

# *Congregation of Our Lady of Sion Canada-US Province*

## **Provincial Leadership Team Meeting Minutes**

January 9- 13, 2010. Montreal, QC

**Present** – Jackie Chenard, Mary Babic

### **CHAPTER MANDATE 2008**

**Anchored in God's heart and bursting with passion for our Charism, we commit ourselves to:**

- **Strengthen our local areas and faithfully live out our projects of life.**
- **Celebrate and nurture our deepening relationships with our friends and associates.**
- **Honour and support one another in the process of discernment affirmed at this Chapter.**

### **DIRECTIONS**

- We will nourish the spiritual life of the Province through the study of our Biblical, Foundational, Jewish and Church sources.
- We will be united with the whole Congregation on the journey of transformation/reconfiguration.
- We value our networking relationships and we will reach out and explore other relationships for the sake of the mission.
- We will live out the last chapters of our life in Sion as fully as possible.

### **RECOMMENDATIONS**

- Local areas and regions invite more friends and associates to study days, meetings and workshops.
- Each area be more mindful about sending items for the newsletter.
- Information of the hopes and plans of sisters in their later years be gathered and analyzed in order to put appropriate actions and future plans in place.
- A networking/communication system for sisters in various retirement facilities be established.

## **Prayer and check-in/faith sharing time.**

### **I. Congregation**

#### **1. International Finance Team - Congregational Grants Evaluation**

We received a letter from the Congregational Finance Team. In it they explained that as we are preparing for the forthcoming General Chapter they are evaluating the work of their team. An aspect of the work they undertook in their mandate as the International Finance team was to revise the information on the Grants of the Congregation and the application procedures. (The names and descriptions of the grants can be found in the Congregational Financial Directory, # 38 Grants/Funds and Appendix I pg 21, sent out to each Sister in the Fall of 2008. The hard copies of actual forms for the grants/funds were previously distributed). The revision of the information and the new procedures is aimed at highlighting the purpose of the grants and to make the application procedures as simple as possible.

The IFT is asking for our assistance by completing a review and evaluation questionnaire, in order to report to the General Chapter and to make recommendations.

We looked at the letter and suggested format for the evaluation sent by the Congregational Finance Team. We began some initial reflection in preparing a PLT response to the International Finance Team on questions #1 - #3. We invite each of you to participate if you wish, and then to send in your feedback to be included in a province report. Please feel free to respond individually, in communities, clusters, and/or areas, as you wish, to the questions in IFT letter which you will find attached to these minutes.

We apologize for the extremely short notice, but would ask if at all possible, that you please have your responses in to us by Feb 18<sup>th</sup> so that we can prepare a province response to the IFT and send it to them by the date given.

## **II. Province**

### **1. General Chapter 2010 –Provincial Report Preparation**

An initial Skype meeting was held with the provincial delegates to the General Chapter. We had a good discussion to plan the process for completing the provincial report to be sent to the General Chapter Planning Committee. Reflection/submissions to the delegates will have been sent to Jackie, Mary, Kay, Marge, and Elizabeth by January 31<sup>st</sup>.

### **2. General Chapter 2010 Provincial Regional Meetings**

Bookings have been made for two regional meetings to be held after the General Chapter to review the recommendations and experience of the General Chapter and to begin the response in the province to the General Chapter outcomes.

Friends of Sion are welcome to attend the meeting that corresponds to the group they meet with and are connected to. We encourage you to make the invitation known to the Friends you wish to invite from your area/cluster. Further details and names will be made known and requested at a later date.

1) In the East – from the Evening of Friday, October 1<sup>st</sup> to Monday October 4<sup>th</sup> at noon time for the following areas: Eastern Seaboard, Montreal and Toronto. This Eastern Regional Meeting will take place in Toronto at the Guest House of the Anglican Sisters of St. John the Divine.

2) In the West – from the Evening of Friday, October 8<sup>th</sup> to Monday October 11<sup>th</sup> at noon time for the following areas: Saskatoon, Edmonton, Winnipeg and Chicago. This Western Regional Meeting will take place in Saskatoon at Queen’s House Retreat Centre.

Please note that the meetings take place from **7pm Friday evening to Monday at noon** over their respective weekends. Please keep this in mind when making your travel plans.

### **3. Regional Meeting/Discernment Workshop**

You may also have noted above that the usual time frame for a regional meeting after a General Chapter has been extended by one full day to include a full Sunday meeting day to Monday at noon.

This is so that we can take advantage of our being together in regions to hold a one-day workshop and begin a process in the province to deepen our understanding, study and practice of communal discernment. We see that this will aid us in several ways.

One is to better “Honour and support one another in the process of discernment” that we committed ourselves to at the 2008 Chapter (Canada-US Provincial Chapter Mandate 2008 - point #3).

It follows a recommendation of the last Provincial Leadership Team for the province to engage in a study of discernment in their report to the Province for the July 2008 Provincial Chapter.

From the review of the leadership model at the Chapter in November 2009, several areas/clusters mentioned the question and growing awareness of the call and challenges of communal discernment for us, in our various groupings and realities.

Lastly, we see this one-day workshop as a way to help us move to the next step in deepening our skills for communal discernment and taking communal action as a group, as we will practice using the skills explored and developed during the workshop day, to make our decisions and take actions in response to the calls of the General Chapter and its outcomes.

We will be working with a facilitator, Sr. Joan Atkinson, CSJ (London), recommended by the CRC, who is available to work with us on both weekends.

We feel that this is an important moment and way for all of us to learn, participate and help ourselves to strengthen our skills for discernment, to support one another and take action as a group, and to deepen our experience and gifts for local leadership and membership in the province.

#### **4. Visits to the Province**

Letters have been sent to communities, clusters and areas to arrange for visits by either Jackie or Mary, according to the liaison, in the coming months.

## **5. Provincial Statute**

We began initial work on an update of the Provincial Statute as drafted in 2008 which will need to be finalized before the General Chapter.

### **III. Teams/Collaboration/Partnerships**

#### **1. Planning for Ageing**

##### Visiting Health Care Nurse Co-Ordinator

Attached to these minutes, you will find a copy of the Job Description for a Visiting Health Care Nurse Co-Ordinator (VHCNC). As stated in previous minutes, this is a position that was recommended to us as one way of responding to growing health-care needs of Sisters, and can be considered in any city. We attach it here as information. If you see a need or would like to consider such a service, please contact us.

#### **2. Kansas City Schools Board of Trustees**

A letter has been sent to Alice Munninghoff, Head of School to confirm in writing that Kay Walkup is Sion's designated representative on the Board of Trustees of the Kansas City Schools Notre Dame de Sion. This designation has been in practice and was affirmed orally at the time of the changeover of the Kansas City Schools from Sion to the Board of Trustees.

It was sent at this time as an addition to a previous letter sent which confirmed that Kay Walkup was Sion's designated representative on the Nominating Committee of the Board of Trustees.

## **IV. Finances**

### **1. Local Donation Fund**

Just a reminder that we will be looking at applications from areas/clusters for donations from this fund at our February Team Meeting. Thank you to those of you who have sent it your requests/applications.

### **2. Haiti Relief Fund Donation**

A donation of \$ 1,500 was sent on behalf of the province to the Haiti Relief Fund of Development and Peace, the Canadian Conference of Catholic Bishops.

### **3. Administrative Accounting Support**

Please add Dali Benedicto's name to the information in the November 2009 Minutes, as the person who has been hired for this part-time position.

## **V. Other**

### **1. ICCJ Conference**

The dates for the ICCJ Conference in Istanbul have now been set for this June 20 - 23, 2010. Those interested in attending, please have your request with reasons for attending in to us by March 15, 2010. Thank you.

The theme for this year's conference has now been set – "So You May Know One Another". Persons from each of the three faith groups will be presenting on a wide range of workshop topics: ecology, women's issues, Muslims in Europe, the local experience, islamophobia and antisemitism as well as tradition and modernity and the role of Istanbul-Constantinople.

### **2. Attachments**

- 1) Visiting Health Care Nurse Coordinator Job Description
- 2) Letter and Questionnaire – Congregational Funds Questionnaire

**Next meeting** - February 20- 23, 2010 in Toronto

## **Visiting Health Care Nurse Coordinator (VHCNC)**

### **Sisters of Sion, Canada-US Province,**

#### **Job Description**

To visit and assist individual Sisters of Sion with coordination of their individual health needs and issues, to support and assist the Sisters to remain in their homes for as long as possible.

According to the needs of the Sister, the Visiting Health Care Nurse Coordinator will:

- Help Sister-clients with medical follow-up from doctors' visits or hospital stays.
- Help with medication: advise what to take, time of day to take, and when to stop, if judged necessary (Must consult with Sister-client's physician if a prescription medication.)
- Remind, recommend, and assist in setting up healthcare appointments, if the Sister-client is unable to set up her own appointments.
- Help actualize doctors' suggestions when appropriate.
- Address and follow up on medical issues as they arise.
- Ask for signed consent in order to have an exchange of information with doctors, when needed and appropriate. Copy to be given to Sister-client's Medical Doctor and Visiting Health Care Nurse Coordinator.
- Advise, consult, and communicate with Provincial Leadership over issues that affect the overall health and plan for a Sister-client when necessary.
- Complete and keep updated records of Medications, Serious Illnesses and/or Hospitalizations, and Personal Health Record. A copy also to be kept by Sister-client in case of emergency or need for hospital visit.
- Be informed on a case-by-case basis, of the Sister-Client's Power of Attorney for Health Care and how to contact them when necessary. A copy of the Power of Attorney for each Sister-Client will be on file with other Health Records kept by the VHCNC.
- Act as a consultant to provincial leadership regarding general, practical and logistical planning for ageing and Sisters' needs.

The position of Visiting Health Care Nurse Coordinator is not intended to replace the role, position or need for each Sister to have her own doctor or use the services of other health care professionals as directed or recommended by a physician. Neither are the services of the VHCNC to be seen or used as those of a private nurse.

Normal medically recognized areas/issues of confidentiality are maintained between nurse and Sister-Client, and when necessary, include the Provincial Leadership Team.

Accessibility and contact for the purpose of obtaining the services of the Visiting Health Care Nurse Coordinator are through a member of the Leadership Team only, in order to ensure availability of work hours, contact, support and accurate planning for the health care needs of Province members.



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**Equipe Des Finances/Financial Team**

Dear Sisters,

Greetings from the International Finance Team.

As we prepare for the forthcoming General chapter we are evaluating the work of our team. An aspect of the work we undertook in our mandate as the International Finance team was to revise the information on the Grants of the Congregation and the application procedures. The revision of the information and the new procedures aimed at highlighting the purpose of the grants and to make the application procedures as simple as possible

We would now like to ask you to assist us by completing the following review and evaluation questionnaire, so that we are able to report both to the General Chapter and to make recommendations to the in-coming General Leadership Team.

The grants we are evaluating are,

1. Louise Humann - grants for on-going formation
2. Theodore Ratisbonne – Education Grants for Laity
3. Alphonse Ratisbonne – Grants for Justice
4. Cardinal Bea – Jewish Christian Formation and Ministry
5. Cornelius Rijk – Publications and Media
6. Ruth Grant – support for Apostolic Ventures in countries where the Congregation is not present.

\*In this review evaluation we are not including the Sophie Stouhlen fund.

In completing this questionnaire as a Province leadership team you may like to ask the opinions of your province especially in relation to the future of how grants are administered by the congregation .

Can you please return it to us in the IFT by February 25 at the latest.

Warmest greetings and blessings for the New Year,

Anne Denise -

Bob

Phil

## Questionnaire

1. On receiving an application from a sister or community what is your procedure when making application? E.g.
  - Do you examine your own province budget and expenditure in the area of the application e.g. on-going formation or Jewish Christian formation and ministry before making your application?
  
2. Do you ever consider co-funding?
  - E.g. to agree to cover half or part of the request?
  - When it is a lay applicant do you find out how much she/he can contribute?. Professional funders always suggest that an applicant needs to be encouraged to pay something towards the project even a minimal amount.
  
3. Following the allocation of the grant do you follow it up, that is, do you see that it is used for the purpose for which it was granted?  
e.g. Do you request and receive a report from the recipient?
  
4. Do you find the **explanation** of the purpose of the grants useful?
  
5. **Application forms:**
  - a. Are the application forms clear, helpful?
    - i. YES NO If no why?
  
  - b. Do you find the time schedules for processing of the grants helpful?
    - i. YES NO If no why?
  
6. Do you consider the grants under the present system to be appropriate and or /relevant for today?
  
7. List those that you think should continue as they are and state why?
  
8. List those that you think are redundant and state why?
  
9. Are there other areas to be covered/added to the list of grants?
  
10. Do you have any alternative suggestions about how we could share the congregational resources, both for those within the congregation and with those outside the congregation?
  
11. Would you like to add any other comments or suggestions not covered in this questionnaire?