

Process for the Establishment of the Chapter Planning Committee (CPC)  
*September 3, 2024*

1. On November 18, 2024, send out the invitation and the process with deadlines.
2. These are the qualifications and responsibilities:
  - a. CPC will consist of 7 members plus a liaison from Leadership Team. Mary Jo Nelson will be the facilitator.
  - b. The CPC, Coordinating Group and Leadership will work together during the pre-Chapter process.
  - c. The Coordinating Group continues to serve in their capacity for scheduling meetings and the engagement of all.
  - d. There will be supportive committees: Liturgy/Prayer, Environment/Set-up, Secretarial, Technical, Food and Fun – and others to be decided as necessary.
  - e. The work of Pre-Chapter will begin in January 2025 starting with a 2 or 3 day meeting for committee development. The PCP will utilize all the work of the Discovering... Committee and other Congregational gatherings throughout the past 3 years. Chapter will be from June 21 to 28, 2026, with elections on June 28.
  - f. Criteria for participation on the CPC: prayerful, hard worker, good communicator, relational, sufficient energy, physical and mental stamina, good organizational skills, actively involved in the life of the Congregation, good listener, team player, ability to delegate, committed to inclusiveness.
  - g. It is important that we ask the person before we recommend her. Each of us may recommend up to five Sisters and we need to state the reason why. Self-nominations are welcomed.
3. We will use both email and paper to make sure that every Sister gets a letter of explanation and a recommendation form.
4. The deadline for submitting recommendations will be December 5, 2024.

5. Leadership Team looks at all the recommendations and makes the decision before Christmas. In addition to the criteria mentioned above, LT will consider the following in their selection:

- Broad representation of age and ministry
- Diverse community and congregational involvement
- An understanding of current developments in religious life and our changing world
- A global and social awareness viewed through the lens of our charism and the Gospel