



GENERAL CHAPTER · CAPÍTULO GERAL · KAPITULA GENERALNA  
2024

## PROVINCIAL / VICE-PROVINCIAL CHAPTER PLANNING PROCESS

### PRE-PROVINCIAL / VICE-PROVINCIAL CHAPTER

#### Elements of the process:

##### **I. Provincial/Vice-Provincial Minister (Chapter President) & Council**

- A. Establish Planning Committee by May 31, 2022 (vice-province by April 15, 2023 – vice-provincial chapter will be in November 2023); a provincial/vice-provincial councilor, who is the Chapter Coordinator serves as the chairperson of this committee
- B. Convoke Provincial Chapter one year in advance (Chapter President); vice-province - 6 months before chapter
- C. Implement a program of spiritual preparation which includes the required involvement at the local levels for the Provincial/Vice-Provincial Chapter
- D. If desired, the sisters of the province/vice-province develop a proposed *Method Three* process for choosing delegates for the provincial/vice-provincial chapter which is approved by the Provincial/Vice-provincial Minister and Council
- E. If applicable, send the proposed *Method Three* to the Minister General and Council for approval by September 8, 2022; vice-province by June 1, 2023
- F. Facilitate a process by which sisters of the province select *Method One, Two, or Three* for choosing delegates to the Provincial Chapter by October 31, 2022; vice-province by July 31, 2023 (*Response to Love, Statute 7.31, Appendix 1*)
- G. Send a list of the delegates selected for the Provincial Chapter to the Minister General and Council by December 31, 2022; vice-province – by August 31, 2023
- H. Are encouraged to engage an outside facilitator
- I. Define, for the sisters, the roles of the president of the chapter, provincial/vice-provincial chapter coordinator, planning committee, and facilitator (if applicable)
- J. Prepare the State of the Province/Vice-Province Report
- K. Collaborate with the planning committee and facilitator (if applicable)

##### **II. The Provincial/Vice-Provincial Chapter Planning Committee:**

- A. Develops timeline and other pre-chapter activities
- B. Sets a deadline for the submission of issues and proposals to the Provincial/Vice-Provincial Chapter Planning Committee
- C. Recommends a program of spiritual preparation for the Chapter to the Provincial/Vice-Provincial Minister and Council: including the spiritual program and the instructions for the local chapters and Provincial/Vice-Provincial Chapter

- D. Introduces facilitator to the sisters of the province/vice-province, if applicable
- E. Seeks input from the provincial/vice-provincial administration and the sisters of the province/vice-province; keeps them current regarding planned activities
- F. If applicable, implements with the facilitator the educational process for preparing the sisters for the Chapter
- G. Prepares a handbook for the Chapter
- H. Works with the Provincial/Vice-Provincial Chapter Coordinator to instruct the sisters of the province/vice-province regarding the elements of the Chapter process
- I. Reviews the *Issue* and *Proposal* worksheets from the province and determines their level of consideration/discussion: **local** level, **provincial/vice-provincial** level, **general** level
- J. Completes the *Issue Compilation Forms* and *Proposal Compilation Forms* from the *Issue* and *Proposal* worksheets of the **local** level intended for the provincial/vice-provincial chapter.
- K. Completes the *Issue Compilation Forms* and *Proposal Compilation Forms* from the *Issue* and *Proposal* worksheets of the **provincial/vice-provincial** level intended for the provincial/vice-provincial chapter.
- L. Completes the *Issue Compilation Forms* and *Proposal Compilation Forms* from the *Issue* and *Proposal* worksheets intended for the general chapter and holds them for later submission.

## **PROVINCIAL/VICE-PROVINCIAL CHAPTER**

### **Elements of the Process:**

**I. Planning Committee (and facilitator if applicable)** oversee details of the chapter

### **II. The Provincial/Vice-Provincial Chapter**

- A. President: The Provincial/Vice-Provincial Minister
- B. Times for Prayer, Contemplation and Reflection
- C. State of the Province/Vice-Province Report: reading, reflection, response
- D. Provincial/Vice-Provincial Concerns
- E. Theological Reflection(s)
- F. Discernment
- G. Appropriate consideration of proposals and issues which surfaced through the Chapter process and other ways at the local levels
- H. If it is believed that an issue or proposal has been left out by the provincial/vice-provincial chapter, the sisters of the province/vice-province are notified in writing about the disposition of the issue or proposal.
- I. Election of delegates to the general chapter
- J. Preparation of *Issue Compilation Forms* and *Proposal Compilation Forms* which are intended for the general chapter to be submitted to the General Chapter Coordinator.
- K. Preparation of significant and prophetic responses other than proposals and issues generated at the local or provincial/vice-provincial levels which are appropriate for the general chapter to be submitted to the General Chapter Coordinator.
- L. Retention of **all** the original *Issue* and *Proposal* worksheets from all levels in a manner that will keep them easily available if requested by the General Chapter Planning Task Force or General Chapter.
- M. Determination of a plan for the implementation of the Acts of the Provincial/Vice-Provincial Chapter

### III. Provincial/Vice-Provincial Minister and Council

- A. Submit names of delegates and alternates to the General Chapter electronically to SM Franciszka Stępniewska, General Chapter Coordinator, by **August 1, 2023**; vice-province by **December 1, 2023**
- B. Submit requested materials electronically to SM Franciszka Stępniewska, General Chapter Coordinator, by **September 1, 2023**; vice-province by **January 1, 2024**.
  - 1) Documentation of the proceedings of the 2023 Provincial/Vice-Provincial Chapter
    - a. Minutes
    - b. Handbook(s)
  - 2) *Issue Compilation Forms* and *Proposal Compilation Forms* intended for the General Chapter (translated into Polish and English)
  - 3) Significant and prophetic responses generated at the local or provincial/vice-provincial levels other than proposals and issues (translated into Polish and English)
  - 4) Copies of:
    - a. Prayers/reflections
    - b. State of the Province/Vice-Province report
    - c. The Acts of the 2023 Provincial/Vice-Provincial Chapter

If any of these materials have been bound, please also send one bound copy by regular post to SM Franciszka.
- C. Prepare and schedule the Second Session of the Provincial Chapter by September 30, 2024