novice .....

**For the last report before Temporary Profession:**

Do you believe that this Sister is ready to make First Profession?

.....

.....

.

Signature of Novice Directress .....

Date .....

Result of voting of Province/Region Leadership Team

.....

Signature of Province/Region Leader .....

Date .....

\*\*\*\*\*

**THE FOLLOWING IS ONLY A GUIDELINE.** Formation Personnel are encouraged to adapt these guidelines and to add anything else which is relevant.

**Human Vocation:** [Give as clear a picture as you can of the Novice's personality, taking into account the following areas - ]

Natural spiritual qualities eg sensitivity to beauty, femininity, contemplative attitude to life, creativity, use of leisure time.

Intellectual gifts eg sound judgment, common sense, learning ability, language skills, particular gifts – art, music, dance ....

Psychological development eg ability to be in touch with self, growing knowledge of one's motivations and needs, ability to face one's strengths and weaknesses, self-acceptance, potential to cope with change.

Social qualities eg adaptability, ease of relationships, courtesy, respect, cultural awareness, appreciation and acceptance, sense of responsibility, commitment to community.

Physical aptitudes eg health, dress, femininity, acceptance of one's body, exercise/sport, leisure.

**Christian Vocation:** [In this section consider the Novice's development and growth in the light of the following - ]

Growth in Prayer – personal, group, knowledge and use of Scripture, liturgy, sacramental life.

Growth in Christian Virtue – faith, humility, simplicity ...

What indication is there that faith is a motivating force in her daily life?

How does she accept disappointment, refusal, kindness, praise?

Does she manifest a simplicity of manner and lifestyle?

Knowledge and understanding of Catholic faith – doctrine, Church history, social teachings, sense of local Church, universality of Church mission.

Apostolic involvement

**Religious Vocation:** Using relevant articles of the Constitutions as a guide, present as clearly as possible the Novice's growing response to her call to religious life.

How does Sister show a growing understanding of the vowed life?

How does she give evidence in her daily life that she is called to follow Christ in chaste love – friendships, emotional control, relationships with others ...?

How does she show she is capable of living in the situation of interdependence required by the vow of poverty – sharing, responsibility, needs, availability of self, accountability?

What is her attitude to authority? Is she prepared to be 'sent' on mission?

**Sense of belonging to the Congregation of Our Lady of the Missions:**

Is she being helped to understand the call of being missioned beyond one's culture?

**Response to the Novitiate programme:**

Give an outline of Sister's progress in, and attitude to the novitiate programme.

Comment also on, or include a separate evaluation of any apostolic experiences.

---

*Twice during the time of novitiate the novice is asked to submit a personal reflection on her progress. The Novice Directress is also asked to give a general overview of the novice and her suitability for religious life in our Congregation. The Novice and the Directress together discuss these evaluations and sign them if they are in agreement.*

*The second report during the novitiate should be accompanied by the novice's Application to be admitted to First Profession [Form P11].*

*Four copies are prepared:*

- 1. the original for the Novitiate file*
- 2. a copy for the novice herself*
- 3. a copy for the Province/Region office file*
- 4. a copy for the Generalate file*

**Form P11 ----- APPLICATION TO BE ADMITTED TO FIRST PROFESSION**

Name of Province/Region .....

Date .....

Sister .....[name of Leader of Province/Region]

I, the undersigned, Sister .....[full legal name]  
having entered the Novitiate on .....[date], convinced that God  
has called me to the religious life in the Congregation of Our Lady of the Missions, and  
confident that with the grace of God I shall be able to carry out my duties and obligations  
with perseverance, ask to be admitted to the making of vows of chastity, poverty and  
obedience for ..... year(s), according to the Rule of St Augustine and the  
Constitutions of the Congregation of Our Lady of the Missions.

I am acting with full knowledge of the obligations of the religious life, especially in all that  
concerns the vows of chastity, poverty and obedience, and I make this request in full  
liberty.

Signature of Applicant .....

\*\*\*\*\*

*This request is written by the novice on letterhead paper, if available, and sent to the  
Province/Region Leader at least three months before First Profession.*

*Four copies are prepared:*

- 1. the original for the Novitiate file*
- 2. a copy for the novice herself*
- 3. a copy for the Province/Region office file*
- 4. a copy for the Generalate file*

Form P12 ---- NOTICE OF DEPARTURE OF NOVICE

Name of Province/Region .....

Date .....

Sister .....[full legal name] departed from the  
Novitiate in .....[name of house and city] on  
.....[date of departure]

Her personal files in the Novitiate and the Province/Region have been closed.  
Please close her Generalate file.

Signature of Novice Directress .....

\*\*\*\*\*

*This notice is prepared as soon as possible after a novice has left the Congregation, so that the files can be closed.*

*Four copies are prepared:*

- 1. the original for the Novitiate file*
- 2. a copy for the novice herself*
- 3. a copy for the Province/Region office file*
- 4. a copy for the Generalate file*

# << TEMPORARY PROFESSION >>

## ROLE OF DIRECTRESS OF TEMPORARY PROFESSED SISTERS

1. Works in collaboration with the Provincial Team, and the Local Leader /Mentor, for the growth of the Sister.
2. Builds up a close, healthy relationship with the Sister.
3. Plans a personal formation programme - theological, spiritual, academic - for the whole period of temporary commitment in dialogue with, and for, each TP Sister, in consultation with the Provincial Team. (Unfolding Journey- pg. 14)
4. In drawing up the TP programme, she follows the guidelines from the Constitutions and the current Formation document of the Congregation.
5. Reflects regularly with each Sister and challenges her in the light of the Charism.
6. Reflects with each Sister concerning her prayer, community and missionary life.
7. Reflects with the Sister as to how she is experiencing and living the vowed life.
8. Gives assistance regarding any difficulties that a Sister experiences in living the community life and in her place of work.
9. Provides opportunities for the TP sister to develop and deepen her leadership qualities and commitment to mission.
10. Visits and spends time with the Sister in her place of mission at least twice a year.
11. Organises periodic gatherings, seminars, workshops, retreats etc. for the TP Sisters.

- 12 Annually reviews the TP Sister's reports, and writes her own report on the TP Sister every second year, and at the time of Renewal of Vows and Final Profession. [If a Sister has temporary vows for 9 years, there would be at least 5 reports by the TP Directress in her file.]
- 13 Dialogues with the community superior/mentor about the TP's personal report/evaluation. Reflects with them about the support given and challenges the TP in order to help her grow in RNDM life.
- 14 Keeps close contact with the TP, and with her mentor, during her International Mission experience.
- 15 Ensures that each TP Sister has her spiritual directress/director.
- 16 Completes the Form FA3-Section B – Annual Return of Sisters Studying - for the EMI Budget.

### **CONCERNING SISTERS IN TEMPORARY VOWS**

To help the TP Sisters to develop her self-reflection skills, she will every year prepare her P17 evaluation report for herself.

At least every second year during the period of Temporary Vows an evaluation is written by and about each Sister. Each TP Sister and the Sister chosen to accompany her, and her community if so desired, will enter separately into reflection and preparation of a written evaluation according to the suggested guidelines on page 16, 20 ff.

The Sister and the TP Directress/ Community Animator then meet together to pray and to discuss the contents of the written evaluations so that the final **Forms 15, 16, and 17** can be prepared and signed.

The TP Directress meets with the Province/Region Leader to discuss these final evaluations. Minutes of this discussion will be sent to the CLT along with the final evaluations.

Where appropriate a request to renew Temporary Vows, or to make Final Vows, should accompany the evaluation.

**For Renewal of Vows** the evaluation and request must reach the Province/Region Leader three months before the date proposed for renewal.

**For Final Vows** the evaluations and request – P16, P17, P18,P19 and P20 - must be approved by the PLT/RLT and reach the Congregational Leader in Rome six months before the date of commencement of the session in Davao. Approval for Final Vows is given by the CLT and the sister will attend the Final Vows programme in Davao.

\*\*\*\*\*

**Form P13A ----- NOTICE OF MAKING TEMPORARY VOWS**

Name of Province/Region .....

I, the undersigned,  
Sister ..... [full legal name],  
having entered the Novitiate on .....  
made, for .....year(s), on .....[date],  
my vows of chastity, poverty and obedience according to the Rule of St Augustine and the  
Constitutions of the Congregation of Our Lady of the Missions.

*Sister making **First Vows** should also complete the following:*

My feast day will be observed on .....

I have made the following arrangement for the guardianship of my personal property  
.....  
.....

Signature of Sister .....

Signature of Province/Region Leader .....

\*\*\*\*\*

**Form P13A** is to be completed as soon as the Sister has made her Vows.  
**Form P15 - Personal Information for RNDM Database** must accompany **Form P13A**, when First  
Vows are made

- Four copies are prepared:*
1. the original for the Novitiate file
  2. a copy for the novice herself
  3. a copy for the Province/Region office file
  4. a copy for the Generalate file

**Form P13B ----- NOTICE OF RENEWING TEMPORARY VOWS**

Name of Province/Region .....

I, the undersigned,

Sister ..... [full legal name],

having entered the Novitiate on .....,

and having professed First Vows on .....,

renewed for .....year(s), on .....[date],

my vows of chastity, poverty and obedience according to the Rule of St Augustine and the Constitutions of the Congregation of Our Lady of the Missions.

Signature of Sister .....

Signature of Province/Region Leader .....

\*\*\*\*\*

*Form P13B is to be completed as soon as the Sister has renewed her Vows.*

*Three copies are prepared:*

- 5. the original for the Province/Region office file*
- 6. a copy for the Sister herself*
- 7. a copy for the Generalate file.*

**Form P14 ----- REQUEST FOR RENEWAL OF TEMPORARY VOWS**

Name of Province/Region .....

I, the undersigned,  
Sister ..... [full legal name],  
having made First Vows on .....,  
ask to renew -  
for .....year(s), on .....[date],  
my vows of chastity, poverty and obedience according to the Rule of St Augustine and the  
Constitutions of the Congregation of Our Lady of the Missions.

Signature of Sister .....

Signature of Province/Region Leader .....

\*\*\*\*\*

*Form P14 is to be completed when a Sister is asking to renew her Vows.*

*Three copies are prepared:*

- 1. the original for the Province/Region office file*
- 2. a copy for the Sister herself*
- 3. a copy for the Generalate file*

**Form P15 ----- PERSONAL INFORMATION FOR RNDM DATABASE**

FAMILY NAME : \_\_\_\_\_ PROVINCE OF ORIGIN : \_\_\_\_\_

CALLING NAME : \_\_\_\_\_ NATIONALITY : \_\_\_\_\_

COMMUNITY: \_\_\_\_\_ OCCUPATION : \_\_\_\_\_

CITY: \_\_\_\_\_ DATE OF ARRIVAL: \_\_\_\_\_

PROVINCE[S] OF MISSION AND DATE[S]:  
\_\_\_\_\_

If presently in another province STATE VOTING RIGHTS IN : \_\_\_\_\_

PERSONAL EMAIL : \_\_\_\_\_

FORMER NAME[S]: \_\_\_\_\_ BAPTISMAL NAME : \_\_\_\_\_

PASSPORT NAME and NUMBER : \_\_\_\_\_  
[or FULL LEGAL NAME]

DATE OF BIRTH : \_\_\_\_\_ DATE OF BAPTISM : \_\_\_\_\_

PLACE OF BIRTH: \_\_\_\_\_ PLACE OF BAPTISM: \_\_\_\_\_

FEAST DAY: \_\_\_\_\_

DATE 1ST PROFESSION : \_\_\_\_\_ PLACE 1ST PROFESSION : \_\_\_\_\_

FATHER [full name] \_\_\_\_\_ MOTHER [full name] \_\_\_\_\_

F – DATE OF BIRTH : \_\_\_\_\_ M – DATE OF BIRTH : \_\_\_\_\_

F – PLACE OF BIRTH : \_\_\_\_\_ M – PLACE OF BIRTH : \_\_\_\_\_

F – DATE OF DEATH : \_\_\_\_\_ M – DATE OF DEATH : \_\_\_\_\_

NEXT OF KIN : [full name] \_\_\_\_\_ RELATIONSHIP : \_\_\_\_\_

POWER OF ATTORNEY : [full name] \_\_\_\_\_ RELATIONSHIP : \_\_\_\_\_

MOTHER TONGUE : \_\_\_\_\_

OTHER LANGUAGES : \_\_\_\_\_ READ  WRITE  SPEAK

[tick appropriate boxes] \_\_\_\_\_ READ  WRITE  SPEAK

EDUCATION LEVEL :  PRIMARY  SECONDARY  UNIVERSITY/TERTIARY

[tick appropriate boxes]

TERTIARY SPECIALIZATION:

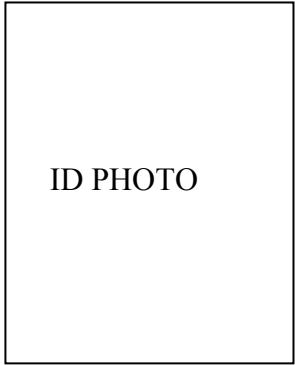
Description	Level	When	Where
_____	_____	_____	_____
_____	_____	_____	_____

WORK EXPERIENCE:

Description	Level	When	Where
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

SIGNATURE : \_\_\_\_\_ DATE : \_\_\_\_\_

Identity photo attached [ dated \_\_\_\_\_ ]



*This form is to be completed by the Sister at the time of completing Form P13.*

*Four copies are prepared:*

- 1. a copy for the Sister herself*
- 2. a copy for the TP Directress' file*
- 3. a copy for the Province/Region office file*
- 4. a copy for the Generalate file and database*

**Form P16 ----- EVALUATION OF TP SISTER - by Community Animator**

Name of Sister .....

Name of Province/Region.....

Convent address .....

Date.....

*[See guidelines – p27, 28, 29 – below]*

Signature of Community Animator .....

Signature of TP Sister .....

Date .....

\*\*\*\*\*

*Four copies are prepared:*

- 1. the original for the TP file*
- 2. a copy for the TP Sister herself*
- 3. a copy for the Province/Region office file*
- 4. a copy for the Generalate file*

*After writing the report on a TP Sister, the Superior/ Animator shares her written evaluation with the Sister concerned and they both sign the **Form P16**.*

*The following is a suggested guideline for the Community Superior/Animator: You may adapt this guideline, or develop your own, provided the resulting report offers a clear picture of the Sister - her strengths and weaknesses. After prayerful reflection, and discussion with the TP Sister, the Superior/Animator writes the report.*

**1. Human Life:**

1.Comment on her growth in relation to love. Does she manifest the awareness that being loved and loving others is central to human relationship? Do you see

development in her ability to give and receive love? What is your experience of sister in relation to truthfulness?

## **2. Spiritual Life:**

1. Comment on sister's fidelity to personal and communal spiritual practices: Eucharist, Sacrament of Reconciliation, Liturgy of the Hours, meditation, spiritual reading, days of recollection, monthly & annual retreats etc.
2. How has she manifested an integration of the spiritual, ministerial and communal dimensions in her daily life?
3. Is she growing in understanding and living of the RNDM Charism?

## **3. Vowed Life:**

1. What is the level of sister's understanding of the challenge of living the vows in a world that often struggles with materialism and individualism? Does she see and accept that the vows are counter-cultural and must be lived in a world that rarely understands or appreciates them?
2. How aware is she of the link between community life and authentic living of the vows, i.e. that community is the first (not the only) place to find support, to practise love and to serve the needs of others?
3. How does she control her affective life so as to become a more autonomous person, one who possesses the self-control required to treat all people with esteem, respect and friendship?

## **4. Community life:**

To what extent does sister have the specific virtues required for community living: kindness, sincerity, generosity, patience, forgiveness, self-control and tactfulness?

1. How does she contribute to the building of healthy community life, e.g. by seeing the needs of others, preparing liturgies, doing household tasks, taking initiatives, community animation, facilitating community meetings etc.?
2. How deep is her capacity to make the sacrifices and endure the hardships that are unavoidable in community living?

## **5. Apostolic Life:**

1. In her mission experience, does sister manifest the desire and ability to see people and events through the eyes of Jesus, the one who brings wholeness and liberation to all, especially the poor?
2. How deep is her understanding of and commitment to priorities in ministry of the Congregation: a preferential option for the poor and oppressed; women; children; tribal peoples; refugees; immigrants etc.?
3. How ready is the sister to be missioned internationally?

## **6. Academic Study and Qualifications**

How has sister coped with her academic studies or professional training during her time with your community?

**Form P17 ----- EVALUATION OF TP SISTER - by TP Directress**

Name of Sister .....  
Name of Province/Region.....  
Convent address.....  
Date.....

*[ See guidelines – p 32 to 36 - below.]*

Signature of TP Directress .....  
  
Signature of TP Sister .....  
  
Date .....

\*\*\*\*\*

- Four copies are prepared:*
- 1. the original for the TP file*
  - 2. a copy for the TP Sister herself*
  - 3. a copy for the Province/Region office file*
  - 4. a copy for the Generalate file*

*After writing the report on a TP Sister, the TP Directress shares her written evaluation with the Sister concerned and they both sign the **Form P17**.*

*The following – p32 to 36 - is a suggested guideline. You may adapt this guideline, or develop your own, provided the resulting written evaluation offers a clear picture of your life in all its dimensions.*

**Form P18 ----- EVALUATION OF TP SISTER - by herself**

Name of Sister .....

Name of Province/Region.....

Convent address.....

Date.....

*[ See guidelines – p 32 to 36 - below.]*

Signature of TP Directress .....

Signature of TP Sister .....

Date .....

\*\*\*\*\*

*Four copies are prepared:*

- 5. the original for the TP file*
- 6. a copy for the TP Sister herself*
- 7. a copy for the Province/Region office file*
- 8. a copy for the Generalate file*

*After writing the report on herself, a TP Sister will share her written evaluation with the TP Directress and they both sign the **Form P18**.*

*The following – p32 to 36 - is a suggested guideline. You may adapt this guideline, or develop your own, provided the resulting written evaluation offers a clear picture of your life in all its dimensions.*

## **1. HUMAN AND CULTURAL LIFE:**

What is the level of your self-awareness and self-acceptance? Do you think you know and appreciate your gifts and strengths, your limitations and weakness? What are your most important gifts/strengths? What are the limitations/weaknesses of which you are aware and how do you handle these in your life?

What do you appreciate most about your own culture? How do you critique your own culture to arrive at a deeper self-knowledge? Would you say you have developed a reverence for cultures and religions other than your own?

What is your personal experience of friendship, love and intimacy? What experiences have helped you to grow towards responsible love and affective maturity?

Do you think you are becoming more self-directed and inner-directed in your life as a religious? Are you able to voice your own ideas and opinions with calm confidence, even when you know there will be disagreement? What experiences have given you confidence in yourself, helping you to see your own goodness and beauty?

How do you counteract in yourself the different forms of selfishness and individualism that block openness to others and generosity in service?

How do you like to spend your “free time”? What hobbies, sports, music, recreation etc do you enjoy?

## **2. CALL TO A LIFE OF CONSECRATION FOR MISSION AS AN RNDM**

Do you feel at “at home” and contented in our RNDM International Missionary Congregation and in your particular community?

How are you growing in your understanding and knowledge of our RNDM charism and spirituality?

What personal qualities and life experiences lead you to desire to serve the poor in countries and cultures different from your own? Do you feel this missionary desire growing stronger as you continue formation as an RNDM sister?

Where do you feel you are now in relation to your religious vocation? Do you feel you are growing into a firmer “Yes” to the Lord’s call to religious life with RNDMs? Are there significant questions or anxieties about your vocation as you continue your discernment?

Have you fears, questions, or misgivings regarding the direction our Congregation seems to be taking for the future?

### **3. SPIRITUAL LIFE:**

What have been the most significant steps in your faith journey? How would you describe your faith life now?

How do you pray? What forms of prayer have been most helpful in your effort to deepen your relationship with God? How do you understand the importance of self-giving in prayer?

Comment on your fidelity to community and personal spiritual exercises: Eucharist, Liturgy of the Hours, meditation/contemplation, spiritual reading, spiritual direction, use of Scripture, Sacrament of Reconciliation, and journaling?

What effect does being a woman have on your prayer? How important are issues of justice, peace and the integrity of creation in your relationship with God?

### **4. VOWED LIFE:**

How regularly do you take time to read and reflect on our RNDM life as given in our Constitution?

Has your experience of living the vows enabled you to draw closer to Christ and his people? If so, how do the vows help you to do this?

**Consecrated chastity:**

Who is Jesus for you? Comment on the nature and depth of your personal relationship with Jesus.

Celibacy is one way of enhancing freedom of heart and helping us grow in inclusive, reverent and respectful love of others. Do you experience your vow of celibacy as a help to your efforts to love freely, with respect and reverence for each person?

What do you struggle with most as you try to be a person who possesses the self-control required to treat all people with esteem, respect and friendship?

How well do you appreciate the gift of your femininity? Do you see yourself growing in womanly maturity and compassion?

How do you cope with loneliness?

**Poverty:**

How do you live the values of dependence, availability, simple life style, financial accountability and responsibility, detachment and care of property?

Examine your attitudes toward the poor. Would you say you are growing in your sensitivity toward the poor and in solidarity with them? Are you developing a spirit of generosity, learning to share who you are and what you have, and do you encourage such sharing in your local community?

What is your attitude and response to gift-giving and receiving?

What is your attitude to having more/less than you need?

**Obedience:**

How are you developing the skills required to discern God's will in different situations, to read the signs of the times, and to determine priorities for mission through personal and community discernment?

How are you growing in your understanding and living of the relationship between personal responsibility and dependence in the daily circumstances of your life?

How do you live the values of dialogue, co-responsibility and accountability in your ministry?

What values in Jesus' life are you seeking to imitate by your obedience?

## **5. COMMUNITY LIFE:**

How do you cultivate the specific virtues required for community living: kindness, sincerity, respect, generosity, patience, forgiveness, self-control and tactfulness?

How do you contribute to build a healthy community life, e.g. by seeing the needs of others, preparing liturgies, doing household tasks, taking initiatives, community animation, facilitating community meeting etc.?

How do the other members of the community contribute to your personal growth?

Are you growing in your ability to understand the different needs, views, and interests of community members who are older, younger or at different stages of life?

How do you take personal responsibility for care of the community finances?

## **6. MISSION:**

How does your experience of mission enable you to see people and events through the eyes of Jesus, who brings wholeness and liberation to all, especially to the poor?

How does your ministry relate to the Congregational priorities for Mission?

What are your personal hopes for professional and academic preparation for ministry?

In what ways do you experience your ministry as partnership and collaboration with lay people to build up the Reign of God?

**7. ACADEMIC STUDY AND QUALIFICATIONS:**

Have you been doing academic studies or professional training? What qualifications have you gained since Postulancy? *[Please give detailed information].*

<b>Form P19 - MINUTES OF MEETING TO DISCUSS P16, P17 AND P18</b>
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*Minutes of the meeting of the TP Directress with the Province/Region Leader to discuss each TP's final evaluation reports are to be kept on file, and sent to the CLT along with the evaluations themselves.*

## << FINAL PROFESSION >>

### FORMULA AND RECORDING OF FINAL VOWS

1. The Formula of Perpetual Vows is found in the Constitutions. Translations of this formula **into a mother language** must be made by a person competent in the language and theology of vows.
2. The Formula for the ceremony may be written in the Sister's own language [translator's version], but the Sister's name, the date and the place should be in the English language, **and the copy for the Generalate must be in English.**
3. Three original copies are made for:
  - a. the Sister herself
  - b. the Sister's personal file in the Province/Region office – **in English**
  - c. the Sister's personal file in the Generalate office – **in English.**
4. The three copies of the vows should be no larger than 22cm x 33cm, or 8.5in x 14in.
1. It is the Congregational Leader's responsibility to admit to Final Vows so sufficient space should be left at the bottom of the page for the seal of the Congregation and the signature of the Congregational Leader. [Constitutions 117, 118; Directives 63]
6. All three copies are signed by the celebrant who presides at the ceremony, by the Province/Region Leader (or whoever receives the vows on behalf of the Congregational Leader) and by the Sister herself. After her signature, the Province/Region leader (or the Sister who receives the Vows) adds only the date and place where the vows are made. **No Province/Region stamp and seal should be added.**
7. As soon as possible after the ceremony all three copies are sent to the General Secretary for the Signature of the Congregational leader and the seal of the Congregation to be affixed.

8. Details of the Profession of Vows are recorded in the Province/Region and Generalate offices.

9. At this time a copy of the Sister's Last will and Testament should be lodged in the Province/Region office.

[Canon 668, Constitutions 26]

10. Notification of Perpetual Profession is made to the church where the Sister was baptised.

\*\*\*\*\*

Section amended January 2007

**Form P20 ----- APPLICATION TO BE ADMITTED TO FINAL VOWS**

Date .....

Sister .....[Congregational Leader]

I, the undersigned Sister, ..... [full legal name], having made my First Vows in the Congregation of Our Lady of the Missions on .....[date], fully conscious of my vocation to the religious life and confident that, with the grace of God I shall have the strength to persevere, request authorization to make Perpetual Vows of chastity, poverty and obedience on .....[date], according to the Rule of St Augustine and the Constitutions of the Congregation of Our Lady of the Missions.

I am acting with full knowledge of the obligations of the religious life, especially in all that concerns the vows of chastity, poverty and obedience, and I make this request in full liberty.

I have made my last will and Testament in full freedom and in conformity with Canon Law, and the Constitutions and Directives of the Congregation.

Signature of the Sister .....

**The Province/Region Leader adds the result of voting of PLT/RLT .....**

Signature of Province/Region Leader .....

Date .....

\*\*\*\*\*

*This form – **Form P20** - is to be sent to the Congregational Leadership Team through the Province/Region Leadership Team, together with **FORMS 16, 17, 18, 19**, six months before the date proposed for commencement of the session in Davao.*

*Four copies are prepared:*

- 1. the original for the TP file
- 2. a copy for the TP Sister herself
- 3. a copy for the Province/Region office file
- 4. a copy for the Generalate file

**FORM P21----- APPROVAL TO MAKE FINAL VOWS**

**Casa Generalizia  
Rome**

**Date .....**

The Congregational Leadership Team, having considered the reports from the Sister and the recommendations from the PLT/RLT for .....[name of TP Sister] to make Final Vows is pleased to grant permission for her to make her Final Vows in ..... on .....

**CLT Signature .....**

\*\*\*\*\*

**This notice will be prepared by the CLT to advise the TP sister and her PLT/RLT Leader that she has been accepted to make Final Vows.**

*Four copies are prepared:*

- 1. the original for the Province/Region office file*
- 2. a copy for the Sister herself.*
- 3. a copy for the Generalate file*
- 4. a copy to the International Formation Team, Davao*

**Form P22 ----- NOTICE OF ADMISSION TO FINAL VOWS**

Name of Province/Region .....

I, the undersigned, Sister ..... [full legal name],  
made Final Vows of chastity, poverty and obedience according to the Rule of St Augustine  
and the Constitutions of the Congregation of Our Lady of the Missions on  
.....[date].

Signature of Sister .....

Signature of Province/Region Leader .....

Date .....

\*\*\*\*\*

*This Notice is to be completed as soon as the Sister has made Final Vows and sent to the General Secretary.*

*Three copies are prepared:*

- 1. the original for the Province/Region office file*
- 2. a copy for the Sister herself.*
- 3. a copy for the Generalate file*

# << RNDM INTERNATIONAL FORMATION >>

## RNDM INTERNATIONAL FORMATION HOUSE DAVAO, PHILIPPINES

**VISION:** That the preparation stage for Final Vows in our Congregation is done in common, so that every Sister who commits herself to an RNDM way of life is given the same opportunity to experience and deepen the knowledge of what belonging to an International Missionary Congregation means.

### **OBJECTIVES:**

- To provide a holistic and experiential RNDM Formation for all the Sisters preparing for Final Vows each year.
- To allow for the possibility of sending the Sisters after Final Vows on International Mission, in consultation with the Provincial/Regional Leadership Team in their home Province /Region.

### **POLICIES:**

- CLT has ultimate responsibility for the Davao Formation House
- CLT and the Davao Formation Personnel draw up and evaluate each year the programme for the Davao Formation House.
- Davao Formation Team members and the TP Sisters belong to their respective Provinces/Regions and do not transfer to the Philippines Region.
- Davao Formation Personnel work as a team with a named coordinator
- The term of the Davao Formation Personnel is for two/three years with the possibility of renewal for another three years

### **FINANCE:**

- All Provinces and Regions in the Congregation participate in financing the Davao Centre and programme – through EMI, by seeking donations, scholarships, etc
- All members of the Davao Team and all participants in the sessions will participate in the stewardship of community resources, including the land and

buildings so that the gardens and grounds will be both attractive and where possible income generating, and the buildings will be well maintained.

- Each participant will receive the same amount for personal allowance.

**DURATION:** Nine months – although the 2006 session will be for six months.

**NATURE AND PURPOSE OF FORMATION:**

- To integrate the Charism of the Congregation in a Sister's thought and action
- To provide an experience of International/Intercultural living
- To awaken and deepen the passion for Mission
- To help her to integrate her head, heart and intuition
- To develop her gifts and personality
- To enable her to act out of inner strength and integrity
- To commit herself to Jesus as Centre of her life.

**FOR WHOM:** All RNDM Sisters preparing for Final Vows

**ROLE OF FORMATION PERSONNEL**

Davao Formation Personnel are directly responsible to the Congregational Leadership Team.

They will work together to

- Witness to our RNDM charism and to model our religious lifestyle
- Provide opportunities and the environment for
  - : developing personal and spiritual life
  - : developing skills for community and common life
  - : developing skills for discernment
- Establish trust and confidence in the TP Sisters and in one another
- Offer guidance, encouragement, affirmation and challenge
- Draw up the details of, and to participate in presenting the formation programme
- To evaluate the programme
- To prepare a reflection on each participant

## **REQUIREMENTS OF TP SISTERS:**

- She has completed six years of Temporary Profession
- The request for Final Vows is made, and approved by the Province/Region Leadership six months before the session in Davao, forwarded to the CLT with PLT recommendations. After consideration of the report the CLT will give permission for Final Vows where appropriate.
- She has adequate spoken and written English skills to follow the session
- She has a basic knowledge of Theology and Scripture.
- She has at least two years of apostolic experience.
- A medical certificate.

Computer skills would be helpful.

## **EXPECTATION OF EACH TP SISTER IN THE DAVAO PROGRAMME**

- Deeper personal relationship with Jesus through more silence, prayer, reading and reflection.
- A whole-hearted collaboration with the programme of the International Formation Centre.
- A healthy and sisterly relationship with everyone in the group and with the Formation Team members.
- Continuing discernment of her call to our International Missionary Congregation.
- Freeing herself from personal cultural constraints, so that she can commit herself totally to our Congregation.
- Active participation in all aspects of life in the Formation Centre.
- Being faithful in using English, the common language of the Congregation, in every level of communication.
- Witness to true religious life in the church and society in Davao.

## **COMMUNITY AS LIVED EXPERIENCE:**

Will offer the Sister an experience of ...

- Give and take - an interest in and concern for one another
- Knowing and meeting her own needs
- Knowing and expressing reasonable/mutual expectations
- Sharing of the heart i.e. values, faith, experiences of ministry
- Developing skills in communication, conflict resolution and negotiation
- Sharing responsibility eg for household living, finance, car, shared space etc

## **SPIRITUAL AND VOWED LIFE:**

This will provide ...

- A blend of active and contemplative life marked by simplicity, service, healthy relationships
- Opportunities for prayer: personally contemplative along with communal liturgical prayer
- Development of a strong commitment to common life in order to be accountable for ministry
- Continual formation for growth into the vows of Poverty, Chastity and Obedience in the light of the Charism through: lived experience, self reflection, struggles

## **FORMATION PROGRAMME:**

The CLT require the following elements in the formation programme:

- Consecrated life and the vows: commitment, discernment
- Charism and spirituality
- Culture and mission
- Internationality and missiology; orientation for mission
- Liturgy
- Enneagram
- Scripture- with a renewed study of St. Paul, St. John
- Mariology
- Leadership skills
- Knowledge of our real world, need for non-violence, justice, reconciliation
- Mission exposure for two weeks followed by Theological reflection
- 30days Directed Retreat

\*\*\*\*\*

# << FORMATORS >>

FORM P23 ----- SELF- EVALUATION OF FORMATOR

Name of Formator .....

Province/Region .....

Date .....

*[See guideline below]*

Signature of the Formator .....

Signature of the Province/Region Leader .....

\*\*\*\*\*

*The following guidelines are suggested but the Formator can adapt these guidelines and include anything else which may seem relevant.*

1. Working in this ministry of Initial Formation, what was life-giving and a learning experience for you during the past three years?
2. In which areas did you have to struggle or did you find it difficult to deal with?
3. In which ways did you need support? What support was available to you?
4. What provision have you made for your own self-care during this time?
5. What courses have you availed of to update yourself for this ministry?
6. Do you avail of spiritual direction and mentoring?
7. How do you share with formators of other Congregations?
8. What spiritual reading material have you used, and how has it helped you?

## **Jesus the Formator**

9. Following the example of Jesus as Formator, what method did you use to encourage formees in their regular reading and reflection on the Gospels?
10. The approach of Jesus was to love and to accept everyone as they are. What value system did you use which helped you to love and accept your formees as they are?
11. What approach did you take to help the formees learn to love and accept others coming from different personalities and cultures?

## **RNDM Formation**

12. How did you create in the daily structure of Formation, the atmosphere for and the balance between Contemplation, Communion and Mission?
13. What is your understanding of the mission involvement of the formees? Were you able to make the formees realise that the poor can be the great example of those who love and trust God deeply and that God loves them deeply too?
14. How did you awaken the knowledge, understanding and experience of each formee that she is entering into an International Missionary Congregation? And that she is called to be 'Sent' beyond her own comfortable culture, language, people etc.?

*Every three years, a Formator evaluates her experience in working in Initial Formation. This evaluation is discussed with her PLT and then sent to the CLT*

*Three copies are prepared:*

- a. original for the Formator herself.*
- b. copy for the PLT*
- c. copy for the CLT*

# << ON- GOING FORMATION >>

## CONCERNING ONGOING FORMATION

Constitutions Article 111

'Formation conceived as integral personal growth requires that at every stage of their lives sisters have sufficient opportunity for continuing their formation spiritual, doctrinal and professional in ways suited to their personal and apostolic needs. The formative milieu of community continues to be important at every stage.'

1. i) At Congregational level a member of the Congregational Leadership Team is named as Liaison Person responsible for on-going formation.
  - ii) At province/region level a member of the PLT/RLT is named as the Sister responsible for on-going formation.
  - iii) Planning and evaluation for on-going formation needs is the prime responsibility of the person named at each level.
2. 'Integral personal growth' opportunities will be offered:
- i) to the individual: who is expected to have a personal plan for her own on-going physical, spiritual and apostolic growth, including eg mid-life renewal, wisdom years renewal
  - ii) at the level of community: where each year the PLT/RLT plans a programme of community on-going study and reflection of Scripture, Church and Congregational documents, religious community life etc taking advantage of local intercongregational opportunities and RNDM interprovincial opportunities.
  - iv) at the level of province/region: the PLT/RLT plan ensures that there is opportunity for:
    - a. an annual spiritual retreat for every Sister

- b. different groups to gather periodically to promote their personal and professional growth eg educators, health workers, spiritual directors, pastoral workers, bursars, homemakers, formators, age-groups, returned missionaries etc.
  - c. on-going professional studies and 'RNDM sabbatical experience'
- iv) at the international level: the CLT plans for:
- a. a programme to follow up the previous General Chapter and to prepare for the next General Chapter
  - b. international gatherings for renewal of special groups eg those who have completed their first 6 years of final profession, formators, provincial bursars, language groups, missionaries, age groups etc.

\* 'RNDM sabbatical experience' will offer every Sister, every 12 – 15 years after final profession, at least 6 – 12 months free from apostolic involvement in order to pursue her personal plan for rest and spiritual renewal.

**RNDM POLICY**  
**for INTERNATIONAL STUDENT SISTERS**

1. After discussion with the CLT, Provinces/Regions planning to send a Sister to another Unit of the Congregation for study or renewal will dialogue with the Leadership of the receiving Unit 18 months before the Sister is due to begin her studies. Time is needed to plan courses so there has to be adequate time for communicating with colleges, getting visas, applying for scholarships etc...
2. The sending Unit communicates clearly the type of course required and the purpose of the study.
3. The sending Unit will budget a realistic amount for the study Sisters - on the Student Sisters Accounts form FP7. The leadership of the receiving Unit will be asked to formulate an estimate of the course fee, the living expenses and other financial costs the student Sister is likely to incur.
4. Finance for language study will be included, if necessary. The language needs of the Sister will be taken into consideration as part of her study programme, and adequate time will be given for her to become proficient in the language of her study.
5. The sending Unit will ensure that the Student Sister applies for a scholarship for her course (see the Scholarship Information and Application Form attached.)
6. Money for the Sister's study and other needs will be transferred to the Provincial/Regional Bursar where she is to reside, according to the norms of the FMG. This will be coordinated by the General Bursar
7. IT IS ESSENTIAL that all arrangements be made, and all travel plans be confirmed and all correct visas be obtained, BEFORE the Sister leaves her own country (a lot of money can be lost in changing visas, tickets, etc...)

8. The sending Unit will dialogue with the receiving Unit as regards the Invitation Letter and the correct visa for the Sister to obtain. A copy of the passport is to be sent to the receiving Unit and to the Secretary General.
  
9. The cost of studies in Europe and USA tends to be very expensive, therefore other locations like India, Kenya and the Philippines, where study scholarships are more possible, are to be considered first.
  
10. During her period of study the Sister will be a member of the local RNDM community nearest to her university/college. As appropriate she will participate in the life of the community and any gatherings of the Unit. Sisters who are taking a residential course will, if possible, be attached to a local RNDM community where they can stay during holidays, breaks, etc...
  
11. The Sister will be responsible primarily to the local RNDM leadership during her period of study. Any necessary permissions (eg for travel outside the country) will be granted by the local leadership in consultation with the leadership of the Sister's Province/Region.  
Where there is no RNDM community the Sister will communicate with, and be accountable to, her home Province/Region.

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**Student Sisters Accounts**

Currency used:- \_\_\_\_\_ (To be completed at the end of each term)

[Before a Sister leaves her home province for study the agreement is made in her home province.]

Name of Student Sister \_\_\_\_\_ Name of home province \_\_\_\_\_

Province of study:- \_\_\_\_\_ Name of Course:- \_\_\_\_\_

Place of study:- \_\_\_\_\_ Name of Scholarship received \_\_\_\_\_

From where was the scholarship received? \_\_\_\_\_

**Income**

Received from Scholarship or Province \_\_\_\_\_ Currency

Gifts and donations received: \_\_\_\_\_

**Total income =** \_\_\_\_\_

**Expenditure**

Course Fees \_\_\_\_\_ Currency

Living Expenses (in community or hostel) \_\_\_\_\_

Travel \_\_\_\_\_

Course Materials, e.g. Books, etc. \_\_\_\_\_

Medical \_\_\_\_\_

**Total expenditure =** \_\_\_\_\_

Personal and Holiday Expenses \_\_\_\_\_ Total = \_\_\_\_\_

Note:- for home province -

The student's personal and holiday expenses budget is prepared in her home province with guidelines from the receiving province if necessary. This budget is given to the receiving province.

Send a completed copy of this form to your own Province, and a copy to the Province of study.