

**Oklahoma Province OCDS Policy dated December 2022  
(FORM to be used with Formal Petition Letter)**

***Petitioning for the Appointment of a Spiritual Assistant***

*At the beginning of each triennium, one of the duties of the new local Council is to assess the suitability of the community's Spiritual Assistant (SA) according to the criteria stated in the Constitutions (#43-45). The Council discerns whether to ask for re-appointment or to find a new SA.*

*The Council is responsible to ask the Provincial\* either for the re-appointment of the SA or the appointment of a new SA. It is the responsibility of the Provincial\* to review and appoint these Assistants. (Source: OCDS Provincial website – Oklahoma Province OCDS Policy, December 2022, <https://www.thereocds.org/> Instructions for petitioning for the Appointment of a Spiritual Assistant)*

\*During the 2023-2026 triennium, petition may be made to the Provincial Delegate.

Date: \_\_\_\_\_

OCDS Community: \_\_\_\_\_

Contact name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Appointment of Spiritual Assistant (name) \_\_\_\_\_

Re-Appointment of Spiritual Assistant (name) \_\_\_\_\_

If re-appointment, how long has the SA served the community? \_\_\_\_\_

In the case of an **OCD friar**, the Council makes a formal petition to the friar, copying the Provincial Delegate. If the friar accepts, the Council asks the Provincial Delegate to make the appointment.

**Date of formal petition to the friar:** \_\_\_\_\_ **(Attach copy of petition)**

**Date of OCD friar's acceptance:** \_\_\_\_\_

**Date of request for appointment by the Provincial Delegate:** \_\_\_\_\_

**In the case of a person who is not an OCD friar**, the Council of the community must submit a formal petition to the candidate to consider being the SA to the community in question; the candidate must formally accept, citing as well the **permission of their Ordinary**. These then are to be forwarded to the Provincial Delegate with a formal request for the appointment of the SA to the community. The appointment is only for the triennium.

**Date of formal petition to the candidate:** \_\_\_\_\_ **(Attach copy of petition)**

**Candidate's acceptance and permission of Ordinary: Dates** \_\_\_\_\_ **(Attach copies)**

**Date of formal request for appointment by the Provincial Delegate:** \_\_\_\_\_