

Brief instructions on OCDS forms.

All original forms are sent to Central Office.

Please print or type.

FORM A – To be filled out by candidate wishing to be admitted, signed by council member upon council approval (usually signed by president or formation director) and also signed by the Spiritual Assistant (priest). Make copies for your records.

FORM B – To report all ceremonies, signed by Spiritual Assistant or priest delegated to perform ceremonies.

FORM C – To report to Central Office any change in address, name, etc.

FORM D – To report the death of a member.

TRANSFER FORM – To report transfers from one community to another.

APPOINTMENT OF SPIRITUAL ASSISTANT FORM: To appoint a new Spiritual Assistant.

Original copy stays in Central Office and a copy sent to community/group and the designated Spiritual Assistant.

DELEGATION OF FACULTIES FORM – To request a priest other than the appointed Spiritual Assistant to perform ceremonies, signed by Fr. Donald Kinney, OCD, Provincial Delegate.

VOWS FORM: After the approval of Council, and after the year of discernment, the vows form is filled out and signed by the president/group leader then submitted to Fr. Donald Kinney, OCD, Provincial Delegate to sign.

RECORD FORM: A form used to research records.