

Dear Presidents, Formation Directors and Council Members,

Enclosed are revised forms to be used when notifying the Main Office of a member's status in your Community. These are masters from which you should make copies as the need arises. ***Please destroy all forms NOT DATED 10/10/10.*** Periodic interviews of candidates on every formation level are very important in the discernment of a candidate's readiness for advance to a new level of commitment and should be faithfully continued. The OCDS CANDIDATE WORKSHEET should be used for this purpose. Your Community should keep this information in its confidential files.

For your convenience, copies of these forms are available for **printing at our web site:**

<http://www.ocdswashprov.org/> COPIES CAN BE MADE FOR FUTURE USE!

EXPLANATION OF FORMS

A. Application to Enter Aspirancy – RETAIN IN COMMUNITY RECORDS

– Used by the Community when a visitor has decided to enter the Aspirancy.

B. Admission into the Aspirancy

– Used when the Council has approved and the person has decided to enter the Aspirancy.

C. Reception of the Scapular

– Used when the person receives the Scapular and enters into Formation.

D. Temporary Promise

– Used when a person makes Temporary Promise.

E. Definitive Promise

– Used when a person makes Definitive Promise.

F. Vows

– Used when a person takes Vows.

G. Leave of Absence

– Used when a Council grants a Leave of Absence to a person who is in Temporary Promise, Definitive Promise or Vows. However, in the case of someone in Temporary Promise, the Council must discern upon the person's return, where they will be reinserted into the Formation program and how much time must be added to their formation before they can make their Definitive Promise.

H. Voluntary Withdrawal

– Used when a person, because of a personal situation or circumstance, judges that they can no longer meet their obligations as OCDS and wishes to withdraw from the community. This form will verify that it was voluntary on their part, if sometime in the future they wish to return to the community.

I. Application for a Spiritual Assistant

– Used when a community has found someone who has agreed to be its Spiritual Assistant. On receipt of this form the Provincial Delegate will issue a document appointing the person as Spiritual Assistant to the community.

J. Transfers

– Used when a person wants to transfer to another Community within our Province or to another Province in the United States. It is not to be used for transfers between OCD and O.Carm. Communities.

K. Treasurer's Yearly Report

– Given to the Community twice a year and sent to the Main Office at the end of the year as per ¶ 55 of the *Constitutions*, further defined in STATUTES, Local Community Finances, pages 44-45.

L. Notice of Deceased Member

– Used to notify the Main Office of a death of an OCDS member and source for "In Remembrance" section of the *Clarion*.

M. CHANGE OF ADDRESS FORM

10/10/10

NOTE: OLD FORMS SUBMITTED WILL BE RETURNED