Apostolic Visitation of Institutes of Women Religious in the United States Questionnaire for Major Superiors

PART B

Throughout this questionnaire "unit" refers to the congregation, province, region, delegation, monastery or other entity for which you are responsible. Please provide information only for this unit. Unless otherwise requested, please include all sisters for whom you are canonically responsible (including sisters outside the United States, if applicable). A sister on exclaustration should be included in the count of members of your unit. A sister in the process of transfer from one religious institute to another should be counted by the unit *from* which she is transferring. If the unit has been reconfigured or is in the process of reconfiguration, please provide the information for the unit as of September 1, 2009.

Contact information for the major superior responsible for responding to this questionnaire:			
Name of Religious Institute:			
Initials:	Kenedy Directory Number:		
Name of Person Responding:			
Title of Person Responding:			
Province, Region, Delegation, if applicable:			
Telephone:			
E-mail:			

- 1. **Identity of your religious institute** (*Vita Consecrata*, 1-5; 14-40; 87-91; *Starting Afresh from Christ*, 5-13; *The Service of Authority and Obedience*, 4-11; *The Code of Canon Law*, cann. 573-606)
 - A. Describe the key aspects of your founding charism and how it is lived today.
 - B. How do sisters in your unit understand and express the vow and virtue of:
 - 1) poverty? To whom are they accountable for the observance of this vow?
 - 2) chastity? How is their consecration positively expressed?
 - 3) obedience? To whom are sisters accountable for observance of this vow?
 - C. Do the sisters take other/additional vows? If so, how do they live this/these out?
 - D. In the past ten years, has your unit been involved in, is it now involved in or is it planning a reconfiguration, merger or union with another unit, congregation or other congregations? If so, how has this affected the quality of life of your unit and of the sisters themselves?
 - E. Is your institute moving toward a new form of religious life? If so, how is this new form specifically related to the Church's and your institute's understanding of religious life?
 - F. What are your hopes and concerns about the future of your religious institute in living its charism in the Church?

- 2. **The governance of your religious institute** (*Vita Consecrata*, 46, 49, 56; *Starting Afresh from Christ*, 14; *The Service of Authority and Obedience*, 12-15, 27-30; *The Code of Canon Law*, cann. 587; 617-633; 589-595)
 - A. Describe the role and responsibilities of leadership according to your own proper law.
 - B. How is the form of government as stated in your Constitutions effectively operative at local, provincial, regional and general levels (e.g., local or major superior with council; leadership team; shared responsibility, etc.?)
 - 1) According to the Constitutions of your institute, are your superiors elected or appointed?
 - 2) What is the limit on duration in office for any superiors?
 - 3) Since Vatican II, what is the longest duration of a major superior actually holding an office without interruption?
 - 4) What specific means are taken to form new leadership in your unit?
 - C. Are non-members, including associates, or religious of other institutes involved in the governance of your unit? If so, in what way?
 - D. If Sisters live alone, in small groups, or with sisters of another institute, who exercises personal, religious authority in their regard?
 - E. What is the process of consultation employed for gathering input and opinions from sisters prior to decision making on significant matters?
 - F. What are the procedures for dealing with matters such as: civil disobedience, criminal activity, sexual improprieties, etc.?
 - G. What is the process for responding to sisters who dissent publicly from Church teaching and discipline?
 - H. What is the process for responding to sisters who dissent publicly from congregational decisions?
 - I. Describe the procedure by which a sister may question corporate statements or other decisions made by the major superior or by others who represent or express the position of your institute in some manner (i.e. General Chapter, Justice and Peace committee, NGO, etc.)
 - J. Do you employ outside facilitators at meetings and assemblies of your unit? Describe their role or function.
 - **3. Vocation Promotion, Admission and Formation Policies** (*Vita Consecrata*, 64-71; *Starting Afresh from Christ*, 15-19; *The Service of Authority and Obedience*, 13, 25; *The Code of Canon Law*, cann. 641-661)
 - A. What recent initiatives has your unit undertaken to attract new members?
 - B. List the specific qualifications for the novice directress. How is she chosen and prepared for this role?
 - C. Where is the formally established novitiate house of the unit located?
 - D. Does the unit participate in any Inter-Institute formation program(s)? If so,
 - 1) What is the title, sponsoring institution, location, protocol number and date of formal approbation of the Inter-Institute program?
 - 2) How many Novices of your unit have attended this program in the past 10 years?
 - 3) How often is the novice directress of your unit present at the Inter-Institute formation site?
 - 4) Who is responsible for directing the novices in this Inter-Institute formation site on a day-to-day basis?
 - 5) Who is responsible for the formation of novices of your unit in their understanding and appropriation of key elements of your founding charism as it is lived today?

- E. Describe how an evaluation is prepared for novices who are proposed to the major superior and council for admission to first profession.
- F. How long does a novice live in a house of your unit before first profession?
- G. How are other formators chosen and prepared for their role?
- H. How does your initial formation program offer your new members the foundations of Catholic faith and doctrine through the study of Vatican II documents, the Catechism of the Catholic Church and post-Conciliar documents?
- I. How does your formation program address human and psychosexual development in reference to living the vows and community?
- J. In the initial formation program, how are the vows and the Church's understanding of religious life taught?
- K. What are the particular texts, authors or authorities most utilized for strengthening the initial and continuing education of the sisters?
- L. Indicate the specific means employed in ongoing formation to assist members in their knowledge of and fidelity to the Constitutions and other internal norms of the institute and also in their knowledge of and fidelity to the Church's understanding of religious life.
- M. Please list the ongoing formation programs or workshops (including the names of the presenters) your unit has offered to your sisters in the past five years, i.e., since September 1, 2004. Include programs or workshops that were offered in collaboration with another religious unit or institute.
- N. What are your hopes and concerns about vocations or formation in your institute?
- **4. Spiritual Life and Common Life** (*Vita Consecrata*, 41-45, 47, 93-95, 103; *Starting Afresh from Christ*, 20-32; *The Service of Authority and Obedience*, 16-22; *The Code of Canon Law*, cann. 602; 607-616; 662-665)

Spiritual/Liturgical Life

- A. Describe tangible signs of the sisters' desire to respond to the call to holiness through the *sequela Christi* and through the living of Gospel values.
- B. Describe how you, as a Major Superior, support and encourage your sisters to participate in daily Mass and to receive the Sacrament of Penance frequently.
- C. How often is the Eucharist celebrated in primary houses of the unit whether a motherhouse, formation house, retirement facility, skilled-care facility, etc.?
- D. Do your sisters participate in the Eucharistic Liturgy according to approved liturgical norms?
- E. At community gatherings/celebrations (such as Chapters or Jubilees, etc.), is Eucharist part of the gathering/celebration? Do rituals replace celebrations of the Church's liturgy?
- F. Do sisters offer reflections in place of homilies by a priest (or deacon) at congregational or other Eucharistic liturgies?
- G. When priests attend community gatherings and celebrations are they encouraged to concelebrate Mass?
- H. Do your sisters pray the Liturgy of the Hours according to your Constitutions? List the title, publisher and date of the text used.
- I. Describe your sisters' commitment to praying with the Word of God in Sacred Scripture (e.g., *lectio divina*), to the practice of Marian devotion, and to communal and personal prayer.
- J. Identify other approved religious and spiritual exercises, practiced by your sisters today, that express your specific charism.
- K. What are your hopes and concerns for the ongoing development of the spiritual life of your Sisters?

Common Life

- L. How is "common life" expressed in practical living circumstances by members of your unit?
- M. How is spiritual and human development of sisters fostered in community?
- N. How does the manner of dress of your sisters, as specified in the proper law of your religious institute, bear witness to your consecration, and to the dignity and simplicity of your vocation?
- O. What are the current provisions for care of aging and ill sisters and what is your unit's future plan for their care?
- P. How are the Sacraments of Eucharist, Penance and Anointing (and also Viaticum) made available for retired and elderly and ill sisters wherever they may reside?
- **5. Mission and Ministry** (*Vita Consecrata*, 55, 63, 72-83, 96-109; *Starting Afresh from Christ*, 33-45; *The Service of Authority and Obedience*, 23-26; *The Code of Canon Law*, cann. 669; 671; 673-683)
 - A. What is the specific apostolic purpose of your institute as stated in your Constitutions?
 - B. Identify the current apostolic projects that best represent the focus and purpose of your charism?
 - C. What initiatives does your unit promote to help lay co-workers in congregation-owned or sponsored ministries share in the institute's charism?
 - D. What means are being taken to ensure that the charism of your congregation will continue in the case of diminishing presence of your sisters in works owned or sponsored by the congregation?
 - E. How is your unit responding specifically to new apostolic needs in the world and to needs in dioceses in which your sisters serve?
 - F. What specific means do superiors/sisters employ for relating to Bishops of dioceses in which they serve, whether the institute is pontifical or diocesan?
 - G. How do you, as Major Superior, ensure that the ministries of your unit and the ministerial works of your sisters are in accord with Church teaching and discipline?
 - H. Describe your unit's policies and procedures for:
 - 1) providing oversight and exercising reserved powers on boards of community-sponsored institutions in order to protect the founding charism of the institution as carried out in the ministry today
 - 2) assuming new or concluding existing sponsorship of ministries
 - 3) acquiring or liquidating (alienating) community-owned properties.
 - I. What are your institute's hopes and concerns for ministry in the future?
- **6. Financial Administration** (*Vita Consecrata*, 63; *Starting Afresh from Christ*, 19; *The Code of Canon Law*, cann. 586; 634-640; 668; 670)
 - A. How do you, as Major Superior, ensure the faithful living of the vow of poverty which obliges each religious to limitation and dependence in the use of material goods?
 - B. What procedures are in place for the effective sharing of goods within your unit (e.g. regarding budgets)?
 - C. What is the procedure for the use and accountability of income (salaries; stipends; gifts, donations) received by the sisters?
 - D. In what ways and how frequently are sisters who have personal patrimony permitted to use this for themselves?
 - E. Is your unit adequately funded for retirement according to National Religious Retirement Office (NRRO) standards? If not, to what degree is it under-funded?

- F. How does your unit attempt to share its goods with the poor?
- G. What immovable goods (property and/or buildings) have been alienated in the last decade? Include specific information on any actual alienation of these immovable goods (i.e., transfer of ownership or control of the unit's immovable goods in any manner whatsoever, either to individuals or by forming a new alternate corporation or by mergers into new umbrella corporations, etc.).
- H. What immovable goods (property and/or buildings) have been acquired by purchase or donation in the last decade? Include specific information on actual acquisition of these immovable goods.
- I. What are your institute's hopes and concerns regarding your financial situation?

7. Additional Information

No questionnaire can completely assess what a religious institute may wish to express regarding its heritage, hopes and challenges. Therefore you are invited to submit one page of explanations or comments which will express your reality more completely.

If your unit is chosen for an o	n-site Visitati	on, do you have any reserva	tions about a male religious being
part of the Visitation team?	$\square_1 Yes$	\square_2 No	
Signature of Ma	jor Superior	responsible for this report: Date:	

If you are mailing this Questionnaire, please send Part B to:

Apostolic Visitation Office 295 Benham Street Hamden, CT 06514-2801

Apostolic Visitation of Institutes of Women Religious in the United States Questionnaire for Major Superiors

PART C

Contact information for the major superior responsible for responding to this questionnaire:		
Name of Religious Institute:		
Initials:	Kenedy Directory Number:	
Name of Person Responding:		
Title of Person Responding:		
Province, Region, Delegation, if applicable:		
Telephone:		
E-mail:		

DOCUMENTATION TO BE SUBMITTED

Please submit the following documentation directly to:

Apostolic Visitation Office 295 Benham Street Hamden, CT 06514-2801

If you have already submitted any of the following to the Apostolic Visitator, please indicate that on this sheet and do not send a duplicate of the document requested.

Please include this coversheet which contains your contact information.

- 1) Constitutions
- 2) Secondary norms such as General/Provincial Directory, custom book, etc.
- 3) Most recent Plan of Formation
- 4) A copy of the final approved documents and decisions of the last 2 General Chapters (or Provincial chapters if applicable). If there are additional revisions that have been adopted by a General Chapter but have not yet been approved by competent ecclesiastical authority, please include a copy with the other requested documentation.
- 5) A list of each sister, year of birth, address and type of ministry (full time/part time)
- 6) A list of properties owned and/or (co)sponsored by your unit.
- 7) A complete copy of the most recent independent audit of your religious unit or your last internal financial statement if an external audit has not been made. This should include a statement of financial position, statement of activity, statement of changes in net assets and statement of cash flows.

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Signature of Major Superior responsible for this report:	
Date:	