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# **FORMATION DIRECTOR MANUAL**

**Divine Word College  
December 2007**

## **1. INTRODUCTION**

- 1.1 The purpose of this Manual is to define the role of those who minister as Formation Directors at Divine Word College.
- 1.2 The call to work in formation is both a great challenge and an opportunity. Here at

### **3. ORGANIZATION**

- 3.1 For formation purposes, the student body is divided into several formation groups. A Formation Director is assigned to each formation group by the Vice-President for Formation and will engage in many tasks stemming from the principle found in the SVD Constitutions, namely: “Our formation is total and integral: it seeks to bring about human maturity, professional competence, and committed faith.” (SVD Constitutions #503)
- 3.2 The Formation Directors are appointed by the President upon the recommendation of the Vice-President for Formation. They are responsible to the Vice-President for Formation.

- 4.1.3 Intellectual Formation
- 4.1.4 Intercultural Community Formation
- 4.1.5 Missionary Ministry Formation
- 4.2 The Formation Directors carry out this responsibility especially in the following ways:
  - 4.2.1 Through formation group activities, such as formation group meetings, liturgies, prayer, Bible sharing, recollections, and retreats.
  - 4.2.2 Through active participation in community events.
  - 4.2.3 Through individual counseling they make themselves especially available to their formation group. They take the initiative to contact the members of their formation group when necessary. They conduct regular interviews with members of their formation group.
  - 4.2.4 Through special help to students when requested or as needed.
  - 4.2.5 Through cooperation with and carrying out the disciplinary policies of the College and with the sanctions imposed by the proper authority.
- 4.3 It is essential that the Formation Directors discuss with those under their jurisdiction problems that are associated with “dual relationship,” which is when the Formation Director holds simultaneously two positions of authority over the student that can potentially be in conflict.

## **5. RESPONSIBILITIES OF THE FORMATION DIRECTOR**

- 5.1 To attend Formation Team meetings
  - 5.1.1 The Formation Team meets at regular times during the school year to discuss related business, concerns, and issues.
  - 5.1.2 Before the school year begins the Formation Team meets to prepare for the arrival of students.
- 5.2 To attend other formation meetings as well, such as staffing meetings, support meetings, joint meetings with other departments, etc.
- 5.3 To attend formation workshops when organized by the Vice-President for Formation or other types of ongoing education related to formation or spirituality.
- 5.4 To participate in formational input sessions as designated by the Vice-President for Formation (e.g., on Spiritual Direction issues, worship, etc.).

- 5.5 To participate and be present at communal worship and at community celebrations or special events, such as beginning and end-of-the year picnics, Family Feast, Come and See Weekends, Mission Sunday, Lunar New Year, Holy Week, Graduation etc.
- 5.6 To schedule the Formation Group Evening Conferences by using the provided topics and to facilitate them. These conferences are scheduled weekly, normally on Wednesdays from 7:30 p.m. to 8:30 p.m. The Formation Director is to be present for all of the meetings. The Formation Directors closely monitor the developmental process of the various members of their group.
- 5.7 To participate in all large community conferences.
- 5.8 To assure the formation group liturgies, night prayer/Bible sharing:
  - 5.8.1 To see to it that these liturgies and night prayer/Bible sharing take place and are properly planned.
  - 5.8.2 Each formation group celebrates mass once a week.
  - 5.8.3 Bible sharing and night prayer alternate – Bible sharing one week and night prayer the next week.
  - 5.8.4 If the Formation Director is a priest, he does not need to always be the presider. A variety of presiders is encouraged.
  - 5.8.5 The students in the formation group take turns preparing for mass such as choosing a date for formation group mass, inviting a presider, setting up for mass, taking care of the readings, songs, etc.
- 5.9 To plan and coordinate the Day(s) of Recollection.
- 5.10 To plan and coordinate the annual weekend retreat. Each formation group makes one weekend retreat. The Formation Directors are responsible for seeing that the retreat is planned. They are expected to be part of the retreat experience. The seniors/associates as part of the novitiate preparation participate in the pre-novitiate retreat over the Thanksgiving break.
- 5.11 To have Goal Setting Interviews (GSI) and periodic interviews.
  - 5.11.1 The purposes for the GSI include: to discuss with each student their goals for the present school year, to learn more about the student's life, background, vocation motivation, etc.; and to monitor the adjustment process and progress of each student while living at DWC.
  - 5.11.2 The Formation Directors must schedule regular interviews with all the members of their formation group.

- 5.11.3 Interviews should be scheduled at least two times per semester – at the beginning and toward the end of the semester. During the interviews the Formation Directors should see into how well the student is fulfilling their goals.
- 5.11.4 The Formation Directors should also be available for extra meetings with the students when requested.
- 5.11.5 The GSI form is to be completed in writing by the student before the first interview. The Formation Director and the student each keep one copy.
- 5.12 To hold end-of-the-year evaluations and to process the Growth and Development Reports (GDR)
  - 5.12.1 All students have an end-of-the-year evaluation.
  - 5.12.2 Each student fills out their own self-evaluation form based on the guidelines on the GDR. This should be done prior to the formation group evaluation meeting.
  - 5.12.3 The members of the formation group evaluate one another using the same evaluation form (also prior to the formation group evaluation meeting) based on the guidelines on the GDR.
  - 5.12.4 At the evaluation meeting, the student being evaluated presents their own self-evaluation first to their formation group, then is given feedback from the other members, and, if appropriate the Formation Director. If the Formation Director participates, their evaluation should be done on each student before the meeting.
  - 5.12.5 Alternatively, the Formation Director can set up a private meeting with each student to go over their own evaluation and peer evaluations.
- 5.13 To have a student file for each student in their formation group. The file includes: Goal Setting Interview form, end-of-the-year evaluations (self-evaluation of each student, summary of peer evaluations, and their own evaluation for the student), and any other relevant documents.
- 5.14 To make two complete copies of a student file (including all the documents mentioned in 5.13) of all members of their formation group and give both copies to the Dean of Students. One copy will be filed in the Dean's Office, the other given to the student's Formation Director for the following year. This should be done at the end of the school year.
- 5.15 To engage in regular spiritual direction and counseling as a means of nurturing their own spiritual and human growth.

**6. RESOURCES**

- 6.1 To assist in the work of formation, Divine Word College provides the following resource personnel: Vice-President for Formation, Dean of Students, Spiritual