

*Lay Carmelite
Community
Manual*



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Middletown, NY

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Darien, IL

ACKNOWLEDGEMENTS

Publisher

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Most Pure Heart of Mary Province
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FOREWORD

This 2015 Community Manual for Lay Carmelites replaces the 2002 Community Manual.

While the latest edition of *Carmel's Call*, printed in 2005, provides the Lay Carmelite Communities with an in-depth framework and structure to assist the local communities in their functioning, this Community Manual provides the “how to” or the steps to ensure the proper organization and functioning of the local communities.

This Community Manual is to be used as a supplement to *Carmel's Call* – providing specific instructions where needed or an expanded explanation of terms or concepts not provided in *Carmel's Call*.

If the end of a sentence has ❖ symbol it indicates more information is in the Appendix.

CONTENTS

	<u>Page</u>
GLOSSARY	6
I ESTABLISHMENT OF COMMUNITIES	7
II GOVERNMENT IN THE LAY CARMELITE COMMUNITY	8
Duties of Community Officers	
Director	8
Councilors	8
Formation Director	8
Secretary	9
Treasurer/Finances	9
Spiritual Assistant	9
Elections of Officers and Councilors	11
III ADMISSIONS; FORMATION; RECEPTION; PROFESSIONS	12
Potential Candidates	12
Formation: Phase I, Phase II, Temporary Profession, Ongoing	14
Reception and Profession Interviews	16
Reception and Profession Ceremonies	16
IV BROWN SCAPULAR	18
Ceremonial Scapular	18
General Information	18
V CATEGORIES OF MEMBERSHIP	19
VI DEVELOPING HEALTHY COMMUNITIES	21
Leadership	21
Challenges	22
Fostering New Vocations	23
Communication	24
Newsletters	24
Internet	25
Websites	25
VII SPIRITUAL GROWTH	26
Days of Recollection/Retreats/Workshops	26
VIII TRANSFERS	28
IX APPENDIX ❖	29
❖ Table of Contents	29

GLOSSARY

The following terms are used in this manual, or are commonly used in Carmelite circles:

- O.Carm. Order of Carmelites (Ancient Observance). Title used by friars and cloistered nuns as well as active Carmelite sisters' groups affiliated with the Order.
- O.C.D. Order of Discalced Carmelites. Title used by friars and cloistered nuns as well as active Carmelite sisters groups associated with this Order. Also referred to as the Teresian Reform Carmelites.
- T.O.C. Third Order Carmelite. A designation ordinarily used for "Lay" Carmelite members affiliated with the Carmelite Order of the Ancient Observance in the North American Provinces. Sometimes interchanged with the abbreviation: T.O.Carm.
- O.C.D.S. Order of Discalced Secular Carmelites. A designation for "Secular" Carmelite members affiliated with the Discalced Carmelite Order.
- PCM Carmelite Province of the Most Pure Heart of Mary.
From Latin: *Purissimi Cordis Mariae*
- SEL Carmelite Province of St. Elias
- LCC Lay Carmelite Community
- LCO Lay Carmelite Office in each province
- D Director
- FD Formation Director
- RC Regional Coordinator
- RFC Regional Formation Coordinator
- PD Provincial Delegate
- PC Provincial Coordinator
- APD Associate Provincial Delegate
- IPC Inter-Provincial Commission
- Note:* T.O.C. and O.C.D.S. members of their respective Orders (or Carmelite "tradition") are primarily lay people. By Canon Law, both are essentially *Third Order* Carmelites and belong to that particular branch of their respective Orders.

I ESTABLISHMENT OF COMMUNITIES

“Let us profess the truth in love and grow to the full maturity of Christ the head. Through him the whole body grows, and with the proper functioning of the members joined firmly together ... builds itself up in love.” Eph. 4:15-16

CARMEL’S CALL REFERENCES:

Part 3/Provincial Statutes Part II Local Structures-- Chapters 1 and 2

A NEW Lay Carmelite Community request may come from:

- Someone who is interested in Carmelite Spirituality;
- A Lay Carmelite who has moved to a new area.

In either situation the person must write a letter of request to the LCO explaining why s/he is asking to begin a community. Once the LCO has confirmed that there is not a community within a reasonable distance, the person will receive a letter with information to begin the process.

- Sharing the Carmelite Spirituality can begin with a “Come and See” meeting of those who have never heard of the Carmelite Order. Such a meeting would present specific information on the Carmelite laity;
- If an official community is to begin to develop, it will have a specific program of prayer and study using the Liturgy of Hours, Lectio Divina, and Carmelite writings;
- The LCO staff and Regional team (if applicable) will assist and make recommendations as the group progresses;
- Even if a group does not develop into an established community, those interested in the spirituality of Carmel can certainly continue (as a discussion group) to pray, read and discuss material about the Carmelite Order.

II GOVERNMENT IN THE LAY CARMELITE COMMUNITY

“If anyone wishes to rank first, he must remain the last one of all and the servant of all.” (Mark 9:35)

CARMEL’S CALL REFERENCES:

Part 3/Provincial Statutes Part II Local Structures – Chapters 5, 6, 8, and 9

Duties of the Community Officers

Director

- Oversee and ensure the proper functioning of the community;
- Encourage good communication between council and community;
- Ensure and encourage adherence to the Lay Carmelite Statutes and official policies;
- Ensure correspondence from the LCO and RC are read to the community;
- Ensure community is informed of scheduled events in the region and the province;
- Ensure that the duties of all officers and councilors are being carried out;
- Conduct community meetings and follow recommended agenda for monthly meetings; ❖
- Ensure the community council has regularly scheduled meetings and prepare agenda for council meetings; ❖
- With the FD, interview potential candidates before their entry into Phase I formation program. ❖

Councilor

- Attend council meetings and have an active vote;
- Support D and FD in carrying out their respective responsibilities;
- Serve as Secretary, Treasurer, or FD if appointed to any of those offices;
- Obtain the Bishop’s permission, or institute Director’s permission before bringing in an outside speaker;
- Arrange for visits to the sick in hospital/nursing homes;
- Oversee greeting cards for birthdays, anniversaries, etc.;
- Coordinate the community’s vocation activities;
- Remind community members of their responsibility to pray for vocations;
- Encourage a spirit of ministry among community members.

Formation Director

- Responsible for vocation development and discernment of potential candidates together with D and Council as required;

II GOVERNMENT IN THE LAY CARMELITE COMMUNITY

Formation Director continued...

- Conducts interviews, with D or another Councilor at the time potential candidates apply for entrance into the formation program;
- Directs Phase I and Phase II formation for all candidates/members using approved formation materials provided by the LCO;
- Chooses, organizes, and trains a formation team if needed;
- Maintains an individual file for all Phase I and Phase II candidates/members, which includes the following: application, interview notes, attendance records of classes/meetings, dates of reception and profession. ❖
- (SEL) For the formation period between Temporary and Final Profession assigns a mentor and encourages members in their journaling; ❖
- Gives periodic reports on Phase I, Phase II and Temporary Professed candidates/members to the council;
- Following interviews, together with the D, presents the status of candidates/members to the council prior to Reception, Temporary Profession, and Final Profession;
- Gives recommendations and with the rest of the council votes whether or not to admit candidates for Reception, and members for Temporary or Final Profession;
- In conjunction with the council, sets dates for Reception and Profession ceremonies;
- Plans and makes arrangements for Reception and Profession ceremonies;
- Verifies that the community Secretary notifies the LCO of Reception and Profession dates in a timely manner;
- Gives recommendations to the council for ongoing formation study, provides Carmelite synopses in order that the council may better determine what to choose for community study during ongoing formation. ❖

Secretary

- Records minutes of Council meetings;
- Records minutes of community meetings;
- Maintains attendance records for community meetings; ❖
- With the Council, completes annual report (SEL six month reports) and sends to LCO; ❖
- Notifies LCO of membership changes as they occur, including addresses, phone numbers, e-mails, and death notices;
- Notifies LCO of Reception and Profession information (NOTE: Reception information includes name, address, phone number, e-mail, reception date);
- Maintains membership records for community files;
- Current list of members' names, addresses, phone numbers, e-mails;
- Current roster of members, councilors, formation team.

II GOVERNMENT IN THE LAY CARMELITE COMMUNITY

Treasurer

- Ensures that the community has a checking account with two council members – preferably the D and Treasurer – each having signature authority and account access;
- Obtains, if necessary, an Employer Identification Number (EIN) to open the checking account. The SS-4 form can be obtained from the IRS website. The Treasurer completes ONLY the sections completed on the sample. ❖ Canadian Treasurers may need to consult with a tax adviser;
- Submits a monthly bank statement at all council meetings, and gives a brief financial report at each community meeting;
- SEL – submits a 6-month report showing the checking account balance for each month, with an explanation of any significant debits; ❖
- Collects dues from all active and inactive members to maintain and support the Provincial LCO and collects any other necessary funds;
- Deposits individual checks into the community checking account;
- Pays bills for hospitality items, study materials, retreat expenses, etc. with approval of Council;
- Collects contributions to community treasury;
- Submits dues annually before May 1st with one check made out to the Lay Carmelite Office with the names of those paying dues;
- Pays stipends for visitations of LCO representative(s), RC, RFC, as well as stipends to priests or religious who take part in community events (e.g. speaker for Day of Recollection);
- With the council, discusses donations to the LCO when there is an excess of funds in the account.

Spiritual Assistant

If a community has a priest, deacon, or religious brother/sister willing to be the Spiritual Assistant:

- Must be given the guidelines from *Carmel's Call* for this role within the community;
- Should be familiar with Lay Carmelite Statutes;
- Approval is made by the Provincial Delegate, renewable every five years.

NOTE: Many LCCs function without a Spiritual Assistant.

NOTE: No priest may be brought into a community, even to say Mass, without the permission of the local bishop or the parish priest.

II GOVERNMENT IN THE LAY CARMELITE COMMUNITY

CARMEL'S CALL REFERENCES:

Part 3/ Provincial Statutes Part II Local Structures – Chapter 7

Elections of Director and Councilors

- Community reviews guidelines in *Carmel's Call* – Chapter 7: Elections – at community meeting months before an election;
- Council reviews eligibility of professed members from Secretary's attendance records;
- Any requests for variations to eligibility must be made to LCO;
- Notification is made to professed members of eligibility to vote and/or hold office;
- Elections are always by secret ballot;
- Must be present to vote;
- Voting procedures vary due to community size and number of eligible candidates;
- Candidates must meet attendance requirements; any variance must be approved by LCO. Primary purpose of attendance stipulation is to assure that those who become leaders have a first-hand and continuing awareness of their community's situation;
- A candidate for D and FD should be a Lay Carmelite who has made final profession, unless permission is granted otherwise by the LCO;
- Elections are for D and 2-4 Councilors depending upon the community size;
- Nominations can be made a month or two before the election meeting;
- Council can decide to permit nominations from non-professed, although they cannot vote or hold office;
- Candidates who accept nomination will have names on ballot;
- If there is only one name for an office, the vote is a "yes" or "no" by secret ballot;
- D position is voted on first;
- If after 2 secret ballots no one receives 50% + 1 votes, only the two who have the majority votes remain on the ballot;
- If there is a tie after 3rd ballot, senior by profession date is elected;
- If profession date is the same, name is drawn by eldest member in age present at the meeting;
- Councilors are elected next, one position at a time, also by secret vote;
- LCO must be notified by former D or Secretary of election results for new D;
- New D will receive notice if his/her election was accepted;
- New Council decides appointments of Secretary, Treasurer, and FD either from themselves or from community at large; if community is small, some positions may overlap;
- If community size is diminishing, so should number of Council members; Council membership should not outnumber members of community who do not hold office.

III ADMISSIONS, FORMATION, RECEPTION, PROFESSIONS

“May the God of our Lord Jesus Christ, the Father of glory, grant you a spirit of wisdom and insight to know him clearly.... that you may know the great hope to which he has called you.”
Eph. 1: 17-18(a)

CARMEL’S CALL REFERENCES:

Part 3/ Provincial Statutes Part II Local Structures—Chapters 8 and 9 and Section III Community Ceremonies and Rituals – Parts 1, 2, and 4

Admissions: Potential Candidates

Potential Candidates come to Carmel in various ways, such as:

- Through invitation from a Lay Carmelite;
- Announcement in parish bulletins, local/diocesan newspapers;
- Carmelite Order’s website;
- Personal awareness of Carmelite spirituality;
- Information gathered on Carmelite charism;
- Requests to the provincial offices, diocesan offices;

- Regardless of the way one arrives at a community meeting, discernment of a Lay Carmelite vocation begins at the very first encounter with a community D and council;

- The D, with assistance from the FD or other council member, is responsible to:
 - Give a general explanation of the charism – prayer, community, service;
 - Explain basic requirements to apply – e.g. Catholic in good standing, age 18 or older;
 - Explain formation process – separate formation meeting, length of initial formation;
 - Explain commitment of individual and the Council’s responsibility to discern vocation;
 - Invite inquirer to attend 3 or more monthly community meetings as an observer;
 - Meet with inquirer to interview;
 - Give inquirer application form; ❖
 - Meet again to review and clarify completed application and to answer any questions of the potential candidate;
 - Let inquirer know if and when s/he will begin the initial formation classes.

III ADMISSIONS, FORMATION, RECEPTION, PROFESSIONS

Admissions: Potential Candidates *continued...*

- Discernment to begin formation involves assessing (in a general way) whether the individual seems to show evidence of:
 - Healthy sacramental and liturgical life;
 - Basic knowledge of Church teachings;
 - Willingness to grow spiritually;
 - Desire to deepen his/her relationship with the Lord;
 - Respect for others and willingness to listen to and learn from one's peers;
 - Desire to learn and pray Liturgy of the Hours, *Lectio Divina*;
 - Interest in deepening one's baptismal commitment using the Carmelite path;
 - Recognition that spiritual formation is a lifelong journey.

III ADMISSIONS, FORMATION, RECEPTION, PROFESSIONS

Formation: Phase I, Phase II, Temporary Profession, Ongoing

Formation:

- Provides the support and guidance essential to the process of discernment that a candidate is undertaking;
- Is foundational to the Lay Carmelite vocation;
- Educates the candidate and member about Carmelite spirituality, the Order of Carmel and its history;
- Provides opportunity and guidance in learning to live the Carmelite Way of life;
- Aids the person to journey along the path that brings about a transformation of mind and heart.

After a potential candidate completes three months of inquiry and the Discernment Application for Admission is completed and accepted, the candidate begins initial formation. ❖ (In all Phases attendance at monthly community meetings is also required. ❖)

Initial Formation – Phase I:

- Preparation for Reception;
- Members are called candidates for Reception;
- Overall view of what Carmelite life means;
- Minimum of 12 months – that is, 12 lessons with only 1 lesson per month, each session lasting 2 hours;
- At completion of classes, candidate to be interviewed; ❖
- Accepted by the council for Reception.

Initial Formation – Phase II:

- Preparation for Temporary Profession;
- Members are called candidates for Temporary Profession;
- Deeper and more expanded understanding of Carmelite life;
- Minimum of 24 months – that is, 24 lessons with only 1 lesson per month, each session lasting 2 hours;
- At completion of classes, candidate to be interviewed; ❖
- Accepted by the council for Temporary Promises.

Initial Formation – Temporary Profession:

- Three year discernment period before Final Profession;

III ADMISSIONS, FORMATION, RECEPTION, PROFESSIONS

Initial Formation - Temporary Profession continued...

- Members are called Temporary Professed;
- Minimum 36 months actively participating in the meetings/activities of the community;
- SEL: See Guidelines for Formation of Temporary Professed Lay Carmelites; ❖
- Can vote in elections (active voice) and can be voted on for leadership (passive voice);
- No separate formation class; they participate in the ongoing formation within the community;
- Temporary Professed are interviewed; ❖
- Accepted by the council for Final Profession.

Ongoing Formation:

- Continues during the monthly community meetings.

III ADMISSIONS, FORMATION, RECEPTION, PROFESSIONS

Lay Carmelite Formation Chart

INQUIRY STAGE	INITIAL FORMATION			ONGOING FORMATION
<p>Pre-Formation/ Discernment of Potential Candidates</p> <p>Introductory materials on Carmelite Spirituality followed up with one-on-one interviews</p> <p>PCM: Part I and II Discernment Application</p> <p>SEL : Application for Membership in the Lay Carmelite Community</p> <p>3 to 4 months: (can be longer but at least 3 months)</p>	<p style="text-align: center;"><u>Phase I</u></p> <p>Period of discernment and study in preparation for Reception into the Carmelite Order.</p> <p style="text-align: center;">1 year minimum</p>	<p style="text-align: center;"><u>Phase II</u></p> <p>Continued discernment and more intense study in preparation for Profession of Temporary Promises.</p> <p style="text-align: center;">2 years minimum</p>	<p style="text-align: center;"><u>Temporary Profession</u></p> <p>This is a special time of discernment and living the life of a Lay Carmelite.</p> <p>PCM:For their continued study they join with those in Final Profession in the Ongoing Formation sessions.</p> <p>SEL: Journaling and meets with assigned mentor quarterly.</p> <p style="text-align: center;">3 years minimum</p>	<p>The local Community shall provide for the Ongoing Formation of all its members.</p> <p style="text-align: center;">FOR LIFE</p>
<p>Applications approved by Director and Formation Director.</p>	<p style="text-align: center;">Ceremony of Reception</p>	<p style="text-align: center;">Ceremony of Temporary Profession</p>	<p style="text-align: center;">Ceremony of Final Profession</p>	<p>Renewal of Profession made in community on suitable occasions.</p>

III ADMISSIONS, FORMATION, RECEPTION, PROFESSIONS

Reception and Profession: Interviews

- Selected members of the Council conduct a private interview with each candidate/member prior to Reception and Professions;
- Reflective questions may be given to the candidate/member before the interview meeting;
❖
- Results and status of candidate/member interviews are presented to the Council for review;
- The Council discusses/determines approval for Reception, Temporary Profession, or Final Profession;
- FD or D informs each candidate/member of the Council's decision.

Reception and Profession: Ceremonies

- Following interviews, those approved by the Council will then be prepared for Reception or Profession;
- Planning and scheduling the various ceremonies of the LCC is the responsibility of the Council who are assisted by members of the community to carry out the plans;
- Ceremonies should increase in solemnity according to what ceremony is being celebrated;
- It is recommended that Receptions take place during community meetings, perhaps as part of Liturgy of the Hours;
- Professions should be celebrated at Mass with invited guests.

NOTE: A correction in *Carmel's Call* should read, "After the homily, those to be professed come to the altar carrying their **unsigned handwritten** Formula of Profession..." (It is then signed immediately after the individual member recites his/her profession of promises.) ❖

IV BROWN SCAPULAR

“His mother instructed the servers, ‘Do whatever he tells you.’ ” John 2:5

CARMEL’S CALL REFERENCES:

Part 3/ Provincial Statutes Part II Local Structures – Chapter 10 and Section VI – Brown Scapular Catechesis

The Ceremonial Scapular is:

- Blessed and given to candidates during Reception ceremony as a symbol of their membership in the Family of Carmel;
- Ordered from the LCO by the community D or FD;
- Worn at community meetings;
- Worn at Masses and prayer vigils on church property and at liturgical celebrations with the Bishop;
- Not normally worn publicly off church property;
- Paid for from the community treasury;
- To be returned to the community if a person leaves the Carmelite Order.

General Information:

- Lay Carmelites engage in the promulgation of the Brown Scapular;
- Current teaching regarding Brown Scapular devotion is explained in ***The Scapular of Our Lady of Mt. Carmel - Catechesis and Ritual***;
- The above booklet can be purchased from the LCO.

V CATEGORIES OF MEMBERSHIP

“He encouraged them all to remain firm in their commitment to the Lord.” Acts 11:23

CARMEL’S CALL REFERENCES:

Part 3 Provincial Statutes Part II Local Structures – Chapter 11

Membership consists of four possible categories:

Active Status

Lay Carmelites who:

- Regularly attend/participate in community meetings and other activities of the community;
- Try to develop their spiritual life according to the Carmelite Way;
- Try to be a positive influence on and support of the community.

Inactive Status

Lay Carmelites who:

- Do not regularly attend/participate in community meetings and other activities of the community either for valid or personal reasons (more absent than present);
- Valid reasons include advanced age, illness, family necessity, extended travel, job/work schedule conflicts;
- Personal reasons include lack of interest, lack of desire to continue one’s membership, over-involvement in other activities, personal grievances that have not been rectified.

Isolate Status

Lay Carmelites who:

- Live too far from a local community to attend monthly meetings and other activities;
- Have requested isolate status from the LCO due to above.

Leave of Absence

Lay Carmelites who:

- Are not permitted by the PD to attend meetings and other Lay Carmelite activities for a set period of time due to the following:
- Causing conflict, confusion, or trouble of some kind either within the community, with an individual member, or within the local setting where the community meets;

V CATEGORIES OF MEMBERSHIP

Leave of Absence continued...

- Continued absence from meetings or Lay Carmelite activities for personal reasons for 24 months or more.

NOTE: Lay Carmelites cannot place themselves on a Leave of Absence.

NOTE: If a professed member needs some time to discern whether or not s/he still has a vocation to be a Lay Carmelite, then s/he must write to the PD requesting to be placed on a Leave of Absence, giving the reason for the request.

VI DEVELOPING HEALTHY COMMUNITIES

“Make every effort to preserve the unity which has the Spirit as its origin and peace as its binding force.” Eph. 4: 1(a)-3

CARMEL’S CALL REFERENCES:

Part 3 Provincial Statutes Part II Local Structures – Chapter 5 and Chapter 12)

Topics for developing health communities include the following:

- Leadership
- Challenges
- Fostering New Vocations
- Communication

Leadership

Leadership development is:

- Vital to growth and improvement of local communities;
- An ongoing project;
- Sharing in the community’s responsibilities, vision, and commitment;
- Training people for the future of the community;
- Based upon familiarity with Christ as Servant-Leader.

Suggested methods for developing leaders are:

- Modeling good leadership;
- Teaching as you lead;
- Expecting people to act as leaders act;
- Praying for wisdom – individually and as a group.

Practical ways to develop leadership include the following:

- Encourage initiative but don’t overwhelm a person;
- Recognize members’ gifts and find ways to use them;
- Assign small tasks to those less inclined to volunteer;
- Give larger responsibilities to those eager to volunteer;
- Encourage members to participate in the formation program;
- Inspire members to accept a council position.

VI DEVELOPING HEALTHY COMMUNITIES

Extrovert leaders tend to:

- Think through their mouths (i.e. talking aloud);
- Discuss more than listen;
- Be comfortable in front of a group.

Introvert leaders tend to:

- Think through a situation before speaking;
- Practice engaged listening;
- Lead with quiet confidence;

Challenges

In community, Lay Carmelites are challenged to live “The Carmelite Way” in all its various aspects. Healthy practices tend to “grow” healthy members, while healthy members result in growing healthy communities.

A healthy Lay Carmelite tends to:

- Make charity in speech a priority;
- Strive to keep mindful of the needs of all, including difficult members;
- Share responsibilities as fairly as possible;
- Give everyone a chance to speak during discussions;
- Find ways to encourage introverts to participate in activities;
- Seek to iron out differences in private and in as objective a manner as possible;
- Respond to community concerns in a positive way;
- Volunteer when needed;
- Avoid over-extending oneself;
- Smile;
- Listen actively;
- Respect the privacy of others;
- Come to monthly meetings prepared to contribute to prayer and discussion.

VI DEVELOPING HEALTHY COMMUNITIES

Fostering New Vocations

New vocations to the Carmelite Order come through *prayer* and *publicity*.

Prayer for vocations includes praying for vocations to the Carmelite priesthood, Carmelite religious life, and Carmelite laity. This can be done in the following suggested ways:

- Independent prayer by members;
- Mass intentions for vocations;
- Added petition for vocations in Liturgy of the Hours intercessions;
- Novena to Our Lady of Mt. Carmel or Carmelite Saint;
- Praying for vocations at days of recollection/retreats;
- Praying the Angelus at noon for vocations.

Suggested daily prayer: “Our Lady of Mt. Carmel, we ask you to help our Order to grow by inspiring us to pray and reach out to others that together, we may work for God’s glory.”

Publicity is important for making others aware of the Lay Carmelites. Some suggestions include but are not limited to the following:

- Make contact one-on-one;
- Invite guests to an LC meeting or special LC activity;
- Advertise the monthly meeting in parish bulletins;
- Advertise in the diocesan newspaper;
- Hold an annual “Come & See” meeting;
- Participate in the diocesan ministry fair;
- Make one of the community meetings an Open House;
- Submit community news for publication – local and/or diocesan newspapers;
- Create a website;
- Make available a community information brochure;
- SEL – order brochure from LCO with community contact information.

VI DEVELOPING HEALTHY COMMUNITIES

Communication

Three current types of written communication in use within local communities, regions, and provinces are *Newsletters*, the *Internet*, and *Websites*. Recommendations regarding each of the above are listed here in this Community Manual for guidelines when these communications involve a Lay Carmelite member or group.

The Newsletter should be an informative way of communicating with the active, inactive, and prospective members, as well as isolates who may not be living in the area.

The following items *should be* included in the newsletter:

- Community name and meeting town (PCM also include LCC #);
- Region;
- Contact information (D, FD, RC, RFC) name, phone, e-mail;
- Date of newsletter;
- Meeting information – day, time, location;
- Upcoming events – community, province (e.g. retreats, days of recollection, etc.);
- Summary/highlights of last meeting;
- Topic of next meeting (if book study, what chapter(s)).

The following other items are suggested, but not required:

- Note from D;
- Prayer intention for the month;
- Upcoming Carmelite feast days;
- Birthdays or Profession anniversaries for the month;
- Date chapter was established;
- Ministry – service needs/activities.

The following items *should not be* included in the newsletter:

- Parish related activities;
- Political activity;
- Personal agendas, etc.

VI DEVELOPING HEALTHY COMMUNITIES

The Internet

- All forms of Internet communication among TOCs should pertain to information relative to the Carmelite Family (e.g. Local Community, Regional, Provincial, Inter-provincial, Inter-national Carmelite news);
- No solicitation/political advertisement for personal interest, political agendas;
- Protect/respect the e-mail addresses of the Carmelite Family- Do not give out without personal permission and when distributing e-mails it is best to use the blind carbon copy (bcc:) feature available in most e-mail programs, so that individual e-mail addresses are not visible to those receiving the correspondence.
- All e-mail communication going to the whole community should only be sent by the director, secretary or council member who has been designated by the council.

Websites

- Use approved Carmelite Website list; ❖
- Be sure the source contains reliable and accurate information.

VII SPIRITUAL GROWTH

“He who has begun the good work in you will carry it through to completion, right up to the day of Christ Jesus.” Phil. 1: 6

CARMEL’S CALL REFERENCES:

*Part 3/ Provincial Statutes Part II Local Structures –Chapter 12
Part III Provincial Government – Chapter 3*

Lay Carmelites participate in the following events as opportunities for growth in Carmelite spirituality:

- Community
- Regional
- Provincial
- Interprovincial
- International

Suggestions for Planning Committee:

- Event binder may include all communications, contracts, registration documents, records of payments; “to do” lists, etc.;
- Choose a theme/topic;
- Event location
 - Consider a place that is accessible, practical, economical;
 - Consider a place that is favorable to needed size, accommodations, atmosphere.
- Speaker
 - Advanced booking necessary;
 - Knowledgeable of Carmelite spirituality/church teaching;
 - Topic chosen is relative to type of event;
 - Special needs for his/her presentation(s) (e.g. microphone, screen for power point, etc.).
- Estimating costs includes:
 - Type of event;
 - Room(s);
 - Food;
 - Speaker (stipend, travel, accommodations);
 - Miscellaneous costs (e.g. printing, name tags, etc.);
 - Next year’s event deposit (when necessary);
 - Cost of commuters if applicable.

VII SPIRITUAL GROWTH

Suggestions for Planning Committee continued...

- Registration flyer includes
 - Date, time, location, cost, deposit (if necessary), date balance is due, contact name, address, e-mail, phone number, what to bring, and special details (e.g. silent retreat, room occupancy etc.);
 - Space for special requests (e.g. dietary needs, single/double room, name of roommate if two in a room, etc.).
- Registration records
 - In order of receipt for first come, first served basis; then in category of overnight or commuter;
 - Deposit necessary;
 - Room assignments;
 - Waiting list;
 - Reimbursements (after event);
 - Reminder notice – balance due, directions, arrival time, etc.
- Possible Liturgical Ministries
 - Mass – sacristan, musicians, Eucharistic ministers, lectors;
 - Liturgy of Hours – leaders, readers.
- Other Suggestions
 - Print required handouts;
 - In individual attendee folder include welcome letter, schedule, morning/evening prayer guides; assignments;
 - Take your own needed supplies, e.g. scissors, stapler, thank you card and stipend check for speaker, OLMC statue, etc.;
 - Arrive early to unpack and set up anything needed, e.g. folders, sign-in sheet, room assignments, etc.
- After the Event
 - Make reimbursements as needed. If you were able to fill that room with another person, refund the money received minus non-refundable deposit;
 - Consider donating some “profit” to the LCO, if applicable;
 - Save records for future reference;
 - Look ahead – consider planning for the next event!

NOTE: The above suggestions are listed for planning a weekend retreat. However, with some adjustments, they can be adapted to a single Day of Reflection (Recollection), or to a day of in service (workshop).

VIII TRANSFERS

“Let your eyes look directly forward and your gaze be straight before you.” Proverbs 4:25

CARMEL’S CALL REFERENCES:

Part 3 /Provincial Statutes Part II Local Structures – Chapters 9 and 13

The transfer process begins with the Lay Carmelite, not with the community D. Depending upon the type of transfer being requested, the Lay Carmelite must complete and use the required official transfer form. ❖

When a Lay Carmelite seeks to transfer:

Community to community - same province:

- Notify RC of the proposed transfer (if applicable);
- Request and receive permission of community Council to which one is transferring;
- Request and receive permission of community Council from which one is transferring;
- When above is complete, notify LCO (letter or e-mail) of the transfer;
- Send a copy of the required transfer form to the LCO and to receiving D. ❖

From one province to the other:

- Obtain approval from both LCOs;
- Notify RC of proposed transfer (if applicable);
- Request/receive permission of community Council to which one is transferring;
- Request/receive permission of community Council from which one is transferring;
- Send a copy of the required transfer form to both LCOs and receiving D. ❖

From T. O.Carm. to OCDS:

- Send written request – completed transfer form ❖ -- to LCO;
- Wait for written release from profession responsibilities from LCO before continuing procedures;
- Send copy of transfer form to OCDS community to which one is transferring;
- Notify LCO when one makes profession within the OCDS community.

From OCDS to T. O.Carm:

- Obtain a release letter from your OCDS Office;Secretary
- Become familiar with formation materials Phase I and Phase II;
- After 2 years of active participation in the T. O.Carm. community and sufficient familiarity with the formation materials, petition the community Council to obtain permission from the PD to renew one’s profession in the name of the O.Carm. Prior General.

NOTE: For any transfer referred to above, the person transferring completes a transfer form, sends a copy to the LCO, and gives original transfer form to D of receiving community.

APPENDIX