


## INSTRUCTIONS FOR FILLING OUT 2024 COMMUNITY ROSTER

Once again, the official Main Office Community Roster is being sent to you on a custom-made, digital basis. **You must use the digital Google sheet provided in Google Workspace – no other formats (e.g., Microsoft Excel) are acceptable.** Do not upload your “own” Roster or add any columns or rows to the Main Office Roster; the Main Office will only accept the official Roster that is issued to you using Google Sheets. Do not send hard or electronic copies of the Roster to the Main Office; Google Workspace provides us with the Roster in real time. *All members should be listed in alphabetical order by last name*, so if you have to insert new rows for new Aspirants or Transfers, please insert new rows in the appropriate location alphabetically by last name. Any edits you make are saved automatically.

To locate the Roster, sign in to the community’s gmail account. In the upper right hand corner you will see a matrix of 9 dots. Click that on. Look for the colorful "Drive" triangle symbol:  Click that on and you should be able to **view and edit** the 2024 Roster. The text of Row 1, “**2024 MAIN OFFICE ROSTER**,” is in **RED** this year to make it easy to distinguish.

**Row 2: Do not change the name of your City/State meeting location.** If your community is permanently meeting in a city *other than the one listed at the top of the Roster*; you must fill out the form entitled, “Request to Change Community Meeting Location” and send it to the Main Office electronically for approval. (Statute 58)

**Row 5:** Review MEETING DAY & TIME for accuracy. Do not include meeting *location* information.

**Rows 6 & 7:** NEW THIS YEAR. Indicates the two important months in your community’s calendar year: your annual Ceremony Month and the following month, in which you accept new Aspirants (and begin all new class levels). This data was obtained via your community’s questionnaire response.

**Row 9:** Indicates an APPROVED Spiritual Assistant. If you see “none,” it means that, according to our records, your community *does not have an approved SA at this time* and must seek delegation for a priest anytime you will conduct a Ceremony in order for the Clothings, Promises and Vows to be valid.

**Row 10: Fill in TOTAL AMOUNT of Provincial Dues owed to the Main Office.** This amount, generated from the sum of Column K, must agree with the amount on the check, which should be made payable to **WPDCSO** and mailed to: **OCDS Main Office, 166 Foster St., Brighton MA, 02135 by January 31, 2024. PLEASE PUT YOUR COMMUNITY ID CODE ON THE CHECK IN THE “MEMO” SECTION. PERSONAL CHECKS WILL NOT BE ACCEPTED, ONLY “COMMUNITY” CHECKS THAT DO NOT CONTAIN ANY.**

**Rows 11 and beyond:** Check to make sure all members’ information is accurate and current; edit where necessary. If you need to add members, please add the row *alphabetically by last name*. For deceased members, delete the entire row; be sure to record the name and date of death in the community’s register.

**Column K:** “Amount Dues PD.” Fill in the actual amount paid in Dues for each member according to the **2024 Provincial Dues Policy**: “Dues for all **Active** and **LOA** Members are \$50, but for **Extended Members** who cannot afford to pay the full \$50 for Dues, the cost will be \$25. Communities that *can* afford to pay the \$50 Dues for Extended Members are asked to do so. Anyone listed as an Aspirant on the 2024 Roster is exempt from paying Provincial Dues.” **Every member (except Aspirants as of Jan. 31st) must be paid for, either self-paid or by the community as per Statutes 69, 74 and 82.** If the member is listed as an Aspirant, please put “NA” in Column K.

**SPIRITUAL ASSISTANTS** (if applicable): If you have an approved Spiritual Assistant, the name should already be listed at the top in Row 9. If it is not, please notify the Main Office. **DO NOT ADD THE NAME OF A SPIRITUAL ASSISTANT YOURSELF.** If the Spiritual Assistant *is an OCDS and a member of the community*, the name should also appear in the Roster as a regular member of the community along with the appropriate status in Carmel, since s/he is also obliged to pay Provincial Dues. Do not use “SA” as a status – use only the Status Codes found below.

**TRANSFERS:** If a person is in the process of transferring from one community to another, be sure that the process has been officially completed by a Council vote of acceptance by the new, receiving community and the appropriate paperwork has been filled out. Only then can an individual be added to the receiving community's Roster and deleted from the former community's Roster. *No individual's name should ever appear on two Community Rosters simultaneously.*

Once completed, *the Roster should be printed and shared with all Council members for review.* The Secretary could also print a hard copy for the community files. **DO NOT SEND A HARD COPY OF THE ROSTER TO THE MAIN OFFICE.**

**STATUS CODES:**

Please use the following codes for Member Statuses. **Use member statuses as of Jan. 31, 2024.**

**ASP:** Has not received Scapular yet; is in Formation preparing to do so

**SCAP1:** Has received Scapular and is in the FIRST YEAR of study towards First/Temporary Promise

**SCAP2:** Has received Scapular and is in the SECOND YEAR of study towards First/Temporary Promise

**TP1:** Has made First Promise and is in the FIRST YEAR of study towards Final/Definitive Promise

**TP2:** Has made First Promise and is in the SECOND YEAR of study towards Final/Definitive Promise

**TP3:** Has made First Promise and is in the THIRD YEAR of study towards Final/Definitive Promise

**DP:** Has made Final/Definitive Promise

**EM:** Extended Member (Statute 12: granted ONLY to Definitively Professed, due to age, illness or distance)

**LOA:** Leave of Absence (Statute 13: granted ONLY to Definitively Professed for a limited amount of time)

**DO NOT LIST "VOWS" AS A STATUS.** Anyone in Vows should be listed as "DP," "EM," or "LOA" according to their current status in the Order.

**DO NOT USE "SA" AS A STATUS FOR A SPIRITUAL ASSISTANT WHO IS ALSO AN OCDS AND A MEMBER OF THE COMMUNITY.** Only use "DP," "EM," or "LOA" according to their current status in the Order.

**NOTE:** Visitors and deceased members are *not to be listed* on the Roster.

**LEADERSHIP CODES:**

**PRES:** President

**FD:** Formation Director

**CM:** Council Member

**MOD:** Moderator (for communities with Leadership Teams)

**ADV:** Advisor (for communities with Leadership Teams)

**CNSC:** Council Secretary

**CMSC:** Community Secretary

**SEC:** Use only if member is serving as BOTH Council & Community Secretary

**TREAS:** Treasurer

**Note:**

– Presidents, Moderators and Formation Directors cannot also serve as Treasurers.

– "Spouses, children and siblings are not eligible to serve concurrently on the Council" under any circumstances. (Statute 62c)