***GUIDELINES FOR NOVICE AND DIRECTOR INSTITUTE***

**(*NADI*)**

**North American Benedictine Vocation Formation Conference**

**2022 Edition**

**DESCRIPTION**

The Novice and Director Institute (NADI) began in 1988 with the Federation of St. Gertrude. Originally a four-week institute, it was shortened to a three-week event. When the American Benedictine Formation Conference was formed in 1991, NADI came under the direction of ABFC and became a two-week institute. In 2013, NADI was decreased to a 10-day Institute. Participation, staff, and host sites are open to all federations and congregations of American Benedictines.

NADI serves Benedictine novices and their directors. It is strongly recommended that directors accompany their novices; however, if this is not possible, another member of the formation team is encouraged to attend. Sharing between a novice and her director is very helpful in integrating the NADI experience. Commitment to the group for the duration of the event is important.

**GOALS of the PROGRAM**

For novices, NADI is planned and structured to

* Provide experiences of the unity and diversity of Benedictine communities while living in the midst of the host community
* Explore some essential elements of the monastic life as found in the Rule of Benedict
* Listen with the "ear of the heart" to the Benedictine call to be transformed in Christ, facilitated by a deepening knowledge of self and some understanding of the experience of the transition into monastic life
* Receive peer support and feedback regarding their experience of monastic formation

For novice directors, NADI is planned and structured to

* Receive peer support as well as input regarding specific matters, concerns or questions and share wisdom, programs and resources
* Support the novice in her experience of the NADI program

**PROGRAM**

The program is focused on Benedictine themes and explores some essential elements of monastic life as found in the Rule of St. Benedict and is mindful of the novices' experience of transition from lay to monastic life. Sometimes presenters will address both novices and directors; at other times they will speak separately to novices or directors.

In addition to the specific elements suggested below, the NADI schedule includes a balance of common and individual prayer, presentations and process experiences, group and individual activities, silence, and leisure. A prayer space in the conference area can facilitate the reflective environment.

These specific elements are part of the NADI schedule:

* An experience, in separate groups for novices and for directors, to share sacred stories
* Input sessions selected from the topics listed below and dependent on the availability of presenters in the host community
* Selected topics from the Rule of St. Benedict
* *Lectio* and monastic prayer, forms of prayer (e.g. centering prayer, creative prayer experiences, etc.)
* Self-knowledge, self-transformation (false self to true self), transitioning into monastic life
* Community living/communication skills
* Asceticism, balance, personal wholeness, sexuality
* Aspects of Benedictine history, charism, and our Benedictine future
* A presentation or two on a topic of interest to/or the expertise of members of the host community
* Opportunity for artistic expression
* Opportunity for service experience
* Some participation in the lives, meals, liturgies, and other events of the host community
* Open times to balance input with individual and group reflection and integration, to facilitate bonding among novices, to allow for activities alone and in small groups
* A ten-minute presentation about each community represented at the Institute, consisting of a brief review of its past, its present mission, and future goals given by the novice(s) or by a director if she is attending without a novice
* Scheduled occasions for the directors to "Share the Wealth of Experience" among themselves (e. g) ideas, programs, experiential wisdom, questions, materials, etc.)
* Concluding activities consisting of
* A desert day for novices and directors on the ninth day of the Institute
* An integration experience on the tenth day to provide for sharing in the whole group and for exchange between novice and director
* A banquet with the host community including a simple expression of appreciation by the novice participants

 *(Note: because a soil ritual is a traditional part of the Benedictine Spirituality and Retreat it is not included in NADI.)*

**LITURGY**

While NADI participants usually celebrate Liturgy of the Hours and Eucharist with the hosting community, they may celebrate an hour of the Liturgy in their own NADI group. They may serve in liturgical roles as is feasible in each setting. In their planning, directors are mindful of participants who may be of traditions other than the Catholic tradition.

**STAFF**

The NABVFC Core Team names the director and assistant director and identifies the site for each year’s NADI. The director, who plans the NADI program, may host it at her own monastery or she may direct a NADI taking place at another monastery. The assistant director is usually the following year’s director.

In the case of NADI being held at a monastery other than the director’s, the hosting monastery designates a site coordinator who, in regular consultation with the NADI director and assistant director manages the details of hospitality (e.g. housing, food service, transportation, standard technology needs of presenters, etc.) and the interface between the participants and the host community.

NADI presenters may include sisters from the host community as well as the director, the assistant director, participating novice directors, or sisters from other Benedictine communities. Directors are encouraged to engage presenters from the host community; they are asked to consult with the Chair of the NABVFC Core Team before inviting presenters who need to travel a distance. As a means of reducing expenses, presentations by off-site speakers may be provided by means of a variety of electronic media with guidance for interpersonal exchange among participants on site.

At its fall meeting, the NABVFC Core Team determines the following year’s stipends for the director, assistant director, site coordinator (if used), and any other non-staff presenters.The current year's stipends are discussed below in the section on finances.

**FINANCES**

Annually at the fall meeting the NABVFC Core Team sets fees for the coming year’s NADI participants plus the stipends for the director and assistant director and for other presenters. The NADI director and assistant director do not pay NADI fees.

Participant fees cover

* Room and board for participants, the assistant director, and non-participant speakers from outside the host community
* Stipend for the director plus stipend and travel for the assistant director
* Per-hour stipends for presenters who are members of the host monastery, participating novice directors, speakers from other Benedictine communities, or speakers using electronic modes of delivery
* Travel for presenters who are not participants in NADI or members of the host community

Costs for transportation to and from airports or buses should be added by the director to the participant fees and published in the initial NADI fact sheet.

NABVFC, through the treasurer, provides the director with funds, as needed, to cover initial programming costs.

Partial scholarships may be provided for participants. Requests for financial assistance are submitted in writing to the NABVFC treasurer. The director will receive payment for the amount of the scholarship directly from the treasurer.

NABVFC reimburses host communities when NADI income does not meet expenses.

As decided at the NABVFC Core Team meeting in September 2014, the fees and stipends for NADI are as follows:

* Fees of $1200 for the first person and $1000 for each additional person
* $1500 stipend for the director
* $500 stipend, room, board, program fees, and travel for the assistant director
* $100 per hour and a small personal gift for presenters who are members of the host community, participating novice directors, other presenters

**PROCEDURES**

The director and assistant director begin planning the fall prior to NADI. By means of phone calls, emails or an in-person meeting they outline the schedule and arrange for speakers.

The electronic fact sheet for NADI, which includes the NABVFC logo, is prepared by the director and sent to the Chair of the NABVFC Core Team by December for review by the Core Team at the January Zoom meeting. After this review, the NADI director forwards it to the website coordinator for posting by Jan 15. The fact sheet:

* Describes the NADI program, its goals, and theme and lists dates, deadlines, and fees
* Includes a registration form and requests travel information (plane, bus, car) as well as a participant's special needs
* Lists options for transportation to and from the plane or bus as well as the cost of this service

The director confirms in writing or via email each participating community’s registration providing helpful information such as

* Items to bring: clothing, Bible, Rule of Benedict, journal, etc.
* Map for participants who drive
* Announcement of the ten-minute presentation by each community
* Tentative schedule for NADI

The director and assistant director prepare a folder for each participant including

* Name tag with a calendar and schedule
* Participant list with name, address, birthday, phone and email
* Evaluation form which also asks for suggested topics for future Institutes

At the beginning of NADI the director invites each participant to complete a photo release form which can be found on the last page of these Guidelines or on the NABVFC website [nabvfc.org]. At the conclusion of NADI, the director sends the signed release forms to the website coordinator. She also electronically submits a few photos along with names of persons appearing in each to the website coordinator for posting on the NABVFC website.

At the conclusion of NADI, each participant is thanked for her presence and contribution to NADI. A letter goes to the prioress of participating communities giving basic information about the institute and thanking them for participation.

Staff members prepare and send, within a month after the close of NADI, a written report to the chair of the NABVFC Core Team including

* Names of director and assistant director; their comments on the overall process; their evaluation of the experience along with recommendations; their perception of the hospitality and involvement of the host community
* Participant list with their, birthdate, their monastery, and federation/congregation
* List of presenters and their topics
* Summary of participants' evaluations
* List of suggested topics for future Institutes
* Financial report (see attached form*)*

The chair of the Core Team includes a copy of this final report with the other materials she provides for the NABVFC's liaison to the Conference of American Benedictine Prioresses before the prioresses' winter meeting.

The items listed above along with the fact sheet advertising NADI, a sample of the director's response to registrants, and any other relevant materials are also filed in the director’s notebook which is passed from one director to the next. With the assistance of the co-chair of the NABVFC Core Team, materials beyond the last five years are transferred to the NABVFC archives at Mount St. Scholastica Monastery in Atchison, KS where they are held permanently.

If the expenses of NADI exceed the income, the director is encouraged to request reimbursement from NABVFC for the difference at the time she submits the final report. The NABVFC Core Team will act on the request promptly so that NADI bills can be paid in a timely manner.

**OTHER**

A group outing for novices and directors may be included. It may consist of a visit to a local site of interest and/or a neighboring Benedictine community of women or men.

Prepared by NABVFC Core Team

Revised August 2022



North American Benedictine Vocation Formation Conference

## NABVFC PHOTO RELEASE FORM

*Permission of release to use photograph with or without identification*

**EVENT: DATE:**

**LOCATION:**

**PURPOSE:**

 I grant the ***North American Benedictine Vocation Formation Conference,******its* *member monasteries, and affiliated communities*** the right to take photographs of me in connection with the event listed above. I hereby authorize the North American Benedictine Vocation Formation Conference, its assigns, and transferees to copyright, use in print or electronically such photographs, images, and identifying information, with or without my name, for any lawful purpose including, but not limited to, publication, illustration, advertising and web content on behalf of the North American Benedictine Vocation Formation Conference*,* its member monasteries and affiliated communities.

 I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have read and clearly understand the above. By this signed consent, I will not hold the North American Benedictine Vocation Formation Conference, its member monasteries ,and affiliated communities liable for transgressions of used material beyond their control.

**Name: (Please print clearly.)**

**Signature:**

**Name of Monastery**

**Mailing Address**:

Revised/approved 08/25/2022

**NADI Financial Report**

 **NADI 20\_\_**

**\_\_\_\_ Monastery**

**INCOME:**

Registration fees

 NABVFC Scholarship

 Airport Shuttle fees

**Total Income**

**EXPENDITURES**

Room per day

Board per day

Conference Rooms rental

Stipends:

Director (Name)

Co-Director (Name)

 Mileage for co-director

Presenters:

(Name each with hrs. contributed and stipend presented)

Snacks

Supplies

Excursions (entrance fees, food etc)

Photocopies, Printer cartridges

DVD’s, album photos

Mailings

Co-Director and Presenters Gifts

**MILEAGE**

Airport travel and Excursions

**Total Expenses**

**Expenses Exceeding Income**