

## **Policy of United States Association of Consecrated Virgins**

### ***Hosting the annual national convocation of United States consecrated virgins***

#### **Purpose for Policy**

Members of the USACV have sometimes expressed a desire to hold the annual convocation of U.S. consecrated virgins in various regions of the United States. With the exception of two years since we began convening in 1996, our convocations have been held in the Midwest, near our Episcopal Moderator and in familiar locations easily managed by our relatively small convocation planning team. Two good reasons are advanced for wanting to periodically hold the convocation in other areas of the United States: 1) to make some convocations more accessible to those who may be limited in their ability to travel; and 2) to enrich the experience of those who attend the convocation, and of the host diocese, by providing an opportunity for witness to one another.

The annual convocation has been an important part of the life of consecrated virgins in the United States, both those who are able to attend in person and those who participate by listening to recordings. The elements of the convocation, including our prayer together, meals together, instruction, spiritual dialogue with one another, and social interactions, all serve to build up one another in love. How these elements are planned and carried out has developed over the years based on our shared experience. This policy is being presented now as a way of assuring continuity in the meaning of the convocations, even as we open the convocations to being held in new locations, with new faces and new experiences, inspired by the Holy Spirit.

#### **Responsibilities of USACV Council and responsibilities of Host Team**

Various aspects of planning a convocation can roughly be divided into the responsibilities of hosting the convocation and the responsibilities of planning the program for the convocation. While there has been overlap in the past, these responsibilities have informally been divided between the convocation team and the USACV Council. Future convocations will be planned guided by the following separation of responsibilities:

The Host Team is responsible for practical arrangements for the convocation, including:

- Facility arrangements: proposing a facility, negotiating the facility contract (in coordination with the USACV Treasurer), making arrangements concerning rooms, meals, chapel use, etc.
- Convocation budget and setting participant fees (in coordination with USACV Treasurer).
- Assist Council in preparation of convocation invitations/programs
- Hospitality for guests throughout the convocation, from the time of registration to departure.
- Arranging needed transportation to/from airports or other public transportation centers.
- Arranging for local priests for Sacraments

- The host team is welcome to make any programmatic suggestions, including, particularly, offering of visits to local Catholic points of interest.
- Maintaining close communication with the USACV Council, through the Host Team leader.

The USACV Council is responsible for the entire program of the convocation, including:

- Approval of location and host team leader/members
- Maintaining close communication with the Host Team leader, through a designated member of the USACV Council
- USACV Treasurer signs facility contract, considers budget
- Convocation announcements and invitations
- Convocation program schedule
- Speaker invitations and arrangements
- Invitation to the local Bishop
- Theme and topics of discussion
- Liturgy planning, including Liturgy of the Hours, and Masses
- Planning other celebrations and social times

### **Facility for the Convocation**

Some features necessary or desirable in a convocation facility:

- Accessibility to airports, bus, train, driving
- Private rooms and private baths (or at least the option for these) for approximately 30 to 50 attendees. (We have consistently had 30 people in recent years, although the make-up of those thirty has changed from year to year.)
- Handicap accessibility
- Meals to accommodate various diet restrictions
- Chapel available for our use for daily Mass, Morning Prayer, Evening Prayer, Night Prayer, Eucharistic adoration (3-5pm has been a good time), and open for private prayer.
- A meeting room dedicated for our use with tables/desks, space for displays and sale tables.
- Other meeting rooms: for evening social times, for smaller breakout discussion groups
- Reasonable cost
- Grounds for walking
- Available dates, two years out.

### **Members of Host Team**

The Host Team Leader must be a current registered member of the USACV who has attended two recent convocations. It is the Host Team Leader who will solicit other consecrated virgins, also current members of the USACV, to be members of the Host Team. The Host Team Leader alone, or with initial members of her proposed Host Team, will begin the process of hosting a convocation by preparing a written proposal for a particular facility to be sent to the USACV Council. (See below).

**Process and Timing for Submitting a Proposal to Host the Convocation**

The 2012 convocation will again be held in Mundelein, Illinois, and we will continue to use Mundelein as a backup for any year in which another proposal isn't able to be accepted. Due to advance scheduling at popular facilities, we'll need to be thinking ahead.

The process and timing:

- Timing for proposals:
  - o Proposals for the 2013 Convocation must be sent to the Council by December 1, 2011 and the location decided upon by December 31, 2011.
  - o Proposals for future convocations, after 2013, may be made at any time, but must be received early enough to be acted upon in a timely manner.
  - o For any particular year, the location will be firmly determined to be at the new location, or at Mundelein, on or before January 1 of the year prior to the year of the convocation.
    - For example, the 2014 convocation location will be announced January 1, 2013; the 2015 convocation location will be announced January 1, 2014.
  - o Proposals must be received early enough to be acted upon before the announcement date.
  - o It is envisioned that we may have convocation locations established many years in advance, giving plenty of time for planning.
  
- Steps involved in submission and approval of convocation proposals:
  - o A consecrated virgin, member of the USACV, offers to serve as a Host Team Leader of a future convocation by submitting to the USACV Council a possible convocation facility, showing how that facility meets the criteria described above, and the general cost of the facility.
    - Note: this first step does not involve determining any dates or other planning steps. It only involves looking at a potential location.
  - o USACV Council reviews the facility proposal.
  - o If the Council approves the facility as a possibility, the Host Team Leader coordinates with the USACV Council to determine an agreeable future date (and year).
    - This step will involve the Host Team Leader coordinating with the possible facility, and the USACV Council confirming dates with our Episcopal Moderator.
    - We have found that dates in mid-July seem to be best for our members.

- Note: if a date is found, we're almost to the point of approving the plan, but there's one more step before the final approval and site announcement.
- The Host Team Leader assembles a team of one, two, or three other local consecrated virgins willing to work as Host Team members, and gives the names to the Council.
  - Host Team members do need to be registered members of the USACV. It is okay for a person to register as a member in order to serve on a Host Team.
  - It is anticipated that other consecrated virgins in the area may assist with the convocation at the time it is held. The Host Team members will take the initiative in planning before the convocation.
- The USACV Council reviews the entire proposal, and gives a final decision about whether or not we can move forward. When approval is given, the Council also names a Council liaison to work with the Host Team.