

***DIRECTORY***  
of the  
DISCALCED AUGUSTINIANS



Rome – 2023



**ORDINE DEGLI AGOSTINIANI SCALZI**

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Prot. Reg. V; fol. 238/09

TO ALL MEMBERS OF THE ORDER.

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**PRESENTATION AND PROMULGATION OF THE *DIRECTORY***

It is with great satisfaction that I present the updated text of our *Directory* to the confreres.

The can. 587, §1 indicates that, in addition to the Code of Proper Law of the Institutes, in our case the *Constitutions*, there are also other auxiliary codes which can be revised and adapted by the General Chapters, according to the needs of places and times.

The no. 134, §3 of our *Constitutions* says that only the General Chapter can “abrogate articles of the *Directory*, amend them and/or draw up new ones”, therefore after the approval of the text of the *Constitutions* by the Holy See on November 21, 2019 and February 22, 2023, the members of the General Definitory adapted the *Directory* in accordance with our Proper Law.

The two main codes (*Constitutions* and *Directory*) were updated by two General Chapters of the Order: the 78th (April 24 – May 29, 2017) and the 79th (April 25 – May 11, 2022).

The *Directory* must be applied and carefully observed by all our religious, so that we can live unanimously in Community, safeguarding common life and witnessing to our charism: “Joyfully serving the Most High in spirit of humility” (Const. 3).

With this wish,

I PRESENT and PROMULGATE the *Directory*,

which I declare conforming to the text of the *Constitutions* approved by the Holy See.

Rome, April 24, 2023,

Feast of the Conversion of the Holy Father Augustine.

  
Fr. Diones Rafael PAGANOTTO  
Secretary General



  
Fr. Dorian CETERONI  
Prior General

## PRINCIPAL ACRONYMS AND ABBREVIATIONS

Can.	Canon
Cann.	Canons
cap.	Chapter
cfr.	confront
Const.	<i>Constitutions</i>
GIRM	General Instruction of the Roman Missal
In Jo.	St. AUGUSTINE, <i>In Johannis Evangelium Tractatus</i>
In Ps.	St. AUGUSTINE, <i>Enarrationes in Psalmos</i>
no.	number
nos.	numbers
OAD	<i>Ordo Augustiniensium Discalceatorum</i> (Order of the Discalced Augustinians)
p.	page
Reg.	St. AUGUSTINE, <i>Regula</i>

\* The abbreviations of the biblical books follow those proposed by the Bible of the NABRE (2011).

## **PART I.**

### **SOURCES OF OUR SPIRITUALITY**

1) The main sources of the spirituality of the Order are the life and doctrine of our Holy Father Augustine, the *Rule*, the *Constitutions*, the *Directory*, the *Ritual*, the Particular Norms, the history of the Augustinian institution and our Reform, the writings and examples of our eminent Saints and religious.

2) All Houses, especially those of formation, are provided with books and subsidies necessary for the knowledge and deepening of our spirituality, and the Superiors should bring to life initiatives that reveal their vitality and actuality.

3) The religious, for a vital inner enrichment, should commit themselves in the study of the aforementioned sources, and with an active participation contribute to the success of initiatives aimed at spreading the Augustinian spirit among the people of God.

## **PART II.**

### **LIFE OF THE ORDER**

#### **Section 1. LITURGICAL, CONSECRATED, COMMON AND APOSTOLIC LIFE**

##### **Chapter 1 Liturgical Life**

###### **4) *Decorum of the liturgy.***

§1. Always have in mind the supreme principle of “conscious, active, and fruitful participation in the mystery of the Eucharist”<sup>1</sup>.

§2. The dignity and splendor of the church, the decorum of the sacred vestments and the observance of liturgical norms, especially the celebration of the Eucharist.

§3. Local Priors procure the necessary books and liturgical texts.

###### **5) *Divine Office.***

§1. The common Divine Office is celebrated according to the liturgical norms and the *Ritual* of the Order.

§2. All religious are obliged to recite the Divine Office daily in common, and by way of initiation into religious life, even Novices; in the Residences, at least Lauds and Vespers must be recited in common.

§3. The Solemn professed must privately recite the canonical hours which they do not recite in common<sup>2</sup>.

###### **6) *Mass.***

§1. In the Houses of formation and where religious brothers, infirm Professed or Priests live or where the need requires, daily Conventual Mass is to be celebrated. All religious try to receive Christ the Lord so that the mystery of peace and our union may be confirmed at his meal.

§2. Priests celebrate the sacrifice of the altar every day by preparing the soul for such a sublime act, observing the liturgical norms, giving thanks with prayer and the fulfillment of daily duty<sup>3</sup>.

§3. It is recommended, especially on the occasion of Solemnity, Chapters, Conferences, etc. the Eucharistic concelebration, which recalls the fraternity of the primitive Church, that promotes and consolidates ours<sup>4</sup>, but always saves the faculty for each Priest to celebrate alone<sup>5</sup>.

§4. To further deepen the mystery of salvation, meditation on God’s Word is carefully and frequently promoted.

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<sup>1</sup> GIRM 5.

<sup>2</sup> Cann. 1174; 663, 3.

<sup>3</sup> Can. 276, §2, 2.

<sup>4</sup> In Jo. 26,15.

<sup>5</sup> Can. 902; GIRM 254: celebration without a minister or without at least some faithful is not to be done except for a just and reasonable reason.

**7) Monthly Masses and Solemnities.**

§1. The religious Priests and Solemn professed brothers benefit, every month, of two Masses to be celebrated according to their intention (*Pro Se*).

§2. In each Local Community, every month, one *Pro Defunctis* Mass is to be celebrated for all the religious and faithful departed<sup>6</sup>.

§3. In each Local Community one *Pro Bono Ordinis* Mass is to be celebrated in the following Solemnities of the Liturgical Year: Christmas (December 25), Easter Sunday, Pentecost, Mother of Consolation (September 4), St. Joseph (March 19) and the Holy Father Augustine (August 28); and also on the Anniversary of our Reform (May 19).

**8) Eucharistic Adoration.**

Personal conversation, as a friend to friend, with Christ really present in the Eucharist, the center and bond of our Community life, is of maximum spiritual profit. So, let the religious pay a daily visit to the Most Blessed Sacrament<sup>7</sup> and, possibly, once a month an hour of adoration.

**9) Sacrament of Reconciliation, Spiritual Direction.**

In the Formation Houses, formandi are allowed to avail of extraordinary confessors. All religious are urged to use spiritual direction as an excellent means of evangelical perfection<sup>8</sup>.

**10) Other recommendations.**

§1. All religious do:

- a) the daily meditation or meditative reading of at least half an hour and in common;
- b) the examination of conscience, possibly during the recitation of Night Prayer, and the daily thanksgiving of the benefits received during the Midday Prayer;
- c) a day of Recollection in some times a year, in each Community or together with other neighboring communities;
- d) an annual Spiritual Exercises, for at least five days.

§2. Spiritual exercises in preparation for entry into the Novitiate and the Profession last for six days; those preceding the sacred ordinations have the duration established by the ecclesiastical authority.

**11)** The religious don't limit to the practices of piety enumerated, but each in particular commits himself to cultivate the spirit of prayer, the devotion to Our Lady especially with the daily recitation of the Rosary and with the other Marian devotions proper to tradition, devotion to St. Joseph, patron of the Order, to our Holy Father Augustine, and the practices suggested by the *Ritual*.

**12)** It is the Prior's task with the Local Chapter, always in accordance with the rules already established, to determine the manner, time and place of the above cultic and communitarian acts.

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<sup>6</sup> In addition, the three traditional anniversaries indicated by the Order's *Liturgical Calendar* (Dir. 58, b).

<sup>7</sup> Can. 663, §2. As far as possible, the religious take part in the Eucharistic Sacrifice every day, receiving the Most Holy Body of Christ and worshipping the same Lord present in the Blessed Sacrament.

<sup>8</sup> Can. 246, §4.

## Chapter 2 Consecrated Life

### 2.1 Chastity

**13)** In every attitude there is nothing that offends the gaze of others, but everything is in order to be fit for our state of consecration<sup>9</sup>.

**14)** The religious are to be prudent in their dealings with others, avoiding excessive familiarity and are cautious regarding shows and readings.

**15)** If it is found that a confrere lacks prudence or has succumbed to his own fragility, the Superior acts with firmness and charity, and has for the confrere understanding and affection.

### 2.2 Poverty

#### **16) Before Simple Profession.**

§1. In complying with the requirements of no. 29, §2 of the *Constitutions*, before emitting the Simple Profession, the Novice communicates in writing to his Major Superior the names of those to whom he has entrusted the administration of his assets indicating the consistency and location. In the event of a sale of the use, the necessary legal acts are drawn up.

§2. With the permission of the Major Superior, the Simple professed may change this act even after Profession.

#### **17) Before Solemn Profession.**

§1. The Major Superior makes sure that the acts of disposition of the religious' property are put in place in a legally valid form according to the laws of one's country.

§2. Copies of the devices of the religious' patrimony<sup>10</sup>, of the will<sup>11</sup>, of the holograph declaration of poverty are to be kept in the Provincial or Commissariat and General Archive.

#### **18) After Solemn Profession.**

§1. Everything that the religious in any way will receive after the Solemn Profession<sup>12</sup> passes to the House in which he is a member, except all the inheritances, which go to the Province, saves the will of the donors.

§2. For the acceptance of inheritances, observe the provisions of n. 221, h of the *Constitutions*.

§3. To no religious is allowed in his own judgement to receive, retain, give as a gift, change, lend something economically evaluable.

#### **19) Immovable properties.**

If in exceptional cases the registration of immovable properties to a religious is necessary, this act must be authorized by the Prior General.

#### **20) Movable properties.**

§1. The religious are to avoid in all ways of being owners or administrators of movable properties<sup>13</sup>, except provisions of the competent Superiors. Where unavoidable, they must be co-signatories to other religious.

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<sup>9</sup> Reg. 21.

<sup>10</sup> Const. 29, §2-3; 32.

<sup>11</sup> Const. 29, §4.

<sup>12</sup> Const. 30.

<sup>13</sup> Movable goods are bank or postal accounts, private insurance of various kinds, financial products and the like that require the personal header of the account.

§2. Movable assets are sums of money; bank or similar current accounts, private insurance of various kinds, financial products, vehicles etc. that require personal registration.

§3. The Major Superiors have to be vigilant and, if necessary, take even restrictive measures, with the consent of the Council, on the faculties of the Local authority in this matter.

**21)** The written permission of the Major Superior with the consent of his Council is required, and for truly serious reasons:

- a) for a religious, even if a Superior, to take on deposits of money, precious objects, and similar from strangers;
- b) for a religious to administer the property of strangers, especially if this entails the burden of accountability.

**22)** §1. The Local Chapter, according to the circumstances, can establish a sum of money to be handed over monthly to the religious for their small expenses. In this, any form of savings/*peculium* is avoided.

§2. The different authorities of the Order, within the limits of their faculties, procure to help with understanding and benevolence and according to the possibilities, the parents of our religious who find themselves in economic hardship.

**23)** §1. All religious are to be engaged in some activities according to their own abilities, thus contributing to the maintenance and improvement of the Community.

§2. In order for a religious to carry out paid work outside the Community, no. 222, d of the *Constitutions* must be followed.

**24)** The Superiors and Economos have to remember to be just administrators of what belongs to the Community, so, even within the limits of their faculties, nobody procures for themselves that is not in accordance with professed poverty. They have to be considerate, with a true spirit of charity, in meeting the various and reasonable needs of the religious, especially if they are sick. They then try to be contented for what the Community administers to them.

**25)** §1. The Local Prior or Economo is to be the Legal Representative of the House, barring exceptions to be assessed on a case-by-case basis by the Major Superior.

§2. The Legal Representative of the Order, of the Province or of the Commissariat is appointed by the Major Superior with the consent of his Council and can also be chosen from outside the respective Councils.

§3. The Legal Representative must be consulted whenever the competent Superior has to make decisions regarding the Legal Person.

§4. Each Major Superior evaluates whether to take out specific insurance coverage for the legal protection of the Legal Representative.

§5. The Legal Representatives always act on delegation from their direct Superiors taking into account the provisions of no. 278 of the *Constitutions*.

**26)** The use of the means of updating and social communication is to be in line with the professed poverty and prudence.



### 2.3 *Obedience*

**27)** Although the Proper Law does not oblige for itself under moral fault<sup>14</sup>, however, the religious, to tend profitably to their own sanctification and for the good of the Community, strive to observe it faithfully.

**28)** The religious have to often read our fundamental codes so that they can regulate their conduct; let themselves be guided by the Superiors; try to carry out the offices assigned to them diligently, and are ready to intervene in the common acts. If they have to exempt themselves, for just reasons, from some regular observance, they ask for the necessary permissions.

**29)** Called to obedience to an Office, Assignment or Ministry, which he doesn't feel to fulfil, the religious freely exposes his perplexities and real difficulties, putting themselves confidently back to the will of God manifested in that of the Superiors. These then do not resort to the imposition, except when it is impossible to remedy them conveniently with other solutions.

**30)** Before accepting or offering to various activities outside the Community, habitually writing in newspapers and periodicals, publishing books and pamphlets, or making any other commitments, the religious consult with their Superior and follow at his directives and to the Universal Law<sup>15</sup>.

**31)** Those who by the disposition of the Superiors must move to another House, have to do it according to the time set by the decree of reference<sup>16</sup>. If it is not possible to do so, the competent Superior is to be informed.

**32)** §1. The religious don't easily appeal to the higher Authority against provisions given by the lower one. The reasons for the appeal have to be very serious, taking into account the subject matter of the provisions themselves<sup>17</sup>.

§2. In the meantime, the implementation of what has been agreed will not be postponed, unless considerable damage is done.

§3. The Local Economos and the Legal Representatives do not move until they have made the necessary handovers.

### 2.4 *Humility*

**33)** To live the communitarian life in charity, a deep spirit of humility is necessary, because, as our Holy Father Augustine says, "only the humble will walk in love"<sup>18</sup>. Therefore, the religious, recognizing their own limitations and defects, know how to pity and endure those of others; gladly accept the corrections and observations of the Superiors and confreres; be helpful, respectful and cordial to everyone.

**34)** §1. Honorific titles and personal privileges that are contrary to the spirit of humility and service of every religious are not allowed within the Order.

§2. To accept Ecclesiastical Offices which involve the habitual absence of the religious from the duties of common life, the authorization of the Major Superior is required.

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<sup>14</sup> Const. 138.

<sup>15</sup> Cann. 831-832.

<sup>16</sup> The reference decree is the date of the publication of the Acts.

<sup>17</sup> Const. 139.

<sup>18</sup> In Ps. 141,7.

## Chapter 3 Common Life

### 3.1 General Norms

**35)** The Superiors, both Local and Major, have to protect and promote the observance of common life, convinced that doing so will bring a great benefit to the Order and the Church.

**36)** The Order avoids creating stable situations of Houses with only one religious, since the Community is a characterizing element of Augustinian life.

**37)** The Prior with the Local Chapter, taking into account the local situation, commitments and activities of the apostolate, compile the Community schedule, which must be approved by the Major Superior.

**38)** §1. During meals, the conversation has to be serene and cordial, and encourages relaxation and the exchange of useful experiences. What can in some way harm charity and social conveniences has to be avoided<sup>19</sup>.

§2. The food has to be frugal, but sufficient and varied; well prepared and equal for all, except as mentioned in no. 40 of the *Directory*. The religious, remembering their Profession, have to be contented with what the Community administers.

§3. Guests are treated with all respect and kindness.

**39)** In addition to the fasts and abstinences prescribed by the competent ecclesiastical authority, the religious observe the following penitential practices:

a) Fasting and abstinence from meat on all Fridays of the year and in the eves of St. Joseph (March 19), the Annunciation of the Lord (March 25), the Conversion of our Holy Father Augustine (April 24), the Mother of Consolation (September 4), the Immaculate Conception (December 8);

b) Abstinence from meat on all Saturdays of Advent and Lent.

Other fasts, abstinences and penitential practices can be established by the Local Chapters.

**40)** The religious, as an expression of authentic fraternity, for the good performance of the House, participate in the same meal and consume the same food; charity is used, however, towards the sick, in need of special attention.

**41)** The meal, a communitarian act, begins and ends with the prayer indicated by the *Ritual*. At the beginning, a reading has to be done, according to norms of the no. 15 of the *Rule*, preferring the Holy Scripture or what is best suited to the life of individual communities; on Fridays the *Rule* has to be read and the *Constitutions* on Saturday; then silence is dispensed in order to foster fraternal communion.

**42)** Any sophistication in clothing is to be avoided; however, even in professed poverty, personal decorum is to be taken care of. The Superior diligently provides clothing and furnishings for the confreres.

**43)** §1. The religious habit is black tailored in the form handed down to us; it can also be white.

§2. It is to be worn by all religious and novices, possibly in cult and common acts; outside the House one can avail of the concessions made by the competent ecclesiastical authority.

**44)** §1. It is the task of the Major Superior, having heard the Local Chapter, to establish or change the limits of the cloister.

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<sup>19</sup> ST. POSSIDIUS, *Life of St. Augustine*, cap. 22,5.

§2. From it can dispense for just and reasonable reasons, and only for a certain time, the Major Superior; Local Prior in urgent cases.

**45) Canonical cloister.**

§1. It is the duty of the Major Superior, having consulted the Local Chapter, to establish or change the limits of the Canonical cloister<sup>20</sup>.

§2. The Major Superior can dispense from it for just and reasonable reasons, and only for a determined time; the Local Prior only in urgent cases.

§3. With the Canonical cloister is forbidden to introduce people in the premises reserved for religious.

§4. It is also constituted in the Formation Houses or other works of the Order, in the part of the building reserved for religious.

**46) Hospitality.**

§1. It has to be practiced willingly and with joy.

§2. To accept lay people who reside permanently in the religious House, the authorization of the Major Superior is required.

**47)** In leaving the house, the religious have to ask permission from the Superior who, in ordinary cases, can also grant it in a habitual form. Places and shows that are not compatible with religious decorum, as well as outings in unusual hours are to be avoided.

**48)** The guest confreres are to be received and treated with joyful fraternity, and helped if they have any task to do. They then, if Priests, offer the application of Mass to the host House, especially if their stay lasts for a certain time. As far as possible, even the most intimate family members of the religious are to be granted hospitality.

**49)** §1. During travel, if the case requires it, the religious is to be equipped with *the obedience*. He is to remember his Profession of Poverty, and upon his return, he is accountable to the Superior for his expenses. Going to places where there is a Community of the Order, he informs, according to the cases, the Local Prior, and possibly prefers the religious House.

§2. The Religious are allowed an annual leave period of about thirty days<sup>21</sup>.

**50)** For the common life to take place in order, in the spirit of fraternity, certain precedence is to be established both between different communities and, for the needs of the Office, among the religious.

§1. Between Provinces, Commissariats, Delegations, Houses, and their Superiors, precedence is established by the use or from the date of foundation.

§2. The Superiors, Major and Local, within their jurisdiction, occupy the first place; The Visitor occupies the place of the one who sent him.

§3. Precedence among religious, except in particular cases contemplated by the Proper Law, is deduced:

- a) from the Superior's Office;
- b) from the seniority of Simple Profession or, in the event of a parity, from the date of birth.

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<sup>20</sup> Can. 667, §1.

<sup>21</sup> With the cann. 410; 533, §2 the *Code of Canon Law* establishes the indicative period of one month for holidays for those who cover the Residential Offices (Bishop and Parish) leaving the right to determine the duration (can. 283, §2). The term "holidays" means a time of rest and recreation outside one's own Community of residence, a rest that can be regenerative both physically and psychologically, without forgetting the due prudence.

**51)** §1. Great charity is to be used towards sick confreres and nothing neglects what can benefit their healing.

§2. The Prior and other religious are to be thoughtful in visiting and comforting sick confreres; they are to encourage them to accept suffering Christianly and to receive the sacraments.

§3. The Superiors have to work to ensure that every religious has a welfare assistance, which in case of need can guarantee him the necessary care.

### 3.2 *Charity to the Dead*

**52)** *On the death of a confrere.*

§2. In the House where the death of a confrere takes place, a vigil with the corpse is to be done, appropriate funerals are to be celebrated and, unless requested by family members, the burial is to be carried out in the tomb of the religious.

§2. The Local Prior immediately communicates the news of the death to the direct Major Superior who will be quick to communicate the Houses of the Province, the Prior General and the Secretary General.

§3. Local Prior will also inform them about the cause and circumstances of death, a picture of life, particular activities, virtues and merits of the deceased, and how much it will benefit to lay out a historical and moral profile of the deceased (*Necrology*).

§4. The Superiors have to make sure that no documents, writings or otherwise of the deceased are lost, and decide what should be preserved.

**53)** *Occasional Masses.*

For each religious, on the occasion of death, the following suffrages should be made:

a) in the House where he was a member, in addition to the aforementioned funerals, each Religious Priest<sup>22</sup> should celebrate three Masses; religious who are not Priests should participate in three Masses;

b) in the Houses of the Province or Commissariat, each Religious Priest should celebrate two Masses; religious who are not Priests should participate in two Masses; moreover, the Major Superior orders a *Gregorian* to be celebrated;

c) in all other Houses of the Order, every Religious Priest should celebrate one Mass; religious who are not Priests should participate in one Mass.

**54)** For each Novice, on the occasion of death, the following suffrages should be made:

a) in the Novitiate House, in addition to the aforementioned funerals, every Religious Priest should celebrate one Mass;

b) in the Houses of the Province or Commissariat one Mass should be celebrated.

**55)** For each family member, on the occasion of death, the following suffrages should be made:

a) for the father or mother of a religious, every Priest of the Province or Commissariat should celebrate one Mass;

b) for the brothers and sisters of a religious, in the Community where the religious is a member two Masses should be celebrated;

c) in the case of already deceased religious, the Province or the Commissariat should apply the above suffrages, after news of the death of their family members has been received.

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<sup>22</sup> Charity for the deceased requires that every single religious priest apply the Masses indicated. This duty cannot be transferred to others.

**56)** In the death of the Supreme Pontiff, one Mass should be celebrated in all the Houses of the Order. In the death of the Diocesan Bishop, one Mass should be celebrated in the House.

**57)** For the deceased Prior General, in addition to the suffrages referred to in no. 53 of the *Directory*, on the occasion of the 30th day (*trigesimo*) one Mass should be celebrated in the General Curia.

**58)** *Habitual Masses.*

Every House of the Order must celebrate:

- a) every month one *Pro Defunctis* Mass;
- b) every year one *Pro Defunctis* Mass on the occasion of the three traditional anniversaries as indicated by the *Liturgical Calendar* of the Order: for deceased relatives (January 16), for deceased benefactors (October 13) and for the deceased religious confreres (November 6).

**59)** *Tombs.*

The tomb of our religious has to be taken care lovingly to express the charity that unites brothers in life and death.

## **Chapter 4   Apostolic Life**

**60)** The religious should be available for any pastoral activity that the Superiors intend to entrust to them. The Superiors, in assigning such tasks, take into account the inclinations and qualities of the religious and the means they need to implement them.

**61)** *Proclamation of the Word of God.*

§1. The religious have to prepare diligently for this ministry with the study and meditation of the Holy Scripture, theological research, attention to events and changes of society.

§2. They don't have to be contented to expose the Message of Salvation, but should know how to confront it with the experiences and challenges of humanity in conversations, encounters and the like.

§3. With the consent of the Superiors, they should willingly accept and organize preaching spiritual exercises, conferences and other forms of apostolate.

**62)** *Sacramental apostolate.*

The religious should be diligent in preparing and solicitous in administering the sacraments, ensuring that the decorum of the signs of grace is of the edification for the people of God.

**63)** *Parish.*

§1. The parish ministry is a permanent mission. The religious, assigned to this ministry, should strive to form and develop a Community of faith, worship and charity. They should be committed in knowing the population entrusted, not forgetting any category of persons. They should arouse and animate apostolate of the lay people, for the Community is truly perfect when the hierarchy is flanked and collaborated with an authentic laity<sup>23</sup>; the evangelization of all human realities is to be taken care of.

§2. The whole Community is interested in the spiritual good of the Parish; therefore, the Local Prior, in assigning the various tasks to the religious, should see to it that the needs of the Parish are met. The Parish Priest, on his part, should gratefully accept the help and cooperation of his confreres.

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<sup>23</sup> Cann. 225, §1; 529, §2.

§3. The Parish Priest and the religious Community should give great importance to the witnessing of Augustinian life and should not neglect the activities proper to the Order: vocations, missions, Third Secular Order, etc.

4. The Superiors should bear in mind that pastoral effectiveness requires, in the Office of the Parish Priest, certain stability.

**64)** §1. The Parish Priest, in the free and exclusive exercise of his ministry, will be responsible before the Superiors of the Order and the Ordinary of the place.

§2. The Parish Priests are and remain religious, so they know how to harmonize the needs of their ministry by complying with our laws and participating in the life of the Community.

§3. The relations between the Parish Priest and the Superior, the parish and the Community, not excluding the administrative part, are regulated at the request of those interested by particular norms, dictated by the Superior Major.

**65)** §1. For greater unity of address, it is good that the Parish Priest, especially in small Houses, is also Prior, always taking into account the Canonical limitations and Proper Law.

§2. If there is a need for Vicars, the Major Superior, after consulting the Parish Priest, presents to the Local Ordinary the religious suitable for approval<sup>24</sup>.

#### **66) Secular Fraternities.**

§1. It is to be constituted in the General Curia the General Direction of the Secular Fraternities Order with the task of stimulating, coordinating and promoting its renewal, updating of Statutes and initiatives. Therefore, a religious in charge of this Direction should be appointed.

§2. The Superiors and all religious should procure the increase of the Secular Fraternities, favoring its canonical erection and operation in our Houses under the guidance of a religious, designated by the Local Prior.

§3. The experiment of youth groups to start young people in the life of the Secular Fraternities is also encouraged.

§4. The groups that are members of the Secular Fraternities are bound by their own regulations and are vitally inserted in the Local Church.

#### **67) Affiliation.**

§1. The Order officially recognizes to one or more persons the participation in its spirituality and charism, in its spiritual goods and privileges, according to no. 127 of the *Constitutions*.

§2. People who are particularly close to the life of our Communities can be affiliated.

§3. At the request of the Local Prior, having heard the opinion of the Local Community, or of the Major Superior, having heard the opinion of his Council, the Prior General has the faculty to issue the *Decree of affiliation to the Order*.

#### **68) Missions.**

§1. Except as prescribed in no. 170 of the *Directory*, the Prior General has the faculty to dispose of religious who wish to go to the missions, having heard the opinion of the Major Superior concerned.

§2. It is good that at the General Curia there should be an In-charge who maintains contact with the Mission Houses, cares for their needs, promotes initiatives, to form missionary vocations, and keeps the apostolic ideal alive in all religious.

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<sup>24</sup> Can. 682, §1.

**69) *Educational institutions and the like.***

§1. Establishing in the Houses centers of education, hospitality, spirituality and the like, and fixing its status, is up to the Prior Provincial with the consent of the Council and the Local Chapter concerned. The appointment of the Responsible is up to the Prior Provincial with the consent of the Council.

§2. In the Institutions, in addition to the intellectual training, adequate human, personal and communitarian formation should also be provided. The students are to be helped to discover and truly experience Christianity. They should have the facility of receiving the sacraments, spiritual direction, of finding a catechetical instruction and an education to the problems of life, suitable for time and age.

**70) *Teaching.***

§1. The religious who teach in ecclesiastical or civil schools should be academically qualified, and should harmoniously integrate in their life culture and faith, progress and tradition, thus offering an authentic Christian and apostolic witness and the opportunity to arouse interest for the religious life.

§2. They have to take part in special training and refresher courses, and are facilitated in everything related to their work.

**71)** If the Ordinary of the place wants to entrust to a religious a particular Assignment, or a Parish in any form to the Order, or other works of apostolate, taking into account the norms of Universal and Proper Law, a written convention between the Ordinary and the competent Major Superior should be made. In it, among other things, it will be clearly defined what is to be done, the people to be engaged and the economic aspects<sup>25</sup>.

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<sup>25</sup> Can. 681.

## **Section 2. FORMATION TO THE RELIGIOUS AND PRIESTLY LIFE**

### **Chapter 1 Formators**

72) The right formation of candidates requires stability; therefore, the Masters are not to be easily removed, in fact, they can be renamed several times in a row. They should be free from offices or commitments that distract them from their mission.

73) For the appointment of the Master of Formation Houses, the following rules and modalities are to be observed:

- a) for the Formation Houses of the Provinces and the Commissariats, the Masters are appointed under the norms of nos. 160, §2, d; 219, §2; 237, §2 of the *Constitutions*; if the Office remains vacant during the three-year period, it is provided by the norms of the no. 221, l of the *Constitutions*.
- b) for Formation Houses directly subject to the central authority, the Masters are appointed by the Prior General<sup>26</sup> in the time set for the renewal of the Local Offices in the same Houses;
- c) the Office of Master lasts three years;
- d) the Masters should be Solemn Professed priests; the Master of novices must have at least thirty years of age and five years of Solemn Profession.

74) The Masters should accustom the candidates to the observance of the rules and the schedule, to order and the care of their person; they keep watch that they may be committed in study and in school; they should fatherly correct disciplinary defects and irregularities. Above all, they are to lead them to feel “not as servants under the law, but as free men under grace”<sup>27</sup>.

75) The Masters follow the instructions of the Major Superiors and the Local Prior. They often refer to them on the progress of the formandi and gladly listen to their suggestions.

76) The Masters can be helped by Vice-Masters with the necessary qualities. They follow the Master’s educational line and directions with which they share responsibility of the formation.

77) It is the task of the Major Superior, after having heard the Chapter of the Formation House, to appoint the Vice-Master.

78) The Formation House designates one or more Spiritual Directors. The Spiritual Director should be preferably a religious rich in authentic evangelical and Augustinian life, provided with pedagogical, ascetic and theological preparation, and is an expert on the challenges of the youth.

79) The Major Superior has to make it sure that the Local Chapter provides:

- a) the choice of the Spiritual Director and the Ordinary Confessor<sup>28</sup>;
- b) to regulate the Community life in such a way as to favor the work of formation, and faithfully implement the rules possibly given for the purpose by the Higher Authority.

### **Chapter 2 Vocation Promotion**

80) The Superiors, both Majors and Locals, should have to engage and encourage all religious to have interest to those who care for the education of children and young people, Catholic

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<sup>26</sup> Const. 194, j.

<sup>27</sup> Reg. 48; Rm 6:14.

<sup>28</sup> Cann. 239-240.



associations and families, to be able to discover possible vocations and support their development<sup>29</sup>.

**81)** The General Promoter of Vocations is responsible for directing, stimulating and coordinating vocational pastoral care in the Order. He is also entrusted with the Pious Works of the Vocations. He is to be appointed by the Prior General with the opinion of his Council.

**82)** §1. The Major Superiors have to appoint one or more vocation promoters.

§2. Their Office is to coordinate and carry out vocational activities, according to the directives received, within the Province and the Commissariat.

§3. They are to get in touch with similar organizations in the Dioceses, in the region and other religious Institutes.

**83)** A certain inclination to religious life and the priesthood is required, proportionately to their age, from the Aspirants, a decent religiosity, a sociable and balanced character and a normal emotional stability.

### **Chapter 3 Aspirancy**

**84)** In the Aspirancy, candidates who show an interest in religious life and intend to experiment with their living environment in view of a choice of consecration are accepted. It must have a duration of at least two years.

**85)** §1. The Master, for the right conduct of his Office, must have in mind what is referred to in the *Constitutions* concerning the formators<sup>30</sup>.

§2. The Master has to work to make the Aspirants live Christianity with conviction.

**86)** It is the duty of the *Ratio Generalis Institutionis* to define the specific educational objectives to be achieved

**87)** They have to make it sure that the Aspirants get their high school diplomas.

**88)** The Aspirants have to maintain contact with family members; especially during summer time, they are allowed to spend a holiday with their family, unless particular reasons suggest otherwise.

**89)** The Masters must have at least elementary notions for an emergency intervention and to understand the urgency or not to resort to the doctor.

**90)** In choosing the seat of Aspirancy and in the organization of their lives, the Superiors shall take into account the number, age of candidates and the peculiar formation to be given to them.

**91)** For each Aspirant, a personal folder is to be compiled according to modern pedagogical criteria. The folder is always to be updated.

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<sup>29</sup> Can. 233, §1.

<sup>30</sup> Const. 75-81.

## Chapter 4 Postulancy

92) The Postulancy has a duration of one year and immediately precedes the Novitiate.

93) §1. The Postulants shall be initiated into religious life and be prepared gradually for the Novitiate.

§2. Except for the Major Superior's dispensation, they shall be admitted to the Novitiate after finishing their philosophical studies.

## Chapter 5 Novitiate

94) §1. The Novitiate House is a place that should foster recollection and prayer. The Novices with their Master must have a reserved ward.

§2. In particular and exceptional cases the Prior General, with the consent of the General Definitory, may grant that the candidate could validly complete the novitiate in a House of the Order different from that of the Novitiate, but under the direction of an experienced religious that does the work of the Master of Novices<sup>31</sup>.

95) *Admission.*

§1. The RITE OF INITIATION TO THE RELIGIOUS LIFE shall take place according to the *Ritual* of the Order.

§2. The Novices shall wear the Order's habit, with the scapular, called patience according to our tradition.

§3. The admission must be transcribed on a register and signed by the novice, the religious who presides over the admission ceremony and the Local Prior. An authentic copy shall be sent to the Major Superior of the House and the candidate, who will keep it in the archive.

96) The Novices enjoy all spiritual privileges and favors granted to the Order. During the novitiate they shall not be promoted to Sacred Orders<sup>32</sup>. They cannot give up their goods or bind them<sup>33</sup>.

97) *Formation.*

§1. The Master follows the novices fraternally, educating them to order, to the practice of our laws, and the observance of the schedule. He gives time to them every day with instructions, conversations, and tutorials.

§2. In view of what has been established on the formation of the formators of the nos. 66-69; 75-81 of the *Constitutions*, the Master helps the novice to stand resolutely in the face of the mystery of his vocation, to gradually discover its needs, to penetrate all the value and sense of its oblation that will be carried out fully with the Profession of religious Vows. He let the novice gets use to meet with God and his grace, with his mercy and his Word, through the sacraments, participation in the Mass, the Liturgy of Hours, to the mental and vocal prayer<sup>34</sup>.

§3. It will be the Master's task to illustrate the principles of ascetic life and our spirituality. He shall make them understand the beauty of the virtues characteristic of religious life and of those in particular that will be the subject of Vows. He shall introduce the observance of the *Rule*, the *Constitutions* and the *Directory*, which are considered effective means of achieving perfection. They shall be accustomed to zeal, to righteous intention in all their works, to recollection, to

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<sup>31</sup> Can. 647, §2.

<sup>32</sup> Can. 1019, §1.

<sup>33</sup> Can. 668, §1.

<sup>34</sup> Can. 652, §1-2.

self-domination, to the spirit of initiative and to liturgical life. It will be useful for the Master, in agreement with the Local Prior, to promote those practical exercises capable to be integrated to the formation.

§4. Studies which serve for a loving knowledge of God and for the development of a deeper faith shall be permitted. Doctrinal studies, even theological and philosophical studies, which do not directly refer to the formation of novices, are to be excluded<sup>35</sup>.

**98)** Towards the end of the Novitiate, the Novice shall fulfil the terms of no. 16, §1 of the *Directory*.

**99)** After the last Local Chapter of approval referred to in no. 96 of the *Constitutions*, the Novice presents a written request to the Major Superior of the Novitiate House to be admitted to Simple Profession.

## **Chapter 6 Profession**

**100)** The application for admission to the Simple and Solemn Profession should be written with its own hand or otherwise expressed in other ways in the presence of two witnesses.

**101)** §1. The act of the Simple Profession is to be transcribed in the *Register of professions* and signed by the Professed, by who presided over the Rite, by the Prior and the Master; the Prior General and the Major Superior of the novice are immediately notified for the annotation in the respective registers of the religious.

§2. The renewal of the Simple Profession, which can be anticipated for just reason up to one month from the deadline<sup>36</sup>, have to be done in private form, transcribed in the *Register of professions*, and signed by the Professed, by who presided over the Rite and by two witnesses.

§3. The act of Solemn Profession is to be transcribed in the *Register of professions* and signed by the Professed, by the who presided over the rite and by two witnesses.

**102)** *Period of Discernment.*

§1. Before the Solemn Profession, the Major Superior stipulates that the Professed should spend about a year of experience in a House other than that of formation, inserting himself into the ordinary life of Community.

§2. At the end of this period, the host Local Chapter will issue to the Major Superior a *Quoad Mores* opinion, approved by vote, on the experience and eligibility of the Professed.

**103)** The Order is not obliged to return the assets mentioned to the nos. 17-18 of the *Directory* if the religious leaves the Order or is dismissed.

## **Chapter 7 Professed House**

**104)** In the Professed House, common life is to be fully observed. Where it is possible, there should be separate rooms for the formandi and their Master from the rest of the Community.

**105)** The Master, in his difficult and delicate mission, should conform his activity to what was dictated in the *Constitutions* and in the *Directory* in reference to formation.

**106)** §1. The spiritual formation of the Professed should be based on education in a personal and deep faith and on the growth in charity. They are therefore progressively formed in personal prayer, in liturgy, in a truly and totally lived brotherly love, and in a communitarian life.

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<sup>35</sup> Can. 652, §5.

<sup>36</sup> Can. 657, §1.

§2. The Master gathers the Professed, at least once a week, to discuss on topics related to religious and priestly life. He should educate them to a profitable use of the means of social communication, to dialogue and listening, and also encouraging them in the participation in conferences, conventions, encounters and the like.

**107)** The Superiors should promote studies with great care, to keep vigil that the Professed may devote themselves diligently to it, and to make it sure that the Professed House is equipped with an up-to-date library and the necessary subsidies.

**108)** The Professed must always have an attitude of trust and docility towards the Superiors and of filial confidence towards the Master and the Spiritual Director.

## **Chapter 8 Formation for the Sacred Orders**

**109)** §1. The formation of candidates for the priesthood should be especially inspired by the criteria set out by the Holy Father Augustine for the formation of the clergy.

§2. It should be the task of the Master to prepare the Solemn Professed to ordained ministry, proposing them those activities that seem most suitable, such as: teaching catechism, having an active part in liturgical celebrations, helping Priests in the various ministries, etc.<sup>37</sup>

**110)** Church studies should have to be preceded by those in each nation that give access to higher education. The candidates should have sufficient knowledge of the Latin language to understand the sources of so many sciences and the Church's documents<sup>38</sup>.

**111)** Studies should be organized according to the *Ratio Generalis Institutionis* of the Order<sup>39</sup>.

§1. The Professed should attend the ecclesiastical or civil-approved schools indicated by the Superiors. The intellectual formation, common to all clergymen, should be supplemented by the study of Augustinian thought, history and spirituality of the Order.

§2. The Professed should dedicate to the necessary time to study, being convinced that it is an essential part of religious-priestly life.

§3. The Professed cannot obtain civil academic qualifications without the permission of the Major Superior.

4. The Professed should devote part of their time to manual work according to the needs of the House.

**112)** Candidates preparing to receive the Holy Orders should reflect on the commitments they assume with the diaconate and, in particular, with the priesthood. They should greatly appreciate the grace of the Holy Orders: in it they will find the strength necessary for their priestly lives.

**113)** It is the duty of the Major Superior to notify the Parish Priest of the place of baptism as soon as possible of the occurred ordination and to send to the General Archive a copy of the *Dimissorial Letters* and of the certificates of conferral of Sacred Orders.

## **Chapter 9 Ongoing Formation**

**114)** The Major Superiors should establish the norms for the implementation of ongoing formation according to the directives of the Church<sup>40</sup>, our legislation and the demands of our spirituality.

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<sup>37</sup> Can. 660, §1; Const. 112-113.

<sup>38</sup> *Optatam Totius* 13.

<sup>39</sup> Can. 659, §2-3.

<sup>40</sup> Can. 279.

## **PART III.**

### **GOVERNMENT OF THE ORDER**

#### **Section 1. STRUCTURE, LAWS, AUTHORITY**

##### **Chapter 1 Structure of the Order**

###### *1.1 Real Structure*

###### **115) The Province.**

§1. To erect a Province, it is necessary to have the following:

- a) at least fifty (50) religious with Solemn Vows;
- b) at least five (5) Houses;
- c) a well-founded hope for new vocations;
- d) a capacity for economic self-sufficiency.

§2. If a Province, for six continuous years, falls below thirty (30) religious with Solemn Vows and there is no prospect of improvement, the competent authority<sup>41</sup> suspends the Ordinary Regime of the Province and establishes the Commissarial Regime.

###### **116) The Province with a Commissarial Regime.**

§1. The norms of the *Constitutions*<sup>42</sup> and of the *Directory*<sup>43</sup> on the Commissariat apply to the Province with a Commissarial Regime.

§2. The suspension decree will indicate the conditions for the Province to return to the previous *pleno iure* regime.

§3. The Commissariat or the Province with a Commissarial Regime passes directly to the central authority when:

- a) the number of religious with Solemn Vows is less than ten (10);
- b) Houses cannot conduct a normal course of Augustinian life according to the requirements of our ordinances and Church documents;
- c) there is no prospect of recovery.

###### **117) The Commissariat.**

To erect a Commissariat, it is necessary to have:

- a) at least thirty (30) religious with Solemn Vows;
- b) at least three (3) Houses;
- c) a well-founded hope for new vocations;
- d) a capacity for economic self-sufficiency.

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<sup>41</sup> Const. 118.

<sup>42</sup> Const. 231-251.

<sup>43</sup> Dir. 199-217.

**118) *The Delegation.***

§1. To erect a Delegation, it is necessary that there are at least two (2) Religious Houses and ten (10) Solemnly Professed, which allow it to function properly.

§2. The Delegate Office lasts three (3) years and is regulated in accordance with no. 119 of the *Constitutions*. The election is made in the time deemed most suitable.

**119) *The House or Residence.***

§1. If there are fewer than three (3) Solemn professed with active voice, the House is called Residence.

§2. The Residence is established for reasons of necessity and only for a limited time which cannot exceed three (3) years. Prolonging for a further period is the faculty of the Prior General with the opinion of the General Definitory.

§3. In the Residence the faculties of the Local Chapter<sup>44</sup> are assumed by the Major Superior with his Council.

*1.2 Personal Structure*

**120) §1.** The assignment of religious to a House is done in writing and becomes effective from the day of publication of the documents<sup>45</sup>.

§2. In urgent cases, a religious can be sent for deputation by his Major Superior to another House for no more than three months in the same year, keeping the rights in his own House. The House in which he finds himself by deputation will take care of the small ordinary expenses.

**121)** The Major Superior must fix the behavior of the religious who enjoys the *absentia a domo religiosa* and, with regard to the vow of poverty, grants the faculty to administer the goods he produces while staying outside, with the obligation to faithfully account for them. In the meantime, he must follow the religious who uses this license with fraternal attention, urging him to participate in the life of the Community.

**Chapter 2 Active and Passive Voice**

**122)** Members of the General Definitory, and of Houses of the Delegation, do not enjoy active and passive voice in their Province. If then some of them are to be assigned to a family in another House, they only exercise the active and passive voice in that House.

**123)** Religious assigned to families in Houses directly subject to central authority<sup>46</sup>, cannot accept any Offices in their Province without the Prior General's authorization having received the consent of the General Definitory.

**124)** The religious who are sent to the service of another Province in a stable way have active and passive voice in the same, these rights being suspended in their own Province.

**125) §1.** The religious who, at his request, is assigned to a family in a House in another Province, retains his active and passive voice only for three years in his own Province.

§2. The Major Superior of the host House, with the consent of his Council, should consider whether to grant him the exercise of an active voice in the House where he is a member.

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<sup>44</sup> Dir. 219.

<sup>45</sup> The documents are: the publication of the Acts of the first Provincial or Commissariat Council or a letter from the Major Superior assigning a religious in a different circumstance.

<sup>46</sup> Const. 194, k.

§3. After the three-year period, the religious returns to his province, or requests a transfiliation<sup>47</sup>.

**126)** §1. The following are those who have no active and passive voice:

- a) the religious who is deprived of it by sentence;
- b) the religious who enjoys the Indult of Exclaustration<sup>48</sup>.

§2. The following are those who do not enjoy the exercise of active and passive voice:

- a) the religious who makes a formal request to obtain the Indult referred to in 1, b lapses from any Office or Position held in the Order;
- b) the religious who took advantage of the Indult of Exclaustration, up to two years after the return;
- c) the religious who has left the Religious House ipso facto;
- d) the religious who finds himself taking advantage of the permit of *absentia a domo*<sup>49</sup>.

**127)** In the semester preceding the General, Provincial or Commissariat Chapter, there is no recourse, if not in serious cases, to the transfer of family or Office, for which the right to vote in said Chapters is granted or removed from the religious.

**128)** If particular cases arise which are not contemplated in our ordinances, the Prior General with the consent of the General Definitory has the right to decide from time to time.

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<sup>47</sup> The *trasfiliazione* is a legal and not canonical concept but linked to our tradition and indicates the inscription of the religious to a Province or Commissariat other than the one/or in which one was enrolled at the time of the novitiate (Const. 123).

<sup>48</sup> Const. 292, §3.

<sup>49</sup> Const. 125.

## **Section 2. THE COMMUNITY OF THE ORDER**

### **Chapter 1 The General Chapter**

#### *1.1 Convocation and Preparation*

**129) §1.** The General Chapter is to be convoked by the Prior General six months before its start, scheduled for the first ten days of July.

§2. The number of Deputies who will participate in the next General Chapter will be established in the Ordinary General Definitory.

§3. In the election of Deputies to the General Chapter in accordance with no. 185, §1 of the *Constitutions*, those who, because of their Office, already have the right to participate in the same Chapter, do not have an active and passive voice.

**130) §1.** The Major Superior, having received the official communication of the convocation of the General Chapter, meets the Council to prepare the list of religious eligible for the Office of Deputy in accordance with nos. 129-131 of the *Constitutions* and 122-126; 129, §2-3 of the *Directory*, therefore:

a) he is to send as soon as possible to the individual religious, entitled to vote in the election according to the same numbers, a form bearing the names written, according to the list above, with the heading: *Form for the election of Deputies to the General Chapter* and two equal envelopes for all; each voter marks as many names on the ballot board as indicated in the convocation letter; the card is closed in the blank envelope which, included in the other envelope bearing the sender's name and the word *Vote*, will be sent back to the Superior within the set time; other voting methods may be defined by the Prior General with the General Definitory, provided that they are able to guarantee the secrecy of the vote<sup>50</sup>;

b) he is to proceed with the counting and scrutiny with the Councilors; the candidates who, in the order, obtained the highest number of votes are elected, applying the no. 166 of the *Constitutions* in case of a tie; the Superior appeals to the elected ones and, in case of non-acceptance, impediment or subsequent renunciation by them, accepted by the Superiors, those who immediately follow by number of votes take over;

c) he is to submit the result to the General Definitory with the names of the elected, attaching the relative Minutes, also signed by the Councilors.

§2. The General Definitory, having examined the minutes of all the elections, will proclaim the elected and communicate them to the Order.

**131) §1. §1.** All religious, aware of the importance of the General Chapter for the good of the Order, should strive for its success especially with prayer.

§2. It is good that within the Local, Commissariat, Provincial and Delegation communities, meetings are promoted by the Superiors to formulate initiatives, suggestions, proposals, which can be sent to the Chapter either by means of the Vocals or directly.

§3. All religious can write to the Chapter to propose what they believe is appropriate for the good of the Order.

**132) §1.** The Prior General and the other Major Superiors discuss with their Council the status of their respective communities, draw up their report which, signed by the Councilors, they will present to the Chapter. The report has as its object the following:

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<sup>50</sup> Const. 165, §1 .



- a) the real and personal status of the Communities;
- b) regular compliance and training;
- c) apostolic and pastoral activities;
- d) the real economic situation.

§2. A similar report must also be presented by the Delegates.

### 1.2 *Opening and Carrying out of the works*

**133)** On the fixed date, the General Chapter begins the work without waiting for the absentees with right, in accordance with no. 185, §2 of the *Constitutions*, except as prescribed in no. 145 of the *Constitutions*.

**134)** The *De Spiritu Sancto* Mass will be concelebrated on the day set for the opening of the Chapter, in which all the Vocals will participate, for the success of the work of the Chapter<sup>51</sup>. At the Prayer of the Faithful, the commemoration of the deceased religious, family members and benefactors of the last six years should be commemorated.

**135)** At the indicated time, the Chapter assemblies begin under the presidency of the Prior General, assisted by the first two General Definitors as scrutineers, and by the Secretary General for the initial drafting of the Acts.

**136)** §1. Having made the *Ritual* Prayer and having declared the Chapter open, the Prior General must ensure that the legal number is present<sup>52</sup>.

§2. If doubts arise about the validity of the election of some Vocals, the case is discussed and settled, therefore the Prior General, having read the nos. 145-172 of the *Constitutions*, indicates the election of the President, the two Vice-Presidents and the Chapter Secretary, to be chosen among those present.

**137)** It is the President's task to implement the provisions of no. 147 of the *Constitutions*, and also to resolve, together with the Vice-Presidents, the controversies that arise in the Chapter, unless they will reserve it for them.

**138)** It is the duty of the two Vice-Presidents to help the President in the direction of the work, assist him as scrutineers and take his place by order in case of absence. They are likewise replaced, if necessary, by the Vocals present in the order of precedence.

**139)** For the correct and prompt execution of the works:

- a) the Chapter meetings should possibly be held in the morning and in the afternoon;
- b) no Vocal is to be absent without the authorization of the President;
- c) nobody should reveal what can harm or prejudice the Order or the religious: the assembly may establish other cases in which secrecy is mandatory.

**140)** All those present who have letters or written proposals, personal or from other confreres, regarding the Chapter, should deliver them to the President, and are immediately listed in the minutes by the Chapter Secretary.

**141)** §1. The Prior General, the other Major Superiors and the Delegates shall read the report referred to in no. 132 of the *Directory*, which will be kept in the archive.

§2. It is also appropriate that each of the Responsible referred to in nos. 208-211 of the *Constitutions* report on the activity that they have carried out.

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<sup>51</sup> Dir. 6, §3.

<sup>52</sup> Const. 185.

§3. The letters referred to in no. 131, §3 of the *Directory* shall be read .

§4. All the Vocals can intervene to present suggestions, proposals etc.

**142)** The assembly, in dealing with the topics, establishes the order and broadness that it believes are most appropriate.

**143)** Before proceeding to the election of the new General Curia, the Chapter should deal comprehensively with all the matters concerning the life and growth of the Order, and any changes to our laws, according to the faculties that are within its competence according to Universal and Proper Law.

### 1.3 Election of the Offices of the Government

**144)** The President:

- a) declares the Offices of Prior General, Vicar General and General Definitors vacant;
- b) takes over the seals of the Prior General and the Vicar General.
- c) makes a brief exhortation recalling the capitulars to the sense of responsibility, which engages them in conscience, in the election of the Prior General, the Vicar General and the General Definitors;
- d) invites the Chapter to define the number of General Definitors<sup>53</sup>;
- e) invites the Vocals to take an oath to elect those who they conscientiously consider suitable for the mandate, and reminds everyone that nobody can validly vote for himself;
- f) opens the election of the Prior General after reading what refers to his Office in the *Constitutions*<sup>54</sup>.

**145)** §1. Once the Office has been accepted, a tribute is paid to the newly elected according to the *Ritual*, and the session closes.

§2. The next session will be announced in agreement with the newly elected Prior General.

**146)** In the following sessions, with a premise of the reading of what concerns in the *Constitutions* and in the *Directory* about the respective Offices, they are elected by order: the Vicar General and the other General Definitors. The General Definitors are to be chosen if possible, from the different Provinces and taking into account the guidelines suggested by the newly elected Prior General.

**147)** After the elections, the Prior General assumes the presidency of the Chapter until its conclusion; if he is absent, he is waited upon despite the prescription of no. 133 of the *Directory*.

**148)** The Prior General, if he deems it appropriate, proposes other topics to the assembly; upon finishing them, declares the Chapter closed.

**149)** Before the Vocals leave for their respective places, they must sign the Minutes and concelebrate a Thanksgiving Mass.

**150)** The Acts are to be signed by the Prior General, the President, the two Vice-Presidents and the Chapter Secretary who drafted them.

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<sup>53</sup> Const. 199, §2.

<sup>54</sup> Const. 189-197.

## **Chapter 2 The Plenary Congregation**

**151)** The Plenary Congregation is convoked at the discretion of the Prior General, with the consent of the Definitory.

**152)** Each Province or Commissariat nominates the Deputies and their Substitutes.

**153)** The moral and economic reports, if necessary, are made by the Major Superiors and by the Delegates for the respective Communities, and are kept in the archive.

## **Chapter 3 The Prior General**

**154)** In the government of the Order, the Prior General has all the faculties granted by the Apostolic See to the Supreme Moderators of the exempt Clerical Institutes, as well as those granted to him by the *Constitutions* and the *Directory*.

**155)** §1. He is assisted in the governance of the Order by the General Definitory.

§2. The Prior General should be willing to ask for the opinion of the General Definitory when it comes to important matters, even if it is not required by law.

**156)** The Prior General acts according to the faculties and tasks indicated in nos. 193-195 of the *Constitutions*. Furthermore, it is his duty:

- a) approve and promulgate the *Statutes* of groups belonging to the Secular Fraternities;
- b) confirm the appointment of the Administrator of the funds of the General Postulation;
- c) prolong the Residence regime referred to in no. 119, §2 of the *Directory*;
- d) evaluate whether to grant the voice according to no. 127 of the *Directory*.

**157)** The Prior General, or his Delegate, participates, without the right to vote, in the Provincial or Commissariat Chapters.

## **Chapter 4 The General Definitory**

**158)** §1. Within four months of the end of the General Chapter, the first General Definitory is held, in accordance with nos. 201-202 of the *Constitutions*.

§2. The Ordinary General Definitory must be celebrated every year.

§3. The Convocation of the General Definitory contains the topics to be discussed, in accordance with no. 145, §1 of the *Constitutions*.

**159)** §1. The General Definitory must act in full when it is a Ordinary General Definitory; in case of absence of one or two Definitors, the Prior General appoints their Substitutes with the consent of the present Definitors.

§2. The Extraordinary General Definitory can be celebrated even in the absence of some Members taking into account no. 146 of the *Constitutions*.

**160)** *The Vicar General.*

§1. If, due to illness, the Prior General cannot govern the Order, the Vicar General assembles the General Definitory to discuss the situation and to decide on the matter in accordance with Universal and Proper law.

§2. In the event of a vacancy by the Office, the Vicar General convokes an Extraordinary General Chapter as soon as possible to elect the new Prior General within two months, who will remain in office until the next General Chapter.

§3. If the cases provided for in §2 occur in the last year of the sixth year, the Vicar General will govern the Order until the General Chapter.

§4. If the Vicar General is absent or impeded, the other General Definitors take over in the exercise of his functions, according to the order of precedence<sup>55</sup>.

**161) *The General Definitors.***

§1. The General Definitors are in contact with the Communities of the Order by promoting dialogue and collaboration with the central authority.

§2. The members of the General Definitory reside in the General House, except for nos. 123, §2; 194, k of the *Constitutions*<sup>56</sup>.

## **Chapter 5 The General Offices and Assignments**

**162)** The Offices and Assignments at the General Curia can also be entrusted to the General Definitors.

**163) *The Procurator General.***

§1. The Procurator General sends petitions from the various communities of the Order and from individual religious to the Apostolic See, only after consulting their respective Major Superior; in what concerns the competences of the Prior General or the General Definitory, he always acts according to their directives.

§2. Protocols in the register of the procuration of the individual documents dealt with at the Apostolic See, with the questions and their answers, and putting them to the General Archive.

§3. Reports to the Prior General what he becomes aware of at the Ecclesiastical Dicasteries and which may be of interest to the Order.

§4. Remain in the exercise of his function until he has made the necessary handovers.

**164) *The Secretary General.***

§1. Accompanies the Prior General in the Canonical Visit, with special attention to nos. 176-177 of the *Directory*.

§2. Keeps the register of living religious up to date.

§3. Draws up the *Necrology* of the deceased confreres, which he will keep in the archive, and he will distribute a copy to the various communities of the Order for transcription.

§4. Communicates to the same communities and to the individual religious what has been commissioned to him by the Prior General.

§5. Takes care of the drafting of the *Analecta Ordinis* which collect all Acts concerning the life of the Order, according to the directives of the Prior General.

§6. Remain in the exercise of his function until he has made the necessary handovers.

**165) *The General Economo.***

§1. Regulates himself according to Part IV of the *Constitutions* regarding the ADMINISTRATION OF GOODS and by the indications of the Holy See in the exercise of his competences.

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<sup>55</sup> Const. 199, §5.

<sup>56</sup> At one time this faculty was attributed to the General Definitory in these terms: to allow members of the Definitory to be assigned from the family in a House other than the General Curia. In analogy to no. 222, a of the *Constitutions*, the Prior General after having heard the opinion of the General Definitory could send to another House the religious according to no. 123, §2 of the *Directory*.

§2. Submit every year the administrative register to the examination and approval of the General Definitory.

§3. Report his activities as often as required.

§4. Collaborate with the Provincial and Commissariat Economos for administrative issues.

§5. Supervise that the reports sent to the Ordinary General Definitory follow correct accounting principles.

§6. Communicate any irregular economic situations to the Prior General.

§4. Remain in the exercise of his function until he has made the necessary handovers.

**166) *The General Archivist.***

§1. He is responsible for carefully keeping the Order's archive, in which the following must be kept:

- a) documents and other writings concerning the Order: its rights, privileges, favors etc.<sup>57</sup>;
- b) the registers of the General Chapters, of the Plenary Congregations and of the Minutes of the General Definitories;
- c) the registers of the Offices of the Procurator, Administration, Protocol and the Prior General;
- d) the economic and moral reports, the Acts of the Provincial and Commissariat Chapters;
- e) everything that may be useful to the history of the Order and individual religious.

§2. The General Archivist will endeavor to enrich the archive of documents concerning the Order, and also take care of the archive of the General House.

§3. The archives of the Provinces, Commissariats, Delegations and suppressed Houses must be transferred to the General Archive.

**167) *The Postulator General.***

§1. Treat the Causes of beatification and canonization of the Servants of God of our Order or entrusted to our Order in compliance with the directives of the Holy See.

§2. Be a religious capable of carrying out his task with fruit by zealously doing the delicate task entrusted to him.

§3. Can collect money for the Causes according to the provisions of the Prior General and ecclesiastical laws.

§4. Propose the appointment of an Administrator who manages the funds of the Postulation in compliance with the directives of the Holy See, and at least once a year submits them to the Ordinary General Definitory.

§5. Set up a separate archive where he can collect the documentation relating to the processes handled by the Postulation and keep a register of them. The Postulation has one or more rooms dedicated to the purpose at the General Curia.

**168) *The Director General for Formation and Studies.***

He has the task of promoting the initial and ongoing formation of religious.

**169) *The Director General for Vocations.***

He carries out his task keeping in mind nos. 82-84 of the *Constitutions* and 80-83 of the *Directory*.

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<sup>57</sup> Cann. 486-491; 1719; 1306.

**170) *The Director General for Missions.***

He takes care of the connection with the Houses in in places of mission, promotes initiatives that increase the spirit and missionary activities and collaborates with the Provincial In-charge for the missions.

**171) *The Director General for the Secular Fraternities.***

§1. He assists the Secular Fraternities to which belong: the Groups of Tertiaries, the Confraternities, the Pious Unions and the Augustinian Lay Associations whose statutes have been approved by the Prior General.

§2. He promotes the vitality of the Secular Fraternities according to the Augustinian spirit and the needs of the times; to this end, he raises initiatives and promotes the formation of its members, keeping in contact with the peripheral seats.

**Chapter 6 The Canonical Visit**

**172)** The Prior General, at the beginning of his office, makes the Ordinary Visit to all the Houses, including the Provincial and Commissariat Seats; the other Major Superiors do the same, but not in the same year, within their jurisdiction.

**173)** The Ordinary Visit is announced in a necessary time, so that it can be conveniently prepared.

**174)** §1. The Visitor, if he is the Delegate, presents to the religious the appointment document, from which it is clear whether it is an Ordinary or Extraordinary, General or Particular Visit.

§2. The Visitor then gives the Precept of Obedience, so that each religious may present any abuse and disorders.

**175)** Superiors and all religious are at the complete disposal of the Visitor; they should commit themselves with a sense of responsibility and collaborate fraternally.

**176)** §1. On a general visit, the Visitor receives individually the religious who will listen with attention and benevolence. If necessary, he fraternally corrects individuals and the Community.

§2. He ensures of the regularity of the tabernacle, of the decency and propriety of the sacred places, of the vestments and furnishings of the divine worship. He then visits the House: archive, library etc.

§3. He must use particular care when reviewing the *Registers*: of the Local Chapters, of the Professions, of the Administration, of the Masses, of the Necrologies and of the Canonical Visits.

§4. He meets the Secular Fraternities and the Augustinian Associations.

§5. He needs to know the other pastoral realities in which the Community is inserted: Parishes, Lay Groups, Schools etc.

**177)** The Visitor's indications are written and signed in the appropriate *Register of the Canonical Visits* and read in the Community.

## Section 3. THE PROVINCIAL COMMUNITY

### Chapter 1 The Provincial Chapter

#### 1.1 Convocation and Preparation

**178)** §1. The Provincial Chapter is to be celebrated after three years, after the end of the school year; this date can be anticipated or postponed by two months by the Prior Provincial with the consent of his Council<sup>58</sup>.

§2. It is convoked by the Prior Provincial three (3) months before its start, after hearing the Prior General<sup>59</sup>.

**179)** 1. The Provincial Secretary prepares the list of religious of the Province eligible for the Office of Deputies, in accordance with no. 215, §2 of the *Constitutions*; with the Letter of convocation to the Chapter, the Prior Provincial sends the list through a form to all religious with an active voice in the election, in accordance with nos. 129-131 of the *Constitutions* and 122-126 of the *Directory*.

§2. In the election of Deputies, those who already participate by right, pursuant to no. 215, §1 of the *Constitutions* do not have a passive and active voice.

§3. Each voter can mark many names on his ballot sheet until he reaches the number of Deputies established in the Provincial Council and sends it to the Prior Provincial in the set time and in the form indicated, in analogy at no. 130, a of the *Directory*.

§4. The Prior Provincial with his Council proceed to the counting and scrutiny of the ballots. The religious who obtains the highest number of votes are elected Deputies, applying in the event of a tie, no. 166 of the *Constitutions*. In case of non-acceptance or renunciation by the elected, the one who immediately follows by number of votes takes over. The minutes of the session are drawn up, to be presented to the Provincial Chapter.

§5. The Prior Provincial will immediately communicate the names of those elected to all the Houses, and send a copy to the Prior General.

§ 6. The Prior Provincial with his Council prepare an *Instrumentum laboris* to be sent to the Capitulars.

**180)** In the preparation of the Provincial Chapter, the suggestions for the General Chapter indicated in nos. 131-132 of the *Directory* are to be taken into consideration.

**181)** The Prior Provincial and the Local Priors prepare the written report on the moral and economic status of their Communities, to be examined in the Chapter and then kept in the Provincial Archive. Even the In-charge, referred to in nos. 228-230 of the *Constitutions*, present the report on their activity.

#### 1.2 Opening and Carrying out of the works

**182)** On the day set for the opening of the Chapter, the *De Spiritu Sancto* Mass is to be concelebrated by the Vocals, for the success of the work of the Chapter. The Commemoration of the deceased religious, family members and benefactors of the last three years is to be remembered at the Prayer of the Faithful.

**183)** §1. Chapter Sessions begin at the indicated time.

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<sup>58</sup> Const. 226, g.

<sup>59</sup> Const. 217, §1.

§2. The Prior Provincial makes the Ritual Prayer and declares the Chapter open, assisted by the first two Provincial Councilors as scrutineers, and by the Provincial Secretary for the initial drafting of the Minutes.

§3. The Prior Provincial reads the Minutes of the election of Deputies, referred to in no. 179, §5 of the *Directory*, ensure the presence of the legal number<sup>60</sup>; if doubts arise in this regard, having heard the assembly, he should settle them with the help of the two assistants.

§4. The Prior Provincial announces the election among those present of the President, the two Vice-Presidents and the Secretary of the Chapter whose Office will end with the signature of the Minutes at the end of the Provincial Chapter.

§5. It is the duty of the Secretary of the Chapter to draw up the Minutes and Acts to be published after the approval of the Prior General<sup>61</sup>.

**184)** In order to carry out the Provincial Chapter, the provisions of nos. 139-143 of the *Directory*, implementing the work program contained in no. 216 of the *Constitutions*.

### 1.3 Election of Offices of the Government

**185)** §1. After having discussed the status of the Province and elaborated the three-year program, the President, recalling no. 163 of the *Constitutions* regarding the vacancy of the Provincial Offices and takes over the seal of the Prior Provincial.

§2. The President reminds the Chapter members of the responsibility that conscientiously engages them in the elections, and that no one can validly vote for himself. Everyone takes an oath to elect those they consider suitable for the Office.

§3. After having read in the *Constitutions* and in the *Directory*, what refers to the Office of Prior Provincial, the President opens the election among all religious registered in the Province with a passive voice.

**186)** §1. After having confirmed the election of the Prior Provincial pursuant to nos. 193, a; 218, §4 of the *Constitutions*, they proceed according to the norm of the *Ritual*. If the newly elected is not present, the work will be suspended to await his arrival.

§2. Thus, they provide of the other Offices, in accordance with no. 216, §1, d of the *Constitutions*. For the choice of the Vicar, it must be kept in mind the same age and Profession requirements required for the Prior Provincial<sup>62</sup>.

§3. Having defined the seat of the Province and discussed any questions proposed by the newly elected Prior Provincial, the President declares the Provincial Chapter closed.

§4. Before the Vocals leave for their respective places, they sign the Minutes and concelebrate a Thanksgiving Mass.

§5. The Acts approved by the Prior General are signed by the President of the Chapter, by the newly elected Prior Provincial and by the Secretary of the Provincial Chapter.

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<sup>60</sup> Const. 215.

<sup>61</sup> Const. 193, b.

<sup>62</sup> Const. 218, §2.



## Chapter 2 The Prior Provincial

**187)** The Prior Provincial, to encourage the welfare and progress of the Province shall:

- a) maintain contact with the Prior General and with the Superiors of the other Provinces and Delegations;
- b) frequently visit the Houses of the Province to personally become aware of the state of the communities and regular observance;
- c) promote the union between religious and their collaboration in different activities;
- d) have the vocations, youth formation and the permanent ongoing formation particularly at heart, faithfully implementing what is established by the central authority;
- e) encourage collaboration with the various particular Churches.

**188)** §1. The office of Prior Provincial is incompatible with the Office of Local Superior and Parish Priest.

§2. In case of absence from the Province for more than fifteen days, he is replaced by the Provincial Vicar.

§3. To the Provincial Vicar, the provisions of nos. 218, §1-3 of the *Constitutions* and 160 of the *Directory* is to be applied in a similar way.

## Chapter 3 The Provincial Council

**189)** §1. The first Provincial Council is to be held within three months from the conclusion of the Provincial Chapter, in accordance with no. 224 of the *Constitutions*.

§2. The Acts of the first Provincial Council and subsequent ones are signed by the Prior Provincial and the Provincial Secretary.

§3. A copy of the Acts should be sent to the Houses of the Province, to the Secretary General, to the other Commissariats, Provinces and Delegations for them to keep in their respective archives.

**190)** §1. The Ordinary Provincial Council is to be celebrated every year.

§2. The Convocation Letter should contain the topics to be discussed, in accordance with no. 145, §1 of the *Constitutions*.

§3. The Provincial Council must act as a whole when dealing with the Ordinary Council referred to in no. 225, a of the *Constitutions*. In the absence of one of the Councilors, the Prior Provincial appoints a Substitute.

§4. The Prior Provincial can convene the Council whenever it is required by his own right, or that of which is deemed appropriate; it is sufficient that at least three Councilors participate in the Extraordinary Council<sup>63</sup>.

**191)** The Prior Provincial must be willing to seek advice from his Councilors when it comes to important matters, even if it is not required by law.

**192)** The Prior Provincial ensures that what is decided by the Provincial Council is to be carried out.

**193)** If significant shortcomings are being observed in the Prior Provincial, the Councilors may privately and with charity warn him; in the most serious cases, after not having any results, they must report it to the Prior General.

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<sup>63</sup> Const. 146.

## **Chapter 4 The Provincial Offices and Assignments**

### **195) *The Provincial Secretary.***

He is responsible for drawing up the Minutes, Acts and documents concerning the Province and transmitting them to the Houses and religious concerned.

### **196) *The Provincial Economo.***

§1. Within the Province, what is provided in the nos. 210 of the *Constitutions* and 165 of the *Directory* is similarly applicable to him, having made the necessary references.

§2. Manage an Archive of the Administration of property owned by the Province and the Provincial savings.

### **196) *The Provincial Archivist.***

§1. Maintain diligently the documents and records relating to the Province in the Archive, in accordance with the provisions of the General Archivist at no. 166 of the *Directory*, take care of the history of the Province and work to recover our documents possibly kept in State Archives or other bodies.

§2. The archives of the suppressed Provinces must be transferred to the General Archive; those of the suppressed Houses in the Provincial Archives.

**197)** The Promoter of Vocations, in the exercise of his delicate mission, should keep in mind what refers to him in nos. 82-84 of the *Constitutions* and 80-83 of the *Directory*.

**198)** Those In-charge of the Missions and of the Secular Fraternities, in the exercise of their activity, should keep in mind what refers to them respectively in nos. 66; 68 of the *Directory*, as well as the directives of the Central Authority and of the organizations of particular Churches.

## Section 4. THE COMMISSARIAT COMMUNITY

### Chapter 1 The Commissariat Chapter

#### 1.1 Convocation and Preparation

**199)** §1. The Commissariat Chapter is to be celebrated at the end of the three years, after the end of the school year. This date may be anticipated or postponed by two months by the Commissary with the consent of the Council<sup>64</sup>.

§2. It is convoked by the Commissary two months before its start, after having heard the Prior General<sup>65</sup>.

**200)** §1. The Commissariat Secretary prepares the list of religious of the Commissariat eligible to the Office of Deputies, in accordance with no. 232, §2 of the *Constitutions*. With the Letter of Convocation to the Chapter, the Commissary sends the list through a form to all the religious with active voice in the election, in accordance with nos. 129-131 of the *Constitutions* and 122-126 of the *Directory*.

§2. In the election of Deputies, those who already have the right to intervene in accordance with no. 232, §1 of the *Constitutions* have no active nor passive voice.

§3. Each voter marks in his ballot, for the election of Deputies, as many names up to half of those listed therein. If these are odd numbers, half is counted on the next even number. Forms that bear marked names with greater numbers than that prescribed are void.

§4. The Commissary and his Council proceed to the counting and scrutiny of the ballots. They should bear in mind that the number of Deputies must correspond to half of those listed on the form, in accordance with §3. Deputies who have obtained the highest number of votes are elected, applying in the event of a tie the no. 166 of the *Constitutions*. In case of non-acceptance or renunciation by the elected, the one who immediately follows by number of votes takes over. The minutes of the session are drawn up and to be presented to the Commissariat Chapter.

§5. The Commissary shall immediately communicate to all the Houses the names of those elected, and send a copy to the Prior General.

§ 6. The Commissary with his Council should prepare an *Instrumentum laboris* to be sent to the Capitulars.

**201)** In the preparation of the Commissariat Chapter, they should keep in mind the suggestions for the General Chapter, contained in nos. 131-132 of the *Directory*.

**202)** The Commissary and the Local Priors should prepare the written report on the moral and economic status of their Community, so that these can be examined in the Chapter and then kept in the Commissariat Archive. Even the In-charges, referred to in no. 251, §1 of the *Constitutions*, must present the report on their activity.

#### 1.2 Opening and Carrying out of the works

**203)** On the day set for the Opening of the Chapter, the *De Spiritu Sancto* Mass is to be concelebrated by the Vocals, for the success of the work of the Chapter. The Commemoration of the Deceased religious, family members and benefactors of the last three years is to be remembered at the Prayer of the Faithful.

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<sup>64</sup> Const. 248, d.

<sup>65</sup> Const. 217, §1

**204)** §1. Chapter Sessions begin at the indicated time.

§2. The Commissary makes the Ritual Prayer and declares the Chapter open, assisted by the first two Commissariat Councilors as scrutineers, and by the Commissariat Secretary for the initial drafting of the Minutes.

§3. The Commissary reads the Minutes of the election of Deputies, referred to in no. 200, §5 of the *Directory*, ensure the presence of the legal number<sup>66</sup>; if doubts arise in this regard, having heard the assembly, he should settle them with the help of the two assistants.

§4. The Commissary announces the election among those present of the President, the two Vice-Presidents and the Secretary of the Chapter whose Office will end with the signature of the Minutes at the end of the Commissariat Chapter.

§5. It is the duty of the Secretary of the Chapter to draw up the Minutes and Acts to be published after the approval of the Prior General<sup>67</sup>.

**205)** For conducting the Commissariat Chapter, the provisions of nos. 139-143 of the *Directory*, implementing the work program contained in no. 233 of the *Constitutions* are to be applied.

### 1.3 Election of Offices of the Government

**206)** §1. After having discussed the status of the Commissariat and drawing up the three-year program, the President, recalled no. 163 of the *Constitutions* regarding the vacancy of the Commissariat Offices and takes over the seal of the Commissary.

§2. The President reminds the Chapter members of the responsibility that conscientiously engages them in the elections, and that no one can validly vote for himself. Everyone takes an oath to elect those they consider suitable for the Office.

§3. After having read in the *Constitutions* and in the *Directory*, what refers to the Office of the Commissary, the President indicates the election among all the religious members to the Commissariat with a passive voice.

**207)** §1. After having confirmed the election of the Commissary, pursuant to nos. 193, a; 236, §3 of the *Constitutions*, they shall proceed according to the norm of the *Ritual*. If the newly elected is not present, the work will be suspended to await his arrival.

§2. They then provide for the other Offices, in accordance with no. 233, e of the *Constitutions*. For the choice of the Vicar, one should keep in mind the same age and Profession requirements required for the Commissary<sup>68</sup>.

§3. Having defined the seat of the Commissariat and discussed any issues proposed by the newly elected Commissary, the President declares the Commissariat Chapter closed.

§4. Before the Vocals leave for their respective places, they must sign the Minutes and concelebrate a Thanksgiving Mass.

§5. The Acts approved by the Prior General are signed by the President of the Chapter, by the newly elected Commissary and by the Secretary of the Commissariat Chapter.

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<sup>66</sup> Const. 232.

<sup>67</sup> Const. 193, b.

<sup>68</sup> Const. 236, §1.

## **Chapter 2 The Commissary**

**208)** The Commissary, to encourage the welfare and progress of the Commissariat shall:

- a) maintain contact with the Prior General and with the Superiors of the other Commissariats, Provinces and Delegations;
- b) frequently visit the Houses of the Commissariat to personally become aware of the status of the communities and regular observance;
- c) promote the union between religious and their collaboration in different activities;
- d) have vocations, the formation of young people and ongoing formation particularly at heart, faithfully implementing what is established by the central authority;
- e) encourage collaboration with the various particular Churches.

**209)** §1. The Office of the Commissary is incompatible with the Office of the Local Prior and Parish Priest.

§2. In case of absence from the Commissariat for more than fifteen days, he is to be replaced by the Vicar Commissary.

§3. To the Commissariat Vicar, the provisions of nos. 245, §2-3 of the *Constitutions* and 160 of the *Directory* is to be applied in a similar way.

## **Chapter 3 The Commissariat Council**

**210)** §1. Within three months from the conclusion of the Commissariat Chapter, the first Commissariat Council is to be held, in accordance with no. 246 of the *Constitutions*.

§2. The Acts of the first Commissariat Council and subsequent ones are signed by the Commissary and the Commissariat Secretary.

§3. A copy of the Acts should be sent to the Houses of the Commissariat, to the Secretary General, to the other Commissariats, Provinces and Delegations for them to keep in their respective archives.

**211)** The Commissariat Council is to be convened by the Commissary every year to review the moral-economic situation of the Commissariat and of the individual Houses, and whenever it is required by its Proper Law, or which it is deemed appropriate.

**212)** The principal task of the Councilors is to assist the Commissary in promoting the welfare of the Commissariat according to his Proper Law.

## **Chapter 4 The Commissariat Offices and Assignments**

**213)** *The Commissariat Secretary.*

He is responsible for drawing up the Minutes, Acts and documents concerning the Commissariat and transmitting them to the Houses and religious concerned.

**214)** *The Commissariat Economo.*

§1. Within the Commissariat, what is provided in the nos. 210 of the *Constitutions* and 165 of the *Directory* is similarly applicable to him, having made the necessary references.

§2. Manage an Archive of the Administration of property owned by the Commissariat and the Commissariat savings.

**215) *The Commissariat Archivist.***

Maintain diligently the documents and records relating to the Commissariat in the Archive, in accordance with the provisions of the General Archivist at no. 166 of the *Directory*, take care of the history of the Commissariat and work to recover our documents possibly kept in State Archives or other bodies.

**216)** The Promoter of Vocations, in the exercise of his delicate mission, should keep in mind what refers to him in nos. 82-84 of the *Constitutions* and 79-82 of the *Directory*.

**217)** Those In-charge of the Missions and of the Secular Fraternities and similar groups, in the exercise of their activity, should keep in mind what refers to them respectively in nos. 66; 68 of the *Directory*, as well as the directives of the Central Authority and of the organizations of particular Churches.

## **Section 5. THE LOCAL COMMUNITY**

### **Chapter 1 The Local Chapter**

**218)** §1. The Local Chapter, except in urgent cases, is to be convened in time by means of a written notice exposed and sent to the Vocals. The Vocals who have not been able to receive the convocation must be alerted when elections or important Community issues are involved.

§2. The first Local Chapter must be celebrated within two months of the formation of the Community.

**219)** Faculties and tasks of the Local Chapter are as follows:

- a) to deal monthly: the review of the House administration; the various provisions of the Ecclesiastical Authority; apostolic activities etc.;
- b) to elect the Vice-Prior and the Local Economo;
- c) to approve the conduct of the candidates referred to in nos. 96; 100, c; 113, a of the *Constitutions*;
- d) to definitively hire service personnel;
- e) to establish the schedule of communitarian acts, according to the provisions of nos. 12; 40 of the *Directory*, and to remove what is opposed to regular observance;
- f) to deal with House issues, to contribute to their solution in a spirit of fraternal collaboration, especially where the Community carries out particular activities (seat of formation, parish, educational institutions, pensioners, etc.);
- g) to decide on extraordinary expenses, according to the powers conferred on them;
- h) to accept for the Community bonds, *Legati*, donations etc., in accordance with no. 271 of the *Constitutions*;
- i) to establish a budget for the yearly update of the library.
- j) to allow guests to stay for not more than three (3) months.

**220)** If the Vocals should only be two (2), the provisions of no. 118, §3 of the *Directory* is to be noted.

### **Chapter 2 The Local Prior**

**221)** In addition to what is established in some parts of the *Constitutions* and the *Directory*, the Local Prior also has the following faculties and duties:

- a) to often discuss with the Community on topics of spirituality and regular observance;
- b) to appoint the Vice-Prior if there are more than four (4) assigned members;
- c) to appoint the Economo during the celebration of the first Local Chapter;
- d) to take interest in vocations to our Order, favoring the work of the Vocation Promoter, and to boost the Third Secular Order;
- e) bearing in mind the obligation of residence and the spirit of poverty, to be absent from the House for up to ten days and to grant the same faculty to its religious, subject to Prior notification to the Major Superior for travel abroad;
- f) to make extraordinary expenses, according to the concession of the Tables;
- g) to allow non-religious guests of our Order to stay in the House for up to ten days.

### **Chapter 3 The Local Offices and Assignments**

#### **222) The Vice-Prior.**

§1. In Houses where there are at least five Vocals, the Vice-Prior should be elected in the first Local Chapter, and the Prior communicates the outcome to the Major Superior.

§2. In the absence of the Prior, the Vice-Prior does not make changes and does not make decisions of importance except in urgent cases.

§3. In the absence of the Vice-Prior, the religious Priest of the said family shall govern the House by precedence according to the norm of the *Directory*.

#### **223) The Local Economo.**

§1. In the exercise of his activity, he should regulate himself according to the nos. 260 of the *Constitutions* and 165 of the *Directory*.

§2. Every month he should report to the Local Chapter the incomes, expenses, and all the economic resources available to the Community.

§3. The monthly report must be reported in the *Register of the Administration*, approved and signed by all the Vocals

§4. He does not take private initiatives in using the money, neither for himself nor for others.

**224)** The Prior can be an Economo only if necessity so requires, and after having received the consent of the Major Superior.

#### **225) The Sacrista.**

§1. May the Sacrista be zealous in his assignment and carry it out carefully with respect for Liturgical and Ecclesiastical norms. He should fulfill the provisions of no. 7 of the *Directory*.

§2. The following are to be the *Registers* for the Masses:

- a) of the Sacristy (*agenda*), in which the date of acceptance, the intention, the almsgiving, the name of the person who celebrated should be registered;
- b) of Masses celebrated in which the names of the celebrating Priests are to be indicated;
- c) of the *Legati*, with annual charges; the history of the individual *Legati* are to be reported in a separate register;
- d) of free Masses in which the intentions whose celebration date is still to be determined with the relative offering are marked;
- e) of the Order's proper Masses: monthly *Pro Se*, *Pro Bono Ordinis* and *Pro Defunctis* referred to in nos. 53-58 of the *Directory*.

§3. The Sacrista must keep separately the offerings of the Masses to be celebrated.

§4. He should give the offerings of the Masses celebrated and the other incomes of the Church to the Economo.

§5. The House should entrust the intentions of Masses to the Major Superior, which they cannot satisfy within the time limits set by Universal Law.

#### **226) The Librarian.**

§1. Catalog books according to modern criteria, and maintains order and cleanliness in the library; and is updated on the legislation on the protection of old books.

§2. Be updated on the legislation on the protection of ancient books.



§3. Propose the purchase of books useful for formation and updating to the Chapter or the Prior, especially if the House is seat to studies. He should take interest that the books, after use, are returned to the library.

§4. Do not lend books to strangers without the authorization of the Prior, or the Local Chapter, if they are books of considerable value. In any case, he takes the necessary precautions so that they are not lost.

**227) *The Archivist.***

§1. The Archivist is in-charge of keeping the Archive of the House, according to the norms of the Ecclesiastical Authority and the Superiors of the Order.

§2. In the Archive are kept the documents concerning the rights of the House and the Church; those issued by the Ecclesiastical Authority, and relating to the House; the Acts of the Chapters, of the General Definitories, of the Provincial and Commissariat Councils; circulars and provisions of the Prior General, the Prior Provincial and the Commissary. In addition, the registers: of the Propositions of the Local Chapter, of the Masses, of the *Legati*, of the religious Professions, of the administration, of the history of the House, of the deceased religious. Finally, everything that can be useful for the history of the Community.

§3. The Archivist keeps the inventory of documents up to date for easier consultation.

§4. The Archive should be closed and well-kept. No religious, except the Archivist, will consult the contents without the Prior's consent. No document is to be destroyed, even if it is judged to be of little importance, and is not lent to strangers without the consent of the Chapter, who will act in this very carefully.

## **PART IV.**

### **ADMINISTRATION OF GOODS**

#### **Section 1. THE ADMINISTRATORS**

**228)** The Administrators of the Order's goods, the Economos and the Legal Representatives are aware that the temporal goods administered by them in any capacity belong to the Order.

**229)** The documents on which our property rights, receipts, insurances, securities-values etc. are based are to be kept in a safe place. When it is no longer necessary for the current administration, they should be kept to the Archive.

**230)** §1. Any securities-values and cash can be usefully deposited with credit Institutions.

§2. The competent superior, the Legal Representative and the Economo are authorized to operate on the accounts. At least two religious must sign each current or deposit account.

**231)** In carrying out their mandate, the Economo must bear in mind the no. 24 of the *Directory*, and act accordingly to the directives and be under the supervision of the legitimate authority. They shall:

- a) observe the norms of our laws, universal and civil law, and respect the will of the founders and donors;
- b) ensure that the assets entrusted to them do not perish or deteriorate;
- c) demand income and proceeds;
- d) keep the administrative records in order and up to date, and present them for review within the established time;
- e) without a special mandate, do not attempt nor renew or modify contracts, judicial documents, nor do not perform acts of extraordinary administration.

**232)** Once a year, the Major Superiors and the Local Priors should send the economic report to their respective Major Superiors once a year and in the manner eventually established. The Prior General will submit the reports received to the General Definitory; the Major Superiors, to their Council.

**233)** In order to raise awareness of the responsibility of individuals towards the Community, the Prior General annually informs the Order of its economic status. The other Major Superiors do the same within their jurisdiction.

**234)** In the event that an overabundance of goods occurs in some Local or Provincial Community, the immediately Superior authority, having heard the Community concerned, disposes of its assets fairly for the benefit of other Houses, of the Province, of the Order or of its social works.

**235)** *Bequests and inheritances.*

To accept bequests or inheritances you must:

- a) the consent of the Local Community, when they are sums of money or immovable properties free from any bond;
- b) the consent of the competent Superiors, in the case of bequests in money whose value exceeds the limits established by the annual administrative table;

c) the consent of the Major Superior, with the consent of his Council, when bequests are subject to conditions or the release of the goods in question is burdened by obligations or passive charges.

**236)** Each Province or Commissariat should prepare a *Ratio Oeconomica* for the preparation of accounts, economic reports and any declarations to be presented on the basis of the laws in force in each country in which the Order is present.

## **Section 2. EXPENSES AND ADMINISTRATIVE TABLE**

**237)** *Ordinary administration.*

§1. For the purposes of the faculties granted to Superiors and Economos, it is to be considered Ordinary administration, according to the no. 272 of the *Constitutions*, the expenses for food, clothing, for the daily life of religious, for worship, for small repairs to the building, for the good conservation of rustic funds, for the remuneration to the staff who usually work with us.

§2. The Prior General in the Ordinary General Definitory, and the other Major Superiors with the consent of their Council within their jurisdiction, can concretely determine the aforementioned points.

**238)** *Extraordinary administration.*

§1. Who must grant the authorization ascertains in advance of the usefulness of the work and the possibility of carrying it out.

§2. For cases of Extraordinary administration, the provisions on the matter are in the nos. 273-274 of the *Constitutions*.

§2. The Administrative Table must be respected whether the sum to be spent belongs to the Conventual or Provincial fund, or that it comes from other sources (for example, donations from Institutions, benefactors and the faithful, etc.).

**239)** §1. Investments in shares or involving a share in the economic risk of other parties are prohibited.

§2. It is forbidden for religious to operate on the financial market.

**240)** Each Province or Commissariat should evaluate the opportunity to take out any insurance.

**241)** Ordinary alms are done by Superiors; that of a certain entity, as appropriate, with the authorization of the Local Chapter or with the consent of its Council.

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