

# **The Vademecum of the Missionaries of the Precious Blood**

## **A Handbook for Superiors and Secretaries**



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## TABLE OF CONTENTS

- 1. INTRODUCTION: WHEN TO COMMUNICATE WITH THE GENERAL CURIA? 2-3**
  - 1.1 Communicating with the Moderator General 2
  - 1.2 Communicating with the Secretary General 3
  - 1.3 Communicating with the Procurator General 3
  
- 2. THE BASICS 4-5**
  
- 3. THE PROCEDURES: PART I 6-8**
  - 3.1 Special Formation 6
  - 3.2 Temporary Incorporation 6
  - 3.3 Definitive Incorporation 6-7
  - 3.4 Ordination to the Diaconate or Priesthood 7
  - 3.5 Members Working Outside their Units 7-8
  - 3.6 The Death of a Member or Candidate 8
  
- 4. THE PROCEDURES: PART II 9-17**
  - 4.1 Indult to Live Outside the Congregation 9
  - 4.2 Indult to Join another community or diocese 10
  - 4.3 Indult of Departure 11
  - 4.4 Request for Laicization 12-13
  - 4.5 Dismissal of a Member 14-15
  - 4.6 Return of a Member who has left the Congregation 15-17
  
- 5. THE PROCEDURES: PART III 18-19**
  - 5.1 Elections 18
  - 5.2 Acta of Assemblies 18
  - 5.3 Statutes and Policies 19
  - 5.4 Annual Reports 19
  
- 6. MEMBER INFORMATION ON FILE 20**
  
- 7. APPENDIX: FORMS AND SAMPLE LETTERS 21-29**

This handbook, **revised in January 2017**, is meant to serve as a guide for superiors and secretaries of the Provinces, Vicariates, and Missions of the Congregation. It outlines basic information about events or situations in the life of the local unit of the C.P.P.S. that require communication with the Moderator General or other members of the General Curia. It is aimed at helping you as a superior or secretary to carry out your responsibilities more easily and effectively as well as to help the members of the General Curia in their tasks.

This Vademecum is a guide, therefore please be sure to consult the *Normative Texts* and different policies of the Congregation to ensure that you are following the proper procedures.

## CHAPTER ONE

### WHEN TO COMMUNICATE WITH THE GENERAL CURIA?

You should write to the **Moderator General** when:

1. A candidate will be making his definitive incorporation – to request an *incorporation document*. Submit at least *four months* prior to the date of the incorporation.
2. A member will be ordained to the diaconate or priesthood – to request a *dimissorial letter*. Submit at least *four months* prior to the date of the ordination.
3. A member seeks permission to live outside the Congregation – to request an *indult to live outside the Congregation*.
4. A member seeks to leave the Congregation – to request an *indult of departure*.
5. A member seeks to join a diocese or another religious congregation – to request an *indult to join a diocese or religious congregation*.
6. A deacon or priest member seeks to be dispensed from the obligations of holy orders – to seek assistance with the process of *laicization*.
7. A member is to be dismissed from the Congregation – to request a *decree of dismissal*.
8. A former member seeks to return to the Congregation.
9. A member transfers from one Province to another. In the context of this document, *member* means a *definitively incorporated member*.
10. To obtain certain permissions or dispensations. Please see the *Normative Texts* as well as the *Decrees* of the most recent General Assembly.

You should write to the **Secretary General** when:

1. A candidate begins the period of *special formation*.
2. A candidate leaves the special formation program indicating the date when the candidacy ceased.
3. A candidate is *temporarily incorporated* or *renews temporary incorporation*.
4. A candidate has been *definitively incorporated*, you should return the signed *Definitive Incorporation Document*.
5. A candidate receives the *ministries of lector and acolyte*, you should send a written notice, using the form in the appendix.
6. A member is *ordained to the diaconate or priesthood*, you should send a written notice (cf. appendix) and a copy of the certificate issued by the ordaining bishop.
7. A member has a *change of address*. It would be helpful if this would be done monthly or at least quarterly.
8. You have concluded a *business or electoral assembly* please send the acta for confirmation. For an electoral assembly, the written request of confirmation of the election of a Provincial Director should be sent as well.
9. You have *news* that might be posted to the international C.P.P.S. web site, please send a brief article and photos, if available.
10. The academic year begins, please send a *list of students* in each formation house, noting their respective stage of formation.
11. You publish an *address book*, please send 6 copies whenever it is printed.
12. You have completed your *annual report*.
13. The Province, Vicariate, or Mission approves *new policies*.
14. A contract concerning the sharing of personnel between units is finalized.
15. There is a *death* of a member or candidate, noting date and place of the death, the date and place of the funeral, and the date and place of the burial. Please include a brief obituary and a recent photograph.

You should write to the **Procurator General** when:

1. A former member requests laicization and dispensation from the obligations of ordination.
2. A former member who had been ordained wishes to return to Sacred Ministry.

## CHAPTER TWO

### THE BASICS

#### TO WHOM SHOULD MAIL BE ADDRESSED?

Always address correspondence to the “Moderator General,” “Procurator General,” “Secretary General,” etc., in addition to the person’s name, if it is *official correspondence* rather than personal. In addition, mail should be marked in some way that distinguishes it from personal mail, e.g., with “official business” or with some other phrase on the envelope. That way, should the respective member of the General Curia be away from Rome, someone else will know that it is official mail and will take appropriate action.

If you are sending confidential information, please enclose it in another sealed envelope marked “Confidential.”

#### HOW SHOULD INFORMATION BE SENT?

In order to keep accurate records and to insure for the smooth flow of information, please use the *forms* provided to communicate the following information:

1. The *Special Formation Form* – to be sent when a candidate begins the “special program of religious formation.”
2. Notifications of *conferral of ministries of lector and acolyte and ordination to the diaconate and priesthood*. There are forms for reporting the conferral of ministries and ordinations in the appendix. Normally a bishop will issue a certificate of ordination to the priesthood or diaconate and that document or a copy should be sent to the Secretary General along with the notification form.
3. The signed original of the *Definitive Incorporation Document*. Keep a copy for the archives in your unit.
4. Notification of *Temporary Incorporation*.

Documents 1 through 4 above should always be *mailed* to the Secretary General using the appropriate forms as indicated. Changes of address can be faxed or e-mailed. Be sure to include *complete information*, e.g., member’s full name, former address, new address, e-mail, telephone, and fax numbers, and other pertinent information.

#### WHEN SHOULD DOCUMENTS BE REQUESTED?

When requesting Documents of Incorporation or Dimissorial Letters, the request should be sent at least *four months in advance*. The staff of the Generalate can not be expected to respond to “emergencies” created by lack of planning.

#### OFFICIAL DOCUMENTS

E-mails and faxes have no value as official documents. It is important that any official correspondence, documents that will become part of an official record and be filed in the archives, be a “hard copy” with the proper signature. In some cases a letter or other official document may be sent by fax or e-mail but the signed paper copy should also be sent immediately.

This does not mean that e-mails and faxes have no place in communicating with the General Curia. Many communications can be handled this way, but *official correspondence* that is to be a *matter of record* should always be conducted with signed paper documents.

### **THE NEED FOR PRECISION WITH NAMES**

Not all cultures have the same customs regarding names. Members may be referred to by several names in a given culture. Some languages do not use a Roman or Latin alphabet and thus names must be transliterated.

At the same time, for purposes of record-keeping, especially in this age of computers, each of our members should be identified by a *single last name*. We invite each candidate, as he begins the special period of formation, to choose a name that will be his *official name* for his records in the Congregation. It is possible to have a double last name, as is customary in Spanish, Portuguese, and Latin American cultures. However, for purposes of filing, the first of the two last names will be the name that will be used for alphabetization.

When submitting names or referring to candidates or members by name, please put the last name in CAPITAL LETTERS. For example: John Paul JONES or Joao ALVES PEIXOTE. (Note that in the latter case the member's name would be filed under "A.")

Names should be spelled the same way each time there is an official communication about a candidate or member. If a member has an official civil name, that is, a name he uses in his interactions with the government, that name should be used.

Finally, we also have provision for a middle name in our database and the member's preference will be respected in this matter as well.

### **ADDRESSES OF PROVINCIAL, VICARIATE, AND MISSION DIRECTORS**

It is imperative that the General Curia always have accurate contact information for all Directors of Provinces, Vicariates, and Missions. Please notify the Secretary General as soon as there is any change in the mailing address, telephone number, and email address of the Director. At times it is necessary to use delivery services such as DHL, UPS, and FedEx. So, if the physical shipping address is different than the postal address, please inform the Secretary General.

### **THE C.P.P.S. INTERNATIONAL WEB SITE**

The Secretary General maintains a web site that includes news from the Congregation, significant documents of interest to our members, and a database of members. The URL is [www.cppsmissionaries.org](http://www.cppsmissionaries.org). We are always in need of interesting *articles* highlighting the ministry, spirituality, and community life of the Congregation. Articles for the *news pages* of the web site should be relatively short. Please be sure to include several photographs along with captions.

We also maintain a large file of *documents* related to the Congregation. Some of these are essays on spirituality, community history, and so forth. Please send us any articles you would like shared with the world-wide congregation. Documents that might be considered for inclusion in the documents section should have a title and author clearly indicated. If the document is available in other languages, please send those as well.

## CHAPTER THREE

### PROCEDURES I

The following sections are offered as an aid to superiors, secretaries, and council members of the various units of the Congregation as they respond to the following situations. In case of doubt or the need for further information, please contact a member of the General Curia for assistance.

So that there is transparency in the overall functioning of the Congregation, it would be best if Vicariate and Mission Directors would inform their respective Provincial Directors of any requests originating in the Vicariates and Missions, even if this is not explicitly required by the *Normative Texts*.

#### 3.1 SPECIAL FORMATION

The special program of religious formation is covered in C35 of the *Normative Texts*. When a candidate is admitted to Special Formation, please complete the *Admission to Special Formation Request and Permanent Record Form*, found in the appendix. (Cf. articles C35 and C38 of the *Normative Texts* as well as number 14 of the *General Formation Program*).

#### 3.2 TEMPORARY INCORPORATION

This non-definitive incorporation is mentioned in the *Normative Texts* (C36) but is not mandated. Temporary incorporation follows the norms of the Provincial Statutes. The Secretary General should be notified of temporary incorporations using the form provided in the appendix.

#### 3.3 DEFINITIVE INCORPORATION

The requirements and process for definitive incorporation are described in articles C35 through C39 of the *Normative Texts*. Prior to definitive incorporation a candidate must undergo a “special program of religious formation” (C35) and “is to undergo a period of at least three years of formation under some form of commitment” (C38). As N° 14 of the *General Formation Program* notes, the special program of formation and the three-year period of formation may be done separately or simultaneously.

The typical process involved would be:

- The candidate and the formation director with his formation team have discerned that the candidate is ready to be incorporated.
- The candidate requests incorporation in writing. This request does not have to be handwritten. A typed letter, signed by the candidate, is acceptable. An English translation of the letter should be provided if necessary.
- His request is accepted according to the relevant statutes of the Province.
- The Provincial Director requests a decree admitting the candidate to definitive incorporation, using the form *Petition to the Moderator General for a Decree of Definitive Incorporation*. In addition to the letter of request, information should be sent to support the decision made by the superior to request the incorporation document. That supporting information should include a copy of the minutes of the Council discussion and approval of the candidate’s request. English translations of the documents should be provided if necessary.

- After incorporation:
  - Send the signed *Decree of Definitive Incorporation* to the Secretary General, keeping a copy for your own files.
  - The parish where the member was baptized should be notified of the incorporation so that it can be entered into the baptismal record, according to the norms of Canon 535.

### **3.4 ORDINATION TO THE DIACONATE OR PRIESTHOOD**

The process for ordination to the diaconate and priesthood is noted in C40. Dimissorial letters are granted by the Moderator General only after a member has been approved by their respective Provincial Directors with the consent of their Councils.

Similar to the request for definitive incorporation, the typical process involved would be:

- The candidate and the formation director along with his formation team have discerned that the candidate is ready to be ordained.
- The candidate requests ordination in writing. This request does not have to be handwritten. A typed letter, signed by the candidate, is acceptable. An English translation of the letter should be provided if necessary.
- His request is accepted according to the statutes of the Province.
- The Provincial Director requests a dimissorial letter from the Moderator General, using the appropriate form or its equivalent. In addition to the letter of request, information should be sent to support the decision made by the superior to request the dimissorial letter. That supporting information should include a copy of the minutes of the Council discussion and approval of the candidate's request. English translations of the documents should be provided if necessary.
- After ordination:
  - Notify the parish in which the member was baptized, according to the norms of Canon 535.
  - Notify the Secretary General, enclosing a copy of the certificate of ordination and using the form provided in the appendix.

### **3.5 MEMBERS WORKING OUTSIDE THEIR UNITS**

There are times when pastoral needs call for members to work outside of the unit they belong to or were originally part of. Generally speaking there are three different situations: permanent transfer to a different unit, a member ministering in the apostolate of a different unit temporarily, and a member ministering in the territory of another unit.

*Permanent Transfer:* Article S40 of the *Normative Texts* allow for the permanent transfer of a member to a different Province with the consent of both Provincial Directors. The General Curia is to be notified immediately.

*A member ministering in the apostolate of another unit:* This situation is guided by the "Policy on a Member Working in the Apostolate of Another C.P.P.S. Unit" which was approved at the Meeting of Major Superiors in 2016. The Moderator General is to be

informed when planning begins for sharing of members between units. A copy of the final contract should be sent to the Secretary General.

*A member ministering in the territory of another unit:* This situation is guided by the "Policy on a Member Working in the Territory of another C.P.P.S. Unit" which was approved at the Meeting of Major Superiors in 2012. In this situation, a member is **not** working in the apostolate of another unit, simply in the territory of the other unit. The Secretary General should be informed when the discussion begins between the two Directors concerning a member working in the territory of another unit.

### **3.6 DEATH OF A MEMBER OR CANDIDATE**

In the event of the death of a member or candidate, please notify the Secretary General immediately by *fax* or *e-mail*. Some units of the Congregation already have e-mail lists for notifying members and it would be helpful to include the members of the General Curia on such lists.

Please send the following information:

- The complete name of the deceased (take care to distinguish between confreres who might have the same or similar names)
- The date and place of death
- The date and place of the funeral services
- The date and place of burial
- A brief obituary and photograph that could be used on the C.P.P.S. web site

## CHAPTER FOUR

### PROCEDURES II

#### 4.1 INDULT TO LIVE OUTSIDE THE CONGREGATION

The case of a member who seeks to live outside the Congregation for a period of time (up to three years) is governed by S23 of the *Normative Texts*. Indults to live outside the Congregation are granted for individuals who are discerning whether or not to remain as members of the Congregation and who may wish to live apart from the community for a period of time for this purpose.

Of course it is desirable that an ongoing dialogue precede such a request and the member should have suitable assistance in the process of discernment. If a member decides that he would like to ask for this indult, the following process occurs:

- The member consults with his Provincial or Vicariate Director and puts his request in writing.
- The superior seeks the advice of his council.
- The member's letter of request is sent to the Moderator General along with the superior's letter of support. If the letters are not in English, translations of both letters are necessary.
- The Moderator General with the consent of his council may grant this indult for a period of up to three years. If for less than three years, it may be renewed but the total period may not exceed three years.
- The "rights and obligations which are not suitable for the new condition" are suspended and the member loses his right to active and passive voice.
- "The member remains...under the care of his Provincial or Vicariate Director." In this regard, a copy of the conditions, rights, and obligations set by the superior and council during the time of the indult should also be forwarded to the Moderator General.
- In the case of a cleric, "there is required in addition the permission of the diocesan bishop of the place in which he must dwell [and] under whose care and dependency he also remains." Hence, a letter from the ordinary of the diocese is also required.
- Province or Vicariate Directors should remain in contact with members during the period of the indult.
- At the end of the period of the indult, the major superior should notify the Moderator General of the member's status and his wishes at the time.

#### **4.2 INDULT TO JOIN A SOCIETY OF APOSTOLIC LIFE, RELIGIOUS CONGREGATION, OR A DIOCESE** These cases are governed by S22 of the *Normative Texts*.

In the case of a member wishing to **join another Society of Apostolic Life** (SAL):

- The member should write the general superior of the SAL asking to be accepted.
- The member should write to the Provincial or Vicariate Director, stating his intention and including the letter of the superior general of the other SAL.
- The Provincial or Vicariate Director should discuss the matter with his Council and forward a letter stating the opinion of the Director and Council to the Moderator General, along with the member's letter and the letter from the SAL. If the letters are not in English, translations of the letters are necessary.
- The Moderator with the consent of his council may grant the indult for a certain period of time, depending on the SAL's requirements.
- The "rights and obligations [of the member] in our Congregation are suspended, safeguarding his right to return before his definitive incorporation into the new society."
- Should a member return to our Congregation, his rights and obligations are restored and he does not need to participate in a program of formation.

In the case of a member wishing **to join an Institute of Consecrated Life** (or for a member of such an institute to transfer to our Society) the permission of the Holy See is required, but the process would otherwise be the same.

If a member who is a deacon or priest seeks to **be incardinated into a diocese**, he must obtain a letter from the bishop stating his willingness to incardinate the member immediately or at least receive him *ad experimentum*. Again, the process is otherwise the same as that outlined above.

- According to Canon 693, a cleric received experimentally by the bishop of a diocese is incardinated "by the law itself after five years have passed, unless the bishop has refused him."

#### 4.3 INDULT OF DEPARTURE

The case of a member who wishes to separate himself from the Congregation on a permanent basis is governed by C42 of the *Normative Texts*. A temporarily incorporated member may obtain an indult of departure from the major superior with the consent of his council. (C43)

- The member should consult with his Provincial, or Vicariate, and Mission Director (if applicable) before requesting an indult of departure from the Moderator General.
- The Provincial or Vicariate Director discusses the matter with his council. He sends a letter in which he expresses his and his council's approval of the member's request to the Moderator General. If the letters are not in English, translations of both letters are necessary.
- The Moderator General with the consent of his council may grant an indult of departure.
- A clerical member who is granted an indult of departure and who wishes to minister as an ordained priest or deacon must find a bishop willing to accept him into his diocese (a "benevolent bishop").
- The indult takes effect upon the major superior or his delegate notifying the person that he has been granted the indult, unless the person refuses it upon being notified. Notification can be in person or by telephone.
- Three indults will be mailed to the unit. Each needs to be signed by the departing member. One copy is his to keep, one is for the Province's archives, and one is to be returned to the Secretary General.
- When the indult takes effect, the rights and obligations as a result of incorporation cease.
- "...members who leave should always be considered our brothers in Christ, and are to be helped in the spirit of charity if they are in need." (S25 *Normative Texts*)

#### 4.4 REQUEST FOR LAICIZATION

The case of a member who requests laicization and dispensation from the obligations of the priesthood is governed by article S21. Note that the member does not have active or passive voice during the process.

You and the member, hereafter called the *petitioner*, should follow the following process. The instructions for the report of the *instructor* and the *witness* are available from the Procurator General.

To process the request for laicization, the following documents are necessary:

1. A letter from the petitioner addressed to the Holy Father in which, in a spirit of humility and contrition, he explains in a detailed way the story of his life, of his vocation, of his ministry, and of the reason for which he is requesting laicization.
2. A letter in which the major superior states his opinion of the request of the petitioner, explaining his relationship with the petitioner and what help has been given him to deal with his personal and vocational issues.
3. A *curriculum vitae* written by the petitioner himself in which he gives detailed information regarding his studies, the ministry he has carried out, relationship with his confreres, superiors, and others (laity, etc.) and the reasons that impel him to request laicization.
4. A copy of the letter you have written to the Instructor of the case. The Instructor is named by the major superior by a formal letter. He must ask the petitioner seeking laicization a detailed list of questions and then make a formal report that bears his signature, that of the petitioner, and the signature and seal of the major superior. A copy of the questions is provided on request.
5. A copy of the report by the Instructor and his letter of support for the request.
6. The report of the Witness chosen by the petitioner himself that supports his request for laicization, following the list of questions that are provided.
7. The report of a psychologist who has followed the petitioner in making the request, if there is one.
8. The testimony of the bishop of the diocese where the petitioner would live as a lay person in which he affirms the presence in his diocese of the petitioner in a place there would not be scandal since the people do not know he is a laicized priest.
9. Copies of the following documents that are found in your archives:
  - a. The request for incorporation by the petitioner and the letter of the Moderator General accepting his request for incorporation.
  - b. The request for admission to sacred orders and the acceptance by the major superior and council.
  - c. The dimissorial letters from the Moderator General.
  - d. The document of ordination issued by the ordaining bishop.
  - e. The request for an indult to leave the Congregation.
  - f. The letter of the Moderator General granting the indult.
  - g. All other available documents in the archive pertaining to the petitioner.

10. Your letter addressed to the Moderator General, in which you include all of the above mentioned documents, in which you request that the Moderator General present the case to the Apostolic See.

11. Your letter explaining what assistance the Congregation will give the petitioner when he begins his life as a layman.

The process is lengthy because of the nature of the documents required. All of the above documents should be sent together directly to the Procurator General. The petitioner should not send a letter directly to the Holy Father, but it should be included among the documents.

#### 4.5 DISMISSAL OF A MEMBER

The dismissal of a member *not definitively incorporated* is governed by article C44. The major superior with the consent of his council may dismiss a member who is not definitively incorporated. The decree must indicate the right of the member to have recourse to the Moderator General within ten days after receiving the notification.

Before beginning the process to dismiss a definitively incorporated member, the major superior has to make every pastoral effort to aid the member to amend his ways, to return to and persevere in his vocation, and to abandon a state of life which is incompatible with the life of a member of a Society of Apostolic Life. The dismissal of a definitively incorporated member is governed by articles C41, S21, and S24 of the *Normative Texts* as well as canons 694-704 and 746.

It would be well to advise the member of the option of petitioning for an indult of departure (see above) from the Congregation. If the member refuses to take this action, the *Process for Dismissal* must be followed exactly in order to avoid jeopardizing the rights of the individual and to prevent the refusal of confirmation by the proper external authority due to the faulty process.

Before beginning a process of dismissal, the major superior should contact the Moderator General, who in turn will inform his council and the Procurator General.

1. The major superior apprises his council of the reason for seeking dismissal and the proofs for his request and seeks its advice before deciding to initiate the process. The Congregation for Institutes of Consecrated Life and Societies of Apostolic Life ask for the minutes of such a preliminary decision of the major superior *ad validitatem*.
2. In the presence of *two witnesses* or *in writing*, the major superior admonishes the member for the grave violation, warns him to remedy his behavior, threatens the member with dismissal if there is no improvement, and advises the member of the *right to defense*.

If the warning is given verbally, a written account should be drawn up and signed by the major superior and two witnesses. The major superior can take appropriate measures to assist the member in remedying behavior, e.g. a change of residence or apostolate.

If it is not possible to speak with the member who is to be dismissed, letters of warning should be sent by registered mail or its equivalent so that there are receipts as evidence that the warnings have been sent.

In the event that the address of the member is not known, such warnings are to be posted in the last house in which the member resided.

3. If there is no evidence of improvement at the end of 15 days, a *second warning* is issued by the major superior.
4. If the second warning goes unheeded, the major superior together with his council decides on the incorrigibility and insufficient defense on the part of the member. It is important that *at least 15 days* have elapsed *since the second warning* before the major superior sends the acts of the case signed by himself and a notary with the defense signed by the member to the Moderator General.

5. Canon 698 states that the member should be made aware of his right to communicate with and to send his defense directly to the Moderator General.
6. Canon 699 states that the Moderator General and his Council act collegially studying the acts of the case and decide by secret vote on the request for dismissal. For validity of the dismissal there are two requirements: (1) that the General Council be composed of at least four members, and (2) that the decree of dismissal contains at least in summary the reasons for dismissal in law and in fact.
7. A decree of dismissal for a member of the community has no force unless it is *confirmed* by the Apostolic See (Canon 700). Therefore, once the decision to dismiss is reached by the Moderator General and his Council, the acts of the case should be sent to the Apostolic See. For validity, the decree must contain the information that the member has the right to appeal the decision to the competent authority within 10 days from receiving notification.

#### **4.6 RETURN OF A MEMBER WHO HAS LEFT THE CONGREGATION**

Christian charity impels the Congregation to consider welcoming back former members who have expressed a desire to be part of the community again. Each case should be dealt with prudently and with the best interest of the former member and Congregation in mind. The procedures for accepting a member back will vary depending on the circumstances under which he departed.

General Criteria which applies in all situations include:

- If there was civil marriage, a civil decree of divorce/dissolution is required.
- The person must have been married no more than once.
- Any offspring must have already reached the canonical age of maturity; they must also be emancipated and self-sufficient.
- All patrimonial issues regarding the wife and offspring must already have been resolved.
- The petitioner must be of age and enjoy a state of health that still permits him to participate in the life and work of the Congregation.

#### **For the return of a member who has been issued a decree of departure by his request:**

1. The member who wishes to return writes a letter of request to the Provincial Director.
2. In the case of a member seeking to return to a Vicariate or Mission, the letter of request is sent to the appropriate Director who discusses the matter with his Council. They send the request, with their recommendation, to the Provincial Director.
3. The Provincial Director discusses the matter with his Council and they decide if the person is to be admitted to a period of formation. They must also consider the impact of the decision on the community and the people of faith.
4. Considering the uniqueness of each situation, the Provincial Director will determine a period and plan of formation, which must receive the consent of the Moderator General, acting with the consent of his Council. (Canon 690.1)
5. Following the period of formation, the major superior and his Council will make a recommendation on the readmittance of the person to the Congregation. The

Moderator General, acting with the consent of his Council, may readmit the person to the Congregation. While no formal incorporation is required, it is recommended that the decision be recognized in an appropriate way. (Canon 690.1)

6. The member's right and responsibilities are restored with his incorporation.

**For the return of a member who have been issued a decree of departure by delict:**

1. The member who wishes to return writes a letter of request to the Provincial Director.
2. In the case of a member seeking to return to a Vicariate or Mission, the letter of request is sent to the appropriate Director who discusses the matter with his Council. They send the request, with their recommendation, to the Provincial Director.
3. The Provincial Director discusses the matter with his Council and they decide if the person is to be admitted to the formation program. They must also consider the impact of the decision on the community and the people of faith. The person must be incorporated again and the formation requirements of the unit for the preparation of candidates to be incorporated are followed, honoring the requirements of the *Normative Texts*.
4. Considering the uniqueness of each situation, the major superior will determine a period and plan of formation, which must receive the consent of the Moderator General, acting with the consent of his Council.
5. Following the period of formation, the Provincial Director and his Council will make a recommendation on the readmittance of the person to the Congregation. The Moderator General, acting with the consent of his Council may readmit the person to the Congregation.
6. The person must be incorporated following the requirements of the *Normative Texts*; at which time his rights and responsibilities as a member are restored.
7. If the person has received a canonical censure, the censure must be removed prior to readmission.

**For the return of a member who was not issued a decree of departure, but who has been living outside the Congregation.**

Considering the uniqueness of each situation, the Provincial Director will determine a period and plan of formation and probation. Since the person has remained a member, no formal incorporation is required. It is recommended that the decision be recognized in an appropriate way.

**For those who had been ordained and wish to return to Sacred Ministry.**

Because the procedure for the return to sacred ministry is under the jurisdiction of the Congregation for the Clergy, as a first step the major superior should request the current procedure from the Congregation for the Clergy through the Procurator General. The current procedure is:

1. The formation of the returning member must have included preparation for return to Sacred Ministry.
2. If the returning member wishes to return to Sacred Ministry, he writes a letter of request to the Holy Father, in which he describes the history of his own vocation, the defection, his life outside of Ministry and his motivation for seeking readmission. That letter is given to the major superior.
3. In consultation with his Council, the major superior writes a letter of support or nonsupport which is sent to the Moderator General with the member's letter of request, along with:
  - A letter of support is required from the Formation Director of the petitioner.
  - Other testimonies concerning the fitness of the petitioner who has know him during his time of formation.
  - Authenticated documents:
    - Decree of divorce/dissolution
    - Birth certificates of offspring
    - Medical certificate indicating the health status of the individual
4. The Moderator General, in consultation with his Council, also writes his letter of support or nonsupport which is added to the other letters and given to the Holy See.
5. The member will abide by the decision of the Holy See.

## **CHAPTER FIVE**

### **PROCEDURES III**

#### **5.1 ELECTIONS**

Elections are guided by the *Normative Texts* (C72-78) and the relevant statutes of the Province, Vicariate, or Mission. Article C75 requires a written confirmation of the election of a Provincial Director. The written request should be sent to the Secretary General on the official letterhead of the unit. This should be done at the earliest time feasible. Also, a reminder that C78 requires that a newly elected Director make a profession of faith in accord with Canon 833 § 8.

A sample letter of request for the confirmation of an election is included in the appendix.

#### **5.2 ACTA OF ASSEMBLIES**

An Acta is an official text of the decisions taken at a meeting or Assembly and in case of our Congregation it can be of a Vicariate, a Provincial, or General Assembly. Acta from Provincial Assemblies are to be confirmed by the Moderator General in accordance with A28. If the Acta is not in English, an English translation should be provided as well.

There is a distinction between the minutes of a meeting and the acta of a meeting. The minutes of a meeting include everything that happened or was said during a meeting. They are often detailed, lengthy reports of what transpired during a meeting. Minutes are not normally published.

The acta must be short and limited to the decisions decided on by voting. Enough information needs to be provided so that the reader of the acta can understand the substance of each vote. The acta is a public writing and must be published. An appendix to the acta can be included where reports, presentations, and further information can be found.

The acta to be sent to the Secretary General for confirmation as prescribed by A28 should contain the following necessary elements:

1. A copy of the actual letter of convocation, which contains the date, place, and agenda for the assembly.
2. List of eligible participants.
3. List of actual participants.
4. Every decision that is made includes a written record that identifies the number of members present and voting and the results of the vote.
5. The final approval of the Assembly by the Assembly, with the signature of the Unit Secretary and Director.
6. It may be appropriate to share additional information such as minutes or a text of a presentation, but these are attachments and not a part of the Acta.

### **5.3 STATUTES AND POLICIES**

Provincial and Vicariate Statutes are meant to apply the *Normative Texts* in a given unit. Article S27 requires that Provincial and Vicariate Statutes are confirmed by the Moderator General with the consent of the General Council. Normally changes to statutes would be included in the acta of an assembly.

Policies are important for the life of the unit. Policies are meant to guide the life and governance of the Province, Vicariate, or Mission. They further en flesh the requirements of the *Normative Texts* and the Provincial and Vicariate Statutes. When policies are approved in an unit, please send a copy to the Secretary General. Examples are: formation policies, financial policies, personnel policies, and pastoral plans.

It is mandatory to submit a copy of a unit's "Sexual Abuse Policy" to the Secretary General as prescribed in the Congregation's "Policy on Responding to an Accusation of Sexual Misconduct with a Minor" which was which was approved at the Meeting of Major Superiors in 2010.

### **5.4 ANNUAL REPORTS**

Article S39 of the *Normative Texts* requires that each Province, Vicariate, and Mission submit an annual report to the General Curia. The format of these reports will vary from year to year. Normally the reports are to be sent to the Secretary General in February.

## CHAPTER SIX

### MEMBER DATA ON FILE AT THE GENERALATE

The following information should be sent to the Secretary General to be kept on file at the Generalate. Basic information on members is found in the online database at the C.P.P.S. international web site.

**The information in numbers 1 - 7 should be sent to the Secretary General when the candidate enters the special formation program, using the appropriate form.**

1. Date and place of birth
2. Parents' names
3. Date and place of baptism
4. Date and place of confirmation
5. Date and place of entrance into the Congregation (i.e., into the formation program)
6. Date and place of special formation (*Tirocinium speciale*)
7. Languages spoken

**The information in numbers 8 - 12 should be sent as soon as the event occurs.**

8. Date and place of temporary incorporation
9. Date and place of renewal of temporary incorporation
10. Date and place of definitive incorporation
11. Date and place of conferral of ministries
12. Date and place of diaconate ordination
13. Date and place of priesthood ordination

**The Secretary General should be informed immediately of any of the following changes of status of a member of a Province, Vicariate, or Mission.**

14. Date of assignment of a member to a Vicariate or Mission of a Province.
15. Notification of permanent transfer of a member to another Province.
16. Date of departure from special formation program and cessation of candidacy
17. Granting of a leave of absence to a member
18. Status of member at the end of an indult to live outside the Congregation
19. The existence of a *fugitivus* or *apostata*
20. Termination of membership through attempted marriage (Send a copy of the marriage certificate when available.)
21. Death of a member or candidate
22. Any other information that is significant and that would be of value to the files of the General Curia.

## APPENDIX

The appendix contains the following forms or sample letters:

1. Admission to Special Formation 22-23
2. Request for Definitive Incorporation 24
3. Notification of Conferral of Ministries of Acolyte and Lector 25
4. Notification of Temporary Incorporation and/or Renewal 26
5. Sample Letter Requesting Dimissorial Letters for Holy Orders 27
6. Sample Letter Requesting Confirmation of an Provincial Director's Election 28
7. Notification of Ordination to the Diaconate or Priesthood 29

## Admission to Special Formation

I, \_\_\_\_\_, Director of the \_\_\_\_\_

Province/Vicariate/Mission, testify that the candidate named below has completed the period of adequate preparation and probation prescribed by article S19 of the *Normative Texts*.

Therefore, as prescribed in article C35 of the *Normative Texts*, hereby admit

\_\_\_\_\_  
*LAST NAME*

\_\_\_\_\_  
*First Name*

\_\_\_\_\_  
*Middle Name*

to the special program of religious formation therein described.

This admission to special formation does / does not coincide with the beginning of the three years of formation under some form of commitment before admission to definitive incorporation prescribed by article C38 of the *Normative Texts*.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director/Delegate

- 
- S19. Safeguarding the norms of Common Law (canon 735 §2) and of our Society in regard to the acceptance of candidates, the latter are admitted to the formation referred to in article C35 of the Constitution after a period of adequate preparation and probation according to the accepted formation program of the Province or Vicariate.
- C35. Before his incorporation into the Society the candidate undergoes a special program of religious formation which includes a more intense experience of the paschal mystery, a study of the spirit of the Society, of the theology of the Precious Blood, of the Society's history, its *Normative Texts*, as well as a practical knowledge of its community life and its apostolic endeavors. The Provincial or Vicariate Director is empowered to admit the candidate according to the norms of the Provincial or Vicariate Statutes
- C38. The candidate is to undergo a period of at least three years of formation under some form of commitment before he is admitted to definitive incorporation in accord with the prescriptions of the General Statutes.

Use this form for candidates who have entered special formation. This form begins the candidate's **permanent record** at the Generalate.

Check ("X") the proper status: \_\_\_priesthood candidate \_\_\_brotherhood candidate

FAMILY (LAST) NAME \_\_\_\_\_

First (& Second) Baptismal Name(s) \_\_\_\_\_

Birth Date \_\_\_\_\_

Birth Place \_\_\_\_\_

Father's Family Name, First Name \_\_\_\_\_

Mother's Maiden Name, First Name \_\_\_\_\_

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

Church \_\_\_\_\_

Place \_\_\_\_\_

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

Church: \_\_\_\_\_

Place: \_\_\_\_\_

Date and place aspirant entered: \_\_\_\_\_

Special Formation: Date Entered \_\_\_\_\_

Place: \_\_\_\_\_

Languages Spoken \_\_\_\_\_

For an already ordained priest, also add:

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

Church \_\_\_\_\_

Place \_\_\_\_\_

Ordaining Prelate \_\_\_\_\_

Bishop's Diocese \_\_\_\_\_

Priest's Diocese/Congregation/Society \_\_\_\_\_

## **Request to the Moderator General for a Decree of Definitive Incorporation**

Having before me, in writing, the request of the candidate as prescribed by article C36 of the *Normative Texts* and, at the same time, testifying that the candidate below has

- been accepted by the Congregation according to the Provincial Statutes (cf. *Normative Texts* article C36);
- completed the period of formation prescribed by article C35 of the *Normative Texts*;
- completed the period of at least three years of formation under some form of commitment as prescribed by article C38 of the *Normative Texts*,

I hereby petition the Moderator General for the *Decree of Definitive Incorporation* for

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

\_\_\_\_\_  
*Provincial Director/Delegate*

\_\_\_\_\_  
*Province*

\_\_\_\_\_  
*Date*

- 
- C35. Before his incorporation into the Society the candidate undergoes a special program of religious formation which includes a more intense experience of the paschal mystery, a study of the spirit of the Society, of the theology of the Precious Blood, of the Society's history, its *Normative Texts*, as well as a practical knowledge of its community life and its apostolic endeavors. The Provincial or Vicariate Director is empowered to admit the candidate according to the norms of the Provincial or Vicariate Statutes.
- C36. With the termination of the period of formation referred to in article C35 and upon the request of the individual and his acceptance by the Society according to the Provincial Statutes, the candidate is admitted to definitive incorporation by a decree of the Moderator General.
- C38. The candidate is to undergo a period of at least three years of formation under some form of commitment before he is admitted to definitive incorporation in accord with the prescriptions of the General Statutes.

## Notification of the Conferral of Ministries Acolyte and Lector

On (date) \_\_\_\_\_, at \_\_\_\_\_, the  
person(s) named below received the ministry of  acolyte  lector. The ministry was  
conferred by \_\_\_\_\_.

Ministry conferred on:

\_\_\_\_\_  
LAST NAME

\_\_\_\_\_  
First Name

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

## Notification of Temporary Incorporation or Renewal Thereof

In accordance with the provisions of the Provincial Statutes, on (date) \_\_\_\_\_, at

\_\_\_\_\_, the candidate(s) named below

- were temporarily incorporated / began pledged candidacy
- renewed temporary incorporation / pledged candidacy

for a period of \_\_\_\_ years.

Candidate(s):

\_\_\_\_\_  
LAST NAME

\_\_\_\_\_  
First Name

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The incorporation / pledged candidacy was received by:

\_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

C 36 In those Provinces which have a temporary incorporation, the Provincial Director is empowered to admit the candidate to temporary incorporation in accordance with the provisions of the Provincial Statutes.

## Sample Letter of Petition for Dimissorial Letters for Ordination to the Diaconate or Priesthood

(Date)

Very Rev. \_\_\_\_\_  
Moderator General  
Viale di Porta Ardeatina, 66  
I-00154 Roma, Italia

Dear Father \_\_\_\_\_,

Having reviewed the appropriate Canon Law pertaining to ordinations (Canons 1019-1054), the testimony of *(name of Director of Formation)*, Director of Formation for the *(Name of Province/Vicariate)*, and with the consent of the Provincial/Vicariate Council of the *(Province/Vicariate Name)*, I request a dimissorial letter for:

*(Name of member to be ordained), C.P.P.S.*

a definitively incorporated member of the Congregation of Missionaries of the Precious Blood, who requests ordination to the *(diaconate/priesthood)*. The ordination is scheduled for *(date)* in the church of *(name of church)* in *(city, state and/or country)*. The ordaining prelate will be *(name of [Arch]bishop)*.

*(Here may follow a paragraph or two about the candidate for orders.)*

Sincerely,

(Signature and Title)

**Note:** In the event that a Provincial Director is requesting a dimissorial letter for a member of a Vicariate or Mission of the Province, one should insert the phrase “the testimony of \_\_\_\_\_, Director of the \_\_\_\_\_ Vicariate/Mission and his Council” before the phrase “the testimony of \_\_\_\_\_, Director of Formation.”

## Sample Letter Requesting Confirmation of the Election of a Provincial Director

(Date)

Very Rev. \_\_\_\_\_  
Moderator General  
Viale di Porta Ardeatina, 66  
I-00154 Roma, Italia

Dear Father \_\_\_\_\_,

On this date, \_\_\_\_\_ the Provincial Assembly has elected me as Director of the \_\_\_\_\_ Province. I now ask for your written confirmation of this election as prescribed by article C75 of the *Normative Texts*.

I also ask for your prayers in order that I may fulfill the mission which the Lord, by means of my brothers in community, has willed to entrust to me in the midst of my Province.

Respectfully submitted from [ PLACE ] on [ DATE ],

[SIGNATURE]

**Notification of Ordination to the Diaconate or the Priesthood**

On (date) \_\_\_\_\_, at \_\_\_\_\_,

the member named below was ordained to the  priesthood  diaconate.

The order was conferred by: \_\_\_\_\_,

(Arch)bishop / Auxiliary Bishop of : \_\_\_\_\_.

Member ordained:

\_\_\_\_\_  
LAST NAME

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date