

***THIRD ORDER OF ST. DOMINIC***

**REGION I**

***The New England Region  
Handbook***



**A**

**Companion**

**To**

***The Saint Joseph Province***

***Rule and Directory***

## ***FORWARD***

The Dominican Laity originated in its present form with the promulgation of the first Rule under Munio de Zamora, seventh Master of the Order in 1285. The spiritual origin of the Laity was the penitential movements centered around Saint Dominic, who gathered around himself groups of the Laity for the spiritual and material defense of the Church and for apostolic work. 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 Order.

The *New England Region Handbook* represents the efforts of a committee assigned through process for the purpose of assisting the Laity of the New England Regional Chapters in directing and governing their administration and chapter life.

What is contained within these pages represents a clarification and appreciation of the *Rule and Directory* that govern both the daily life of the individual Tertiary as well as the process by which they live their lives within chapters as well as local, regional, provincial and inter-provincial gatherings.

I wish to commend the Handbook Committee for their labor of love and dedication to the task. It is my prayerful wish that this manuscript will serve our Dominican Laity in their leadership roles within the Order as well as assist individuals as they prepare to assume their position within the governing bodies of the Order in the future.

May God's abundant blessings be upon our Dominican Family as we share in the ministry of the Order and the Church in the New Millennium.

With prayerful best wishes and fraternal concern, I remain

Fraternally yours in St. Dominic,

Very Rev. Joseph P. Allen, O.P.  
Provincial Promoter

October 9, 1999

## ***PREFACE***

The New England Regional Handbook was born out of a need expressed at Chapter, Regional and Provincial Council Meetings. Its inception was unanimously agreed upon at the New England Regional Council Meeting of April 26, 1997 at St. Mary's, New Haven, CT. It was approved at the New England Regional Council Meeting of October 9, 1999 at St. John the Baptist, New Haven, CT

This handbook for our Region is only meant to be a guide, an expounding of the *Rule and Directory of the Lay Dominicans of the Province of Saint Joseph* and to help with situations that arise in Chapters that are not directly addressed in the *Rule and Directory*, but whose answers stem from it. The *Rule and Directory* is our only obligatory, definitive source.

*The Rule* is for all members of the Third Order of St. Dominic throughout the world and was approved by the Congregation for Religious and Secular Institutes and the Master of the Order, Damian Byrne, OP, January 28, 1987 with the exhortation "Let this Rule be in your hearts and in your fraternities as a gospel ferment to nourish holiness and promote the apostolate together with the whole Dominican Family." The *Directory of the Lay Dominicans of the Province of Saint Joseph* is for all the members of the Third Order of St. Dominic within the Province of St. Joseph.

This handbook has been a tremendous undertaking - a labor of love. I want to thank the Handbook Committee, Rose Marie Nathan, Chair (Mother of God Chapter, W. Springfield, MA), William Lynch (St. Mary's Chapter, New Haven, CT.), and Gail Waterman (Mother of God Chapter, W. Springfield, MA) for their dedication, their time and travel commitment to this Committee and their faithfulness to this Committee, the *Rule and Directory* and our Dominican Charisms. I also want to thank Gertrude French (St. Mary's Chapter, New Haven, CT) and Susanne Towne (Our Lady of the Sacred Heart Chapter, Saratoga Springs, NY) for their contributions. And in memoriam a special thank you to Marcy Mullen (St. Dominic Chapter, Dover, MA) whose gifts and talents were a great asset to our committee.

Whenever there is an Moderator election in our region, because of the importance of this handbook, the Regional Moderator will check to be sure that it was passed on to the newly elected Moderator, if not, he/she will send them a copy. The New England Regional Council shall review this handbook every three (3) years.

In Our Lord Jesus, Mary and St. Dominic,

Barbara Robinson, TOP  
New England Regional Moderator

October 9, 1999

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# THE NEW ENGLAND REGION HANDBOOK

## I. THE FUNDAMENTAL CONSTITUTIONS OF THE LAITY

Third Order members of the Dominican Order follow a specific **Rule and Directory** (*The Rule and Directory of the Lay Dominicans of the Province of Saint Joseph* approved January 28, 1987). This Rule and Directory is a guide for living the Charism of St. Dominic

### A. THIRD ORDER DOMINICAN VOCATION

A vocation is a Holy Spirit led desire for a deeper commitment to live the Christian life. This desire is fundamental to a calling to a vocation in the Dominican Third Order. A vocation to the Third Order of St. Dominic involves living according to the Spirit and charism of St. Dominic, which leads to holiness. (see Rule 2, p.4) The practice of contemplation is the source for their apostolic activity. (Rule 7, p.4) You are a member of a professed community. This is not a membership in a sodality or social club.

Excerpts from St. Dominic's Last Testament: "Have charity one for another, guard humility"... He went on to tell them [His brethren] "You know that to serve God is to reign; but you must serve Him in love and with a whole heart. It is only by a holy life and by fidelity to your rule that you can do honor to your profession" (*Saint Dominic*, Sister Mary Jean Dorcy, O.P., 1982, p.135)

In Reference to Canon 307, #2 (*Rule and Directory*, p. 22): when one is committed to and living the Spirit/Charism of one Third Order joining another would not be appropriate or recommended.

### B. ELIGIBILITY FOR ADMISSION AND ADVANCEMENT

Age requirement – Eighteen years of age is required for admission to the Novitiate. (Directive 2B, p.9)

Membership in the Third Order of St. Dominic is a calling to a special vocation. A candidate is responding to a call to a religious Order in the Roman Catholic Church. (see Rule 10, p. 5)

Membership begins when a candidate is received into the novitiate. The candidate must have satisfactorily completed the six month postulancy period, and have the approval of the Chapter Council. Once received you are a member of a religious Order, the Order of Preachers.

Following the Novitiate, Temporary Profession is made for three (3) years before making Perpetual Profession. A candidate may renew for one more year before making Perpetual Profession. (see Directive 3, p.10)

"One of the norms for advancement within the Order will always be the consideration that the candidate has acquired an appropriate understanding of the formation materials according to the various stages of formation." (Directive 1, p. 9)

**Please note references used are from:** Rule # - From *The Rule and Directory* – Rule section; Directive # - a Statute from *The Rule and Directory* – Directory section; see p. # - in this Handbook.

## C. REQUIREMENTS

The following points should always be considered when reviewing and evaluating candidates for membership:

1. That the candidate is an active member of a parish.
2. That the candidate is in good standing with the Roman Catholic Church.
3. That the candidate is in union with the teachings of the Magisterium of the Roman Catholic Church (Our Holy Father, the Pope and the Bishops)
4. That the candidate is willing to make his/her vocation as a Tertiary in the Order of Preachers a priority in his/her life.

*“It is only by a holy life and by fidelity to your Rule that you can do honor to your profession.”* St. Dominic.

## II. THE LIFE OF THE CHAPTERS

*“Let them strive, to the best of their ability, to live in authentic communion in accord with the spirit of the Beatitudes. This is done in all circumstances, performing works of mercy, sharing in good works with the members of the Chapter, especially toward the poor and the sick, and praying for the dead. In this way they will be one heart and one mind in the Lord. [Acts 4:32]”* (Rule 8, p.5)

**The principal sources, by which the Dominican Tertiary grows in holiness, are Contemplation, Prayer, Study, Community and Apostolate.**

### A. PRAYER

“Animated by a special charism of the Order, they are conscious that their apostolic activity has as its source, an abundance of contemplation.” (Rule 7, p.4)

#### 1. Sacraments

- ❖ Eucharistic Liturgy – Daily attendance at Mass and reception of the sacraments is strongly encouraged. (see Rule 10, p. 5)
- ❖ “Tertiaries should make every effort to participate frequently – daily if possible – in the celebration of the Mass with reception of Holy Communion. They should strive for purity of conscience by receiving the sacrament of Penance at least once a month. A regular confessor is recommended, a Dominican if possible.” (*The Rule The Declarations and the Statutes of the Dominican Laity for the Province of St. Joseph of the United State of America*, 1968, p. 19)

#### 2. The Liturgy of the Hours

- a) The Liturgy of the Hours is an extension of the Eucharistic Liturgy.
- b) Praying the Liturgy of the Hours (Breviary, Divine Office, Christian Prayer)
  - ❖ To fulfill our obligation of daily prayer, a Tertiary should try to pray at least Morning and Evening Prayer.
  - ❖ The Liturgy of the Hours is a public prayer, even when said in private, it is prayed in union with the whole Dominican order as well as the Universal Church. The Chapter community should make an effort to attend the praying of this together whenever it meets.

3. **Lectio Divina** (Latin for divine reading – meaning Scripture reading)  
“Tertiaries are encouraged to read, study, listen to the Word of God, and contemplate the Scripture readings for the daily Eucharistic Liturgy and the daily Liturgy of the Hours (or Christian Prayer). During the reading/study certain words, phrases, sentences will touch the heart of the individual. In meditating upon these, prayer will develop and lead to blessed contemplation of the Divine Word.
4. **Rosary** ~ Dominican Method of Beginning the Rosary (*Rule and Directory*, p.25)  
Through the centuries artists have depicted and Dominican tradition has shown us that the Blessed Virgin Mary gave the rosary to St. Dominic. (Blessed Alan de la Roche handed this legend down to us but it is not a historically proven fact.) It is recommended that a Tertiary pray at least five decades of the rosary as part of their daily prayer.
5. **Office for the Dead**
  - ❖ The Office for the Dead (found in the Liturgy of the Hours) should be prayed on All Souls Day and on the three anniversaries of our dead: Feb. 7<sup>th</sup>, deceased parents of all Dominicans; Sept. 5<sup>th</sup>, deceased relatives, friends, and benefactors of the Order; Nov. 8<sup>th</sup>, all deceased Dominicans.
  - ❖ Individual Chapter practices may vary when a member dies. (For suggestions see “Death of a Member”, #8, p.9)
  - ❖ It is suggested that each day Tertiaries pray one (1) Our Father, Hail Mary and Eternal Rest for all deceased members of the Order.
6. **De Profundis** (Psalm 129) this is prayed at the conclusion of Evening Prayer, before the evening meal in Priors and Monasteries for all Dominican deceased. (see *Rule and Directory*, p.31)
7. **Angelus** (see *Rule & Directory*, p. 26)  
Prayed for vocations to the Order and the Church. (*Torch-lites*, Jan-Feb-Mar 1998, p.1)
8. **Regina Caeli** (see *Rule & Directory*, p. 26)  
Prayed in place of the Angelus during the Paschal (Easter) Season.
9. **Intercessory Prayer**  
Some Chapters have a “Telephone Network” organized for communicating prayer requests.
10. **Devotions**
  - ❖ Tertiaries should develop special devotion to the Blessed Virgin Mary, our special Protectress; to our Holy Father; St. Dominic; St. Catherine of Siena, Patroness of the Third Order.
  - ❖ Eucharistic Adoration
  - ❖ Vigils
  - ❖ Novenas

(It is not recommended to use new forms of devotions and spirituality without researching their validity with the Magisterium. Dominican devotions and prayers are our primary sources for prayer in our Chapter Life.)



**B. STUDY**

This is a vital part of Dominican Life. (see Rule 13, p.6)

**1. Formation and Ongoing Formation Modules** (Formation Program Modules (Appendix C, p.26) We must be formed as Dominicans first.

**2. Examples of Resources for Study include:**

- a) Bible Study.
- b) Lives and writings of the Saints. (especially Dominican)
- c) Catechism, Encyclicals and other Church Documents.
- d) Writings of the early Church Fathers.
- e) Writings of the Master Generals of the Order of Preachers.
- f) Current writings in union with Church Teaching (The Magisterium).
- g) Torch-lites

**C. COMMUNITY**

**Chapter Community Life ~ Shared Responsibilities and Obligations.**

“Within the Church they [The Dominican Laity] have a distinctive character in both their spirituality and service to God and neighbor” (Rule 4, p.4)

In order to experience Chapter life as a member of a Third Order, one must participate in all functions. Faithful attendance at monthly chapter meetings, days of study/renewal, and annual retreats are important for a sincere commitment to one’s vocation in the Third Order of St. Dominic. Only serious reasons for not attending these activities would be considered. If a member is not able to attend a meeting(s) he/she should contact either the Moderator or Assistant Moderator. A person in a Formation class should contact their Formation Director or Instructor.

“The degree to which each member attends meetings is a sign of his/her own fidelity.” (Rule 15, p.7)

**1. Books and Supplies** (see Appendix Q, p.60)

- ❖ Order from Dominican Laity Office, Washington, D.C. (Unless otherwise instructed by the Provincial Promoter.)
- ❖ Chapter Library
- ❖ Catholic Bookstores

**2. Chapter Meeting Guidelines** (see Appendix A, p.23)

- a) Purpose of Meeting:  
To promote our Dominican life and spirituality
- b) Attendance at Chapter Meetings:  
Affects building up of the Dominican Community  
Affects Community (Chapter)  
Affects praying the Liturgy of the Hours
- c) Conduct:  
Should be such as to promote harmony and respect in your Chapter community.
- d) Confidentiality:  
Anything of a private nature shared by a member in the Chapter or discussions and business at Council meetings, in the charity of St. Dominic, is to be held in the strictest of confidence.

### 3. Shared Responsibilities and Obligations

#### a) Various Chapter Ministries (Chapters may choose from the following examples as needed\*)

##### Description of Ministries (See Appendix G, p.31)

- |  |                                  |
|--|----------------------------------|
| (1) Acolyte Coordinator                        | (15) Librarian                   |
| (2) Archivist                                  | (16) Liturgical Coordinator      |
| (3) Books & Supplies Coordinator               | (17) Music Director              |
| (4) Car Pool Coordinator                       | (18) Newsletter Coordinator      |
| (5) Eucharistic Vigils Coordinator             | (19) Nursing Home Coordinator    |
| (6) Eucharistic Adoration Coordinator          | (20) Publicity Coordinator       |
| (7) Formation Program Coordinators/Instructors | (21) Retreat Planner             |
| (8) Fundraising Coordinators                   | (22) Rosary Coordinator          |
| (9) Housekeeping Coordinator                   | (23) Pilgrimage Coordinator      |
| (10) Hospitality Coordinator                   | (24) Social Secretary            |
| (11) Inactive Members Coordinator              | (25) Study Group Coordinator     |
| (12) Intercessory Prayer Network Coordinator   | (26) Telephone Network Coord.    |
| (13) Introductory Team Coordinator             | (27) Volunteer Coordinator       |
| (14) Lectio Divina Coordinator                 | *This list is not all-inclusive. |

#### b) Celebrations

Some of the Feast Days which are special for Dominicans:

- (1) April 29 ~ Feast of St. Catherine of Siena
- (2) August 8 ~ Feast of St. Dominic
- (3) October 4 ~ Feast of our brother St. Francis of Assisi
- (4) October 7 ~ Feast of the Holy Rosary
- (5) For days of other Dominican Saints and Blessed, consult the *Supplement to the Liturgy of the Hours for the Order of Preachers*.

#### c) Chapter Activities and Events

- (1) Liturgy of the Eucharist
- (2) Adoration of the Blessed Sacrament
- (3) Eucharistic Vigils
- (4) Liturgy of the Hours
- (5) Retreat
- (6) Pilgrimages
- (7) Days of Study/Renewal
- (8) Fund Raising Events

#### d) Communication

- (1) Internet
- (2) Emergency Telephone Network (see Ministries)
 

This telephone network is activated only to notify members of:

  - (a) The death of a member
  - (b) Cancellation of a Chapter meeting
  - (c) Other important Chapter information
- (3) Intercessory Prayer Telephone Network (See Ministries Descriptions, Appendix G, p.31)
- (4) Newsletter

**e) Inactive Members**

- ❖ If a member is unable to attend Chapter meetings for an extended period of time they “should be informed that their status is that of a prayer member but they should be kept on the local chapters’ roles” (per Fr. Allen).
- ❖ Suggestion – if a member does not attend monthly chapter meetings for at least a year, he/she should be considered inactive.

**f) Record Keeping (see #9, p.10)****4. Financial Support and Fiscal Autonomy – Responsibilities/Obligations**

**Note:** To be eligible for elected office, one must be a financially supporting member having paid his/her Chapter, Regional and Provincial Assessments.

**Descriptions:****a) Annual Provincial Assessment**

The Treasurer collects from each member and sends a list with the names and addresses of all Chapter members, along with the annual assessment due by Jan 1<sup>st</sup> (e.g. Jan 1<sup>st</sup>, 2000 assessment due is for the year 2000), to: The Editor of *Torch-lites* (Mr. Al Barone), *Torch-lites* Office, 6026 W. Harwood Avenue, Orlando, FL 32835. The current (1999) assessment is \$15.00 for each active member (Couples are considered 2 members and must each pay the \$15.00). This includes Novices, Temporary Professed and Perpetually Professed and may include inactive members, if they receive *Torch-lites*. Postulants are not expected to pay dues. Those who are financially unable to pay this assessment may be excused. “In asking for an annual assessment of \$15.00 per member within the Province as well as those who reside outside the Province for *Torch-lites* and administration of the Laity Office, we are simply requesting that the laity assume a share in the actual cost for not only our publication of *Torch-lites* but to assist in covering costs for such items as Council Meetings, Transportation for special gatherings and Provincial business; postage and telephone expenses, office rent, car insurance and maintenance only to mention but a few of our regular expenses.” (*Torch-lites*, Jan-Feb-Mar 1990, p.3)

**b) Annual Regional Dues**

The treasurer collects from each member and is due by Jan. 1<sup>st</sup> for the coming year and should be sent to the Regional Moderator. Currently (1999) the dues are \$2.00 per member. This includes all Chapter, Pro-chapter and Satellite Novices, Temporary Professed and Perpetually Professed members. Unless, as stated above, there is a “financial hardship”. Couples pay per person. Postulants are not expected to pay dues.

**c) Chapter Donations**

Members should offer a donation to help support administrative expenses, such as, postage, long distance telephone calls, Dominican Laity stationery, mailing of Newsletters, etc. Those who endure “financial hardship” are not obligated to contribute financially.

**d) Other Donations**

To Dominican Missions and Educational Institutions may be sent directly to the Dominican Provincial Office ~ Province of St. Joseph, Eastern Dominican Province, 869 Lexington Avenue, New York, NY 10021.

**e) Stipend Guide** (see Appendix F, p.30)

<b>Speakers:</b> 1 day workshop	- \$150.00 (Plus travel expenses)
3 day retreat (weekend)	- \$300.00 (Plus travel expenses)
Week long retreat	-\$1000.00 (Plus travel expenses)
<b>Chapter visitations</b> by Provincial Promoter	- \$ 50.00 (Plus travel expenses)
<b>Space:</b> One room used	- \$ 25.00
Workshop using church hall	- \$100.00

**f) Support of Dominican Laity Office, Washington, D.C.** (see #8, p.21)**g) Scholarship Fund**

A Scholarship Fund may be established in the Chapter's Treasury to pay for certain expenses (Retreat, Annual Assessment, Regional dues, etc.) for a needy member. This would be decided by the Chapter Council.

**5. Formation Program Information** (See Formation Modules ~ Appendix C, p.26)

"In the future of the Province of St. Joseph there are to be no receptions and professions without having used the appropriate sessions for each of the respective formation stages" (Fr. Allen, *Torch-lites*, Jul-Aug-Sep, 1988, p.7)

- ❖ Advancements are never to be made by proxy. One must be physically present at his/her advancement ceremony.
- ❖ Attendance is most important ~ absences should only be for serious reasons. Make-up classes must be made for all missed sessions.
- ❖ Evaluation of Candidates in Formation Program (see Appendix E, p.29)
- ❖ A candidate should have an understanding of the Formation material presented. (see Directive 1, p.9)

**a) Ceremonies**

(See *Rule and Directory* p.11 - 16 dates/time for Profession ~ from simplicity of Temporary Profession celebration to elaborate for Perpetual Profession ceremonies)

"The large scapular would be worn only at the time of perpetual profession. The Moderator of the Chapter would wear the scapular on the occasion of all ceremonies (of Admission and Profession) as a sign of his/her role within the Chapter." (Directive 7, p.16)

**b) Scapulars**

New Scapulars must be blessed by a Dominican priest or by any priest, in the absence of a Dominican, using the formula in the *Rule and Directory*, p.14. The scapular is the only part of the Dominican habit that is blessed. Torn or broken scapulars may be mended or laundered without loss of the blessing. The small scapular may be removed when hygiene or necessity requires. At night it need not be worn but may be placed conveniently on the bed for spiritual protection. (Catechism of the Third Order of St. Dominic, Fr. Rubba, 1962, p.15-16)

The small scapular should be worn at all times, as far as possible, and tenderly loved as a sign of the special protection of Our Lady. The scapular was given to Blessed Reginald, O.P. in the year 1218 as a pledge of the protection and love of Our Lady for the newly founded Dominican Order. (see #3 Medals below)

**(1) Small Scapulars**

- ❖ 2X2 White Cloth – front and back on each side of neck connected by chord.

**(2) Large Scapulars**

- ❖ This large scapular is only to be worn at the time of Perpetual Profession and by Moderators on the occasion of ceremonies (see ceremonies above and Directive 7, p.16)
- ❖ After death, Tertiaries may be clothed with either the small or large white scapular or the full Dominican Habit. (see Appendix O, p. 53)

**(3) Medals**

A medal of St. Dominic and/or St. Dominic and the Blessed Virgin Mary may be worn in place of the cloth scapular.

**c) Certificate**

- ❖ Small for Reception and Temporary Profession and Large for Perpetual Profession.
- ❖ May be ordered/purchased through the Dominican Laity Office, Washington, D.C. (See Appendix Q, p.60)
- ❖ Certificates should be dated and signed by Spiritual Promoter and given to candidates upon making Profession.

**d) Use of Religious Names**

- ❖ At the time of profession, whether temporary or perpetual, the candidate may take a religious name. If a religious name is going to be used it must be done before final profession. This is not required but in some Chapters it is a tradition. The religious name will be recorded in the Chapter records along with other required information about the profession of the candidate. Of course, after a ceremony has taken place all of the data is forwarded to the office for *Torch-lites* in Orlando, Florida. We may use Sister or Brother – but do not include the term Saint as part of our religious name.
- ❖ Tertiaries are not to be addressed by their religious names under any circumstances. It is a symbolic sign of our taking on a new life and spiritual identity.

**e) Use of Initials after Name**

It has always been the tradition of the Saint Joseph Province to use the initials T.O.P. (Third Order of Preachers), although you may use O.P.L. (Order of Preachers Laity), or T.O.P.L. (Third Order of Preachers Laity). The Provincial Council has approved all for use.

**f) On-going Formation**

Following Final (Perpetual) Profession the tertiary is expected to continue study as “on-going” Formation. If we are to live our vocation we must be continually in formation. (Rule 11 & 12, p. 5-6)

**g) Renewal of Promises**

You must renew your Temporary Profession or make your Perpetual Profession on or before the day that your Temporary Profession expires. If it expires you are no longer a member of the Dominican Third Order. (See Directive 3, p.10)

**6. Retreats**

It is expected that all Chapter members attend an annual weekend retreat as a group. Retreats are overseen by the Chapter Council.

**7. Chapter Government/Elections** (see #III, A-C, pp.12-16)**8. Death of a Member****a) Recommended Practices**

When a Tertiary dies the Chapter members should participate, as a group, in the Rosary or Office of the Dead at the wake (funeral home). They should also attend the funeral Mass and, if possible, form an Honor Guard at the Church. The Salve Regina may be sung with permission of the Family at the conclusion of the committal service. If a member cannot participate in group prayer, members should pray the Office for the Dead or pray the Rosary for the deceased individually. Additionally a member may choose to have a Mass offered. . (see #5, p.3)

**a) Burial Options:****(1) Habit**

- ❖ A Perpetually Professed member of the Third Order of St. Dominic is granted the privilege of wearing the Dominican habit at the time of burial. The habit is to be considered the tunic, belt, rosary, scapular and cowl. It would not include the cappa or mantle, nor would it include a veil which is proper to the Nuns. (see Directive 7, p. 16; Appendix O, p.53)
- ❖ Or one may wear the large scapular to be worn over clothing at the time of burial or may be placed folded at the foot of the coffin. Or one may simply have a pin or emblem of the Dominican Order placed or worn on their burial clothing.

**(2) Burial Preference Declaration**

- ❖ This document allows a member to formalize his/her preference. It is not legally binding, but offers a method of informing spouses, children, next of kin and other interested persons of burial preferences. This form was approved by the St. Joseph Provincial Council, 1997. (see Appendix O, p.52) for copy of document)
- ❖ Once completed, the original should be kept in a safe place, preferences known to others and be readily available when needed. Copies should be given to the person who will be in charge of your arrangements and on file with your local chapter.
- ❖ It is suggested that once you have selected your preferences, items needed should be obtained. The Dominican Habit can be obtained from many monasteries of Dominican Nuns. (Appendix O, p.53)

**(3) Notice of a Member's Death**

Notice with name of deceased, date of death, date of Perpetual Profession and name of Chapter must be sent to:

- ❖ Editor of *Torch-lites*.
- ❖ Provincial Promoter
- ❖ Provincial Council President
- ❖ Regional Moderator
- ❖ Enter into Chapter's Permanent Records

**9. Record Keeping and Files**

These records and files are property of the Chapter and are to be passed to the newly elected officer. Every chapter should keep a permanent record book to preserve a member's pertinent history within the Order. Reception and Profession dates, received by, religious names, etc.

The table below lists the reports generated by the Chapters and their Distribution List:

Reports	Distribution List
Minutes of Chapter & Chapter Council Meetings	Regional Moderator Provincial Council Moderator Provincial Promoter
Annual Chapter Report	Regional Moderator
Notification of Election Results Notification of Receptions and Professions Notification of Deaths	Provincial Promoter Provincial Council Moderator Regional Council Moderator Al Barone, <i>Torch-lites</i> Office
Transfer form	Provincial Promoter Provincial Council Moderator Regional Council Moderator New Chapter Moderator
Minutes of Regional Council Meetings	Provincial Promoter Provincial Council Moderator Regional Council Moderator Chapter Moderators

**Note:** All of these communications to and from the Regional Moderator and Provincial Moderator and Provincial Promoter should be kept in the chapter's archives (records). This responsibility is usually the Secretary's with oversight and support by the Moderator. All records relating to the Dominican Order, whether it is Chapter Business, Regional, and/or Provincial, belong to the Dominican Order and the Chapter and not to be kept for personal use. (per Fr. Allen.)

**10. Satellite Chapters and Pro Chapters (see Norms for Satellite Chapters, Appendix M, p.44)**

- ❖ A Satellite chapter is a group being formed under the direction of an established Chapter (Mother Chapter). Permission from the ordinary (Bishop) where the new Satellite Chapter is located is necessary. The process takes at least 5-6 years and could take much longer. Satellite groups and Pro Chapters could retain this status for an indefinite period of time.
- ❖ All Pro Chapters are directly under the supervision of the Provincial Promoter
- ❖ The Prison Pro Chapter does not have a vote on the Regional Council.

\* *Pro Chapters have all rights & privileges of full Chapters except where otherwise indicated. (This means they have 2 votes on Regional Council.)*

**11. Transfer Between Chapters**

- ❖ When a member needs to transfer the approved Transfer Form (see Appendix O, p.50) must be completed. If the member is transferring from a satellite to another satellite, pro-chapter, or established chapter, the Moderator of the "home chapter" completes the transfer form and forwards it to the chapter the member is transferring to.
- ❖ If the member of a Pro Chapter or an established chapter wishes to transfer to a satellite chapter the Moderator of the established chapter forward the transfer form to the Moderator of the "Mother Chapter" of the satellite.

\* *The sentence in parenthesis is RMT Nathan's personal note.*

*added on at 10/14/00 at N.E. Regional meeting*

- ❖ Careful consideration should be used when Life Professed members of an established chapter requests transfer into a satellite chapter.
- ❖ If an INACTIVE or PRIVATE member wishes to transfer to a satellite chapter, only the Provincial Promoter with the consent of the Regional Moderator can grant permission.
- ❖ A Tertiary considering transfer should have a valid reason – i.e. relocation.
- ❖ Unformed member coming into a Chapter professed, but not trained and/or older person coming back to a Chapter after a long absence – some forming or re-formation may be required.
- ❖ Suggestions:
  - (1) Investigate new Chapter (attend several meetings)
  - (2) Speak to new Chapter Moderators and see your needs are compatible.
  - (3) Chapter Moderator would request information from the candidate in letter form. In the event that Chapter records are not available, this information should be sought from the Dominican Laity Office.)
  - (4) Inform Provincial Promoter of transfers

## 12. Resignation/Dismissal

### a) Resignation from a Council Position

- ❖ By virtue of the office, the Moderator is the first Delegate to the designated Council. Should the Moderator resign, and the remaining term of office is less than six (6) months, the Vice Moderator succeeds the Moderator and assumes all the duties of the Moderator including the first Delegate position to the appropriate Council, until the next scheduled election.
- ❖ Should any other Chapter Councilor resign, his/her position should be reelected within 6 months. Position can be elected for the remainder of the previous councilors term to keep elections on a regular schedule.
- ❖ When a council member resigns from a lower council position their higher council position is also vacated. Replacements for these positions should be elected within six (6) months.
- ❖ When a lower council position is vacated because of end of term (or in-eligibility) the higher council position takes precedence. (*General Information and Guidelines*. Appendix M, p.41) They will remain on their lower councils by virtue of their higher council position.
- ❖ “A person remains on his/her lower council, ex-officio, by virtue of his/her position on the higher council with voice but no vote.” (Approve New England Regional Council 10/10/98)

### b) Resignation From Order

- ❖ When a Tertiary is considering such a serious step the advice and counsel of the Chapter Moderator and/or Religious Promoter should be sought. If they are unable to resolve the situation the Tertiary should be referred to the Provincial Promoter.
- ❖ Although resignation from the Dominican Third Order occurs rarely, councilors should be aware that a procedure does exist.
- ❖ For a professed member requesting resignation means that he/she will be released from the promise made at the time of Profession. Only the Provincial Promoter can give this release.
- ❖ The member seeking resignation must contact the Provincial Promoter in writing. A reasonable explanation for the decision should be given. The Provincial Promoter may contact the person to discuss the matter.



- ❖ If the Provincial Promoter releases the person from his/her promise he notifies the person in writing. He also notifies the Moderator of the Chapter so that Chapter records can be updated. The Provincial Promoter or Moderator of the Chapter should notify *Torch-lites* because all Third Order records for the St. Joseph Province are archived there.

#### c) Dismissal from Order

“No one who has been legitimately enrolled may be dismissed from an association except for a just cause in accord with the norm of law and the statutes. A proportionate and just cause is required for the dismissal of a duly inscribed member. This may be defined in the statutes of the association; lacking this criterion or in a dispute, recourse might ultimately be made to any of the following: (1) the general standard of ‘the reasonable judgment of prudent persons’; or (2) a process for settlement of disputes that is expressed in the statutes themselves; or (3) a course of action that is appropriate to the administrative procedures or the Due Process Board” (Canon 308)

#### 13. Private Tertiaries

No one can, any longer, enter the Third Order of St. Dominic as a Private Tertiary. They must become a member of a Chapter Community. *There may be exceptions. (per Fr. Allen on 4/26/02)*

#### 14. Physically Disabled

In special or unusual circumstances it is possible, with the Provincial Promoter’s approval, for a Chapter to take on the responsibility of the Formation of a candidate who cannot, because of physical disability, attend Chapter meetings and Formation. The Chapter Council must be committed to this special apostolate. This apostolate should not be started unless you are sure you can follow through.

#### 15. Private Vows

One may desire to make a vow of further virtue to the Lord. (see Appendix L, p.38)

### D. APOSTOLATES

Saint Dominic’s Charism is to help save souls through preaching. This is the mission of the Dominican Order. It is through prayer, study and community that we are prepared and strengthened for our apostolic mission. As members of the Order, they participate in its apostolic mission through prayer, study and preaching according to the state of the laity.” (Rule 4, p.4)

“Animated by the special charism of the Order, they are conscious that their apostolic activity has as its source, an abundance of contemplation.” (Rule 7, p.4) This charism is a zeal and thirst for the salvation of all souls.

#### 1. Individual Apostolates

The priorities of the Order should also be kept in mind when a Tertiary makes commitments to individual apostolate. The parish as well as the neighborhood provide many opportunities for apostolic activity.

#### 2. Chapter Apostolate

Should be developed with the *Rule* in mind as well as the four major priorities of the Order.

- a) Catechesis in a dechristianized world

- b) Evangelization in diverse cultures
- c) Justice and peace
- d) Human Communication through mass media

### **III. THE STRUCTURE OF GOVERNMENT**

(Jurisdiction and Autonomy) “The Chapters of the Order are subject to the jurisdiction of the Order. They do, however, enjoy the autonomy proper to laity according to which they govern themselves.” (Rule 18, p. 7)

It should be understood that Chapter members do not vote for Council Officers at the general Chapter election. They elect members who will serve on the Council (Councilors). The Council membership (Councilors) elects the Officers. (Rule 9, p.17 & 18)

The general chapter members should have an understanding of the duties and responsibilities of the Council members and officers. On-going formation should include this topic. (see III, A, pp. 13-15)

#### **Council Responsibilities:**

Council members are responsible for the governing of the Chapter. Included would be to review candidate’s application(s) for advancement in the Order, with the Moderator and Formation Director ensures a proper formation program, appointment of a Religious Promoter, carrying out decisions of Regional and Provincial Council, financial matters, retreat planning, etc. The Chapter Council may establish expectations of its members (e.g. Council meeting attendance or fulfilling of one’s office.)

#### **Length of Term:**

The basic principle of membership on a Chapter Council is that a Councilor may serve two consecutive three-year terms.

However, if a Councilor is elected by the Chapter Council to a council office after serving one or two years (in their first term), it is possible that the councilor’s term may be extended to more than six years. The Councilor should not be considered for another Council office until he/she has been off the Council for at least a few months and has been elected by the Chapter members to a new three-year term. The Provincial Promoter may allow an exception for continued service.

If a Chapter Council member holds a position on a higher Council (Regional or Provincial) and has completed the maximum terms on the lower Council, he/she still serves as a member (ex officio) on the lower Council with voice but no vote.

### **A. THE GOVERNING BODY OF THE CHAPTER – THE COUNCIL:**

- ❖ The size or number of members on the Chapter Council may vary from Chapter to Chapter. The larger the Chapter, the greater the number of members, the smaller, the fewer but must be composed of a Moderator, Assistant Moderator, Formation Director, Secretary and Treasurer.
- ❖ Council members (Councilors) elect the following Chapter Council offices. A person may be elected to more than one position (Except for the Moderator)
  1. Moderator
  2. Assistant Moderator
  3. Formation Director
  4. Secretary

5. 2<sup>nd</sup> Delegate to Regional Council
  6. Alternate Delegate to Regional Council
  7. Treasurer
  8. Recording Secretary
- ❖ Formation Coordinators, Assistant Coordinators, and Instructors are not Council Members but are appointed by the Council.

### **1. Moderator/Prior/Prioress**

“Each Chapter Moderator is obliged to ensure that Chapter life is lived according to (1) the Rule of the Dominican Laity, (2) the Directory for the Province of St. Joseph, and (3) additional requirements issued by either the Provincial President and Council, or by the office of the Provincial Promoter. (*Torch-lites*, Oct-Nov-Dec 1997, p.1-2)

- ❖ Ensure members receive “due formation” (Code of Canon Law 329; Directive 1, p.9)
- ❖ Coordinates/oversees all the activities of the Chapter.
- ❖ Appoints committees for various Chapter Ministries.
- ❖ Schedules, with the Council, the Chapter meetings and Council meetings and conducts these meetings.
- ❖ Is a member, ex-officio, of all Chapter Committees with a vote.
- ❖ Prepares for and arranges elections of councilors by Chapter members, and Council officers by the Councilors. (Directive 8 & 9, p.17)
- ❖ Schedules council voting on admission of inquirers and advancement of novices and temporary professed. (Directive 8 & 9, p.17)
- ❖ Notifies candidates of their acceptance into the various stages of the formation program.
- ❖ Officiate the ceremonies of Reception and Profession.
- ❖ Is ex-officio (by virtue of the office) the first Delegate to the Regional Council
- ❖ Prepares an annual report, which is presented to the Regional Moderator. It is a summary of Chapter statistics, activities, developments, changes, etc.
- ❖ Ensures proper communications with the Regional Moderator, Provincial President and Provincial Promoter
- ❖ The previous Moderator is encouraged to attend Council meetings (without a vote) as an advisor.
- ❖ Moderator’s name is one of two names required on Bank checking accounts.
- ❖ Oversees financial records/Chapter finances.

### **2. Assistant Moderator**

- ❖ Aids the Moderator in the discharge of his/her duties.
- ❖ In the absence of the Moderator, assumes the role and responsibility of the Moderator, as needed, and whenever necessary.

### **3. Formation Director**

- ❖ “Forms adults in the Faith.” (Rule 11, p.5) with the cooperation of the full Council.
- ❖ In consultation with the Moderator and Religious Promoter, is responsible for implementing the instructional modules as designed by the Provincial Promoter and the Provincial Council Formation Committee.
- ❖ Coordinates the class instructors and the class meeting schedules
- ❖ Keeps record of inquirers/novices/temporary professed attendance (needed for report to Council when voting for admission or advancement).
- ❖ Presents candidates for admission or advancement to the Council after the formation team/committee reviews them. (Directive 2D, p.9)

- ❖ It must be understood that the Chapter Moderator is ultimately responsible for the implementation of the Formation program. (Canon Law 329 and Directive 1, p.9)
- 4. Delegate to the Regional Council**
- ❖ The Moderator is the First Delegate to the Regional Council by virtue of the Office of Moderator.
  - ❖ The 2<sup>nd</sup> Delegate to the Regional Council is an elected position unless the Chapter Council has voted (by request of Fr. Allen) for the Assistant Moderator to hold this position by virtue of the Office of Assistant Moderator.
  - ❖ Each Chapter has two (2) votes on the Regional Council
  - ❖ The Delegate/Representative to the Regional Council is expected to attend the Regional Council meetings and prepare a report to be presented at the next Chapter Council meeting.
- 5. Alternate Delegate to the Regional Council**
- ❖ The Alternate Delegate to the Regional Council is an elected position.
  - ❖ The Alternate Delegate is expected to attend Regional Council meetings, if possible. If either the 2<sup>nd</sup> Delegate or Chapter Moderator is unable to attend he/she has a vote at these meetings.
  - ❖ The Alternate Delegate is eligible to be elected to a position on the Regional Council.
- 6. Treasurer**
- ❖ The Treasurer along with Moderator's name is on Bank checking accounts. Is authorized to issue checks upon approval of Moderator (and/or Council) for Chapter business.
  - ❖ Maintains the checking account deposits, withdrawals, and balances.
  - ❖ Is responsible for financial reports to the Chapter Council. Prepares and presents a current financial report at all Council Meetings. Name is removed from bank account(s) upon completion or termination of Council position.
  - ❖ Is responsible for collecting and distributing all monies, and oversees all Chapter accounts.
  - ❖ Checks need only to be signed by Treasurer.
  - ❖ Reports may be monthly, periodically or annually as decided by the Chapter Council.
- 7. Secretary/ Recording Secretary**
- ❖ Each Chapter determines which duties which secretary carries out.
  - ❖ Keeps minutes and attendance of all Chapter and Council meetings.
  - ❖ Presents Council meeting minutes to Council for approval at the next Council meeting.
  - ❖ Sends copies of the minutes, in a timely fashion to the Provincial Promoter, Provincial President and Regional Moderator.
  - ❖ Presents the Chapter Moderator with a copy of the approved minutes for the Chapter's files/records. These same records are to be kept by the Chapter secretary until such time as they are passed on to their successor.
  - ❖ All secretaries should send expeditiously any death notices to *Torch-lites* Office so they might be printed in the following issue. Notice should include date of death.
  - ❖ Conducts Chapter correspondence, unless Moderator and Council make other arrangements.
  - ❖ Prepares Chapter Newsletter in consultation with the Moderator.

**B. CHAPTER ELECTION GUIDELINES – VOTING FOR COUNCIL MEMBERS** (see

Directive 8 & 9, pp.17-18)

**1. Pre-election Process**

At the Chapter meeting prior to election, the Moderator will have a list of all members who are eligible to serve on the council. “Only those who are professed are permitted to vote. Only those who are Perpetually Professed are eligible to be elected.” (Directive 8, p. 17) **All Perpetually Professed members are expected to be willing to serve.** No one should declare their intent to run or not prior to the elections, allowing the Holy Spirit to work within our elections.

*see #2 below*

On Election Day, the names of those on the eligible list who are not present will be removed from the list prior to holding the election. **A member MUST be present at time of election in order to be elected**, and be up-to-date with all their dues. Immediately after the election if the person elected feels that he/she is unable to serve they declare at this time, but not before the elections. If this should occur, another balloting must take place immediately.

In the case where the Moderator’s term is completed, his/her term must expire then the Sub-moderator will conduct the elections for a Councilor shortly thereafter.

**2. Chapter Elections – Voting Process/Procedures** (see Directive 8 & 9, pp.17-18)

Those eligible to be elected are Perpetually Professed members unless the Provincial Promoter has granted special permission to include Temporary Professed members (Chapter must request this in writing with good reason for the request). Those eligible must agree to run and must be in attendance at the election meeting. Absentee voting is NOT permitted ~ Voter must be present at time of election. Chapter voters elect an eligible person to the Chapter Council.

*7/30/00  
Roby*

*\*  
↓  
correction  
made at  
10/14/00 N.E.  
Regional  
Meeting*

**3. Post-Election Guidelines for Reporting Results of Elections.**

“Chapters are to follow the norms and directives of the Province of St. Joseph as they appear in *The Rule and Directory*. All election results are to be mailed to the Provincial Promoter immediately for approval. The report should include the names as they appear on the ballot (Actual voting ballots are blank) as well as number of voters, the names of those who received votes and the number of votes tallied (including blank ballots). Simply stated, a complete report of the election process from beginning to end is required. If a chapter does not hear from the Provincial Promoter within one month you may presume that he has approved the elections. The Provincial Promoter will confirm elections in writing. The election report should be submitted to the Provincial Promoter on a separate sheet of paper.” (From the Chapter minutes) (*Torch-lites*, Jul-Aug-Sep, 1998) Election Report Form approved by the Provincial Council should now be used to report elections. (Please see approved form, Appendix O, p.51)

**C. COUNCIL ELECTIONS GUIDELINES – VOTING FOR OFFICERS(S)**

The Councilor(s) elect – after approval of the Chapter’s election of councilor(s) by the Provincial Promoter – at the next Council Meeting after approval is received, will then elect from amongst themselves (the Councilors) the Council Offices that are vacant following the *Rule and Directory*. Post elections as #3 above.

**1. Order of Council Officer(s) Election:** There should be an order to follow when there is an election of a Moderator. Council members should use wisdom and discretion when deciding the order of electing Council Officers.

- |                        |   |                        |
|------------------------|---|------------------------|
| a) Moderator           | d) 2 <sup>nd</sup> Delegate to Regional Council | g) Treasurer           |
| b) Assistant Moderator | e) Alternate Delegate to Regional Council       | h) Recording Secretary |
| c) Formation Director  | f) Secretary                                    |                        |

*revised + red 7/8/00*

## 2. Religious (Spiritual) Promoter – Re/Appointment Process

(see Rule 21C, p.8; Directive 12, p.20; Directive 10, p.18)

The following procedure is followed when a Religious Promoter is appointed:

- a) “Renewal of a Spiritual Promoter is not automatic. The Chapter and Chapter Council should examine their records and consult the Spiritual Promoter as to his/her willingness and availability to serve for another term. Request for renewal should be sent to the Provincial Promoter in letter form. Do not include this request in the Chapter minutes ~ it must be submitted separately so that a copy of the request can be submitted with the appropriate documents to the Prior Provincial for his approval.” (*Torch-lites*, Oct-Nov-Dec, 1997, p.1)

When a Religious Promoter is considered for appointment or reappointment for a term of three (3) years, the process remains the same as for a first time appointment.

The Religious Promoter’s term is for three years and is reviewed prior to the end of term for possible renewal. The Religious Promoter’s term may be for an unlimited number of terms.

Chapter members have input in this process, and their recommendation is presented to the Council for consideration. Upon a vote by the Council recommending an individual a letter of consensus is sent to the Provincial Promoter, who then reviews the individual’s credentials and makes a recommendation to the Prior Provincial for a final decision. The Prior Provincial completes the form and mails to the Religious Promoter elect and sends a copy to the Provincial Promoter.

Religious Promoter assists the members in doctrinal matters and spiritual life (Rule 21C, p.8) and is expected to attend Council meeting in an advisory capacity (voice but no vote). The Promoter may be a priest (religious or diocesan), religious brother or sister, or a deacon. (Directives 12, p.20; *Torch-lites*, Oct-Nov-Dec, 1997)

## D. REGIONAL AND PROVINCIAL GOVERNMENT

### 1. Regional Council

- a) The Regional Council consists of Chapter Moderators and their Chapter’s Representative(s). Each Chapter has two votes on the Regional Council.
- b) The New England Regional Council meets twice a year. It is made up of two voting delegates and one alternate delegate from each chapter in the Region. The first delegate is the Moderator from each Chapter. The second delegate can either be the sub-moderator or elected from the Chapter Council membership according to each Chapter’s by-laws. An alternate shall be elected to assure two voting members in case the first or second delegate cannot attend the Regional Council Meeting.
- c) The New England Regional Council handles any concerns brought to them from their Provincial Council Delegates. They also handle any chapter concerns within their Region. They have periodic Regional Teaching Days in place of or within a Regional Council Meeting.
- d) Stipend guide for Regional Council Meetings:
  - (1) Provincial Promoter \$150 plus travel.
  - (2) Room use donation as appropriate for meeting room.
- e) The Geographic area of the Saint Joseph Province (North to Mid Eastern part of the United States). All the New England states and Saratoga Springs, New York are in Region I. Region I has 8 Chapters, 2 Pro-Chapters, 2 Satellite Chapters.

- f) Names of the Chapters are:
- (1) Mother of God Chapter, West Springfield, MA  
Satellite Chapter, Newton, NH
  - (2) Our Lady of the Sacred Heart Chapter, Saratoga Springs, NY
  - (3) St. Mary's Chapter, New Haven, CT
  - (4) St. Rose of Lima Chapter, Fall River, MA
  - (5) Providence College Chapter, Providence, RI
  - (6) St. Thomas Aquinas Chapter, Providence, RI
  - (7) St. Dominic Chapter, Dover, MA  
Two Hearts of Jesus and Mary Satellite Chapter, Biddeford, ME
  - (8) St. Monica Chapter, Barre, VT (Inactive)
  - (9) Two Pro-Chapters:
    - a) Community of the Resurrection, Casco, ME
    - b) Our Lady of Mercy, Norfolk, MA

## 2. Regional Council Government (Directive 11, pp.18-19)

“Each chapter within the Province shall elect its officers from among the council membership. The Moderator shall be a member of the Regional Council. One (1) Delegate and an Alternate shall also be elected to serve on the Regional council. Each chapter within the region shall have the right to have two (2) votes on this council. The Regional Council shall elect from among its membership a Moderator who becomes first Delegate to the Provincial Council. Other officers may also be elected as determined necessary to carry out the administration of the regional area. The council shall elect two (2) other Delegates elected to the Provincial Council as well as two (2) Alternates. Each region has the right to have three (3) voting members as their representatives to the Provincial Council.” (see *General Information and Guidelines*, Appendix M, p.41)

## 3. Regional Council Elections

The following Regional Council Officers are elected by the Regional Council.

- a) Moderator
- b) Assistant Moderator
- c) Third Delegate
- d) First Alternate Delegate to Provincial Council
- e) Second Alternate Delegate to Provincial Council
- f) Regional Treasurer
- g) Secretary (may be appointed)

### Job Description for Officers:

#### a) Regional Moderator

##### Responsibilities:

1. Schedule, draw up agenda and preside over Regional Council meetings.
2. Retain Regional records and correspondence as it pertains to chapters within the region.
3. Serve as first Delegate to Provincial Council. Prepare and present oral report summarizing activity within region and individual chapters on an annual basis.
4. Monitor life within chapters and Satellite chapters in region and visit them with Provincial Promoter whenever possible.
5. Maintain communications between individual chapters and Provincial Promoter, monitor needs of said chapters and address requests for intervention.
6. Assign individual duties for committee members and sit on all committees.

7. Monitor formation within chapters and coordinate inter-regional resources as pertains to formation material.
8. Oversee budget and assist Treasurer in disbursing funds as necessary.
9. Design a report form for each chapter in the region to fill out the first of the year for information for his/her report to the annual Provincial Council Meeting.
10. Compiles an annual report to be given at the Provincial Council Meeting with written copies to the Provincial Promoter and Provincial Council Moderator (President).
11. Brings all concerns from the chapters in the region to the Provincial Council
12. Brings all Provincial Council concerns and information to the chapters in the region.

**b. Assistant Moderator**

Responsibilities:

1. Delegate elected as Assistant or Sub-Moderator should be able and willing to assume duties of Regional Moderator whenever possible.
2. The Assistant Moderator also serves as second Delegate to the Provincial Council and attends the annual Provincial Council meeting.

**c. Third Delegate to the Provincial Council**

Responsibilities:

1. Attend annual Provincial Council meeting.
2. Study necessary items on agenda and prepare response to be discussed in council sessions.
3. Develop an understanding of chapter life throughout the Province; in each respective region; so as to address the needs of the diversified membership.
4. Participate actively at the regional level so as to bring the ideas/needs of the chapter members to the Provincial Council.
5. Willingly assume the responsibility to insure that council matters are kept in strict confidence. Discussions and deliberations often involve sensitive matters, which must remain confidential. Delegates must be above reproach in that area.
6. Delegates are responsible for their personal belongings in Washington. You must be able to carry luggage and climb stairs.

**d. Alternate Delegates ( 2) to the Provincial Council:**

Responsibilities:

In the event that any of the three delegates (Regional Moderator, Assistant Moderator, Third Delegate) are not able to attend a Provincial Council meeting the alternate delegates are expected to attend (with a vote) in their place.

**e. Treasurer**

Responsibilities:

1. Collect Regional Dues from the Chapters and maintain records
2. Prepare annual financial report for council.
3. Oversee collection of fees at Regional activities.
4. Disburse funds as directed by council/Moderator.
5. An understanding of accounting principles is a plus.



**f. Secretary****Responsibilities:**

Takes minutes of council meetings and sends copies to Regional Moderator, Provincial Council Moderator (President), Provincial Promoter, and all Chapter Moderators in the Region.

**4. Provincial Government**

Offices on the Provincial Council are the Provincial Moderator\* (President), Assistant Moderator (Vice President), Representative to the DLIPC, and Secretary (an appointed position). Each Region has 3 voting Delegates to the Provincial Council. The First Delegate to the Provincial Council is each Region's Moderator, each Region elects 2 other Delegates and 2 Alternates. Alternate Delegates vote on this Council only when they are replacing a Delegate at a Council meeting

\*The Provincial Council Moderator (President) serves as a Representative to the DLIPC (Dominican Laity Inter-Provincial Council.)

The Provincial Council is the governing body for the Dominican Laity of the St. Joseph Province. It meets once a year, usually in Washington, D.C. The Dominican Eastern Province is named the Province of St. Joseph. It is comprised of the following Regions:

Region 1 – New England Saratoga Springs, NY	Region 5 – Maryland Virginia Washington, DC
Region 2 – New York City Long Island Westchester	Region 6 - Ohio Kentucky
Region 3 - New York State	Region 7 – Michigan
Region 4 – Southern New Jersey Pennsylvania	

Each of the seven Regions of the Province of St. Joseph has three (3) delegates who represent their constituents and vote on this council (Rule 20c, Directive 11).

**5. Provincial Council Elections**

See *General Information and Guidelines* (Appendix M, p.41) For:

- ❖ Length of terms
- ❖ Responsibilities of the Provincial Council Offices.
- ❖ Provincial Promoter's role on the Provincial Council.
- ❖ Alternate Delegates are eligible to be elected to higher office (Regional or Provincial).

**6. Dominican Laity Inter-Provincial Council (DLIPC)\* Representation.** (see Appendix I, p.35)

The Provincial Council elects two (2) Delegates and one (1) Alternate Delegate as provincial representatives to the DLIPC. The Moderator of the Provincial Council is first Delegate to DLIPC, the Vice-Moderator is second Delegate and an Alternate is elected from the membership. Terms run concurrently with council positions held. (3 year term)

\*Dominican Laity Inter-Provincial Council is previously known as CANAM (Canadian-American Association of Lay Dominicans) was founded circa 1981. Their purpose is to promote and nurture fraternity among the Dominican Laity in the Provinces of the United States and Canada.

- 7. Provincial Promoter (And support of the Dominican Laity Provincial Office. (Rule 20B, p.7)**
- a. The Provincial Promoter is a Dominican priest who is appointed by the Prior Provincial to oversee all Dominican Tertiaries in the Province.
  - b. The St. Joseph Province Dominican Laity Office is the practical seat of the jurisdiction of our Chapters. It is through this Office and the Provincial Promoter that we are connected to the entire Dominican Family.
  - c. The Provincial Promoter takes part in the Dominican Laity Provincial Council meetings with a voice but no vote – except to break a tie.
  - d. He attends Regional Council meetings as often as his schedule permits.
  - e. He should be invited by the Chapter to do a Chapter visitation annually. (This is not done presently (1999) due to the Provincial Promoter’s other present assignments as Pastor and Prior.)
  - f. All reports of Chapter meetings, (council, etc.) are sent to him on a timely basis. Also, results of all elections, including names of candidates, number of votes for each, and names of those elected, including number of ballots for election, are sent to the Provincial Promoter for approval. (see Forms, Appendix O, p.51)
  - g. The Provincial Promoter obtains approval for Religious Promoters for Chapter. (see C2, p.17)
  - h. The Dominican Laity Office is located at the Dominican House of Studies, Washington, DC.
  - i. The Provincial Promoter oversees the marketing of Dominican Laity supplies, books, formation modules, scapulars, crosses, certificates, etc. (see catalog, Appendix Q, p.60) (The proceeds from these supplies are used to offset the cost of running the Third Order St. Joseph Province.
  - j. The Provincial Promoter oversees the publication of the St. Joseph Province Dominican Laity quarterly newsletter, *Torch-lites*.
  - k. All professed Tertiaries are assessed with annual dues, which is currently (1999) \$15.00, in order to financially support the Provincial Dominican Laity Office. The *Torch-lites* Newsletter is a benefit of this assessment. Thus the annual assessment may at times be referred to as “*Torch-lite* dues”. But it in fact is our Provincial assessment (dues).
  - l. He is available for Chapter and Regional retreats, Days of Recollection and/or Study, as well as conferences and congresses. (At this time, this is subject to his schedule at his present assignment as Pastor/Prior)



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**A. CHAPTER MEETING GUIDELINES***(Torch-lites, Jul, Aug, Sep 1982, p. 5 & 6)***The Nature and Life of the Chapters [From the Rule of the Dominican Laity]**

As they endeavor to achieve the sanctification of themselves and others, the Dominican Laity spiritually recall and live the paschal mystery of Christ the Lord. They try to carry out, enlighten and order temporal affairs, in which they are intimately involved, according to the Gospel; so that as true witnesses of faith, hope and love they may assist other laymen and women to fulfill the duties of their Christian lives.

Chapter Meetings Are:

1. An expression of our Dominican Community life style;
2. An expression of our spiritual ideas, ideals, values and goals;
3. An occasion of gatherings for the spiritual family of the Dominican Laity;
4. And the first encounter a new comer has with Dominicans in action.

Chapter meetings must not be an occasion of social gatherings solely, with extreme time given to tea, cookies and chit chat, but an experience toward spiritual development, a time for sharing, questions and answers, and for serious discussion.

Chapter Meetings – Chapter Life is suffering from:

1. A lack of understanding of the COMMITMENT to live the Dominican way of life;
2. A lack of enthusiasm in the life FREELY CHOSEN by God's grace;
3. A lack of a sense of COMMUNITY and COMMUNICATIONS with one another.
4. From INDIVIDUALISM versus COMMUNITY: avoid too much individualism; it only promotes egoism and destroys the community.

Chapter Council Meetings are to be held regularly, ideally, once a month. All Councilors are expected to attend and participate in discussions, deliberations and decisions.

Chapter meetings should be planned by the entire Council and its Religious Promoter, with the needs of the membership a priority. Meetings are a source of spiritual development through community prayers and mutual support in our constant striving towards perfection. Remember: Our Lord has commanded each of us to "be perfect, as your heavenly Father is perfect."

Chapter Meetings:

The Provincial Council believes that a format for spiritually fruitful meetings could be developed, remembering always that there must be freedom and flexibility to serve the needs of all Chapters.

Open meetings with prayer by Religious Promoter, prior/prioress (or one designated by one of the above.)

The prayer might be taken from:

1. Morning and Evening Prayer Book;
2. A reading from Scripture;
3. Other Liturgical sources and/or spontaneous prayer.

Allow a brief time to:

1. Introduce new-comers, visitors, guests;
2. Welcome back members who have been away;
3. Recognize those who are involved in some worthy apostolate;
4. Mention anything noteworthy and of general interest to membership.

Brief Business meetings:

1. Progress report of Chapter Apostolates;
2. Report on sick and absent members;
3. Report members who have passed away since the last meeting;
4. Activities since the last meeting – old and new business.
5. Upcoming events – retreats, days of recollection, etc. [Financial Report given annually, semi-annually, or when deemed necessary.]
6. Minutes of last meeting can be boring and time consuming (like attending two meetings simultaneously). A monthly letter can highlight the minutes of the last meeting quite adequately.

Spiritual Activities – Allow the greatest amount of time for these:

1. Spiritual talk by Religious Promoter, or invited guest speaker, or a member of the Chapter in the absence of the above. Topics should vary; being of a spiritual nature, scriptural, the Rule, lives of the Dominican Saints, Dominican Spirituality, prayer, etc.
2. Liturgical celebrations such as the Holy Sacrifice of the Mass, or Eucharistic adoration. Liturgies should be well planned and spiritually enriching. Emphasis should be on the Liturgy of the Hours.
3. Traditional devotion to the Rosary should not be habitually omitted, especially during May and October. A recommended practice might be to meet fifteen minutes prior to the meeting to pray the Rosary together.
4. Scripture sharing, perhaps as part of the meeting, or a cause for gathering at a time other than the Chapter meeting, is highly recommended. Consider also the use of the telephone for sharing of the Rosary, prayer, Scripture, etc.

Strive for Unity, Spiritual Growth, and solid Dominican Family Relationships. To involve EVERYONE (for all are needed, wanted, and important). If there isn't a task for everyone, then by all means, CREATE ONE.

## B. BRIEF HISTORY OF FORMATION PROGRAM

A brief history on the development of the St. Joseph Province Dominican laity Formation Program

The following are excerpts from letters written by Fr. Joseph P. Allen, O.P., Provincial Promoter, as published in the St. Joseph Province Dominican Laity *Torch-lites* Newsletters.

“The newly appointed Formation council and their initial meeting took place January 31 through February 3, 1985, at the Mother of God Monastery, West Springfield, Massachusetts. The selection of the membership was made after much consideration and discussion with various members of the chapters and with members of the Provincial Council. The present membership consists of the following: Fr. Joseph P. Allen, OP, Fr. Augustine DiNoia, OP, Fr. Gabriel O’Donnell, OP (Dominican House of Studies, Washington, DC), Josephine M. Kelly (Bayside, NY), Cynthia (Marcy) Mullen (Quincy, MA), Catherine Panza (Havre de Grace, MD), Paul Russell (Kendall Park, NJ), Mary Sheehy Annapolis, MD), and Doris Stukes (Washington, DC)” 1

“The working sessions of the Formation Council developed a program, which includes: lesson plans for postulancy, novitiate, temporary profession and on-going formation. Each of these sessions will develop materials for chapter members to read, study and reflect upon together.” 2

“During the month of February, 1986, the Formation council of the Province met at the Dominican House of Studies to evaluate the responses and to begin the Novitiate formation program which includes 10 sessions/modules.” 3

“In the presentation of these topics and the discussions which should be a part of the program at each chapter gathering, it is the option of the designers of this novitiate program that you will be building upon much of the materials previously developed during the six postulancy presentations. Therefore, it is obvious that this program must be preceded by the postulancy program.” 4

“We are all working together to develop this program which will hopefully produce more informed lay Dominicans... Again I wish to acknowledge with deepest gratitude the work undertaken by the Formation council and their commitment for the overall direction that this program is taking at this time. The cooperation of all chapters and tertiaries is so very necessary if the councilors are to continue with this urgent and very important work.” 5

### Footnotes:

1 *Torch-lites*, Apr-May-Jun 1985, p.1

2 *Torch-lites*, Apr-May-Jun 1985, p.2

3 *Torch-lites*, Jul-Aug-Sept 1986, p.1

4 *Torch-lites*, Jul-Aug-Sept 1986, p.2

5 *Torch-lites*, Jul-Aug-Sept 1986, p.3





**C. FORMATION PROGRAM MODULES****Postulancy/Inquiry – 8 Modules**

The following Modules must be covered in the postulancy/inquiry formation program.

- Spirit and Aims of St. Dominic (9 pages) Stukes
- Dominicans – People of the Word (10 pages) Mullen
- Dominicans as People of Prayer (29 pages) Russell
- The Practice of Lectio Divina (14 pages) O'Donnell
- Apostolate and the Lay Dominican (8 pages) Sheehy
- Study and the Lay Dominican (8 pages) Sheehy
- Community (12 pages) Maloney
- Lay Dominican Community in Practice (16 pages) Kelly

-\$11.00

**Novitiate – 1- Modules**

- History and Personality of St. Dominic (15 pages) Kelly
- History of the Dominican Order – Especially the Laity (12 pages) Mullen
- Dominican Rules and Statutes: Vehicles of Dominican Spirituality (9 pages) Mullen
- Government: Source of Dominican Spirituality (6 pages) Maloney
- Commitment to Community (5 pages) Russell
- Liturgical and Personal Prayer (32 pages) Kelly
- The Sacraments in Daily Life with Special Consideration to the Eucharist and the Sacrament of Initiation – RCIA (8 pages) Stukes
- Dominican Devotions: In-depth View (6 pages) Maloney
- Dominican Study (30 pages) Sheehy
- The Charism of Preaching (25 pages) Russell

-\$12.00

**On-Going/Temporary Profession:****1<sup>st</sup> Phase: 8 Modules**

- Introduction to Prayer and the Nine Ways of Prayer of St. Dominic (10 pages) Vesper
- Dominican Saints – Catherine de Ricci, Pope Pius V (10 pages) Ritti
- Spiritual Direction as a Help to the Individual and the Role of the Spiritual Director (23 pages) Sheehy
- Penitential Spirit: History and Contemporary Practices (8 pages) Maloney
- Contemporary Dominican – Mother Alphonsa Hawthorne (1 page) & Mother Mary Walsh (2 pages) Capelli
- Scripture Study Program (86 pages) Ryman

-\$20.00

Additional Scriptural packet to accommodate individual participation - \$2.00 per packet.

**2<sup>nd</sup> Phase: 8 Modules**

- Blessed Margaret of Castello (23 pages) Vesper
- Twentieth Century Dominican – Sr. Mary Dorcy, Henry Denifile, Sr. Susanna & Companions – Martyrs (8 pages) Capelli
- Rose of Lima (13 pages) Ritti
- Albert the Great (8 pages) Ritti
- Spiritual Direction for the Laity; Explanation and Practical Application (16 pages) Panza
- Liturgy of the Hours: A Lay Person's Understanding (22 pages) Panza

- A Personal Journey (20 pages) Panza
  - The Dominican Habit (18 pages) Sheehy
- \$10.00

3<sup>rd</sup> Phase: 8 Modules

- The Rule: An Historical perspective (65 pages) Flannery
  - Formation and the Rule (6 pages) Donnelly
  - An Introduction to Scripture: As Literature/As the Word of God (58 pages) Kelly
  - The Psalms (12 pages) Vesper
  - Bl. John of Vercelli (19 pages) Ritti
  - St. John Macias (6 pages) Ritti
  - St. martin de Porres (14 pages) Ritti
  - Christifideles Laici (4 pages) Stukes
- \$15.00

4<sup>th</sup> Phase: 14 Modules

- Ecclesiology (7 pages) Sweet
  - Mary and Vatican II (12 pages) Italiano
  - Sacraments: Baptism (10 pages) Stukes
  - Sacraments: Penance (10 pages) Maloney
  - Sacraments: Eucharist – A Sacrament of Love (7 pages) Panza
  - Sacraments: Confirmation – A Celebration of Initiation, Union, and Choice (11 pages) Panza
  - Sacraments: Holy Orders – A Sacrament of Ordained Ministry (14 pages) Panza
  - Sacraments: Anointing of the Sick (9 pages) Ritti
  - Formation and the Dominican Charism (10 pages) Donnelly
  - Introduction to St. Paul and His Travels (7 pages) Giacalone & Kelly
  - Chastity (12 pages) Ritti
  - The Foundations of the Catholic Teaching on the Virgin Mary (14 pages) Anon
  - Our Lady of the Rosary (7 pages) Anon
- \$15.00

**Format Guide for Each Session:**

Opening Prayer

- I. Review previous presentation/session.
- II. Statement of Goals for the given presentation topic.
- III. Outline of the Presentation.
- IV. Prepared questions as discussion starters accompany each session.
- V. Summary statements bring each presentation to a close.
- VI. Reference/Resource Materials.
- VII. Bibliography.
- VIII. Handouts of “Outline of next presentation” given out at end of current session.

Closing Prayer

## **D. TERMS OF FORMATION PROGRAM DIRECTOR, COORDINATOR AND INSTRUCTORS**

Unlike the Formation Director who is elected by the Council, the Formation Coordinators and Instructors are elected/appointed by the council for a three year term and may be reappointed/re-elected for a second consecutive three year term.

Formation Directors, Coordinators and/or Instructors are in no way to be thought of or considered “Religious Promoters” (Spiritual Directors).

The following are excerpts by Fr. Joseph P. Allen, O.P., Provincial Promoter, letters as published in *Torch-lites* Newsletter.

“Each of these topics have been developed by members of the Formation Council. The materials demonstrate a sense of each writer’s personality and yet leave enough freedom for the chapter formation teams to develop their own creative style of presentation. These formats are not in any way intended to create the impression that we have done all the work for you. We have simply developed a program that will hopefully assist you with the formation program and planning that properly belongs to each chapter’s formation team.” (*Torch-lites*, Jul-Aug-Sep 1986, p.3)

“The postulancy materials should be used by the postulant director for all new members coming into the chapter. No one should be received in the future without having been instructed with the use of the present postulancy formation material, and all receptions should be postponed until the candidate has been instructed with these materials. The postulancy classes in the future should be conducted outside the regular chapter meeting.” (*Torch-lites*, Jul-Aug-Sep 1986, Vol. 21, No. 3, p.2)

“It was further considered that individuals might be asked to keep a private journal of their life happenings during this period of the novitiate. This would be beneficial not only to them in their formation as Dominicans but would allow for a greater response input when sending in questionnaires for evaluation.” (*Torch-lites*, Jul-Aug-Sep 1986, p.3)

“In the future of the Province of St. Joseph there are to be no receptions and professions without having used the appropriate sessions for each of the respective formation stages.” (*Torch-lites*, Jul-Aug-Sep 1988, Vol. 23, No. 3, p.7)

## **E. EVALUATION OF CANDIDATES IN FORMATION PROGRAM**

“The candidate has been faithful in participation in Chapter life.” (p.9, Directory 2.c.)  
The following would apply to candidates as well as those in leadership roles.

### **READINESS/GROWTH:**

- Are there signs of appropriate readiness/growth?
- Any factors that might indicate a person is not ready/qualified?
- Does person have good references/reputation, etc.?

### **FORMATION:**

- Has attendance been faithful?
- Does the person manifest evidence of humility, and respect for authority.
- Does the person display a reasonable grasp of the material?
- Has the person completed the entire program?
- Have all assignments/readings been done?
- Have there been indications of an eagerness/interest to learn about Dominican way of life?

### **COMMITMENT:**

- Is person familiar with Lay Dominican Rule?
- Is person seeking conversion/growth in holiness?
- Does person work at his/her vocation?

### **PRAYER:**

- Is the person prayerful?
- Does the person practice personal prayer?
- Does the person pray the Liturgy of the Hours?
- Does the person receive the sacraments regularly?
- Does the person attend Mass frequently, even daily?

### **APOSTOLATE:**

- Does person participate in Apostolate activities?
- Does person have a sense of mission proper to Lay Dominicans?

### **STUDY:**

- Is the person open to learning more about Dominican way of life?
- Is person open to growing in understanding of faith?
- Does the individual show signs that he/she reads, studies, takes courses, etc.?

### **COMMUNITY PARTICIPATION:**

- Does person contribute to/participate in community?
- Is person disruptive? Have negative influence?

## F. STIPEND GUIDE

A Proposal that was given to the Provincial Council and approved by them regarding stipends to be given for various functions.

Pre-note: A workman is worthy of his hire.

When a Chapter hosts a meeting, other than its regular monthly meeting, the members should be aware that there are definite expenses connected with the use of that facility, for example, electricity, setting up the room and clean up after the event. Therefore, it is only just that a stipend be paid to the host location for the use of the facility.

SPACE:	If one room is used	\$ 25.00
	If a workshop is held, for example, Using the Church Hall.	\$ 100.00
SPEAKERS:	For a one-day workshop	\$ 150.00 (Plus travel expenses)
	For a three-day workshop	\$ 300.00 (Plus travel expenses)
	For a week-long retreat	\$1000.00 (Plus travel expenses)
CHAPTER VISITATIONS:		\$ 50.00 (Plus travel expenses)

If the speaker comes from a distance, travel expenses should be added to the above figures.

A chapter should also give a stipend, perhaps on an annual basis, to the facility where the monthly meetings are held. This is only just, because there are expenses connected with the use of the facility, if only the electricity used while the meeting is in progress.

A chapter should show its appreciation to the Religious Promoter (Spiritual Director) for all the time and effort he/she puts into preparing for the monthly Chapter Meeting. The Chapter should consider giving a "gift" once a year, to the Religious Promoter, in lieu of a monthly stipend.

**G. DESCRIPTION OF MINISTRIES**

- (1) **Acolyte Coordinator (Sacristan):** On day meeting, prepares the sanctuary for the Chapter's monthly Eucharistic celebration. Also, makes sure Altar Servers and Cross-Bearer are present. Makes sure "Prayer of the Faithful" is prepared. Cleans up after celebration of Mass. Also, trains future acolytes.
- (2) **Archivist:** "Each Chapter establishes an archive and designates a chapter member as the archivist. This proposal was presented to the Provincial Council and endorsed by them. "May I now request that this position be added to the function of one of the councilors and that a monthly report be sent to my office for the Provincial Office of Archives." (*Torch-lites*, Jul-Aug-Sept, 1989, p.1)
- (3) **Books and Supplies Coordinator**
- (4) **Car Pool Coordinator:** Keeps a list of travelers, assigns drivers and passengers when Chapter members travel to various events.
- (5) **Eucharistic Vigils Coordinator**
- (6) **Eucharistic Adoration Coordinator**
- (7) **Formation Program Coordinators/Instructors:** The terms are the same for Coordinators and Instructors as for Council members (three years, and no more than two consecutive three year terms).
- (8) **Fund Raising Coordinator(s)**
- (9) **Housekeeping Coordinator**
- (10) **Hospitality Coordinator:** Coordinates kitchen helpers and refreshments on Chapter meeting days. Plans for refreshments on Profession Days, Days of Study/Renewal. Cleans kitchen area after conclusion of meeting.
- (11) **Inactive Members Coordinator:** Contacts inactive members by letter, phone call, or visit.
- (12) **Intercessory Prayer Network Coordinator:** Keeps a list of certain members who have volunteered to be on the special Intercessory Prayer Telephone Network. Receives requests for prayers, and then contacts volunteers to request prayers.
- (13) **Introductory Team Coordinator**
- (14) **Lectio Divina Coordinator**
- (15) **Librarian:** Must be sure that all books (audiocassettes, videotapes) in the library are approved by the Roman Catholic Magisterium. May also catalog the books and materials.
- (16) **Liturgical Coordinator:** Contacts Eucharistic Ministers, Lectors/Readers, Gift Bearers in advance of Chapter meetings.
- (17) **Music Director:** Selects music for Mass at monthly Chapter meetings, Liturgy of Hours and special occasions. Conducts rehearsals with choir members.
- (18) **Newsletter Coordinator:** Makes copies of Newsletter for mailing. Makes sure envelopes have correct addresses, zip codes, etc. on mailing labels. Stuffs envelopes and takes to Post Office for mailing.
- (19) **Nursing Home Coordinator:**
- (20) **Publicity Coordinator:**
- (21) **Retreat Planner:** Contacts various Retreat houses for cost information and availability for Chapter's annual retreat. Presents information to Council ~ the Council makes the final decision as to where the Retreat will be held and the schedule for retreat. The Planner is responsible for room assignments, etc.
- (22) **Rosary Coordinator:** Request volunteers to pray a decade (or lead) of the rosary prior to the celebration of the Eucharistic Liturgy. Trains volunteers to lead the rosary.
- (23) **Pilgrimage Coordinator**
- (24) **Social Secretary**
- (25) **Study Group Coordinator**

- (26) **Telephone Network Coordinator:** Keeps a list of all members, assigns certain members to be “captain” of three or four members to contact when a Chapter meeting may be cancelled due to inclement weather. Also, to notify members of the death of another member. And for other important Chapter needs.
- (27) **Volunteer Coordinator**





## H. ROLE OF THE PROVINCIAL COUNCILOR

(*Torch-lites*, Apr-May-Jun 1982, p.5)

(See also Regional and Provincial Government, *General Information and Guidelines*, Appendix ,p.4)  
The fundamental Rule [Acts General Chapter 1968]

### PREAMBLE

The Christian laity living in the world, fulfilling the grace of their baptism, are called that they may bring about a vital presence of Christ in people's lives and through them the divine message of salvation may be known and accepted by all people throughout the world (Decree on the Lay Apostolate, #3). They fulfill their appropriate role by working for the sanctification of the world from within the world.

Those who, through a special grace of the Holy Spirit, are joined to the Order of Preachers to achieve Christian perfection are called Dominican Laity. As they share in the mission of this Order, they are united with and form one family with the other members of the Order.

They are characterized by a distinctive form of the spiritual life and are bound to the service of God and neighbor according to their rule under leadership and supervision of the Order.

The Dominican Laity Provincial Councilors are members of Chapters within the Province who have been elected by due process within geographical regions to represent their brothers and sisters at the administrative level with the Provincial Promoter.

Those serving in the role of Councilor offer themselves, talent and time for the individual and collective needs of the Dominican Family within the Province. Following the example given by our Holy Father Dominic, they are to be people of all seasons, always ready to meet the needs of the Order and the Church, willingly serving with Christ-like charity. A councilor does not look to be served but rather accepts the opportunity to serve and carry out the fullness of those ideals of Dominic and our tradition.

Furthermore, the Councilor is fully acquainted with the Dominican membership and each of the Chapters within their respective regions, to facilitate their needs and desires. To expound on these needs and desires at Provincial Council meetings, it is necessary that the Councilor visit and listen to the Chapter membership as well as those comments, observations and suggestions proposed by Chapter Councils. It is imperative that the Councilors be knowledgeable if they are to be sensitive to the needs and responsibilities of living our Dominican ideals in the twentieth century.

In imitation of our Holy Father Dominic, the directive to contemplate must be followed diligently and a great willingness must be present to put forth the fruits of this contemplation into activity for the honor of God, the good of our souls, and the glory of the great Dominican Order. To this end it is necessary that the Councilors be able to identify with the Chapters in their region. This would facilitate programs of combined retreats, days of recollection and the sharing of apostolates.

The Provincial Councilor, representing the Provincial Promoter, receives the delegation from the Provincial Council and Promoter to visit the Chapters, to suggest, help and implement apostolates, be they Chapter, Regional or Provincial level within their region, to arrange conference days, to share ideas, ideals, and accomplishments, as well as to draw from the abundance of spiritual wealth that is

available to us from each other. This offers the opportunity for sharing the ideals of Dominic with our fellow Dominicans and introduces others to our Dominican way of life.

A Councilor must be prepared to propose in policy, not change for the sake of change, but to give consideration to change that would be advantageous to fostering a greater love for and understanding of Dominican Spirituality. That is, change of a concrete nature that would be beneficial to all Dominicans seeking sanctification, our primary aim, and union with God, under the guidance of the Dominican Order.

Provincial Councilors must be ever conscious of the prevalent pagan spirit enticing men and women to live their lives in keeping with the trend of the world, forgetting completely that the cross of Christ had been set upon this terrestrial globe.

Our vocation is to Holiness and every avenue towards this goal must be explored and, if possible, on the Provincial level, it must be discussed and weighed for its spiritual value and if deemed advantageous to our sanctification, it is then passed on to our tertiaries for consideration.

**I. DLIPC (Dominican Laity Inter-Provincial Council)**  
(Formerly known as CANAM – Canadian-American)

“1988 Canadian-American Association of Lay Dominicans Report (CAN-AM); she requests further input from the laity on the “Proposal of the 1988 General Chapter”. (*Torch-lites*, Jul-Aug-Sep 1989, p.3)

CAN-AM Association Meeting “Lay Dominican Provincial representatives from across the United States and Canada met for their annual conference at the Dominican House of Studies in Washington, DC, November 7-10, 1991. Under the direction of President Doris Stukes, participants collaborated in evaluating past CAN-AM activities, its present purpose, and in planning future long-range goals. They developed and affirmed the following fifteen Association goals.

1. Development:
  - A. Increase appreciation of the universality of the Church, the Order and the Lay Dominican vocation.
  - B. Support initiatives that enrich the spiritual, organizational, educational and apostolic life.
  - C. Identify topics and goals for formation.
  - D. Encourage Dominican Laity to be educated and active in the areas of evangelization and contemporary moral issues.
2. Collaboration:
  - A. Promote interpersonal and communal bonds among leaders of the Lay Dominicans.
  - B. Revitalize the CAN-AM Conference leadership’s commitment to contemplation, study and apostolic activity.
  - C. Facilitate communication understanding and appreciation among the Lay Dominican provinces.
  - D. Examine a range of issues and problems that exist among the provinces in order to aid representatives to reach effective solutions in their provincial council deliberations.
  - E. Create vision of the dignity and character of the Dominican Laity, and its call to the apostolic vocation, to inspire and challenge growth beyond the bonds of local chapters and provinces.
  - F. Nurture collaboration of the Dominican Laity with other branches of the Order.
  - G. Represent the Dominican laity as its voice at select meetings.
  - H. Share resources of personnel, materials, media, etc.
  - I. Encourage each province to find innovative ways to implement the four priorities of the Order.
3. Promotion:
  - A. Educate the other branches of the Order concerning the validity and authenticity of the Lay Dominican vocation.
  - B. Encourage and assist the provinces in the formation and development of vocations and new chapters.

CAN-AM representatives agreed to meet in 1992 in conjunction with Congress ’92 in New Haven, CT.” (*Torch-lites*, Jan-Feb-Mar 1992, pp.13-14)

“The following is a summary of the Nov. 7-10, 1996 meeting of the Dominican Laity Inter-Provincial Council (DLIPC) written by Fr. Joseph P. Allen, O.P., St. Joseph Province Provincial Promoter: ‘The Dominican Laity Inter-Provincial Council (DLIPC) is a Conference of Provincial Promoters from each of the four American Provinces and the Canadian Province along with the Presidents and Delegates of each of these provinces. This group has been meeting since 1981 on an annual basis and decided in 1994 that we should meet every other year moving around the various provinces.

The purpose of these meetings is to share ideas and discuss programs that relate to our Dominican ideals and charisms. It is hoped that this collaboration will help all provinces better understand each other and share common concerns” (*Torch-lites*, Jan-Feb-Mar 1997, p.16)

## J. OPUS (Order of Preachers in the United States)

“The purpose of Project OPUS is to gather the scattered histories and accounts of the whole Dominican Family in the U.S., including the Laity.” (*Torch-lites*, Jul-Aug-Sep 1989, p.16)

“The Dominican Leadership Conference, at its meeting held last October [1989], in Convent Station, NJ, renewed a generous grant for the Project. The group’s executive committee requested that congregations and provinces add to the grant, and the work of Project OPUS continues to be enthusiastically supported.

The OPUS team, which is researching and developing for the first time a unified written history of all branches of the Dominican Order in the United States. Sr. Nona McGreal, director of the Project, has completed a contributory study of twelve Dominican friars from Europe, who came to serve in this country before the foundation of the Province of Saint Joseph. Lay initiative on the part of Irish Catholics led Bishop John Carroll to assign the first of these men to Philadelphia in 1789. The stories of these early preachers are moving and very human, some exercised their ministry only a short while before being struck down by yellow fever. One of the Friars opened a parish school – the first free school in New York City – in 1800 at St. Peter’s Church on Barclay Street. This school must have been known to Elizabeth Seton, who was received into the Catholic Church there in 1805, and who initiated in Baltimore what later became the parochial school system in this country. Another early Dominican was appointed to the first Catholic parish in Washington, DC (then the “Federal City”) in 1794. The OPUS Project will be bringing to light many more facts such as these, and illuminating past labors of countless courageous persons, who, imbued with Dominic’s spirit and sense of mission, helped to lay the foundations of the Catholic Church in America” (*Torch-lites*, Jul-Aug-Sep 1989, p.14)

“Contained within this issue is a very interesting article by Anna Donnelly on Project OPUS. I asked that each chapter study this article carefully and explore the possibilities for offering assistance to Sr. Nona McGreal, O.P. with Project OPUS. It will be a most valuable source for American Dominican History in years to come. This effort is the first ever by anyone in the order to prepare a Dominican Family History in collaboration with each branch of the order. (Fr. Joseph P. Allen, OP, *Torch-lites*, Jul-Aug-Sep 1989, p.1)

Anna Donnelly suggests that each chapter establish an archive and designate a chapter member as the archivist. This proposal was presented to the Provincial Council and endorsed by them. Fr. Joseph P. Allen, O.P., “May I now request that this position be added to the function of one of the councilors and that a monthly report be sent to my office for the Provincial Office Archives.”

The following is the article written by Anna M. Donnelly, O.P.L. recommended for study:

“The Dominican story in the United States goes back a very long way: to the earliest days of the nation, when in 1786 the first Irish friar arrived in New York; and beyond that by more than two centuries to 1526 when Antonio de Montesinos, ‘the first voice for liberty raised in the New World’ reached the James River with a Spanish Colony. It is a story that has been told only in bits and pieces, but never in its cohesive wholeness” With this statement, Sr. M. Nona McGreal, O.P., of the Dominican Study Center in Chicago, opens her Proposal for a history of the whole Dominican Family in the United States.

Sr. McGreal goes on to say, “Some phases of Dominican history in the U.S. have been published in separate works concerning the friars of the province, certain congregations of women, a few monasteries, biographies of individual men and women, and the slim and scattered accounts of Dominican Laity. Some were written when archival records were severely restricted. Even the most scholarly works focused on one branch of the Order with little or no reference to others.” Sister affirms two needs

in the Proposal: the “need for a history of the Dominican family on mission in our nation, for the sake of our present and future service of the Church,” and the “need to bring together the many strands of life and ministry woven by friars and sister, cloistered nuns and Dominican laity within our culture.”

This enterprise is called Project OPUS (OPUS being the acronym for “Order of Preachers in the United States”); it offers an exciting challenge to the Order in the U.S., especially to the Dominican Laity whose story has not yet been recorded. Bishop (then Father) Edward Fenwick, founder of the Province of St. Joseph, in a letter dated March 3, 1807, seeks a friend’s advice on the Third Order: “I must beg your Reverence to give me some instructions on the Rosary and on your Tierce or Third Order, for I am really ignorant and know not how to instruct well those who wish to be admitted. I wish to know the particular privileges and indulgences, also the obligations and conditions requisite in members of it. I think the Third Order, if I understand it well, might be established with benefit to the pious people, and much to the honor of our Lord.”

Subsequent records in the 19<sup>th</sup> century are sparse, to say the least, yet lay chapters are known to have existed before the Civil War. How were these early lay Dominicans formed, and by whom? How did history, government, society, and culture influence them? What were their relationships with the other branches of the Order? How did the spirit of Dominic and Catherine move through them? Accounts of the 19<sup>th</sup> century tertiary piety and selfless service are beginning to be uncovered, from a lay community of catechists in Minnesota, to a public laundry in New York City operated to help the poor. These glimpses of our predecessors are sure to strengthen our own commitments today, and we can be touched by the graces which touched them. We can offer our own stories to future members of the Dominican Family, and to each other.

Thanks to Sr. McGreal, a research team representing the branches of the Order has been formed holding its first meeting in Chicago in July 1989. As a step in establishing the groundwork for the laity’s contribution to the research materials for Project OPUS, as many lay chapters as possible are asked to provide a one-page summary of their history (dates, principal apostolic activities, etc.). These, and any leads to Third Order history in this country may be sent to Fr. Joseph P. Allen, OP, or to Anna M. Donnelly (lay member of the OPUS research team) at St. John’s University Library, Jamaica, NY 11439. That our story may continue to be recorded, we are urging each chapter to designate an archivist who will see to the regular and orderly preservation of chapter records of events: history is replete with accounts of valuable records destroyed by fire and other damage.

Each member of the Dominican laity has a spirit-filled story to tell in the preaching, teaching and ministry of the salvation of souls. Let us begin.” (*Torch-lites*, Jul-Aug-Sep 1989, p.4)

#### **K. PRIORITIES OF THE ORDER (4):**

(89/88) Formation Priorities. The Order of Preachers which within the Church participates in the apostolic life (LCO 1 s), should always be in the act of mission (W 17) and situated on the frontiers (A 22).

In order to attain this end, we affirm, together with the last four general chapters, the four apostolic priorities, namely:

1. Catechesis in a dechristianized world, 2. Evangelization in diverse cultures, 3. Justice and Peace, 4. Human Communication through the mass media.

## L. GLOSSARY OF TERMS

**Archivist:** “This proposal was presented to the Provincial Council and endorsed by them. May I now request that this position be added to the function of one of the councilors and that a monthly report be sent to my office for the Provincial Office Archives...” (*Torch-lites*, Jul-Aug-Sep 1989, p.1)

**Angelicum:** The Pontifical University of St. Thomas Aquinas in Rome. It is one of the oldest seminaries in the world with the Faculty of Theology founded in 1577 there.

**Active Voice:** Temporary and Perpetually Professed who are permitted to vote. (Directive 8, p. )

**Apostolate:** An activity (either by action or prayerful support) which follows the command to love one’s neighbor as oneself.

**Associates & Affiliates of Religious Orders:** Lay persons who work to support the charisms of a Religious Order but are not members of the Order.

**CAN-AM:** Canadian American Association of Lay Dominicans. (Currently Dominican Laity Inter-Provincial Council – DLIPC)

**Cassate:** Action taken by the Provincial Promoter which makes an election null and void. (Example: invalid election, ballots that are not accepted.)

**Definitors:** Designated members of the general or provincial governing councils of some religious orders. Normally, definitors exercise an authority equal to and in conjunction with that exercised by the major superior, at least for the duration of the general or provincial chapters at which they have been elected or appointed. (*Catholic Encyclopedia*, Fr. Peter Stravinskias.)

**Directive:** A statute in the Directory of the Lay Dominicans of the Province of St. Joseph.

**Directory:** A group of statutes that are applicable to a particular Province.

**DLIPC:** Dominican Laity Inter-Provincial Council (formerly CAN-AM)

**Dominican Laity Office:** Main office of the Provincial Promoter located at the Dominican House of Studies, Washington, DC.

**Doxology:** A hymn or statement praising God.

**Indulgence(s):** Remission of the temporal punishments for sins, and therefore the giving of satisfaction owed God for one’s sin. Granted either after the sacrament of Penance or by perfect contrition. Plenary – all punishment remitted; partial – only part of that punishment is remitted. Plenary indulgences demand that one be free of all venial sin, partial indulgences do not. Indulgences are derived from the treasure of merits of the saints, from Christ Himself or from His Mother. (*Catholic Encyclopedia*, Fr. Peter Stravinskias)

**Magisterium:** The teaching office of the Church - The Holy Father our Pope and Bishops.

**Moderator:** Lay person elected by a council to lead the Chapter as Prior, Prioress, or President.

**OPUS:** Order of Preachers in the United States. The purpose of Project OPUS is to gather the scattered histories and accounts of the whole Dominican Family in the U.S., including the laity. (Appendix p.)

**Passive Voice:** Perpetually professed eligible to be elected to serve as a councilor or to an office.

**Postulancy:** Inquiry period in formation.

**Postulate:** Appointment of a third term after receiving an overwhelming majority of votes despite being ineligible. The outcome of such voting is submitted to the Provincial Promoter who approves or disapproves. If he approves, an appointment is made by the Provincial Promoter – the person elected is Postulated. This is only used when a need exists for a person to serve a third term, not because of popularity.

**Prayer Members:** Chapter members who are no longer able to attend regular meetings. They are still considered members of the Chapter. The Chapter maintains regular communication with them.

**Prior Provincial:** Dominican priest who oversees the entire Province of the Dominican Family.

**Prior:** Traditional term for male superior of a Monastery or Chapter.

**Prioress:** Traditional term for female superior of a Monastery or Chapter.

**Private Tertiaries:** Lay Dominicans who because of distance cannot be members of a Chapter. No one may, any longer, enter the Order with the intent of becoming a private Tertiary.

**Private Vows:** Lay Tertiaries may take private vows with the advice and consent of a confessor. For example, unmarried and widowed tertiaries may take a private vow of chastity perpetually and gain thereby the double merit of chastity and observance of a vow. (*Catechism of the Third Order of St. Dominic*, Fr. John C. Rubba, 1962, p.7)

**Pro-Chapter:** A group which is under the direction of the Provincial Promoter and has not existed long enough to be classified as a full Chapter.

**Pro-Rogue:** Extend an individual's term due to special circumstances for a specified period of time without an election or full three year term by the Provincial Promoter only.

**Promise:** A sincere declaration that is made to God in good faith and sincerity. It is not made under the penalty of sin and sin is not committed if one fails to keep the promise for some reason or other.

**Provincial Promoter:** A Dominican priest who is appointed by the Prior Provincial to oversee all the Dominican Tertiaries of the Province.

**Regional Dues:** Assessment by the Region to finance Regional operations. Each received and professed chapter member is expected to support their region.

**Religious Promoter:** Synonymous with Spiritual Promoter/Director. He/she serves the needs of the chapter. They are an ex officio member of the chapter council, with voice but no vote. May be a priest (religious or diocesan), religious brother, sister or deacon. He/she is not a spiritual director.

**Rule:** Way of life. *The Rule of the Lay Dominicans* is worldwide.

**Satellite Chapter:** A group of laity who are interested in learning about the Dominican Third Order and who want to eventually form a Chapter. Such a group is under the supervision of an established Chapter (Mother Chapter).

**Scrutator:** Counter of votes at elections.

**Secular:** Pertaining to those in the world versus those who are a Religious.

**Simple Majority:** One vote over half of the valid votes cast.

**Torch-lites Dues:** (Provincial Assessment): There is no dues for *Torch-lites*. This newsletter comes with your Provincial Assessment (Dues) and these dues help support the needs of the Third Order Province.

**Voice:** Election eligibility. Active – permitted to vote; Passive – eligible to be elected.

**Vocation:** A calling to a particular way of life. For Dominican Tertiaries, it is a special calling led by the Holy Spirit, to make a life commitment to the Dominican charism.

**Vow:** A vow is a solemn promise made to God. One is obliged to keep this vow and can only be released from it by the Church. A vow is made under the penalty of sin if broken. (A vow is a promise made to God and is binding. A promise is made to our Master General in the presence of God and is a serious commitment but not binding by the penalty of sin.)



## M. DOCUMENTS

### GENERAL INFORMATION AND GUIDELINES

#### A. Provincial Council Structure

The Dominican Eastern Province is known as the Province of St. Joseph. It is comprised of the following Regions:

<b>Region 1 -</b> New England Saratoga Springs, NY	<b>Region 5 -</b> Maryland Virginia Washington, DC
<b>Region 2 -</b> New York City Long Island Westchester Northern New Jersey	<b>Region 6 -</b> Ohio Kentucky
<b>Region 3 -</b> Western New York	<b>Region 7 -</b> Michigan
<b>Region 4 -</b> Southern New Jersey Pennsylvania	

#### B. Regional and Provincial Council Representation

1. Delegates and Alternate Delegates are elected for a three (3) year term. Delegates may serve a maximum of two (2) consecutive three year terms. Exception to this norm must be addressed to the Provincial Promoter who will evaluate the particular circumstances.

2. REGIONAL COUNCIL - (Rule 20c) Each chapter within the Province shall elect its officers from among the council membership. The Moderator shall be a member of the Regional Council.

One (1) Delegate and one (1) Alternate shall also be elected to serve on the Regional Council. Each chapter within the region shall have the right to have **two (2) votes** on this council.

3. PROVINCIAL COUNCIL - The Regional Council shall elect from among its membership a Moderator who becomes **first Delegate** to the Provincial Council. Other officers may also be elected as determined necessary to carry out the administration of the regional area. The council shall elect **two (2) other Delegates** for the Provincial Council as well as **two (2) Alternates**. Each region has the right to have **three (3) voting members** as their representatives to the Provincial Council.

**ELIGIBILITY:** Advancement to any leadership position can only be made after a candidate successfully completes the approved Provincial Formation Program. Any exceptions to this rule will be made by the Provincial Promoter with approval of council.

To be eligible for leadership advancement via election:

1. The candidate must meet all formation requirements **and be life professed.**
2. The candidate must be able and committed to meeting attendance, **and** active chapter/regional participation.
3. The candidate must be a supporting member of the Laity, having **paid** chapter, regional and provincial assessments.
4. The candidate must be **physically and mentally able** to assume the responsibilities of the position and **verbally state willingness to do so.**
5. The candidate must be **present** at the time of election.

The candidate must be an **active** member of the chapter council to advance to the Regional Council. The candidate must be an **active** member of the Regional Council to advance to the Provincial Council.

**RESIGNATION:** By virtue of the office, the **Moderator** is **first Delegate** to the designated council. Should the Moderator resign, and the remaining term of office is less than six (6) months, the Vice Moderator succeeds the Moderator and assumes all the duties of the Moderator including first Delegate position to the appropriate council, until the next scheduled election.

**NOTE:** When a council member resigns from a lower council position the higher council position is also vacated. Replacements for these positions should be elected within six months.

**When a lower council position is vacated because of end of term (or in-eligibility) the higher council position takes precedence.**

## **C. NATIONAL AND INTERNATIONAL REPRESENTATION:**

The Provincial Council elects **two (2) Delegates** and **one (1) Alternate** to the Dominican Laity Inter-Provincial Council (DLIPC). The Moderator of the Provincial Council is the first Delegate to DLIPC, the Vice Moderator is the second Delegate, and an Alternate is elected from the membership. Terms run concurrently with council positions held.

## D. COUNCIL DUTIES AND RESPONSIBILITIES

1. As a unit, it is the primary duty of a Regional or Provincial Council to promote, develop, strengthen and co ordinate the goals of the Dominican Laity Chapters in unity and unison with the Provincial Promoter of the Province. The councilors represent the chapters in decision making, discernment and lay vocation to the Dominican life, with its call to prayer, study, community, and the apostolate. They should have a fine sense of integrity and discretion. They should hold office by virtue of leadership and generosity in service, rather than by default.

2. **Council Moderator** is a decision making role with the approval of the appropriate council.

A. Serves as Chairperson of the Council and presides over meetings held.

B. Names the committees necessary to the performance of business, with the approval of the council.

C. By virtue of the office, the Moderator is a member of every committee within the council. The office of Moderator carries voting privilege.

3. **Vice Moderator** :

A. Assumes all the duties of the Moderator in his/her absence.

B. Assists the Moderator in performance of duties.

C. May act as Chairperson of such committees as the Moderator requests.

4. **Secretary** is an administrative position within the council.

A. Records the minutes of the council meeting.

B. Publishes the minutes for the records and distribution to the council members in a timely manner.

C. Handles such correspondence as directed by the Moderator.

D. Updates and maintains a current list of delegates to the council.

5. **Provincial Council Business**

The Provincial Promoter represents the Prior Provincial and with full right takes an active role on the Provincial Council of the Laity without vote (except to break a tie).

A. Delegates are communication links to and from the Regional and Provincial Councils.

B. The Moderator or primary Delegate from each Region shall submit an annual report of membership growth, chapter visitations, and any other information requested pertaining to chapter status within their respective areas of responsibility. The oral report should be a synopsis of the written report and should not exceed ten minutes.

C. A detailed report for each chapter with a regional summary is submitted to the Moderator of the council prior to the meeting. That date is announced via Provincial correspondence.

A detailed written report is submitted to the Provincial Promoter at the Provincial Council meeting.

### ATTENDANCE AT PROVINCIAL COUNCIL MEETINGS:

Delegates to the Provincial Council who have not attended in the first two years of their term will not be invited back to attend the third (final) year of their elected term.

Councilors are to submit to the Provincial Promoter, and Provincial Council Moderator, in advance of a provincial meeting, any subject or item they deem appropriate for discussion, guidance, and benefit to the Dominican Laity. Problems of a serious nature which cannot be resolved on a chapter or regional level may be brought to the attention of the Provincial Council through the Provincial Promoter either by chapter council or by an individual member.

### **Transfer to/from Satellite Chapter**

As with all transfers within the Province of St. Joseph, the approved transfer form must be completed. If the member is transferring FROM the satellite chapter to another satellite, pro-chapter, or established chapter, the Moderator of the "home chapter" completes the transfer form and forwards it to the appropriate chapter. If the member of a pro-chapter, or established chapter wishes to transfer TO the satellite chapter the Moderator of the established chapter forwards the transfer form to the Moderator of the "home chapter". If an INACTIVE or PRIVATE member wishes to transfer to the satellite chapter, only the Provincial Promoter with the consent of the Regional Moderator can grant permission.

Caution must be exercised whenever Life Professed members request transfer into satellite chapters.

### **Satellite chapter Location/Supervision/Chaplain**

These newer satellite groups can meet wherever convenient; however, religious locations offer the opportunity for celebration of liturgy and Eucharist adoration. Churches, monasteries and convents would be locations of choice whenever possible.

Since the Moderator of the "home chapter" receives and professes the members of the satellite chapter and oversees the membership with the council of the "home chapter", ultimate responsibility for the satellite chapter lies within his/her jurisdiction.

The membership of the satellite may choose to appoint a coordinator, or responsible person, from among the membership, to facilitate chapter activities. This person should be approved by the "home chapter" council.

The satellite members should choose someone to record the minutes of each meeting and assign other responsibilities as needed.

A copy of the minutes from each meeting should be forwarded to the Provincial Promoter, the President of the Provincial Council, and the Moderator of the "Home Chapter" on a monthly basis.

A Religious Promoter/Chaplain for the satellite chapter is an important person in the life of the community. Selection of suitable candidates should be made with the assistance and advice of the Provincial Promoter.

These norms do not preclude or delete any obligations as defined within the Rule and Directory of the Lay Dominicans for the Province of St. Joseph, January 15, 1987.

Approved 3/22/97  
Provincial Council  
Province of Saint Joseph

## Norms for Satellite Chapters

### Purpose

The purpose for establishing a satellite location should be clearly defined by the presence of committed persons wishing to explore Dominican Chapter life which includes prayer, study, community and apostolate. Those persons should be somewhat familiar with Dominican spirituality and desire to further their community experience under the leadership of professed members of the Dominican Family.

### Establishment of Satellite Groups

Criteria for establishing a satellite chapter must be reviewed and approved by the Provincial Promoter with appropriate consultation with the Regional and Provincial Moderators.

In general, satellite groups will be established in remote areas where no existing Chapters are located. Other satellite chapters might include those persons unable to attend chapter meetings held on a particular day or evening due to family or professional obligations. Also, in some cases, satellite chapters might serve the needs of those interested in exploring the intellectual side of our vocation where study-orientated chapters do not exist.

### Advancement to "Pro Chapter"

In all circumstances, the establishment of a satellite chapter is not a pre-requisite for "pro chapter" status. However, satellite chapters can be elevated to the position of "pro chapter" when no less than three years have passed since the official reception of its first members and with the proper approval of both the Provincial Promoter (supported by the voting membership of the Provincial Council).

A group must have demonstrated those qualities which would support their being canonically erected as a chapter, before the Provincial Promoter could contact the local ordinary.

?  
Final  
question  
this

### Government

A satellite chapter is under the jurisdiction of a "home chapter". The definition of "home chapter" is that established chapter of the Dominican Order who having voted and approved as council the establishment of the satellite location will accept responsibility for the direction and formation of satellite members. The council of the "home chapter" represents the interests of the satellite chapter.

Members of satellite chapters, even if they are "Life Professed" are not eligible to be elected to council positions within the "home chapter", region, and/or Province.

### Formation

All criteria as outlined in Norms Concerning Formation (Rule #11) the Rule and Directory of the Lay Dominicans of the Province of St. Joseph, January 15, 1987 and Canon 329 apply to members of satellite chapters.

The Formation Director with the assistance of other Life Professed members of the "home chapter" assume responsibility for the formation of new members of the satellite group. The council of the "home chapter" will periodically review progress and vote for advancement of candidates within the satellite chapter. Satellite members should be encouraged to participate in retreats, study days, and celebrations of receptions and professions with the home chapter.

### Advancement

Whenever distance permits, ceremonies for reception and profession of satellite members should be held at the "home chapter" location. If this is not possible, a large representation of members from the "home chapter" should attend the ceremonies at the satellite location. The Provincial Promoter and Regional Moderator will attend these ceremonies whenever possible.

## **N. REGIONAL OFFICER QUALIFICATIONS AND RESPONSIBILITIES**

### **Regional Moderator**

#### **Qualifications**

1. Moderator should possess strong written and oral communication skills.
2. Ability to organize materials and complete projects in a timely manner is necessary.
3. Moderator should have flexibility and be available to travel to visit chapters within the Region as well as attend planning sessions for regional meetings with the Provincial Promoter.
4. Moderator should have a good working knowledge of the Rule and Directory and be able to solve problems with an understanding of the "spirit" in which it was written.
5. Moderator should not have any physical or mental impairments which would interfere with his/her exercising the requirements of office.
6. Moderators should be an example of Dominican Spirituality being lived in the midst of their brothers and sisters in the Order. They should set an example by not participating in gossip or supporting the exclusion of some members of chapter from full participation in community life.  
They should be a model of charity by being obedient to the Rule and to the Provincial Promoter who is the representative for the Master General.  
Humility is the most important attribute for the candidate seeking to be Moderator.

#### **Responsibilities of Office:**

1. Schedule and preside over Regional Council meetings. Retain Regional records and correspondence as it pertains to chapters within region.
2. Serve as 1st Delegate to Provincial council. Prepare and present oral report summarizing activity within region and individual chapters on an annual basis.
3. Monitor life within chapters and satellites in Region and visit them with Provincial Promoter whenever possible.
4. Maintain communications between individual chapters and Provincial Promoter, monitor needs of said chapters and address requests for intervention.
5. Assign individual duties for committee members and chair all committees.
6. Monitor formation within chapters and co-ordinate inter-regional resources as pertains to formation material.
7. Oversee budget and assist Treasurer in disbursing funds as necessary.

## Delegates to Provincial Council

### Qualifications

1. Delegate elected as Sub-Moderator should be able and willing to assume duties of Regional Moderator whenever necessary.
2. Delegate/Alternate should have good working knowledge of the Rule and Directory, Provincial Formation Program, and Priorities defined at Congress '92.
3. Delegate/Alternate should be an active member of their chapter council as well as the regional council. Attendance and commitment to these councils should be a criteria for election to the higher council.
4. Delegate/Alternate should be a willing participant in activities scheduled in the region such as study days, workshops, and retreats.
5. Delegate/Alternate should not have any physical or mental impairments which would interfere with his/her exercising the duties of office.
6. Delegate/Alternate should be a model of charity by being obedient to the Rule and to the Provincial Promoter who is the representative for the Master General.  
They should be patient, understanding, and open to the ideas expressed by other councilors.  
Temperance is the most important attribute for the candidate seeking to be Delegate/Alternate to the Provincial Council.

### Responsibilities of Office

1. Attend annual Provincial Council meeting held at the Dominican House of Studies, Washington, D.C. on Palm Sunday weekend. (Friday-Sunday)
2. Study necessary items on agenda and prepare response to be discussed in council sessions.
3. Develop an understanding of chapter life throughout the Province, in each respective region, so as to address the needs of the diversified membership.
4. Participate actively at the regional level so as to bring the ideas/needs of the chapter members to the Provincial Council.
5. Willingly assume the responsibility to insure that council matters are kept in strict confidence. Discussions and deliberations often involve sensitive matters which must remain confidential. Delegates must be above reproach in that area.
6. Delegates are responsible for their personal belongings in Washington. You must be able carry luggage and climb stairs.

## Treasurer

### Qualifications

1. Treasurer should be able to organize materials and complete projects in a timely manner.
2. Good interpersonal skills will enable an individual to collect dues and maintain records appropriately.
3. An understanding of accounting principles is a plus.
4. Honesty is the most important attribute for the candidate seeking to be Treasurer.

### Responsibilities of Office:

1. Collect Chapter dues and maintain records.
2. Prepare annual financial report for council.
3. Oversee collection of fees at Regional activities.
4. Disburse funds as directed by council/Moderator.







O. FORMS

**DOMINICAN LAITY  
PROVINCE OF SAINT JOSEPH**

DOMINICAN LAITY

**REQUEST FOR ADMISSION**

**PERSONAL INFORMATION**

Name \_\_\_\_\_

Address \_\_\_\_\_

Occupation \_\_\_\_\_ Phone \_\_\_\_\_

Parish \_\_\_\_\_ Parish Address \_\_\_\_\_

Education \_\_\_\_\_

Baptismal date and location: \_\_\_\_\_

Confirmation date and location: \_\_\_\_\_

**ADDITIONAL INFORMATION:**Please list any religious organizations you belong to.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever joined another Third Order?  
If "yes" give details on the back of this form.

Why would you like to join the Dominican Laity?

As Lay members of the Dominican Order, we follow a specific rule and directory.  
Are you willing to adhere to the principles contained within that rule? \_\_\_\_\_  
Do you own a copy of the rule? \_\_\_\_\_ Do you understand it? \_\_\_\_\_

Are you aware of any obstacle that would prevent you from faithfully participating  
in the formation program? \_\_\_\_\_ ( If "yes" give details on the back side of  
form)

I know that membership in the Dominican Laity requires adherence to the Magisterium of the  
Church and to the Dominican Laity Rule and statutes. As I explore the possibility of my joining the  
Dominican Order, I accept and honor these aspects of the Dominican charism.

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

Signature: \_\_\_\_\_



**DOMINICAN LAITY  
PROVINCE OF SAINT JOSEPH**

DOMINICAN LAITY

**TRANSFER FORM**

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

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

**CITY, STATE** \_\_\_\_\_

**PHONE** \_\_\_\_\_

**PREVIOUS CHAPTER NAME:** \_\_\_\_\_

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

**CITY, STATE** \_\_\_\_\_

**NAME OF MODERATOR OR RELIGIOUS PROMOTER OF FORMER CHAPTER**

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

**CITY, STATE** \_\_\_\_\_

**PHONE** \_\_\_\_\_

-----

to be completed by Moderator/Promoter of former chapter **CONFIDENTIAL**

**Date received:** \_\_\_\_\_

**1st Profession** \_\_\_\_\_ **Life Profession** \_\_\_\_\_

**Level of Formation** \_\_\_\_\_

**Regularly attends meetings:** YES \_\_\_\_\_ NO \_\_\_\_\_

**Is this person a member of chapter council?** \_\_\_\_\_

**Has this person ever served as a member of your formation team or chapter council?** \_\_\_\_\_

**If so, when?** \_\_\_\_\_

**Will you recommend this person as a candidate for transfer between our chapter and yours?**

**Signed** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*Please explain on separate sheet**

**THANK YOU!!**

**THIRD ORDER OF ST. DOMINIC  
DOMINICAN LAITY  
BURIAL PREFERENCE DECLARATION**

I, \_\_\_\_\_, a perpetually professed member  
(Declarant's Name)  
of the \_\_\_\_\_ Chapter of the Dominican Laity,  
(Chapter's Name)  
Third Order of St. Dominic, Province of St. Joseph, hereby declare that it is my desire that the  
following be observed for me at the time of my burial. I have marked an "X" in the box and  
placed my initials adjacent thereto.

/ \_\_\_ / \_\_\_\_\_ It is my preference that my large scapular be worn over my clothes at the time of  
burial.

/ \_\_\_ / \_\_\_\_\_ It is my preference that my large scapular be placed folded on the foot of the coffin.

/ \_\_\_ / \_\_\_\_\_ It is my preference, as a privilege granted to the Dominican Laity, to wear the  
Dominican habit as a shroud at the time of burial. The habit would include the tunic, belt, rosary,  
scapular and cowl, only.

/ \_\_\_ / \_\_\_\_\_ It is my preference that the following be observed\*: \_\_\_\_\_

\_\_\_\_\_  
\*pin or emblem of Dominican Order placed or worn on clothes, etc.

It is my desire, as I enter eternal life, that the foregoing preference as marked and  
initialled by me be observed as an outward sign of the special commitment I have made during  
my life in striving to follow the charisms of St. Dominic and traditions of the Dominican Order  
according to the state of the laity.

The foregoing burial preference was signed and declared by me in the presence of God  
and the following two (2) witnesses this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

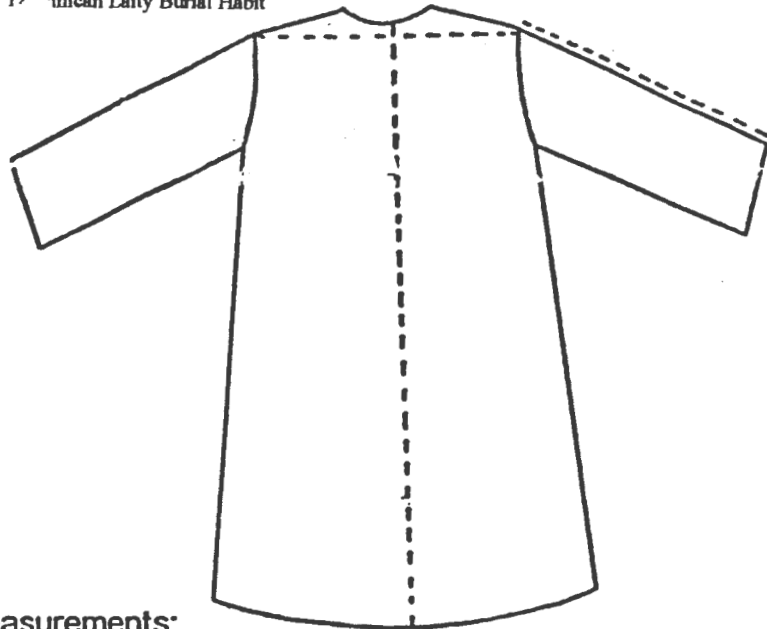
Witnesses:

\_\_\_\_\_  
\_\_\_\_\_  
(Declarant)

This form has been approved by the Provincial Council of the Dominican Laity, Province of St. Joseph, 1997.

Dominican Laity Burial Habit

Back



Measurements:

- Back of neck to ankle \_\_\_\_\_
- Back from shoulder to shoulder \_\_\_\_\_
- Arm from shoulder to wrist \_\_\_\_\_
- Waist \_\_\_\_\_
- Around neck \_\_\_\_\_

Please check your preference for the following:

- Scapular and small cape
- Scapular with stand-up collar (no cape)
- Please send the habit to my home.
- Please keep the habit at the monastery until needed.

Name \_\_\_\_\_

Address \_\_\_\_\_

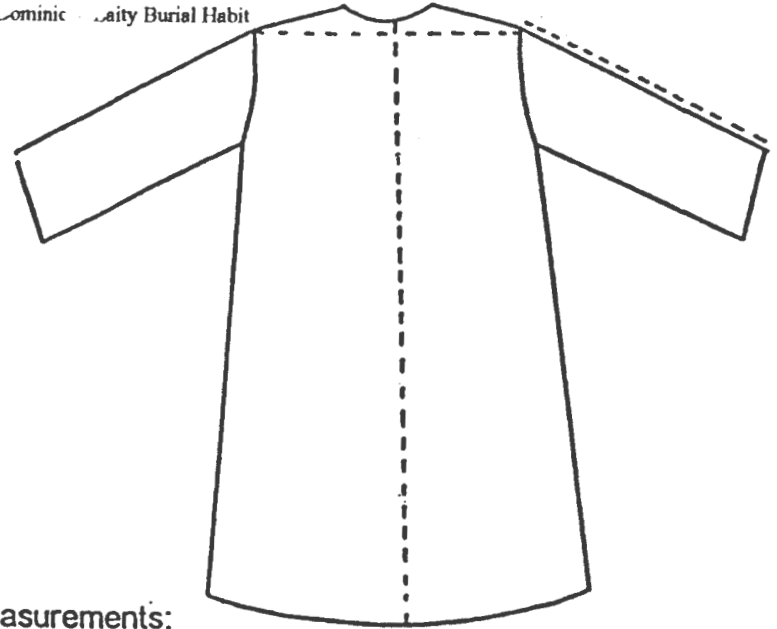
\_\_\_\_\_

Telephone \_\_\_\_\_

Sr. Mary Lucy, O.P.  
 Dominican Nuns of the Perpetual Rosary  
 Monastery of Our Lady of the Rosary  
 335 Doat Street, Buffalo, NY 14211-2199

Dominican Laity Burial Habit

Back



Measurements:

- Back of neck to ankle \_\_\_\_\_
- Back from shoulder to shoulder \_\_\_\_\_
- Arm from shoulder to wrist \_\_\_\_\_
- Waist \_\_\_\_\_
- Around neck \_\_\_\_\_

Please check your preference for the following:

- Scapular and small cape
- Scapular with stand-up collar (no cape)
- Please send the habit to my home.
- Please keep the habit at the monastery until needed.

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_

Sr. Mary Lucy, O.P.  
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 Monastery of Our Lady of the Rosary  
 335 Doat Street, Buffalo, NY 14211-2199



# P. DOMINICAN HYMNS A DOMINICAN BLESSING

Unison or SATB Choir, Cantor, Keyboard

Based on a 13th century text

PARABLE  
James V. Marchionda, O.P. (SESAC)  
Acc. by Mark G. Pachelski

## REFRAIN

Cantor/Assembly (opt.)  
or S.A.

May God, **the Fa-ther** bless us. May God, **the Son** heal us. And may

T.B.

God, the Ho - ly Spir - it, fill us with light.

God, the Ho - ly Spir - it fill us with light.

## VERSES *A little faster* ♩ 30

S.A. (unis.) *mp*

1 God, give us eyes to see you, and ears to hear your voice. God,  
2 God, give us feet to jour-ney, a mouth to preach your Word. God,  
3 And may your ho - ly an - gel watch o - ver us in peace. Then,

T.B. (unis.) *mp*

*rit.* *a tempo* *mp*

1. give us minds to know your will, and hands to work for jus - tice.  
2. help us to pro - claim a - loud the Good News of sal - va - tion.  
3. In the good-ness of your love, di - rect us home to heav - en.

*mf rit.* *a tempo* *mp*

1. jus - tice.  
2. va - tion.  
3. heav - en.

## FAMILY OF DOMINIC

M.F. Fleischaker, OP



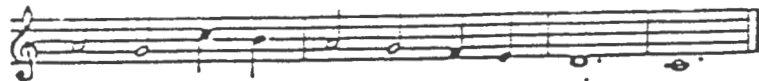
1. In Do-mi-nic we claim to be, through all the world one fam-i-ly, O -  
 2. To East and West to South and North; O sis-ters bro-thers now go forth! Be a  
 3. How Bea-ti-ful up-on the earth, the feet of those who bring God's word, Preach the



1. Praise God, Lau - da- re! A liv- ing ber- i- tage we share, of  
 2. bless- ing, Be- ne- dice- re! Through- out the u- ni- verse re- lease, God's  
 3. Gos- pel, Prae- di- ca- re! The path we walk is ho- ly ground, the



1. stu- dy, com- mon life and pray'r. Lau - - da- re, Al- le- lu- ia! Be- ne-  
 2. reign of Jus- tice, love and peace! Lau - - da- re, Al- le- lu- ia! Be- ne-  
 3. word we speak is ho- ly sound! Lau - - da- re, Al- le- lu- ia! Be- ne-



1. dice- re, Al- le- lu- ia! Prae- di- ca- re!  
 2. dice- re, Al- le- lu- ia! Prae- di- ca- re!  
 3. dice- re, Al- le- lu- ia! Prae- di- ca- re!

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 can Sisters, 1257 E. Siena Heights Drive, Adrian MI 49221; 517/265-5135.

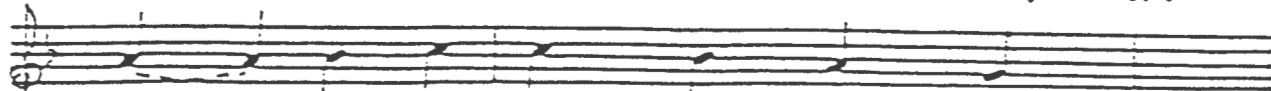
## DOMINICAN BLESSING (13th Century)

May God the Father bless us,  
 May God the Son heal us,  
 May God the Holy Spirit enlighten us and  
 give us eyes to see with,  
 ears to hear with,  
 and hands to do the work of God with,  
 feet to walk with,  
 and a mouth to preach the word of salvation,  
 and the angel of peace to watch over us  
 and lead us at last,  
 by our Lord's gift, to the Kingdom.  
 Amen.

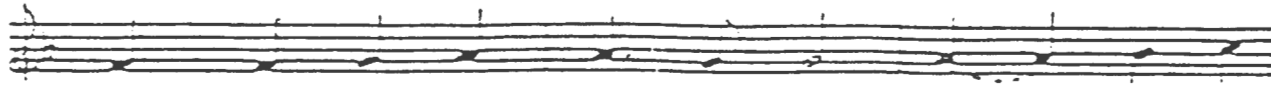


## HYMN TO DOMINIC

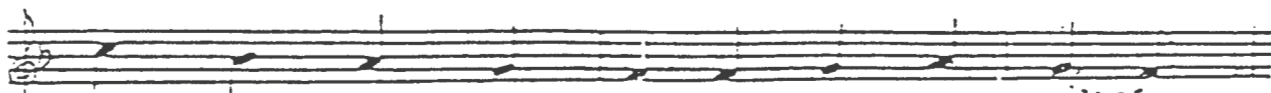
Music: Beethoven  
 Words: Sr. Ann Christopher  
 Herald, OP  
 Sr. Mary Navarre, OP



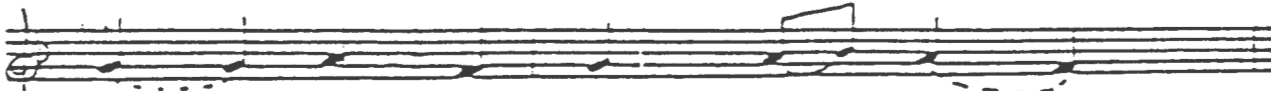
1. Called to wit - ness to your vi - sion  
 2. Dai - ly may we strive to un - der  
 3. Join we now our hearts and hands to  
 4. To ----- day we cel - e - brate and



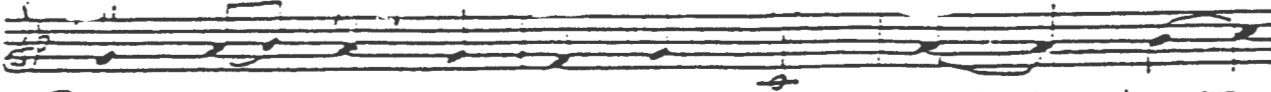
1. Called to lead a life of truth. We come now to  
 2. stand and live your test - a - ment. Be ----- hold my  
 3. bring good news to all the earth. Liv - ing, lov - ing  
 4. praise our God who cares for us. This ----- is our



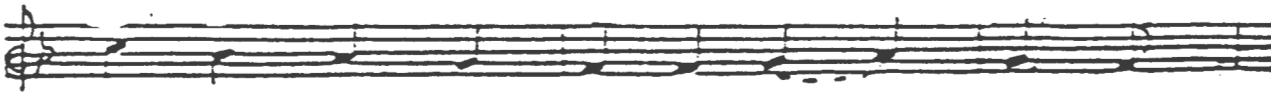
1. ask your guidance Ho - ly Fa - ther Dom - i - nic  
 2. child - ren the in - her - i - tance I give to you.  
 3. search - ing, strugg - ling to bring forth each per - sons worth.  
 4. time to sing our praise and our thanks - giv ----- ing.



1. Called ----- to pro - claim God's word and  
 2. Have ----- chari - ty one for - a - noth - er  
 3. God ----- who has called us and loved us  
 4. Send us forth to bless the --- world -----



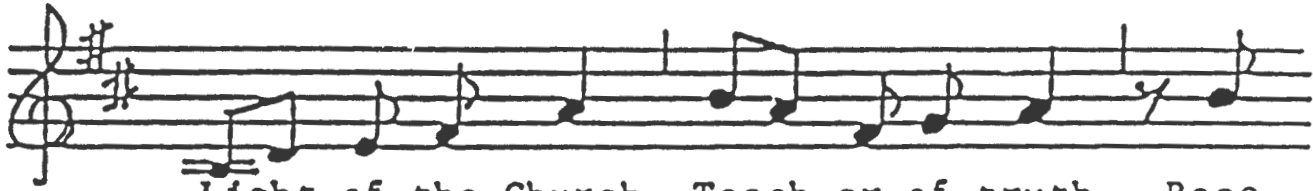
1. live His --- love in this our time strengthened by our  
 2. Guard and pre - serve hu - mil - i - ty. Make ----- your -----  
 3. Knows our --- name be - fore our birth. Now we lift our  
 4. *People* ----- meant to praise God's name. Send us forth to



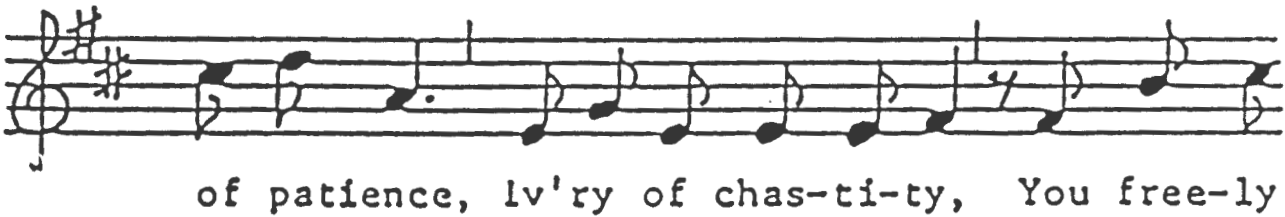
1. Faith and foun - der we join in God's work sub - lime.  
 2. trea - sure out of vol - un - tar - y pov - er - ty.  
 3. hearts to praise the God of this great un - i - verse.  
 4. preach the Gos - pel *People* of ----- prayer - ful stance.

\*\*\*\*\*

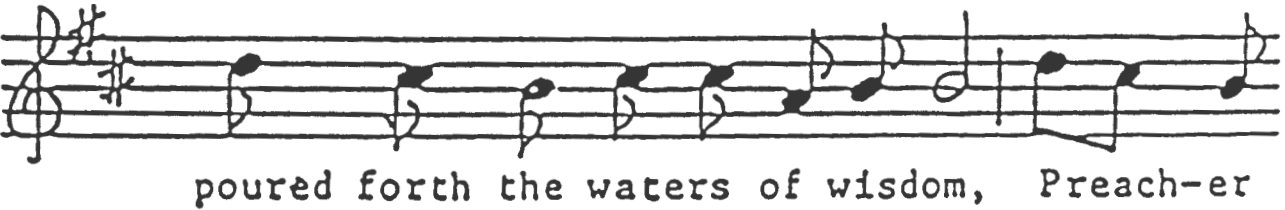
Antiphon in Honor of St. Dominic  
LIGHT OF THE CHURCH



Light of the Church, Teach-er of truth, Rose



of patience, Iv'ry of chas-ti-ty, You free-ly



poured forth the waters of wisdom, Preach-er



of grace, u- nite us with the bless-ed.

\*\*\*\*\*

240

## Salve Regina

Hail, O Holy Queen

Ascribed to  
Hermann Contractus +1054 (From 1st Vespers of the Feast of the  
Blessed Trinity to Now on Saturday  
Eng. text adapt. T.M. before 1st Sunday of Advent)

Mode V



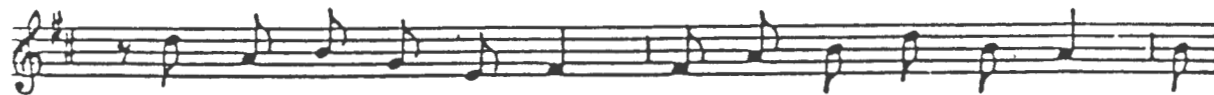
Sál - vo Re - gí - na, \* Mú - ter mi - se - ri - cór - di -  
Hail, O Ho - ly Queen! Hail, O Moth - er all mer - ci -



ae: Ví - tu, dul - cé - do, et spes nó - stra, sál - ve.  
ful, our life, our sweet - ness, and our hope, we hail thee!



Ad te cla - miá - mus, ex - su - les, lí - li - i Hé - vac.  
To thee do we cry, poor ban - ished chil - dren of Eve.



Ad te su - spi - rú - mus, go - mén - tes et flén - tes in  
To thee we send our sighs while mourn - ing and weep - ing in



hac lu - cri - niá - rum vál - le. E - iu ér - go, Ad  
this low - ly val - ley of tears. Turn then thine eyes, most



vo - cía - tu nó - stra, íl - los tú - os mi - se - ri - cór - des  
gra - cious ad - vo - cate, O turn thine eyes, so full of love and



ó - cu - los , ad nos con - vér - te. Et Jé - sum, be -  
 ten - der - ness, up - on us sin - ners. And Je - sus, the



ne - dí - ctum frú - ctum vén - tris tú - í, nó - bis post  
 most bless - ed fruit of thy vir - gin - in - to - m - b, show us when



hoc ex - sí - li - um os - tén - de. O ——— clé - mens:  
 this earth - ly ex - ile is end - ed. O ——— cle - ment.



O ——— pí - a: O ——— dúl - cis Ví - go Ma - rí - a.  
 O ——— .lov - ing, O ——— most sweet Vir - gin Ma - ry.

*Latin.* *V.* Ora pro nobis Sancta Dei Génitrix.

*R.* Ut digni efficiámur promissionibus Christi.

*English.* *V.* Pray for us, O holy Mother of God.

*R.* That we may be made worthy of the promises of Christ.

(Prayers after Marian Antiphon: page 428)

## The Catalogue

### Scapulars, Medals & Pins

- \_\_\_ St. Dominic/Crown Virgin oval 14K Gold (5/8" wide 1"long) ... \$80.00
- \_\_\_ Perpetual Profession Scapular  
Small \_\_\_ medium \_\_\_ large \_\_\_ \$20.00
- \_\_\_ Dominican Scapular ... \$4.00
- \_\_\_ St. Catherine Medal (sterling silver) ... \$20.00
- \_\_\_ St. Dominic medal (sterling silver) ... \$16.00
- \_\_\_ St. Catherine [sterling silver] ... \$20.00
- \_\_\_ St. Dominic & St. Catherine 3/4" [sil.ox] ... \$2.00
- \_\_\_ St. Dominic & Blessed Mother [gold finish \_\_\_ silver finish \_\_\_] small \$2.00
- \_\_\_ St. Thomas Aquinas Medals [silver oxidized] \_\_\_ 3/4" ... \$1.50 \_\_\_ 1" ... \$3.00
- \_\_\_ Gold Dominican Shield Pin 9/16" ... \$10.00
- \_\_\_ Silver Dominican Shield Pin 9/16" ... \$8.00
- \_\_\_ Gold Dominican Shield Pin w/Veritas Scroll 14/16" ... \$10.00
- \_\_\_ Silver Dominican Shield Pin w/Veritas Scroll 14/16" ... \$10.00
- \_\_\_ [Polished Gold] Shield Pin w/Veritas Scroll 12/16" ... \$7.00
- \_\_\_ Round Dominican Shield Pin florentine gold finish]... \$9.00
- \_\_\_ Round Dominican Shield Pin [florentine Silver finish] ... \$8.00
- \_\_\_ Dominican Cross Pin 1 1/4" ... \$7.00
- \_\_\_ Dominican Pendant Cross:  
Ribbon B/W 5/8" \$1.00 per yard  
Large 2 3/4" \_\_\_ \$11.50  
Medium 2" \_\_\_ \$9.00  
Small 1 1/4" \_\_\_ \$7.00
- \_\_\_ Miniature B/W Cross Pin 1/2" ... \$5.00
- \_\_\_ Dominican Anniversary Pin w/chain [Please indicate desired quantity. Note: pins Come only in years shown.]  
10( ) 20( ) 50( ) ... \$8.00, 25( ) ... \$12.00
- \_\_\_ Dominican Anniversary Shield  
5yrs( ) 10yrs( ) 25yrs( ) 50yrs( ) ... \$12.00
- \_\_\_ Star Pin ... \$5.00
- \_\_\_ Shield Stick Pin 9/16" ... \$8.00
- \_\_\_ Cross Stick Pin ... \$8.00
- \_\_\_ Shield Pin [black & white] ... \$8.00
- \_\_\_ Tie Tac Shield [black & white] ... \$6.00
- \_\_\_ Key Chain ... \$6.00

Any image of Saint Dominic may be worn  
in place of scapular

- \_\_\_ St. Dominic Paper Weight ... \$7.00

### Holy Cards

- \_\_\_ Sacred Heart of Jesus
- \_\_\_ Immaculate Heart of Mary
- \_\_\_ St. Dominic
- \_\_\_ St. Catherine
- \_\_\_ St. Thomas Aquinas  
[All of the above 20¢ or 100 @ \$18.00, all same subject.]
- \_\_\_ Certificate of Membership Card (New) [100 @ \$22.00 or 25¢ each]
- \_\_\_ 25 Assorted Holy Cards by Fra Angelico ... \$2.50
- \_\_\_ Madonna & Child [3½ x 4½]] in full color 15¢ each or 100 @ \$12.00
- \_\_\_ Dominican Saints [6" x 2½"] in full color 20¢ each or 100 @ \$18.00
- \_\_\_ St. Dominic: O Wonderful Hope 20¢ each or 100 @ \$18.00
- \_\_\_ Final Profession Certificate (8"x10") ... \$1.00

### Post Cards

- \_\_\_ St. Dominic Standing ... 50¢
- \_\_\_ St. Dominic Sitting w/Book ... 50¢
- \_\_\_ St. Dominic Profile ... 50¢
- \_\_\_ St. Dominic (Anonym) ... 50¢
- \_\_\_ St. Dominic & Crucifixion ... 50¢
- \_\_\_ Sts. Dominic & Francis Embracing ... 50¢
- \_\_\_ St. Catherine, closeup ... 50¢
- \_\_\_ St. Catherine, full view ... 50¢

### Ready for Framing

- \_\_\_ St. Dominic Etching ... \$2.00, 5 or more ... \$1.00
- \_\_\_ St. Dominic [8"x10"] ... \$2.00
- \_\_\_ St. Dominic standing [18"x7½"] ... \$5.00
- \_\_\_ St. Dominic sitting by Fra Angelico [8"x11"] ... \$5.00
- \_\_\_ St. Catherine [17"x8"] ... \$6.00
- \_\_\_ St. Thomas poster [18½"x25½"] ... \$7.00
- \_\_\_ 9 Ways of Prayer [9"x12"] ... \$4.00
- \_\_\_ St. Catherine in Dialogue w/Jesus [12"x32"] ... \$7.00
- \_\_\_ Certificate of Profession (8"x10") ... \$1.00

### Note Paper: Card/Envelope

- \_\_\_ St. Dominic [black/white] ... 35¢ each  
100 or more 30¢ each
- \_\_\_ Dominic Sitting with Book ... 50¢ each
- \_\_\_ Dominican Shield ... 12/\$3.00

### Rosary Beads

- \_\_\_ Cords: 15 decades [Please indicate color choice] black \_\_\_, brown \_\_\_, white \_\_\_ \$12.00
- \_\_\_ Cords: 5 decades [Please indicate color choice] black \_\_\_, brown \_\_\_ \$5.00

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#### The Rosary / Litany

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- \_\_\_ Glorious ... \$6.00
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- \_\_\_ Volume II: Be Not Afraid - Keep in Mind - Let There be Peace on Earth - and more.  
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- \_\_\_ Devotion to St. Dominic [pocket-size] ..... \$4.00
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- \_\_\_ Aquinas' Summa: An Introduction, Gratsch . \$12.95
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- \_\_\_ St. Dominic's Family, Dorcy [regular price \$20.00] ... \$12.50 [quantity discount of 10 or more, \$10.00 each]
- \_\_\_ Early Dominicans, Tugwell (paper) ... \$27.95
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- \_\_\_ Dominican Spirituality: Reports by Russell & Follmar ... \$2.00
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**Dominican Saints of the Rosary Series**

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- \_\_\_ St. Catherine
- \_\_\_ St. Hyacinth
- \_\_\_ St. Thomas Aquinas
- \_\_\_ St. Pius V
- \_\_\_ St. Rose of Lima
- \_\_\_ St. John Macias
- \_\_\_ St. Catherine de Ricci
- \_\_\_ St. Louis Bertrand
- \_\_\_ St. Raymond of Penafort
- \_\_\_ St. Margaret of Hungary
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