

STATUTES

&

Directory

**for the celebration of the
Provincial Chapter**

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STATUTES OF ST. ANTHONY PROVINCE

GOA – INDIA

I. PREAMBLE

1. The Holy Gospel of our Lord Jesus Christ, the source and pattern of the life of Brother Francis of Assisi, our founder, is also for us, his followers, the fundamental Rule and the Way of life. St. Francis was known to seek relentlessly the experience of God, the Father, as revealed by our Lord Jesus Christ, through the action of the Holy Spirit. Indeed, he has bequeathed to us a spiritual patrimony of universal Gospel Brother/Sisterhood that is at once human and cosmic. Despite the lapse of centuries, this 'Poor Man of Assisi' is seen to exercise a deep influence on people of all faiths, persuasions and cultures. In our ancient and religious land India, St. Francis of Assisi is more readily accepted and without difficulty acknowledged as a 'Man of God'. This acknowledgement, however, while being a Good News to all of us, poses at the same time, a great challenge, namely to love and give witness to a life, that has to become once again, a life and light for all the brothers and sisters of our country. Our 'option' to live the Gospel of Jesus Christ, walking in the footsteps of Brother Francis, therefore, calls for an 'incarnation' of the Capuchin Franciscan charism for today. To this end, the identity of a true Friar Minor needs to be suitably expressed according

to our times, to our life-situations and to the pluralistic faiths and pluriform cultures of our country. It demands that our fidelity to the early form of the Capuchin Way of life should enable us to remain close to the people, even as we preach the Word of God, minister the sacraments and assist them in building up communities of justice, peace, love and a genuine respect of creation. Accordingly, these Statutes are to be understood as the appropriate living of the Rule and the Constitutions of the Capuchin Franciscan Order in the situation of our Province of Goa, which is dedicated to St. Anthony of Padua (cf. Const. 186.4).

II. FIDELITY TO THE GOSPEL WAY OF LIFE

2. To remain ever faithful to the Gospel way of life, the brothers shall strive to live the message of the Gospel, as understood and lived by St. Francis of Assisi. Every fraternity shall see that it has a sufficient number of copies of the Sacred Scriptures, the writings of St. Francis and the Capuchin Constitutions.
3. The brothers shall spiritually nourish themselves on these writings and foster an experience of God by reading and reflecting on them, both as individuals and as a fraternity, especially on the occasion of the Monthly Recollection and the celebration of Local Chapters.

4. The individual fraternities shall organize the public reading of Sacred Scriptures, the Franciscan Rule and the Capuchin Constitutions (Const. 53.5).
5. In order to keep burning the flame of fidelity to our Capuchin Franciscan life and to our commitment, the brothers shall renew their religious profession on Fridays (cf. Const. 53.5).

III. FORMATION OF THE BROTHERS

6. The formation of the brothers shall primarily aim at facilitating their following of Jesus Christ according to the 'Spirit of the Gospel'. It shall be conducted as per the norms and guidelines that are laid down by the Provincial *Ratio Formationis* taking into account the directives of the Church, the Rule, the Constitutions and the Plenary Councils of the Order.
7. The stages of Orientation, Aspirancy, Postulancy, Post Novitiate and a year of Fraternity-Experience shall be conducted in the Province. The rest of the formation will be conducted with that of the brothers of the Holy Trinity Province, Karnataka and St. Bonaventure Province, Maharashtra as per the agreements drawn with the respective Provinces.
8. There shall be separate Directors appointed for each stage of Formation.

9. There shall be a Provincial Commission for Formation comprising the full time Vocation Promoter and the Directors of the various stages of Formation. One of the Provincial Councillors shall be its Chairperson and Convener. It shall advise the Provincial Minister and his Council concerning Initial, Special and On-Going Formation (cf. Const. 25.8-10).

A. CONCERN FOR VOCATIONS

10. All the brothers should have a genuine concern for Vocations to the Order, even as they foster in themselves, the 'Spirit of the Lord and His Holy Operation'. The concern for Vocations should rise, above all, from their own awareness of the life that they live, and offer to others a way of life, that is extremely rich in human and Gospel values (cf. Const. 17.1).
11. Every fraternity shall make it a point, to pray for vocations and to be readily available to young men seeking guidance and counsel for their choice of life. The fraternity should have at its disposal, appropriate vocation material, describing the life of St. Francis of Assisi and the activities of the Order of Friars Minor Capuchin.
12. The Formation Commission shall also function as the Commission for Vocation Promotion, and the work of vocation promotion will be one of its important responsibilities.

13. There shall be a full-time Vocation Promoter, who coordinates all the work of promoting vocations in the Province. To accomplish this task he shall seek the assistance of a friar in every fraternity. The assistance of other brothers, especially those studying in the theologate could also be sought for the same.
14. The Commission shall draw up a 'Vocation Charter' to facilitate better the activities of Vocation Promotion in the Province. The Charter will include policy matters concerning the acceptance of fresh candidates, ex-seminarians and late vocations to the Order. It shall also delineate the tasks of the screening committee.
15. While working for the promotion of Vocations to the Order, priority shall always be given to the spiritual life and the growth of the Capuchin Franciscan charism of 'Gospel Brotherhood' rather than to that of the specific clerical or non-clerical dimension of our Way of life.

B. RELIGIOUS PROFESSION AND PRIESTLY ORDINATION

16. The Perpetual Profession and the Priestly Ordination of our brothers will be held at a time determined by the Provincial and his Council. Should any of the *Ordinandi* desire, for some reason, to receive the Ordination, at some other place or time, they may do so, in consultation with the Provincial Minister.

17. The celebration of Perpetual Profession, Priestly Ordination and the First Thanksgiving Mass shall be simple, in keeping with our Way of life, and the Capuchin Franciscan tradition.
18. The newly ordained priests, during the first years of the pastoral ministry, shall be guided by their Local Superior and have to be provided with ample opportunities to preach retreats and conduct recollections.

C. ON-GOING FORMATION

19. All the brothers, are strongly encouraged to pay due attention to their On-Going Formation, whereby they progress in the understanding and living of the Gospel values, through constant study and programmes for personalization. From time to time, the Provincial and his Council should send friars for useful Seminars and Courses, relevant to our Capuchin Franciscan life and ministry at *recognized centres* in India.
20. Programmes of study and reflection on religious, Franciscan and pastoral matters may be arranged by the Provincial and his Council, either for special groups of brothers or for all brothers of the Province.
21. Every Fraternity needs to make special effort to read the Circular Letters of the Provincial, General Minister, and the Encyclical Letters of the Pope so as to

be rightly animated and to be enabled to keep abreast with the times.

22. After their Priestly Ordination, at least one year, of *intense pastoral ministry*, is obligatory for the brothers, before they are asked to undertake higher studies or assigned some special tasks.

IV. LIFE OF GOSPEL BROTHERHOOD

23. The Gospel Brotherhood is one of the vital elements of our charism. Hence, mutual love, acceptance and encouragement shall be the hallmarks of our Capuchin style of life. All brothers shall live as members of one family, and strive to foster fraternal life, by means of constant dialogue, availability, honest appreciation, punctuality and generous fidelity to the daily *Horarium* of the house.
24. Every fraternity shall celebrate Local Chapters frequently, with a view of living the Rule and the Constitutions of the Order, according to the concrete place and situation of the Fraternity and thereby incarnating locally, the Capuchin Franciscan way of life. It is recommended that the *Agenda of the Local Chapter* be made known to the Fraternity well in advance. (cf. Const, 141.2,3)
25. The celebration of the Local Chapters shall also be the fraternal means of sharing our different experiences, of

fostering a sense of duty and co-responsibility, of organizing our ministries, and of resolving conflicts and misunderstandings, if any. (cf. 141.2).

26. All the professed brothers, even those in Temporary Profession are to take part in the deliberations of the Local Chapter. (Const. 141.1).
27. The Gospel Brotherhood is fostered, when confidential matters and fraternal secrets, are kept strictly within the fraternities themselves. Any violation in this regard, needs to be considered seriously and the concerned brother has to be fraternally corrected. (cf. 113.2; 163.3).
28. The sense of brotherhood is especially cultivated, when brothers undertake and do ministries in a team spirit. While the Local Superior bears the *responsibility* for the co-ordination of all activities and ministries of the brothers, the brothers themselves shall be responsible for maintaining the essential spirit of *collaboration*. There shall be a common sharing and discernment of the activities chosen by the individual friars (cf. VI PCO 15).
29. In keeping with our Indian tradition, our brothers shall show great courtesy, cordiality, availability and hospitality to all our guests. The brothers who are guests, however, are fraternally urged to respect and, whenever possible, participate in the life of the Local Fraternity.

30. 'CHIMES' shall be the official news bulletin of the Province for fraternal communication, animation and formation in the Province.
31. In every friary, the Provincial Minister, in consultation with the Local Fraternity, shall decide upon the '*enclosure*' or the area that is reserved for the friars alone (Const. 95.2).
32. The celebration of the Jubilees of Religious Profession and/or Priestly Ordination are to take place at the local level on a modest scale, taking into consideration, the sentiments and wishes of the Jubilarian.
33. In order to take good care of the aged and sick brothers, adequate provision shall be made in our fraternities. To this end, the fraternities may employ even lay personnel to look after them. To cover the extra-ordinary expenses of caring for our aged and sick brothers, recourse may be had to the Provincial fund.
34. The news of the demise of a brother is to be communicated immediately by the Local Fraternity to all the fraternities of the Province, and to all the brothers who are working or studying abroad. The local fraternity may well seek the assistance of other fraternities and the Provincial for this purpose.

35. The funeral of a deceased brother should express our esteem for him and befit the simplicity of our Capuchin Franciscan brotherhood.
36. The Local Superior shall see to it that a short '*Obituary*' of the deceased brother is sent to the Provincial Curia at the earliest and he along with another friar should make a list of all the valuable belongings of the deceased brother and entrust it to the Provincial Minister.

V. LIFE OF PRAYER AND PENANCE

A. PRAYER IN COMMON

37. All the brothers shall make a positive effort, to foster their prayer life, which is the way of growing in filial relationship with God, our Father, by modelling their lives on St. Francis, who did not just pray, but became a 'Prayer' himself (cf. Const. 55.2; 45.7)
38. They shall offer authentic witness to prayer, especially through the meaningful celebration of the Holy Eucharist and the Liturgical Hours. They are exhorted to be faithful to the *daily two periods* of mental prayer (cf. Const. 55.3) and participate in the *Monthly Recollection* and the *Annual Retreat*.
39. They shall cultivate a Devotion to the Blessed Virgin Mary, to St. Francis of Assisi and to the Saints of the

Franciscan Order, through practises and traditions that are proper to the Capuchins (cf. Const. 52.6-8).

40. To maintain and foster the Contemplative dimension of our life, the brothers shall esteem and observe the Spirit of Silence within our friaries. Everything that disturbs/hinders the quiet atmosphere of our houses and our presence at Community Prayer, like the use of TV, telephone, loud conversation, playing of musical gadgets, etc. shall therefore be strictly regulated (cf. Const. 58; 96.2).
41. The Horarium of our friary is to be drawn up, so as to make it possible for all the brothers to be present at the *Hours of Divine Office*. Wherever possible, the Local Superior with the assistance of a small liturgical group should see to it that the common celebration of the Liturgy is made meaningful and lively (cf. Const. 49.5; Ord. 3/1).
42. The brothers, who regularly absent themselves from community prayer, shall be fraternally reminded of their lapses. In case of a persistent absence, the matter is to be brought to the attention of the Provincial Minister (cf. Const. 163.3,4).
43. Every Fraternity shall remember to pray daily for our benefactors, including those of the Seraphic Mission Association (SMA). The Provincial Minister and his Council shall give directions regarding the Masses to be offered by each of the fraternities/priest-brothers for the donors and benefactors of the Order (cf. Const. 103.1; Ord. 3/2).

B. FAST AND VIGILS

44. As 'brothers of penance', all shall promote in themselves a *continual renewal* and *conversion* by means of an austere life of fast, penance, abstinence and prayer. The Local Chapters shall decide on the concrete norms of *fast and abstinence*, especially during the period of Advent, Lent and all the Fridays of the year (cf. Const. 111.3).
45. The *Vigils of the feasts* of St. Anthony, the Patron of our Province, of the Immaculate Conception of Mary, the Patroness of the Capuchin Order, and of St. Francis of Assisi our Founder, shall be observed in the Province as days of fast and abstinence (cf. Const. 111.5). The norms given by the Conference of the Bishops for the Church in India will be applicable to the celebrations with regard to the rest of the saints.
46. The solemn celebration of the *Feast of our Father Francis* may begin with due spiritual preparation, such as Novena, Triduum, Vigil service, 'Transitus' and the like.

C. SUFFRAGES

47. On the event of the death of the Roman Pontiff, of the General Minister and of former General Ministers of the Order, the General Definitors and the former General Definitors who were responsible for our jurisdiction, and

the Provincial Minister and former Provincial Ministers of our Province, *one Holy Mass* for the Deceased shall be celebrated by each of our fraternities (cf. Ord. 3/2).

48. The brothers shall remember the *deceased brothers* of our Province, in a special way on their Anniversaries and on October 5, the Commemoration of all the Deceased Members of the Order (cf. Ord. 3/2).

49. On the event of the death of the brothers of our Province, *every Fraternity shall pray the Office for the Dead*. For the deceased parents/step-parents of the brothers of our Province, special prayers shall be offered. Each brother-priest shall celebrate *a Holy Mass* for this intention (cf. Ord. 3/2.3).

VI. OUR LIFE OF POVERTY

50. In order to be faithful to our life of *Evangelical Poverty* according to the mind and the Spirit of St. Francis, the brothers shall strive 'to live in this world as pilgrims and strangers'. They shall be careful not to make anything their own, particularly while handling or making use of money. All emoluments, gifts, etc. they receive in cash or kind, or as donation or remuneration shall be handed over in entirety to the fraternity (Const. 85.1).

51. Before their Perpetual Vows, the brothers shall make an *official renunciation* of the goods and

properties that might come to them from recognized inheritance or bequest as the case may be. They shall try not to get involved in family disputes regarding goods and property. (cf. Const. 19.3).

52. The brothers may not receive as gifts, whatever is contrary to our life of simplicity and Gospel Poverty. The Liturgical Vestments and other articles gifted to the brothers, in particular to the newly ordained priests, are to be given to the Provincial Minister, to be shared with the needy fraternities of the Province (cf. Const. 71.5).
53. The brothers shall opt for a *simple life-style* that bears authentic witness to our religious and Capuchin Franciscan commitment (cf. Const. 62.2).
54. Conscious of the obligation of solidarity and of life of 'Option for the Poor', every fraternity shall be generous and prompt in taking up and finding solutions to issues of the poor and the marginalized within the ambit of its locality (cf. Const. 63.1,3; Ord. 4/1).
55. The vehicles necessary for a fraternity shall always be purchased with the written permission of the Provincial Minister and his Council. It is recommended that they be registered, wherever possible, under the title of the President of the Society (cf. Ord. 6/5).

VII. FINANCE AND ACCOUNTABILITY

56. There shall be a *Provincial Finance Commission* consisting of friars appointed by the Provincial and his Council. It shall offer advice regarding all financial matters, especially when substantial expenditures are involved in buying of properties, construction and the maintenance of our friaries, etc. (cf. Ord. 4/15).
57. The *Commission for Finance* shall do the internal auditing of the Province, prepare the Annual Budget, plan and evaluate the construction and maintenance of the buildings. It should keep ready various projects for formation and pastoral needs that are to be sent to the Funding Agencies, in particular to the Office of Economic Solidarity of the Order.
58. For a greater accountability, credibility and transparency, there shall be in our fraternities, wherever possible, three signatories for the bank accounts, so that any two of them could sign the cheque. The Parish Accounts shall come under the purview of the rules, which are governing the Archdiocese (cf. VI PCO. 30).
59. The Local Fraternities are to have only short-term capital deposits or cash in the Bank (cf. VI PCO. 33). The Provincial Minister and his Council, in consultation with the Local Fraternity, shall determine the limit for this capital.

60. To meet the Provincial's financial needs of formation, and the care of the sick and aged brothers, every fraternity under its respective society shall contribute 10% of the 'gross income' towards the Provincial Fund. The Provincial Minister in consultation with the Local Fraternity shall determine the minimum amount that is to be sent to the Provincial Fund.
61. The brothers shall either celebrate the 'bination' and 'trination' Masses for the intention of the Provincial Minister or transfer the stipend received from them to the Provincial Fund.
62. The brothers/fraternities shall always make the requests for Financial Assistance from the Provincial Fund in *writing only* and never over the phone, and it is to be addressed directly to the Provincial Minister. The Local Superior before signing the Monthly Returns needs to go through the vouchers, the cash and the ledger books of various departments of his community.
63. The account books of all fraternities, parishes and institutions are to be maintained correctly and up-to-date, and should be made available for inspection to the Provincial Financial Commission, which does the internal auditing of the Province once a year.
64. No brother shall maintain a private bank account. In case of manifest necessity, however, a joint account may be operated by the brother concerned together with the Local Superior, and always with the written

permission of the Provincial Minister. Such permission is to be renewed after every ordinary Provincial Chapter.

65. The reports of all our social and charitable activities, together with the necessary details of donors and beneficiaries are to be strictly maintained, especially in view of the exemption to be obtained from the Income Tax Department.
66. The Local Treasurer shall prepare the Annual Budget as per the prescribed form, in consultation with the Local Superior. The budget proposals, however, are to be finalized in a Local Chapter, before submitting them to the Provincial Minister, at a time specified by him and his Council (cf. VI PCO. 32).
67. The Local Treasurer, after getting the accounts of the house audited, shall send a copy of the *Audited Statement* to the Provincial Treasurer. Likewise, a copy of the yearly *Audited Balance Sheet* of the parishes, schools and other institutions should be sent to the Provincial Treasurer.
68. After taking into account the budgets prepared by the society treasurers the Provincial Finance Commission shall annually prepare and submit the Provincial Budget for approval to the Provincial Minister and his Council. The Provincial Treasurer shall present the *detailed* Financial Statement for their perusal every six months.

69. No Society of the Province shall sell property of the Province without the approval of the Provincial Chapter (cf. Ord.4/9.1).
70. As a mark of solidarity with the entire Order, all the brothers of the Province shall contribute their share of financial assistance for the maintenance and the upkeep of the General Curia and the Worldwide Capuchin Missions, as directed by the General Minister and his Council.

VIII. CONSTRUCTION AND MAINTENANCE OF OUR HOUSES

71. The Provincial Minister and his Council, after obtaining the consent of the Provincial Chapter (cf. Const 120.1), should see that the new houses, which are to be constructed, are conducive to prayer in common, manual work and fraternal life. They should also be suitable to meet the needs and ministries of the fraternity (cf. Const. 73.2-4).
72. After the approval by the General Body of the Society, the Provincial and his Council with the Provincial Treasurer shall look after all the constructions, repairs and maintenance of the buildings of the Province. They shall work in liaison with the Local Fraternity.
73. All establishments shall be planned and executed by the Provincial Minister and his Council.

74. Before the commencement of any construction or repairs, the Local Fraternity shall ensure the availability of funds, procure all the necessary permissions, like licenses, alienation document, etc. from the civil authorities, and furnish the Society, Provincial and his Council, clear technical and financial plans, after having discussed them in their Local Chapter. The said projects concerning the construction and the repairs should figure also in the projected Annual Budget of a Fraternity, giving appropriate and precise explanations.

IX. WORK, VACATION AND TRAVEL

75. The brothers shall devote themselves to work, which is the fundamental means of our support, in keeping with our religious and Capuchin way of life so as to render the fraternities they live in, self-dependent and self-supporting, to the extent it is possible (cf. 78.5).

76. Every Fraternity shall set aside a period of time in the daily schedule for *manual labour*, which is indispensable to build up a sense of fraternity, equality and mutual dependence. All the brothers must joyfully share in the common performance of household chores, especially in doing menial tasks such as that of the cleaning of our friaries, the Church and the Sacristy, and also the maintenance of the library, the cultivation of the garden and so on (cf. Const. 82.2; 83.1-3).

77. While being faithful to the grace of working, the brothers shall be attentive *to avoid all kinds of activism*, even of an apostolic type, so that the *spirit of prayer and devotion* is kept alive in all our fraternities (cf. Const. 80.1,2).
78. All our brothers, including those in Special Formation, may take two weeks of *vacation* every year. The brother-priests, after their Priestly Ordination and non-clerical brothers after their Perpetual Profession, may have holidays for three weeks.
79. The permission to *travel within India* is granted by the Local Superior for pastoral and professional reasons as well as to attend to the Priestly Ordination of their brothers, Religious Profession or Marriage of brothers and sisters, Jubilee Celebrations or serious sickness of parents, brothers, sisters and close relatives. For any other travel, within India or even for the purpose of participating in Conventions and Formation Meetings *outside India*, including all Continental and Intercontinental travels, which do not extend beyond three months, the *permission of the Provincial Minister has to be obtained*. For all other travel, recourse is to be had to the General Minister through the Provincial Minister and his Council. The *expenses* of all International Travels have to be met always by the invitee.

X. ADMINISTRATION OF THE PROVINCE

A. AT THE PROVINCIAL LEVEL

80. The Provincialate is situated at Alverno Friary, Monte de Guirim, Goa. It is the *official residence* of the Provincial Minister and all the brothers whose functioning is necessary to carry on the day-to-day administration of the Provincialate.
81. The Provincial Curia shall look after all the correspondence, maintain the Provincial Archives, and administer the finances of various Societies under the direction of the Provincial and his Council.
82. The Provincial Minister shall be the *Ex-Officio President* of the Registered Societies in Goa. He may however appoint any other suitable brother to be the President of these Societies. The Provincial Minister and his Councillors shall appoint the Secretary and the Treasurer of the Governing Bodies of all the Registered Societies in Goa.
83. The President/the Chief Functionary of a Society should be conversant with all the information governing the 'Society Registration Act' and the Rules, which come into force from time to time, so as to comply with the necessary requirements, without fail.
84. The Province shall have a *qualified and experienced Legal Advisor*. For the settlement of a legal

issue through the court, a prior written permission of the Provincial Minister is necessary.

85. In order to guarantee the necessary continuity in the administration, work and planning of the various Commissions, some of the members need to be re-appointed to the said Commissions.
86. The Provincial Chapter, both Ordinary and Extra-Ordinary, shall be conducted following the same procedure, unless stipulated otherwise. The Ordinary Chapter shall include the procedure for electing the Provincial Minister and his Council. (See Appendix 1 for the Directory for the celebration of the Provincial Chapter).
87. The Provincial Chapter shall be conducted through 'Universal Suffrage' (cf. Ord. 8/18).

B. AT THE LOCAL LEVEL

88. In order to preserve the history and the traditions of a fraternity, every fraternity shall maintain regularly and systematically, the *membership register*, the *minutes of the Local Chapter*, as well as a '*House Chronicle*'.
89. The different offices, especially that of the Local Superior and the Treasurer is to be handed over to their successors with care in the presence of the Provincial or one of the Councillors after having furnished all the relevant official documents that are kept up-to-date.

90. In order to have a proper continuity in tried-policies, long-established customs and approved traditions of a house, new office bearers of a Fraternity are to be rightly introduced to their responsibilities by the outgoing office bearers.
91. In the absence of the Local Superior and his Vicar, the *Second Councillor* of the house shall preside over the fraternity (cf. Const. 140.4).
92. In fraternities where we have parishes, the brothers shall generally hold the office of the Parish Priest for three years. As for the Headmaster/Principal, the tenure of office is to be determined by the Provincial Minister and his Council.
93. A prior permission of the Local Superior is always to be obtained, whenever a brother has to absent himself from the fraternity. In every fraternity, there should be some provision to inform the fraternity, regarding the departures and arrivals of our brothers and that of our guests (Const. 97.1).
94. The Local Superiors shall maintain up-to-date all the files and records pertaining to the friary and its administration (See Appendix – 2). Likewise, the Parish Priests, Local Treasurers and Directors of other institutions shall do the same in their own respective sphere. These files and records shall be made available for verification during the Visitation of the Provincial Minister.

XI. OUR APOSTOLIC LIFE

95. There shall be a Commission to organize the Apostolate of the Province, with one of the Councillors as its Chairperson and Convener. This Commission shall include ministry of Spiritual Assistance to the SFO, the Mission Band and the Media Apostolate. The Commission shall meet at least twice a year, and send its report with all their recommendations to the Provincial Minister and his Council.
96. The Commission shall propose ways and means to propagate the Secular Franciscan charism. It shall assist the friars to effectively organize the SFO fraternities, make the parishes entrusted to our care vibrant with good administration and pastoral ministry in keeping with the mind of the Diocesan Pastoral Plan, and render our ministry of preaching more efficient and attractive.
97. The brothers shall promote SFO in the areas where they work, respecting however, the general (Canon Law) and the particular (Diocesan) laws of the Church.
98. In order to render our solidarity with the poor effective, a Fund for the benefit of the poor shall be instituted at the Provincial Curia. It shall be used exclusively to assist the needy/the deprived and shall be disbursed in collaboration with the Local Fraternities (cf. Const. 71.4; 108.2,3).

99. There shall be a Commission to look after the issues concerning Justice-Peace-Ecology in the Province. It shall endeavour to promote justice and to safeguard the environmental and ecological harmony, according to the terms of reference given to it by the Provincial Minister and his Council.

XII. INTERPRETATION OF THE STATUTES

100. The authentic interpretation of these Statutes is reserved to the Provincial Chapter. In case of doubts and difficulty in interpretation, the Provincial Minister and his Council are authorized to interpret them, giving the best possible interpretation. They are also authorized to provide appropriate answers to any eventualities, which are unforeseen by these Statutes after having due consultations. Such solutions, nevertheless, are valid till the next Provincial Chapter (cf. Const. 186.2).

These Statutes were approved on 30th December 2011 by the Provincial Chapter held at Alverno Friary, Monte de Guirim, from 27th to 30th December 2011[and confirmed by the General Minister and his Council through the letter dated 18th June 2013 bearing Protocol number 00230/13.

Given in Rome at the Gener Curia on the 18th of June 2013.



Br. Mauro Jil~

APPENDIX - 1

DIRECTORY FOR THE CELEBRATION OF THE PROVINCIAL CHAPTER

I. Pre-Chapter Preparation

1. Six months before the Provincial Chapter, the Provincial Minister and his Council shall set up a pre-Chapter commission that will consult the brothers of the Province and prepare the agenda for the Chapter.
2. The commission shall submit the agenda thus prepared to the Provincial Minister two months before the Chapter so that the final draft of the agenda approved by the Provincial Minister and the Council could be sent to all the fraternities for discussion at least one month before the Chapter.
3. In order that the daily liturgy be meaningfully celebrated, the Provincial Minister and the Council shall appoint a liturgical committee a month in advance. It shall be the duty of the committee to provide for everything needed for a planned celebration of the liturgy and to distribute roles to various brothers, well ahead of the Chapter.
4. Likewise, a month prior to the Provincial Chapter, the Provincial Minister and the Council shall appoint the Chapter Secretary and two secretaries, to record the proceedings right from the beginning of the Chapter and

to assist the Chapter Secretary in the arrangement and distribution of the relevant Chapter material.

5. The Provincial Minister and his Council shall appoint a month in advance four moderators, who shall study the agenda thoroughly so as to moderate the sessions effectively.
6. The Provincial Minister shall also make known to all the friars of the Province the precise dates and venue of the celebration of the Chapter, the time of arrival, and all other relevant Chapter details.
7. The Provincial Minister and the Council may invite experts to animate the extra-ordinary Chapter.

II. The Inauguration of the Chapter

8. The formal inauguration of the Chapter shall commence with a prayer service and shall be followed by
 - a. The Roll Call
 - b. The Reading of the letter of General Minister allowing the convocation of the Chapter and the letter of convocation of the Provincial Minister by the Chapter Secretary.
 - c. The address of the President to the Capitulars.
 - d. Proposal and acceptance of the two scrutineers.
 - e. Proposal and acceptance of the drafting committee.
 - f. Approval of the agenda for the Chapter.

- g. Fixing the day of elections of the Provincial Minister and his Council.
9. The Presentation and discussion of the various reports-
- a. The report by the Provincial Minister.
 - b. Statement of accounts by the Provincial Treasurer

III. The Steering Committee

10. For the smooth procedure of the Chapter a steering committee shall be appointed, consisting of the President of the Chapter, the Provincial Minister and the four moderators. Its duties are –
- a. To direct the discussions of the Chapter, solving any doubts and difficulties.
 - b. To prepare the day to day agenda and announce it to the capitulars in time.
 - c. To regulate the general sessions or workshops.
11. If a capitular wishes that any question not included in the agenda should be discussed in the Chapter, he should *submit the question in writing* to the Steering Committee, which having considered its merit, can propose to the Chapter, if thought necessary.
12. If one third of the capitulars think that the Chapter should consider a certain question not included in the

agenda, then the Steering Committee is obliged to propose it to the Chapter.

IV. The Elections

13. On the first day of the Chapter, a straw ballot for the office of the Provincial Minister and the Councillors is conducted and the results of the same are made known to the Capitulars.
14. The election of the Provincial Minister is conducted through a secret ballot after completing the discussions on the report of the Provincial Minister. He is elected by the vocals by a two-thirds majority. After two inconclusive scrutinies, only two who receive the highest number of votes shall enjoy the passive voice. If there are more than two, the election will be between the two who are senior by profession. In case they had made the profession on the same day, the senior brother by age will have the passive voice.
15. The Provincial Minister ceasing from office does not enjoy a passive voice in the election of Councillors.
16. The election of the four Provincial Councillors shall be conducted through a secret ballot, each Councillor separately.
17. The four Provincial Councillors shall be elected by an absolute majority. They shall be elected one by one in such a way that if the first two votations are inconclusive,

in the third votation the one who receives the relative majority of votes will be declared elected.

18. The Provincial Vicar is elected by an absolute majority from among the four Provincial Councillors, the rest of the CLAUSES BEING applicable as above (No. 13). By virtue of his election, he becomes the first Councillor.
19. The elections of the Provincial Minister, the four Councillors and that of the Provincial Vicar follow one after the other without a break.

V. Procedure for the Elections

20. On the day and time fixed for the elections the session shall begin by an opening prayer by the President.
21. The Roll-call is then held.
22. The President Asks:
“Dear Brothers, does any one of you know of any impediments, be it on the part of the electors or of those to be elected or from any other source, which would be contrary to legitimate elections?” (short pause). “Let us proceed to the elections.”
23. All the participating solemnly professed friars then take the oath with the President: “I, Brother...Promise to Almighty God that in the election of the Provincial

Minister and the Councillors, I will vote for those who, according to God, I think, are worthy to be elected.”

24. The two scrutineers and the Chapter Secretary take the oath of secrecy:

“I, Brother...promise to Almighty God that I will faithfully execute my office and serve inviolably the law of secrecy regarding the elections of the Chapter.”

25. Duties of the Scrutineers:

- a. They distribute specially marked ballots to each Capitular for each votation.
- b. They count the votes in the following manner.
 - They first count all the votes. If the number of votes exceeds the number of electors, the voting is null.
 - Then the Chapter Secretary opens the ballots and the other two record them silently.
 - When the votes have been independently tabulated, the two lists are compared. If the lists agree, the Chapter Secretary rises and announces the results.
 - If a scrutineer finds that more than 2 votes have been cast for him, he must ask the President to be relieved of his office; a substitute must be appointed with the same procedure as before.

VI. Announcement

26. The Chapter Secretary says: “An election has taken place”, or “No election has taken place”, as the case may require. He then gives the complete report, beginning with those who received only 1 or 2 vote/s without mentioning their names. The names of those who have received 3 or more votes will be announced.

The complete result of each voting must be announced, even when no election has taken place.

VII. The final declaration and confirmation of the election

27. When the Provincial Minister, Provincial Vicar and the Councillors have been elected, the President makes the following announcement:

“This is the canonical election of the Provincial Minister and the Councillors of the Chapter assembled at.....(place), theday of...In this election the following are elected:

Br.....who received votes in thescrutiny, is declared elected Provincial Minister, Provincial Vicar, etc.”

VIII. After the election

28. If the General Minister does not preside over the Chapter, the newly elected Provincial Councillors, as soon as possible, will make a written request to the General Minister for the confirmation of the newly elected Provincial Minister.

29. The scrutineers and the Chapter Secretary sign the document of the promulgation and that of the tabulation of the results of votation, together with the President. These documents sealed by the seal of the Province, shall be sent to the General Curia at Rome.
30. The ballots are then burnt secretly by the Chapter Secretary and one of the scrutineers.
31. The newly elected Provincial Minister and the Provincial Councillors make their Profession of Faith and take the oath of secrecy during the concelebrated Mass at which the Provincial Minister presides.
32. The Chapter then takes up the agenda for discussion.
33. Within a week's time from the conclusion of the Chapter the outgoing Provincial Minister hands over the charge and all the documents to his successor in the presence of the newly elected Councillors.

IX. The closing of the Chapter

34. At a prescribed hour agreed upon by the Chapter, the General Session is held. The Chapter Secretary reads the acts and resolutions of the Chapter prepared by the drafting committee to be voted upon for approval.
35. The resolutions (decisions and recommendations) of the Chapter are approved by a two-third majority.

36. The Capitulars sign the document of resolutions without leaving the place after the approval given by the Chapter.
37. The secretaries shall edit and finalize the minutes within a fortnight and submit it duly signed by them to the Provincial Minister for publication as “Acts and Resolutions of the Provincial Chapter.”
38. The concluding message is delivered by the President of the Chapter.
39. The Provincial Minister gives the Vote of Thanks.
40. The Chapter is concluded with a hymn.

APPENDIX – 2

LIST OF FILES AND RECORDS TO BE MAINTAINED BY FRATERNITIES AND OTHER INSTITUTIONS

A. FRATERNITIES

1. Personal Records of the Brothers
2. Membership Register: Arrival and Transfer of Brothers
3. Letters of Obedience and appointment of Brothers
4. Reports of Pastoral Visitation & follow-up
5. Circular letters & Communication from the General Minister
6. Circular letters & Communication from the Provincial Minister
7. House Chronicle
8. Local Chapter: Minutes & Decisions
9. Mass Register
10. SMA Register
11. Correspondence with General Minister
12. Correspondence with Provincial Minister/Provincial Curia
13. Correspondence with Bishops
14. Correspondence with other Parish Priests

15. Correspondence with Religious Orders or Congregations
16. Correspondence with Electricity Department
17. Correspondence with Telephone Department
18. Correspondence with Revenue Department
19. Correspondence with Gas Agency
20. Correspondence with Water supply Department
21. Land and Revenue/tax records
22. House tax exemption certificate
23. Ration card & details
24. SFO: Register/Files
25. Workers/Domestic: Files & Wage records
26. Property: Survey Plan, Lay-out maps, sale/gift deeds, agreements, alienation records, Mutation Judgment Copy, Form I & XIV, RTC, etc.
27. Building: Approved plans, license for construction, contract tenders & awards, structural, electrical, plumbing & drainage plans, etc. T.D.S. records, Occupancy Certificate by civil authorities, etc.
28. House Inventory: Machinery, Furniture, Electrical gadgets & fittings, Kitchen utensils, cutlery and crockery, etc.
29. Inventory of Sacred Vessels, and liturgical apparel in Church/Chapel/Sacristy.
30. Vehicles: R.C., Insurance, Tax records
31. Cash book
32. Ledger
33. Monthly/Annual Returns & Budgets

34. Audited statement of Accounts & Balance Sheets
35. Fixed/term deposits, Pass books, Insurance policies
36. Monthly Receipt and payments for Income Tax department
37. Correspondence with Provincial Treasurer
38. Society: Registration Application & Certificate
39. Memorandum & its amendments
40. Membership Register of Societies
41. Minutes: Governing Body & annual General Body Meetings & Resolutions
42. FC Account Registration
43. FC-3 Returns
44. Annual returns of Registered Societies
45. Record/Register of charity, help for the poor and destitute, etc.
46. Provincial's Visitation Report & follow up

B. FORMATION CENTRES

1. Membership Register of Student Brothers
2. Original Ecclesiastical Certificates: Baptism, Confirmation, Recommendation letters, Marriage Certificate of parents, etc.
3. Medical Certificate after detailed Medical Examination
4. Statement of Marks of all Examinations
5. Photocopies of the Certificates of secular academic studies

6. Annual Statement of Brothers in formation
7. Evaluation Reports of Brothers
8. Annual Calendars
9. Register of renewal of Vows

C. PARISHES

1. Agreement of the Order with the Diocese
2. Decree of the erection of the Parish
3. Parish Map
4. Appointment letters of Parish priest/Administrator/Assistants
5. Status Animarum – (Number of parishioners)
6. Family Register
7. Annual Statistics of the Parish
8. Baptismal Register
9. Confirmation Register
10. Communion Register
11. Banns book
12. Marriage Register
13. Funeral Register
14. Pulpit announcements
15. Parish Council Minutes book
16. Parish Mass Diary
17. Bishop's Circulars
18. Correspondence with Bishop
19. Faculty letters from the Bishop
20. Correspondence with the Provincial Minister

21. Correspondence with Civil authorities
22. Church and Sacristy Inventory
23. Electricity Department files
24. Telephone Department files
25. Vehicle documents: R.C., Insurance, Tax, etc.
26. Cash book
27. Ledger book
28. Monthly Returns
29. Annual Returns
30. Project files
31. Bishop's Vistation Report and follow-up.

D. SCHOOLS (Regular & NIOS) & BOARDING

1. Appointment letters of School Manager, Correspondent, etc.
2. Appointment letters of Boarding Director
3. Correspondence with the Education Department
4. Correspondence with the Provincial Minister
5. Correspondence with the Civil Authorities
6. Records required at the time of school inspection
7. Strength and attendance of School Children
8. Class-wise final results of the Academic year
9. Managing Committee List
10. Minutes of the Managing Committee Meetings
11. Records of Education Department's Visit
12. Project files
13. Building Construction Details

14. Electricity Department Files
15. Telephone Department Files
16. Water Department Files
17. Vehicle Documents
18. Land and Revenue/Tax records
19. Cash Books
20. Ledger Book
21. Monthly/Annual Returns
22. Bus Accounts
23. Provincial Visitation Reports and follow up.
24. List of boarders
25. Register of bills
26. List of those receiving confirmation
27. Admission forms of boarders
28. Medical certificate
29. Cash/cheque receipts
30. Correspondence with Boarder's parents
31. Monthly bills
32. Stationery accounts
33. Canteen accounts
34. Donors' details and amount received
35. Boarders' personal details
36. Boarding inventory