

SOME GUIDELINES FOR THE ANNUAL CONSULTATION

Advance Preparation

- Provide a comfortable and inviting setting.
- Review the goals of the particular consultation. (See 0-14.0309)
- Study Pre-Interview Reports and cumulative records of (previous) consultations, identifying issues needing further inquiry, discussion, and clarification.
- Develop a plan of procedure for each consultation.

The Consultation

- Re-establish relationship with the Inquirer/Candidate and introduce new committee members.
- One person should chair the consultation. By previous agreement the additional participant(s) might lead or take turns in leading discussion in each of the five areas (Education for Ministry, Spiritual Development, Interpersonal Relations, Personal Growth, Professional Development), as appropriate; or after initial conversation in each area between the inquirer/candidate and chairperson, the additional participant(s) might enter into the conversation. In committees having many candidates it is suggested that a team of two person conduct each consultation, with presentation to and approval of the report by the whole committee.
- Initiate and continue the conversation in ways that allow the inquirer/candidate to develop ideas, make comparisons, elucidate, and encourage the sharing of experiences, concerns and self-evaluation. Build on factual material in Pre-Interview and cumulative record, concentrating on one issue at a time.
- Recognize inquirer/candidate's accomplishments, providing pastoral care, guidance, support, and encouragement.
- Discuss in depth those areas and issues which need further clarification and amplification. . Identify areas in which further work is needed.
- Negotiate and develop new growth objectives with inquirer/candidate.
- Discuss with the inquirer/candidate whether he/she should continue the process of preparation for the ministry of the Word,
- Clarify next steps.

- If process is to continue, discuss forthcoming procedures and expectations.

- If it is apparent that another occupation rather than ministry of the Word would be more appropriate, discuss with the inquirer/candidate the continuing guidance, resources, and support you and others can provide.

Report Preparation and Distribution

- Decide and implement with the inquirer/candidate procedure for preparing, approving, and distributing the written report. (G-14.0309)