

Participant Commitment Document

Apart from the financial contribution that dioceses will be asked to make, there are also administrative considerations to ensure that the sisters are welcomed into a supportive environment and have opportunities to be integrated into the diocesan/parish communities where they serve. Participating dioceses are asked to commit to the following plan as part of their terms of participation. **The Bishop and Supervisor are asked to initial and sign where indicated.**

Commitment from the Bishop/Diocese:

Bishop's initials

- Bishop and/or his appointed staff will travel to country of origin to meet with superior and discuss potential placement, scope and goals of ministry. In some cases, a zoom or phone interview will be allowed. This meeting requires:
 - Sharing a clear job description (translated in Spanish) by the diocese.
 - Identifying a supervisor for the sisters (preferably Spanish speaking).
 - Ensuring that the sisters can live together in community
 - Agree to a mutual contract with the congregation that reviews the diocese's commitment and expectations, terms of employment (including time off for any congregational commitments) and an overview of the support that will be provided
- Prior to the sister's arrival, the bishop will meet with the local pastor of the area where the sisters will be assigned to ensure that the pastor is:
 - Appraised of the human development/potential ministry goals for the sisters' work
 - Agrees to provide at least 10 hours of weekly study time for the sisters' academics.
 - Committed to collaborating with and supporting the sisters in their ministry
- The local bishop will schedule an annual meeting with the sisters and local pastor to discuss their ministry and reflect on their experience and review their challenges and opportunities.
- The local bishop and pastor will meet with the sister's superior (ideally in the U.S.) in year three of the partnership to discuss progress and transition plan after year five.
- The bishop will identify participatory roles for sisters in diocesan-wide events or diocesan committees to involve sisters in diocesan culture (to be determined, on case-by-case basis).
- The bishop will ensure that relevant diocesan directors (*i.e. Hispanic Ministry, Religious Education and Youth Ministry*) will schedule semi-annual meetings with the sisters so that the sisters can learn about existing diocesan programs and ministry resources.

Bishop's initials

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Bishop's initials

Bishop's initials

Name of Bishop

Signature of Bishop

The diocesan supervisor for this program will oversee the program logistics including; managing the sister's progress, tracking goals and data, and communicating program details with Catholic Extension to fulfill the requirements as described in the program guidelines and expectations.

Commitment from the Diocesan Supervisor to oversee the following:

Supervisor's initials

Supervisor's initials

Supervisor's initials

Supervisor's initials

Supervisor's initials

Supervisor's initials

Supervisor's initials

Supervisor's initials

- That the sister's local pastor(s) and a community leader will participate in a cross-cultural competencies program offered through Catholic Extension at the beginning of the project.
- Upon arrival, the sisters will take part in an orientation from the diocese that will review their contract, assist them with their necessary paperwork and welcome them to the diocese.
- To participate in periodic webinars, hosted by Catholic Extension, that will reinforce objectives for the program and offer relevant updates.
- The pastor will provide opportunities for the sisters to have a visible leadership presence in the church community (ie; invite sisters to serve as parish council)
- To identify a female Hispanic community member to serve as *MADRINA* (mentor), for the first year of the program to help the sisters acclimate to their new environment.
- The supervisor or local pastor will meet with the sisters monthly to reinforce the synergies between the parish and the sisters' ministry.
- Agree to 30/35 hours of ministry each week with an additional 10 hours dedicated to studies
- The pastor will formally agree to the ministry budget for the visiting sisters prior to starting their ministry (only necessary if the budget includes a contribution from the parish).

Name of Supervisor/ Role (or job title) in the diocese

Signature of Supervisor