

CONGREGATION OF OUR LADY OF THE MISSIONS



BOOK OF ADMINISTRATION - CANONICAL REQUIREMENTS

Rome 1987
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See also : **Manual for the Administration of Temporal Goods**
Book of Administration of Initial and Ongoing Formation
Book of Administration of International Missioning

... Reminder ...

**Wherever the information or documents of this book reflect Canon Law,
proposals to vary those pages must be done in consultation with the
Congregation for Institutes of Consecrated Life and Societies of Apostolic Life, Rome
[CICLSAL]**

**RNDM BOOK OF ADMINISTRATION - 2005
- CANONICAL – [and other] - REQUIREMENTS**

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A. << TEMPORARY ABSENCE FROM COMMUNITY >>

A Sister wishing to live apart from community for a limited period of time for any other reason than health, studies or apostolic work, writes to her Province/Region Leadership stating -

- a) the length of time involved**
- b) the reason for the request**
- c) where she will live and how she will provide for herself.**

The Province/Region Leadership Team may give this permission for up to one year, by a simple letter, a copy of which should be kept in the Province/Region office, and a copy be sent to the General Secretariate with the PLT/RLT Minutes giving the approval.

For a temporary absence from community longer than one year: the Sister must send to the CLT her application for permission from CICLSAL [Congregation for Institutes of Consecrated Life and Societies of Apostolic Life].

References: Can 665.1, Can 670, Constitutions 122, Directives 70

B. << EXCLAUSTRATION >>

Concerning One, Two or Three Years

1. The sister sends to the Province/Region Leader a formal, handwritten request addressed to the Congregational Leader in which she states –
 - a) the length of time for which she requests the exclausturation
 - b) the reasons which justify her request
 - c) where she will live and how she will support herself.

References: Can 686 – 687, Constitutions 122, Directives 72

2. The Province/Region Leader submits this request to the Congregational Leader, together with a covering letter in which she supplies relevant information, and states whether she and her Council support or oppose the request.
3. If the Congregational Leader, with the consent of the Leadership Team, grants the exclausturation, three copies are sent to the Province/Region Leader –
 - a) for the Province/Region files
 - b) for the Bishop of the place where the Sister intends living
 - c) for the Sister herself.
4. The Sister signs three copies of a form of acceptance of the decree:
 - a) for the General Secretariate
 - b) for the Province/Region files
 - c) for herself.
5. The Province/Region Leader informs the Bishop of the place where the Sister will live and sends him a copy of the indult signed by the Sister.

Reference: Can 687

Concerning More than Three Years

If a Sister wishes to have her exclausturation extended beyond three years, her request is made to the Holy See according to the following procedure:

1. The Sister sends to the Province/Region Leader a formal request addressed to the Holy Father in which she states –
 - a) the length of time for which she requests the indult
 - b) the reasons which justify her request
 - c) where she will live and how she will provide for herself.
2. The Province/Region Leader will submit this request to the Congregational Leader, together with a covering letter in which she supplies relevant information, and states with reasons whether she and her Council support or oppose the request.
3. a. The Congregational Leader forwards this request, together with a covering letter, to the Congregation for Institutes of Consecrated Life and Societies of Apostolic Life (CICLSAL).

- b. When the CICLSAL indult is received, three copies are sent to the Province Region Leader –
 - i) for the Province/Region Files
 - ii) for the Bishop of the place where the Sister intends to live
 - iii) for the Sister herself.
 - iv) the original stays in the General Secretariate

- 4. The same procedure is followed as in numbers 4 and 5 above.

**Form P 25 REQUEST TO THE CONGREGATIONAL LEADER
- FOR EXCLAUSTRATION**

Name of Province/Region

Sister(name of Congregational Leader]

I, the undersigned Sister
having made Perpetual Profession on in the Congregation of Our
Lady of the Missions, request an indult of Exclaustration foryears for the
following reasons:

During this period I will live in (place) and will be financially
supported by (means of support)
.....

Signature

Date.....

This is a model to show the necessary information which is to be included in the request addressed to the Congregational Leader. This formal request is to be sent to the Province/Region Leader who will forward it to the Congregational Leader.

Three copies are made for:

- a) the Sister herself*
- b) the Province/Region office*
- c) the General Secretariate*
- d) the original is sent to the Congregational Leader*

The Province/Region Leader sends the Sister's request to the Congregational Leader, together with a covering letter in which she gives relevant information, and states whether she and her Council support or oppose the request.

Details of procedures are on P2 of this Book of Administration.

Form P 26 DECREE OF EXCLAURATION

Decree No. ___ / 200__

In virtue of Canon 686, the Congregational Leader, with the consent of the Leadership Team, grants an indult of Exclauration

to Sister
of the Province of
for a period ofyears
commencing

Given at Rome, the day of, 200

.....
Congregational Leader

Three copies are made - :

- a) for the Sister herself*
- b) the Province/Region office*
- c) the Bishop of the diocese in which the Sister intends to live*

Details of procedure are on p 2 of this Book of Administration

Form P27 - ACCEPTANCE OF EXCLAUSTRATION

GRANTED BY THE CONGREGATIONAL LEADER

Name of Prov/Reg

Address of convent

I, the undersigned Sister,
accept the Indult of Exclaustation No granted to me by the Congregational Leader
for years commencing

Signature

Witness

Date

Three copies are made for –

- a. the Sister herself.*
- b. the General Secretariate*
- c. the Province/Region office*

Form P 28 - REQUEST TO THE HOLY SEE FOR EXCLAUSTRATION

Province/Region Name

Address

Most Holy Father

I, Sister, professed sister of perpetual vows since (full date) in the Congregation of Our Lady of the Missions, having been granted by my Superior General an indult of exclaustation from to, now request Your Holiness to extend this indult of exclaustation for an additional period ofyears (*or for an indefinite time*) for the following reasons:

During this period I will be financially supported by

.....

I ask your blessing so that I may be guided by the Holy Spirit and be faithful to His call.

Signature

Date

This letter is a model to show the information which needs to be included in the request addressed to the Holy See. The request is to be handwritten and sent to the Province/Region Leader. She will forward it to the Congregational Leader who will send it with a covering letter to CICALSAL.

Three copies are made for –

- a) the Sister herself*
- b) the Secretary General*
- c) the Province/Region office*

See P 2 of this Book for detailed procedures.

Form P29 - ACCEPTANCE OF EXCLAUSTRATION GRANTED BY THE HOLY SEE

Province/Region Name
Address

I, the undersigned Sister accept the Decree of
Exclaustation No dated granted to me by favour of the
Congregation for Institutes of Consecrated Life and Societies of Apostolic Life for a period of
.....

Signature

Witness

Date

Three copies are made for –

- a) the Sister herself*
- b) the General secretariate*
- c) the Province/Region office*

Form P30 - RETURN TO COMMUNITY AFTER EXCLAUSTRATION

Province/Region

Date

Sister returned to community on

(full date)

.....
Provincial/ Regional Superior

Three copies are made for :

- a. the Sister herself*
- b. the Province/Regional office*
- c. the General Secretariate*

The return of a sister to community is marked by a celebratory liturgy within the community.

C. << LEAVING THE CONGREGATION >>

TRANSFER TO ANOTHER CONGREGATION

i. Sister of Perpetual Vows

If, after a time of searching, of prayer and reflection, of direction from a competent spiritual director and discussion with the Province/Region Leadership, a Sister of perpetual vows wishes to make a definite move towards transferring to another Congregation, the following procedure is used:

References : Can 684.1, 684.2, 685.1, 685.2, Constitutions 123.

1. The Sister writes to the Congregational Leader expressing her desire to transfer to another Congregation and her wish to test this desire more deeply. In her letter she gives her reasons and states the name of the Congregation to which she wishes to transfer. This letter is prepared in triplicate and two copies sent to the Province/Region Leadership, while the Sister retains a copy for herself. The Province/Region Leader forwards the letter to the Congregational Leader together with her own comments.
2. The Sister also writes to the Superior General of the Congregation to which she wishes to transfer, expressing her desire and her reasons.
3. The Congregational Leader, after consulting her Council, notifies the Sister, the Province/Region Leader and the Superior General of the other Congregation whether she and her Council support the request, and their reasons.
4. If the Superior General and Council of the second Congregation are willing to receive the Sister for a probationary period (which must be at least three years) the details of the transfer will be arranged between the two Superiors General.
5. During the period of probation in the new Congregation the Sister's vows remain intact, but the rights and obligations of our Congregation are suspended and the Sister is bound to obey the superiors of the new Congregation.
6. If the Sister is accepted for perpetual vows the Superior General of the receiving congregation informs the other Congregational Leader, and also the church where the Sister was baptised.
7. If the Sister is not accepted by the new Congregation she will return to our Congregation, unless she seeks an indult of secularisation.
8. In the case of a transfer to a Secular Institute the permission of the Holy See is required, *see Canon 684.5*
9. With regard to transfers **into** our Congregation from another Congregation *see also Canons 643.1.3 and 645.2 as well as Constitutions Article 93.*

ii. Sister of Temporary Vows

10. A Sister in Temporary Vows desiring transfer to another Congregation must apply to the Congregational Leadership to be released from her vows. If the request is granted she may then apply for admission to the new Congregation.

Form P 31 - REQUEST FOR RELEASE FROM TEMPORARY VOWS

Name of Province/Region

Date

Sister(name of Congregational Leader)

I, the undersigned Sister, having made temporary vows on for years in the Congregation of Our Lady of the Missions, ask you to release me from my vows for the following reasons

.....
.....

Signature

Proposed date of leaving.....

Only the Congregational Leader, with the consent of her Council, may release a Sister from her temporary vows.

Reference Can 688.2, Constitutions 124.

When a Sister wishes to be released from her Temporary Vows, she writes a formal request to the Congregational Leader and sends it to the Province /Region Leader.

Three copies are made for:

- a) the Sister herself.*
- b) the Province/Region office*
- c) the General Secretariate*

The Province/Region Leader submits this request to the Congregational Leader with a covering letter in which she supplies relevant information, and states whether she and her Council support or oppose the request. If the release is granted, Forms P 31 , P 32 and P33 must be completed and forwarded.

Form P31 is a model to show what information must be included in the Sister's request to the Congregational Leader.

* * * * *

Form P32 - DECREE OF RELEASE FROM TEMPORARY VOWS

Decree No. TV __ / 200__

In virtue of Canon 688 and the Constitutions of the Congregation , the Congregational Leader, with the consent of the Congregational Leadership Team, releases

Sister

of the Province/Region of

from her temporary vows made in the Congregation on

Given at Rome, the day of, 200 ...

.....
Congregational Leader

Four copies are made for:

- a) *the General Secretariate (the original)*
- b) *the Sister's personal file in the General Secretariate*
- c) *the Sister herself*
- d) *the Province/Region office*

See Manual for the Administration of Temporal Goods, Form PF5, p48

A financial settlement must be included with the Decree of Release, notwithstanding the declaration made by the Sister before Postulancy. This will observe the demands of justice and charity, and take into account the years spent by the Sister in the work of the Congregation, the amount of training she has received, her earning capacity upon leaving, and any other relevant considerations

Reference : Can 702.1.2

Form P 33 -

**ACCEPTANCE OF DECREE OF RELEASE
FROM TEMPORARY VOWS
IN THE CONGREGATION OF OUR LADY OF THE MISSIONS**

Name of Prov/Reg

I, the undersigned Sister,
accept the Decree of Release No granted to me on (date)
by the Congregational Leader, whereby I am released from the obligations undertaken by temporary
vows in the Congregation of Our Lady of the Missions

.....
Signature of Sister

.....
Provincial/Regional Leader or Delegate

Date

Three copies are made for –

- a. the Sister herself*
- b. the General Secretariate*
- c. the Province/Region office*

CONCERNING DISPENSATION FROM PERPETUAL VOWS

1. When a Sister seeks a dispensation from perpetual vows, she makes in her own handwriting a formal request addressed to the Holy Father, in which she states the reasons which justify her request. She should bear in mind that the Holy See looks upon a dispensation from perpetual vows as a serious matter and cautions against hasty decisions in this regard, or against seeking a dispensation without sufficient reason. The Sister should, therefore, write a clear and complete statement of the reasons which prompt her to seek a dispensation. Form P 34 is given as a model to indicate the necessary information which is to be included in this request.

References: Can 691 and 692, Constitutions 124

2. The Province/Region Leader will submit this request in duplicate to the Superior General together with a covering letter in which she outlines details of the case and tells what has been done in the Province/Region to help the Sister, e.g. opportunity for spiritual help, change of house, change of employment, period of rest or holiday, medical or psychiatric treatment, proposed financial settlement.
3. a) The Congregational Leader forwards this request, together with a covering letter, to the Congregation for Institutes of Consecrated Life and Societies of Apostolic Life, (CICLSAL).
b) When the CICLSAL indult is received, three copies are sent to the Province/Region Leader -
 - i) for the Province/Region office
 - ii) for the Bishop of the place where the Sister intends to live
 - iii) for the Sister herself
4. After the Congregational Leader has obtained the indult of dispensation from perpetual vows, two copies are sent to the Province/Region Leader, one for the Province/Region file and one for the Sister. The original is kept at Generalate.
5. The Sister signs in triplicate an acknowledgement of receipt of the decree (Form P 35). One copy of this is forwarded to the General Secretariate, a copy is kept in the Province/Region office, and a copy is kept by the Sister.

Reference: Can 692

- N.B. A decree to leave the Congregation lawfully granted and notified to the Sister, by virtue of the law itself carries with it, unless the Sister has rejected it in the act of notification, dispensation from perpetual vows and from all obligations arising from religious profession. A Sister may appeal against dispensation. If the decree is not accepted, it is returned to the General Secretariate.
6. Three copies of the 'Declaration Regarding Financial Assistance' (Form PF5 in the Manual for the Administration of Temporal Goods) should be signed by the Sister. Notwithstanding the Form of agreement signed at the commencement of Postulancy, the Province/Region Leadership provides assistance in accordance with Canon Law and the Constitutions. The financial settlement takes into account the years spent by the sister in the work of the Congregation, the amount of training and education she has received, her age and earning capacity upon leaving and any other relevant considerations.

References: Can 702, and Constitutions 126.

**Form P 34 - REQUEST TO THE HOLY SEE FOR DISPENSATION
FROM PERPETUAL VOWS**

Name of Province/Region

Most Holy Father

I, Sister, professed sister of perpetual vows since (full date), request your Holiness to grant me a dispensation from my perpetual vows for the following reasons:

.....
.....
.....
.....

I ask your blessing so that I may be guided by the Holy Spirit and be faithful to His call.

.....

Signature

Date

Form P34 is a model to indicate the necessary information which is to be included in the request addressed to the Holy See. This request is to be sent to the Province/Region Leader for forwarding to the Congregational Leader.

Three copies are made for:

- a) the Sister herself
- b) the General Secretariate, + the original
- c) the Province/Region office

When the Province/Region Leader sends this request to the Congregational Leader, she includes with it a covering letter in which she supplies information and states whether she and her Council support or oppose the request.

* * * * *

**Form P 35 - ACKNOWLEDGEMENT OF INDULT OF SECULARISATION
GRANTED BY THE HOLY SEE**

Name of Province/Region

I, Sisteracknowledge receipt of Indult No
..... dated accorded to me by favour of the Congregation for Institutes
of Consecrated Life and Societies of Apostolic Life, by which I am dispensed from my perpetual
VOWS.

Signature

Witness

Date

Three copies are made for –

- a) the Sister herself*
- b) the General Secretariate*
- c) the Province/Region office*

*If the Indult of Dispensation is accepted, even if **Form P35** is not completed, the Sister is dispensed from her vows. Can 692*

*Three copies of **Form PF 5**, (Declaration regarding Financial Assistance from the Manual for the Administration of Temporal Goods, p48), must also be prepared and attached to the copies of **Form P35**.*

CONCERNING DISMISSAL

The Congregation for Institutes of Consecrated Life and Societies of Apostolic Life has adopted a clear procedure to be observed in the dismissal of a perpetually professed sister, member of an Institute of Pontifical Right.

Reference: Can 694 - 704

Automatic dismissal

A member of the Congregation is automatically dismissed if she has

- a) notoriously defected from the catholic faith
- b) contracted marriage or attempted to do so, even civilly.

In these cases the Superior General with her Council must, after collecting the evidence, without delay make a declaration of the fact, so that the dismissal is juridically established. This means she informs the Congregation for Institutes of Consecrated Life and Societies of Apostolic Life that the Sister has been dismissed, and at the same time informs the Sister that she is dismissed and therefore dispensed from her vows, even if perpetual.

Reference: Can 694

Other cases

1. Two canonical warnings required.

The major superior, or a religious delegated by her, will issue the two canonical warnings required for the procedure of dismissal. Each warning must indicate in clear, precise terms the serious external offences of which the religious is factually accused. In addition to naming the offences the warning must state what the sister shall do by way of amendment according to the nature of the case. Each warning, furthermore, must include the threat of dismissal should the religious not correct her conduct, or should she refuse to comply with the commands given her.

The warnings are to be given in writing or verbally in the presence of two witnesses, who together with the superior will sign a written statement concerning the fact. If the sister does not or will not present herself in person before her superior, the warnings are to be sent to her by registered mail with return receipt requested. The process of dismissal does not admit warnings communicated by email, telephone or fax because they do not constitute a legally provable document. If the address of the religious is unknown, the admonition may be sent to her care of her closest relatives. If she cannot be reached even in that way, the only alternative is a summons “per edictum”, i.e. by posting in the convent to which the religious is canonically assigned an official notice directing her to present herself within a specified time to her major superior or to the superior’s delegate.

Reference Can 695, 696, 697, 698

2. Interval between the warnings.

At least fifteen days must be allowed to elapse between the first and the second warning in order to give the religious the possibility of correcting her conduct. In the case of a continued offence the superior will prudently establish the length of the interval which may vary, according to the nature of the case, from the minimum of fifteen days to a period, ordinarily, of no more than three months.

Reference Can 697.1

3. Right of defence

Before the superior issues the canonical warning she should give the sister an opportunity to defend herself. Natural law accords this right to the accused, hence the superior should state this before each warning, and the Sister's defence will be recorded in writing and signed by her in front of 2 witnesses.

Reference : Can 695.2

4. Procedure to be followed in issuing the warnings

If it becomes apparent that the religious is unwilling to correct her conduct or to comply with the commands given, she should be summoned to answer the charges laid against her. If she does this orally, her replies must be recorded in writing, signed by her and countersigned by two witnesses. Should the sister refuse to sign, the witnesses must testify to this fact. The superior, assisted by her councillors, will then evaluate the defence presented by the accused. In the event that the reasons she presents in her defence are judged unfounded or insufficient, this judgement should be explained to the religious, and thereupon the superior or her delegate will issue the first or second canonical warning with the threat of dismissal.

Should the interval of time mentioned above elapse and the religious, after the second warning, persist in her irregular behaviour, as a further effort to respect her rights, she must again be summoned before the superior and her councillors who will hear out her defence as in the first instance and faithfully record her replies. The major superior and her council will then pass judgement on the behaviour and the defence of the sister and send all the data, signed by the major superior and a notary, together with the signed replies of the sister, to the Superior General.

The sister always has the right to communicate with, and send replies directly to the Congregational Leader and the Congregational Leadership Team.

Reference: Can 697 and 698

5. Decision of the Congregational Leadership Team

After the Congregational Leadership Team have examined and evaluated the defence made by the sister and have assured themselves that the procedure was properly followed, they decide by secret deliberative vote, on the incorrigibility of the accused and on the advisability of dismissal. For validity the council must comprise at least four members.

If the vote is affirmative, the Superior General prepares a decree of dismissal. This decree must contain the motives in law that is, a reference to those sections of Canon 696.1 which show that her actions are cause for dismissal.

This decree is sent to the Congregation for Institutes of Consecrated Life and Societies of Apostolic Life [CICLSAL] together with all the documentation, including the Minutes of the Meeting of the General Council at which the case was examined, and the results of the secret ballot of the Superior General and her Council. CICLSAL, after evaluation of the procedure and due examination of the data, decides upon the issuance of the decree of dismissal. If the decision is affirmative, an indult of secularisation is issued by the Congregation.

The original of this indult is retained at the Generalate. Two copies are sent to the Provincial/Regional Superior, one for the sister and one for the Provincial/Regional file(s). When the sister is notified of her dismissal she is informed that she may, within ten days of the notification, send her defence against the decision directly to the Congregation for Institutes of Consecrated Life and Societies of Apostolic Life.

Reference : Can 699.1, and 700

6. Recourse against dismissal

After the sister has been notified by her Province/Region Leader of the decree of dismissal, she may within ten days present to the Congregation for Religious recourse against the decree. Such recourse against the decree of dismissal issued by the CICLSAL has the effect of suspending the decree up to the time that, within the terms provided by canonical legislation, the procedure for the examination of the recourse will have been completed. Accordingly, if the religious is still living in her community, she may not be sent away before the definitive solution of the case.

Reference : Can 700

7. Check-list of documents to be sent to CICLSAL in a case of dismissal

- a) a brief curriculum vitae of the religious;
- b) a documented account of the repeated serious faults;
- c) a declaration of what the superiors have done to help the sister to correct her behaviour;
- d) copies of the two canonical warnings accusing the religious of her serious misbehaviour on account of which she is threatened with dismissal; if the admonitions were sent to her by letter, the registered mail receipts should be included;
- e) documentary evidence that the sister had the possibility of defending herself; her defence, and its evaluation by the major superior and her council;
- f) statement of the decision of the Superior General and her council declaring the religious to be incorrigible and the request for her dismissal.

If the misconduct of the religious, especially if she is living outside of her institute, has become a source of public scandal, it is well to notify the Ordinary that steps are being taken to bring about the sister's amendment, and failing that, her dismissal.

D. << CONGREGATIONAL APPOINTMENTS >>

Form P 36 - DECREE OF APPOINTMENT OF CONGREGATION LEADER

Decree No. CL / 200

The Congregation, in accordance with the Constitutions of the Sisters of Our Lady of the Missions, appoints

Sister

Leader of the Congregation of the Sisters of Our Lady of the Missions

For a term of six years.

May the Holy Spirit enlighten and guide you so that through your leadership the Sisters of the Congregation may be helped to live fully their consecration for mission.

Date of taking up office, the day of , 20

Given at **Rome**, the day of, **20**

.....

Congregational Leader

Four copies are made for:

- a. the Book of Decrees in the Generalate*
- b. the General Secretariate*
- c. the Sister herself*
- d. the Province/Region office*

**Form P37 - DECREE OF APPOINTMENT OF CONGREGATION LEADERSHIP
TEAM MEMBERS**

Decree No CT / 200

The Congregation, in accordance with the Constitutions of the Sisters of Our Lady of the Missions, appoints

Sister

as a **Member of the Congregation Leadership Team**

for a term of **six years**.

May the Holy Spirit enlighten and guide you so that through your leadership the Sisters of the Congregation may be helped to live fully their consecration for mission.

Date of taking up of office, the day of , **20** .

Given at **Rome**, the day of , **20** .

.....
Congregational Leader

- Four copies are made for:*
- a. the Book of Decrees in the Generalate*
 - b. the General Secretariate*
 - c. the Sister herself*
 - d. the Province/Region office*

Form P 38 - DECREE OF APPOINTMENT OF PROVINCE/REGION LEADER

Decree No. PL / 200

The Congregational Leadership Team appoints

Sister

Leader of the Province of

For a term of years.

May the Holy Spirit enlighten and guide you so that through your leadership the Sisters of the Province may be helped to live fully their consecration for mission.

Date of taking up office, the day of , 20 .

Given at **Rome**, the day of, **20**

.....

Congregational Leader

Four copies are made for:

- a. the Book of Decrees in the Generalate*
- b. the General Secretariate*
- c. the Sister herself*
- d. the Province/Region office*

Form P 38 is adapted to suit the appointment of a Regional Leader. Copies are distributed as for the Province Leader.

**Form P39 - DECREE OF APPOINTMENT OF PROVINCE/REGION LEADERSHIP
TEAM**

Decree No PT / 200

The Congregational Leader, in accordance with the Constitutions of the Congregation,
appoints

Sister

as **Member of the Province Team**

in the **Province of**

for a term of **years.**

May the Holy Spirit enlighten and guide you so that through your leadership the Sisters
of the Province may be helped to live fully their consecration for mission.

Date of taking up of office, the day of , **20** .

Given at **Rome**, the day of , **20** .

.....
Congregational Leader

Four copies are made for:

- a. the Book of Decrees in the Generalate*
- b. the General Secretariate*
- c. the Sister herself*
- d. the Province/Region office*

Form P 39 is adapted to suit the appointment of a Regional Leader. Copies are distributed as for
the Province Leader.

Form P 40 - DECREE OF APPOINTMENT OF LOCAL ANIMATOR

Decree No LA / 200..

The Province Leader, in accordance with the Constitutions of the Congregation, appoints

Sister

As Superior/ Animator of thecommunity

For a term of years.

May the Holy Spirit enlighten and guide you so that through your leadership the Sisters of the community may be helped to live fully their consecration for mission.

Given at(place of PLT/RLT meeting), the day of, 20.....

.....
Province Leader

Two copies are made for –

- a. the Sister herself*
- b. the Province/Region office*

Form P 41 - DECREE OF APPOINTMENT OF DIRECTRESS OF FORMATION

DECREE NO. DF / 20

The Congregational Leader, in accordance with the Constitutions of the Congregation, appoints

Sister

Directress of

in the **Province** of

May the Holy Spirit enlighten and guide you so that you may fulfil your duty according to the true spirit of the Congregation, and help the young women entrusted to your care to welcome the gift of sharing in the Divine Missions in the spirit of Mary.

Given at Rome, the day of, **20**

Date of taking up office

.....

Congregational Leader

Directresses of Postulants, Novices and sisters in Temporary Profession are appointed by the Congregational Leadership Team in consultation with the Province/Region Leadership Team.

Four copies are made for -

- a. the Sister herself*
- b. the General Secretariate (2 copies)*
- c. the Sister's file in the Province/Region*

* * * * *

**Form P42 - DECREE OF APPOINTMENT OF DAVAO INTERNATIONAL
FORMATION CENTRE TEAM**

Decree No DT / 200

The Congregational Leader, in accordance with the Constitutions of the Congregation,
appoints

Sister

as **Member of the International Formation Centre Team**

for a term of **years.**

May the Holy Spirit enlighten and guide you so that through your leadership the Sisters
of the Province may be helped to live fully their consecration for mission.

Date of taking up of office, the day of , **20** .

Given at **Rome**, the day of , **20** .

.....
Congregational Leader

Four copies are made for:

- a. the Book of Decrees in the Generalate*
- b. the General Secretariate*
- c. the Sister herself*
- d. the Province/Region office*

E. << ANNUAL STATISTICS >>

Return of ANNUAL STATISTICS

(Form amended: October 2005)

Notes:

- i) *The completed form is to be forwarded to the General Secretary - by email or fax – as soon as possible after **31 December**. **The signed copy can be sent by ordinary mail.***
 - ii) *This form will be sent out by email attachment so that you can expand it as needed..*
 - iii) *Complete ALL 10 sections of the form – use NIL if you have no information for a section*
 - iv) *Please use each Sisters' formal names in full for this Return.*
 - v) *For lists of names, you may use a separate sheet - clearly numbered according to this form – if this is more convenient.*
 - vi) *In February, or September, or whenever community lists are finalised and reprinted, please send a copy promptly to the General Secretary so that the database can be kept up to date.*
-

RETURN OF STATISTICS FOR THE YEAR ENDING 31 DECEMBER 2005

NAME OF PROVINCE/ REGION

ADDRESS OF PROVINCE/ REGION HOUSE

.....

.....

TELEPHONE NUMBER(S)

FAX NUMBER

OFFICE EMAIL ADDRESS

PROVINCIAL/ REGIONAL LEADER

Family name

Given name(s).....

Name in religion

Term of office of Leader:

Date of commencement of present term

Date of end of present term

First or second term (write here)

NAME OF PROVINCIAL/ REGIONAL SECRETARY

NAME OF PROVINCIAL/ REGIONAL BURSAR

Signature of Province/ Region Leader

Date

1.a Names and date of reception of all POSTULANTS (Pre-novices) in the Province/Region on 31 December.

Family Name Given Names Date of Reception

NIL/Separate sheet (Circle one of these)

Total number of postulants at 31 December _____

1.b Name of any POSTULANT who has left the Congregation during this year:

Family Name Given Names Date of Leaving

|.....

2.a Name and date of entrance into the Novitiate of all NOVICES in the Province/Region on 31 December.

Family Name Given Names Date of Entrance

Nil/Separate sheet (circle one of these)

Total number of novices at 31 December _____

2.b Name of any NOVICE who has left the Congregation during this year:

Family Name Given Names Date of Leaving

|.....

3.a Name and date of First Profession of all SISTERS IN TEMPORARY COMMITMENT on 31 December.

Family Name Given Names Date of First Profession Date of Renewal For ? years

NIL/Separate sheet (circle one of these)

Total number of TPs at 31 December _____ **Number of TPs out of province for study**

Student Names Locations

3.b Name of any SISTER IN TEMPORARY COMMITMENT who has left the Congregation during this year.

Family Name Given Names Date of Leaving

|.....

4 Name of every SISTER WHO MADE FINAL COMMITMENT between 1 January and 31 December of this year.

NB These names are also listed in 5 below)

Family Name Given Names Date of Commitment

|.....

9.a Houses which have been CLOSED during this year.
Address Date of Closure Reason for Closure

9.b Houses which have been OPENED during this year
Address Date of Opening Phone/Fax Numbers
Email address

9.c OWNERSHIP OF HOUSES of the Province/Region at 31 December

- Number of:** i) houses owned by the Congregation (including Rest Homes)
- ii) houses rented/rent free, [owned by other owners]
- iii) other Rest Homes/residences in which RNDMs reside

|.....

10 Schedule of ALL ALTERATIONS required to the 2005 Address Book (in address book order).

- i) *If you would prefer an alternative community name to the one used in the address book, please list that as an alteration.*
- ii) *Please list the Community name, address, phone/fax numbers, and one email address for the address book.*

F. << EVALUATIONS, RECORDS AND VISITS >>

1. Evaluation of our communal life and ministry is an integral part of our life. Each Province/Region Leadership Team arranges for the periodic evaluation of the life and mission of the province, and at local level of each community.

2. Similarly, at the end of a visit to a Province, the Congregational Leadership Team member(s) involved meet with the Province Leadership to share their evaluation of the visit and their reflection on the Province.

* * * * *

3. The following records are kept in each Province and House. They may be asked for during a visit to the Province by a member of the Congregational Leadership Team.

Reference: Can 622, Constitutions 134 and 144, Directives 78

A. Province level:

- a register containing the names and other details of all members of the Province.
- a register of First and Final Professions.
- a list of personnel in each house.
- a register of the apostolic ministries in which the sisters in each house are involved.
- Provincial accounts cf Manual for the Administration of Temporal Goods
- Provincial Archives cf Archivists' Manual
- a file of all RNDM biographies
- Communications from CLT eg Letters, Newsletters, Books of Administration

B. Local level:

- | | |
|-------------------------------|---|
| - a house register | - 4 Books of Administration [CLT] |
| - the house chronicle | - Circulars from CLT |
| - house accounts | - Circulars from the Province/Region |
| - Book of Deceased Sisters | - biographies of any Sister who has died in the province/region |
| - Book of Feast Days | - reports of community meetings |
| - Congregational Address Book | - annual community plan and evaluation |

G. << ESTABLISHMENT / DISESTABLISHMENT OF A PROVINCE >>

The Congregational Leadership Team divides the Congregation into Provinces, (or whatever name they may be called), establishes new Provinces, or unites or changes those in existence, in accordance with the Constitutions.

Reference : Can 581, 621

Form EP 43 - DECREE OF ESTABLISHMENT OF A PROVINCE/REGION

Decree No. EP /200

The General Leadership Team, in accordance with the Constitutions and Canons 581 and 621, declares that the houses of the Congregation in

.....

henceforth constitute a Province/Region.

Given at **Rome**, theday of, **200...**

.....

Congregational Leader

Three copies are made for:

- a. the Book of Decrees in the Generalate*
- b. the General Secretariate*
- c. the Province/Region office*

Form EP 44 - DECREE OF DIS -ESTABLISHMENT OF A PROVINCE/REGION

Decree No. EP /200

The General Leadership Team, in accordance with the Constitutions and Canons 581 and 621,
declares that the houses of the Congregation in

.....
will no longer constitute a Province/Region.

Given at **Rome**, theday of, **200...**

.....
Congregational Leader

Three copies are made for:

- a. the Book of Decrees in the Generalate*
- b. the General Secretariate*
- c. the Province/Region office*

H. << OPENING/ CLOSING A HOUSE >>

A. Before a new house of the Congregation is opened, the Province/Region Leadership will

- a. Research thoroughly the apostolic needs of the area.
- b. Discuss the project with the Bishop of the area.
- c. Put all relevant information to the Congregational Leadership Team for their appraisal **before making any firm commitment.**
- d. Secure Title Documents for the land, where applicable.
- e. Follow the procedure laid out in the *Manual for the Administration of Temporal Goods*. p12.

Reference: Can 608, Constitutions 146, Directives 81,87

Form OH 45 - ADVICE OF OPENING A HOUSE

Decree No. OH ... /200

The Province /Region Leadership Team, in accordance with Canon 608, Constitutions 146 and Directives 81, 87, declares that the following house of the Congregation in [Province/Region]

has been opened on [date] :.....

Name of the community:

Full Address:

Telephone number:

Fax number:

Email address:

Foundation members of the community:

Given at the Provincial/Regional House, theday of, 200...

.....
Province/Region Leader

Three copies of this form are made: a. for the house chronicle, b. for the Province/Region records, c. for the General Secretariate

B. Before a house is closed, the Province/Region Leadership will

- a. Discuss the necessity of closure with the community, and generally, with the Province.
- b. Ask the approval of the Congregational Leadership Team.
- c. Inform the appropriate Church authority.
- d. Follow the procedure for the sale of property laid out in the *Manual for the Administration of Temporal Goods*, p12.

Form CH 46 - ADVICE OF CLOSING A HOUSE

Decree No. CH ... /200

The Province /Region Leadership Team, in accordance with Canon 608, ConstituTions 146 and Directives 81, 87, declares that the following house of the Congregation in [Province/Region] has been closed on [date] :.....

Name of the community:

Full Address:

Telephone number:

Fax number:

Email address:

Destination of members of the closing community:

Given at the Provincial/Regional House, theday of, **200...**

.....
 Province/Region Leader

Three copies of this form are made: a. for the house chronicle, b. for the Province/Region records, c. for the General Secretariate

I. << OPENING, CLOSING OR MOVING A NOVITIATE >>

The Congregational Leadership Team authorises the opening of a Novitiate, the special details of the programme, and the location of the house.

Reference: Canon 608, Constitutions 97, Directive 55, 81

If necessary the Congregational Leadership Team may also authorise a change of location for the Novitiate community during certain periods to another house of the Congregation.

As a matter of courtesy the Bishop of the Diocese is informed of the opening, closing or moving of a Novitiate.

Form NOV 47 - ADVICE CONCERNING THE NOVITIATE
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Decree No. NOV ... /200

The Province /Region Leadership Team, in accordance with Canon 608, Constitutions 97 and Directives 55, 81, declares that the Novitiate house of the Congregation

in [Province/Region]

has been opened/closed/moved on [date] :.....

Name of the novitiate community:

Full Address:

Telephone number:

Fax number:

Email address:

Professed members of the community:

Given at the Provincial/Regional House, theday of, 200...

.....
Province/Region Leader

Three copies of this form are made: a. for the house chronicle, b. for the Province/Region records, c. for the General Secretariate

J. << Deaths >>

A. Death Of A Sister

1. When a Sister dies, as soon as possible and preferably by email, notify the General Secretary giving the details viz:
 - a. Full name – the name in current use, any former name, and feast day.
 - b. Date of death
 - c. Place of death, and community of the Sister
2. Advise the Sisters of your own province about the death, by phone or other urgent message. And as soon as possible advise them also of the times and places of the funeral services.
3. Ensure that appropriate arrangements are made for the funeral and for all procedures required locally on the occasion of a death.
NB. Normally, a Sister is buried in the country/town where she dies, preferably in the Congregational plot.
4. Record the date of death and other details
 - a. In the house register
 - b. In the Province/Region records
5. Prepare the official death notice and send it to the General Secretary, to every Province/Region, and to every house in your own province, and to the Sister's family if appropriate.
6. Invite the Sister's community and/or an appropriate Sister(s) to start preparing the biography of the Sister. After consultation, and approval by the PLT/RLT, send the biography to the General Secretary, to every Province/Region, and to every house in your own province.
7. Prayers and suffrages are according to Directive 52.
8. Procedures within the Province/Region at the time of the death of an RNDM Sister are a matter for local Statute.

B. Death Of A Parent

1. When a parent of a Sister dies, as soon as possible and preferably by email, notify the General Secretary giving the details, viz:
 - a. Full name of the parent, and of the Sister.
 - b. Date and place of death
2. Advise the Sisters of your own province about the death, by phone or other urgent message. And as soon as possible advise them also of the times and places of the funeral arrangements.
3. Prepare the official death notice and send it to the General Secretary, to every Province/Region, and to every house in your own province.

C. Preparing the Biography of an RNDM Sister

1. In order to honour the memory of each Sister who has lived and worked with us, we will make every effort to write her biography well.
2. The information about i) her name in use, ii) her former name, iii) her birth date, iv) her birth place, v) her dates and places of postulancy, novitiate, first profession and final profession and vi) her date and community at the date of death, will be checked for accuracy and listed at the beginning of the biography.
3. Her **community** at the date of death will be in the list as her place of death. If she died in hospital or in care this could, if desired, be noted in the text, but not in the biography list of dates.
4. Before writing the text it is appropriate that members of her last community, and the Sisters who knew her well, gather quality accurate information about the Sister and her life and work, so the following could be guidelines for an A4 page biography, - if possible:
 - a. something could be included about her family and schooling
 - b. something about her major apostolates and her contribution to RNDM works
 - c. a short interesting anecdote about the Sister
 - d. something about her contribution in community and in religious life and her personal attributes
 - e. a short note about her final illness and death
 - f. a short note about her funeral liturgies.

PS. It is a pity that in the past many biographies have covered little more than the last two items - final illness and funeral liturgies – and tell us almost nothing about the Sister herself.
5. Someone who writes well could be asked to complete the task. See also A.6 above.
6. The Province/Region is to keep a complete set of the biography of every Sister. Each community should keep a file of the biographies of all Sisters who have lived and/or died in their province.

P 37 and 38 : amended on 01.05.07

K. << STATUTES >>

Province/Region Statutes are the officially recorded decisions of a formal Province/Region Assembly of the Sisters, concerning any or all of the following matters:

1. Constant study and reflection of the source materials of our Congregation – Dir 3
2. Arrangement for the Eucharistic Celebration of First and Final Professions - Dir 4
3. Matters concerning the spirit and practice of Poverty viz:
 - a. personal allowance - Dir 12
 - b. the common purse, budgetting, permissions– Dir 12
 - c. guidelines for fundraising - for RNDM Solidarity and for the capital base.
 - d. guidelines for allocating RNDM Solidarity
 - e. overseas travel, vehicles
 - f. patrimony
4. Matters of religious dress - Dir 14
5. Matters for community discernment/consultation – Dir 19
- evaluation of community life etc
6. Matters concerning the Apostolate of Education
 - a. schools – Dir 21
 - b. education for faith – Dir 22
 - c. diversification of educational works – Dir 23
 - d. social apostolate – Dir 24
 - e. evangelisation and liberation – Dir 25
 - f. ecumenism – Dir 26
 - g. relationships with non-Christians – Dir 27
 - h. planning and evaluation of apostolic activities – Dir 28
7. Matters concerning life in community
 - a. lifestyle – Dir 30
 - b. going out – Dir 35
 - c. leisure, holidays and visits – Dir 36
8. Matters concerning spirit and life – Dir 40 – 52
- retreats – Dir 47, 48
9. Matters concerning local assemblies – Dir 112
10. Matters from the most recent General Gathering ie 25th General Gathering, Pattaya, 2002.

At each Province/Region Assembly of the Sisters the current Statutes will be considered and amended/deleted or approved for the next period of time, and any new statutes will be added to the official record.