

Appendix A

Members

The following congregations comprise the membership of the Federation's Governing Board and have voted their support of this novitiate program

Sisters of St. Joseph - Baden, Pennsylvania
Sisters of St. Joseph - Boston, Massachusetts
Sisters of St. Joseph - Brentwood, New York
Sisters of St. Joseph - Buffalo, New York
Sisters of St. Joseph - Carondelet
Provinces of Albany, Los Angeles, St. Louis, St. Paul
Sisters of St. Joseph - Cleveland, Ohio
Sisters of St. Joseph - Concordia, Kansas
Sisters of St. Joseph - Erie, Pennsylvania
Sisters of St. Joseph - LaGrange, Illinois
Sisters of St. Joseph - Medaille - Cincinnati, Ohio
Sisters of St. Joseph - Nazareth, Michigan
Sisters of St. Joseph - Orange, California
Sisters of St. Joseph - Philadelphia, Pennsylvania
Sisters of St. Joseph - Rochester, New York
Sisters of St. Joseph - Rutland, Vermont
Sisters of St. Joseph - St. Augustine, Florida
Sisters of St. Joseph - Springfield, Massachusetts
Sisters of St. Joseph - Tipton, Indiana
Sisters of St. Joseph - Watertown, New York
Sisters of St. Joseph - Chambery - Provincial House at West Hartford, Connecticut
Sisters of St. Joseph - Wheeling, West Virginia
Sisters of St. Joseph - Wichita, Kansas
Sisters of St. Joseph - Lyon - Provincial House at Winslow, Maine

Appendix B
Item #1
Federation Background

Although the Federation of the Sisters of St. Joseph in the United States held its first meeting on August 21, 1966 at Alverno College, Milwaukee, Wisconsin with twenty-three major/provincial superiors in attendance, its roots extended back into the 1950s. As Sisters of St. Joseph from the various congregations attended colleges and universities and came into contact with each other, they became aware of their common heritage and shared charism. The Sister Formation Movement and its publications brought Sisters together in common efforts to improve the preparation of younger members. These collaborative efforts and the desire of many Sisters for a closer relationship among Sisters of St. Joseph led to the shared publication of an Intercongregational Bulletin in which each congregation participated and shared the insights of their respective congregation and a new translation of the maxims..

In response to the directive of Vatican II contained in *Perfectae Caritatis* for congregations sharing similar traditions and a like charism to come together in Federations, Mother Eucharista Galvin, the general superior of the Sisters of St. Joseph of Cardondelet wrote to all congregations on September 4, 1965 inviting all the congregations to participate in a movement to formalize their relations in a federation. On 24 September 1965, Father Bernard Ransing CSC wrote to Mother Eucharista from Rome that "I am glad to hear about the preliminary action that is being taken towards the Federation of the various congregations of St. Joseph in the United States. This is very much in keeping with the mind of the Holy See." According to the documentation available in the archives, materials relating to the formation of the Federation were sent to Rome but no response was received.

The first shared endeavor of the Federation was to send a research team composed of ten members from ten different congregation to France in the summer of 1969 to work with Father Marius Nepper, SJ in researching the origins of the congregation and to translate the primitive constitutions. Over the course of the next ten years sisters from different congregations served on this team and were responsible for the translation of all the primitive documents. These sisters assisted the congregations in their desire to study and absorb the shared charism by conducting workshops, retreats, week-end seminars and being speakers at national meetings.

These initial contacts brought sisters together from all parts of the United States and there began to develop a sense of unity, shared charism and spirituality, and a movement toward greater identification and sharing of resources and personnel. Shared programs have included summer programs for sisters at various stages of the life cycle and formation, national events, week-end sessions for novices, shared vocation literature, a collaborative history project and meetings for treasurers, archivists, communication directors, formation personnel, and others as well as annual governing board meetings. These governing board meetings are held each November and usual rotate to the various

geographical areas. There has been extensive cooperation between this federation and other national federations of Sisters of St. Joseph.

The governing board of the federation is composed of the members of each congregation's general administration. In the interval between the annual meetings, the Executive Director meets with the three member Executive Committee to plan and coordinate all the various programs, committees and projects. The members of the Executive Committee are chosen from among the members of the governing board. The governing board is also responsible for the selection and ratification of the executive director.

Appendix C

Attached is the letter of the Most Reverend Daniel Cronin, Archbishop of Hartford, Connecticut giving permission for this novitiate experience to be held in his archdiocese at the provincial house of the Sisters of St. Joseph of Chambery.

Appendix D

Guidelines for the Canonical Novitiate

Item #1 - Philosophy and Purpose of the Novitiate

This section is covered in Appendix E, Item #1.

Item #2 - Terms of Financial Implementation

The following financial projections are based upon participation by eight novices:

Item	Per Month	Eight Months
Room and Board	\$ 300.00	\$24,000.00
Tuition	\$ 150.00	\$ 1,200.00
Speakers Stipends	\$ 750.00	\$ 6,000.00
Director & Assistant	\$2,500.00	\$20,000.00
Supplies	\$ 100.00	\$ 800.00
Celebrations	\$ 100.00	\$ 800.00
Transportation	\$ 300.00	\$ 2,400.00
Telephone	\$ 75.00	\$ 600.00
Miscellaneous	\$ 75.00	\$ 600.00
Total		\$ 53,400.00

Basic Budget Assumptions

- 1 This projection assumes that we will offer a \$10,000.00 stipend to the director and her assistant
- 2 This projection assumes that each congregation sending a novice pays all individual costs of the program
- 3 This projection assumes that each congregation will continue to supply for its participant(s)
 - health insurance
 - personal budget
 - spiritual direction fees
 - counseling fees (if needed)

medical expenses (if needed)
 home visits
 travel costs for novice and director

- 4 This projection assumes that there would be contributions from the congregations at large that would help defray the over-all costs.
- 5 Financial contributions from congregations without novices would lower the costs for the sending congregations and/or increase the stipend of the Director and the assistant.

Item #3 - Governance Bodies and Responsibilities

This particular area is covered in Appendix E Item # 4.

Item #4 - Role Descriptions of Formation Personnel

As defined by the Federation interview committee, the following qualification were requisite for the Director and her assistant.

- . loves being a Sister of St. Joseph
- . witnesses a strong faith life
- . sees this ministry with a sense of adventure, enthusiasm, and excitement
- . has self-awareness regarding her strenghts and vulnerabilities
- . has a natural inclination for work as a team person
- . possesses abilities of self-initiation and flexibility
- . possesses a good sense of humor
- . possesses the ability to call forth the richness of the various cultures ina spirit of respect and inclusivity
- . operation out of a relational model congruent with our charism
- . sees the novitiate experience as a process of transformation rather than self-improvement
- . is able to hold all the aspects of the experience in light of formation for mission
- . keeps updated in current trends in the church and in formation
- . agrees with and supports the concepts of sponsorship, philosophy, purpose, design, content, requirements for participation, implications, interaction with the sending congregation and the rights and responsibilities of those involved in the Federation Novitiate Experience, as adopted by the Governin Board

Item #5 - Resource Personnel

The Federation has polled its membership to secure those individuals whose area of expertise broadens and deepens this novitiate experience. A single congregation would not have this talent available for a single person. These individuals include:

Sister Marcia Allen, CSJ	Sisters of St. Joseph of Concondia, Kansas
Sister Barbara Baer, CSJ	Sisters of St. Joseph of Wichita, Kansas
Sister Patricia Bergen, CSJ	Sisters of St. Joseph of LaGrange, Illinois
Sister Patricia Byrne, CSJ	Sisters of St. Joseph of Baden, Pennsylvania
Sister Paula Drass, CSJ	Sisters of St. Joseph of Baden, Pennsylvania
Sister Katherine Hanley, CSJ	Sister of St. Joseph of Carondelet - Albany Province
Sister Maria Hill	Sisters of St. Joseph of Medaille - Cincinnati, Ohio
Sister Lynn Levo, CSJ	Sisters of St. Joseph of Carondelet - Albany Province
Sister Marianne Kenna, CSJ	Sisters of St. Joseph of Carondelet - St. Louis Province
Sister Leonie Shanley, SSJ	Sisters of St. Joseph of Erie, Pennsylvania
Sister Kathy Sherman, CSJ	Sisters of St. Joseph of LaGrange, Illinois

Item #6 Design of the Program

This novitiate experience would include regularly scheduled opportunities for

- . personal, communal and liturgical prayer along with “sharing the state of the heart”
- . presentation and study of C/SSJ content
- . meetings of each novice with the director or assistant
- . on-going spiritual direction from an identified pool of available directors
- . on-going communication with the home congregation and congregational novice director
- . participation in ministry experiences
- . integration and assimilation of novitiate experiences through Theological Reflection
- . participation in inter-community novitiate program
- . exploring each participant’s congregational reality by frequent referral to and study from her own Constitutions in tandem with our core documents
- . involving the home congregation in the personal and communal life of the novice(s)
- . on-going assessment with input from the novice, the Federation Novitiate Director and the home congregating formalized at various periods during the eight months
- . unstructured for leisure, recreation and aesthetic aspects of life.

Item #7 - Location

This inter-congregational novitiate will be held at the Provincial House of the Sisters of St. Joseph of Chambery at 27 Park Street in West Hartford, Connecticut in the Archdiocese of Hartford, Connecticut.

Appendix E

Item #1 Philosophy, Purpose and Reason for Proposed Novitiate Experience

Philosophy of the Canonical Novitiate Year

The Collaborative Canonical Novitiate Experience of the United States Federation of the Sisters of St. Joseph is rooted in our shared spirituality and in our charism of unity and active inclusive love. This rootedness energizes us to move together into the future for the sake of the mission of Jesus, “that all may be one.”

Purpose

This Collaborative Canonical Novitiate Experience is framed within a vision of religious life that is prophetic, wholistic and sustained in a contemplative attitude toward all of creation.

This experience has as its purpose:

- 1 deepening each participant’s spirituality which opens her to further interior transformation
- 2 providing a contemplative atmosphere which recerences the growth of each participant’s relationship with God, self and the dear neighbor
- 3 facilitating each participant’s ongoing formation into
 - . evangelical religious life
 - . C/SSJ tradition
 - . values and lived experience of the novice’s own congregation
- 4 broadening and deepening each participant’s immersion in an experience of C/SSJ identity and mission
- 5 facilitating an on-going spirit of discernment
- 6 sharing the gifts, graces and expertise of C/SSJ personnel
- 7 creating an opportunity for peer interaction, challenge and support
- 8 challenging each participant to respond creatively to present and future realities of religious life

Item #2 General Course of Study

Content of the General Course of Study

The eight month novitiate experience will include quality time for exploring, processing, assimilating and integrating the following:

- 1 C/SSJ content (this area includes study of charism, spirit and spirituality, mission and ministry, history, primitive documents)
- 2 Prayer forms and experiences (both personal and communal)
- 3 Processes for personal/communal discernment
- 4 Interdependence/community life skills
- 5 Vowed Living

Other content areas will be included according to the emerging needs of the group.

Item #3 Selection of the Novice Director

The Novice Director is Sister Katherine O'Brien of the Sisters of St. Joseph of Boston and her assistant is Sister Marilyn Lott of the Sisters of St. Joseph of Carondelet, St. Louis Province.

The method employed in selecting these individuals was:

- 1 A Federation Canonical Novitiate Task Force defined the qualifications for the Director and Assistant
- 2 The qualification forms were distributed to all congregations with the request for recommendations and nominations
- 3 After discerning the nomination, individuals filled out an application form.
- 4 The Executive Director and the Executive Committee outlined the interview process and appointed an interview committee consisting of a representative of the Executive Committee and formation directors from various congregations. Interviews then took place during the week-end of March 3-5 at the motherhouse of the Sisters of St. Joseph of Boston.

Item #4 Governing Body of the Novitiate

Each of the following persons comprises the governing body of the novitiate and its program.

1. General Administration of each congregation - the members constituting the general administration of each congregation are members of the Governing Board and as such participate in all discussions concerning the program and vote on it.
2. The Executive Committee of the Federation is responsible for the implementation and coordination of all programs of the Federation.
3. The Executive Director of the Federation cooperates with the Novice Director and maintains regular communications from her as well as evaluations of the program. It is the responsibility of the Executive Director to oversee the program, visit the novitiate site periodically, and support the program in whatever way is needed.
4. The novice director of the individual congregation maintains regular contact with the participating novice, visits the novice at the novitiate site, and engages in dialogue with the novitiate director regarding assessments of the novice.

Item #5 Relation of the Novice to her own Institute and Novice Director

The novice will maintain contact with her own institute throughout the course of the eight month program in the following ways:

1. The novice will write "state of the heart" letters regularly to the at-home director or designated person.
2. The novice will return to her own institute for a period of four to six weeks at Christmas time.
3. The novice will meet engage in three on-side visits with the Novice Director of the home institute during the eight month period.

Item #6 Provision of the other four months of novitiate

The remaining four months of the novitiate will be spent at the novitiate site of the home congregation and the novice will engage in her own congregational novitiate program designed to meet the needs of the home congregation.