

Procedures of the Provincial Directors of Initial Formation

(Effective 03/07/2014)

(Dates after each procedure indicate the PDIF minutes where the decision is recorded unless otherwise indicated.)

1. Individual provincial directors of initial formation are appointed by each jurisdictional minister for his respective jurisdiction per his authority granted in the Capuchin Constitutions. (10/16/13)
2. The organization composed of all NAPCC provincial directors of initial formation is called The Provincial Directors of Initial Formation and abbreviated as PDIF(s). (10/16/13)
3. The PDIFs discuss formation issues of mutual interest, perform tasks for NAPCC when assigned, offer feedback to NAPCC formation staffs, and sponsor Formation Conferences for formators and vocation directors from NAPCC jurisdictions. The PDIFs assume no authority over NAPCC formation programs. (10/16/13)
4. The chair of the PDIFs is elected by the membership of the PDIFs. (10/16/13)
5. The PDIFs have two elected officials: a chair and a vice-chair. The chair organizes and leads PDIF meetings, generates agenda, reports to NAPCC when requested to do so, facilitates the projects undertaken by the PDIFs, distributes minutes to members, forwards minutes to the Secretary of NAPCC, and arranges for the posting of PDIF minutes on NAPCC.net. The vice-chair assists the chair, takes the place of the chair in his absence, and succeeds the chair only for the remainder of the current term if the chairmanship becomes vacant. (10/16/13; amended 3/7/14))
6. Normally, the chair and the vice-chair of the PDIFs are elected by the membership of the PDIFs at the conclusion of the fall meeting for a two-year term. The newly elected officers assume their roles at the conclusion of that fall meeting. A new set of terms begins with the conclusion of the 16 October 2013 meeting. Officers can be reelected. (10/16/13)
7. If the chair is unable to complete his two-year term, the vice-chair immediately becomes the acting chair for the remainder of the current term. If the vice-chair is unable to complete his two-year term, including when he becomes acting chair when the elected chair cannot complete his term, a new vice-chair is elected by the membership of the PDIFs at the beginning of the next meeting for the remainder of the current term. (10/16/13)

8. The password-protected minutes of PDIF meetings shall be posted on NAPCC.net by arrangement of the chair. (10/16/13)
9. The PDIFs normally have two meetings a year, excluding formation conferences and the like, one in the fall and one in the spring. Additional meetings are convened by mutual agreement. The meetings are typically held at the NAPCC novitiate and at the location of the Formators' conference when applicable. (10/16/13; amended 10/9/15)
10. The PDIFs normally sponsor a Formators Conference every other fall for NAPCC formators, vocation directors and invited guests. These conferences are specifically designed to address unique issues as they emerge from our shared experience of Capuchin formation and foster fraternal interaction and communication among Capuchin formators and vocation directors. A conference may be postponed for a good reason. Formators Conferences are organized by the PDIFs under the leadership of their chair. The host and location of the Formators Conferences are determined by the PDIFs. The costs of Formators Conferences are prorated back to the jurisdictions based on the number of participants from each jurisdiction.