

Oregon SNJM Associates

Local Associate Leadership (LAL) Advisory Team Membership and Co-Director Selection Processes

LAL Team Member Selection Process:

1. Prepare an announcement of a Local Associate Leadership (LAL) Advisory Team membership opening, using the attached sample announcement as a guide. Set a deadline date and directions for responding.
2. Post/send the announcement of the opening, inviting Associates and Sisters to thoughtfully consider being a part of the Team. Use the weekly “Oregon News” e-mailings, and the Oregon Associate e-mail list to distribute the announcement. Periodically post/send reminder announcements.
3. Contact the local group leaders and ask them to encourage their members to consider others or themselves for Team membership.
4. Send all interested respondents the attached discernment questionnaire, to be completed and returned by a specific date. The questionnaire is in two forms: (1) a pdf document, which can be printed, filled out by hand, and returned by conventional mail; or (2) a Microsoft Word document, which can be filled in on a computer and returned by e-mail.
5. Once the discernment questionnaires are returned, the whole Team meets to discuss and evaluate the qualifications and strengths of the respondents, choosing the successful nominee(s) by consensus or vote.
6. Notify nominee(s) of the Team’s decision. Ask the successful nominee(s) to confirm their willingness to serve, and invite them to a Team welcoming meeting.
7. Once the successful nominees have been notified and have confirmed their willingness to serve, announce the new Team member(s) in the Oregon News.

[SAMPLE ANNOUNCEMENT]

Calling for Nominations of Oregon SNJM Associates Local Associate Leadership (LAL) Advisory Team Candidates ...

Dear Sisters and Associates — we are looking for two new members to fill out our Oregon SNJM Associates Local Associate Leadership (LAL) Advisory Team. The expectations and duties of Team members include:

- An understanding of the SNJM charism, and knowledge of the congregation's ministries and corporate stances.
- A commitment to:
 - consistently attend and actively participate in Team meetings. There are four or five meetings a year, usually held in the Historic Laundry Building at Mary's Woods, but are currently being scheduled via Zoom call as long as COVID-19 restrictions are in place.
 - serve a minimum of a three-year term. Team members may serve two additional three-year consecutive or non-consecutive terms, up to a total of nine years.
 - attend area (Portland, The Dalles, Salem, Eugene/Cottage Grove, or Medford) Associate or Mission Center meetings, and Associate retreats.
 - attend SNJM community gatherings, e.g. feast day liturgies, meetings, and socials, when possible.
- The willingness to work collaboratively with Team members to:
 - secure Fall and Spring Associate Retreat presenters and assist with set-up and facilitation of these events.
 - plan themes and locate sources of study materials for area Associate meetings.
 - participate in the selection process for new Team members and co-directors.
 - make others aware of and promote interest in becoming an SNJM Associate.
 - meet with new candidates as they go through the process to become an Associate. Educate Sisters and Associates about the appropriate formation process of Associate candidates.

The LAL Advisory Team may include a mix of Sisters and Associates. You may nominate yourself, or someone you feel would be a good candidate. If you wish to nominate someone else, please ask first if they are willing to accept your nomination, so they are not surprised. To submit your nomination(s), send an e-mail by ...,, ... to LAL Advisory Team Co-Director,, at ..., or call or text ..., to request the next-step nominee discernment questionnaire. The deadline for submission of the questionnaire is ...,, The current Team will meet on,.....to evaluate the returned discernment questionnaires and select the two new Team members. All candidates will be informed of the selection results by ..., The two new members will be invited to their first Team meeting in

[SAMPLE DISCERNMENT QUESTIONNAIRES]

COMPUTER FILL-IN FORM. Type your responses directly on this form, save it (in pdf form, if possible), and return it as an e-mail attachment.

SNJM Oregon Local Associate Leadership Team Nominee Discernment Questionnaire

Name:

You have been nominated, either by yourself or by another SNJM Oregon Associate as a candidate for membership on the SNJM Oregon Local Associate Leadership (LAL) Advisory Team. The Leadership Team Member job description is also attached. Please take some time to respond to the following questions. Call or text ..., at ..., or e-mail [...](#) if you have a question.

* * *

1. How long have you been an SNJM Associate?
2. How have you been involved as an Associate?
3. What does being an SNJM Associate mean to you?
4. What particular skills and talents do you feel you could bring to the Associate Leadership Team?
5. After reading the Associate Leadership Team job description and responding to these questions, do you still feel called at this time to membership on the SNJM Oregon Associates Leadership Team?

* * *

Please e-mail this completed questionnaire as an attachment to ... at ... by the end of the day
..., ...,

We thank you for your time spent in prayerful consideration of this opportunity to join our SNJM Oregon LAL Advisory Team. If you have decided to go forward, all LAL Advisory Team candidates will be notified of the Team selection results by ...,

Blessings to you!

... .., SNJM Oregon Local Associate Leadership Advisory Team Co-Director

HANDWRITTEN FILL-IN FORM. Print this form, fill it out by hand (you may write on the backside — be sure to number your response), and return it by conventional mail.

SNJM Oregon Associates Leadership Team Nominee Discernment Questionnaire

Name: _____

You have been nominated, either by yourself or by another SNJM Oregon Associate, as a candidate for membership on the SNJM Oregon Associates Local Associate Leadership (LAL) Advisory Team. The Leadership Team Member job description is also attached. Please take some time to respond to the following questions. Call or text ..., at ..., or e-mail ..., if you have a question.

* * *

1. How long have you been an SNJM Associate? _____

2. How have you been involved as an Associate? _____

3. What does being an SNJM Associate mean to you? _____

4. What particular skills and talents do you feel you could bring to the Associate Leadership Team?

5. After reading the Associate Leadership Team job description and responding to these questions, do you still feel called at this time to membership on the SNJM Oregon Associates Leadership Team?

* * *

Please place this completed questionnaire in the mail so it reaches us by ..., Address it to:

...
...
...

We thank you for your time spent in prayerful consideration of this opportunity to join our SNJM Oregon LAL Advisory Team. If you have decided to go forward, all LAL Advisory Team candidates will be notified of the Team selection results by ...,

Blessings to you!
..., SNJM Oregon Local Associate Leadership Advisory Team Co-Director

SNJM Oregon Associates Local Associate Leadership (LAL) Advisory Team Member Job Description

The expectations and duties of SNJM Oregon Associates Local Associate Leadership (LAL) Advisory Team members include:

- An understanding of the SNJM charism, and knowledge of the congregation's ministries and corporate stances.
- A commitment to:
 - consistently attend and actively participate in Team meetings. There are four or five meetings a year, usually held at the Historic Laundry Building at Mary's Woods.
 - serve a minimum of a three-year term. Team members may serve two additional three-year consecutive or non-consecutive terms, up to a total of nine years.
 - attend area (Portland, The Dalles, Salem, Eugene, Cottage Grove, or Medford) Associate or Mission Centre meetings, and Associate retreats.
 - attend SNJM community gatherings, e.g. feast day liturgies, meetings, and socials, when possible.
- The willingness to work collaboratively with Team members to:
 - secure Fall and Spring Associate Retreat presenters and assist with set-up and facilitation of these events.
 - plan themes and locate sources of study materials for area Associate meetings.
 - participate in the selection process for new Team members.
 - make others aware of and promote interest in becoming an SNJM Associate.
 - meet with new candidates as they go through the process to become an Associate. Educate Sisters and Associates about the appropriate formation process of Associate candidates.

The LAL Advisory Team may include a mix of Sisters and Associates.

LAL Advisory Team Co-Director Selection Process:

The LAL Advisory Team Co-Directors are the designated Oregon Local Associate Leaders.

1. A Team meeting will be scheduled specifically for selecting the new Co-Director(s). The meeting should not last more than two hours.
2. A discernment process will be used at the selection meeting. In preparation for the meeting, the Team will discuss and generate a list of possible discernment facilitators. The facilitator should not be a current Team member. Possible facilitators will be contacted to determine who is willing and available to lead the discernment process at the scheduled meeting. A previous discernment process agenda, such as the following sample provided by Sr. Cecilia Ranger, will be shared with the facilitator, so they fully understand the intent of the meeting.
3. In preparation for the selection meeting, all Team members will be encouraged to self-reflect on their interest in serving as a Team Co-Director, and the knowledge and skills they feel they would bring to that role. Team members should review the attached Co-Director job description.
4. After the new Co-Director(s) has/have surfaced at the end of the discernment process, and they have confirmed their willingness to serve, their name(s) will be submitted to the ACC, along with a rationale for the selection. The ACC will review the recommendation and send it to the PLT.
5. Once ACC/PLT approval has been received confirming the new Co-Director(s), the ACC and PLT will announce the new Oregon Associates LAL Advisory Team Co-Director(s).

[SAMPLE LAL CO-DIRECTOR DISCERNMENT PROCESS]



Discerning Associate Co-Director

Historic Laundry Building

June 6, 2016; Cecilia A Ranger SNJM, Facilitator

Prayer

Begin Discernment Gathering with prayer

- Wisdom of Solomon 6:12-20 (Sr Virginia)
- Informal prayers by all members present, asking for Guidance of Spirit on the Associate Team, Co-Directors, and Mission of Associates at this time in history.

Preliminary Steps

- Introductions of all persons present
- Verbal review of how the meeting will proceed (Sr Cecilia)
- Re-state goals of the meeting: affirm Team Members; select Co-Director

Gathering Information as Basis for Discernment

1. Discussion re: Specific Associate Leadership Needs at this Time in History
 - Facilitate awareness of Members about needs of World, USA, and Oregon as focus of our prayers and ministries (environmental issues, refugee issues,)
 - Facilitate awareness of and commitment to priorities being addressed by SNJM Congregation at this time in history
 - Other needs, from your experience and awareness
2. Discussion by Team Members of reasons each is willing to serve and ways she or he sees one's specific contributions (see Description emailed to us by Sr. Virginia)

3. Discussion by those willing to serve as Co-Director about their reasons for offering themselves for this service, and how she or he sees oneself contributing to all Associates and their ministries (see Description emailed to us)
4. Discussion of ways the Team Members will seek to nurture, develop, support, pray for, and provide opportunities for the Co-Directors to serve effectively

Quiet Prayer

Time for personal prayer to discern what was heard about:

- A. Specific Leadership Needs at this time,
- B. Gifts, willingness, readiness of persons willing to serve as Co-Director,
- C. Support system to be provided by Associate Team

Decision-Making

Each member of discerning group listens to and responds to what she or he has heard from the prayer experiences of the discerning group

Co-Director is affirmed; rose is placed in her or his hands, with prayer that Mother Marie Rose will guide the Co-Director's mind and heart in service to all Associates and the people of God

Group gathers around the newly selected Co-Director and blesses him or her

Blessing of Membership

At the fall retreat Team Members will build in a ritual of blessing for the Co-Directors, and a prayer of thanksgiving for their willingness to serve their sister and brother Associates and all the people of God prayed for and ministered to by the membership.

Oregon SNJM Associates LAL Advisory Team Co-Director Job Description

The LAL Advisory Team Co-Directors are the designated Oregon Local Associate Leaders. The following are typical Team Co-Director duties, which may be shared with Team members according to the particular interests, talents, and skills they are willing and able to contribute to the Team:

- Hold regular Team meetings and send out an agenda at least two weeks in advance.
- Keep an updated list of Associates and their information. If there are changes, they are given to Carolyn Trumble at the Administration office. She will enter the changes into the Associate database.
- Visit local area Associate meetings at least once a year (Cottage Grove, The Dalles, Medford, and Salem).
- Request money from the ACC for needed materials and retreat expenses.
- Advertise retreats by sending flyers and e-mails to Associates, and placing announcements and reminders in the “Oregon News.”
- Maintain a store of Associate inquiry and candidate formation materials.
- Serve as an initial contact person for inquirers.
- Keep current with necessary paperwork, e.g. recommitment forms, candidate application forms, new Team member approval forms, etc.
- Understand and ensure that the Associate candidate formation process is correctly followed.
- Keep in contact with Associates, especially when they have prayer needs.
- Attend local area Associate meetings.
- Submit news items and announcements pertaining to the Associates to the “Oregon News” and any other appropriate SNJM news outlets.
- Write a general beginning-of-the-year letter to all Associates.
- Attend the annual fall meeting of the ACC/PLT with LALs.
- Keep in contact with the ACC. In addition to e-mail, this may include periodic conference calls, or other means of virtual meeting platforms.

An LAL Advisory Team Co-Director’s term is three years, with a limit of three three-year terms.

[Final review by SNJM Oregon Associates LAL Advisory Team on 4/4/17. Sent to ACC for review and approval on 4/4/17. Approved by the ACC on ? (exact date not communicated, but assurance of approval was confirmed by Delphine Busch at an Oregon LAL Advisory Team meeting on 6/5/17)

This document was revised and approved by the SNJM Oregon Associates LAL Advisory Team on June 10, 2019 to reflect the ACC’s clarification of the Team’s function as advisory in nature, with the Team Co-Directors serving as the LALs.]