

**THE CONGREGATION OF THE SISTERS OF CHARITY OF THE
INCARNATE WORD – HOUSTON**

POLICIES AND PROCEDURES MANUAL

TITLE	SECTION	POLICY NUMBER
CHANGE WITHIN MINISTRY ASSIGNMENT	2	2.01

PURPOSE:

To state clearly the Congregation's policy and procedures relating to a position or status change within a ministry assignment.

POLICY:

Congregational approval is necessary before a significant change of position or status within a ministry assignment or particular agency may be made.

Reasons for such a change might include:

1. Moving to a different level of responsibility; for example, moving from full time to part time status or volunteer status.
2. Temporary change of duty/assignment.
3. Desire for other kind of work.
4. Request from supervisor or leader of institution where ministry is taking place.

PROCEDURES:

Before a significant change is made within her assigned ministry, the individual Sister will:

1. Consider ramifications of vacating present position and the impact on Community finances.
2. Consider the requirements of the new position.
3. Prayerfully consider the proposed position in light of her capabilities and forward her discernment in writing to the Director of Religious Personnel.
4. Seek approval from the Director of Religious Personnel.

If a change takes places, the Sister will submit information for update of roster and records to Director of Religious Personnel, Congregational Treasurer and others as appropriate.

Effective Date:	12-01-00
REVISED/REVIEWED DATES:	11-13-15