

The Rule and Directory For Lay  
Dominicans Of the Province  
Of Saint Martin de Porres



Southern Dominican Province, USA

January 2016

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# Section One

## The Rule of the Lay Fraternities<sup>1</sup> of Saint Dominic



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<sup>1</sup>The term “Lay Chapters of St. Dominic” was standardized to “Lay Fraternities of St. Dominic” by The Dominican Laity International Congress of Argentina 2007.

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## The Historical Development of the Rule

The Dominican Laity originated in its present form with the promulgation of the first Rule under Munio de Zamora, Master of the Order in 1285. The spiritual origin of the Laity resided within the penitential movements associated with Saint Dominic, who gathered around himself groups of Laity for apostolic work and spiritual and material defense of the Church. The Laity has existed (under various names) as long as the Dominican Order itself, and has always performed specific functions and collaborated closely with the other branches of the Dominican Family.

There have been five Rules for the Dominican Laity since the foundation of the Order. The first was that promulgated by Munio de Zamora in 1285, for the *Brothers and Sisters of Penance of Saint Dominic*. The Rule of Munio, slightly amended, received papal approval in 1405. This Rule survived for centuries, serving the laity and being adopted for other branches of the Dominican Family.

The second Rule, adapted to the new Code of Canon Law in 1917, was approved in 1932 under Master Louis Theissling, with the title: *Rule of the Secular Third Order of Saint Dominic*.

After Vatican II, there existed a need for revising or updating the 1932 Rule; accordingly, the third Rule was approved in 1964. However, the General Chapter of River Forest in 1968 proposed a fourth Rule, which was promulgated by Master Aniceto Fernandez in 1969 and approved on an experimental basis by the Sacred Congregation for Religious in 1972 under the title: *Rule of the Lay Fraternities of Saint Dominic*. With this title, reference to *Third Order* had disappeared, to be confirmed by legislation of the 1974 General Chapter at Madonna Dell 'Arco, abolishing such terms as First, Second and Third Order.

Finally, after the promulgation of the new Code of Canon Law and the *Bologna Document on the Dominican Family*, the General Chapter of Rome that same year, 1983, commissioned the Master of the Order to hold an International Congress of the Dominican Laity in order to renew and adapt its Rule. This, the fifth Rule, *The Rule of the Lay Chapters of Saint Dominic*, was approved by the Sacred Congregation for Religious and Secular Institutes in January 1987 and promulgated by Master Damien Byrne on January 28, 1987.

[From *The Dominican Laity Handbook*, Province of the Assumption, Australia]

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Congregation for Religious  
And Secular Institute

Prot. n. D. 37-1/78

**DECREE**

On March 14, 1986, the Master General of the Order of Friars Preachers, through the Procurator General, sent this congregation the text of The Rule of the Lay Chapters of Saint Dominic<sup>1</sup> to be definitively approved.

This department, after serious consideration and noting the favorable vote of the International Congress of the Dominican Laity, by the force of this decree hereby approves the Latin text of The Rule of the Lay Chapters of Saint Dominic, a copy of which is on file in the Archives of this department. It also approves the corrections made by the Congress given on the sheet attached to it.

Anything to the contrary notwithstanding.

Given at Rome, January 15, 1987.

Jerome Cardinal Hamer, O.P., Prefect

+ Vincenzo Fagiolo, Archbishop, Secretary

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<sup>1</sup> The term “Lay Chapters of St. Dominic” was standardized to “Lay Fraternities of St. Dominic” by The Dominican Laity International Congress of Argentina 2007.

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We

Brother Damian Byrne, O.P.  
Professor of Sacred Theology  
And Humble Master and Servant  
Of the Whole Order of Preachers

To the Chapters of Saint Dominic

Dear Brothers and Sisters in the Lord and Saint Dominic:

Joyfully I give you the text of The Rule of the Lay Chapters of Saint Dominic<sup>1</sup>, which has very recently (January 15, 1987) been definitively approved by the Congregation for Religious and Secular Institutes.

The text of the preceding Rule, promulgated by Father Aniceto Fernandez in 1969, was approved by the Holy See on an experimental basis. The General Chapter held in Rome in 1983 commissioned the Master General of the Order to hold an international meeting of the Dominican Laity in order to renew and adapt The Rule of the Dominican Laity. This meeting, held in Montreal, Canada, June 24-29, 1985, produced the text which is now definitively approved.

Let this Rule be in your hearts and in your chapters as a gospel ferment to nourish holiness and promote the apostolate together with the whole Dominican Family.

Greetings in the Lord.

Given at Rome, January 28, 1987, on the Feast of Saint Thomas Aquinas.

Damian Byrne, O.P.  
Master of the Order

J. Martin, O.P.  
Secretary

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<sup>1</sup> The term “Lay Chapters of St. Dominic” was standardized to “Lay Fraternities of St. Dominic” by The Dominican Laity International Congress of Argentina 2007.

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## **The Rule of the Lay Chapters of St. Dominic<sup>1</sup>**

### **I. The Fundamental Constitution of Lay Dominicans**

(Laity in the Church)

1. Among the disciples of Christ, men and women living in the world, by virtue of their Baptism and Confirmation, have been made participants in the prophetic, priestly and royal office of our Lord Jesus Christ. They are called to make Christ's living presence to people so that "the divine message of salvation be made known and accepted by all people throughout the world" (Apost. Act. 4, 3).

(Dominican Laity)

2. Some of these disciples of Christ, moved by the Holy Spirit to live a life according to the spirit and charism of Saint Dominic, are incorporated into the Order through a special promise according to their appropriate statutes.

(Dominican Family)

3. They are united in communities, and they constitute with other groups of the order, one Family (cf. Constitutions of the Order of Friars Preachers, [LCO], #141).

(Distinctive character of Dominican Laity)

4. They are accordingly distinguished both by their own spirituality and by their service to God and neighbor in the church. As members of the Order, they participate in its apostolic mission through prayer, study and preaching according to the state proper to the laity.

(Apostolic Mission)

5. Following the examples of Saint Dominic, Saint Catherine of Siena and our predecessors who illumined the life of the Order and the Church, and strengthened by their familial [fn. "fraternal"] communion, they bear witness above all to their own Faith, listen to the needs of their contemporaries and serve the Truth.
6. They carefully attend to the principal goals of the Church's contemporary apostolate, striving in a special way to manifest true mercy for all who are suffering, to defend freedom and to promote justice and peace.
7. Inspired by the charism of the Order, they are mindful that apostolic activity emanates from an abundance of contemplation.

### **II. Life of the Chapters**

(Life of the Chapters)

8. To the best of their ability, they should strive, to live in true familial communion in accordance with the spirit of the Beatitudes in every circumstance, by performing works of mercy and sharing what they have with members of the chapter, especially the poor and the

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<sup>1</sup> This translation was produced by the DLIPC Committee, appointed April 12, 2008, for the consideration and use by the Provincial Councils of the USA and Canada. The members of the committee were A.J.K. Gallanosa (chair), J.S. Farris, N.M. Laurendeau, A.C. Neugebauer, G.S. Sims.

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sick, and by offering suffrages for the dead. In this way all may ever have one heart and one mind in God (Acts 4:32).

9. Collaborating in the apostolate with brothers and sisters of the Order, members should participate actively in the life of the Church, always prepared to work with other apostolic associations.
10. To advance in their proper vocation, which inseparably joins the apostolic and the contemplative, Lay Dominicans draw their strength from these principle sources:
  - a. Listening to the Word of God and reading the Sacred Scripture, especially the New Testament;
  - b. Daily participation as much as possible, in the celebration of the liturgy and of the Eucharist sacrifice;
  - c. Frequent celebration of the sacrament of Reconciliation;
  - d. Celebration of the Liturgy of the Hours in union with the entire Dominican Family, as well as private prayer, such as meditation and the Marian Rosary;
  - e. Conversion of heart according to the spirit and practice of evangelical asceticism;
  - f. Assiduous study of revealed truth and unwavering reflection on contemporary problems, under the light of Faith;
  - g. Devotion to the Blessed Virgin Mary, according to the tradition of the Order, to our Holy Father Dominic and St. Catherine of Siena;
  - h. Periodical spiritual retreats.

(Formation)

11. The purpose of Dominican formation is to form true adults in the Faith, capable of accepting, celebrating, and proclaiming the Word of God. Each province is responsible for establishing a program of:
  - a. progressive formation for beginners;
  - b. ongoing formation for all members, even for those living apart from a chapter..
12. Every Dominican must be prepared to preach the Word of God. Through this preaching, Christians, baptized and strengthened by the Sacrament of confirmation, exercise their prophetic office.

In our present world, preaching of the Word of God must encompass in a special way the dignity of the human person, as well as defend the sacredness of life and family. The Dominican vocation also includes the promotion of Christian unity and dialogue with both non-Christians and non-believers.

13. The principal sources of Dominican formation are:
  - the Word of God and theological reflection,
  - liturgical prayer,
  - the history and tradition of the Order,
  - more recent documents of the Church and Order,
  - awareness of the signs of our times.

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(Profession or Promise)

14. To be incorporated into the Order, members must make profession, which is a formal promise to live according to the spirit of Saint Dominic, following the way of life prescribed by the Rule.

This promise is either temporary or perpetual. The following or a substantially similar formula is to be used for making a promise:

*To the honor of Almighty God, Father, Son and Holy Spirit, and of the Blessed Virgin Mary and of Saint Dominic, I ( name ) promise before you the President of this Chapter and ( name ) the religious assistant, in place of the Master of the Order of Friars Preachers, that I will live according to the Rule of the Laity of Saint Dominic for (three years or my entire life).*

### III. Organization and Government of the Chapters

15. The Chapter is the appropriate means for nourishing and developing each member's dedication to his or her own vocation. The frequency of meetings varies among chapters. Faithful attendance demonstrates the fidelity of each member.
16. The admission of candidates is entrusted to a responsible lay person, according to prescriptions established by the Directory as to qualifications and timetable. Following an affirmative vote of the Chapter Council, the responsible layperson carries out the admission process, together with the religious assistant, using the rite determined by the directory.
17. After a period of probation determined by the Directory and with a favorable vote of the Chapter Council, the responsible layperson, together with the religious assistant, receives the profession, either temporary or perpetual.

(Jurisdiction of the Order and Autonomy of the Chapters)

18. Chapters are under the jurisdiction of the Order; nevertheless, they enjoy that autonomy proper to the laity by which they govern themselves.

(In the whole Order)

19. a) The Master of the Order as successor of Saint Dominic and head of the entire Dominican Family presides over all the Chapters in the world. It is his responsibility to preserve the integral spirit of the Order within the chapters, to establish practical norms as needed for specific times and places and to promote the spiritual good and apostolic zeal of the members.

b) The Promoter General represents the Master of the Order for all chapters and transmits their proposals to the Master or the General Chapter.

(In the Province)

20. a) The Provincial presides over the Chapters within the territorial limits of his Province and, with the consent of the Local Ordinary, establishes new Chapters.
- b) The Provincial Promoter (brother or sister) represents the Provincial and is a member of the Lay Provincial Council with full rights. The Provincial Promoter is appointed by the Provincial Chapter or by the Prior Provincial with his Council, after the Lay Provincial Council has been heard.

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c) A Lay Provincial Council, whose members are elected by the chapters, is established in the territory of its Province. The Lay Provincial Council is regulated according to the norms defined by the Provincial Directory. The Lay Provincial Council elects the Provincial President.

(In the Chapters)

21. a) A local Chapter is governed by a President with a Council, who together assume full responsibility for its direction and administration.
- b) The Council is elected for a specific term and in the manner established by the Provincial Directory. The Council elects a President from among its members.
- c) A religious Assistant (brother or sister) aids members in doctrinal matters and the spiritual life. This religious Assistant is appointed by the Prior Provincial after he has first heard the Provincial Promoter and the local chapter Council.

(National and International Councils)

22. a) Where several Provinces of the Order are present within the same nation, a National Council may be instituted according to the norms established by particular Directories.
- b) If judged opportune, an International Council may be formed in a similar fashion after consultation with the Chapters of the entire Order. .
23. Chapter Councils can send their proposals and petitions to a Provincial Chapter of the Friars Preachers. Likewise Lay Provincial Councils and National Councils can send proposals and petitions to a General Chapter. Representative Lay Dominicans should be invited to these Provincial or General chapters to treat matters which concern the laity.

(The Statutes of the Lay Dominicans)

24. The statutes governing Lay Dominicans are:
- a) The Rule of Lay Chapters of St. Dominic.
- b) General declarations, whether of the Master of the Order or of General Chapters.
- c) Particular Directories.<sup>2</sup>

To complete the legislative work concerning the Lay Chapters of St. Dominic, we approve and promulgate the following “General Declarations of the Rule of the Lay Chapters of Saint Dominic” by the authority which we hold. Thus the observance of the Rule shall be attained more easily and with greater spiritual fruitfulness.

Given at Rome, on February 16, 1987

Fr. J. Martin, O.P.  
Secretary

Fr. Damian Byrne, O.P.  
Master of the Order

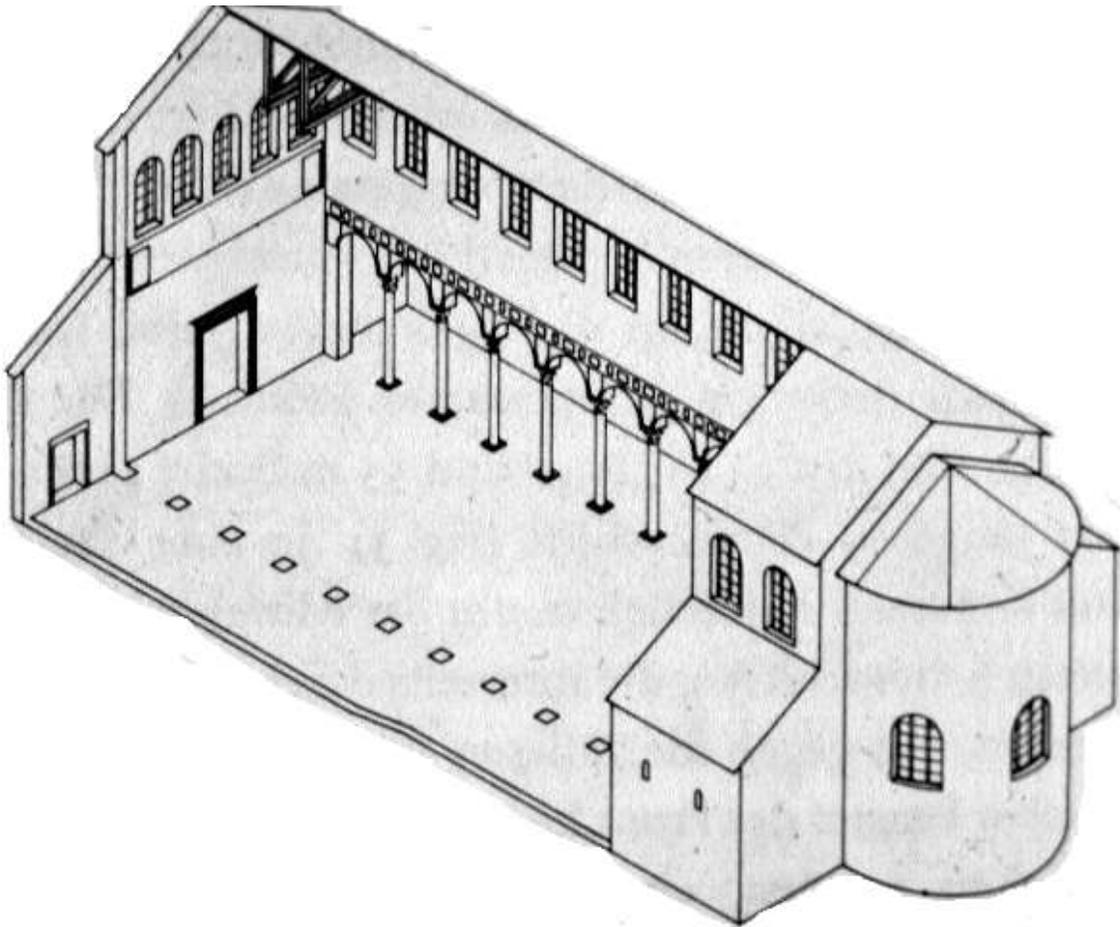
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<sup>2</sup> *Particular Directories* refers to Provincial Directories.

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## Section Two

### General Declarations Regarding the Rule of Lay Chapters of Saint Dominic



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## GENERAL DECLARATIONS REGARDING THE RULE OF LAY CHAPTERS OF ST. DOMINIC

To fan anew the flame of the tradition and vocation of the Lay branch of the Order of Preachers, an International Congress of Lay Dominican Fraternities was convoked by the Promoter general in Buenos Aires, in March 2007.

56 delegations, coming from around the world, participated in it. Therefore, the documents and the Resolutions issued by the six commissions, articulating the work of the Congress, and approved by the Assembly, can rightly be considered the voice of all the Dominican Laity.

The International Council of Lay Fraternities of St. Dominic met, in June 2007, in order to draw up the definitive version of the Acts of the Congress and then it was sent to the Master of the Order. From the Resolutions it emerged not only the necessity of the normative revision of the Rule but also the opportunity of certain integrative definitions contained there, so that interpretative doubts may disappear, normative contrasts may be cleared or legislative gaps may be filled in, and what the Acts and Ordinations of the General Chapters of the Order have legislated for the Laity may be implemented.

Within the limits of the divine, canonical and proper laws of the Order, in conformity with the Dominican charism and whatever is considered apt for the life of the Lay Fraternities of St. Dominic, the glory of God and the salvation of souls, with the authority of our competence

### We Promulgate

the following general Declarations regarding the Rule of Lay Fraternities of St. Dominic, establishing that, after publication in the next issue of *Analecta Ordinis Praedicatorum* and notification of the same to all the provincial promoters, they will come into force on August 8 2008, Solemnity of Our Holy Father Dominic, and that they must be implemented, promptly and with good will.

#### **Declaration I: Denomination, identity and incorporation of the members of Lay Fraternities of St. Dominic.**

§ 1. The Lay persons of St. Dominic are those faithful, who are baptized in the Catholic Church or accepted into it, confirmed and in full communion with faith, sacraments and ecclesiastical government, have been called in a unique way to the pursuit of Christian life and to raise up temporal realities through the charism of St. Dominic. In order to be *incorporated* into the Order of Preachers, of which apostolic mission they participate fully, they make the *promise* using the formula contained in the Rule. Only with the promise can the entry into the Lay branch of the Order called *Lay Fraternities of St. Dominic*, subject to the jurisdiction of the Master and to other Major Superiors of the Order, come about. The perpetual promise is preceded by at least one year of initial acceptance, and three years of temporary promise, of which records should be kept in the apposite registers kept both at the local Fraternity and in the Provincial archives.

§ 2. The formula of the promise contained in the *Rule of the Lay Fraternities of St. Dominic*, approved by the Holy See, cannot be used validly for other forms of aggregation to the Dominican Family, unless it is expressed otherwise and granted by the Master of the Order. All the rights of the Associations and Fraternities governed by their own Statutes, legitimately approved by the competent authority, in various capacities, are formally annexed to the Dominican Family. Because they constitute a great and multiform richness for the Church and the Dominican Family, they must be greatly appreciated by all the members of the Lay Fraternities, in a spirit of concord and active collaboration, recognizing one another as brothers and sisters in St. Dominic, each with his own state of life and identity.

§ 3. The Lay persons of St. Dominic are always ascribed to a Fraternity (possibly in one's own domicile or quasi canonical domicile) or, at least, put in a stable contact with a member of the provincial or vicariate council.

§ 4. The faithful who live particular situations, and because of that, according to the judgment of the Council of the Fraternity, is not prudent to admit to the promise, can equally participate in the life of the Fraternity and follow the permanent formation, in a *Sequela Christi* following the Dominican charism, each in one's own situation, *always and integrally safeguarding the discipline and the Magisterium of the Church*.

#### **Declaration II: National or Provincial Directories**

§ 1. The approval and promulgation of national and/or provincial Directories does not pertain directly to the Master of the Order. However, for just reason, he can command the emendation of particular norms already promulgated. The *provincial* Directories, approved by the provincial council of Laity, are ratified and promulgated by the prior provincial with the consensus of his Council; the *national* Directories, approved by the national council of the Laity, in concord with the respective provincial council of the Laity, ratified by the respective priors provincials, with the consent of their Councils, are promulgated by the President in charge of the national Committee of the priors provincials.

§ 2. The general Declaration, n. 1 of the Master, fr. D. Byrne, dated 16. 02. 1987, is hereby expressly declared and partially abrogated as to the section in which it was said that the provincial and national Directories would be effective, once approved by the Master of the Order.

#### **Declaration III: Dispensation from proper Law**

While keeping the prohibition of dispensing from the norms of the Rule which are connected with divine law or merely ecclesiastical common law, only the Master of the Order can dispense all the Dominican Laity from the norms of the Rules with general dispensation with or without time limit.

The prior provincial, within those same limitations, can dispense from the norms of the Rule or the Directory with particular dispensation for each Fraternity even in a stable form without time limit.

The President of the Fraternity can legitimately dispense from non constitutive norms and not divine or purely ecclesiastical law of the Rule or of the Directory in specific situations and for a specified time.

The general Declaration n. 3 by the Master Fr. D. Byrne, promulgated on 16. 02. 1987, is declared explicitly abrogated.

#### **Declaration IV: Provincial and National Promoter**

§ 1. It is granted, in partial general dispensation from art. 20 b of the Rule of the Lay Fraternity of St. Dominic, without time limit, that for the office of provincial and/or national Promoter of the Fraternities, can be appointed, by the competent authority, in consultation with the provincial/national Council of Lay Fraternities, a friar or a nun belonging to the Order, where the opportunity suggests or the necessity requests it, a religious, not directly under the jurisdiction of the Master of the Order, a secular cleric, a lay Dominican who made the perpetual promise.

§ 2. Someone does not validly take possession of the abovementioned office who, not being dependent on the jurisdiction of the Master of the Order, after his appointment has not underwritten an agreement with the provincial Prior and Promoter and has not obtained written permission from the proper competent Superior.

**§ 3.** The provincial and/or national promoter does not have either active or passive voice in any collegiate body of the Lay Fraternities he participates in.

**Declaration V: Religious Assistant**

In individual situations where it is impossible to apply the common or particular law with regard to Religious Assistant, (Rule, art. 21 c; can.317, §1,2), the general norms of dispensation from common and proper law are applied.

**Declaration VI: Temporary and Permanent Indult**

**§ 1.** When the temporary promise expires, if it is not renewed, the lay person can freely leave the Order. One who has made the temporary promise - before it expires- or perpetual, may not ask temporary indult or the indult to leave definitively the Order, if not after pondering over it seriously before God and seeking help from the brethren; he should present his request, with reasons to the President of the Fraternity, who will forward it to the prior provincial together with his vote and that of the council of the Fraternity. The temporary or definitive indult, once legitimately granted and notified in writing to the interested person, brings about the dispensation from the promise and from the observance of the particular law of the Lay Fraternities of St. Dominic.

**§ 2.** Should those who have obtained the definitive indult, no matter where they ask to be incorporated into the Order, need to undergo a basic formation period. His perpetual promise will be received only with the permission of the prior provincial, with the consent of the council of the Fraternity to which he will now be ascribed. If one who seeks admission to a Fraternity, conceals the previous indult, then, he does not make a valid promise and is not validly enrolled.

**Declaration VII: Dismissal**

**§ 1.** The lay person who has made his temporary or perpetual promise and is found guilty of grave inobservance of the Rule or the Directory, or lacks ecclesial communion (faith, sacraments, government) or is the cause of public scandal among the faithful, after formal warning by the President of the Fraternity, if he persists in this behaviour, at the request of the council of the Fraternity, can be dismissed by the written decree of the prior provincial. The decree of dismissal, once legitimately issued, in writing, and notified to the interested person, entails the cessation of rights and duties deriving from the promise. Such a decree has validity, on pain of nullity of contrary acts, for *all* Lay Dominican Fraternities.

**§ 2.** Following careful evaluation of the condition of life and having certainty as to amendment, the one who has been dismissed can be reincorporated into the Order on the same conditions, as to validity, for which see Declaration VI § 2.

**§ 3.** Against the aforementioned decrees, it is always possible to have hierarchical recourse to the Master of the Order.

Given in Rome, 15 November 2007, Feast of St. Albert the Great

Fr. Carlos A. Azpiroz Costa OP  
Master of the Order

Fr. Christophe Holzer OP  
a secretis

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## Section Three

### The Particular Directory



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**Recognizing the significant enhancement and enormous work of this revised directory, the Dominican Laity of the Southern Province are thankful for this gift and joyfully express their gratitude to the Directory sub committee, the Lay Provincial council of 2005, the Dominican Laity of the Western Province, fr. Marty Iott, O.P., and to all those who made this revision possible.**

## Revision History

Rev. #	Date	Revision(s)
00	May 2007	The changes to this directory are significant enough to warrant the former directory obsolete and this edition as an original issue.
01	February 2011	Common North American rule translation of DLIPC 2008, Standard terminology of International Lay Congress 2007, Added General Declarations of fr. Carlos Azpiroz Costa, O.P., III.B.1, III.B.5
02	March 2014	Added a footnote to the letter of approval of the rule page 7. Added a footnote to Brother Damian Byrne's letter of promulgation of the rule page 8.. Added blank page for the Prior Provincial's letter of promulgation of the particular directory. Replaced the word permanent with perpetual. Revised section V.B.1 and added section V.B.2, 3, 4. Replaced the word commitment with promise. Added duties of the Provincial Formation Director in section VII.D.2.c. Replaced the verb mails with distributes. Replaced the term local promoters with religious assistants. Added section VII.D.6.a, b. c. Added section VII.F on appointed Provincial Assignments. Moved the revision history of the rule and directory to the end of the particular directory section X. Added section G for the Provincial forms.
03	January 2016	Corrected various typographical errors.



March 3, 2016

Col. Jo Ann Cotterman, O.P., USA, Ret.  
Laité President  
8134 Apricot Street  
New Orleans, LA 70118

Dear Jo Ann:

At your request, and in accord with Ordinance 188, *Trogir 2013*, my council and I hereby confirm the promulgation of the latest revision of The Rule and Directory for Lay Dominicans of the Province of Saint Martin de Porres.

I thank you and the other laity members for your dedicated work on this new Rule and know that you will go forth and bear fruit from this work.

Sincerely,

Very Rev. Thomas M. Condon, O.P.  
Prior Provincial



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## Preface:

Lay Dominican life is all about having a passion for the Word of God. It is about committing one self to a community of like minded brothers and sisters that immerse themselves in the Word of God. *“If you remain in my word, you will truly be my disciples, you will know the truth, and the truth will set you free” (John; 31-32).*

Lay Dominicans seek to be in an environment where they “breathe” the Word of God, in the Holy Scripture; in the teaching of the Church, in personal and liturgical prayer, in study, in every day life experiences. They discern ways, with the help of a community of believers, to deliver that Word according to their abilities and the urging of the Holy Spirit. For some, that may mean a life of prayer; for others, an intense love of study, perhaps leading to teaching; for many, an apostolate that proclaims God’s special love for their families, the poor, the sick and dying, and the imprisoned, much like our Patroness St. Catherine of Siena. All these activities speak a truth to our impoverished, hurting, hungry world. But for a member of the Order of Preachers, of any branch of the family, actual preaching is to hold pride of place particularly in places where the hierarchical ministry of the church is unavailable or ineffective. *“But how can they call on him in whom they have not believed? And how can they believe in him of whom they have not heard? And how can they hear without someone to preach? And how can they preach unless they are sent? Thus faith comes from what is heard and what is heard comes through the word of Christ.” (Romans 10:14-15).*

This purpose of the Order of Preachers can be found succinctly stated in the ***Fundamental Constitutions*** of the Friars of the Order: “The Order of Preachers, founded by St. Dominic, ‘is known to have been established, from the beginning, for preaching and the salvation of souls, specifically.’ (cf. ***The Book of Constitutions and Ordinations of the Brothers of the Order of Preachers, “The Fundamental Constitutions,” II***).

In the ***Dogmatic Constitution on the Church***, Vatican Council II proclaimed: “The obligation of spreading the faith is imposed on every disciple of Christ, according to his ability.” In Chapter IV of that document we read: “Their sacred pastors know how much the laity contribute to the welfare of the entire Church. Pastors also know that they themselves were not meant by Christ to shoulder alone the entire saving mission of the Church toward the world. On the contrary, they understand that it is their noble duty so to shepherd the faithful and recognize their services and charismatic gifts that all, according to their proper roles, may cooperate in this common undertaking with one heart.” The council goes on to state: “The laity can also be called in various ways to a more direct form of cooperation in the apostolate of the hierarchy...(they) have the capacity to be deputed by the hierarchy to exercise certain church functions for a spiritual purpose.” (***Lumen Gentium***, Chapter II, 9; IV, 30, 33).

Moreover, there are a number of Canon Laws that, following the direction of the Council, express the right and obligation of the Faithful to make sure “...*that the divine message of salvation may more and more reach all people of all times and all places” (The Code of Canon Law: #211).* Other Canons that encourage this position of the Laity can be found in Numbers 204,208, and 225. Moreover, number 766 states: “*The laity may be allowed to preach in a church or oratory if in certain circumstances it is necessary, or in particular cases, it would be advantageous, according to the provisions of the Episcopal Conference and without prejudice to canon, 767,1.*” (Canon 767, 1 states that the homily at the liturgy of the Eucharist is reserved to the priest or deacon).

The ***Fundamental Constitution of the Dominican Laity***, in turn, states that the Dominican Laity “*have a distinctive character in both their spirituality and their service to God and neighbor. As members of the Order, they share in its apostolic mission through prayer, study, and preaching according to the state of the laity” (Fundamental Constitution of the Dominican Laity (The Rule) #4).*

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Living Dominican Life is about preparing oneself to “be sent”, like the Apostles. *Many lay Dominicans are married or have jobs, which mean they can not just get up and go. So being sent means more than just physical mobility. We accept our mission by remaining where we are and being a word of life there. Each one of us is sent from God to those whom we meet. (Manila 2000 Fr. Timothy Radcliffe).* Like troops that are trained for a battle that may never materialize, Dominicans give their ears, minds and hearts to God’s Eternal Word in a community dedicated to contemplative prayer and study; allowing themselves to be formed for proclaiming the fruits of that prayer and study. In Dominican Life, all rules and directives are arranged to give flesh to this reality.

In his wonderful letter ***Freedom and Responsibility: Towards a Spirituality of Government***, Timothy Radcliffe, OP, the 84<sup>th</sup> successor to St. Dominic, points out that among the greatest gifts that Dominic left his family was to make “Government” a holy word; a word that, in Dominican Spirituality, describes the process that frees us to receive the Incarnate Word. *“The Word became flesh and dwelt among us full of grace and truth; we have beheld his glory, glory as of the only Son of the Father (John 1:14).* After quoting this verse from John’s Gospel, Timothy states: *“I wish to show how the challenge of good government is to make flesh among us that grace and truth.” (Sing a New Song, Pg. 84).*

Our brother Timothy points out in this pastoral letter that the Order is not divided into the ‘governors’ and the ‘governed’. When we accept a brother or sister into the Order, we expect that person to contribute to the government of a chapter (or group), enter into the debates that are so much a part of our searching for the truth, help us arrive at fruitful decisions and work at finding creative ways to implement them. (cf. ***Sing A New Song***, p.83)

The ***Particular Directives*** that follow are about Government. Their one purpose is to enable lay men and women to live their lives in the spirit of St. Dominic, committed to the Dominican charism of preaching in the Province of St. Martin de Porres, USA. They are enacted to give flesh to the ***Fundamental Constitution of the Laity (The Rule)***, and to free the chapters of lay Dominicans to live the four pillars of Dominican life: prayer, study, community, and mission. At their root is always the search for truth, which, following the example of our Father Dominic, we believe arises through the Holy Spirit living and working in all the baptized.

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## I. The Basics of Lay Dominican Life

### A. Prayer

1. Prayer is the first pillar of Dominican life. Dominic and Catherine modeled for us the absolute necessity of prayer for all Dominicans. Every age of humanity attests to the human hunger of communion with the Divine. Christian prayer is based on the truth that humans are called to divine life through union with Christ by the power of the Holy Spirit. This union is accomplished in prayer. As St. Therese defines it "prayer is a surge of the heart. It is a simple look turned toward heaven. It is a cry of recognition and of love embracing both trial and joy."
2. The great mystery of our faith which we profess in our creeds, celebrate in our liturgies and live in a life conformed to Christ, requires that the faithful believe in it, that they celebrate it, and that they live from it in a vital and personal relationship with the living and true God. This relationship is prayer. (CCC #2558)
3. There is both private personal prayer and liturgical prayer. Liturgical prayer occurs when the church, as the body of Christ, gathers to celebrate the Eucharist or any of the other sacraments and the Liturgy of the Hours or a scripture service. Personal prayer is either a private or communal time of meditation and/or devotion. (The Rosary, Stations of the Cross, Divine Mercy, or any other devotion.) Many of these practices of prayer are listed in the Rule. (#10)

### B. Study of Sacred Truth

1. Serious prayerful study of Sacred Scripture, theology, spirituality, Church doctrine and history, and reflection on contemporary issues in the light of such study, are essential to lay Dominican life.
2. Reflective reading of the lives of the saints, especially those of the Dominican Family, provides models for our own lives and for our work with others.

### C. Community Life within a Chapter

1. The Chapter flourishes on the talents of each member and by their loving service to each member. It provides ways to grow in charity and perfection by:
  - a. uniting us in our common love of God, and sharing that common love, especially in the Eucharist and other liturgical prayer, and suffrages<sup>3</sup>;
  - b. learning together about God through study and reflection on Sacred Truth;
  - c. giving service to others in the Chapter, seeking their interest and well-being;
  - d. binding us together in a common goal which requires cooperation and integration of talents;

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<sup>3</sup> See appendix A

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- e. observing the customs and celebrations of the Order to enrich and to make joyous the lives we touch;
  - f. supporting one another and helping each to grow in holiness;
  - g. expressing compassion toward those in pain or sorrow.
- D. Apostolate or Ministry
1. Dominican Laity, as members of the Order of Preachers, share in its apostolic mission through prayer, study, and preaching according to the state of the laity. ( cf. The Rule # 1.4)
  2. The example of Christ and the vision of Saint Dominic call us to be engaged in spreading the Word of God. Attentive to the call of the Spirit, we are encouraged to discern, use and develop the gifts God has given us. The ways in which we use our gifts, whether individually or communally, are as varied as our talents.
  3. Sensitive to the needs of others, especially the poor and troubled, we respond to the social teachings of the Church in the political and economic environments in which we live. We commit ourselves to the four priorities of the Order: catechesis, evangelization, justice and peace, and communication.<sup>4</sup>

## II. Structure and Government of a Chapter

- A. The Chapter is governed by an elected Council.
- B. The Duties of the Chapter Council are to:
  1. promote the observance of the Statutes by the members and foster the community life of the Chapter;
  2. promote and develop the Chapter's apostolate or ministry projects; encourage all members to recruit new members to the Order by word and example; collaborate with other Chapters and branches of the Order to fulfill the common goal of the Dominican Family; Preaching the Word;
  3. propose the Chapter's annual program, schedule and on-going formation;
  4. Appoint a formation director for the inquiry and candidacy programs.
  5. vote on the recommendations of the Formation Director (and assistants) for the reception and promise of members;
  6. ensure that an on-going formation program is provided for the temporarily and perpetually promised members of the chapter;
  7. vote on the reception of those who wish to transfer from another Chapter in the Province or from another Province in which they have been promised;

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<sup>4</sup> See General Chapter of Quezon City , 1977 for priorities of the Order; **General Declarations**, page 7.

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- a. the Council authorizes the President to inquire into the status of a member transferring from a previous Chapter;<sup>4</sup>
  - b. the Council may require a probation period of up to one year before final acceptance of the member if there are concerns of a questionable nature.
8. determine and approve its own Chapter's budget; review and approve the Treasurer's report on a regular basis:
    - a. the Council may spend up to an amount approved by the Chapter without further consent from it;
    - b. the Council determines how the Chapter will pay the per capita assessment established by the Provincial Council.
  9. authorize the President to apply to the Provincial Promoter for the assignment or replacement of a Religious Assistant with a copy sent to the Provincial President. (Confer II.E.2)
  10. authorize the President in its name,
    - a. to warn those with chronic unexcused absences of possible consequences<sup>5</sup>
    - b. to declare an office vacant
    - c. to expel a member for serious reasons, such as scandal or divisiveness within the Chapter.
  11. authorize the Secretary to prepare letters for those wishing to transfer to another Chapter or to join another Order as a lay or religious member.
  12. In the case of a new group, where no members have made a perpetual promise, an interim council can be formed until a sufficient number of perpetually promised members are eligible. This council exercises all those functions of a regular council. Any questions or difficulties in fulfilling the rules and directives should be made to the Provincial President. In the case of admission or temporary or perpetual promise, the group council is to confer with the Provincial President for final approval. He/she in turn will confer with the Provincial Promoter in the case of unique circumstances.
- C. Members of the Chapter Council
1. The Officers are: President, Vice President, Secretary and Treasurer. The offices of Secretary and Treasurer may be combined, upon the affirmative vote of a majority of the promised members, if the size of the Chapter and the demands of the tasks make it advisable. No other of these offices may be combined. These officers are Council members.
  2. The chapter may elect additional councilors to serve on the chapter council with full voting rights.

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<sup>4</sup>See Section V.C, Departure from a Chapter

<sup>5</sup>See Section II. G. 3-5 and Section V. B. 1.

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## D. Duties of Chapter Council Members

1. The President
  - a. conducts all Chapter and Council meetings;
  - b. in conjunction with the Religious Assistant and the Formation Director, prepares for and conducts the ceremonies of reception and promise; receives Inquirers into the Order, and receives the promise of Candidates;
  - c. prepares an annual report for the Chapter and the Provincial Council on the activities and programs, strengths and weaknesses of the Chapter and its members;
  - d. arranges for active members to be in contact with prayer and ill members and receives reports about them;
  - e. notifies all members of the death or danger of death of any Chapter member or of his/her immediate family; sees that, in case of death, Chapter suffrages<sup>6</sup> are observed;
  - f. ensures that other Council members perform their duties in accordance with the Statutes;
  - g. acts as spokesperson for the Chapter and as liaison with other Chapters, the Provincial Council President , and the Provincial Promoter;
  - h. Serves as representative and the voting delegate for the chapter at the Provincial Council Meetings and reports to the Chapter all Provincial Council actions.
2. Vice President
  - a. substitutes for the President in case of absence and takes that office when it is vacant until a new President is elected;
  - b. when the Chapter elects not to have a Vice President, the Council determines the order of substitution;
  - c. The Vice President serves as the representative to the Provincial Council Meeting in the event that the President cannot attend or is serving on the executive council.<sup>7</sup>
3. Secretary
  - a. records attendance and takes minutes at Chapter and Council meetings;
  - b. prepares and sends out communications on behalf of the Chapter, as requested;
  - c. ensures preparation and maintenance of an up-to-date register of members; which includes the name, address, phone number, status (Inquirer, Candidate; Temporary Promised, Life Promised, and Prayer Member), dates of reception, first promise, renewals, and life promise, and office(s) held;

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<sup>6</sup> See appendix A.

<sup>7</sup> See Section VII.A.3

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- d. Keeps chapter necrology;
  - e. Maintains list of expelled members.
4. The Treasurer
- a. establishes and maintains the Chapter account, collects and disburses funds as directed by vote of the Chapter and/or Council;
  - b. prepares a written budget and a balanced monthly report for approval of their Council and the Chapter;
  - c. prepares an annual Treasurer's report for the Provincial Council.
- E. Appointed Positions
1. Formation Director
- a. Formation Director organizes the initial study program within the guidelines set down by the Provincial Council to instruct Inquirers and Candidates in the Order; provides assistance to those in formation and or those who lead the formation sessions, giving the guidance that will help all discern their vocation in following Christ;
  - b. meets individually with Inquirers or Candidates to ascertain whether or not to recommend their reception or promise to the Council;
  - c. cooperates with the President and the Religious Assistant to arrange the ceremonies of reception and promise.
  - d. may be assisted by others but assumes the final responsibility for all initial formation.
  - e. is appointed by the executive council for a three year term with a maximum of two consecutive terms. Allowances for additional terms may be granted with approval by the Provincial Executive Council.
2. The Religious Assistant
- a. assists the members in doctrinal matters and the spiritual life,<sup>8</sup> and fulfills the requirements of the job description prepared by the Chapter Council;
  - b. in cooperation with the President and the Formation Director, prepares for the reception and promise ceremonies and represents the Master of the Order at them;
  - c. is appointed by the Provincial Promoter, after consulting with the Provincial and the local Chapter/ Group council.
  - d. A promoter may be a priest (religious or diocesan), religious brother, sister, or deacon. The term of office for the Religious Promoter is three years and can be renewed as often as needed.

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<sup>8</sup>The Rule, #21c.

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#### F. Nominations and Elections

1. Before an election, the Chapter will determine the number of Officers to be elected based on the previous guidelines.<sup>9</sup> Officers will be elected by nominations made by the voting members of the chapter. The order of elections will be President, Vice-President, Treasure, and Secretary.
2. All Council members are nominated and elected at the Chapter meeting. Any member<sup>10</sup> may nominate.
3. For a valid election, a quorum, that is, two-thirds of active promised (either temporary or perpetual) members must be present. By a secret ballot, Council members are elected by a majority vote (one more than half). In the event that there is no majority after two ballots, only the two nominees receiving the highest number of votes on the second ballot will be eligible for the final vote.
4. The term for elected Officers is three years with a maximum of two consecutive terms in the same position.
5. Presidents and Vice Presidents must be promised for life. Other council members must have made their temporary promise.

#### G. Vacancies, Removals, and Appeals

1. A vacancy occurs when a member dies, resigns, or is removed from office.
2. When a vacancy occurs in any office, the Chapter elects a replacement to fill out the un-expired term. If the un-expired term is less than half of the full term, the replacement may be re-elected for two full consecutive terms.
3. Causes for removal from office include, but are not limited to, chronic unexcused absences, neglect of duty, actions against the common good of the Chapter. A simple majority of the entire Council voting in favor constitutes removal. Within one week, the President informs the member (with a copy to the Provincial President), in writing, of the Council's decision. A vote for removal of office takes place after corrective actions have failed to correct the problem. The corrective actions should be well documented.
4. The person whose office is declared vacated may appeal in writing to the Chapter and Provincial President within thirty days of receipt of the President's letter.
5. In the event of appeal, the active promised members of the chapter/group, voting by secret ballot, answer the question: "Is the office of (name of office vacated?" [or] "Is the membership of (name of promised member) ended?" A simple majority affirmative vote of a quorum of the Chapter vacates the office or ends the membership. In the case of a vacated office, a new election is then held.

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<sup>9</sup>The Rule, #21b.

<sup>10</sup>A "member" refers to Candidates or active promised members according to Section III, A. 2-3.

### III. Membership and Process of Incorporation

- A. Membership categories
1. Inquirers are those seeking to discern a lay Dominican vocation; they participate in the first phase of initial formation. They have participatory but not voting or nominating rights.
  2. Candidates are members who have been received into the Dominican Order through the Chapter and who participate in the second phase of initial formation. They have participatory but not voting rights. Candidates join in the support of the work of the Provincial Council through the payment of the yearly assessment.
  3. Promised members are either active members or prayer members.
    - a. Active members are those who have made promise, enjoy full voting rights, regularly attend meetings, and participate in Chapter activities. They make promise initially for a three-year period<sup>11</sup> and are eligible for the offices of Secretary and Treasurer and then profess for life and are thereby eligible for all Chapter and Provincial offices.
    - b. Prayer members are life promised members who by reason of distance, age, illness, infirmity or other serious reason approved by the Council, can no longer attend meetings. Prayer members affirm their continuing interest and share, insofar as they are able, in the activities of the Chapter but do not have voting rights.
    - c. As of January 1989, new “private or isolated” membership is discouraged. All existing private or isolated members are to become associated with a nearby active Chapter/Group. The President of the nearby Chapter/Group is responsible for inviting that member to join the Chapter/Group. In communicating information, the President must consider that person as a member of his/her local community.
  4. Chapters should consult with the Provincial Promoter before approving a request for membership by laicized priests and dispensed vowed religious.
- B. Process of Admission to a Chapter
1. Qualifications
    - a. The Inquirer should be at least eighteen years of age and a fully initiated Catholic.
    - b. Those newly baptized, returning or received into full Communion must be practicing Catholics for at least two years.

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<sup>11</sup>For renewals see Section III, B. 4.

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- c. Because of the unique charism, spirit, and vocation of the Dominican Laity, life promised members of other association of the Christian faithful who share the spirit and are under the devotion of another religious institute or similar organization (whether called 3rd Order, secular, laity or some other name) are not permitted to also be members of the Dominican Laity.
2. First Phase of Initial Formation (Period of Inquiry)
- a. An Inquirer is interviewed by the Formation Director or the leaders of the formation sessions to assess the person's readiness to participate in the formation program.
- b. During the first phase, Inquirers
- i. Attend meetings devoted primarily to study of Dominican Life and history, lay spirituality, liturgical and private prayer, reflection and discussion;
  - ii. are assisted in discerning their place within the Dominican Laity
  - iii. are supported by members' prayers and concern in the decision-making process
- c. The time requirement for the first phase is to be a period of at least twelve months and may be extended upon the council's or the formation director's recommendation.
- d. At the conclusion of the first phase, the Formation Director ascertains the readiness of the Inquirer and makes a recommendation to the Council. The Council, by majority vote, accepts or rejects the recommendation. If the decision is unfavorable, the Inquirer is given the reason(s).
3. Rite of Reception<sup>12</sup>
- a. If the decision is favorable, the Council then makes arrangements for the reception of the Inquirer into the Order according to the approved Rite.
  - b. The Inquirer receives the cross or pin as a sign of commitment to the Order.
4. Second Phase of Initial Formation (Candidacy)
- a. The Candidate, or new member of the Order, begins the second phase of initial formation and is expected to develop the habit of living according to The Rule and to participate in the regular activities of the Chapter.
  - b. The second phase of formation is a period of at least one year. This period may be extended upon the recommendation of the Formation Director or the Council.
  - c. At the conclusion of the second phase, the Formation Director, with input from those leading formation, ascertains the commitment of the Candidate to continue, and makes a recommendation to the Council. The Council, by majority vote,

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<sup>12</sup>See Appendix D: The Rite of Reception.

accepts or rejects the recommendation. If the decision is unfavorable, the Candidate is given the reason(s).

- d. If the decision is favorable, the Council then makes arrangements for the promise of the Candidate according to the approved Rite
5. Temporary Promise<sup>13</sup>
    - a. Temporary promise is made for three years.
    - b. The candidate receives the Dominican Scapular to wear as a sign of his/her promise to live the Dominican charism.
    - c. Once the candidate makes a temporary promise, he or she may use the appropriate prefix such as Mr., Ms. , Miss, Mrs., or Dr. before his/her name and the letters OP after it for the duration of the promise, that is, for three years, renewed for a specific time, or perpetually once perpetual promise is made. (Examples: Mr. John Doe, O.P. or Ms. Janice Doe, O.P.) No other initials or designations that refer to the branch of the Order are to be used.
  6. Renewal of Promise
    - a. Renewal of promise can be self-elected or required by the chapter council and is made for three years. The total number of years in temporary promise may not exceed six, at which time the Promised either makes perpetual promise or withdraws.
    - b. A person who has voluntarily renewed their temporary promise may make a perpetual promise any time during the second three year period. A person required by the chapter to renew their temporary promise must receive approval from the chapter council before requesting to make a perpetual promise.
  7. Perpetual Promise
    - a. A member must be promised for a minimum of three years before perpetual promise
    - b. Before making perpetual promise, the member is expected to give evidence of a life lived according to The Rule, following the Lord and open to the call of the Spirit in pursuing his/her vocation.
    - c. The member meets with the Formation Director and or formation leader and affirms the intention to live according to The Rule until death. The Formation Director recommends the member for life promise to the Council after receiving recommendations from the formation leaders.
    - d. The Council, by majority vote, accepts or rejects the recommendation. If the decision is unfavorable, the Promised may be allowed to renew, provided that the

<sup>13</sup>See Appendix E: The Rite of Promise.

maximum of six years of temporary promise has not elapsed; or the Promised may be denied renewal.

- e. If the decision is favorable, the Council makes arrangements for the perpetual promise according to the approved Rite.

C. Recording the Rites of Admission and Promise

1. The rites of admission and promise are to be noted in a “Book of Admissions and Promises” and signed by each of the admitted and or promised and by the person who receives the admission and or promise together with the Religious Assistant.
2. Records of acts of Admission, Temporary Promise, and Perpetual Promise must be immediately sent to the Lay Provincial Secretary. The records must include name, date, President, Vice-President or chapter council representative who presented the candidate, and the Religious Assistant.

## **IV. On Going Community Life within a Chapter**

- A. The purpose of community life is to strengthen and enrich the individual, the Chapter and the Church.<sup>14</sup>
  1. Members of the Chapter are expected to participate in on-going formation, since study is a basic part of the Dominican charism.
  2. The monthly meeting consists of prayers and suffrages<sup>15</sup>, special concerns of the members, the usual items of business, on-going formation/study and whenever possible, Eucharist and/or the Liturgy of the Hours. These meetings are to be held at a time convenient to the membership. Members should attend meetings regularly and notify the Formation Director or the President if they are unable to attend.
  3. The Chapter serves as a source of strength for members to engage in personal apostolic works. On a regular basis there should be a sharing of these activities among the members. Where possible, it is recommended that the Chapter have its own apostolate to which members agree and for which they work.

## **V. Departure from a Chapter**

- A. Leaving a Chapter
  1. An Inquirer or Candidate is free to withdraw at any time.
  2. Temporary promised members may withdraw at the end of their time of promise.
  3. Perpetually promised members who seek to withdraw from their perpetual promise must make this request in writing to the Provincial Council President. At the request

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<sup>14</sup>See Appendix B.

<sup>15</sup> See Appendix A.

of the Provincial Council President, after consultation with the Provincial Council, the Prior Provincial will dispense the perpetually promised member.

4. Anyone with a prolonged absence from a chapter, who was not perpetually promised, must begin the process over again under the guidance of a legitimate chapter or group.
5. For perpetually promised members who have not been a member of a chapter/group for a prolonged period of time, for reasons other than illness or other acceptable pastoral reasons, can make application( or re-application to their former chapter/group) to join a chapter or group. With the vote of the Council he/she will be allowed to enter a period of six-month probation. After the probationary period, the Council by majority vote, can accept or reject the member's application. In the case of the rejection of a perpetually promised member of the Order to a chapter, the President is to inform the Provincial President and the expelled member of the rejection and the reasons for that rejection.

#### B. Removal from a Chapter

1. A promised member may be removed from the chapter's membership register by vote of the Council.. Causes for removal from the membership register include, but are not limited to, chronic unexcused absences, neglect of duty, actions against the common good of the Chapter. A simple majority of the entire Council voting in favor constitutes removal. Within one week, the President informs the member (with a copy to the Provincial President), in writing, of the Council's decision. A vote for removal from the membership register takes place after corrective actions have failed to correct the problem. The corrective actions should be well documented.
2. The person whose chapter membership is declared vacated may appeal in writing to the Chapter and Provincial President within thirty days of receipt of the President's letter.
3. In the event of appeal, the active promised members of the chapter/group, voting by secret ballot, answer the question: "Is the chapter membership of (name of promised member) ended?" A simple majority affirmative vote of a quorum of the Chapter vacates the office or ends the membership.
4. If necessary a member may also be dismissed from the rights and duties of the promise as stated in VII of the general declarations.

#### C. Transfer

1. Members who wish to transfer to another Chapter within the Province or to another Province, or who wish to become vowed religious or lay members of another Order, should notify the Council. The Council should send a letter to the new Chapter,

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Province or Superior noting their status in the Chapter (e.g. date of promise, offices held) and their standing (in good standing, removed or withdrawn).

## **VI. Re-Forming, Dissolving, or Suppressing a Chapter**

### **A. Rationale for Intervention**

1. When the Chapter itself, the Provincial Council, the President of the Provincial Council, or the Provincial Promoter judges that a Chapter cannot fulfill the basic requirements of community life, every effort should be made to strengthen community life for the benefit of the Chapter and its members.
2. The process of intervention begins with dialogue between the Provincial Council President and/or the Provincial Promoter and the affected Council and/or Chapter. The ultimate decision regarding the future of the Chapter requires consultation with the Executive Committee of the Provincial Council and the approval of the Prior Provincial.

### **B. Process for Re-Forming Dissolving or Suppressing a Chapter**

1. Re-formation of a Chapter is a process of temporarily suspending some elements of the Particular Directory in order to re-organize and/or re-train the members to promote the observance of the Statutes and to foster the community life of the Chapter.<sup>16</sup>
2. When persistent efforts at re-formation fail, a Chapter is either willingly dissolved or suppressed.
  - a. A two-thirds affirmative vote of a quorum of all active members is required to dissolve a Chapter; otherwise, the Provincial Promoter recommends suppression to the Prior Provincial.
  - b. In the case of suppression only, the Chapter has the right of appeal to the Prior Provincial and the Master of the Order
3. When a Chapter is dissolved or suppressed:
  - a. those members interested in remaining lay Dominicans shall have the opportunity to transfer to an already existing Chapter or make other arrangements.<sup>17</sup>
  - b. provisions are to be made for the assets of the Chapter, if any, to be distributed according to the will of the majority of members present and voting. Accounts held in the name of the Chapter are to be terminated by an effective date set by the Prior Provincial.

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<sup>16</sup>See Section II. B. 1.

<sup>17</sup>According to the provisions of The Rule and the Particular Directory, Section V. C.

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- c. those members wishing to withdraw must follow the procedure for withdrawing from a chapter in accordance with sections V.A.1, V.A.2, and V.A.3 of this particular directory.

## **VII. The Provincial Council**

- A. Members of the Provincial Council
  1. Members of the Provincial Council are the Presidents of the Chapters, the Provincial Promoter, the officers of the Provincial Executive Council, and the previous Provincial President. The Provincial Promoter of the Dominican Laity and the previous Provincial President are ex-officio members of the ensuing Provincial Executive Council with full voting privileges. Each of the current officers of the Provincial Executive Council shall have voting privileges
  2. Any member who has made a perpetual promise to the Dominican Laity of the Southern Province may be nominated for and hold office. A person may be elected for an office other than the one they vacated, even after serving two consecutive terms in another office.
  3. The elected Provincial President, if currently serving as a chapter President, must resign that position in the local chapter. Persons elected to other positions of the Provincial Executive Council should also consider resigning their council position in the local chapter.
  4. All "voting delegates" to the Provincial Council must have made a perpetual promise to membership in the Dominican Laity. An exception may be made in the case of a long standing group, when the interim President of that group is within six months of final promise and there are at least two other members of that group who have been in formation for three years. (one year candidacy and two years temporary promise). Such individuals have voting rights but cannot be elected to an office on the Provincial Council. The Provincial President makes the exception in consultation with the Executive Council.
  5. Observers from each Chapter/group are welcome to attend the Provincial Lay Council Meeting. They may attend the discussion of topics, except at those parts of the meeting specifically designated for "voting delegates".
  6. Expenses to attend the Provincial Council meeting are paid from Provincial Council funds for the voting Representative from Chapters who are unable to bear the expense, the Officers of the Provincial Council, and the Provincial Promoter.
  7. Provincial Council Representatives must be present to vote, since there is no voting by proxy.

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- B. Duties of the Provincial Council include
1. approving the basic guidelines for initial and on-going formation programs to be used throughout the Province to educate, form and develop Inquirers, Candidates, and promised members;
  2. receiving information from the Chapters and making recommendations to them to strengthen the Dominican charism and further the apostolate of all lay Dominicans;
  3. assuming responsibility for a Province-wide publication to promote communication among Chapters and to inform membership of significant events which affect their lives as lay Dominicans, especially actions taken by the Provincial Council at its annual meeting;
  4. determining the Provincial Council budget and the assessment to be levied on all who have been received as members.
  5. formulating a job description for the Provincial Promoter, and using it when requesting a new Promoter or a replacement from the Prior Provincial; preparing a list of names for the office of Provincial Promoter to aid the Prior Provincial in his selection.
  6. establishing committees, commissions, or task forces to accomplish specific objectives. It may permit the President to determine the membership for these committees, or may reserve that right to itself. Committees exist from one LPC meeting to the next, and may be renewed by the Provincial Council.
- C. Provincial Executive Council
1. The members of the Provincial Executive Council include the Provincial Council President, Vice President, Secretary, Treasurer, previous Provincial President, and the Provincial Promoter. No officer may succeed himself/herself for the same office more than once consecutively, i.e. there must be an intervening three year period after serving in a given office for two consecutive terms.
  2. The duty of the Provincial Executive Council is to execute the on-going responsibilities of the Provincial Council; namely, it
    - a. plans and prepares for the Provincial Council meeting;
    - b. implements the recommendations of the Provincial Council;
    - c. discusses and responds to the needs and concerns of Chapters;/groups.
    - d. facilitates communication with other branches of the Dominican Family;
    - e. reports to the next Provincial Council actions taken on its behalf.
    - f. Serves as the Statues Committee giving final approval to revisions to the Particular Directory that have been ratified by the chapters.
- D. Duties of Officers and Other Members of the Provincial Executive Council
1. President

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- a. convenes the Provincial Council meeting and executive council meetings with at least two months' notice to the Representatives;
  - b. conducts all meetings and elections of the Provincial Council;
  - c. appoints members to any committees or other bodies as directed by the Provincial Council and is an ex-officio member of them;
  - d. receives the annual reports from each Chapter, including the membership register, which is filed with the Secretary; (NOTE: This is wise in case the office of Secretary becomes vacant for some reason.)
  - e. visits as many Chapters each year as is possible, trying to visit all within each term of office;
  - f. works in coordination with the Provincial Promoter and/or the Prior Provincial to foster the life of each Chapter and to work for the common goals of the Dominican Family;
  - g. promotes collaboration with other branches of the Dominican Family to strengthen our shared Dominican charism;
  - h. serves as the ex-officio representative to the Inter-Provincial Council meetings called during his/her term of office.
2. Vice President
- a. acts in place of the President in his/her absence or as directed by him/her; serves as President pro tem in case of vacancy in the office until a new President is elected.
  - b. may be assigned such other duties as determined by the President or the Provincial Council, i.e. visitations, representation on collaborative ventures
  - c. acts as Provincial Formation Director
    - i. Serve as Provincial Formation Director, ensuring all formation programs within the province are in accordance with Dominican values and standards.
    - ii. Update and maintain a roster of current formation directors for chapters/groups and communicate with them quarterly.
    - iii. Distribute approved formation materials to members of the Southern Province.
    - iv. Coordinate and collect records from all chapters and groups on current formation programs utilized, as well as names of inquiries, candidates, temporary and final professed
    - v. Process all requests from those seeking information in regard to a Dominican vocation to include the development of "Come and See" activities.
    - vi. Develop, implement and monitor a mentoring program.
    - vii. Establish and maintain communication with all chapter/group presidents and formation directors.

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- viii. Promote the development and unity of a provincial formation program through a provincial formation team.
  - ix. Provide quarterly status updates to the Executive Council
  - d. acts as the delegate to the Dominican Laity Inter Provincial Council (DLIPC)
    - i. The DLIPC Representative brings the concerns of the Province to the DLIPC and reports to the Province the actions of the DLIPC.
    - ii. When the DLIPC meeting is held in this Province, it is the responsibility of the President, Provincial Promoter and DLIPC Representative to organize all meeting arrangements. The cost of travel for the DLIPC meeting is borne by the Provincial Council for the President, the Provincial Promoter and the DLIPC Representative.
3. Secretary
- a. takes the minutes at all Provincial Council meetings and within one month of the meeting distributes copies of them to the Provincial President, Chapter Presidents, and the Provincial Promoter;
  - b. ensures the maintenance and distribution of an annual update of the Provincial Council membership, including name, address, telephone number, status, dates of reception, first promise, life promise, current office(s), term expiration;
  - c. updates the Perpetual Membership records and forwards a copy to the Provincial office.
  - d. attends to all correspondence as directed by the President and/or Provincial Council.
4. Treasurer
- a. prepares the Treasurer's reports for acceptance by the Provincial Council;
  - b. proposes a budget to be approved by the Provincial Council and distributes it with the minutes;
  - c. maintains an accurate record of all funds received and disbursed; maintains a financial account of all Provincial Council funds; disburses funds as directed within the budget to those who submit receipts; makes deposits of all funds received within a month of receipt.
  - d. helps in arranging travel and housing for Provincial Council meetings and other travel as needed and approved.
  - e. Sends annual notification for payment of dues in a timely fashion to the Chapter Presidents.
5. Provincial Promoter

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- a. The Provincial Promoter is a member of the Provincial Council without voting rights<sup>18</sup>.
  - b. The Provincial Promoter learns of the special needs of each Chapter by attending the Provincial Council meeting and by regular visits to all Chapters.
  - c. The Provincial Promoter is to receive a copy of all actions taken by the Provincial Council and must be informed in writing of any actions taken by that Provincial Council in his absence.
  - d. The Provincial Promoter may, with the approval of the Council, appoint an Assistant, who is not a voting member of the Provincial Council
  - e. To serve as a liaison to the Prior Provincial in his role as official delegate of the Master in care of the Dominican Laity;
  - f. To facilitate communication between the Dominican Laity and the friars;
  - g. To foster the participation of Lay members in the preaching work of the Church as well as in established ministries of the province;
  - h. To work with and encourage the friars to develop and serve the Laity's Chapters and Groups;
    - i. To approach members of our communities and/or members of Dominican sisters' congregations to assume the role of the local Religious Assistant.
    - ii. To urge the brothers to provide theological, spiritual and pastoral workshops for the Laity.
  - i. To attend the regular meetings of the Dominican Laity Executive Council, the Dominican Laity Provincial Council of the Southern Province, and the Dominican Laity Inter-Provincial Council;
  - j. To conduct a regular visitation of the Chapters and Groups of the province. These visits should be conducted with a member of the Dominican Laity Executive Council where possible.
  - k. To collaborate with the Promoter General of the Dominican Laity.
  - l. To provide information to the Dominican Laity Chapters from the friars' General and Provincial Chapters about matters that concern the Dominican Laity.
  - m. To provide input on Dominican spirituality, history, theology, and Church teachings appropriate to lay vocations.
  - n. To be careful not to interfere in the government of the Dominican Laity in such a way that it destroys their right to representative government provided by our Dominican model. He must urge Religious Assistants to do the same.
  - o. Upon request of the Provincial Executive Council to submit to the Prior Provincial for his approval:

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<sup>18</sup> Declaration IV.3

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- i. Requests from the Dominican Laity President to have a Group raised to the level of Chapter.
  - ii. The names of those proposed for appointment as Religious Assistants to Chapters and Groups. These local Religious Assistants are to be approved for a three-year, renewable term.
  - iii. Requests for the suppression of a chapter.
  - p. To keep Laity informed of books and articles that might be beneficial to their community, study, prayer, life and mission.
  - q. To be well acquainted with the Rule, the Provincial Statutes and Rites of Admission and Promise for the Dominican Laity.
  - r. To send the Presidents and provincial promoters of the other three American provinces a copy of our annual provincial directory.
  - s. He shall submit to the Prior Provincial and his Council by December 15 of each year a report of the previous fiscal year's activities as well as a plan for the upcoming fiscal year's activities and, through the Economic Council, a budget request to fund those activities.
6. Previous Provincial President
- a. Acts as the facilitator for the new leadership team.
  - b. Provides continuity for existing provincial projects.
  - c. Serves actively as ex-officio for 18 months with full voting rights and serves the remainder of their term in an advisory capacity without voting rights.
- E. Elections, Terms of Office and Voting Procedures:
1. Regular Chapters do not need any special requirements to send voting delegates to the Lay Provincial Council, since their qualification as Chapter already satisfies the Rules and the Directory. Chapters, which have less than five (5) members, who have made perpetual promise, must have been "validated" by the Secretary of the Executive Council as described before.
  2. The Provincial Council elects officers from among the active life promised members of the Province for a maximum of two consecutive three-year terms; these terms begin sixty days after the date of the election.
  3. It is recommended that voting for officers will occur no earlier than twenty-four (24) hours after the meeting is convened.
    - a. The Provincial President will appoint a Counting Committee of three people from among the voting delegates, which have not been nominated for the office for which the votes are being counted. A new Counting Committee shall be appointed as necessary.

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- b. Voting will take place by secret ballot. Ballots will be prepared for each office independently. All improper votes and ballots will be removed. The Counting Committee will count the votes and present them to the President, who will announce the results.
  - c. In sequence, voting for the office of Provincial President shall be completed, followed by the Vice President, the Provincial Treasurer, and the Provincial Secretary. A simple majority is all that is required for these positions. Any perpetually promised person can be nominated whether he/she is present or not. The person must accept the nomination in order to be placed on the ballot.
4. The election of officers takes place by open nomination and secret ballot of the Representatives, with a majority necessary for election. If there is only one candidate for any office, the office is declared filled by acclamation.
    - a. If after the third ballot a simple majority is not attained there will be a fourth vote between the two candidates with the most votes. The candidate receiving the most ballots will be declared the winner.
  5. The offices of Secretary and Treasurer may be combined if the demands of the task and the vote of the Provincial Council so determines.
  6. If an office is vacated, the Executive Council appoints a replacement to serve the unexpired term until the Provincial Council meets again.
  7. In the event a vacancy shall occur in any office by death, resignation, or incapacitation, the office shall be filled by an appointment of the Provincial President with the approval of the Executive Council. Concurrence or rejection of the appointment must be made in writing by the Executive Council within two weeks after the President has made a recommendation. In the event of a vacancy in the office of President, the Vice President shall immediately fill the vacancy, and, in the role of President, shall appoint a Vice President. The Provincial shall approve all appointments.
  8. Participation in an office as a President's appointee, or as an automatic successor to the President, for a period of thirty (30) months or more, shall be considered a "full term of office"
- F. Appointed Provincial Assignments
1. The Executive Council can appoint individuals to special assignments based on the needs of the Province. Many of these assignments are essential for the well being of the Province and need continued appointments assigned to them. These positions include, Newsletter Editor, Promoter of Vocations, Promoter of Peace and Justice and Care of Creation, Promoter of Preaching, Provincial Webmaster, Provincial Blog-master, and Provincial Archivist.

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2. Duties of the Ongoing Provincial Appointments
    - a. Newsletter Editor
      - i. Serve as Newsletter Editor with team, ensuring that all the information in the Newsletter is in accordance with Dominican values and standards
      - ii. Produce a quarterly newsletter to include information relevant to the Southern Province as well as International Dominican family information.
      - iii. Distribution of quarterly newsletter to members of the Southern Province to include Dominican priories and motherhouses (traditional mail will be utilized for those members who do not have access to electronic mail)
      - iv. Update and maintain current membership addresses in order to facilitate newsletter distribution
    - b. Promoter of Vocations
      - i. Serve as the Promoter of Vocations in accordance with Dominican values and standards
      - ii. Process all requests from those seeking information about becoming a Lay Dominican
      - iii. Develop a contact list of all those who have requested information to be used in the future for developing new Groups
    - c. Promoter of Peace and Justice and Care of Creation
      - i. Serve as the Promoter of Peace, Justice and the Care of Creation in accordance with Dominican values and standards
      - ii. Establish and maintain communication with North American Promoters and Provincial Promoter of Peace, Justice and the Care of Creation.
      - iii. Raise awareness within our provincial community of the challenges of injustice through social analysis and theological reflection with dependence upon prayer, study, and contemplation.
      - iv. Promote established Catholic models for social action.
      - v. Foster and support local Catholic social justice groups.
      - vi. Work in collaboration with religious organizations concerned with Catholic social justice.
      - vii. Monitor the development of social sciences and the implementation of public policy as they affect Catholic Social Teaching.
      - viii. Present a teaching workshop at the Lay Provincial Council Meeting on Catholic Social Justice within the Order and the Province.
    - d. Promoter of Preaching
      - i. Create opportunities for sharing ways in which we preach in our daily lives.

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- ii. Provide a website of preaching resources for study groups, those serving leaders of small faith groups, catechists, and those serving in other ministries of the Word.
  - iii. Provide working guidelines for preaching in small groups, in prison ministry, in service work, etc.
  - iv. Prepare a space for online study groups which can offer support as we learn to preach one on one, in the workplace, in prisons, our parishes, and within church communities.
  - v. Provide resources for a contemplative approach to scripture such as Lectio Divina, and circle preaching guidelines.
  - vi. Be available as a community resource to other groups in the Province by developing preaching teams to visit other groups for retreat and training.
- e. Provincial Webmaster
- i. Serve as the Provincial Website Master and Website team in accordance with Dominican values and standards
  - ii. Maintain the Website site
  - iii. Edit and update the material on the Website. If there are any questions about the content, consult the Provincial Executive Council
- f. Provincial Blog-master
- i. Serve as the Provincial Blog Master and Blog team in accordance with Dominican values and standards
  - ii. Maintain the Blog site
  - iii. Edit and update the material on the Blog. If there are any questions about the content, consult the Provincial Executive Council
- g. Provincial Archivist
- i. Serve as Provincial Archivist in accordance with Dominican values and standards
  - ii. Coordinate activities to collect and store documents/records from all chapters and groups
  - iii. Receive chapter/group activities, pictures, and correspondence sent as e-files to the archivist.
  - iv. Attend/participate in the annual Archive Conference
3. The position is appointed by the current elected Executive Council for a three year term. The appointment may be renewed for a second term by the next elected Executive Council. The term runs concurrently with the term of the Executive Council that made the appointment.

4. These appointed positions will provide a quarterly update to the Executive Council.  
The Provincial Archivist will do this on an annual basis.
- G. Interim Meeting
1. An interim meeting of the Provincial Lay Council - without elections- for the purpose of reviewing progress and direction of the matters being handled by the Executive Council since the last regular meeting, shall be held, if possible, approximately mid-way in the period between triennial Council meetings. Changes in priorities may be enacted and other essential matters handled.
- H. Special Meetings
1. The President and/or the Provincial Promoter may call a special meeting of the Provincial Council giving one month's notice in writing of the time, place and reason(s) for the meeting.
  2. Expenses are borne by the Provincial Council.

## VIII. The Prior Provincial

- A. The Duties of the Prior Provincial
  1. The Prior Provincial acts as the representative of the Master of the Order in relationship to the Chapters within the Province and, with the consent of the local Ordinary, establishes new Chapters.<sup>19</sup>
  2. During a Provincial Chapter or with his Council, he appoints the Provincial Promoter as his representative within the Province, after the Lay Provincial Council has been heard.<sup>20</sup>
  3. In consultation with the Provincial Promoter and the local Chapter Council of the Laity, he appoints a Religious Assistant for each chapter.<sup>21</sup>
  4. Approves decisions of the Provincial Executive Council to dissolve or suppress a chapter. The Prior Provincial notifies the chapter by written letter and determines the effective date for the termination of that Chapter's financial accounts.<sup>22</sup>

## IX. Conclusion

- A. Responsibility
  1. We embrace these obligations not as slaves under the law but as free persons under grace; no transgression of The Rule or of the Particular Directory constitutes a moral fault or sin.
- B. Revisions
  1. Amendments, changes, or additions to this directory may be made by a simple majority of the Provincial Lay Council.
- C. Authority
  1. This edition of the Particular Directory replaces all that has gone before it and it abrogates any custom in any Chapter of the Province that does not conform to it.

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<sup>19</sup>The Rule, #20a.

<sup>20</sup>The Rule, #20b.

<sup>21</sup>The Rule, #21c.

<sup>22</sup>Particular Directory, Section VI. A. 2 and VI.B. 4b.

## Section Four - The Appendices



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## I. Appendix A - Suffrages

- A. Prayers for the deceased have been a hallowed tradition since Saint Dominic founded the Order. Members are expected to:
  - 1. Say daily an Our Father, a Hail Mary and Eternal Rest for the deceased members of the Order;
  - 2. Offer at least three Masses a year for all deceased Dominicans;
  - 3. Have a Mass offered and/or say five decades of the Rosary on the death of a Chapter member;
  - 4. Commemorate all the faithful departed in a special way on
    - a. February 7, for the deceased parents of all Dominicans,
    - b. September 5, for the deceased benefactors of the Order,
    - c. November 2, for all souls,
    - d. November 8, for all deceased Dominicans.
  
- B. Upon the death of a member, the Chapter is expected to:
  - 1. Receive from the President notice of the death;
  - 2. Attend the funeral Mass and recite the appropriate Hour of the Office of the Dead as a Chapter, if possible;
  - 3. Have a Mass offered as soon as possible for the deceased member;
  - 4. Recite the appropriate Hour of the Office of the Dead, at the first meeting following the death of a member.

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## II. Appendix B - Community Life within the Chapter

- A. At Chapter meetings, as well as at other events involving participation as members of the Order, members wear the cross received at reception or the scapular received at promise. Members are encouraged to wear a smaller visible symbol, such as a Dominican cross or shield, as a witness to their life in the Order as they go about their day-to-day activities.
- B. It is highly recommended that one of the members be responsible to note provincial, national or international activities of the Order so that members are reminded of the varieties of ways we are called worldwide to "preach the Good News".
- C. Instruction is to be provided in the Liturgy of the Hours so that members may pray with ease the Church's universal prayer.
- D. The Rosary is a special devotion of the Order, and its feast, October 7, should be joyously celebrated. All members should be familiar with the Dominican Rite of praying the Rosary.
- E. Special celebrations to honor the saints of the Order or significant events in the Order's history should be observed by the Chapter and shared with the Dominican Family.
- F. Chapters should foster collaboration with other Chapters and with the Dominican Family in study, prayer, apostolic work, and other events.
- G. Members may be buried in the habit of the Order if they have made the necessary arrangements.

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### III. Appendix C - Forming A New Chapter

- A. When at least six people desire to form a new group they should give evidence to a member of the Order of a desire to live according to The Rule. The person making the request for the group should give evidence of their own faith life in the Catholic Church such as a letter from their current or previous pastor or spiritual director. The member of the Order informs the President of the Provincial Council and or the Provincial Promoter of this intention as soon as possible. This request is approved by the Provincial Executive Council who will then designate a mentor for the informal group.
- B. The mentor leads them, making sure they complete the first and second phases of initial formation (See Section III. B. 1-3 of the Particular Directory).
- C. The mentor serves as their temporary Formation Director and Religious Assistant and is a member of the informal group's Council, assuring that their formation is in harmony with the spirit and mission of the Order, nurturing the group to become a full-fledged Chapter of Dominican Laity in the Order.
- D. The Provincial Council President and the Provincial Promoter, or their delegate, visits the new informal group at least once a year until it is established by the Prior Provincial.
- E. During the first year the group meets regularly, preferably monthly, for prayer, study and discussion, following the guidelines set down for the Province's First Phase of Initial Formation. (Inquiry)
- F. At the end of the First Phase of Initial Formation, the group elects two or three Officers: the President and the Secretary-Treasurer. The offices of Secretary and Treasurer may be divided. It also selects a person as assistant Formation Director, who is chosen for his/her abilities to foster the vocation of the members. These three serve a term of one year and fulfill the duties of a Council. The President is a non-voting observer to the Provincial Council.
- G. The mentor determines with the group, in consultation with the Provincial Council President and the Provincial Promoter, when it is ready to be received into the Order.
- H. The Rite of Admission (Appendix D) is celebrated; the Provincial Council President or his/her delegate receives the members of the group. As a result of their reception, they become a Group. The Second Phase of Initial Formation then follows. (Candidacy)
- I. During this second phase, the members of the Group should give evidence of a willingness and ability to assume responsibility for their own ongoing formation and governance. When there are members ready and approved for Temporary Promise, the Council determines when Temporary Promise is to take place.
- J. The Rite of Temporary Promise (Appendix E) is celebrated; the members of the Group make promise to the Provincial Council President or his/her delegate.

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- K. The Group, having given evidence of growth and stability during a period of at least three years and having at least five perpetually promised members, may request to be recognized as a full-fledged Chapter with voting rights on the Provincial Council. This request is made to the Provincial Executive Council through the Provincial Secretary. It is the responsibility of the Provincial Promoter (See Particular Directory, Section VII.C.5.O.i) to present the request to the Prior Provincial in consultation with the Provincial President. A copy of the petition with a recommendation of approval or disapproval must be placed in the Lay Provincial files.
1. If the petition is granted, the Prior Provincial obtains the approval of the local Bishop, and issues a letter establishing the Chapter. The Prior Provincial informs the Provincial Executive Council through the Provincial Secretary, the Provincial Promoter, and the President of the new chapter with a copy of the approval letter from the local ordinary.
  2. If it is not granted, the Provincial Promoter explains the reason(s) for the denial and sends proper documentation to the Provincial Executive Council through the Provincial Secretary.
- L. The newly established Chapter elects Officers and Council members (See Section II. C. of the Particular Directory) for one year terms.
- M. When the Chapter has sufficient number of members promised for life who are willing and able to form a slate, it elects Officers and Council members for three years, on a staggered basis.
- N. Before the election, the Chapter will determine which one-third of the Council is elected for three-year terms, which for two-year terms, and which for one-year terms.
- O. After this initial election, all subsequent elections are for three-year terms. At no time, however, can the number of Council members temporarily promised exceed the number of Council members promised for life.

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## IV. Appendix D – Rite of Admission

### Instructions:

The ceremony should generally take place within the context of the Eucharist following the the Liturgy of the Word and homily. It should be the community's celebration. Family, friends, and relatives should also be invited to the celebration. The President of the chapter/group should carry out the admission ceremony with the Religious Promoter present. (Rule 16) In some cases, the Promoter could substitute for the President.

### PRESENTATION:

While the President is standing before the altar, the Vice President (or a member of the chapter/group council) calls the name of the candidate and presents him/her to the community.

**Dear Brothers and Sisters, the chapter/group (name of the chapter/group) joyfully presents to you our brother/sister(s) who have (has) fulfilled their requirements of phase I, the inquiry period, and now are ready for admission.**

The President asks the candidate(s):

**My brother/sister(s)... what do you request?**

Response by the candidate(s):

**To be admitted into the Dominican family.**

The President:

**Dear brother/sister(s), by your own choice, you seek to enter the Dominican family. With us, you will share all the rights, benefits, charism, and responsibilities. Always remember that as a member of the Dominican Order, you participate in the apostolic mission of the Order through your constant prayer, study, and preaching according to the state of the laity.**

The cross and the Rule and Directory are then blessed by the religious promoter:

Let us pray:

**Lord Jesus Christ, You commission your apostles to always preach the Good News to all the world. In your love and providence, our Father St. Dominic founded the Order of the Preachers. We ask you to bless these crosses and Rule and Directories, a sign of our dedication to you, to the Church and to the Order.**

The President hands the Rule and the Directory to the candidate(s) saying:

**(Name)..., receive the book of Rule and of Directory. They are the sign of your willingness to live the life of a Lay Dominican.**

The President then gives a Dominican cross or pin to the candidate(s):

**As a sign of your admission, accept this cross/pin which you may wear as the external manifestation of your admission to this community and to the Dominican Family.**

The President and the candidate exchange a sign of peace. (The Eucharist proceeds as usual).

## V. Appendix E – Rite of Temporary Promise

Instructions are the same as in the rite of admission.

PRESENTATION:

While the President is standing before the altar, the Vice-President (or a member of the chapter/group council) calls the name of the candidate and presents him/her to the community.

**Dear Brothers and Sisters, the chapter/group (name of the chapter/group) joyfully presents to you our brother/sister(s) ... who have (has) fulfilled their requirements of the candidacy phase, and now are ready for the temporary promise.**

The President asks the candidate(s):

**My brother/sister(s), what do you request?**

Response by the candidate(s):

**To make a temporary promise in the family of St. Dominic.**

The President:

**Dear brother/sister(s), by your own choice, you seek to make temporary promise in the family of St. Dominic. With us, you have shared all the rights, benefits, charisms, and responsibilities. Always remember that as a member of the Dominican Order, you participate in the apostolic mission of the Order through your constant prayer, study, and preaching according to the state of the laity. With God's help, you must live with your mind and your heart, the counsels in the Gospels, the Rule, and the Directory of our Dominican Laity.**

The candidates make temporary promise using the formula in the Rule #14.

**To the honor of Almighty God, the Father, the Son, and the Holy Spirit and of the Blessed Virgin Mary and of St. Dominic, I (name) before you the President of this chapter and (name) the religious promoter, representing the Master of the Order of Friars Preachers, promise to live according to the Rule of the Dominican Laity for three years.**



The scapular is then blessed by the religious promoter if it has not been previously blessed:

Let us pray:

**Lord Jesus Christ, You commission your apostles to always preach the Good News to all the world. In your love and providence, our Father St. Dominic founded the Order of the Preachers. We ask you to bless these scapulars, a sign of our dedication to you, to the Church and to the Order.**

After the blessing, the President places the scapular on the shoulder of the candidate and says:

**My brother/sister(s), receive this scapular Always wear it and let it remind you to live the Dominican charism, to preach the message of Jesus' love through your thoughts, words, deeds, and life.**

If the religious promoter is present, the following blessing should be added (the whole Dominican family can recite with the promoter):

(Blessing over the candidates)

**Father in heaven, source of holiness and true purpose, together with these brothers and sisters, we praise you. We dedicate them to you. May they be faithful in working with all the Dominican friars, nuns, sisters, and lay people in glorifying your Name. May they be the living gospel of our Lord, Jesus Christ, who lives and reigns with you and the Holy Spirit, forever and ever. Amen.**

(The Eucharist proceeds as usual).

## VI. Appendix F – Rite of Perpetual Promise

Instructions are the same as in the rite of admission.

PRESENTATION:

While the President is standing before the altar, the Vice-President (or a member of the chapter/group council) calls the name(s) of the candidate(s) and presents him/ her to the community:

**Dear Brothers and Sisters, the chapter/group (name of the chapter/group) joyfully presents to you our brother/sister(s) (name) ... who have (has) fulfilled their requirements of the temporary promise, and now are ready for the Perpetual promise.**

The President asks the candidate(s):

**My brother/sister(s) what do you request?**

Response by the candidate(s):

**To make Perpetual promise in the family of St. Dominic.**

The President:

**Dear brother/sister(s), by your own choice, you seek to make perpetual promise in the family of St. Dominic. With us, you have shared all the rights, benefits, charism, and responsibilities. Always remember that as a member of the Dominican Order, you participate in the apostolic mission of the Order through your constant prayer, study, and preaching according to the state of the laity. With God's help, you must live with your mind and your heart, the counsels in the Gospel, the Rule, and the Directory of our Dominican Laity. Make your life reflect your vocation and your dignity. You are chosen by God to be more closely united to Himself and to be dedicated to the service of the Church and of human beings through your Dominican promise.**

The candidate then kneels before the altar. The litany of the Dominican Saints should be sung at this time:

Lord have mercy.	St. Dominic, our Father,
Lord have mercy.	Pray for us.
Christ have mercy.	St. Catherine,
Christ have mercy.	Pray for us.
Holy Mary, Mother of God,	St. Martin de Porres,
Pray for us.	Pray for us.
St. Joseph,	St. Thomas,
Pray for us.	Pray for us.
St. John the Baptist	St. Albert,
Pray for us.	Pray for us.
Holy Angels of God,	St. Rose of Lima,
Pray for us.	Pray for us.
St. Peter and St. Paul,	All Dominican martyrs,
Pray for us.	Pray for us.
St. Francis,	All Dominican holy men and women,
Pray for us.	

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Then the candidates for Perpetual promise using the formula in the Rule #14.

**To the honor of Almighty God, the Father, the Son, and the Holy Spirit, and of the Blessed Virgin Mary and of St. Dominic, I (name) before you the President of this chapter and (name) the religious promoter; representing the Master of the Order of Friars Preachers, promise to live according to the Rule of the Dominican Laity for my whole life.**

The President presents the Bible to the candidate(s) and says the following invocation over the candidate(s):

**(Name), receive this book of Holy Scripture. Practice what you read. This book is your personal companion who will journey with you through every day of your life. Guided by the teachings of Jesus, take the responsibilities of a Lay Dominican to proclaim the Word of God. Bring the message of salvation to those who have not yet received it. This is the charism of Our Order, blessed by the Church.**

A lit candle should be given to the candidates at this time.

The President:

**Receive the light of Christ. As St. Dominic was the light of Christ of his time, be the light of our time.**

If the religious promoter is present, the following blessing should be added (the whole Dominican family can recite with the promoter):

(Blessing over the candidates)

Let us pray:

**Lord God, source of all goodness and light, You sent Your only Son, the Word of life, to reveal to humankind the mystery of Your love and salvation. Bless our brothers and sisters, who have chosen to serve you and the Church in the Dominican family. Grant that as they live your teachings, they will grow more deeply in your love. We ask this through Christ, our Lord. Amen.**

(The Eucharist will proceed as usual.)

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## VII. Appendix G – Provincial Forms

### 1. Application for Formation Program

When a person wants to begin the 1st year of formation (Inquiry Program), she/he must submit this form to the Formation Director of your chapter for approval to begin. Please retain completed form in the personnel records.

### 2. Reference Letter from Pastor

This is a sample letter that can be used to contact the Pastor reference provided in the application to the formation program.

### 3. Reference Letter from Person in Ministry

This is a sample letter that can be used to contact the Person in Ministry reference provided in the application to the formation program.

### 4. Reference Letter from Friend or Relative

This is a sample letter that can be used to contact the Friend or Relative reference provided in the application to the formation program.

### 5. Initial Interview for Formation Program

Use these questions as a guide when interviewing someone who wishes to be admitted into the Dominican Laity. This form should not be submitted to the applicant for written responses; the Application for Admission to Initial Formation is the correct form to use for written responses.

### 6. Written Petition for Admission

The inquirer submits this form to the formation director to indicate their willingness to be admitted into the Dominican Laity. Please retain form in the personnel records.

### 7. Interview for Candidacy (Rite of Admission)

Use these questions as a guide when interviewing someone who wishes to be admitted into the Dominican Laity. This form should not be submitted to the applicant for written responses.

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## 8. Written Petition for Temporary Promise

The Temporary Promised submits this form to the formation director to indicate their desire to make Temporary Promise. Please retain form in the personnel records

## 9. Interview For Temporary Promise

Use these questions as a guide when interviewing someone who wishes to make Temporary Promise. This form should not be submitted to the applicant for written responses.

## 10. Written Petition for Renewal of Temporary Promise

The Temporary Promised submits this form to the formation director to indicate their desire to renew their Temporary Promise. Please retain form in the personnel records.

## 11. Required Notification for Renewal of Temporary Promise

The formation director uses this form when the chapter council determines that renewal of Temporary Promise is needed before Perpetual Promise can be made. Please retain form in the personnel records.

## 12. Interview for Renewal of Temporary Promise

Use these questions as a guide when interviewing someone who wishes, or is required, to renew their Temporary Promise. This form should not be submitted to the applicant for written responses.

## 13. Written Petition for Perpetual Promise

The Temporary Promised submits this form to the formation director to indicate their desire to make Perpetual Promise. Please retain form in the personnel records.

## 14. Interview for Perpetual Promise

Use these questions as a guide when interviewing someone who wishes to make Perpetual Promise. This form should not be submitted to the applicant for written responses.

### 15. Application for Transfer

When a member of another chapter of the Dominican Laity submits an application for admission into your chapter, submit this form to the President of the other chapter to verify the member's standing in his/her current chapter.

### 16. Incoming Transfer & Confidential Inquiry

A member of your chapter who wishes to transfer to another chapter of the Dominican Laity must submit this form to your chapter Council to obtain permission to transfer. Submit this form to the President of the other chapter to verify the member's standing in his/her current chapter.

### 17. Funeral Directions

A member of your chapter who wishes to record funeral instructions must submit this form to your chapter council for review and retention in personnel records. A copy of this form should also be given to a family member.



# LAY FRATERNITIES OF SAINT DOMINIC

DOMINICAN PROVINCE OF SAINT MARTIN DE PORRES

## APPLICATION FOR FORMATION PROGRAM

DATE \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

OCCUPATION \_\_\_\_\_

HOME TELEPHONE NUMBER \_\_\_\_\_

CELL TELEPHONE NUMBER \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

BIRTH \_\_\_\_\_  
DATE AND PLACE

BAPTISM \_\_\_\_\_  
DATE AND PLACE

CONFIRMATION \_\_\_\_\_  
DATE AND PLACE

**You are asking for membership in the Dominican Laity, a branch of the Order of Preachers. It is necessary for us to ensure that you are not under any impediment. Therefore, we ask the following questions:**

### Marital Status:

Single  Married  Widowed  Divorced  Separated

If you are divorced, have you remarried? YES  NO

Has your first marriage been canonically annulled? YES  NO

If yes, Year and Diocese/Archdiocese \_\_\_\_\_

### Religious Status:

Have you been ever been professed or promised as a lay member of any other religious order? YES \_\_\_\_\_ NO \_\_\_\_\_

If the answer is yes, please provide the name of the order, the place of your profession or promise, and the date of your profession or promise.

Have you been ever been professed or promised as a religious member of any other religious order or congregation? YES \_\_\_\_ NO \_\_\_\_\_

If the answer is yes, please provide the name of the order, the place of your profession or promise, and the date of your profession or promise.

Have you ever been ordained to the presbyterate? YES \_\_\_\_ NO \_\_\_\_\_

If the answer is yes, please provide the date, Diocese, and the location of your ordination?

### **TELL US ABOUT YOURSELF:**

**Educational Background:** Please include high school, college, vocational training, graduate work, specialized training, military service, volunteer work, etc. (You may attach your Curriculum Vitae or Resume to answer this question.)

**Occupational Background:** Please include your present and previous occupations and how long you were employed in each occupation. (You may attach your Curriculum Vitae or Resume to answer this question.)

**Apostolic Background:** Please include names, dates, and locations all of the ministries in which you are have been involved.

**Present Religious Practices:**

**Religious, Civic, Professional, Social Organizations: Please list the names, dates, and offices held to which you ever have belong.** (You may attach your Curriculum Vitae or Resume to answer this question.)

**REFERENCES:** Please note, your references may be contacted.

**RELATIVE OR FRIEND**

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

**ADDRESS** \_\_\_\_\_

**HOME TELEPHONE NUMBER** \_\_\_\_\_

**CELL TELEPHONE NUMBER** \_\_\_\_\_

**EMAIL ADDRESS** \_\_\_\_\_

**RELATIONSHIP TO YOU** \_\_\_\_\_

**SOMEONE WITH WHOM YOU HAVE WORKED IN MINISTRY:**

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

**ADDRESS** \_\_\_\_\_

**HOME TELEPHONE NUMBER** \_\_\_\_\_

**CELL TELEPHONE NUMBER** \_\_\_\_\_

**EMAIL ADDRESS** \_\_\_\_\_

**MINISTRY** \_\_\_\_\_

**PASTOR:**

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

**ADDRESS** \_\_\_\_\_

**OFFICE TELEPHONE NUMBER** \_\_\_\_\_

**CELL TELEPHONE NUMBER** \_\_\_\_\_

**EMAIL ADDRESS** \_\_\_\_\_

**RELATIONSHIP TO YOU** \_\_\_\_\_

I, \_\_\_\_\_ certify that the information, provide by me in this application is true and correct to the best of my knowledge. I understand that all information provided will be kept strictly confidential and used only for the purpose of ascertaining my eligibility for the admission to the formation program of the Dominican Laity of the Order of Preachers. I acknowledge that the references provided may be contacted and I give my express permission for the authorized representatives of the Dominican Laity to make contact with my references.

**SIGNED** \_\_\_\_\_ **DATE** \_\_\_\_\_

----- OFFICIAL USE ONLY -----

**Friend/Relative Reference contacted by** \_\_\_\_\_

**DATE** \_\_\_\_\_

**Ministry Reference contacted by** \_\_\_\_\_

**DATE** \_\_\_\_\_

**Pastor Reference contacted by** \_\_\_\_\_

**DATE** \_\_\_\_\_



# LAY FRATERNITIES OF SAINT DOMINIC

DOMINICAN PROVINCE OF SAINT MARTIN DE PORRES

## FORMATION PROGRAM REFERENCE FROM A PASTOR

DEAR \_\_\_\_\_,

\_\_\_\_\_  
(NAME OF APPLICANT)

The applicant named above has requested entry into the Lay Dominican formation program and requests that you provide a character reference. Please provide the Admission Board your honest evaluation of this applicant's suitability and readiness for our way of life. Please answer the following questions to the best of your ability. If you prefer, you may attach a letter on your parish/institution letterhead in lieu of using this form.

1. How long have you known the applicant? \_\_\_\_\_

2. What would you consider the applicant's assets (skills, talents, interests, personal qualities)?

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3. Would you consider the applicant to have any significant limitations (physical mental, social and/or emotional)?

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4. In your opinion, how would you assess the applicant's character and level of maturity (self-knowledge, virtue, initiative, responsibility)?

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5. How would you assess the applicant's relationship skills (self-confidence, respect for others, communication abilities)?

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**6. How would you assess the applicant's spiritual life (prayer, spiritual direction, personal conversion)?**

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**7. To your knowledge, what is the applicant's involvement in the local parish/church, community. ( e.g. Eucharist, Liturgical Ministries, religious education, volunteer work/ministry. committees, groups, etc.)?**

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**8. Are there any other evaluation/reference information you want to share about the applicant ? (attach another sheet, if needed)**

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**Your Personal Contact Information:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_

**State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Parish name:** \_\_\_\_\_

**PLEASE RETURN THIS FORM AND ANY ATTACHMENTS TO:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_

**State** \_\_\_\_\_ **Zip** \_\_\_\_\_



# LAY FRATERNITIES OF SAINT DOMINIC

DOMINICAN PROVINCE OF SAINT MARTIN DE PORRES

## FORMATION PROGRAM REFERENCE FROM A PERSON WORKING IN MINISTRY

DEAR \_\_\_\_\_,

\_\_\_\_\_  
(NAME OF APPLICANT)

The applicant named above has requested entry into the Lay Dominican formation program and requests that you provide a character reference. Please provide the Admission Board your honest evaluation of this applicant's suitability and readiness for our way of life. Please answer the following questions to the best of your ability. If you prefer, you may attach a letter on your parish/institution letterhead in lieu of using this form.

1. How long have you known the applicant? \_\_\_\_\_

2. What would you consider the applicant's assets (skills, talents, interests, personal qualities)?

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3. Would you consider the applicant to have any significant limitations (physical mental, social and/or emotional)?

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4. In your opinion, how would you assess the applicant's character and level of maturity (self-knowledge, virtue, initiative, responsibility)?

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5. How would you assess the applicant's relationship skills (self-confidence, respect for others, communication abilities)?

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**6. How would you assess the applicant's spiritual life (prayer, spiritual direction, personal conversion)?**

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**7. To your knowledge, what is the applicant's involvement in the local parish/church, community, (e.g. Eucharist, Liturgical Ministries, religious education, volunteer work/ministry, committees, groups, etc.)?**

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**8. Are there any other evaluation/reference information you want to share about the applicant? (attach another sheet, if needed)**

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**Your Personal Contact Information:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_

**State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Parish name:** \_\_\_\_\_

**PLEASE RETURN THIS FORM AND ANY ATTACHMENTS TO:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_

**State** \_\_\_\_\_ **Zip** \_\_\_\_\_



# LAY FRATERNITIES OF SAINT DOMINIC

DOMINICAN PROVINCE OF SAINT MARTIN DE PORRES

## FORMATION PROGRAM REFERENCE FROM A FRIEND OR RELATIVE OF APPLICANT

DEAR \_\_\_\_\_,

\_\_\_\_\_  
(NAME OF APPLICANT)

The applicant named above has requested entry into the Lay Dominican formation program and requests that you provide a character reference. Please provide the Admission Board your honest evaluation of this applicant's suitability and readiness for our way of life. Please answer the following questions to the best of your ability. If you prefer, you may attach a letter in lieu of using this form.

1. How long have you known the applicant? \_\_\_\_\_

2. What would you consider the applicant's assets (skills, talents, interests, personal qualities)?

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3. Would you consider the applicant to have any significant limitations (physical mental, social and/or emotional)?

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4. In your opinion, how would you assess the applicant's character and level of maturity (self-knowledge, virtue, initiative, responsibility)?

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5. How would you assess the applicant's relationship skills (self-confidence, respect for others, communication abilities)?

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**6. How would you assess the applicant's spiritual life (prayer, spiritual direction, personal conversion)?**

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**7. To your knowledge, what is the applicant's involvement in the local parish/church, community. ( e.g. Eucharist, Liturgical Ministries, religious education, volunteer work/ministry. committees, groups, etc.)?**

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**8. Are there any other evaluation/reference information you want to share about the applicant ? (attach another sheet, if needed)**

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**Your Personal Contact Information:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_

**State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Parish name:** \_\_\_\_\_

**PLEASE RETURN THIS FORM AND ANY ATTACHMENTS TO:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_

**State** \_\_\_\_\_ **Zip** \_\_\_\_\_



# LAY FRATERNITIES OF SAINT DOMINIC

DOMINICAN PROVINCE OF SAINT MARTIN DE PORRES

## INITIAL INTERVIEW FOR ADMISSION INTO THE FORMATION PROGRAM

**DATE** \_\_\_\_\_

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

**CHAPTER/GROUP** \_\_\_\_\_

1. How did you first hear about the Dominican Laity?
2. Who was your first contact?
3. Have you been a Sacramental Catholic for at least two years?  
Yes  No
4. What are looking for from the Dominican Laity and this Chapter/group?
5. Of what does your present prayer life consist?
6. What experience of community have you had within the Church and your parish?  
Please describe in detail.
7. What religious studies have you pursued?

8. What religious books are you reading now?

9. Why would you like to be admitted to the Dominican Laity Formation Program?

10. Are you familiar with the Four Pillars of Lay Dominican life?

11. As Lay members of the Dominican Order, we follow a specific Rule and Directory, are you willing to learn and adhere to the principles contained within our Rule and Directory? Yes  No

12. Are you aware of any obstacle that would prevent you from participating in the Formation Program of the Dominican Laity? If yes, please provide the details.

13. What additional information would you like to include?

**SIGNED** \_\_\_\_\_ **DATE** \_\_\_\_\_

----- **FOR COUNCIL USE ONLY** -----

**Date Interview Conducted:** \_\_\_\_\_

**Present at Interview:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Formation Director Recommendation for Admission into Formation Program**

Accept       Deny

**SIGNED** \_\_\_\_\_ **DATE** \_\_\_\_\_  
Formation Director Signature

**Chapter/Group Council Decision for Admission into Formation Program**

Approve       Deny

**SIGNED** \_\_\_\_\_ **DATE** \_\_\_\_\_  
Signature of Chapter/Group President



# LAY FRATERNITIES OF SAINT DOMINIC

DOMINICAN PROVINCE OF SAINT MARTIN DE PORRES

## WRITTEN PETITION FOR ADMISSION

NAME OF PETITIONER \_\_\_\_\_

DATE OF THIS PETITION FOR ADMISSION \_\_\_\_\_

TO: Formation Director of \_\_\_\_\_ Chapter/Group

I have participated in the Inquiry Formation Program of this Chapter/ Group from

(start date) \_\_\_\_\_ to (end date) \_\_\_\_\_

I hereby formally petition for the admission into the Candidacy Phase of Lay Dominican Formation and the Rite of Admission. I am preparing for our formal oral interview.

I believe that I am now living the Dominican Spirituality in the following ways:

I wish to be admitted into the Dominican Laity for the following reasons:

I understand that my advancement to Candidacy and participation in the Rite of Admission is dependent on your recommendation and the approval of the Chapter Council.

Yours in Sts. Dominic, Catherine, and Martin,

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

*COMPLETE AND RETURN TO THE FORMATION DIRECTOR*









# LAY FRATERNITIES OF SAINT DOMINIC

DOMINICAN PROVINCE OF SAINT MARTIN DE PORRES

## WRITTEN PETITION FOR THE RITE OF TEMPORARY PROMISE

DATE OF THIS PETITION \_\_\_\_\_

NAME OF PETITIONER \_\_\_\_\_

DATE OF RITE OF ADMISSION \_\_\_\_\_

To Formation Director of \_\_\_\_\_ Chapter/Group:

I have completed all the requirements of the Candidate phase of the Lay Dominican formation program and now petition to make Temporary Promise for three years.

I believe that I am now living as an active member for the Dominican Laity in the following ways:

I wish to make my Temporary Promise for the following reasons:

I understand that my advancement and participation in the Rite of Temporary Promise is dependent on your recommendation and the approval of the Chapter Council.

Yours in Sts. Dominic, Catherine, and Martin,

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

*COMPLETE AND RETURN TO THE FORMATION DIRECTOR*



# LAY FRATERNITIES OF SAINT DOMINIC

DOMINICAN PROVINCE OF SAINT MARTIN DE PORRES

## WRITTEN PETITION FOR TEMPORARY PROMISE

NAME OF PETITIONER \_\_\_\_\_

DATE OF THIS PETITION \_\_\_\_\_

DATE OF RITE OF ADMISSION \_\_\_\_\_

TO: Formation Director of \_\_\_\_\_ Chapter/Group

Having completed the all requirements of the Candidate phase of the Lay Dominican formation program, I now petition to make Temporary Promise for three years.

I believe that I am now living as an active member for the Dominican Laity in the following ways:

I wish to make my Temporary Promise for the following reasons:

I understand that my advancement and participation in the Rite of Temporary Promise is dependent on your recommendation and the approval of the Chapter Council.

Yours in Sts. Dominic, Catherine, and Martin,

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

*COMPLETE AND RETURN TO THE FORMATION DIRECTOR*



c. Study

d. Prayer

3. If you make your Temporary Promise, how do you intend to live out the Four Pillars?

4. In what ways, would you like to participate in our Chapter/Group?

**SIGNED** \_\_\_\_\_ **DATE** \_\_\_\_\_

----- **FOR COUNCIL USE ONLY** -----

**Date Interview Conducted:** \_\_\_\_\_

**Present at Interview:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Formation Director Recommendation for Temporary Promise**

Accept       Deny

**SIGNED** \_\_\_\_\_ **DATE** \_\_\_\_\_

Formation Director Signature

**Chapter/Group Council Decision for Temporary Promise**

Approve       Deny

**SIGNED** \_\_\_\_\_ **DATE** \_\_\_\_\_

Signature of Chapter/Group President



# LAY FRATERNITIES OF SAINT DOMINIC

DOMINICAN PROVINCE OF SAINT MARTIN DE PORRES

## PETITION FOR RENEWAL OF TEMPORARY PROMISE

To: Formation Director of \_\_\_\_\_ Chapter/Group

I, \_\_\_\_\_, in accordance with the provisions of the Rule and Directory, petition for the Renewal of my Temporary Promise for one to three years.

My date of Admission as a Candidate: \_\_\_\_\_

My date of Temporary Promise: \_\_\_\_\_

I believe that I am now living as an active member for the Dominican Laity in the following ways:

I wish to renew my Temporary Promise for the following reasons:

I am looking forward to my personal interview with you. I do realize that my renewal of Temporary Promise is dependent on your recommendation and the approval of the Chapter/Group Council.

Yours in Sts. Dominic, Catherine, and Martin,

\_\_\_\_\_  
Signature of Petitioner

\_\_\_\_\_  
Date



# LAY FRATERNITIES OF SAINT DOMINIC

DOMINICAN PROVINCE OF SAINT MARTIN DE PORRES

## NOTIFICATION OF CHAPTER REQUIRED RENEWAL OF TEMPORARY PROMISE

Name of Temporary Promised: \_\_\_\_\_

Chapter/Group: \_\_\_\_\_

The Formation Director and the Chapter Council of this Chapter/Group have decided for the following reasons, to ask you to renew your Temporary Promise for three years:

The Formation Director and Chapter will determine when you will be eligible to make this renewal of Temporary Promise.

The Chapter/Group will assist in your continuing growth in your Dominican Spirituality. How do you envision the Chapter/Group assisting in this growth?

Yours in St. Dominic, St. Catherine, and St. Martin,

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_  
Formation Director

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_  
Chapter President



# LAY FRATERNITIES OF SAINT DOMINIC

DOMINICAN PROVINCE OF SAINT MARTIN DE PORRES

## INTERVIEW FOR RENEWAL OF TEMPORARY PROMISE

DATE \_\_\_\_\_

NAME \_\_\_\_\_

CHAPTER/GROUP \_\_\_\_\_

**Be prepared to answer the following questions in an oral interview with the Formation Director and possibly other members of the Chapter/Group Council. Written answers are NOT required.**

1. As you reflect over your three years of Temporary Promise, how do you feel you have grown in your Dominican Spirituality and the activities of our Chapter/Group?
2. Specifically as possible, why do you seek to renew your Temporary Promise?
3. If you renew your Temporary Promise, how do you intend to live out the Four Pillars?
4. In what ways, would you like to participate in our Chapter?

I understand that acceptance to renew my Temporary Promise is based on the recommendation of the Formation Director and subject to the approval of the Chapter/Group Council. I furthermore understand that I may only renew my Temporary Promise once.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

----- **FOR COUNCIL USE ONLY** -----

**Date Interview Conducted:** \_\_\_\_\_

**Present at Interview:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Formation Director Recommendation for renewal of Temporary Promise**

Accept       Deny

**SIGNED** \_\_\_\_\_ **DATE** \_\_\_\_\_  
Formation Director Signature

**Chapter/Group Council Decision for renewal of Temporary Promise**

Approve       Deny

**SIGNED** \_\_\_\_\_ **DATE** \_\_\_\_\_  
Signature of Chapter/Group President



# LAY FRATERNITIES OF SAINT DOMINIC

DOMINICAN PROVINCE OF SAINT MARTIN DE PORRES

## PETITION FOR THE RITE OF PERPETUAL PROMISE

DATE OF THIS PETITION \_\_\_\_\_

NAME OF PETITIONER \_\_\_\_\_

NAME OF CHAPTER/GROUP \_\_\_\_\_

Dear Formation Director:

I participated in the Rite of Temporary Promise on \_\_\_\_\_ .  
(date)

Having served the required time in a state of temporary promise, I now petition for the Rite of Perpetual Promise. I am ready to make the commitment to live by the Rule of the Dominican Laity for my entire life.

I believe that I am now living as an active member for the Dominican Laity in the following ways:

I wish to make my Perpetual Promise for the following reasons:

I am looking forward to my personal interview with you. I will realize that my participation in the Rite of Perpetual Promise is dependent on your recommendation and the approval of the Chapter Council.

Yours in Sts. Dominic, Catherine, and Martin,

Signature of Petitioner: \_\_\_\_\_



# LAY FRATERNITIES OF SAINT DOMINIC

DOMINICAN PROVINCE OF SAINT MARTIN DE PORRES

## INTERVIEW FOR PERPETUAL PROMISE

DATE \_\_\_\_\_

NAME \_\_\_\_\_

CHAPTER/GROUP \_\_\_\_\_

As you recall, your Candidacy Phase concluded with your Rite of Temporary Promise. Now that your Temporary Promise Phase is nearing the completion, you need to consider your desire for the Rite of Perpetual Promise. Be prepared to discuss these questions during an oral interview:

1. As you reflect over your Temporary Phase, how do you feel you have grown in your Dominican Spirituality and the activities of our Chapter/Group?
2. Describe how you live the Four Pillars of Dominican life and the Rule of the Dominican Laity.
3. What challenges do you still face in how you live the Dominican life? What steps have you taken to meet these challenges?
4. How can the Chapter/Group help you conquer these challenges?

I understand that acceptance to make my Perpetual Promise is based on the recommendation of the Formation Director and subject to the approval of the Chapter/Group Council.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

----- **FOR COUNCIL USE ONLY** -----

**Date Interview Conducted:** \_\_\_\_\_

**Present at Interview:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Formation Director Recommendation for Perpetual Promise**

Accept       Deny

**SIGNED** \_\_\_\_\_ **DATE** \_\_\_\_\_  
Formation Director Signature

**Chapter/Group Council Decision for Perpetual Promise**

Approve       Deny

**SIGNED** \_\_\_\_\_ **DATE** \_\_\_\_\_  
Signature of Chapter/Group President



# LAY FRATERNITIES OF SAINT DOMINIC

DOMINICAN PROVINCE OF SAINT MARTIN DE PORRES

## APPLICATION FOR TRANSFER INTO A CHAPTER/GROUP

DATE \_\_\_\_\_

### ***PERSONAL INFORMATION:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_

OCCUPATION \_\_\_\_\_

HOME \_\_\_\_\_ CELL \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

MARITAL STATUS: Single \_\_\_ Married \_\_\_ Widowed \_\_\_ Divorced \_\_\_ Separated \_\_\_

If you are divorced, have you remarried? YES \_\_\_ NO \_\_\_

If yes, has your first marriage been canonically annulled? YES \_\_\_ NO \_\_\_

Year \_\_\_\_\_ diocese and/or archdiocese \_\_\_\_\_

### ***RELIGIOUS PRACTICE:***

I am an active, practicing Catholic. YES \_\_\_ NO \_\_\_

PARISH \_\_\_\_\_

### ***LAY DOMINICAN INFORMATION:***

CURRENT CHAPTER/GROUP \_\_\_\_\_

(NAME AND LOCATION)

**rites:** (List Dates and Locations)

**ADMISSION** \_\_\_\_\_

**TEMPORARY PROMISE** \_\_\_\_\_

**PERMANENT PROMISE** \_\_\_\_\_

**Please attach your Curriculum Vitae, Resumé or a summary of the following:**

- Educational Background
- Occupational Background
- Ministries in which you have been involved
- Supporting documentation (certificates, etc.)
- Positions held in your Dominican Laity Chapter/Group

**Please request that your current Chapter/Group send the Transfer Form.**

I, \_\_\_\_\_, certify that the information provided by me in this application is true and correct to the best of my knowledge. I understand that all information provided will be kept strictly confidential and used only for the purpose of ascertaining my eligibility for transfer into this Chapter /Group of the Dominican Laity. I acknowledge that the references provided may be contacted and I give my express permission for the authorized representatives of this Chapter/Group to contact my current Chapter/group.

**SIGNED** \_\_\_\_\_ **DATE** \_\_\_\_\_

**WITNESSED** \_\_\_\_\_ **DATE** \_\_\_\_\_



# LAY FRATERNITIES OF SAINT DOMINIC

DOMINICAN PROVINCE OF SAINT MARTIN DE PORRES

## APPLICATION FOR TRANSFER INTO A CHAPTER AND CONFIDENTIAL INQUIRY REQUEST

### MEMBER PERSONAL INFORMATION

*To Be Completed by the Applicant for Transfer into a Chapter:*

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: HOME: \_\_\_\_\_ CELL: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

### CURRENT CHAPTER/GROUP INFORMATION

CURRENT GROUP/ CHAPTER NAME: \_\_\_\_\_

GROUP/CHAPTER PRESIDENT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: HOME: \_\_\_\_\_ CELL: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

The following statement of permission must be completed by the applicant for transfer. This application will be forwarded to the applicant's current Chapter/Group President for verification.

**STATEMENT OF PERMISSION**

I hereby give my express permission to the authorized representatives of \_\_\_\_\_ Chapter/Group of the Dominican laity to obtain the information as indicated on this questionnaire. I understand that all information provided will be kept strictly confidential and used only for evaluating my transfer request.

**NAME OF APPLICANT (please print)** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**CONFIDENTIAL INQUIRY**

*To be completed by the President of the Applicant's current Chapter/Group:*

The Brother/Sister named above recently applied for transfer from your Chapter/Group to our Chapter/Group. In order to evaluate this application, we would appreciate you providing the following information. Please be assured that your response will be held in strict confidence.

Is the information included on this application accurate and complete?

Yes  No

If no, please explain:

How has this applicant functioned in your Chapter/Group?

How has this applicant contributed to the quality of the community life in your Chapter/Group?

Did the applicant in any way have a negative impact on your Chapter/Group?





# LAY FRATERNITIES OF SAINT DOMINIC

DOMINICAN PROVINCE OF SAINT MARTIN DE PORRES

## FUNERAL INSTRUCTIONS FORM

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

HOME TELEPHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

NEXT OF KIN: \_\_\_\_\_  
(name / relationship)

\_\_\_\_\_

\_\_\_\_\_

### INSTRUCTIONS FOR SACRAMENTALS:

**I wish the following to be placed on my remains:**

Dominican Cross  Pin  Scapular  Habit

Other: \_\_\_\_\_

**I request that the following be passed on to a deserving Lay Dominican:**

Dominican Cross  Pin  Scapular  Habit

Other: \_\_\_\_\_

**I request that the following individuals receive the following items:**

**Recipient 1 Name:** \_\_\_\_\_

Dominican Cross  Pin  Scapular  Habit

Other: \_\_\_\_\_

**Recipient 2 Name:** \_\_\_\_\_

Dominican Cross  Pin  Scapular  Habit

Other: \_\_\_\_\_

**FUNERAL REQUESTS:**

**I wish to have an open casket:** YES  NO

**I wish to be cremated:** YES  NO

**I wish to have a Rite of Christian Burial mass:** YES  NO

**If yes, at what location:** \_\_\_\_\_

**I wish to have a Memorial Service:** YES  NO

**If yes, at what location:** \_\_\_\_\_

**WAKE REQUESTS:**

**I wish to have a wake:** YES  NO

**If yes, at what location:** \_\_\_\_\_

**For my wake, I would like:**

**The Dominican Rosary prayed:** YES  NO

**The Office of the Dead prayed:** YES  NO

**If yes, by which Group/Chapter:** \_\_\_\_\_

**A Scripture Service:** YES  NO

**A Dominican Wake Service:** YES  NO

**Come and pray individually:** YES  NO

**BURIAL ARRANGEMENTS:**

**I have a burial plot/mausoleum reserved at:**

**Location:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**I am eligible and wish to be interred at a National Cemetery: YES  NO**

**Preferred National Cemetery:** \_\_\_\_\_

**I have attached further detailed instructions to this form: YES  NO**

**SIGNATURE** \_\_\_\_\_

**DATE:** \_\_\_\_\_