***AMERICAN BENEDICTINE VOCATION FORMATION CONFERENCE***

*** (NABVFC)***

 ***History of NABVFC***

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**HISTORY of ABFC**

The American Benedictine Formation Conference (ABFC) has its roots in the Federation of Saint Scholastica who formed a Federation Formation Conference in 1982. At the 1989, Federation meeting the decision was made to expand the conference to include all American Benedictine women. This proposal was approved by the 1989 Conference of American Benedictine Prioresses, giving birth to the American Benedictine Formation Conference.

In April 2009, ABFC went online: www.abfconline.org. Since all communication with ABFC members takes place electronically, current vocation and formation personnel are urged to assist their prioress and newly appointed colleagues to subscribe to website. In 2016, the ABFC Core Team designed a new more user-friendly website. All the information can be accessed by the members except for the Financial Report and the Membership Directory, which will be e-mailed to the prioress and/or contact member of each monastery. Archival materials for ABFC are held at Mount St. Scholastica Monastery; 801 South 8th Street; Atchison, KS 66002-2724; 913-360-6200. Contact: Director of Archives.

**RESPONSIBILITIES of NABVFC**

The North American Benedictine Vocation Formation Conference is composed of North American Benedictine formation and vocation personnel belonging to communities that have submitted a membership application and paid the fee. The conference:

* Plans and holds the biennial NABVFC Symposium available to all member monasteries and to Vocation Directors from men’s Benedictine communities.
* Sponsors the annual Novice and Director Institute (NADI), a study/exchange experience for novices and their directors.
* Sponsors the Benedictine Spirituality Workshop and Retreat (BSWR) for Benedictine women anticipating the possibility of perpetual profession by at least nine months.
* Oversees the Wisdom Connections project, appoints the director and determines job description and salary, approves policies and agreements.
* Facilitates the collaborative ad for Benedictine Sisters in VISION Magazine
* Maintains the NABVFC website www.nabvfconline.org
* Provides for member communities a directory of NABVFC formation and vocation personnel
* Assists member communities and the organization by providing funds for
* Partial scholarships for participants in NADI and BSWR events
* Supplemental assistance for NABVFC membership and VISION Ad fees
* Reimbursement of expenses over income to communities hosting NADI and BSWR
* Responsibilities of Core Team members

* Establishes committees in response to needs surfaced by the membership
* Preserves pertinent items in the archives at Mount St. Scholastica Monastery, Atchison, KS

**CORE TEAM**

Core Team Membership

 The Core Team consists of six sisters elected at large at biennial NABVFC symposium using a discernment model described later in this document. The term of office is four years; Core Team members are not eligible for immediate re-election. To assure continuity of leadership three members are elected at each symposium. Ideally, the Core Team is representative of formation directors and vocation directors.

 The officers of the Core Team are chair, co-chair, secretary, treasurer and website coordinator. Members of the Core Team decide among themselves who assumes what role based on individual gifts and preferences.

Core Team Meetings

 Members of the Core Team regularly meet in-person for three days in early fall and online in January, and as needed. Conference business may necessitate additional meetings or communication. The team determines a suitable meeting format and records transactions in minutes. It may conduct business electronically. If the matter is serious, the action is confirmed at the team's next regular meeting and a hard copy of pertinent communication is attached to the official minutes. For bonding and balance, opportunities for prayer and leisure are part of the fall gathering.

Core Team Responsibilities

 Generally, the responsibilities of the Core Team include arranging regular electronic correspondence with the membership via the NABVFC website (nabvfc.org); planning and implementing a biennial NABVFC symposium including the development of a budget and setting fees; determining site, staff, and fees for NADI and, BSWR; acting on requests for scholarships and supplemental assistance; attending to needs and requests of NABVFC membership. The detailed job descriptions outlined below list the responsibilities of individual Core Team members.

Core Team Expenses

 The North American Benedictine Vocation Formation Conference assumes the following expenses on behalf of the Core Team members: travel to Core Team meetings, printing and mailing costs on behalf of NABVFC, symposium fees, symposium room and board, miscellaneous expenses (supplies, etc.)

**JOB DESCRIPTIONS of the NABVFC CORE TEAM**

 As of September 2011, the following duties have been assigned to the various members of the NABVFC Core Team based on their individual gifts and preferences.

Chair Duties:

* Develop agenda and chair regular Core Team meetings
* Fall meeting, in-person, three days
* Winter meeting, online
* Additional online meetings as needed.

* Facilitate communication among Core Team members
* Maintain proactive and regular communication with the directors of NADI and BSWR with some attention to the financial implications of these programs
* Retain, for reference purposes, complete reports from directors of NADI and BSWR for at least the preceding five years
* Keeps in contact with the Wisdom Connections director quarterly or as needed.
* Transact, as needed, official NABVFC business between regular meetings electronically, scheduling confirmation of the matter at the Core Team's next regular meeting and preserving pertinent communication for attachment to the official minutes
* Maintain a file of correspondence regarding serious NABVFC business
* Communicate electronically with NABVFC members and their prioresses sharing relevant matters after the fall and winter Core Team meetings
* Serve as contact with the Conference of American Benedictine Prioresses through the liaison from that group providing the following information
* Minutes of Core Team meetings
* Minutes of the Biennial Symposium meeting
* Annual financial reports
* Other items as requested
* Review with other Core Team members such things as each one's responsibilities, meeting dates and sites, procedures, programs, and financial reports
* Prepare and present, with the co-chair, a "state of the conference" report for the membership at the Biennial Symposium
* Send appropriate materials to the Secretary for archives by September 30 of each year.

Co-Chair Duties

* Prepare forms for surveys (participation in programs, facilities for programs, and potential presenters), compile results and share them with the Core Team.
* Compile results and forward these to the Core Team and, as appropriate to directors of NADI and BSWR (retain the returned surveys for at least 15 months
* Responsible for obtaining resource page updates and submitting them to the website coordinator.
* Prepare and present, with the chair, a "state of the conference" report for the members at the Biennial Symposium and assist the chair as needed
* Maintain a file of forms, compilations of surveys, and correspondence and submit these archival materials to the secretary by September 30 each year.

 Secretary Duties

* Take minutes for all Core Team meetings and distribute them to Core Team members.
* Take minutes of the Biennial Symposium business meeting and distribute these to Core Team members.
* Prepare additional correspondence as directed.
* Retain, for reference purposes, minutes for the last five years.
* Serve as the contact person for the North American Benedictine Vocation Formation Conference archives, receiving all archival materials from Core Team members and transferring these to the archivist sometime after September 30 each year.

 Treasurer Duties

* Receive membership forms and fees and update the electronic copy of the membership directory
* Forward the updated membership directory to the prioress, contact person, and Core Team.
* Manage funds and finances of the North American Benedictine Vocation Formation Conference.
* Receive and pays bills.
* Reimburse the host community with a donation of $750 for room and board expenses incurred during the fall Core Team meeting.
* Maintain all financial records.
* Present financial reports at the regular Core Team meetings and the business meeting of the Biennial Symposium.
* Prepare end-of-the-year financial report and distribute to Core Team in fall and e-mail to the prioress and contact person.
* Serve as financial liaison with directors of NABVFC-sponsored programs.
* Provide scholarship information upon request to communities and disperse as needed.
* Coordinate the collaborative ad for VISION Magazine for Benedictine sisters (invites participation, facilitates planning, receives participant fees and pays for the ad).
* Reimburse host communities for expenses over income for NADI and BSWR after approval by the Core Team.
* Perform additional financial management duties as designated.
* Submit copies of all financial reports generated since the preceding October 1 as archival material to the recording secretary by September 30 each year.

Website Coordinator Duties [nabvfc.org]

* Maintain domain registration and host site registration for NABVFC.
* Receive and post information as directed by NABVFC members and Core Team.
* Fall electronic communication to all members
* Core Team addresses, phone, email
* Communication from the Core Team chair
* Membership form with list of prioress, formation, and vocation personnel
* Minutes of the business meeting at the NABVFC Biennial Symposium except for the financial report
* Other pertinent materials
* Spring electronic communication to all members
* Communication from the chair
* Other pertinent materials
* Maintain and update website information, pictures, links, etc.
* Receive completed photo release forms from NADI and BSWR participants for posting pictures or information about them on the NABVFC website
* Collaborates with the Wisdom Connections program director
* Sends appropriate materials to the secretary for the archives

**NABVFC PROCEDURES**

 In order to serve the members of the North American Benedictine Vocation Formation Conference (NABVFC), Core Teams have, over the years, determined the following procedures.

Management of NABVFC Website: www.nabvfc.org

 The Core Team determines which of its members will serve as the contact for the NABVFC website. The website may be managed by this team member herself or outsourced to a person with the required expertise.

 The website serves as the medium of communication between the Core Team and NABVFC members and among the members themselves. Announcements and registrations for programs (NADI, BSWR, and the Symposium), photos from these programs, Guidelines for NABVFC, NADI, and BSWR, communications from the Core Team, scholarship form, and lists of formation and vocation resources are available on the NABVFC site. All the information can be accessed by the members except for the Financial Report and the Membership Directory. To obtain these and other requests for information the members need to contact the current website coordinator.

 Items may be submitted to the web coordinator in

 .pdf file form

 .doc format

 .jpeg/tiff or any other picture program

 (higher quality is preferred, but not required)

 video format

NABVFC Scholarships and Supplemental Assistance

 NABVFC member communities may request partial scholarships for NADI and BSWR and supplemental assistance for membership and VISION ad fees. These requests are to be submitted to the treasurer, stating reasons for the request as well as the amount the community can contribute toward the fee.

 The treasurer will consult the Core Team regarding the request. As funds are available, the Core Team may grant financial assistance up to 50% of the fee. Consideration will be given to cases of special need. Based on the advice of the Core Team, the treasurer will respond to those requesting aid. She will pay the amount of financial help granted directly to the person collecting fees for the program for which it was given. The community is responsible for the remainder of the fee.

NABVFC Archives

 Archival materials are held at Mount St. Scholastica Monastery, Atchison, KS. An annual stipend is determined by the Core Team and paid to the archives host for this service.

 The following are designated archival material: correspondence, electronic communication dealing with official Core Team business, meeting minutes, financial and chair's reports, membership directories, policies and procedures, guidelines, after action summaries of NABVFC sponsored programs, reports from directors of BSWR and NADI and Wisdom Connections reports, pictures of NABVFC sponsored events, newsletters, presenters and other lists, surveys, and memorabilia.

Election of Core Team Members

 About three months prior to a Biennial Symposium, the Core Team chair asks Monastic Congregation Presidents, prioresses, and formation and vocation personnel to recommend potential nominees for election to the Core Team. Based on the gifts of the current team members, the team will identify and suggest the qualifications needed for the new team composition. Participation in one NABVFC symposium is a suggested qualification for nomination.

 After the deadline for submitting nominations, the Core Team chair contacts each individual recommended regarding her willingness to serve. During the Symposium, in a discernment style, the nominees willing to serve and their gifts are presented to the gathered participants. A nominee not present at the Symposium will be introduced by means of a picture.

 Core Team members are elected by majority vote in secret balloting at a scheduled time during the symposium. They receive a blessing at evening praise the last day of the symposium.

**NABVFC SYMPOSIUM**

The NABVFC Symposium is held every two years. It is designed to provide a forum for

* Networking
* Peer support and sharing ideas
* Education on significant topics
* Collaboration on common issues
* Electing members of a Core Team which handles the business of the conference

The Symposium is available to all members. The fees are $500/member participant. The fees and travel for the Core Team are a part of the expenses.

The Core Team determines the dates, location, theme, speakers, and schedule for the Symposium. An evaluation of the Symposium by those in attendance provides input for future planning.

Prepared by NABVFC Core Team

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