



# NRVC

National Religious  
Vocation Conference

The National Religious Vocation Conference has a vision to set the world ablaze with the fire of God's love through the prophetic, joyful witness of religious sisters, brothers, and priests as radical disciples of Jesus.



## 2022 NRVC MEMBER Guidebook



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## Welcome Letter

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Welcome to the National Religious Vocation Conference! We know with certainty that God continues to call women and men to consecrated life. For this reason, the mission of the National Religious Vocation Conference is to serve as a catalyst for vocation discernment and the full flourishing of religious life as sisters, brothers, and priests for the ongoing transformation of the world. We foster an intercultural approach to vocations in a spirit of collaboration, joy, and hope. We are grateful for your membership and support for vocation ministry.

This Guidebook is designed to assist you in understanding the organization by prioritizing the essential NRVC documents into one easily accessible area. It also serves to provide you with practical information to use of your members-only benefits throughout the year. Consider using this Guidebook by sharing topics at your [Member Area Meeting](#), having conversations with others, and seeking the answers to your questions to help you in your ministry. If there is a document that might be helpful to include in the annual update, do not hesitate to let me know.

In addition to this Member Guidebook, you can also access the digital [Vocation Director's Manual](#) which has over 700 articles in 47 categories, when you log into the website. There are many additional resources available on our website and [YouTube Channel](#), through [HORIZON Journal](#), at [VISION Vocation Network](#), [NFCRV](#), and in the monthly digital news to keep you updated in your ministry to promote vocations.

It is my sincere hope that you will experience a better understanding of your NRVC membership as you read through this Member Guidebook and interact with other NRVC members. Get involved in your Member Area throughout the year and add to the collective wisdom of best practices to accompany inquirers, assess discerners, and assist candidates in application by following clear criteria for admissions. Always feel free to contact any of our staff by phone or email to share ideas, concerns, encouragement, and questions.

Together, let us set the world ablaze with the fire of God's love,

*Deborah M Borneman, SSCM*

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# *NRVC Vision, Mission, Purpose, Values, & Goals*

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## **VISION STATEMENT**

The NRVC has a vision to set the world ablaze with the fire of God's love through prophetic, joyful witness of religious sisters, brothers, and priests as radical disciples of Jesus.

## **MISSION STATEMENT**

The NRVC is a catalyst for vocation discernment and the full flourishing of religious life as sisters, brothers, and priests for the ongoing transformation of the world.

## **PURPOSE**

1. To be a professional organization that serves its members by providing education, resources, research, and other supportive services that strengthen vocation ministry and enhance the personal and professional growth of its members.
2. To collaborate with other groups and organizations engaged in furthering effective vocation ministry in the Catholic Church.
3. To speak as an official voice in initiating and responding to issues in the area of Church vocations and vocation ministry.
4. To provide a corporate influence in the Church and in society through its national and regional structures by advocating for religious vocations and religious life.

## **VALUES**

In presenting religious life as a viable, prophetic option that remains mystery and gift, the NRVC seeks to:

1. Provide professional development, best practices, and shared wisdom to animate the elements of vocation ministry: encounter, invitation, and accompaniment.
2. Foster a culture of vocations in a spirit of collaboration, joy, and hope to inspire and be inspired by the minds and hearts of the young church.
3. Celebrate the charism of each Catholic religious institute as part of the mission of Jesus.
4. Grow and nurture an intercultural approach to vocation ministry.

## **STRATEGIC GOALS 2019-2023**

1. Enhance collaborative efforts for engaging the culturally diverse young church in discerning and impacting the future of religious life.
2. Provide leading-edge resources, formation, and research to advance the field of intercultural vocation ministry, assessment skills, and discernment to religious life.
3. Increase the visibility and awareness of the NRVC in order to fulfill our mission.
4. Create the organizational structure and financial model needed to sustain and grow NRVC.

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## *NRVC Profile, History, & Committees*

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The National Religious Vocation Conference benefits the Catholic Church in the following ways:

- Provides opportunity for professional growth and personal support for vocation directors.
- Promotes a positive and hopeful image of religious life in the Catholic Church and society.
- Serves as a national clearinghouse for information on various aspects of vocations to religious life.
- Collaborates with other national and international Catholic Church organizations on vocation awareness and promotion.
- Relates to the USSCB Committee on Clergy, Consecrated Life, and Vocations.
- Facilitates regional and national meetings for its members.
- Makes available to the U.S. Church the collective experience of religious vocation ministers.
- Fosters dialogue on vocational issues with young adults, parents, and other pertinent groups within the Church.
- Creates opportunities for research, study, and exchange on issues pertaining to vocation ministry.
- Provides speakers/facilitators/materials focused on religious life for a wide variety of audiences: vocation directors, potential candidates in discernment, Church leaders, religious community members, formation personnel, and others supportive of vocation ministry.

### **HISTORY**

The NRVC combines the vision and strengths of two previously existing vocation organizations: the National Conference of Religious Vocation Directors (NCRVD), founded in 1964; and the National Sisters Vocation Conference (NSVC), founded in 1965. In the fall of 1986, the NSCV and the NCRVD appointed a steering committee, together with their respective executive directors, Sister Sharon Baudry, CSA, and Sister Jeanne Schweickert, SSSF, to create a new organization, to prepare a new Constitution, and to prepare a transition plan. Ratification of the National Religious Vocation Conference Constitution took place in September 1987 and the organization, the NRVC, formally began on January 1, 1988.

Brother Joseph Samson, FSC, became the first NRVC executive director. Since then, NRVC has had the following executive directors: Sister Catherine Bertrand, SSND, Brother Paul Bednarczyk, CSC, and Sister Sharon Dillon, SSJ-TOSF. In April 2019, the NRVC Board voted for a team management model of leadership, announcing, "the Holy Spirit is speaking clearly, and God is calling us to embrace a move in an unexpected, courageous, and exciting new direction." The founding team members are Ms. Marge Argyelan, Deborah Borneman, SS.C.M., Mrs. Maureen Cetera, and Mr. Phil Loftus. The pillars in this model are member-focused, mission-driven, accountable, and leaderful.

## **The NRVC has created several strategies to provide resources to promote vocations:**

- 1988 + Introduced the Orientation Program for New Vocation Directors and commissioned Rev. Raymond Carey for the Behavioral Assessment workshop
- 1993 + Invited as a consulting organization to the USCCB Committee on Vocations
- 1994 + Formed the Black Religious Committee to provide advocacy and resources
- 2007 + Launched VocationMatch.com feature on our website, VocationNetwork.org
- 2008 + Ratified the Code of Ethics in Vocation Ministry
- 2009 + Ratified the Curriculum for Vocation Ministers
  - + Commissioned the first Study on Recent Vocations to Religious Life with CARA
- 2010 + Held the Moving Forward in Hope Symposium to make a National Action Plan
- 2012 + Commissioned the Study on Educational Debt & Vocations to Religious Life
  - + Directed the Moving Forward in Hope: Keys to the Future process
- 2013 + Produced the Women Religious Moving Forward in Hope gatherings for vocation directors and leadership
- 2014 + Commissioned the CARA Incorporating Cultural Diversity in Religious Life Study
  - + Coordinated the Men Religious Moving Forward in Hope gathering for vocation directors and leadership
  - + Created the National Fund for Catholic Religious Vocations (nfcrv.org)
- 2015 + Created the NRVC Misericordia Fund to assist religious institutes with financial need for membership & workshops
  - + Commissioned the Study on the Role of the Family in Nurturing Vocations to Religious Life and the Priesthood with CARA
  - + Created *Vocaciones sin Fronteras en un Mundo Cambiente* workshop with Catholic Extension for Spanish speaking Sisters from Latin America
  - + Created the Today's Catholic Sisters Symposia on four college campuses
- 2016 + Created the Vocation Ambassadors Program for vocation directors, communicators, and millennials
  - + Updated the Vocation Director Manual with over 700 online articles
  - + Updated the NRVC Curriculum for Vocation Ministers
  - + Reconfigured 14 regions into 12 borderless member areas
- 2017 + Collaborated with NFCYM to create vocation promotion events at the National Catholic Youth Conference (Inspiration Nook and Marian Chapel)
  - + Attended the Vocation Ministry and Consecrated Life: Horizons and Hopes conference sponsored by CICLSAL
- 2018 + Revised the Code of Ethics for Vocation Ministry
  - + 30th anniversary of NRVC -- over 1,000 members (31% increase since 2014)
  - + Held the first *Roots of Racism: Implications for Candidate Assessment and Integration into Vowed Communal Life*
- 2019 + Initiated a new Team Leadership Model for the NRVC management
  - + Magnified our collective digital footprint with over 50 videos on YouTube
- 2020 + Published Study on Recent Vocations to Religious Life with CARA
  - + Conducted a virtual Summer Institute with 202 participants
  - + Approved an International Member Area
- 2021 + The National Offices moves from 5401 S. Cornell Ave. to 5416 S. Cornell Avenue
  - + Created Talk it Up Tuesdays for virtual member meetups
  - + First International Member Area gathering takes place virtually
- 2022 + Produced the Learn it! Love it! Live it! webinar series
  - + Revised the Code of Ethics for Vocation Ministry
  - + Created the NRVC Membership Guidebook

## STRUCTURE

The organization is divided into 13 Member Areas. Members are welcome to attend any Member Area event. The leadership of each Member Area consists of two Member Area Coordinators (MAC). The National Office convenes the MACs on an annual basis. The Director of Mission Integration serves as the conduit to the Member Areas.

The National Board ensures the implementation of the NRVC goals, objectives, and policies. The National Office oversees the daily operation of the organization and is accountable to the National Board. Three members of the National Board are elected biennially to serve on the Executive Committee, (Board Chair and 2 Vice-Chairs) who serve as the NRVC Personnel Committee. The Director of Mission Integration serves as *ex-officio* to the Board and serves on the Executive Committee.

Personnel in the National Office are composed of the Director of Database Administration, Director of Mission Integration, Director of Finance and Operations, Director of Membership, and Director of Development.

Key partners include the Executive Director of the National Fund for Catholic Religious Vocations, the Editor of HORIZON Journal and VISION Vocation Guide, the Publisher of VISION Vocation Guide and Vocation Match, and the Director of Web Management.

The NRVC Constitutions and Bylaws are posted at [www.NRVC.net](http://www.NRVC.net)

## COMMITTEES

The NRVC financially sponsors standing and *ad hoc* committees with the purpose of addressing a particular interest or need regarding vocation ministry. The status and membership of each committee is determined annually by the National Board. Each standing committee has a Board appointed liaison. The committees are:

- African American Vocation Committee (Chair: Sr. Nicole Trahan, F.M.I.)
- Incorporating Cultural Diversity into Religious Life Committee (Chairs: Sr. Marichui Bringas, CCVI and Brother Joseph Bach, O.S.F.)
- Development Committee (Chair: Mr. Len Uhal)
- Finance Advisory Committee (Chair Br. Brian Poulin, F.M.S.)
- Governance Committee (Chair: Sr. Belinda Monahan, O.S.B.)

## FINANCIAL SUPPORT BASE

The NRVC is funded through the following means:

- Membership dues
- Annual contributions of religious institutes, organizations, and individuals
- Sale of publications and other resource materials
- Convocation, Summer and Fall Institute as well as workshops
- Advertising in *Horizon* and *Vision Vocation Guide*
- Staff speaker stipends
- Convocation sponsorships
- Grants for special projects and needs

## **PUBLICATIONS**

- Annual Report (*found at NRVC.net*)
- Catalyst (*mid-month member update*)
- Focus on Vocation Ministry (*monthly electronic newsletter*)
- HORIZON (*quarterly professional journal available in print and digital*)
- NRVC printed vocation discernment resources at [nrvc.net/store](http://nrvc.net/store)
- Social media platforms: Website, Facebook, You-Tube, and Twitter
- VISION Vocation Network ([VocationNetwork.org](http://VocationNetwork.org))

## **COMPOSITE HISTORY OF PROGRAMS AND WORKSHOPS**

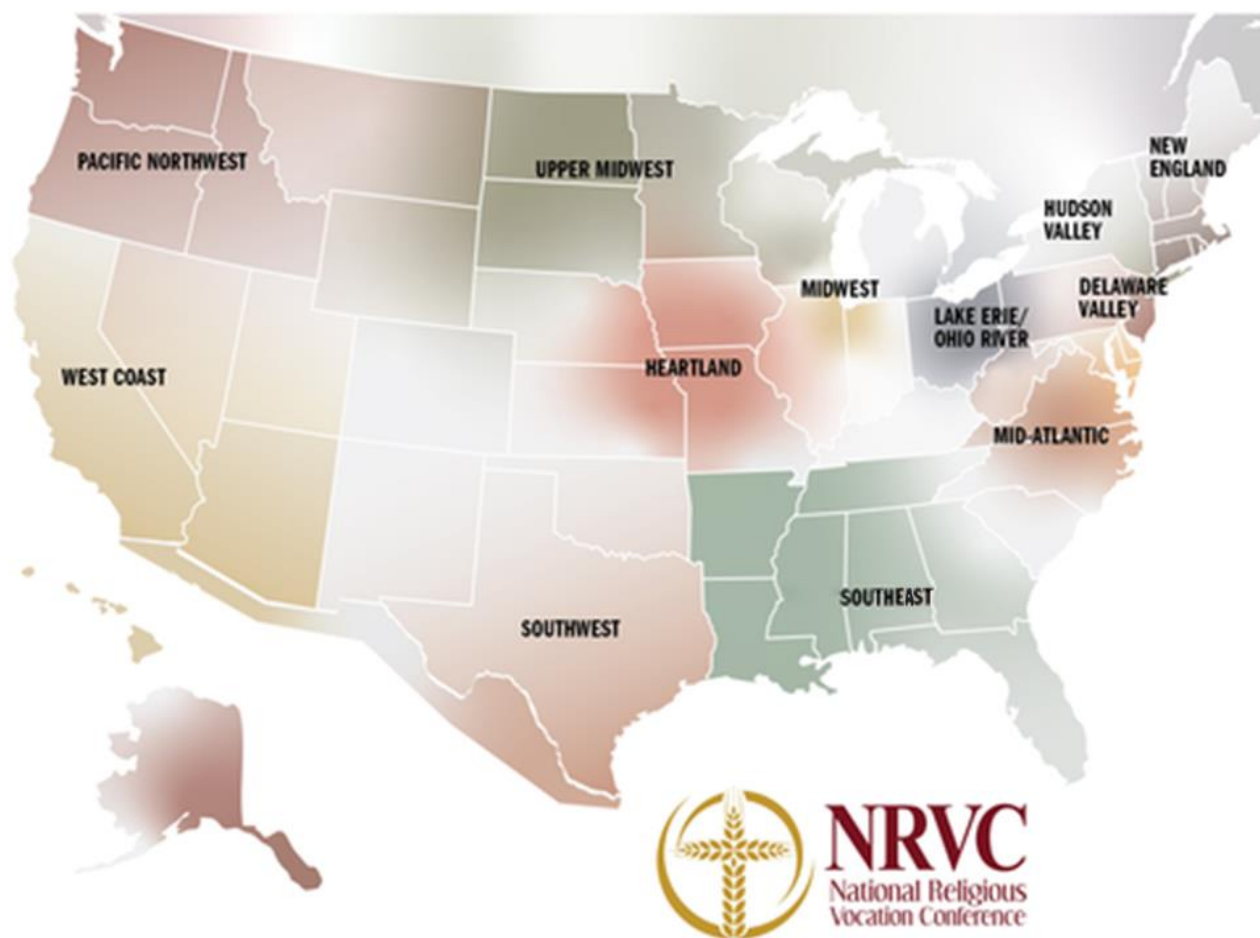
Advent Days of Reflection and Renewal  
Assessment of Family of Origin Issues for Candidates to Religious Life  
Behavioral Assessment I and II  
Calling Forth the Call: Marketing 101 for Vocation Ministry  
Challenges of HIV-AIDS  
Communication Skills to Promote Vocations  
Crafting Authentic Community  
Critical Issues in Vocation and Formation Ministry  
Crossing Borders: Vocation Ministry in a Multicultural Church  
Developing Intercultural Competencies in Screening and Assessment  
Discerning with Candidates with Homosexual Tendencies  
Discerning with the Asian-Pacific Candidate  
Due Diligence in Vocation Ministry  
Ethical Issues in Vocation and Formation Ministry  
Finding Your Digital Balance and Reducing Social Media Stress  
Inviting and Discerning with the Latino-Hispanic Candidate  
Leaven: A Mentoring Program for Vocation Directors  
Life Questions: Screening for Candidates  
Medical Issues of Today's Candidates  
Moving Forward in Hope: Men Religious and Women Religious, Keys to the Future  
Older and Younger Candidate Issues  
Orientation Program for New Vocation Directors  
Promoting Vocations within the African American Community  
Psychological Testing and Candidate Assessment  
Roots of Racism: Implications for Candidate Assessment and Integration into Vowed Life  
Screening Yellow and Red Flags in Candidate Assessment  
Sexual Issues of Men and Women and Their Implications for Candidate Assessment  
Talk it Up Tuesdays  
The Art of Accompaniment and Discernment  
Tips of the Trade: How to Market Vocations for your Religious Institute  
Understanding, Assessing and Fostering Psycho-Sexual Integration  
Understanding and Assessing Behavioral Addictions  
Vocation Minister as Spiritual Guide  
Vocation Ministry and Issues of Civil, Canon and Immigration Law  
Vocation Return on Investment: Grace or Grim  
Web Site Design for Vocation Promotion  
What Does Jesus Teach Us about Being a Man? (Retreat for men)  
Young Adults, the Church, and Vocations  
Young Adults: Challenges for the Future



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## *NRVC Member Area Map*

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There are 13 Member Areas designated for local gatherings, networking, and professional development. As some NRVC members reside and minister in different geographic areas, all NRVC members self-select a primary Member Area and a secondary Member Area upon registration/renewal. As a benefit of NRVC membership, members may attend gatherings and programs in any of the Member Areas. Potential members may attend select events for a higher price.

For more information about Member Area events, Minutes, and Coordinators, log into the NRVC website under Membership>Member Area Meetings & Minutes>[Member Area News](#). This information is for Members-Only.

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## *NRVC Board & Member Area Coordinators*

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The National Board ensures the implementation of the NRVC goals, objectives, and policies, overseeing the functioning of the NRVC. The National Board is composed of 8-12 members and the *ex-officio* who serves as a non-voting member of the Board. The National Office oversees the daily operation of the organization and is accountable to the National Board.

The term of office for a Board member is three years, serving no more than two consecutive terms. By the spring of each year, the National Board selects new members from those recommended by the membership to bring particular skills to the Board and to help ensure a balance of gender, geographic, and cultural representation.

The responsibilities of the National Board are:

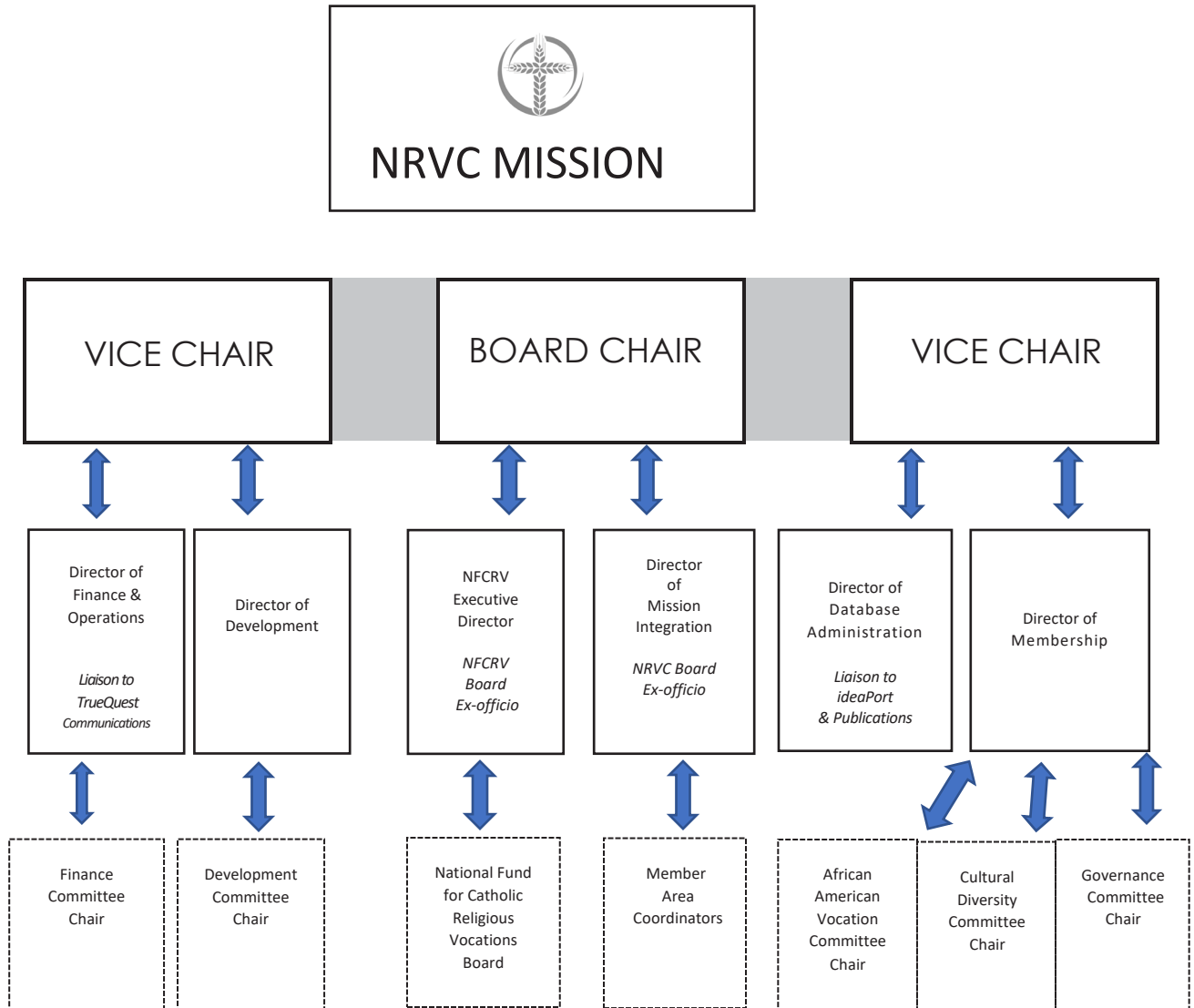
- Select the executive committee.
- Oversee and evaluate the National Office staff; review and modify job description as needed.
- Determine goals and objectives; establish policies.
- Recommend the development of programs and services.
- Provide for a national biennial convocation.
- Provide for national coordination of Member Areas.
- Act as an official voice for the organization.
- Approve the annual budget and review financial reports.
- Determine annual dues.
- Allocate funds for Member Areas.
- Establish and evaluate committees, advisory boards, and task forces, dissolve when appropriate.
- Appoints all committee members.
- Appoints Board liaisons to committees.
- Review the Constitution and propose amendments as necessary.
- Select Board members as specified in the Constitution.

National Board member contact information can be found at [NRVC.net>About>NRVC Board & Staff>Board](http://NRVC.net>About/NRVCBoard%20&%20Staff/Board).

To facilitate the activities of each Member Area and the communication between the National Organization and the local membership, each Member Area has one or more Member Area Coordinators to lead it. Member Area Coordinators also work in collaboration with the Director of Mission Integration, who serves as a liaison of the National Office with the Member Area.

Member Area Coordinator contact information can be found at [NRVC.net>About>Member Areas & Coordinators](http://NRVC.net>About/Member%20Areas%20&%20Coordinators)

# NRVC Organizational Communication Chart



N.B. The Executive Committee ensures communication of all relevant and pertinent information to the full National Board.

The Board *Ex-officio* from the National Office ensures communication of all relevant and pertinent information to the National Office.

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# *NRVC Team Leadership Model*

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The NRVC utilizes a team model of leadership established in 2019. The team contact information can be found at [NRVC.net>About>Board and Staff>NRVC Staff](#).

The NRVC Team Leadership Model is:

- Leaderful
- Mission Driven
- Member Focused
- Accountable

The NRVC Leadership Team is accountable to:

- Our members
- Our Board
- Our benefactors
- Our personal conscience

For full transparency, see our [Annual Report at NRVC.net>About>Annual Report](#)

The NRVC Leadership Team commits to meeting:

- Weekly for a 20-minute check in.
- Monthly for an Operational meeting at the NRVC office.
- Quarterly for Vision/Strategic planning off-site.

The Decision-Making Process is two pronged:

1. Operational Decision-Making Criteria
  - a. Is it mission and member focused?
  - b. Do we have the resources to say yes (time, person, money, experience)?
  - c. Can we align about and support this decision even if it is hard?
2. Strategic Decision-Making Criteria
  - a. What is the impact on vocational world and church?
  - b. Is it aligned with Board priorities and requests?
  - c. Does it fill a data/justified need/gap for our mission?
  - d. Is it Forward Thinking, Futuristic Planning and Forecasting?

The communication requirements to each other recognize these roles:

- R - Responsible for...
- A - Accountable to...
- C - Consulted on...
- I - Informed by...

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# *National Fund for Catholic Religious Vocations*

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## **BACKGROUND**

Educational debt surfaced at the 2010 NRVC sponsored Moving Forward in Hope symposium, and the 2012 NRVC/CARA Study on Educational Debt and Religious Life confirmed educational debt as a real obstacle to vocations.

In 2014, in the Year of Consecrated Life, the NRVC established the National Fund for Catholic Religious Vocations (NFCRV) to help offset the impact of educational debt on those discerning a vocation. This Fund was instituted with a generous grant from the Conrad N. Hilton Foundation and a grant from the GHR Foundation.

The grant application window typically begins in January and closes in mid-April each year. Applications are easy to complete and can be found at [NFCRV.org](http://NFCRV.org).

## **MISSION**

The mission of the National Fund for Catholic Religious Vocations is to help fund the educational debt of viable candidates to the religious life for religious institutes with justified financial need.

Note: This is an exclusive benefit to institutes that have a current paid membership in the NRVC and maintain their membership throughout the duration of the NFCRV grant agreement.

## **ELIGIBILITY**

- Applications will only be accepted from canonically recognized religious institutes with active membership in the National Religious Vocation Conference.
- Candidates must be conditionally accepted by religious institutes with active membership in the National Religious Vocation Conference. Novices and temporarily professed religious are ineligible.
- As per the terms of the Conrad N. Hilton Foundation, grants will be awarded to candidates from women's religious institutes. Men's religious institutes can apply for grants as non-restricted funds will be used as available to assist those requests. Thus, our on-going need to grow!
- Only one grant application per religious institute is accepted each year.
- If a religious institute is awarded a grant, they are ineligible to apply the following year.

## **PROCESS**

- The NFCRV will accept applications annually between January 1 and mid- April. Receipt of applications will be acknowledged. No applications will be accepted after the grant window closes.
- The NFCRV Executive Director, along with the NFCRV Grant Review Committee,

will determine which applications are eligible for consideration.

- As eligible applications are submitted, the Executive Director may contact the listed Grant Contact Person at the religious institute for clarification as needed.

The NFCRV Executive Director will present eligible applications to the full NFCRV Board of Directors for consideration at the June Board Meeting. Longevity of NRVC membership and other factors may be considered when issuing grants.

The NFCRV will inform all applicants of the status of their request after the Board meeting or by June 30.

### **GRANT TERMS AND CONDITIONS**

- Grant funds will be given to a religious institute to cover all or part of a candidate's ongoing student loan payments up to a maximum of \$35,000.00. The exact grant amount and duration will be determined by the NFCRV Board of Directors.
- Grant funds will be distributed quarterly and will continue until which time the candidate (1) takes final vows in the religious institute, or (2) withdraws or is dismissed from the formation program.
- The grantee religious institute must inform the NFCRV in writing immediately if the candidate withdraws or is dismissed from the formation program. Reimbursement of already distributed funds is not required but no further funds from the initial grant allocation will be distributed
- Reimbursement will be required if a candidate discontinues and the NFCRV is not notified.
- Grantee religious institutes must maintain active membership in NRVC during the entire grant term.
- An annual report including photos on status of the candidate's progress in the institute's formation program is required and will be used to help NFCRV grow the fund. The report is easy to complete and can be found at [NFCRV.org](http://NFCRV.org).

### **GRANT PAYMENT**

- The awarded funds will be distributed to the religious institute to assist in the payment of the educational debt of a candidate during his or her formation period. In most cases, the grant may offset the educational debt of a candidate but typically will not completely finance it. The NFCRV looks for candidates and institutes to contribute towards the total education debt repayment equation.
- The last payment of the grant could coincide with the candidate's profession of final vows in the religious institute.

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# *NRVC Publications: HORIZON & VISION*

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## **HORIZON**

HORIZON is the professional journal of the National Religious Vocation Conference. This respected quarterly publication is read by vocation directors, leaders of religious institutes, and those who care about the future of consecrated life. It is an essential resource for understanding the contemporary reality of religious life, particularly as it affects new membership.

HORIZON provides timely articles on all aspects of vocation ministry and related topics within religious life, the Church, and world. With subscribers from around the world, HORIZON is available in print and digital formats so that readers can have it on paper or their favorite electronic device. HORIZON is a member of the Catholic Media Association and has been nationally recognized annually for journalistic excellence.

## **ACCESSING PREVIOUS HORIZON ISSUES AND ARTICLES**

Read an issue online or in digital format by keying in the year and the word HORIZON in the search box on the website. You may then click on the issue you would like to view. To find articles on a particular topic, type the topic in the website search box.

Additionally, subscribers can find articles dating back to 1999 in the HORIZON Library area at [NRVC.net>Resources>NRVC Periodicals>Horizon Library](http://NRVC.net/Resources/NRVC%20Periodicals/Horizon%20Library).

A more detailed index by subject of all HORIZON archives may be found in the HORIZON [subject index](#) on the website.

## **ADVERTISING IN HORIZON**

HORIZON reaches a premier niche of highly educated religious women and men and lay ministers. Contact editor Ms. Carol Schuck Scheiber for more information: [cscheiber@nrvc.net](mailto:cscheiber@nrvc.net) for advertising rates.

## **GUIDELINES FOR WRITERS**

The HORIZON editor welcomes brief article proposals. You may want to consult a sample edition and the guidelines for writers for information on the types of articles that fit the publication. Prospective writers may contact the editor at [cscheiber@nrvc.net](mailto:cscheiber@nrvc.net).

## **SUBSCRIPTIONS**

All NRVC members receive an annual subscription as a member benefit. Additionally, NRVC members can order additional subscriptions for members in their community at [NRVC.net>Membership>Member Registration> Membership Sign-up & Renewal](http://NRVC.net/Membership/Member%20Registration/Member%20Sign-up%20&%20Renewal) For those who are not NRVC members, an annual subscription is available at the same website address.

## **VISION VOCATION GUIDE**

Since 1988, the NRVC has contracted outside publishers to produce the annual VISION Vocation Guide, NRVC's primary resource for discerner outreach and engagement. In 2001 the NRVC turned to TrueQuest Communications to produce VISION. Under TrueQuest's management, the printed guide expanded to include a comprehensive website, VocationNetwork.org; a digital edition, digitalvocationguide.com; a monthly newsletter, E-Vocation; and many online interactive features, including the popular VocationMatch.com. It has garnered numerous Catholic Media Association awards and has received international recognition. As an NRVC publication, VISION and its contracted staff receive oversight from the NRVC Board. TrueQuest submits annual reports to the National Board that include sales and NRVC commission totals.

### **PRINT**

The annual guide features articles in English and Spanish on prayer and discernment; religious life; profiles on religious sisters, brothers, and priests; spotlight on the various ministries of religious institutes, Catholic faith, and teachings; and an advertiser index.

### **DISTRIBUTION/CIRCULATION**

Approximated 80,000 copies of VISION in print and digital format are distributed for free annually to religious institutes, Catholic parishes, Catholic high schools and colleges, retreat centers, and individual discerners. VocationNetwork.org has more than 350,000 visitors annually and extensive engagement on its social networks. To order copies of VISION, prayer cards, and posters, visit <https://vocationnetwork.org/en/orders>

### **ONLINE**

VocationNetwork.org features an extensive, searchable [article index](#), a [Vocation Calendar](#) that publicizes NRVC member/VISION advertiser events and a Community Search. You can also post vocation events at <https://vocationnetwork.org/en/events>

### **VOCATION MATCH**

[Vocation Match](#) assists an average of 5,000 new inquirers annually by completing a series of questions to gain insight into their vocation and matches them with vocation directors from compatible religious institutes. There is no obligation for the inquirer to send their profile to religious institutes. When the inquirer agrees, the vocation director receives the profile to contact inquirers for follow-up discernment.

### **ADVERTISING**

For more information about rates for placing an annual ad in VISION, visit <https://vocationnetwork.org/en/articles/show/60>

### **FOR MORE INFORMATION**

Contact the publisher, Ms. Patrice Tuohy at [pjtuohy@truequestweb.com](mailto:pjtuohy@truequestweb.com)



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# *NRVC Curriculum for Vocation Ministers*

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## **INTRODUCTION**

The National Religious Vocation Conference (NRVC) is committed to providing its members with educational opportunities, resources, and other supportive services that strengthen and enhance the professional ministerial skills of those serving in vocation ministry. It is essential for vocation ministers to keep up to date on trends, issues, skills, and best practices in the field of vocation ministry. This document outlines a recommended course of professional preparation and personal development for vocation ministers serving their religious institutes in today's church. The intent is to provide a guide for initial and ongoing learning and development for vocation ministers who wish to deepen their understanding of the complex theological, spiritual, psycho-sexual, ethical, and diversity issues of contemporary vocation ministry.

Each year NRVC provides various opportunities for professional growth through its comprehensive workshops and other resources. NRVC strongly suggests that vocation ministers participate in ongoing educational opportunities to attend to their own vocation and to further develop their professional competencies. To assist vocation ministers in this, NRVC suggests the following three-component curriculum, which provides foundational, continuing enrichment, and renewal opportunities.

## **1. FOUNDATIONAL COMPONENT**

- Orientation program for new vocation directors  
This provides new vocation ministers the foundational skills for contemporary vocation ministry. Important topics include the theology of vocation and the context, theory, and challenges of vocation ministry, as well as vocation discernment and the practicalities of assessment and the admissions process. It is recommended that vocation ministers participate in this program prior to or early in their ministry.
- Ecclesial competency  
This includes a current understanding of the church documents written on religious life and vocations. Such examples include: *Evangelii Gaudium*, *Starting Afresh in Christ*, *Vita Consecrata*, *Redemptoris Missio*, *Evangelii Nuntiandi*, *Gaudium et Spes*, *Perfectae Caritas*, and *Lumen Gentium*.
- Ethics of vocation ministry  
This is designed to assist vocation ministers, congregational leaders, and members in understanding and articulating the basic ethical values, principles, and standards of vocation ministry. Such topics as the following are addressed: the ethical principles governing agency, confidentiality, and obligations related to positions of trust; dissemination of information; the timeliness of admissions or

dismissal decisions; dual relationships; document disposition; the cultural, ethnic, and sexual diversity of candidates; and other issues related to ethical rights of candidates as well as ethical rights of those in positions of authority.

- Human and psycho-sexual development and assessment  
This provides vocation ministers with a solid understanding of human and psycho-sexual development to assist them in their efforts to assess a candidate's aptitude for leading a healthy and integrated celibate life. It includes the basic elements of human sexuality: the fundamental aspect of being human, healthy intimacy and friendship skills, attraction and sexual orientation, age-related developmental tasks, and boundaries, as well as the impact of technology and social media on identity, addictive behaviors, and unhealthy sexual expression. Helping vocation ministers determine if candidates may be at high risk of potential sexual abuse of minors is also an important element.
- Requirements of civil and canon law in the assessment process  
This points to the critical nature of knowing and conforming to civil and canon law as it pertains to potential candidates to religious life. Such topics as the following are addressed: assessment policies and document disposition, internal and external forum in candidate assessment, policies and practices in financial assets, salary and tax issues during the formation period, immigration status of candidates, re-admission and community transfers, and special issues regarding older, widowed, and divorced Catholics.
- Requirements of immigration law in the discernment process  
This addresses immigration law for religious institutes who have foreign-born candidates in the discernment process. Such topics include: clarification of key immigration terms, documentation and tracking immigration status, long-term immigration planning, and legal responsibilities of the religious institute and the candidate.
- Safe environment  
Anyone who is promoting vocations by ministering to minors and vulnerable adults must have current safe environment training. This includes programs where youth are present in parish and school visitations, fairs, retreats, and conferences. This training is available through diocesan offices, Praesidium workshops, and various national programs such as VIRTUS.

## **2. CONTINUING EDUCATION COMPONENT**

- Behavioral Assessment I and II  
This teaches practical interviewing techniques housed in a theoretical framework of behavioral assessment. While the focus is on initial assessment of candidates, the methodology easily applies to assessing candidates in other stages of formation as well. Interview topics include: family background, educational and occupational histories, psychosexual histories and intimacy skills, faith history, and

other pertinent issues related to comprehensive vocational assessment. Behavioral Assessment II builds upon these skills acquired in Behavioral Assessment I.

- Intercultural competency for ministers  
This enhances the cultural sensitivity and skills of vocation ministers for assessing inquirers and discerners from a variety of ethnic and cultural backgrounds. Topics include differences in cultural values, attitudes, perceptions of power, and communication dynamics in culturally diverse settings as well as addressing some of the challenges faced by vocation ministers and the competency skills needed to effectively promote vocations.
- Ongoing issues in candidate assessment  
This responds to the ongoing learning that is necessary in vocation ministry. Focus areas include: issues of ecclesial/cultural/ethnic/sexual diversity, education, spirituality, age, and assessment of physical and psychological health.
- Spiritual accompaniment and discernment  
This focuses on the skills necessary for vocation ministers to accompany potential candidates in the discernment process and their spiritual journey. Topics include spiritual direction and accompaniment, the theology of discernment, discernment as a faith journey, boundaries of spiritual guidance and vocation ministry, and the interplay of the spiritual and psychological in the faith journey.
- Technology, communications, and marketing  
In an ever-expanding world of new technology, communications, and marketing, this addresses the need for vocation ministers to exercise their ministry in a digital era. If religious institutes are to be effective in vocation ministry, it is imperative that their vocation personnel use the communication tools and technology available for effective vocation promotion and marketing. This involves the need for training in messaging strategy, social media platforms, communication and marketing skills, and online technology.
- The role of the family in nurturing vocations  
This component addresses the role of the family in the discernment and formation process. This includes learning how to assess family-of-origin issues to formulate specific questions for discerners that may inhibit or exclude candidacy.
- Young Catholics  
This fosters the learning and experience of the values, practices, and beliefs of today's younger generations, especially in light of the challenges faced by some religious institutes, where there is a widening generation gap between the present membership and those discerning a vocation. It is recommended that all those interested in promoting vocations continue to learn about intergenerational living, relating to young Catholics, the church, contemporary

young adult research, and social networks.

### **3. GROWTH AND RENEWAL COMPONENT**

- Ongoing development of vocation ministers

This component supports the ongoing attentiveness of a vocation minister to his or her own growth spiritually, physically, psychologically, and emotionally—promoting a healthy integration of his or her own sexuality as a celibate religious. This includes spiritual direction, retreats, enrichment opportunities, and days of renewal and reflection, as well as a plan for physical health that includes exercise, healthy eating, and resting.

*Vision Statement:* To set the world ablaze with the fire of God's love through the prophetic, joyful witness of religious sisters, brothers, and priests as radical disciples of Jesus.

*Mission Statement:* The National Religious Vocation Conference is a catalyst for vocation discernment and the full flourishing of religious life as sisters, brothers, and priests for the ongoing transformation of the world.

*Ratified by the National Board, 2009*

*Amended by the National Board, 2018*

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## *NRVC Misericordia Scholarship Fund Guidelines*

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The NRVC *Misericordia* Scholarship Fund was established in 2015 during the Year of Consecrated Life. The *Misericordia* Fund provides scholarships for NRVC membership and programming to religious institutes and dioceses who otherwise could not afford them.

The Fund is supported by the generous contributions of NRVC members through an annual solicitation and by other benefactors as well. Donations are accepted throughout the year for the *Misericordia* Fund through the NRVC Director of Development.

### **GUIDELINES FOR SCHOLARSHIPS GIVEN ON BEHALF OF THE NRVC MISERICORDIA FUND:**

1. All canonically recognized religious institutes and dioceses with a justified financial need may apply to the NRVC *Misericordia* Scholarship Fund. Scholarships are awarded for NRVC membership and programming only.
2. Applications for the NRVC *Misericordia* Scholarships are available on the NRVC website or may be requested from the Director of Membership.
3. Scholarship applications may be submitted at any time. Each request will be considered on an individual basis. Awards will be issued by the Director of Membership in consultation with other staff members.
4. Requests for scholarship renewals must be made on an annual basis through the application process. All *Misericordia* Scholarships for membership are allocated directly to the membership fees. To activate membership, the religious institute must pay the additional amount not covered by the scholarship.
5. Only NRVC members will be awarded scholarships for programming and workshops. Scholarship funds do not apply to housing, travel, meals, and personal expenses.
6. After the scholarship has been awarded for NRVC programs/events, participants must register and pay in full for the event. Shortly after the event, the scholarship will be sent to the individual or the designated religious institute.

To complete the online form click

<https://www.cognitofrms.com/Clongnfcvrg/NRVCMisericordiaFundApplication> or to request a hard copy, email [dbato@nrv.net](mailto:dbato@nrv.net)

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## *NRVC Convocation and Institutes*

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The NRVC strongly suggests that vocation ministers participate in ongoing educational opportunities to attend to their own vocation, faith formation, and to further develop their professional competencies. Through its biennial Convocation and Institutes, members are provided opportunities for workshops to keep up to date on trends, issues, skills, and best practices in the field of vocation ministry.

### **CONVOCATION**

Convocation brings together the NRVC membership with its trademark excellence in workshops, liturgies, keynote presentations, and networking. This large membership conference also includes the business meeting, awards banquet, and invitations to several organizational collaborators. It provides the opportunity to celebrate the mission and vision of the organization while engaging in professional development and ongoing formation.

The National Board recognized the need to gather nationally since the start of the NRVC in 1988. The National Board is responsible for providing for a biennial National Convocation, as well as selecting the time, place, and theme for the Convocation. Members of the Board serve as liaisons for the many responsibilities throughout the event. The Convocation host is ordinarily the Member Area in the location where the event is held. The Member Area provides on-site support, ambiance, liturgical items, and selects the local non-profit organization for the collection taken at the closing Mass at Convocation.

### **CONVOCATION VENUES**

Spokane, WA	2022	Pacific Northwest
Virtual	2020	Cyberspace
Buffalo, NY	2018	Hudson Valley
Overland Park, KS	2016	Heartland
Chicago, IL	2014	Midwest
Plano, TX	2012	Southwest
Cleveland, OH	2010	Lake Erie/Ohio River
Louisville, KY	2008	Lake Erie/Ohio River
Irvine, CA,	2006	West Coast
Chicago, IL	2004	Midwest
San Antonio, TX	2002	Southwest
Rutherford NJ	2000	Delaware Valley
Minneapolis, MN	1998	Upper Midwest
New Orleans, LA	1996	Southeast
Albuquerque, NM	1994	Southwest
Cherry Hill, NJ	1992	Delaware Valley
San Mateo, CA	1990	West Coast
St. Louis, MO	1988	Heartland

## **SUMMER AND FALL INSTITUTE**

The Summer Institute has been offered annually since 1988 while the Fall Institute started in 2013 and is offered every other year. A variety of workshop are offered for vocation ministers, formation teams, communicators, religious leadership, and others entrusted with the assessment of discerners and candidates. Workshops are designed from the NRVC three-component curriculum for those who wish to deepen their understanding of the complex theological, spiritual, psycho-sexual, ethical, and diversity issues often present in contemporary vocation ministry.

The Orientation Program first began in 1988 presented by Sr. Mary Jo Kirt, O.S.F. and Fr. Peter Wolf, OFM Cap. Since then, the following religious have served on the O.P. team of presenters: Bro. Joseph Bach, O.S.F., Bro. Paul Bednarczyk, C.S.C., Bro. Jonathan Beebe, C.S.C., Sr. Cathy Bertrand, SSND, Sr. Deborah Borneman, SS.C.M., Sr. Charlene Diorka, S.S.J., Fr. Tom Enneking, O.S.C., Bro. John Eustice, C.S.V., Bro. Ken Grondin, C.F.C., Sr. Sue Kidd, CND, Fr. Adam MacDonald, SVD, Bro. Mark Motz, SM, Bro. Chris Patino, F.S.C., Sr. Carol Tropiano, R.S.M., and Sr. Mindy Welding, I.H.M.

Behavioral Assessment 1 and 2, along with Ethical Issues in Vocation and Formation Ministry are presented by Rev. Raymond P. Carey. The Ethics workshop is typically offered annually at Summer Institute while Behavioral Assessment 1 is offered at both the Summer Institute and Fall Institute. The Behavioral Assessment 2 workshop is offered at the Fall Institute. Father Ray serves as a priest of the Archdiocese of Portland, OR. Father Carey holds a doctorate in clinical psychology from the University of Ottawa, Canada. He is a recipient of the NRVC Harvest Award and a Lifetime NRVC member for his work in service of vocation ministry.

Sister Lynn Levo, C.S.J. has presented Understanding, Assessing, and Fostering Psycho-Sexual Integration since 2014. It is offered customarily every three years at the Summer Institute. Sister Lynn M. Levo, C.S.J., Ph.D., is a member of the Sisters of St. Joseph of Carondelet, a licensed psychologist, consultant and lecturer. She received her Ph.D. from the University of New York at Albany, completing her clinical training at The University of Kansas School of Medicine. She received the NRVC Outstanding Recognition Award at Convocation 2016.

A variety of presenters have been invited to lead workshops over the years. If you would like to recommend a speaker, please contact the NRVC office to provide a biography, workshop outline, and contact information.

Further information about Summer and Fall Institute can be accessed on the NRVC Website>Programs & Events

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# *NRVC Code of Ethics for Vocation Ministry*

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## **INTRODUCTION**

Through Baptism, God calls each person to a life of love and holiness through single, married, ordained, or consecrated life and to service in the Church and in the world. As disciples of Jesus Christ, we are called to be professional ministerial leaders, seeking to offer the highest quality of service possible.

Vocation ministers are entrusted with the privileged and sacred responsibility of assisting others in living their baptismal call to holiness as a disciple of Jesus Christ and the discernment of their potential call to a vowed or ordained life of service to the Church and world. An effective exercise of this ministry requires a faithful witness of one's own vocation, an understanding of the various vocations within the Church, and a faith rooted in Jesus Christ, who in his teaching, witness, and invitation, zealously called women and men to share in the Reign of God. As important as they are, strong faith and good will are not enough to conduct vocation ministry competently. Vocation ministry requires education, professional development, and a commitment to ethical and professional standards.

## **PURPOSE OF CODE OF ETHICS FOR VOCATION MINISTRY**

This Code of Ethics for Vocation Ministry sets forth the principles, responsibilities, and expectations for vocation ministry—that is, for vocation promotion with inquirers, accompaniment of discerners, and assessment of applicants for admission to formation in religious life and societies of apostolic life. This document is reinforcing the value that vocation ministry is a shared responsibility of religious leadership, vocation ministers, vowed members, and prospective candidates to religious life. It is intended to serve as a guideline for religious institutes and societies of apostolic life in their vocation ministry for meaningful, ethical, and effective vocation ministry.

For practical purposes, this document will use the term, candidate, to refer to all inquirers, discerners, and applicants. The term, religious institute, includes societies of apostolic life.

## **FOUNDATIONAL PRINCIPLES**

The ethics of vocation ministry are guided by these foundational principles:

1. Gospel values, the Ten Commandments, the Beatitudes, and the Great Commandment
2. Respect for human dignity, interculturality, human rights, and social justice
3. Collegiality, subsidiarity, mutuality, and collaboration
4. Personal and professional integrity



## **NRVC VISION AND MISSION STATEMENTS**

VISION STATEMENT: To set the world ablaze with the fire of God's love through the prophetic, joyful witness of religious sisters, brothers, and priests as radical disciples of Jesus.

MISSION STATEMENT: The National Religious Vocation Conference is a catalyst for vocation discernment and the full flourishing of religious life as sisters, brothers, and priests for the ongoing transformation of the world.

### **I. RESPONSIBILITIES OF LEADERSHIP FOR VOCATION MINISTRY**

The support of leadership in religious institutes is essential for effective vocation ministry especially in the following three areas:

- A. FIRST AREA, TO LEAD AND ANIMATE THEIR CONGREGATION OR PROVINCE, IN PARTICULAR, TO:
  1. Believe in a future of religious life and in the charism of the religious institute.
  2. Demonstrate their vibrant interest in religious life through meaningful action.
  3. Support and challenge the membership to greater authenticity and integrity in their religious lives.
  4. Assist the religious institute to embrace the Gospel values of belonging, dignity, and justice.
  5. Be realistic about the future of the institute and its capacity for attracting and retaining new members.
  
- B. SECOND AREA, TO APPOINT AND PREPARE SKILLED VOCATION MINISTERS, IN PARTICULAR, TO:
  1. Select for vocation ministry those who
    - a. Are vibrant members of the Church and their religious institute, or lay vocation.
    - b. Have a passion for vowed religious life and believe in its future.
    - c. Have a strong background in Catholic theology and spirituality.
    - d. Are able to clearly articulate their faith and the life and charism of the institute.
    - e. Possess personal and professional maturity.
    - f. Can work with others in assessing candidates fairly and astutely.
    - g. Are intentionally mindful of the dominant culture within the religious institute and its impact upon new candidates.
  2. Support vocation ministers by
    - a. Providing a job description listing responsibilities, channels of accountability, and realistic goals.
    - b. Providing adequate resources in ministry (time, budget, formation, education, and support).
    - c. Meeting with the vocation minister on a consistent and scheduled basis.
    - d. Clearly articulating the expectations and behavioral objectives of the vocation minister.

- e. Evaluating the ministry of the vocation minister and the effectiveness of the vocation ministry.
- f. Emphasizing and implementing ways of working collaboratively.
- g. Communicating child protection policies that address interactions with minors at vocation promotion events, in accompaniment, and discernment.
- h. If the vocation minister is a layperson, orienting him or her to religious life: the culture and charism of the religious institute.

C. THIRD AREA, TO ADMIT CANDIDATES INTO THE FORMATION PROGRAM

(Canon 597; 641-645). THEY DO THIS BY:

- 1. Updating and implementing admission processes and policies.
- 2. Ensuring confidentiality and the use of consent release forms.
- 3. Clearly articulating criteria for admission, including criteria for age, gender identity, education, financial debt/obligations, sufficient physical and mental health, immigration status, marital/parental status, new Catholics, and psychological assessment.
- 4. Giving testimony about former candidates or members who are seeking admission into another religious institute, always balancing the demands of veracity and appropriate confidentiality and the common good (Canon 645). Issues pertaining to sexual abuse are not maintained in confidence.

**II. RESPONSIBILITIES OF VOCATION MINISTERS FOR VOCATION MINISTRY**

Vocation Ministers bear the primary responsibility for vocation ministry in promotion, accompaniment, and assessment. Their relationship to their religious institute and commitment to personal and professional development, is an essential ethical responsibility as a vocation minister.

A. IN PROMOTION, ACCOMPANIMENT, AND ASSESSMENT, TO:

- 1. Respect and reverence the inherent human dignity of each person, made in the image and likeness of God, coming from diverse backgrounds regarding: age, gender identity, sexual orientation, marital status, physical abilities, education, culture, and ethnicity.
  - a. Be culturally mindful of the candidate, especially when she or he is from an underrepresented culture in the religious institute, e.g., by age, ethnicity, language, or national origin.
  - b. Honestly assess the capacity of one's religious institute in its ability to provide resources to welcome and incorporate historically underrepresented candidates and members. Good will is necessary, but not enough in this regard.
  - c. Address language competence to ensure communication among the candidate, the vocation/formation personnel, and the religious institute.
- 2. Clearly present the identity, life, and charism of the religious institute.
- 3. Become knowledgeable of, recognize, and affirm the various forms of consecrated life as they are expressed in the Church to assist candidates in identifying religious charisms that may meet their interests and expectations.
- 4. Clearly present admission criteria, such as age, immigration status, debt,

education, and health.

5. Make responsible use of the resources of the religious institute.

6. Explain and maintain the proper role of the vocation minister to the candidate and the religious institute.

7. Maintain appropriate boundaries, avoiding dual relationships and the appearance of mixed roles with candidates. The relationship between vocation minister and candidate is professional and not based on personal friendship. The vocation minister is an agent for the religious institute and its leadership, and not an agent for the candidate. All communication and interaction with the candidate should be guided by this principle. In other words, the vocation minister always operates in the external forum and cannot serve as a spiritual director or confessor of the candidate.

a. During their time of discernment and formation, all professed members of the religious institute, especially the vocation minister and the major superior, are in a position of trust and power vis-à-vis a candidate. The power differential is real, and it is the responsibility of the vocation minister, leadership, and members of the institute to maintain proper boundaries. They should be familiar with the policies regarding boundaries with others set by the religious institute. If they are unsure how to proceed, they should consult with their major superior.

b. The vocation minister or any other professed member involved in the discernment or formation process does not serve as confessor, counselor, or spiritual director for the candidate.

c. All professed members, especially the vocation minister and the major superior, in their respective roles serve the needs of the candidate. The candidate does not serve the personal needs of the professed member or lay vocation director.

d. Unhealthy emotional relationships or sexual intimacy between a professed member and a candidate is not only a violation of vowed chastity, but also a grave breach of ethical conduct. There is no place for such relationships in religious life or in vocation ministry.

e. Meeting times and places should be appropriate and balance the need for confidential communication with the need for safe, neutral spaces, e.g., the vocation office or another office in a ministry center. Never meet in a private area such as a bedroom, even if it is a designated guest room. All office doors should have a glass panel or be left partially open during meetings with candidates.

f. If meetings are conducted electronically, meeting times should be appropriate and the virtual background must be professional in appearance, with the avoidance of bedroom furniture and bathroom fixtures.

g. Vocation ministers must be prudent in their use of self-disclosure of personal and congregational information with candidates.

h. If a vocation minister is already in another professional relationship with a potential candidate (as teacher, counselor, spiritual director, etc.), s/he will not serve as vocation minister for that candidate, as dual roles present a conflict of interest. S/he will discuss the matter with leadership so that another

vocation minister may be assigned to that candidate.

**B. IN ASSESSMENT, TO:**

1. Ensure that the people entering the religious institute's formation program have the health, suitable character, and adequate maturity, as well as the skills and potential to live religious life with integrity according to the religious institute's charism and tradition (Canon 642).
2. Ensure the establishment and use of procedures so that the application and assessment of candidates obtains all and only the information proper to each level of the person's discernment, acknowledging the growth of trust and clarity over time.
3. Ensure that the candidate understands the progressive nature of the discernment, assessment, admission, and formation processes.
4. Ensure the right to minimum intrusion and privacy (Canon 220).
5. Safeguard against biases, the assessment for admission should involve multiple people including face-to-face interviews with more than one representative of the religious institute. In addition, letters of recommendation from a minimum of three personal references (including at least one from a family member) and two professional references, for a total of five references, be included as part of the application requirements.
6. Promptly and clearly communicate to the candidate any decision regarding their application.
7. Respect and support any candidate with reasonable prospects for a future in the religious institute, including accommodating language, culture, health, and disabilities; and recommending therapy when indicated.
8. Respect the reality that the religious institute is not primarily a therapeutic community, and therefore, to acknowledge when long-term therapy should occur prior to a reconsideration of admission.

**C. IN PERSONAL AND PROFESSIONAL DEVELOPMENT, TO:**

1. Live a balanced vibrant religious life: prayer, ministry, leisure, personal relationships, community responsibilities, etc.
2. Be responsible to religious leadership with clear lines of accountability and reporting to demonstrate the responsible use of time and resources, as well as decisions regarding candidates.
3. Develop professional competence in vocation ministry by
  - a. Using the NRVC curriculum and resources.
  - b. Acquiring necessary education, skills, and formation.
  - c. Enhancing interviewing and assessment skills, ecclesiology, sexuality, theology, ethics, and canon law.
  - d. Embracing intercultural humility as a lifelong pursuit.
  - e. Understanding the Americans with Disabilities Act (ADA) regulations in regards to anticipatory ministry sites for candidates.
  - f. Participating in ongoing professional and ministerial development.
4. Make use of supervision and mentoring and a system or network of spiritual, emotional, and professional support in ministry.

5. Maintain respectful relationships with other vocation ministers by:
  - a. Maintaining and promoting high professional and ethical standards among vocation ministers.
  - b. Respecting the diversity of charisms and the freedom of discerners in pursuing their vocation (Canon 219).
  - c. Respectfully confronting one another regarding unethical conduct and reporting any concerns to appropriate authorities.
  - d. Reporting criminal incidents of sexual abuse of minors as required by law.
  - e. Exercising discretion in communicating about candidates, balancing their right to privacy, their freedom to pursue their vocation, and the good of the Church, the people of God and individual religious institutes (Canons 219, 220).
  - f. Obtaining the testimony of the local ordinary, the major superior of the religious institute, or the rector of the seminary regarding the admission of clerics or those who had been admitted in another religious institute, or in a seminary (Canon 645).
6. To maintain professional standards in vocation ministry by
  - a. Maintaining professional boundaries always.
  - b. Maintaining appropriate confidentiality regarding personal information of candidates.
  - c. Maintaining set "office hours" for availability with candidates.
  - d. Establishing and adhering to vocational records management policy.

D. IN RELATIONSHIP WITH ONE'S OWN RELIGIOUS INSTITUTE, TO:

1. Build and maintain strong relationships with their leadership and the sisters/brothers of the religious institute.
2. Build a supportive vocation culture by:
  - a. Maintaining regular, open, honest, and respectful relations and communications with one's leadership about the
    - i. admission processes, policies and criteria;
    - ii. the work of vocation ministry;
    - iii. prospective candidates;
    - iv. vocation trends and best practices.
  - b. Relating to members of the religious institute by:
    - i. Informing them of contemporary vocation trends;
    - ii. Providing resources and opportunities for community engagement.

E. IN VOCATION MINISTRY WITH MINORS, INCLUDING VOCATION PROMOTION PROGRAMS WHERE YOUTH ARE PRESENT IN PARISH AND SCHOOL VISITS, FAIRS, RETREATS, AND CONFERENCES, TO:

1. Ensure the protection of minors by requiring anyone who is promoting vocations by:
  - a. Requiring anyone who is promoting vocations by ministering to minors to have current Safe Environment training.
  - b. Following the religious institute's child protection policies that address interactions with minors, including following all requirements regarding the

number and types of adults necessary for ministry to minors.

2. Safely communicate with minors by:

- a. Requiring vocation ministers who are working with minors discerning religious life to have written parental consent for ongoing contact and clear expectations in writing concerning communication, events, meetings, etc. This includes contact via phone conversations, emails, social media platforms, videos, chats, text messages, and letters.
- b. All in-person meetings held in open, visible spaces, with prior parental approval.
- c. All correspondence including electronic communications must be from a professional address and congregational social media platforms. A vocation minister should never "friend" a minor on their personal social media sites.
- d. Avoid any type of private messages by including another responsible adult, e.g., a parent, a teacher, youth minister, etc., in any personal contact with minors through email, text, or social media.
- e. Following all safe environment boundaries and policies for all discernment appointments and visits with minors in any venue.

### **III. RESPONSIBILITIES OF MEMBERS FOR VOCATION MINISTRY**

Vocation Ministry is the responsibility of the entire religious institute. Members of the religious institute bear their responsibility for vocation ministry by:

- A. Living religious life vibrantly and witnessing joy, authenticity, and fidelity in religious life.
- B. Promoting vocations and recommending names of potential candidates who meet the criteria for admission.
- C. Respectfully welcoming candidates, especially people from varied cultures with a willingness to learn together aspects of interculturality.
- D. Being open to assuming a role in the congregation's vocation ministry team and vocation promotion events by sharing one's vocation story, community charism, mission, and ministries.
- E. Meeting candidates in a public place in full view of others. If alone with a candidate, encourage other members of the religious institute to randomly drop in or pass by the interaction occasionally.
- F. Avoiding physical affection and inappropriate behavior during interactions.
- G. Respecting the vocation discernment and assessment process, and the boundaries and confidentiality required.
- H. Respecting and supporting those serving in leadership and in vocation ministry by cooperating with them in their efforts to utilize contemporary vocation trends and effective methods of engagement.

#### **IV. EXPECTATIONS OF CANDIDATES**

Candidates do not have reciprocal obligations to a professional and ethical code of conduct in vocation ministry. There are, however, some expectations of them that the vocation minister may assume and directly request regarding the candidate's own participation in the discernment process, namely to:

- A. Engage in discernment with honesty and integrity.
- B. Follow-up in a timely manner with suggestions or requirements from the vocation minister.
- C. Inform the vocation minister when s/he no longer desires to continue the discernment/application process.
- D. Take responsibility for his/her own discernment and make use of assistance and resources.
- E. Meet the requirements of the application process candidly and honestly.

#### **V. VOCATION RECORDS MANAGEMENT POLICY**

Leadership and vocation ministers share the responsibility for the creation and management of all records and policies associated with vocation ministry. The Vocation Records Management Policy should address:

- A. Creating, accessing, and securely retaining of all vocation documents.
- B. Valuing and respecting the dignity and privacy of individual candidates, needs of the religious institute, and the people of God, balancing the need for confidentiality and the need for due diligence in gathering information in the admission of a candidate.
- C. Specifying information that is needed and pertinent for vocation discernment and the admissions decision.
- D. Obtaining release forms from the candidate for applications records:
  1. Limiting their validity to a required period of time.
  2. Limiting the release of mental health records and other particularly sensitive information to the vocation minister or designated admissions personnel responsible for screening and the major superior.
- E. Outlining information about the candidate that may be shared with vocation and leadership teams. The major superior determines what information is relevant.
- F. Informing candidates regarding the vocation record-keeping policies of the religious institute and the scope of confidentiality surrounding their personal information.
- G. Addressing ownership of records. The candidate's file belongs to the religious institute except for candidate records (documents produced by the candidate, e.g., autobiography, birth certificate, sacrament documentation). These candidate records are returned to the candidate or destroyed on their departure or ceasing the application or formation process.
- H. Obtaining clear prior written release from candidates regarding photographs and other digital recordings to be used in communications of the religious institute.
- I. Determining how long vocation records are maintained and who has access to these records.
- J. All policies should be developed in accordance with Canon Law, civil laws, and any other data protection laws that apply. (See NRVC's Privacy Policy).

## **VI. DUAL ROLES OF VOCATION MINISTER AND FORMATION DIRECTOR**

A. Normally vocation ministers do not simultaneously serve as formation directors. In cases where it occurs, the following concerns arise:

1. Vocation and formation ministry require differing skill sets.
2. Vocation ministry focuses primarily on assessment, while formation ministry focuses on formation itself, though both skill sets are operative throughout.
3. Vocation and formation ministry have differing requirements for information about the candidate.
4. Vocation and formation ministry have differing roles regarding candidates. The vocation minister promotes, accompanies, and assesses capacity for formation. The formation director continues discernment and formation and assesses the capability for novitiate and/or for vows.

B. When the roles of vocation and formation ministers are combined, some safeguards are suggested:

1. Another person, e.g., leadership or an external vocational consultant, should assist with the assessment of the candidate for admission.
2. The vocation/formation director never serves as spiritual director, counselor, or confessor for the candidate.
3. The vocation/formation minister and leadership should periodically review these ethical guidelines with respect to their vocation/formation processes.
4. A clear channel of appeal should be available to a candidate should a conflict arise.
5. The written goals of the formation program should be developed and discussed with leadership, vocation/formation personnel, and the candidate with specific strategies and timelines.
6. Formation programs should explicitly plan for and include resources/education at every stage of formation to help develop an integrated sexuality, celibacy, interpersonal relationships, affectivity, etc.
7. Each religious institute needs clear policies on document disposition as stated in the previous section on Vocation Records Management Policy.

## **VII. CONCLUSION**

Vocation ministry continues to evolve in a rapidly changing world and Church. At the same time, the commitment to professional and ethical standards in vocation ministry must remain constant on the part of all: religious leadership, vocation ministers, members of the religious institute, and the prospective candidate. This shared responsibility for new membership is an essential value for vocation ministry.

The National Religious Vocation Conference presents this document as a guide to religious institutes and societies of apostolic life in meeting these responsibilities, recognizing that no document will include all the varied aspects of vocation ministry or be universally applicable across all congregations, cultures, and situations.

*Ratified by the NRVC Board of Directors, September 2008  
Updated by the NRVC Board of Directors, April 2022*



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## *NRVC Resources*

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The Mission of the National Religious Vocation Conference reflects its commitment to provide membership with educational opportunities, relevant resources, and other supportive services that strengthen and enhance the practiced ministerial skills of those serving in vocation ministry. There are many resources that are available to both members, their religious institutes, and the public. We ask you not to share or make public in any way resources designated in the members only section of the website.

### Catalyst Blog

These short articles are emailed mid-month as a member update and posted on the [website](#) for members.

### HORIZON Library Archives

Articles since 1998 are posted on the [website](#) for subscribers and members.

### Member Area Minutes and Dates

Minutes, Member Area Coordinator contact information, and event dates are posted on the [website](#) for members.

### Member Directory

Contact information for all registered members is available on the [website](#) including a member map.

### Monthly Newsletter

Each month, the newsletter is emailed to all members and posted on the home page of the [website](#).

### Printed resources

The online store on the [website](#) contains over 20 resources available for sale. Members receive a discount in purchases.

### Research

There are 5 NRVC Studies published with a compilation of supporting resources to share this research in vocation ministry. In addition, over 50 links to other studies are posted on the [website](#).

### Vocation Directors Manual

This digital version provides members with information on 47 categories that are contained within 8 main topics relevant to vocation ministry. There are over 700 in-depth articles.

### YouTube Channel

The [NRVC Channel](#) has over 150 videos accessible to the public to learn more about vocations to religious life.

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## *NRVC Awards*

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### **NRVC AWARDS**

The NRVC presents three categories of awards at the biennial Convocation: The Harvest Award, Mustard Seed Award, and Outstanding Service Recognition. Nominations forms are on the [website](#) under Resources>Professional Documents

### **HARVEST AWARD**

Presented at biennial Convocation to an individual or organization who has provided significant support of vocation ministry, i.e. financial, project(s), collaborative efforts, serves, or programs. Nominations and selection are done by the NRVC Board.

1990: The Lilly Endowment, Inc.

1992: Rev. Raymond P. Carey

1994: No award given

1996: Ms. Dolores Orzel

1998: Bishop John McGraith

2000: Sr. Mary Johnson, SNDdeN, Carol Schuck Scheiber, & Claretian Publications

2002: National Coalition for Church Vocations

2004: Mrs. Dorothy T. Foss (NCDVD) and Fr. Raymond Lafontaine

2006: Serra International Serra USA Council

2008: Patrice Tuohy, TrueQuest Communications

2010: Catholics on Call

2012: National Federation for Catholic Youth Ministry

2014: Kathleen A. Mahoney

2016: Catholic Volunteer Network

2018: NRVC Staff

2020: Mary Lou Paluch Rafferty

2022: Catholic Legal Immigration Network, Inc., Mr. Miguel Naranjo

### **LIFETIME MEMBERSHIP AWARD**

Presented at the biennial Convocation to an individual who has demonstrated a significant length of outstanding service to the National Religious Vocation Conference and is perceived to continue to support the organization throughout their lifetime. Nominations and selection are done by the NRVC Board.

2014: Sr. Catherine Bertrand, S.S.N.SD., Sr. Charlene Diorka, S.S.J.,  
Sr. Mary Ann Hamer, O.S.F., and Sr. Charlene Herinckx, S.S.M.O.

2016: Br. Paul Bednarczyk, C.S.C.

2018: Miss Dolores Orzel

2020: Rev. Raymond P. Carey

### **MUSTARD SEED AWARD**

This award is presented to an individual/group who has made a significant impact on vocation ministry through small, local initiatives that have taken root and expanded to include the efforts and contributions of other individuals, groups and organizations, thus growing a culture of vocation that raises awareness locally and even nationally. This individual does not have to be a member of NRVC or a vocation director. Nominations are submitted by NRVC members and selected by the NRVC Board.

2014: Here I am Lord!

2016: Dubuque Area Vocation Association

2018: Youth in Theology and Ministry

2020: Notre Dame Vision

### **NRVC OUTSTANDING RECOGNITION AWARD**

Presented at the biennial Convocation to a vocation minister who has been a member of NRVC for a minimum of three years. Nominations are submitted by NRVC members and selected by the NRVC Board. This award recognizes an individual's significant contribution in areas such as:

- Providing leadership in the many facets of vocation ministry in promoting a culture of vocations in the Church and in society
- Engaging in collaborative efforts with organizations that foster the development of a culture of vocations
- Initiating and/or developing vocation program(s) with broad impact on vocation ministry
- Developing innovative and creative approaches to vocation ministry

## NOMINATION PROCESS

- NRVC members submit nominations to the Board
- The Board determines from the nominations the individual(s) to receive the award.
- Ordinarily, not more than three awards are given per year.

1990: Fr. Jerry Kaelin, O.F.M.

1992: Sr. Catherine Bertrand, S.S.N.D.

1994: Sr. Jane DeLisle, C.S.J.

1996: Sr. Illeana Fernandez, C.S.J., Fr. Marvin Kitten, S.J., and Fr. Daniel Rauzi, S.D.B.

1998: Sr. Kathleen Bryant, R.S.C., Br. Kenneth Grondin, C.F. & Sr. Gloria Marie Jones, O.P.

2000: Br. Paul Bednarczyk, C.S.C., Rev. John Regan, and Sr. Noreen Walter, S.C.L.

2002: Fr. Jack Kurps, S.C.J., Sr. Carol Mucha, R.S.M., Sr. Carol Tropiano, R.S.M., Sr. Marcia Ziska, O.S.B.

2004: Sr. Mary Pellegrino, C.S.J. and Br. James McVeigh, O.S.F.

2006: Sr. Susan Kidd, C.N.D., Sr. Rose Mary Rexing, O.S.B., and Fr. Warren Sazama, S.J.

2008: Sr. Anita Louise Lowe, O.S.B. and Sr. Rose Sevenich, O.S.F.

2010: Sr. Magdala Marie Gilbert, O.S.P. and Fr. Kevin Nadolski, O.S.F.S.

2012: Sr. Josita Colbert, S.N.D. de N. and Sr. Elyse Ramirez, O.P.

2014: Fr. Anthony Vinson, O.S.B. and Sr. Patricia Wittberg, S.C.

2016: Sr. Adrienne Kaufmann, O.S.B., Sr. Lynn M. Levo, C.S.J., & Sr. Patricia Twohill, O.P.

2018: Fr. Joseph Nassal, C.P.P.S. and Sr. Mary Rowell, C.S.J.

2020: Sr. Michael Francine Duncan, S.S.M.O., Bro. Ronald Hingle, S.C., Sr. Marie Mackey, C.S.J., Sr. Priscilla Moreno, R.S.M., and Bro. Sean Sammon, F.M.S.

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## *Statement condemning racism, commitment to intercultural competence*

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As a professional organization comprised of nearly 1,000 members representing more than 300 religious institutes and organizations in 20 countries, the National Religious Vocation Conference (NRVC) feels compelled to speak at this moment to strongly and publicly condemn racism in all its forms and manifestations. We stand in solidarity with our sisters and brothers who have suffered injustice and discrimination. We are heartily sorry for the pain they have suffered and continue to endure and for our own complicity, actions, and omissions that played a role in furthering the legacy and reality of systemic racism.

We are resolved to once more review and address our policies and practices for a clear, bold stance of inclusiveness of all races, cultures, and mixed cultures. We commit to identify and root out any policies and practices that conflict with an anti-racist position because we firmly believe that all people are created in the image and likeness of God.

NRVC aims to serve as a catalyst for vocation discernment and the full flourishing of religious life as sisters, brothers, and priests for the ongoing transformation of the world. The NRVC has long been committed to respecting the dignity and diversity of our membership as well as to equipping vocation ministers to invite and accompany an increasingly diverse community of women and men to life as Catholic sisters, brothers, and priests with both confidence and competence. However, we recognize that our work in anti-racism is not complete because not all of God's people feel safe and respected for who they are given the color of their skin.

NRVC therefore recommits to the following action steps as a way of furthering the personal and professional growth of our members and contributing to the ongoing transformation of society:

- Incorporating the values and principles of anti-racism and intercultural competency in our planning and programming as well as in decisions undertaken by the National Board.
- Providing additional tools and resources to our members on anti-racism and inclusion in our professional journal HORIZON, on the NRVC website, and in our current and future programming of workshops and institutes.
- Committing to featuring program speakers and presenters as well as HORIZON and VISION Vocation Guide authors who represent a diversity of races and cultural backgrounds.
- Working together with the leadership of the African American Religious Vocation Committee in identifying and/or creating additional tools and resources, as the Board, Member Area Coordinators, and National Office Staff commit to further educate ourselves and our members about the history and legacy of racism, our unconscious bias, as well as what steps can be taken to combat this grave social sin.

May God who has begun this work in us bring it to completion!  
*Published by the National Board, 2020*

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## *Statement on the Sexual Abuse Scandal*

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In light of the recent findings of widespread sexual abuse at some of the highest echelons of the church, we feel compelled to speak at this moment of suffering and despair.

First, we stand in solidarity with the victims and are heartily sorry for the pain they have suffered and continue to endure.

Second, we recognize the hurt, anger, and impatience that those who truly love the church are feeling regarding this prevailing evil.

Third, we also recognize the challenge each new accusation brings to our mission and ministries as a church and as promoters of vocations.

No words of apology will ever be adequate. But there are measures and actions that we can take, should take, and in some cases, have taken.

- We must hold perpetrators and those complicit in the crimes accountable.
- We must tend to the victims, offering them hope and healing and our prayers.
- We must strengthen, adopt, and adhere consistently to safeguards and protocols outlined by our institutes and the wider church to protect the vulnerable and provide supervision and transparency.
- We must adequately assess and screen candidates to religious life and holy orders.
- We must train and offer ongoing formation to vocation directors and other leaders in religious life to ensure that religious communities admit only healthy and integrated adults and address those already in the community who may not be.

As an organization of women and men religious, we commit to advocating on behalf of the victims and for the sake of the future of religious life and the church by standing against a culture of indifference and silence. We commit to a renewed effort to shape a culture of accountability and transparency starting with ourselves and our own religious institutes. We promise our sincerest prayers for healing and wholeness for those who have been victimized. And above all, we embrace the hope of our faith that “we possess the prophetic message that is altogether reliable” ... that through all our efforts, together as one church – lay, religious and clergy – we can serve as “a lamp shining in a dark place, until day dawns and the morning star rises” (2 Peter 1:19).

*Published by the National Board, 2018.*

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## *Statement on Diversity*

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As followers of Jesus, we have been and continue to be shaped by the vision of the Reign of God. This vision offers the promise of a world in which diversity is respected, honored, and seen as a gift of a loving Creator. In observing the 500<sup>th</sup> anniversary of Christianity in the Americas, we are aware that diversity has not often been seen as gift and blessing. Reflecting on our experience today, we acknowledge and are challenged by the reality of diversity that exists in society, the Church, religious life, and those in discernment.

Conscious of this reality, the National Religious Vocation Conference chose "Encountering Diversity" as its 1992 Convocation theme. Participants reflected together on their experience, beliefs, and hopes regarding the reality of diversity. They engaged in a process which gave rise to a draft statement on diversity which the National Board refined to be used as a tool for discussion and further action.

We, the National Board of the NRVC, hope that this statement will challenge us:

1. to grow in our awareness and acceptance of diversity,
2. to acknowledge and address the resistance within ourselves to embrace this reality, and
3. to commit ourselves to the challenge of conversation called for by the Gospel.

"There is neither Jew nor Greek, there is neither slave nor free person, there is neither male nor female; for all are one in Christ Jesus" (Gal. 3:28).

As vocation ministers, we claim diversity as a gift from God which cannot be ignored. Though at times painful to do so, we choose to embrace the energy which diversity gives us in living the Gospel of Jesus. Therefore:

- We believe that diversity at its deepest level is a source of transformation and unity.
- We recognize diversity as a creative force in generating new life.
- We reverence the mystery of God's call to all persons to share their unique gifts and talents for mutual enrichment.
- We acknowledge the diversity of communities and their charism, individuals, and their gifts within religious life in the Church.
- We believe that each person is shaped by a diverse background of religious, socio-economic, educational, physical, sexual, and cultural experiences.
- We celebrate the diversity of local communities which urges us to develop new relationships within the global community.

As we encounter diversity, we resolve to address divisive attitudes and behaviors in ourselves, our congregations, our Church, and our society. In so doing, we commit ourselves to creating a new communion in response to the Gospel mandate "to make all one in Christ Jesus."

*Published by the National Board, 1992.*

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# *NRVC Privacy Statement & Cookies Policy*

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The NRVC is committed to protecting your privacy. The Privacy Statement and Cookies Policy outlined below provides you with information concerning our practices and procedures related to how we collect data and manage and protect your personal information. If you have any questions or concerns regarding our Privacy Statement or Cookies Policy or the way we process your personal information, please contact:

The National Religious Vocation Conference  
5416 South Cornell Ave., Chicago, IL 60615  
Email: [compliance@nrvc.net](mailto:compliance@nrvc.net) Telephone: 773.363.5454

## **HOW DO WE COLLECT PERSONAL INFORMATION?**

We collect information directly from you. Personal information is collected using various means and methods. You will be asked to provide information when donating, becoming a member, purchasing resources, signing up for a workshop, and/or requesting information or updates through our website, e-mail, direct mail, or telephone communications. We do not collect any personal information about you via our website unless you specifically choose to provide the information.

We may supplement the information you provide us with data that is available to the public. Additional data may be gathered so that we can better understand your needs and serve you better. For example, we gather additional data on members, such as their religious institute's social media contacts and main (governance) address, and special feast days.

We use authentication cookies for maintaining continuity during a user session and are used only for the duration of the session. No personal data is being gathered nor will these authentication cookies track any other Internet activity.

## **WHAT INFORMATION DO WE COLLECT?**

Personal information collected may include, but is not limited to, your name, postal address, zip code, email address, telephone number, credit card number, and expiration date. We ask for information that is related specifically to your needs as a donor, member, subscriber, site visitor, or buyer of resources.

If you use a credit card to sign up for membership or subscriptions, purchase resources, or donate to the NRVC, credit card details are processed securely, using SSL standard encryption to our payment processing partners as part of the payment process. We follow all payment card industry security standards and do not store any details on our website or databases.

In some cases, we request and collect additional sensitive or personal data but only if there is a clear reason for doing so, such as if the information is needed to ensure that we provide appropriate facilities or support to enable you to participate in one of our events. The NRVC retains no permanent record of this sensitive and personal data.

## **HOW DO WE USE YOUR INFORMATION?**

We use the information you provide in several ways including:

- Provide you with information, products, or services which you have requested from us as well as those we may feel may be of interest to you as it relates to vocation ministry.



- Provide you with information about the work being done in the field of vocation ministry.
- Process donations and fees.
- Respond to a query or notify you of the NRVC policy or administrative changes.
- Invite you to participate in surveys or research.
- Analyze and improve the content and operation of our website and organization.

Like most websites, the NRVC uses Google Analytics (GA) to track user interaction. We use this data to help us improve user experience and our website. Google Analytics does not grant us access to any information which personally identifies you.

### **AM I REQUIRED TO PROVIDE CERTAIN INFORMATION?**

The information we request of members/subscribers is for providing the best benefits and services possible.

**Members/Subscribers:** Failure to provide an email address or postal address simply means that some benefits may not be realized. We respect your right not to provide certain information.

**Donors:** Donors have the right to make donations anonymously. Failure to provide a postal or email address merely means we cannot thank you or keep you aware of our ongoing work.

### **DO WE SHARE YOUR INFORMATION?**

The National Religious Vocation Conference does not sell information on its donors or members. Additionally, the NRVC does not collect any personal information of those visiting the NRVC website which is then sold.

We disclose information only as agreed upon. For example, general member contact information is disclosed to other members on the password protected portion of the website. Members also have the choice to opt out of having their information shared with Member Area Coordinators or collaborators.

We do contract with other companies to provide services on our behalf, such as publishing, printing, and mailing VISION Vocation Guide and HORIZON journal, VocationNetwork.org, and NRVC.net. We use third-party platforms for our email broadcasts and event registration. We will only provide those companies the information they need to deliver the required/contracted services and these companies are prohibited from using that information for any other purpose. In addition, we select providers who value your privacy and adhere to the strictest standards in terms of data protection. If you have any questions regarding any of these companies, please contact: Compliance Officer at [compliance@nrvc.net](mailto:compliance@nrvc.net).

### **HOW CAN I CHANGE MY INFORMATION OR SHARING PREFERENCES?**

We will do our best to maintain accurate and up-to-date information and take all reasonable steps to correct or erase inaccurate information.

Your information can be retrieved, changed, or purged at any time by contacting us at:

NRVC, 5416 South Cornell, Chicago, IL 60615  
 Phone: 773.363.5454      Email: [compliance@nrvc.net](mailto:compliance@nrvc.net)

Active members or subscribers may update personal information on the website via their My Account page. You may request that we do not contact you, which we will honor to

the extent we can in accordance with the terms of our commitment to you (e.g., to provide specific goods and services).

### **HOW LONG DO YOU RETAIN MY INFORMATION?**

We store your information if needed to provide the services requested. We retain membership, subscription, and buyer history for ease in the renewal and reorder process.

At any point any person or institute in our database may request that their name be removed from our database or marked as do not solicit by calling 773.363.5454 or email [compliance@nrv.net](mailto:compliance@nrv.net).

### **HOW DOES NRVC PROTECT MY INFORMATION?**

While no website can guarantee security, we maintain appropriate physical, electronic, and procedural safeguards to protect your information collected via the website. Our databases are secure sites and are protected by various physical, technical, and procedural measures. We restrict access to your information by unauthorized persons. If you would like more information regarding the protocols used, please contact: [compliance@nrv.net](mailto:compliance@nrv.net).

The NRVC provide links to other websites and webpages for your convenience. As much as we will ensure that the links lead to legitimate and secure sites, we cannot be responsible for their security practices. We encourage members to look for websites that have privacy policies, provide notice of cookies being used, and websites whose URL addresses contain an s in the https portion of the address.

### **HOW DOES NRVC PROTECT MY CREDIT CARD INFORMATION?**

The NRVC does not store any credit card information either in electronic or paper form. The NRVC retains a third-party service, Authorize.net, which is a reputable service that meets both payment card industry security standards and the EU General Data Protection Requirements. Furthermore, the NRVC employs Trustwave to monitor the website and transactions for any signs of fraud.

### **WHAT ARE MY EMAILING OPTIONS?**

The NRVC uses a broadcast email service to keep in contact with its members and donors. An individual may unsubscribe from emails at any time by selecting the opt-out option at the bottom of the email or by contacting our office at 773.363.5454. Once an individual opts out, the email address is marked *do not contact* in our database and cannot be reentered into the broadcast email system without the user's direct authorization to the broadcast emailer.

Our email broadcast system employs analytics so that we can track what articles our readers find most interesting or helpful. We also collect data to determine if the broadcasts are being received or opened so that we can better assess if email broadcasts are being blocked. The data collected is directly related to our ability to improve our services to you.

### **YOUR RIGHTS**

- You always have the right to make a complaint or raise a concern as to how we process your data.
- You have the right to request information on our process for collecting and storing data.

- You have the right to receive a copy of the personal information relating to you that we keep on file.
- You have the right "to be forgotten" and have your data erased from our database.
- You will be notified of any breach to your data within 72 hours.

## **CHANGES TO OUR PRIVACY POLICY**

Our privacy policy may change from time to time and changes will be posted on this page. The most recent version of the policy is reflected by the version date located at the bottom of this policy.

If you have any questions about this policy or would like to learn more about how we protect privacy, please contact us at [compliance@nrvc.net](mailto:compliance@nrvc.net).

## **THANK YOU FOR YOUR TRUST IN THE NATIONAL RELIGIOUS VOCATION CONFERENCE.**

Your privacy is very important to us, and we want to make sure your experience with us is a positive one. We want to keep you informed about our vital work and the interests we share, but we don't want to do that at the expense of your privacy or trust in us. If you have any concerns, please call 773-363.5454 or email our compliance officer at [compliance@nrvc.net](mailto:compliance@nrvc.net).

## **COOKIES POLICY**

Our server tracks anonymous information, such as IP addresses, from our website visitors. In addition, we use services hosted by third parties, such as Google Analytics, to provide you with a better experience, diagnose technical problems, analyze trends, and improve our website. These tools collect information anonymously using first-party cookies, tracking visitor browsing actions and patterns, and reporting website trends without identifying individual visitors. This information is used for internal processes to measure web traffic and to improve the content of our web pages. No personally identifiable information is collected or used in this process.

Cookies contain information that is transferred to your computer's hard drive. These cookies are used to store information, such as the time that the visit occurred, whether the visitor has been to the site before, and what site referred the visitor to the webpage.

You can opt out of Google Analytics without affecting how you visit our site. For more information about Google Analytics or to opt out of Google Analytics, please go to Google's [opt-out information page](#).

In addition, we may use third-party vendor remarketing tracking cookies, including the Google Adwords tracking cookie, to advertise on third-party websites. Consequently, after leaving our website you may see NRVC or VISION advertisements on other websites, such as the Google search results page or websites using the Google Display Network. As always, we respect your privacy and are not collecting any identifiable information using Google's or any other third-party remarketing system. Any data collected will be used in accordance with our own privacy policy and Google's privacy policy.

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## *NRVC Copyright Policy*

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All NRVC vocation materials are copyrighted by the National Religious Vocation Conference and are protected by United States Copyright Laws. The copyright owner is the only one who is authorized to reproduce the material. If another party wants to reproduce the materials in some manner, permission must be obtained from the copyright owner.

The NRVC materials may not be reproduced or transmitted in any form by any means, electronic or mechanical, including photocopying, recording, or by any information storage and retrieval system, without permission in writing from the NRVC. When exceptions are made, they are so noted on the materials.

The NRVC expects that the person or organization requesting permission has purchased the resource from the NRVC and is familiar with the content. To request permission to reproduce NRVC materials the following information is necessary:

A formal request must be made in writing via on your official office stationery.

The request should clearly state:

- Who – Your name, title, organization/religious institute.
- What – What specifically are you requesting to reproduce? State title of resource, author, reference page numbers, and other pertinent information.
- Where – Where do you wish to use the materials (e.g., website, discernment retreat, community meeting, part of a new resource, etc.)? Note website address, name of retreat, congregation/organization, etc.
- When – What is the timeline for this request (e.g., March 2021 Day of reflection, Vocation Awareness Week, classroom visits in January 2021, etc.)

All requests made will be reviewed in a timely fashion by the NRVC staff. You will be informed if the request is approved or denied. If permission is approved, a formal *Copyright Use Agreement* will be drafted that will contain pertinent information and the appropriate citations necessary for notation. The NRVC will also determine if there are any costs related to the request. Once the *Copyright Use Agreement* form is signed and returned to the NRVC your request is formally approved.

HORIZON reprint policy: Permission is granted to distribute no more than 50 copies of HORIZON articles for noncommercial use. Please use the following credit line: Reprinted with permission from HORIZON, nrv.net. For more than 50 reprints, please contact [cscheiber@nrv.net](mailto:cscheiber@nrv.net)

### **SOCIAL MEDIA POLICY**

Permission is granted to share content from the NRVC Facebook page using the share function. Refrain from saving images and reposting them as an original post to your page/wall/group.

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# *NRVC Terms of Membership*

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## **APPLYING FOR MEMBERSHIP**

- Membership is open to vocation ministers appointed by their religious institute or diocese as well as organizations and others who support vocation ministry.
- Membership is open only to canonically recognized Catholic institutions and organizations.
- The NRVC retains the right to refuse membership but will offer the opportunity to appeal the decision.
- When requesting membership and submitting payment, you are confirming that you are providing us with consent to contact you and securely store your personal information (see privacy statement).
- Payment is confirmation of acceptance of membership terms and policies, including privacy statement, cookies policy, and copyright permission.

## **MEMBERSHIP PAYMENT/DUES**

Membership may be purchased two ways:

### ***NRVC Individual Membership \$840***

- One (1) person in a religious institute/organization with full membership receiving all NRVC benefits.

### ***NRVC Membership License \$1415***

- Five (5) people per government unit of a religious institute/organization with full membership receiving all the NRVC benefits. (A government unit is defined as a region / province / monastery with a designated major superior.) Institutes may purchase multiple 5-users licenses.

All memberships are annual beginning January 1 and terminating December 31, regardless of when the membership is paid. Membership is activated within 24 hours of payment. Benefits including Membership only website access and subscriptions begin. Membership is not pro-rated.

When membership is due to expire, you will receive notification via email and the USPS delivery system. If renewal is not made by the end of the calendar year, December 31, benefits will be suspended until membership is renewed.

The Misericordia Fund is available to assist those who require financial assistance. All NFCRV applications must have the NRVC annual membership dues paid in full by December 31 of the year prior to when the application is submitted.

## **MEMBERSHIP BENEFITS**

The benefits of the NRVC membership are:

- Full participation in the NRVC as a voting member with eligibility for Board membership and member area leadership and website access to members-only information, including an online membership directory.
- Eligibility to submit grant requests to the National Fund for Catholic Religious

Vocations (NFCRV).

- Eligibility to submit grant requests to the Misericordia Scholarship Fund, for program financial assistance.
- Members-only rate on the NRVC programs for professional growth and continuing education and formation in vocation ministry and award-winning publications and resources.
- An annual subscription to HORIZON quarterly journal, the only English-language professional vocation publication in the Catholic Church and *Focus on Vocation Ministry*, an online monthly newsletter, and other electronic updates.
- Access to a professional support network of those committed to vocation ministry regionally, nationally, and internationally.
- Your religious institute is highlighted on the NRVC website and recognized in the print and online versions of VISION Vocation Guide.
- Consultation regarding vocation ministry by phone or email.
- A share in the NRVC's advocacy for vocations to religious life with the USCCB, the religious leadership conferences, the Catholic press and media, other national and international Catholic organizations, and vocation conferences.
- Support for your vocation ministry and the vocation discernment of young Catholics through the NRVC campus ministry, young adult, parish, parent, and discerner resources, particularly VISION Vocation Guide, Network, and Match services, and presence at national and international youth and young adult conferences.
- Participation in and support for the national and international vocation promotion and development efforts of the NRVC.

Members are responsible for maintaining accurate and up-to-date contact information, such as mailing address, phone number, email address, and other details of their account profile to ensure access to and delivery of benefits. The NRVC is not responsible for delivery issues with U.S. or foreign postal services or a member's internal internet protocols, which may block email broadcasts. However, the NRVC will work with members and third parties to resolve such issues to the extent it can.

Members who do not wish to receive email broadcasts, such as the monthly *Focus on Vocation Ministry* newsletter or the mid-month NRVC update, can unsubscribe from the list at any time by clicking *opt-out* or *unsubscribe* at the bottom of any of the broadcast email. At any time, you may email [compliance@nrvc.net](mailto:compliance@nrvc.net) informing us of your wish to be removed from particular email or mailing list. You will be informed of any loss of benefits that may incur.

All NRVC members are part of the NRVC membership directory, which appears in the Members Only, log-in protected section of [nrvc.net](http://nrvc.net), to facilitate contact and networking among members. This online directory is available only to members and is not sold, rented, shared, or made available to the public. You may request that your name not appear in the online directory by emailing [compliance@nrvc.net](mailto:compliance@nrvc.net).

## MISCELLANEOUS

Membership can be transferred mid-year to accommodate vocation ministry changes made within a religious institute/organization. Changes must be made by the person who is responsible for the membership and can be made by emailing NRVC the Database Manager, Marge Argyelan at [margyelan@nrv.net](mailto:margyelan@nrv.net). Memberships may not be shared. If multiple access to benefits is required, members may purchase a 5-user membership license. Institutes requiring additional members beyond the five-person license may add additional members onto the license for additional fees.

Membership refunds are not standard policy as membership accrue immediately. However, requests for refunds will be considered on a case-by-case basis.

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## *Key Relationships with National Organizations*

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The NRVC has traditionally enjoyed the collaboration and support of other national organizations within the Church. These groups include those organizations or focus groups whose concerns, projects and events are consistent with the NRVC mission, philosophy, and goals. Any other organization seeking a collaborative relationship with NRVC must submit a request in writing to the Director of Mission Integration. Decisions are made in consultation with the Board.

## **UNITED STATES CONFERENCE OF CATHOLIC BISHOPS (USCCB)**

Since 1993, the NRVC has been named a consulting organization to the Secretariat of Clergy, Consecrated Life and Vocations (CCLV). The CCLV assists bishops in promoting, supporting, and educating about the Church's pastoral needs and concerns for the priesthood, diaconate, and consecrated life within culturally diverse communities of the United States; and in addressing issues concerning the life and ministry of bishops. The CCLV committee develops foundational documents and appropriate resources that promote the effective ministry of the clerical state, consecrated life, and vocations.

In June 202, the Most Rev. James F. Checchio, J.C.D., M.B.A., CCLV Chairman, appointed Archbishop Charles Thompson as the episcopal liaison for the NRVC. This role as an episcopal liaison encourages the ongoing collaboration between the CCLV Committee and its consulting organizations.

## **COLLABORATORS**

This includes those organizations with whom we have a reciprocal relationship regarding complementary membership, newsletters, website links, and if applicable, attendance at organization conventions. The NRVC Director of Mission Integration is the liaison to these organizations.

The NRVC currently shares this relationship with the following organizations:

- Conference of Major Superiors of Men (CMSM)
- Congregation for Consecrated Life and Societies of Apostolic Life (CICLSAL)
- Council of Major Superiors of Women Religious (CMSWR)
- Leadership Conference for Women Religious (LCWR)
- National Conference of Diocesan Vocation Directors (NCDVD)
- National Conference of Vicars for Religious (NCVR)
- Religious Brothers Conference (RBC)
- Religious Formation Conference (RFC)
- Resource Center for Religious Institutes (RCRI)

## **PARTNERS**



This includes those organizations with whom we may share reciprocal complementary mailings, planning and execution of joint programs/projects, and an optional attendance at organization events. Ordinarily, the Director of Mission Integration is the liaison. The NRVC shares this relationship with the following organizations:

A Nun's Life Ministry  
*Asociación de Hermanas Latinas Misioneras en America (AHLMA)*  
Catholic Campus Ministry Association (CCMA)  
Catholic Legal Immigration Network (CLINIC)  
Catholic Media Association (CMA)  
Catholic Theological Union (CTU)  
Center for Applied Research in the Apostolate (CARA)  
Center for the Study of Consecrated Life  
Communicators for Women Religious (CWR)  
Giving Voice  
Institute for Religious Formation (IRF)  
Mexican American Catholic College (MACC)  
National Black Sisters Conference (NBSC)  
National Federation for Catholic Youth Ministry (NFCYM)  
Praesidium  
United States Conference of Secular Institutes (US-CSI)  
U.S. Council of Serra International

### **INTERNATIONAL ORGANIZATIONS**

International Union of Superiors General (UISG)  
National Association of Vocation/Formation Directors (Canada)  
Office of Vocations, Bishops' Conference of England and Wales  
Vocations Ireland

### **SPONSORSHIP OF OTHER ORGANIZATIONS, PROJECTS, OR EVENTS**

The NRVC will consider the sponsorship of an event or project by other non-collaborating organizations only if the project or event is consistent with the philosophy, mission, and goals of NRVC. This NRVC sponsorship would include an active role in the planning, monitoring, and execution of the event or project. The NRVC will consider displaying at such events. Depending upon the scope of such project or event, sponsorship and/or endorsement is normally determined by the National Board.

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# *NRVC Constitution*

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## **INTRODUCTION**

The National Religious Vocation Conference (NRVC) began in 1988 as a combination of the National Conference of Religious Vocation Directors (NCRVD) and the National Sisters Vocation Conference (NSVC). Today, the NRVC is an organization of men and women committed to the fostering and discernment of vocations within the context of the Catholic Church. It gives emphasis to the vision and concerns related to shaping religious life within the United States and throughout the world. It is to these ends that we adopt the following Constitution.

## **I. NAME**

The name of this organization is the National Religious Vocation Conference, Inc., an Illinois not for profit corporation which is abbreviated to the National Religious Vocation Conference (NRVC).

## **II. MISSION STATEMENT**

The National Religious Vocation Conference is a catalyst for vocation discernment and the full flourishing of religious life as sisters, brothers, and priests for the ongoing transformation of the world.

## **III. DEFINITION OF TERMS**

- A. In the present Constitution and Bylaws, the term "religious" means any member of a religious institute or of a society of apostolic life, canonically erected.
- B. A "vocation minister" or "vocation director" is any religious, cleric or lay person directly involved in vocation ministry as appointed by his/her religious community, diocesan structure or related organization, or any person interested in promoting religious vocations in the Catholic Church.
- C. A religious community's "government unit" is defined as a region, province, or monastery with a designated major superior.
- D. "Consensus" is defined as general agreement, i.e., an acceptable resolution; one that can be supported, even if not the "favorite" of everyone.
- E. "Simple majority" is defined as more than half of the number of total votes cast.
- F. "National Office" is defined as the professional staff employed by the organization.
- G. "Delivered" for purposes of determining if any notice required by this Constitution and Bylaws is effective, means (i) transferred or presented to someone in person; (ii) Deposited in the United States mail addressed to the person at his, her, or its address as it appears NRVC's records, with sufficient first-class postage prepaid thereon; and (iii) transmitted by electronic means to the email address, facsimile number, or other contact information that appears on the records of NRVC.

#### **IV. PURPOSE**

The purpose of the National Religious Vocation Conference is:

- A. To be a professional organization that serves its members by providing education, resources, research, and other supportive services that strengthen vocation ministry and enhance the personal and professional growth of its members.
- B. To collaborate with other groups and organizations engaged in furthering effective vocation ministry in the Catholic Church.
- C. To speak as an official voice in initiating and responding to issues in the area of Church vocations and vocation ministry.
- D. To provide a corporate influence in the Church and in society through its national and regional structures by advocating for religious vocations and religious life.

#### **V. MEMBERSHIP**

- A. Membership in NRVC is open to vocation directors and others interested and/or involved in vocation ministry.
- B. Membership is open only to canonically recognized Catholic institutions or organizations.
- C. NRVC retains the right to refuse membership but will offer the opportunity to appeal the decision.
- D. Membership in NRVC is individual or by license (group of five) from a religious institute's governmental unit. Organizations other than religious institutes may apply for membership with approval from the National Office.
- E. The National Board of NRVC sets the annual individual and license membership dues.
- F. An individual becomes a member of NRVC at the time dues are received at the National Office.
- G. Every NRVC member enjoys the full benefits of membership as outlined in the NRVC Bylaws (See Bylaws, Section VI).
- H. The membership year is twelve months.
- I. Notices to members may be delivered by U.S. Mail and by electronic means to an email address, or other appropriate contact listed in the records of the NRVC.
- J. Any action required to be taken at any annual or special meeting of the members entitled to vote, or any other action which may be taken at a meeting of the members entitled to vote, may be taken by ballot without a meeting in writing by U.S. Mail, Email, or any other electronic means pursuant to which the members entitled to vote thereon are given the opportunity to vote for or against the proposed action and the proposed action receives the approval of a majority of the members casting votes, or such larger number as may be required by the Bylaws. Provided, that the number of members casting votes would constitute a quorum of such action had been taken at a meeting of the members. Voting must remain open for not less than 5 days from the date the

ballot is delivered; provided, however, in the case of a merger, consolidation, dissolution or sale, lease or exchange of assets, the voting must remain open for not less than 20 days from the date the ballot is delivered.

K. Members may not vote by proxy.

## **VI. THE NATIONAL ORGANIZATION: GOVERNANCE AND ADMINISTRATION**

### **A. The National Board**

The National Board is the governing body of the National Religious Vocation Conference.

1. Responsibilities of the National Board: The National Board oversees the functioning of the Conference by...

- a. Approving the mission of and setting the direction for NRVC.
- b. Initiating Strategic Planning and evaluating its progress.
- c. Establishing and evaluating standing and *ad hoc* committees, and reviewing their reports annually.
- d. Approving the annual budget, reviewing, and accepting financial reports, and approving all extraordinary major expenditures.
- e. Calling for and approving the annual review/audit of NRVC finances.
- f. Electing/Selecting members to the National Board as well as to the Executive Committee and the Board Chair from among its membership according to the procedures outlined in the Bylaws.
- g. Approving the hiring of National Office staff upon the Office's recommendation.
- h. Ensuring the proper and professional operation of the National Office, modifying NRVC staff job descriptions, as needed.
- i. Recommending the development of programs and services to the National Office.
- j. Providing for a biennial National Convocation, as well as selecting the time, place, and theme for the Convocation.
- k. Determining annual membership dues and other necessary fees.
- l. Reviewing the NRVC Constitution and Bylaws and proposing amendments as necessary.
- m. Encouraging and communicating with the membership of NRVC.
- n. Providing for the support, coordination, and proper functioning of NRVC Member Areas.
- o. Allocating funds for Member Areas.
- p. Selecting members for the NRVC National Board and Executive Committee, as needed and as specified in this NRVC Constitution.
- q. Constituting the Board of Directors of the NRVC civil Corporation for all actions required by corporation law in the state in which it is incorporated or in other appropriate jurisdictions or in other appropriate jurisdictions.
- r. Performing/Assuming other such roles that would further the

mission of NRVC.

2. Composition of the National Board
  - a. The National Board shall be composed of members of the National Religious Vocation Conference.
  - b. The NRVC Director of Mission Integration will serve as an *ex-officio*, non-voting member of the National Board.
3. Terms of Office / Selection of National Board Members

The length of a term of office for a Board member is set forth in the NRVC Bylaws (See Bylaws, Section I (B)).
4. Consensus / Voting Methods
  - a. In most matters, the NRVC National Board seeks to decide matters of importance by arriving at consensus.
  - b. In those matters where a vote is required or called for, Robert's Rules of Order (revised edition) shall be the governing authority in the transaction of business unless it conflicts with the Constitution of this organization. A motion may carry with a simple majority vote, unless otherwise stated.
5. National Board Meetings
  - a. The National Board shall meet at least twice each year. Meetings may take place either in person or electronically through use of a conference telephone or interactive technology, including but not limited to electronic transmission, Internet usage, or remote communication, by which all persons participating in the meeting can communicate with each other. Participation in such meeting shall constitute attendance and presence in person at the meeting of the person or persons so participating.
  - b. A minimum of two-thirds of the number of Board Members must be in attendance to conduct official NRVC business.
  - c. Notices to directors may be delivered by U.S. Mail and by electronic means to an email address or other appropriate contact listed in the records of the NRVC.

#### B. The Executive Committee

The NRVC Executive Committee is a subgroup of the National Board.

1. Composition of the Executive Committee

The NRVC Executive Committee shall consist of the Director of Mission Integration of NRVC, who serves as *ex-officio*, non-voting member, a Board Chair, and two Vice-Chairs, all of whom are each elected from and by the current Board membership.
2. Terms of Office

The terms of office for the Executive Committee are set forth in the NRVC Bylaws (See By-laws, Section II (D)).
3. Executive Committee Meetings
  - a. The NRVC Executive Committee shall meet at least twice each year outside the regularly scheduled National Board meetings.
  - b. All elected members of the Executive Committee must be present in person or present electronically using a

conference telephone or interactive technology, including but not limited to electronic transmission, internet usage, or remote communication, by which all persons participating in the meeting can communicate with each other. Participation in such meeting shall constitute attendance and presence in person at the meeting of the person or persons so participating to conduct official business.

c. In most matters, the NRVC Executive Committee seeks to decide matters of importance by arriving at consensus.

d. In those matters where a vote is required or called for, Robert's Rules of Order (revised edition) shall be the governing authority in the transaction of business unless it conflicts with the Constitution of this organization. A motion may carry with a simple majority vote, unless otherwise stated.

C. The National Office

1. NRVC maintains a national office to ensure unity, continuity, and effective pursuit of the purpose of the National Religious Vocation Conference and to provide needed assistance in planning, coordinating, and administering the activities and programs of the Conference.

2. The National Office operates under the general supervision of the National Board, pursuant to policies, plans and programs established by the Board.

3. The National Office employees of NRVC are appointed by the National Board are accountable to the Board. National Office employees are all at-will employees and may be terminated at any time with or without cause in accordance with the Bylaws.

4. In matters of urgency, the Director of Mission Integration takes appropriate action in consultation with the Executive Committee of the National Board.

D. The National Office Responsibilities

1. Advances the mission of NRVC.

2. Serves as the official representative of NRVC.

3. Recommends new hires to the Executive Committee.

4. Oversees NRVC finances.

5. Assumes other duties and responsibilities as determined by the National Board. More specific duties can be found in the Bylaws, Section IV (A).

E. The NRVC Member Area Structure

To serve the membership of NRVC more effectively, the Conference is divided into geographic Member Areas. The number and geographic areas of the Member Areas are determined by the National Board in consultation with the Member Area Coordinators.

1. Purposes of the Member Areas:

The goals of the NRVC Member Area structures are to ...

a. facilitate assistance, communication, and an exchange of views among vocation directors/ministers who are living and/or working in proximity.

- b. provide mentoring of new vocation directors/ministers living and/or working near more veteran directors/ministers.
- c. organize intercommunity programs, gatherings, and meetings to promote religious life and religious vocations in the Member Area.
- d. facilitate communication, through the Member Area Coordinators, between the National Office and the members of the Member Areas.

## 2. Membership in and Organization of Member Areas

- a. By virtue of their general membership in NRVC, each member will choose a primary and secondary Member Area in which to belong and participate. In addition, a member is free to attend meetings in any of the Member Areas as offered.
- b. Each Member Area may be governed by its own set of Bylaws, if it so chooses.
- c. Each Member Area may charge fees to cover the operational expenses of Member Area activities; however, all monies are sent to and held in a Member Area account at the NRVC National Office. Member Area monies are restricted for use by the Member Area and distributed at the direction of the Member Area according to NRVC policies and procedures. Financial reports are provided to the Member Area by the National Office on a quarterly basis.

## 3. Member Area Coordinators

To facilitate the activities of each Member Area and the communication between the National Organization and the local membership, each Member Area has one or more Member Area Coordinators to lead it. Member Area Coordinators also work in collaboration with the Director of Mission Integration, who serves as a liaison of the National Office with the Member Area.

## 4. Member Area Meetings

Member Area meetings are held at least annually to facilitate communication among its members and the National Office, for formation in vocation ministry and mutual support. Member Area Coordinators share in the responsibility of organizing and coordinating these gatherings and activities.

## 5. Election of Member Area Coordinators

Member Area Coordinators are elected by and from the membership in the Member Area.

## F. Resignations or Grounds for Removal from Office

Any persons in service to NRVC at the national or Member Area levels may resign his/her position or be removed from office for a grave reason. The procedures for removing such an individual from office and for replacing him/her can be found in the Bylaws. See Bylaws, Removal of a National Board Member: III (B); Removal of the National Office Staff IV: (C); Removal of a Member Area Coordinator: V.J.

## **VII. THE NATIONAL FUND FOR CATHOLIC RELIGIOUS VOCATIONS**

In 2014, the National Religious Vocation Conference established the National Fund for Catholic Religious Vocations (NFCRV) as a 501(c)(3) nonprofit corporation.

- A. The mission of the NFCRV is to provide financial assistance to National Religious Vocation Conference (NRVC) member institutes by assisting in removing, in whole or in part, the significant educational debt of candidates pursuing vocations as religious sisters, brothers, or priests.
- B. The National Religious Vocation Conference (NRVC) and the National Fund for Catholic Vocations (NFCRV) are separate and distinct 501(c)(3) entities with unique Boards of Governance working in cooperation to solicit, manage and distribute funds in support of religious vocations.

## **VIII. FINANCES**

- A. The dates of the NRVC fiscal year are determined by the National Board.
- B. NRVC will be financed by dues, donations, contributions from religious congregations, dioceses, and other benefactors, along with income from various programs and services. NRVC also pursues funding from foundations, trusts and bequests.
- C. Dues will be paid to the national office.
- D. NRVC receipts and expenditures will be carefully recorded and reported using generally accepted accounting principles (GAAP). Financial reports as well as audits/reviews will be submitted to the National Board on a regular basis.

## **IX. PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order (revised edition) shall govern the Conference in all cases to which they are applicable and in which they are not inconsistent with these Constitutions and any special rules of order the Conference may adopt.

## **IX. INTERPRETATION AND AMENDMENT**

- A. It belongs to the National Board to interpret by a simple majority vote any Constitution article about which doubt may arise.
- B. Any NRVC member may submit a proposal for amending the Constitutions by simply proposing it through any National Board member. The support of five (5) additional NRVC members, so indicated by their signatures on the proposal, is required for a proposal to be brought before the membership.
- C. This Constitution may be amended at a National Convocation, by electronic mail or by mail through the U.S. Post Office with a two-thirds majority of those NRVC members voting. Notification of the proposed amendments must be made in full and in writing no less than one month prior to the National Convocation or prior to the date on which mail ballots are due. The Constitution shall never be changed or amended in such a manner as to compromise the tax-exempt status of the corporation under the Internal Revenue Code and the Treasury regulations.



## **XI. DECISION-MAKING**

The ordinary mode of operation of NRVC is to make decisions by consensus. In areas where this is not possible or where more formal action is required, Robert's Rules of Order (revised edition) shall be the governing authority in the transaction of business unless it conflicts with the Constitution of this organization.

## **XII. DISSOLUTION**

In the event of dissolution or liquidation of the National Religious Vocation Conference, any remaining funds and/or assets shall be distributed among such organizations as described in Section 501(c)(3) of the Internal Revenue Code of 1986 or corresponding provisions of any subsequent Federal Tax laws (the "Code") and carrying out similar or related objects (other than private foundations as determined in Section 509 thereof) as the National Board shall decide and shall be exempt from taxation under Section 501(c)(3) thereof. Any such assets not so disposed of in accordance with the aforementioned procedures shall be disposed of by a court of competent jurisdiction of the county in which the principal office of the Corporation is then located, to such organization or organizations, as said court shall determine, all of which are organized and operated exclusively for such purposes.

## **XIII. OPERATIONAL LIMITATIONS**

A. No part of the net earnings of the Conference shall inure to the benefit of, or be distributable to, its members, directors, officers, or other persons, except that the Conference shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth herein.

B. No substantial part of the activities of the Conference shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Conference shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office except as authorized under the Internal Revenue Code; and

C. Notwithstanding any other provisions herein, the Conference shall not carry on any other activities not permitted to be carried on (i) by a corporation exempt from Federal income tax under Internal Revenue Code § 501(c)(3) or (b) by a corporation, contributions to which are deductible under Internal Revenue Code § 170(c)(2) or (c) by a corporation which is a nonprivate foundation under Internal Revenue Code §§ 509(a)(1) or 509(a)(2).

*Ratified by Membership, 1988*

*Amended by Membership at Convocation, 2020*

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# NRVC Bylaws

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## I. NRVC NATIONAL BOARD

### A. Composition of the National Board

1. The National Board of the National Religious Vocation Conference shall be composed of between 8 and 12 members of the Conference.
2. The NRVC Director of Mission Integration will serve as ex-officio, non-voting member of the National Board.

### B. Terms of Office of National Board Members

1. The term of office for a Board member is three years.
2. A Board Member shall serve no more than two consecutive terms; however, an NRVC member may be re-selected to serve after being off the Board for a complete term.
3. The term of office for each Board member begins at the autumn meeting includes the autumn meeting three years later.

### C. Duties of a Board Member:

1. Promotes the mission and objectives of NRVC.
2. Attends and actively participates in National Board meetings, either in person or he/she may participate in and act at any meeting of such Board or committee using a conference telephone or other communications equipment by means of which all persons participating in the meeting can communicate with each other. Participation in such meeting shall constitute attendance and presence in person at the meeting of the person.
3. Participates in the selection of, the supervision of and the evaluation processes for the National Board and the Executive Committee, as determined by the Board.
4. Shares in the fiduciary responsibility for NRVC.
5. Shares in the responsibility for various tasks undertaken by the Board.

### D. Nomination/Selection Procedure for National Board Members

1. Each NRVC member may submit one nomination for the Board, submitting reasons for and qualifications of the nominee.
  - a. A recommendation form will be sent to each NRVC member in the winter to recommend someone for the National Board for the following autumn. Nominations must be returned to the National Office by January 31.
  - b. Nominees must be current members of NRVC.
  - c. Board members who are eligible for re-selection must also be recommended.
2. By March 31, the National Board selects new members from those recommended to a three-year term. The Board seeks to bring particular skills and experience to the Board, to help assure a balance of gender, geographical and cultural representation and to image the breadth and diversity of religious consecration in the Church through its new appointments.
3. The number of new members selected each year will be determined by the number of vacancies on the Board and by a need to maintain a Board of between 8 and 12 members and to provide the balance discussed in the Bylaws Section I (D) (2) above.
4. A nominee needs only to gain a simple majority of those Board members present and voting to be selected for Board membership.

5. The results of the selections are announced to the membership.

## II. THE EXECUTIVE COMMITTEE

The NRVC Executive Committee is a subgroup of the National Board.

**A. Responsibilities:** The Executive Committee facilitates the work of the National Board by:

1. Providing leadership in animating and governing the national organization and the National Board.
2. Setting the agendas for the National Board meetings.
3. Convening and presiding at meetings of the National Board.
4. Convening additional meetings of the Executive Committee, as necessary.
5. Transacting business between meetings of the National Board and reporting these transactions to the National Board as soon as possible.
6. Ensuring the recording of the minutes of the meetings of both the Executive Committee and the National Board.
7. Serving as executive counsel for the National Office.
8. Establishing ad hoc and management committees, advisory boards, and task forces or hiring consultants, as needed.
9. Overseeing the implementation of Board decisions.
10. Other such activities that are deemed significant to facilitate the work of the National Board.

### **B. Election of the Executive Committee**

Members of the NRVC National Board elect the Executive Committee during the autumn meeting according to the following procedures:

1. Members of the National Board make their availability for service on the Executive Committee known before the election takes place.
2. The National Board nominates members from among their own.
3. Members of the Board vote for one nominee of their choosing by secret ballot.
4. If a nominee receives a simple majority, he/she is elected to the Executive Committee.
5. If no nominee receives a simple majority, the two nominees receiving the most votes are cast into a run-off.
6. In the run-off election, the nominee receiving a simple majority is elected to the Executive Committee.
7. The process is repeated until three members of the Board are elected to the Executive Committee.

### **C. Election of the Board Chair**

Members of the National Board elect a Board Chair at the autumn from among those chosen to serve on the Executive Committee using the following process:

1. An Executive Committee member must receive a simple majority to be elected Board Chair.
2. To elect the Board Chair:
  - a. The names of those members of the Executive Committee who are open to serve as Board Chair are listed.
  - b. If only one member of the Executive Committee is open to serve, he/she is automatically declared Board Chair.
  - c. If more than one member is willing to serve, the members of the Board are given a ballot and instructed to vote for one nominee of their choosing by

secret ballot.

d. If any nominee receives a simple majority, he/she is elected Board Chair.

e. In the case of three initial nominees:

i. If no nominee receives a simple majority on the first ballot, the two nominees receiving the most votes are cast into a run-off election.

ii. In the run-off election, the nominee receiving a simple majority is elected Board Chair.

iii. If neither of the remaining two Executive Committee members receives a simple majority after the second ballot in this process, a Board Chair is chosen by consensus of all three Executive Committee members in consultation with the Executive Director.

f. The remaining Executive Committee members become Vice Chairs.

#### **D. Terms of Office for the Executive Committee**

1. The members of the Executive Committee, including the Board Chair, may serve in this capacity for a term of two years, beginning with the spring meeting.

2. If a Board member meets the qualifications for membership on the National Board, there are no term limits to his/her service on the Executive Committee.

3. A member of the Executive Committee may not serve as Board Chair for two consecutive terms.

### **III. REPLACING A MEMBER OF THE NATIONAL BOARD THROUGH REMOVAL / RESIGNATION**

#### **A. Resignation of a National Board Member**

1. If a Board member resigns his/her position from the National Board or is unable to complete a term of office for any reason, the National Board may elect or appoint a person to complete the unfulfilled term if the person meets all the requirements for Board membership.

2. If a Board member fails to attend two (2) consecutive Board meetings without prior notification to the Board Chair, this shall constitute a resignation from the Board.

3. If a member of the Executive Committee resigns his/her position or is unable to complete a term for any reason, the National Board may elect a person to complete the unfulfilled term using the procedures outlined in By-laws Section III (B) (2) (a). If the vacancy is in the position of the Board Chair, the National Board selects a new Board Chair from the membership of the new Executive Committee using the procedures outlined in By-laws Section II (C) (2).

#### **B. Removal of a National Board Member from Office**

1. Except otherwise provided by law, the Articles of Incorporation, or these Bylaws, any one or more of the Board members may be removed with or without cause at any time by the affirmative vote of two-thirds of the quorum of the National Board.

2. In the event of the removal of Board member(s):

a. The Board Chair (or the Vice Chairs if it is the Board chair in question) will call an emergency meeting of the National Board. If members cannot be physically present, they can be allowed to participate by some electronic means.

b. The Executive Committee presents the matter to the National Board with

the Board Member in question being given an opportunity to explain him/herself in person or in writing. If the Board Member cannot/will not be present, a member of the Executive

- c. After hearing the argument, Board Members may ask clarifying questions.
- d. Once the matter has been discussed, the Board excuses the member(s) in question.
- e. At the conclusion of the discussion with the member(s) in question absent, the Executive Committee calls for a vote.
- f. The removal of a National Board member shall be effective immediately and shall be final.
- g. In the event of removal, the National Board may elect or select a replacement(s) to complete the unfulfilled term if the person meets all the requirements for Board membership. In the event of the removal of the Board Chair or an Executive Committee Member, the Board will elect from among itself using the procedures outlined in Bylaws Section III (B) (2) (a) and Bylaws Section II (C) (2).

## **IV. THE NATIONAL OFFICE**

### **A. The responsibilities include:**

1. Advancing the mission of NRVC
  - a. Ensuring that the mission, goals, and objectives of NRVC are clearly met.
  - b. Overseeing the planning, development and implementation of workshops, programs, publications, resources, and biennial Convocation.
  - c. Keeping abreast of the trends, movements and issues affecting vocation ministry and communicates this information to the membership and to NRVC's publics.
  - d. Implementing creative programming.
  - e. Coordinating the implementation of the NRVC Strategic Plan.
  - f. Interviewing and hiring consultants, as needed.
  - g. Coordinating the goal setting and monitoring processes for the organization and the NRVC staff.
  - h. Providing for the animation of the NRVC Member Area and Coordinators.
  - i. Actively pursuing donations, grants, and endowment monies as well as wills, bequests, and the like, to achieve the mission and goals of NRVC.
2. Serving as the official representatives of NRVC
  - a. Acting as the official spokespersons of the national organization to other organizations and to the public.
  - b. Serving as consultant to the Bishops' Committee on Clergy, Consecrated Life, and Vocations.
  - c. Promoting the mission, goals, and objectives of the NRVC at significant functions, gatherings, and Church meetings.
3. Overseeing NRVC finances by...
  - a. Approving prudent expenditure and accurate accounting of all NRVC funds.
  - b. Providing quarterly financial reports.
  - c. Providing for the ethical management and reporting of NRVC investments.
  - d. Overseeing the Annual Appeal.
  - e. Preparing and publishing the Annual Report.
  - f. Assuming other duties and responsibilities as determined by the National

Board.

### **B. Removal of an Employee of The National Office**

1. Employment with the NRVC is on an “at will” basis and as such, may be terminated at any time by either the employee or the employer with or without cause. Any statement or promise to the contrary made by an employee, officer, or agent of the NRVC is invalid and non-binding on the NRVC unless made in writing and signed by the Board Chair, after consideration with the Vice Chairs of the National Religious Vocation Conference Board.
2. Any termination of an employee by the NRVC will be considered on a case by case basis by the Board Chair in conjunction with the Vice Chairs of the National Board.
3. Any NRVC Office employee or any Board member may recommend that an employee’s continued employment be reviewed. If such a recommendation is made, immediate consideration will be given to the recommendation by the Board Chair and the Vice Chairs. The Board Chair and the Vice Chairs of the NRVC shall meet with the employee to counsel the employee and obtain more information.
4. After meeting with the employee, the Board Chair and the Vice Chairs shall determine the actions, if any, to be taken against the employee, including dismissal. The Board Chair and Vice Chairs must vote unanimously to dismiss the employee.
5. If the decision is to terminate the employee, then the NRVC Board and National Office will be informed. In the event of termination of an employee:
  - a. If appropriate, a temporary replacement for the terminated employee will be sought.
  - b. If appropriate, a replacement for the open position will be sought.

## **V. NRVC MEMBER AREA STRUCTURES**

To facilitate the efficiency and effectiveness of the ministry of NRVC to its members, the national organization divides its members into geographically designated groups known as Member Areas. A Member Area consists of a grouping of NRVC members choosing to belong to a given Member Area. The number and configuration of Member Areas are determined by the National Board.

### **A. Purposes of the Member Areas**

1. Facilitate sources of assistance, communication, and an exchange of views among vocation directors/ministers who are living and/or working in proximity.
2. Provide mentoring of new vocation directors/ministers living and/or working near more veteran directors/ministers.
3. Organize inter-community programs, gatherings, and meetings to promote religious life and religious vocations in the Member Area.
4. Facilitate communication, between the Member Area and the National Office, especially through the interaction of the Member Area Coordinators and the Director of Mission Integration.
5. Enhance professional development on a local level through speakers, presentations, and net-sourcing opportunities.

## **B. NRVC Member Area Configuration**

NRVC is subdivided into the following Member Areas:

- Delaware Valley
- Heartland
- Hudson Valley
- International
- Lake Erie/Ohio River
- Mid-Atlantic
- Midwest
- New England
- Pacific Northwest
- Southeast
- Southwest
- Upper Midwest
- West Coast

## **C. New Member Areas:**

The formation of a new Member Area will take place at the initiation of the National Board or the Member Area Coordinators with the approval of the National Board.

## **D. Responsibilities of Member Area Coordinators:**

1. Serve as ambassadors of NRVC.
2. Gather members of NRVC together for Member Area Meetings, at least once a year.
3. Facilitate NRVC programs and activities in the Member Area.
4. Reach out to assist members in the Member Area.
5. Attend NRVC annual Member Area Coordinator meeting and in-services to receive information/updates from the National Board and staff; as well as to mutually share the needs of members.
6. Administer Member Area finances, which are held at the National Office.
7. Facilitate communication between the National Office and the Member Area.
8. Assist in inviting and welcoming new members to join NRVC; and
9. Nominate NRVC members for the National Board and/or NRVC Outstanding Recognition awards, communicating these nominations to the National Office.

## **E. Membership in and Organization of Member Areas**

1. As some members reside and minister in different geographic areas, members may self-select a primary and secondary Member Area upon registration. In addition, a member may attend meetings in any of the Member Areas.
2. Each Member Area is supported by the Director of Mission Integration, who serves as a liaison with the National Organization, and with local Member Area Coordinators, who facilitate the workings of the Member Area.

3. Each Member Area may charge fees to cover the operational expenses of its activities; however, all monies are sent to and held in a specific Member Area account at the NRVC National Office. Member Area monies are restricted for use by the Member Area and distributed at the direction of the Member Area according to NRVC policies and procedures. Financial reports are provided to the Member Area by the National Office on a quarterly basis.

#### **F. Member Area Meetings**

1. In addition to any Member Area Meetings held at the biennial National Convocation, Member Area Coordinators are encouraged to call a meeting of the Member Area and to hold activities/programs no less than once a year.
2. The Member Area Coordinators share the responsibility of organizing the meetings and/or programs, inviting the Director of Mission Integration to the meeting, chairing the meeting and communicating the results of the meeting with the National Office.

#### **G. Selection of the Member Area Coordinators**

Each Member Area selects two Member Area Coordinators by and from its membership according to voting procedures established by the Member Area. Diversity is desired in the selection of Member Area leadership.

1. Requirements for the position of Member Area Coordinators  
A nominee for the office of Member Area Coordinators must:
  - a. be a member of NRVC.
  - b. be willing and able to assume responsibilities as Member Area Coordinators for two years.
2. Recommended for the position of Member Area Coordinators  
Nominees for the office of Member Area Coordinators should:
  - a. participate in Member area meetings and activities;
  - b. attend annual Member Area Coordinators' meeting.
  - c. be willing to attend Convocation and Institutes or national gatherings.
3. The Member Area Coordinator who is currently in office, but not eligible for renewal or, if this is not possible, someone from the Member Area oversees the selection process.
4. The Nomination/Selection Process for the position of Member Area Coordinators
  - a. Before or during a Member Area gathering, members are invited to nominate NRVC members from their Member Area who have the skills and the dispositions to serve as a Member Area Coordinator, keeping in mind criteria for eligibility and the diversity of membership.
  - b. The nominees are contacted to ascertain their willingness to run and to inform them of the Member Area Coordinator's responsibilities. Each candidate must accept nomination, either in person or in writing.



- c. Voting procedures and the method of selection are determined by those in the Member Area. Ideally, voting is held in the spring.
5. The current Member Area Coordinators communicate the results of the selection of the Member Area Coordinators to the Director of Mission Integration at the National Office as soon as possible to confirm the selection.
6. Once the selection is confirmed, the current Member Area Coordinators communicate the results to the Member Area.

#### **H. Term of a Member Area Coordinator**

1. A Member Area Coordinator is elected for a two -year term. Ordinarily, one coordinator is elected in even-numbered years: the other, in an odd-numbered years.
2. The term for a Member Area Coordinator begins July 1 and continues through June 30.
3. Member Area Coordinators can serve for three consecutive two-year terms.
4. Member Area Coordinators seeking to serve a second and/or third term need to be affirmed by the Member Area through a simple majority vote.

#### **I. Replacement of a Member Area Coordinator**

If a Member Area Coordinator resigns his/her position or is unable to complete a term of office for any reason, those in the Member Area selects a new Coordinator to fulfill the unexpired term.

#### **J. Removal of a Member Area Coordinator**

The Director of Mission Integration, in consultation with the Executive Committee of the National Board, may remove a Member Area Coordinator from office with or without cause. If such a request is made, the Director of Mission Integration would inform the Board Chair. The Board Chair would:

1. Call for a special meeting of the Executive Committee. The members of the Executive Committee may participate in person and may also participate in and act at any meeting of such committee through the use of a conference telephone or other communications equipment by means of which all persons participating in the meeting can communicate with each other. Participation in such meeting shall constitute attendance and presence in person at the meeting of the person.
2. The Director of Mission Integration would present the matter to the Executive Committee on behalf of the Member Area. The Member Area Coordinator in question would be given an opportunity to appear before the Executive Committee at his/her own expense, to present his/her case in writing or be available via electronic communication.
3. After hearing both sides, the Executive Committee may ask clarifying questions.
4. Once the matter has been discussed, the Executive Committee discusses the situation privately.
5. When the discussion has run its course, the Board Chair calls for a vote.

6. The Executive Committee must vote with a 2/3 majority to dismiss the Member Area Coordinator.
7. The decision of the Executive Committee is final.
8. The Board Chair conveys the decision to the Director of Mission Integration who then informs the involved Member Area Coordinator. The Director of Mission Integration then informs the remaining Member Area Coordinator if the decision was made to remove the Member Area Coordinator.
9. In the event of removal, the remaining Member Area Coordinator calls for a selection at the earliest opportunity to select a replacement a replacement to fill the unexpired term.
10. In the event of removal, the remaining Member Area Coordinator calls for a selection at the earliest opportunity to select a replacement to fill the unexpired term.

## **VI. BENEFITS OF MEMBERSHIP IN THE NATIONAL RELIGIOUS VOCATION CONFERENCE**

The following benefits are afforded to each NRVC member:

- A. Full participation in NRVC as a voting member with eligibility for board membership and Member Area leadership.
- B. Access to the NRVC website's members-only information, including an online membership directory.
- C. Members-only rates for NRVC programs, publications, and resources.
- D. A subscription to HORIZON, the NRVC quarterly journal; the online monthly newsletter; and other electronic updates.
- E. Access to a professional support network of those committed to vocation ministry regionally, nationally, and internationally.
- F. Eligibility to submit grant requests to the National Fund for Catholic Religious Vocations (NFCRV).
- G. Access to e-mail and phone vocation ministry consultation.
- H. Access to ongoing research in vocation ministry.
- I. Access to national and Member Area workshops, conferences, and seminars, including a biennial national Convocation, at member-only rates.
- J. The highlighting of a member's religious institute on the NRVC website and in other official NRVC print and online materials.
- K. Other services and privileges as determined by the National Board.

## **VII. MEMBERSHIP YEAR**

The membership year is from January 1 to December 31.

## **VIII. FISCAL YEAR**

The NRVC fiscal year is from January 1 through December 31.

## **IX. BOARD ADVISORY COMMITTEES**

### **A. Purpose**

1. Much of the work of the Board takes place in committees. A Standing Committee is a permanent committee that serves NRVC on an ongoing basis. An Ad Hoc Committee is a temporary committee that addresses a particular interest or need in a designated time frame.
2. Committees will serve as catalysts and advocates for relevant issues by making recommendations to the National Board regarding appropriate procedures, research, and development of particular projects.
3. Any Board member may request to form a new committee. This request must include: the purpose, composition of membership, time commitment, terms of service, anticipated financial needs and resources, and the responsibilities of the committee. The decision to form the new committee will be approved by the Board through formal vote.

### **B. The Membership of NRVC Committee(s)**

1. Ordinarily a Committee is composed of up to eight persons, the majority of which are NRVC members.
2. Recommendations for membership come from the Committee, from the National Board or through public announcement to membership.
3. There are no term limits for committee membership other than those designated by the type of committee.
4. The chair of a Standing Committee is Board member. The chair of an Ad Hoc committee is determined by the members of the committee.
5. Each *Ad Hoc* Committee will have a Board member as a liaison to the National Board.

### **C. The Responsibilities of The Committee(s)**

Members of the Committee(s) may attend meetings of the Committee in person or participate in and act at any meeting of a Committee through the use of a conference telephone or other communications equipment by means of which all persons participating in the meeting can communicate with each other. Participation in such meeting shall constitute attendance and presence in person at the meeting of the person. Each Committee shall operate with a designated purpose and set of responsibilities which include:

1. An update at each Board meeting which includes:
  - a. an evaluation of the progress towards the goal(s).
  - b. the setting of new goals.
  - c. a financial report (proposed budget and expenses).
  - d. a self-evaluation of the Committee and its work.
2. Recommending a budget to the National Board for approval
3. Identifying and researching issues related to its focus.
4. Developing materials and programs. [All materials to be published/printed are to be reviewed and approved by the National Board. The Director of Mission Integration will be the contact person at the National Office regarding projects, printing, etc.].
5. Suggesting potential funding sources outside of NRVC to cover Committee meetings, work, and materials.
6. Keeping the larger NRVC membership informed of the Committee's activities and research through NRVC publications.
7. Keeping minutes of the Committee meetings and distributing them to all

Committee members.

**D. The National Board's Responsibilities to the Committee(s):**

1. The National Board will inform the Committee of the level of funding it has allocated for the Committee.
2. The National Board will approve the annual operating budget of each Committee. Meeting expenses are reimbursable through the National Office.
3. Each Board liaison will summarize his/her Committee's meeting minutes for each Board meeting and will distribute the summary to other Board members prior to the Board meeting.
4. The Board Liaison should receive from the Committee Chair all communication sent to committee members.
5. The Board Liaison will attend at least one meeting per year unless specified more often in the Committee's set of responsibilities and time commitment.
6. Committee Chairs have the primary responsibility of organizing the committee; communicating with members and Board Liaison; and initiating communication with the Board Liaison.
7. Committees generally meet once or twice a year. To meet more often requires prior approval of the Board Liaison.

**X. NATIONAL FUND FOR CATHOLIC RELIGIOUS VOCATIONS**

- A. The executive director of the NFCRV will serve as ex-officio of the NFCRV as a non-voting member but refrain from serving as its Chair.
- B. At least one (1) of the NRVC Board members shall serve on the NFCRV Board as a voting NFCRV member.
- C. The NFCRV Board members will select its own Board of Directors except for the NRVC Board representative(s) and shall serve a term of up to three years.
- D. The Executive Director of the NFCRV is ultimately responsible to the NFCRV Board.
- E. There will be no co-mingling of NRVC and NFCRV funds.
- F. NFCRV applications will only be accepted from canonically recognized religious institutes with active membership in the National Religious Vocation Conference.
- G. Candidates must be conditionally accepted by religious institutes with active membership in the National Religious Vocation Conference (NRVC). Novices and temporarily professed religious are not eligible.
- H. Only one candidate grant request per religious institute will be considered. Those religious institutes who received an NFCRV grant in prior years are not eligible to apply in the current year.
- I. Grant funds will be given to a religious institute to cover all or part of a candidate ongoing student loan payments. Longevity of NRVC membership will be considered. The grant amount and terms will be determined by the NFCRV Board.
- J. Grant funds will be distributed quarterly and will continue until which time the candidate  
(1) takes final vows in the religious institute, or (2) withdraws or is dismissed from the formation program. Reimbursement will be required if a candidate discontinues and the NFCRV is not informed.
- K. Grantee religious institutes must maintain active membership in NRVC during the entire grant term.

## **XI. FINANCES**

A. Fundraising: NRVC solicits funds to help support its mission and programs. Multiple development campaigns and appeals are conducted each fiscal year. The Director of Development oversees these campaigns and works with National Office staff to coordinate, execute, and analyze effectiveness.

B. The NRVC Misericordia Scholarship Fund allows NRVC to help members that request a reduction/waiver of fees due to financial need and provides them with the opportunity to fully participate in all that we offer including membership, Summer and Fall Institutes, training workshops and Convocation.

## **XII. BYLAW AMENDMENT PROCEDURES**

A. Any NRVC member may submit a proposal for amending these Bylaws by simply proposing it through any National Board member. The support of five (5) additional NRVC members, so indicated by their signatures on the proposal, is required for a proposal to be brought before the National Board.

B. These Bylaws may be amended at a National Board meeting, or any other meeting by the Board members attending the meeting in person, or by electronic means pursuant to which the Board members entitled to vote thereon are given the opportunity to vote for or against the proposed action, or by electronic mail, or by mail sent through the U.S. Postal Service and that action receives the approval by a simple majority of a quorum of the National Board. It does not require a vote of the membership.

## **XIII. CONFLICTS AND DUALITIES OF INTEREST**

A. No transactions involving remuneration or benefit to a director or officer, or to an organization in which such director or officer has a material financial interest or of which the director or officer is a member, officer, director, general partner, principal or controlling stockholder, shall be entered into by the Conference without

1. A full disclosure to the National Board by the interested director or officer of the material facts of the transaction and the director or officer's interest or relationship.

2. The authorization, approval, or ratification of the National Board.

3. A determination by a majority of disinterested directors (even though the disinterested directors may be less than a quorum) that the transaction is fair to the Conference at the time it is authorized, approved or ratified. No director so involved may vote on such authorization, approval, or ratification by the National Board.

B. This policy shall apply to all members of the National Board and corporate officers, key Agents, and key employees of the Conference, including independent contractors who provide services and materials, to the Conference in an amount exceeding \$10,000.00. The Conference's National Office shall have the affirmative obligation to publicize periodically this policy to all such parties.

C. All persons to whom this policy applies shall disclose to the National Board all real and apparent, direct, and indirect conflicts which they discover or have been brought to their attention in connection with the Conference's activities.

"Disclosure" as used in these bylaws shall mean providing promptly to the appropriate persons a written description of the direct and indirect material facts of

the transaction or real or apparent conflict, and the director's interest or relationship to the transaction or conflict. An annual disclosure statement shall be circulated to all persons to whom this policy applies to assist them in considering such disclosures, but disclosure is appropriate whenever a conflict arises. The written disclosure notices of conflicts shall be filed with the ex officio or any other person designated by her/him from time to time to receive such notifications. All disclosure notices received hereunder shall be noted for record in the minutes of a meeting of the National Board.

D. When an individual director, officer, agent or employee believes that he or she or a member of his or her immediate family might have or does have a real or apparent, direct or indirect conflict, such individual should, in addition to filing the disclosure notice required hereunder, abstain from making motions, voting, executing agreements, or taking any other similar direct action on behalf of the Conference to which the conflict might pertain, but shall not be precluded from debate or other similar involvement on behalf of the Conference.

#### **XIV. INDEMNIFICATION**

A. The Conference shall, to the fullest extent permitted by Illinois law, indemnify any person who was or is a party or is threatened to be made a party to any proceeding by reason of the fact that such person is or was a director, officer, employee or agent of the Conference against expenses (including attorney's fees), judgments, fines and amounts paid in settlement actually and reasonably incurred by such person in connection with such proceeding if he or she acted in good faith and in a manner he or she reasonably believed to be in and not opposed to the best interests of the Conference.

B. To the extent that a present or former director, officer, employee, or agent of the Conference has been successful, on the merits or otherwise, in the defense of any proceeding referred to in Section A of this Article, or in defense of any claim, issue, or matter therein, such person shall be indemnified against expenses (including attorneys' fees) actually and reasonably incurred by such person in connection with such proceeding if that person acted in good faith and in a manner he or she reasonably believed to be in or not opposed to the best interests of the Conference.

C. Sections A and B of this Article will not apply in any proceeding in which the director, officer, employee, or agent is liable for negligence or misconduct in the performance of his or her duties.

D. Such rights of indemnification will not be exclusive of any other rights to which such director, officer, or employee may be entitled apart from this provision.

E. The Conference shall have power to purchase and maintain, at the Conference's expense, insurance on behalf of the Conference and on behalf of any director, officer, employee, agent, or other person to the extent that power has been or may be granted by statute.

F. The Conference shall have the power to give other indemnification to the extent permitted by law.

*Amended by the National Board, 2022*