

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



Southern Dominican Province, USA

May 2007



CONTENTS

Section One: The Rule.....	4
The Historical Development of the Rule	5
Request for Approval of the Current Rule.....	6
Approval of the Current Rule	7
The Rule of the Lay Chapters of Saint Dominic.....	8
Section Two: The Particular Directory	12
Preface	13
I. The Basics of Lay Dominican Life	15
A. Prayer	15
B. Study of Sacred Truth.....	15
C. Community Life within a Chapter	15
D. Apostolate or Ministry	16
II. Structure and Government of a Chapter.....	16
A. The Chapter is governed by an elected Council.	16
B. The Duties of the Chapter Council.....	16
C. Members of the Chapter Council	17
D. Duties of Chapter Council Members	18
E. Appointed Positions	19
F. Nominations and Elections	20
G. Vacancies, Removals, and Appeals	20
III. Membership and Process of Incorporation	21
A. Membership categories.....	21
B. Process of Admission to a Chapter.....	21
IV. On Going Community Life within a Chapter	24
A. The purpose of community life.....	24
V. Departure from a Chapter.....	24
A. Leaving a Chapter	24
B. Removal from a Chapter.....	25
C. Transfer	25



VI. Re-Forming, dissolving, or Suppressing a Chapter	25
A. Rationale for Intervention.....	25
B. Process for Re-Forming Dissolving or Suppressing a Chapter	25
VII. The Provincial Council.....	26
A. Members of the Provincial Council	26
B. Duties of the Provincial Council	27
C. Executive Council	27
D. Duties of Officers and Other Members of the Provincial Council	28
E. Elections, Terms of Office and Voting Procedures:	31
F. Interim Meeting	32
G. Special Meetings	32
VIII. The Prior Provincial	33
A. The Duties of the Prior Provincial	33
IX. Conclusion.....	33
A. Responsibility.....	33
B. Revisions	33
C. Authority.....	33
Section Three: Appendices.....	34
I. Appendix A - Suffrages.....	35
II. Appendix B - Community Life within a Chapter	36
III. Appendix C - Forming a New Chapter.....	37
IV. Appendix D - Rite of Admission	39
V. Appendix E - Rite of Temporary Profession	40
VI. Appendix F - Rite of Permanent Profession	42

Section One

The Rule of the Lay Chapters¹ of Saint Dominic



¹Note that the words *fraternitas laicales* (ed.: translated here as *lay chapters*) may be expressed in different ways according to the uses of various languages. [The Southern Province edition has chosen to use the word *chapters* consistently throughout this document.]



The Historical Development of the Rule

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


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

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

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

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

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



Congregation for Religious
And Secular Institute

Prot. n. D. 37-1/78

DECREE

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

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

Anything to the contrary notwithstanding.

Given at Rome, January 15, 1987.

Jerome Cardinal Hamer, O.P., Prefect

+ Vincenzo Fagiolo, Archbishop, Secretary



We

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

To the Chapters of Saint Dominic

Dear Brothers and Sisters in the Lord and Saint Dominic:

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

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

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

Greetings in the Lord.

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

Damian Byrne, O.P.
Master of the Order

J. Martin, O.P.
Secretary

I. The Fundamental Constitution of the Dominican Laity

(Laity in the Church)

1. Among the Christian faithful, men and women living in the world, in virtue of their Baptism and Confirmation, have been made partakers in the prophetic, priestly and royal mission of our Lord Jesus Christ. They are called to make Christ present to the peoples so that the divine message of redemption may be heard and welcomed by all everywhere.²

(Dominican Laity)

2. Some of these Christian faithful, moved by the Holy Spirit to live according to the spirit and charism of Saint Dominic, are incorporated into the Dominican Order through a special commitment according to their appropriate statutes.

(Dominican Family)

3. Gathered together in their communities, with the other groupings of the Order, they constitute one Dominican Family.³

(Distinctive character of Dominican Laity)

4. They have a distinctive character in both their spirituality and their service to God and neighbor. As members of the Order, they share in its apostolic mission through prayer, study and preaching according to the state of the laity.

(Apostolic Mission)

5. Supported by their fraternal union, in the example of Saint Dominic, Saint Catherine of Siena and our predecessors who have enlightened the life of the Order and the Church, they witness their own Faith, attentive to the needs of people of their time and serving the Truth.
6. Zealously attending to the particular goals of the contemporary Church, they strive in a special way to evidence authentic mercy toward all suffering, to defend freedom and to promote peace and justice.
7. Animated by the special charism of the Order, they are conscious that their apostolic activity has as its source, an abundance of contemplation.

II. The Life of the Chapters

(Life of the Chapters)

8. 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

² Decree on the Apostolate of the Lay People, #3, paragraph 3. Vatican II, *Apostolicam Actuositatem* (November 18, 1965). [In the Austin Flannery, O.P. translation it reads: *to bring all men (sic) throughout the whole world to hear and accept the divine message of salvation.*]

³ Constitutions of the Order of Friars Preachers, [Hereinafter LCO], #141.

sick, and praying for the dead. In this way they will be of one heart and one mind in the Lord.⁴

9. Collaborating with all their brothers and sisters in the Order, the laity should participate actively in the life of the Church, ready always to work with other apostolic groups.
10. To advance in their vocation, a union of action and contemplation, the Dominican laity have as their principle sources:
 - a. Listening to the Word of God and reading the Sacred Scripture, especially the New Testament;
 - b. Daily participation if possible, in the celebration of the liturgy and the Eucharist;
 - c. Frequent celebration of the sacrament of Reconciliation;
 - d. Celebration of the Liturgy of the Hours with all the Dominican Family and private prayer, such as meditation and the Rosary;
 - e. Conversion of heart through the spirit and practice of evangelical penance;
 - f. Assiduous study of revealed truth and reflection on contemporary problems, in the light of Faith;
 - g. Devotion to the Virgin Mary, according to the tradition of the Order, to our father St. Dominic and St. Catherine of Siena;
 - h. Periodical spiritual retreats.

(Formation)

11. The object of Dominican formation is to form adults in the Faith, capable of accepting, celebrating, and proclaiming the Word of God. Each province is to establish a program of:
 - a. formation in stages for new members;
 - b. ongoing formation for all, even isolated members.
12. Every Dominican must be prepared to preach the Word of God. This preaching is the exercise of the prophetic mission of the baptized, strengthened by the Sacrament of Confirmation.

In the present world, the preaching of the Word of God involves the defense of the dignity of human life, the family and the person. The promotion of Christian unity and dialogue with non-Christians and non-believers are part of the Dominican vocation.

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

⁴ (Acts 4:32)

(Profession)

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

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

To the honor of Almighty God, the Father, the Son and the Holy Spirit, and of the Blessed Virgin Mary and of Saint Dominic, I (name) before you the Moderator of this Chapter and (name) the religious promoter, representing the Master of the Order of Friars Preachers, promise to live according to the Rule of the Dominican Laity for (three years or my whole life).

III. On the Structure and Government of the Chapters

15. The Chapter is the appropriate means to nourish and develop each person in his or her own vocation. The schedule of meetings varies according to the different chapters. The degree to which each member attends meetings is a sign of his or her own fidelity.

(Admission)

16. Observing the prescriptions of the Directory as to qualifications for persons and time of admission, the admission of candidates is committed to the responsible layperson. Once a decisive vote of the Council of the Chapter has been given, this layperson carries out the admission according to the rite determined in the Directory, with the religious promoter present.

(Profession)

17. After the period of probation determined by the Directory and with a favorable vote of the Council of the Chapter, the layperson responsible, together with the religious promoter receives the profession, either perpetual or temporary.

(Jurisdiction and Autonomy)

18. The Chapters of the Order are subject to the jurisdiction of the Order. They do, however, enjoy the autonomy proper to the laity according to which they govern themselves.

(Jurisdiction in the whole Order)

19. a) The Master of the Order as successor of Saint Dominic and head of the entire Dominican Family presides over all the Chapters in the world. It is his responsibility to preserve intact the spirit of the Order and to establish practical norms according to the demands of the circumstances of time and place and to promote the spiritual good and apostolic zeal of the members.

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

(Jurisdiction in the Province)

20. a) The Provincial presides over the Chapters in the territory of his Province and with the

consent of the Local Ordinary establishes new Chapters.

b) A Provincial Promoter, brother or sister, represents the Provincial and is an ex-officio member of the Provincial Council of the Dominican Laity. The Promoter is appointed by the Provincial Chapter or by the Provincial with his Council, after consultation with the Provincial Council of the Laity.

c) A Provincial Council of the Laity is to be established in the territory of the Province. Its members are elected by the Chapters and it functions according to the norms of their Directory. This Council elects the Provincial Moderator of the Laity.

(Jurisdiction in Chapters)

21. a) A local Chapter is governed by a Moderator with a Council, who are fully responsible for its government and direction.
- b) The Council is elected for a determined term and in the way established by the Directory. The Council elects a Moderator from among its members.
- c) A religious brother or sister assists the members in doctrinal matters and the spiritual life. This religious promoter is appointed by the Provincial after consultation with the Provincial Promoter and the local Council of the Laity.

(National and International Council)

22. a) Where there are several Provinces of the Order within the same country, a National Council may be established according to the norms formulated in the particular Directories.
- b) Likewise, if judged opportune, there may be an International Chapter. The Chapters of the whole Order are to be consulted on this matter.
23. Councils of Chapters may submit requests and petitions to the Provincial Chapter of the Friars; Provincial Councils and National Councils may submit them to a General Chapter. Members of the laity Chapters should be invited to these chapters to deal with matters that pertain to the laity.

(The Statutes of the Chapters)

24. The statutes which govern the Dominican Laity are:
- a) The Rule of the Dominican Laity (Fundamental Constitution, norms of life and government of the Chapters).
- b) General declarations of the Master of the Order and General Chapters.
- c) Particular Directories.

This translation of the Rule of the Lay Chapters of Saint Dominic intended for use in the Southern Dominican Province, U.S.A. is based on the Latin definitive text approved by the Congregation for Religious and Secular Institute on January 15, 1987 and promulgated by the Master of the Order on January 28, 1987, replacing the previous rule.

Section Two

The Particular Directory



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

Preface:

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

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

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

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

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

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

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

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

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

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

I. The Basics of Lay Dominican Life

A. Prayer

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

B. Study of Sacred Truth

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

C. Community Life within a Chapter

1. The Chapter flourishes on the talents of each member and by their loving service to each member. It provides ways to grow in charity and perfection by:
 - a. uniting us in our common love of God, and sharing that common love, especially in the Eucharist and other liturgical prayer, and suffrages⁵;
 - b. learning together about God through study and reflection on Sacred Truth;
 - c. giving service to others in the Chapter, seeking their interest and well-being;
 - d. binding us together in a common goal which requires cooperation and integration of talents;

⁵See appendix A

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

II. Structure and Government of a Chapter

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

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

-
- a. the Council authorizes the Moderator to inquire into the status of a member transferring from a previous Chapter;⁶
 - b. the Council may require a probation period of up to one year before final acceptance of the member if there are concerns of a questionable nature.
8. determine and approve its own Chapter's budget; review and approve the Treasurer's report on a regular basis:
 - a. the Council may spend up to an amount approved by the Chapter without further consent from it;
 - b. the Council determines how the Chapter will pay the per capita assessment established by the Provincial Council.
 9. authorize the Moderator to apply to the Provincial Promoter for the assignment or replacement of a Spiritual Promoter with a copy sent to the Provincial Moderator. (Confer II.E.2)
 10. authorize the Moderator in its name,
 - a. to warn those with chronic unexcused absences of possible consequences⁷
 - b. to declare an office vacant
 - c. to expel a member for serious reasons, such as scandal or divisiveness within the Chapter.
 11. authorize the Secretary to prepare letters for those wishing to transfer to another Chapter or to join another Order as a lay or religious member.
 12. In the case of a new group, where no members have made a permanent profession, an interim council can be formed until a sufficient number of permanently professed members are eligible. This council exercises all those functions of a regular council. Any questions or difficulties in fulfilling the rules and directives should be made to the Provincial Moderator. In the case of admission or temporary or permanent profession, the pro-chapter council is to confer with the Provincial Moderator for final approval. He/she in turn will confer with the Provincial Promoter in the case of unique circumstances.
- C. Members of the Chapter Council
1. The Officers are: Moderator, Vice Moderator, Secretary and Treasurer. The offices of Secretary and Treasurer may be combined, upon the affirmative vote of a majority of the professed members, if the size of the Chapter and the demands of the tasks make it advisable. No other of these offices may be combined. These officers are Council members.

⁶See Section V.C, Departure from a Chapter

⁷See Section II. G. 3-5 and Section V. B. 1.

-
2. The chapter may elect additional councilors to serve on the chapter council with full voting rights.
- D. Duties of Chapter Council Members
1. The Moderator
 - a. conducts all Chapter and Council meetings;
 - b. in conjunction with the Spiritual Promoter and the Formation Director, prepares for and conducts the ceremonies of reception and profession; receives Inquirers into the Order, and receives the profession of Candidates;
 - c. prepares an annual report for the Chapter and the Provincial Council on the activities and programs, strengths and weaknesses of the Chapter and its members;
 - d. arranges for active members to be in contact with prayer and ill members and receives reports about them;
 - e. notifies all members of the death or danger of death of any Chapter member or of his/her immediate family; sees that, in case of death, Chapter suffrages⁸ are observed;
 - f. ensures that other Council members perform their duties in accordance with the Statutes;
 - g. acts as spokesperson for the Chapter and as liaison with other Chapters, the Provincial Council Moderator, and the Provincial Promoter;
 - h. Serves as representative and the voting delegate for the chapter at the Provincial Council Meetings and reports to the Chapter all Provincial Council actions.
 2. Vice Moderator
 - a. substitutes for the Moderator in case of absence and takes that office when it is vacant until a new Moderator is elected;
 - b. when the Chapter elects not to have a Vice Moderator, the Council determines the order of substitution;
 - c. The Vice Moderator serves as the representative to the Provincial Council Meeting in the event that the Moderator cannot attend or is serving on the executive council.⁹
 3. Secretary
 - a. records attendance and takes minutes at Chapter and Council meetings;
 - b. prepares and sends out communications on behalf of the Chapter, as requested;
 - c. ensures preparation and maintenance of an up-to-date register of members; which includes the name, address, phone number, status (Inquirer, Candidate;

⁸ See appendix A.

⁹ See Section VII.A.3

Temporary Professed, Life Professed, and Prayer Member), dates of reception, first profession, renewals, and life profession, and office(s) held;

- d. Keeps chapter necrology;
- e. Maintains list of expelled members.

4. The Treasurer

- a. establishes and maintains the Chapter account, collects and disburses funds as directed by vote of the Chapter and/or Council;
- b. prepares a written budget and a balanced monthly report for approval of their Council and the Chapter;
- c. prepares an annual Treasurer's report for the Provincial Council.

E. Appointed Positions

1. Formation Director

- a. Formation Director organizes the initial study program within the guidelines set down by the Provincial Council to instruct Inquirers and Candidates in the Order; provides assistance to those in formation and or those who lead the formation sessions, giving the guidance that will help all discern their vocation in following Christ;
- b. meets individually with Inquirers or Candidates to ascertain whether or not to recommend their reception or profession to the Council;
- c. cooperates with the Moderator and the Spiritual Promoter to arrange the ceremonies of reception and profession.
- d. may be assisted by others but assumes the final responsibility for all initial formation.
- e. is appointed by the executive council for a three year term with a maximum of two consecutive terms. Allowances for additional terms may be granted with approval by the Provincial Executive Council.

2. The Spiritual Promoter

- a. assists the members in doctrinal matters and the spiritual life,¹⁰ and fulfills the requirements of the job description prepared by the Chapter Council;
- b. in cooperation with the Moderator and the Formation Director, prepares for the reception and profession ceremonies and represents the Master of the Order at them;
- c. is appointed by the Provincial Promoter, after consulting with the Provincial and the local Chapter/ Pro Chapter council.

¹⁰The Rule, #21c.

- d. A promoter may be a priest (religious or diocesan), religious brother, sister, or deacon. The term of office for the Religious Promoter is three years and can be renewed as often as needed.

F. Nominations and Elections

1. Before an election, the Chapter will determine the number of Officers to be elected based on the previous guidelines.¹¹ Officers will be elected by nominations made by the voting members of the chapter. The order of elections will be Moderator, Vice-Moderator, Treasure, and Secretary.
2. All Council members are nominated and elected at the Chapter meeting. Any member¹² may nominate.
3. For a valid election, a quorum, that is, two-thirds of active professed (either temporary or permanent) members must be present. By a secret ballot, Council members are elected by a majority vote (one more than half). In the event that there is no majority after two ballots, only the two nominees receiving the highest number of votes on the second ballot will be eligible for the final vote.
4. The term for elected Officers is three years with a maximum of two consecutive terms in the same position.
5. Moderators and Vice Moderators must be professed for life. Other council members must have made their temporary profession.

G. Vacancies, Removals, and Appeals

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

¹¹The Rule, #21b.

¹²A "member" refers to Candidates or active professed members according to Section III, A. 2-3.

vacated?" [or] "Is the membership of (name of professed member) ended?" A simple majority affirmative vote of a quorum of the Chapter vacates the office or ends the membership. In the case of a vacated office, a new election is then held.

III. Membership and Process of Incorporation

A. Membership categories

1. Inquirers are those seeking to discern a lay Dominican vocation; they participate in the first phase of initial formation. They have participatory but not voting or nominating rights.
2. Candidates are members who have been received into the Dominican Order through the Chapter and who participate in the second phase of initial formation. They have participatory but not voting rights. Candidates join in the support of the work of the Provincial Council through the payment of the yearly assessment.
3. Professed members are either active members or prayer members.
 - a. Active members are those who have made profession, enjoy full voting rights, regularly attend meetings, and participate in Chapter activities. They make profession initially for a three-year period¹³ and are eligible for the offices of Secretary and Treasurer and then profess for life and are thereby eligible for all Chapter and Provincial offices.
 - b. Prayer members are life professed members who by reason of distance, age, illness, infirmity or other serious reason approved by the Council, can no longer attend meetings. Prayer members affirm their continuing interest and share, insofar as they are able, in the activities of the Chapter but do not have voting rights.
 - c. As of January 1989, new "private or isolated" membership is discouraged. All existing private or isolated members are to become associated with a nearby active Chapter/Pro-chapter. The Moderator of the nearby Chapter/Pro-chapter is responsible for inviting that member to join the Chapter/Pro-chapter. In communicating information, the Moderator must consider that person as a member of his/her local community.
4. Chapters should consult with the Provincial Promoter before approving a request for membership by laicized priests and dispensed vowed religious.

B. Process of Admission to a Chapter

1. First Phase of Initial Formation (Period of Inquiry)

¹³For renewals see Section III, B. 4.

-
- a. An Inquirer is interviewed by the Formation Director or the leaders of the formation sessions to assess the person's readiness to participate in the formation program. The Inquirer should be at least eighteen years of age and a fully initiated Catholic. Those newly baptized, returning or received into full Communion must be practicing Catholics for at least two years.
 - b. During the first phase, Inquirers
 - i. Attend meetings devoted primarily to study of Dominican Life and history, lay spirituality, liturgical and private prayer, reflection and discussion;
 - ii. are assisted in discerning their place within the Dominican Laity
 - iii. are supported by members' prayers and concern in the decision-making process
 - c. The time requirement for the first phase is to be a period of at least six months and may be extended upon the council's or the formation director's recommendation.
 - d. At the conclusion of the first phase, the Formation Director ascertains the readiness of the Inquirer and makes a recommendation to the Council. The Council, by majority vote, accepts or rejects the recommendation. If the decision is unfavorable, the Inquirer is given the reason(s).
2. Rite of Reception¹⁴
- a. If the decision is favorable, the Council then makes arrangements for the reception of the Inquirer into the Order according to the approved Rite.
 - b. The Inquirer receives the cross or pin as a sign of commitment to the Order.
3. Second Phase of Initial Formation (Candidacy)
- a. The Candidate, or new member of the Order, begins the second phase of initial formation and is expected to develop the habit of living according to The Rule and to participate in the regular activities of the Chapter.
 - b. The second phase of formation is a period of at least one year. This period may be extended upon the recommendation of the Formation Director or the Council.
 - c. At the conclusion of the second phase, the Formation Director, with input from those leading formation, ascertains the commitment of the Candidate to continue, and makes a recommendation to the Council. The Council, by majority vote, accepts or rejects the recommendation. If the decision is unfavorable, the Candidate is given the reason(s).
 - d. If the decision is favorable, the Council then makes arrangements for the profession of the Candidate according to the approved Rite
4. Temporary Profession¹⁵

¹⁴See Appendix D: The Rite of Reception.

-
- a. Temporary profession is made for three years.
 - b. The candidate receives the Dominican Scapular to wear as a sign of his/her commitment to live the Dominican charism.
 - c. Once the candidate makes a temporary profession, he or she may use the appropriate prefix such as Mr., Ms., Miss, Mrs., or Dr. before his/her name and the letters OP after it for the duration of the profession, that is, for three years, renewed for a specific time, or permanently once permanent profession is made. (Examples: Mr. John Doe, O.P. or Ms. Janice Doe, O.P.) No other initials or designations that refer to the branch of the Order are to be used.
5. Renewal of Profession
 - a. Renewal of profession is made for three years; the total number of years in temporary profession may not exceed six, at which time the Professed either makes profession for life or withdraws. A person who has renewed their temporary profession may make a permanent profession any time during the second three year period.
 6. Profession for Life
 - a. A member must be professed for a minimum of three years before profession for life.
 - b. Before making profession for life, the member is expected to give evidence of a life lived according to The Rule, following the Lord and open to the call of the Spirit in pursuing his/her vocation.
 - c. The member meets with the Formation Director and or formation leader and affirms the intention to live according to The Rule until death. The Formation Director recommends the member for life profession to the Council after receiving recommendations from the formation leaders.
 - d. The Council, by majority vote, accepts or rejects the recommendation. If the decision is unfavorable, the Professed may be allowed to renew, provided that the maximum of six years of temporary profession has not elapsed; or the Professed may be denied renewal.
 - e. If the decision is favorable, the Council makes arrangements for the profession for life according to the approved Rite.
- C. Recording the Rites of Admission and Profession
 1. The rites of admission and profession are to be noted in a “Book of Admissions and Professions” and signed by each of the admitted and or professed and by the person who receives the admission and or profession together with the Spiritual Promoter.

¹⁵See Appendix E: The Rite of Profession.

-
2. Records of acts of Admission, Temporary Profession, and Permanent Profession must be immediately sent to the Lay Provincial Secretary. The records must include name, date, Moderator, Vice-Moderator or chapter council representative who presented the candidate, and the spiritual promoter.

IV. On Going Community Life within a Chapter

- A. The purpose of community life is to strengthen and enrich the individual, the Chapter and the Church.¹⁶
 1. Members of the Chapter are expected to participate in on-going formation, since study is a basic part of the Dominican charism.
 2. The monthly meeting consists of prayers and suffrages¹⁷, special concerns of the members, the usual items of business, on-going formation/study and whenever possible, Eucharist and/or the Liturgy of the Hours. These meetings are to be held at a time convenient to the membership. Members should attend meetings regularly and notify the Formation Director or the Moderator if they are unable to attend.
 3. The Chapter serves as a source of strength for members to engage in personal apostolic works. On a regular basis there should be a sharing of these activities among the members. Where possible, it is recommended that the Chapter have its own apostolate to which members agree and for which they work.

V. Departure from a Chapter

- A. Leaving a Chapter
 1. An Inquirer or Candidate is free to withdraw at any time.
 2. Temporary professed members may withdraw at the end of their time of profession.
 3. Permanently professed members who seek to withdraw from their permanent profession must make this request in writing to the Provincial Council Moderator. At the request of the Provincial Council Moderator, after consultation with the Provincial Council, the Prior Provincial will dispense the permanently professed member.
 4. Anyone with a prolonged absence from a chapter, who was not permanently professed, must begin the process over again under the guidance of a legitimate chapter or pro-chapter.
 5. For permanently professed members who have not been a member of a chapter/pro-chapter for a prolonged period of time, for reasons other than illness or other acceptable pastoral reasons, can make application(or re-application to their former

¹⁶See Appendix B.

¹⁷ See Appendix A.

chapter/pro-chapter) to join a chapter or pro-chapter. With the vote of the Council he/she will be allowed to enter a period of six-month probation. After the probationary period, the Council by majority vote, can accept or reject the member's application. In the case of the rejection of a permanently professed member of the Order to a chapter, the Moderator is to inform the Provincial Moderator and the expelled member of the rejection and the reasons for that rejection.

B. Removal from a Chapter

1. A professed member may be removed from the membership register by vote of the Council following the procedure for removal of an officer in accordance with Section II. G. 3-5 of this Particular Directory.

C. Transfer

1. Members who wish to transfer to another Chapter within the Province or to another Province, or who wish to become vowed religious or lay members of another Order, should notify the Council. The Council should send a letter to the new Chapter, Province or Superior noting their status in the Chapter (e.g. date of profession, offices held) and their standing (in good standing, removed or withdrawn).

VI. Re-Forming, dissolving, or Suppressing a Chapter

A. Rationale for Intervention

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

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

1. Re-formation of a Chapter is a process of temporarily suspending some elements of the Particular Directory in order to re-organize and/or re-train the members to promote the observance of the Statutes and to foster the community life of the Chapter.¹⁸
2. When persistent efforts at re-formation fail, a Chapter is either willingly dissolved or suppressed.

¹⁸See Section II. B. 1.

-
- a. A two-thirds affirmative vote of a quorum of all active members is required to dissolve a Chapter; otherwise, the Provincial Promoter recommends suppression to the Prior Provincial.
 - b. In the case of suppression only, the Chapter has the right of appeal to the Prior Provincial and the Master of the Order
 3. When a Chapter is dissolved or suppressed:
 - a. those members interested in remaining lay Dominicans shall have the opportunity to transfer to an already existing Chapter or make other arrangements.¹⁹
 - b. provisions are to be made for the assets of the Chapter, if any, to be distributed according to the will of the majority of members present and voting. Accounts held in the name of the Chapter are to be terminated by an effective date set by the Prior Provincial.
 - c. those members wishing to withdraw must follow the procedure for withdrawing from a chapter in accordance with sections V.A.1, V.A.2, and V.A.3 of this particular directory.

VII. The Provincial Council

- A. Members of the Provincial Council
 1. Members of the Provincial Council are the Moderators of the Chapters, the Provincial Promoter, the officers of the Provincial Executive Council, and the previous Provincial Moderator. The Provincial Promoter of the Dominican Laity and the previous Provincial Moderator are ex-officio members of the ensuing Provincial Executive Council with full voting privileges. Each of the current officers of the Provincial Executive Council shall have voting privileges
 2. Any member who has made a permanent commitment to the Dominican Laity of the Southern Province may be nominated for and hold office. A person may be elected for an office other than the one they vacated, even after serving two consecutive terms in another office.
 3. The elected Provincial Moderator, if currently serving as a chapter Moderator, must resign that position in the local chapter. Persons elected to other positions of the Provincial Executive Council should also consider resigning their council position in the local chapter.
 4. All "voting delegates" to the Provincial Council must have made a permanent commitment to membership in the Dominican Laity. An exception may be made in


¹⁹According to the provisions of The Rule and the Particular Directory, Section V. C.


the case of a long standing group, when the interim Moderator of that group is within six months of final profession and there are at least two other members of that group who have been in formation for three years. (one year candidacy and two years temporary profession). Such individuals have voting rights but cannot be elected to an office on the Provincial Council. The Provincial Moderator makes the exception in consultation with the Executive Council.

5. Observers from each Chapter/pro-chapter are welcome to attend the Provincial Lay Council Meeting. They may attend the discussion of topics, except at those parts of the meeting specifically designated for "voting delegates".
 6. Expenses to attend the Provincial Council meeting are paid from Provincial Council funds for the voting Representative from Chapters who are unable to bear the expense, the Officers of the Provincial Council, and the Provincial Promoter.
 7. Provincial Council Representatives must be present to vote, since there is no voting by proxy.
- B. Duties of the Provincial Council include
1. approving the basic guidelines for initial and on-going formation programs to be used throughout the Province to educate, form and develop Inquirers, Candidates, and professed members;
 2. receiving information from the Chapters and making recommendations to them to strengthen the Dominican charism and further the apostolate of all lay Dominicans;
 3. assuming responsibility for a Province-wide publication to promote communication among Chapters and to inform membership of significant events which affect their lives as lay Dominicans, especially actions taken by the Provincial Council at its annual meeting;
 4. determining the Provincial Council budget and the assessment to be levied on all who have been received as members.
 5. formulating a job description for the Provincial Promoter, and using it when requesting a new Promoter or a replacement from the Prior Provincial; preparing a list of names for the office of Provincial Promoter to aid the Prior Provincial in his selection.
 6. establishing committees, commissions, or task forces to accomplish specific objectives. It may permit the Moderator to determine the membership for these committees, or may reserve that right to itself. Committees exist from one LPC meeting to the next, and may be renewed by the Provincial Council.
- C. Provincial Executive Council
1. The members of the Provincial Executive Council include the Provincial Council Moderator, Vice Moderator, Secretary, Treasurer, previous Provincial Moderator, and

the Provincial Promoter. No officer may succeed himself/herself for the same office more than once consecutively, i.e. there must be an intervening three year period after serving in a given office for two consecutive terms.

2. The duty of the Provincial Executive Council is to execute the on-going responsibilities of the Provincial Council; namely, it
 - a. plans and prepares for the Provincial Council meeting;
 - b. implements the recommendations of the Provincial Council;
 - c. discusses and responds to the needs and concerns of Chapters;/pro-chapters.
 - d. facilitates communication with other branches of the Dominican Family;
 - e. reports to the next Provincial Council actions taken on its behalf.
 - f. Serves as the Statues Committee giving final approval to revisions to the Particular Directory that have been ratified by the chapters.
- D. Duties of Officers and Other Members of the Provincial Executive Council
1. Moderator
 - a. convenes the Provincial Council meeting and executive council meetings with at least two months' notice to the Representatives;
 - b. conducts all meetings and elections of the Provincial Council;
 - c. appoints members to any committees or other bodies as directed by the Provincial Council and is an ex-officio member of them;
 - d. receives the annual reports from each Chapter, including the membership register, which is filed with the Secretary; (NOTE: This is wise in case the office of Secretary becomes vacant for some reason.)
 - e. visits as many Chapters each year as is possible, trying to visit all within each term of office;
 - f. works in coordination with the Provincial Promoter and/or the Prior Provincial to foster the life of each Chapter and to work for the common goals of the Dominican Family;
 - g. promotes collaboration with other branches of the Dominican Family to strengthen our shared Dominican charism;
 - h. serves as the ex-officio representative to the Inter-Provincial Council meetings called during his/her term of office.
 2. Vice Moderator
 - a. acts in place of the Moderator in his/her absence or as directed by him/her; serves as Moderator pro tem in case of vacancy in the office until a new Moderator is elected.

-
- 
-
- b. may be assigned such other duties as determined by the Moderator or the Provincial Council, i.e. visitations, representation on collaborative ventures
 - c. acts as Provincial Formation Director
 - d. acts as the delegate to the Dominican Laity Inter Provincial Council (DLIPC)
 - i. The DLIPC Representative brings the concerns of the Province to the DLIPC and reports to the Province the actions of the DLIPC.
 - ii. When the DLIPC meeting is held in this Province, it is the responsibility of the Moderator, Provincial Promoter and DLIPC Representative to organize all meeting arrangements. The cost of travel for the DLIPC meeting is borne by the Provincial Council for the Moderator, the Provincial Promoter and the DLIPC Representative.
3. Secretary
- a. takes the minutes at all Provincial Council meetings and within one month of the meeting mails copies of them to the Provincial Moderator, Chapter Moderators, and the Provincial Promoter;
 - b. ensures the maintenance and distribution of an annual update of the Provincial Council membership, including name, address, telephone number, status, dates of reception, first profession, life profession, current office(s), term expiration;
 - c. updates the Permanent Membership records and forwards a copy to the Provincial office.
 - d. attends to all correspondence as directed by the Moderator and/or Provincial Council.
4. Treasurer
- a. prepares the Treasurer's reports for acceptance by the Provincial Council;
 - b. proposes a budget to be approved by the Provincial Council and distributes it with the minutes;
 - c. maintains an accurate record of all funds received and disbursed; maintains a financial account of all Provincial Council funds; disburses funds as directed within the budget to those who submit receipts; makes deposits of all funds received within a month of receipt.
 - d. helps in arranging travel and housing for Provincial Council meetings and other travel as needed and approved.
 - e. Sends annual notification for payment of dues in a timely fashion to the Chapter Moderators.
5. Provincial Promoter
- a. The Provincial Promoter is a member of the Provincial Council with voting rights.

-
- 
-
- b. The Provincial Promoter learns of the special needs of each Chapter by attending the Provincial Council meeting and by regular visits to all Chapters.
 - c. The Provincial Promoter is to receive a copy of all actions taken by the Provincial Council and must be informed in writing of any actions taken by that Provincial Council in his absence.
 - d. The Provincial Promoter may, with the approval of the Council, appoint an Assistant, who is not a voting member of the Provincial Council
 - e. To serve as a liaison to the Prior Provincial in his role as official delegate of the Master in care of the Dominican Laity;
 - f. To facilitate communication between the Dominican Laity and the friars;
 - g. To foster the participation of Lay members in the preaching work of the Church as well as in established ministries of the province;
 - h. To work with and encourage the friars to develop and serve the Laity's Chapters and Pro-Chapters;
 - i. To approach members of our communities and/or members of Dominican sisters' congregations to assume the role of the local spiritual promoter.
 - ii. To urge the brothers to provide theological, spiritual and pastoral workshops for the Laity.
 - i. To attend the regular meetings of the Dominican Laity Executive Council, the Dominican Laity Provincial Council of the South, and the Dominican Laity Inter-Provincial Council;
 - j. To conduct a regular visitation of the Chapters and Pro-Chapters of the province. These visits should be conducted with a member of the Dominican Laity Executive Council where possible.
 - k. To collaborate with the Promoter General of the Dominican Laity.
 - l. To provide information to the Dominican Laity Chapters from the friars' General and Provincial Chapters about matters that concern the Dominican Laity.
 - m. To provide input on Dominican spirituality, history, theology, and Church teachings appropriate to lay vocations.
 - n. To be careful not to interfere in the government of the Dominican Laity in such a way that it destroys their right to representative government provided by our Dominican model. He must urge local promoters to do the same.
 - o. Upon request of the Provincial Executive Council to submit to the Prior Provincial for his approval:
 - i. Requests from the Dominican Laity Moderator to have a Pro-Chapter raised to the level of Chapter.

-
- ii. The names of those proposed for appointment as spiritual promoters to Chapters and Pro-Chapters. These local spiritual promoters are to be approved for a three-year, renewable term.
 - iii. Requests for the suppression of a chapter.
 - p. To keep Laity informed of books and articles that might be beneficial to their community, study, prayer, life and mission.
 - q. To be well acquainted with the Rule, the Provincial Statutes and Rites of Admission and Profession for the Dominican Laity.
 - r. To send the Moderators and provincial promoters of the other three American provinces a copy of our annual provincial directory.
 - s. He shall submit to the Prior Provincial and his Council by December 15 of each year a report of the previous fiscal year's activities as well as a plan for the upcoming fiscal year's activities and, through the Economic Council, a budget request to fund those activities.
- E. Elections, Terms of Office and Voting Procedures:
1. Regular Chapters do not need any special requirements to send voting delegates to the Lay Provincial Council, since their qualification as Chapter already satisfies the Rules and the Directory. Chapters, which have less than five (5) members, who have made permanent commitment, must have been "validated" by the Secretary of the Executive Council as described before.
 2. The Provincial Council elects officers from among the active life professed members of the Province for a maximum of two consecutive three-year terms; these terms begin sixty days after the date of the election.
 3. It is recommended that voting for officers will occur no earlier than twenty-four (24) hours after the meeting is convened.
 - a. The Provincial Moderator will appoint a Counting Committee of three people from among the voting delegates, which have not been nominated for the office for which the votes are being counted. A new Counting Committee shall be appointed as necessary.
 - b. Voting will take place by secret ballot. Ballots will be prepared for each office independently. All improper votes and ballots will be removed. The Counting Committee will count the votes and present them to the Moderator, who will announce the results.
 - c. In sequence, voting for the office of Provincial Moderator shall be completed, followed by the Vice Moderator, the Provincial Treasurer, and the Provincial Secretary. A simple majority is all that is required for these positions. Any

permanently professed person can be nominated whether he/she is present or not. The person must accept the nomination in order to be placed on the ballot.

4. The election of officers takes place by open nomination and secret ballot of the Representatives, with a majority necessary for election. If there is only one candidate for any office, the office is declared filled by acclamation.
 - a. If after the third ballot a simple majority is not attained there will be a fourth vote between the two candidates with the most votes. The candidate receiving the most ballots will be declared the winner.
 5. The offices of Secretary and Treasurer may be combined if the demands of the task and the vote of the Provincial Council so determines.
 6. If an office is vacated, the Executive Council appoints a replacement to serve the unexpired term until the Provincial Council meets again.
 7. In the event a vacancy shall occur in any office by death, resignation, or incapacitation, the office shall be filled by an appointment of the Provincial Moderator with the approval of the Executive Council. Concurrence or rejection of the appointment must be made in writing by the Executive Council within two weeks after the Moderator has made a recommendation. In the event of a vacancy in the office of Moderator, the Vice Moderator shall immediately fill the vacancy, and, in the role of Moderator, shall appoint a Vice Moderator. The Provincial shall approve all appointments.
 8. Participation in an office as a Moderator's appointee, or as an automatic successor to the Moderator, for a period of thirty (30) months or more, shall be considered a "full term of office"
- F. Interim Meeting
1. An interim meeting of the Provincial Lay Council - without elections- for the purpose of reviewing progress and direction of the matters being handled by the Executive Council since the last regular meeting, shall be held, if possible, approximately mid-way in the period between triennial Council meetings. Changes in priorities may be enacted and other essential matters handled.
- G. Special Meetings
1. The Moderator and/or the Provincial Promoter may call a special meeting of the Provincial Council giving one month's notice in writing of the time, place and reason(s) for the meeting.
 2. Expenses are borne by the Provincial Council.

VIII. The Prior Provincial

- A. The Duties of the Prior Provincial
 1. The Prior Provincial acts as the representative of the Master of the Order in relationship to the Chapters within the Province and, with the consent of the local Ordinary, establishes new Chapters.²⁰
 2. During a Provincial Chapter or with his Council, he appoints the Provincial Promoter as his representative within the Province.²¹
 3. In consultation with the Provincial Promoter and the local Council of the Laity, he appoints a spiritual promoter for each chapter.²²
 4. Approves decisions of the Provincial Executive Council to dissolve or suppress a chapter. The Prior Provincial notifies the chapter by written letter and determines the effective date for the termination of that Chapter's financial accounts.²³

IX. Conclusion

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

²⁰The Rule, #20a.

²¹The Rule, #20b.

²²The Rule, #20c.

²³Particular Directory, Section VI. A. 2 and VI.B. 4b.

Section Three - The Appendices





I. Appendix A - Suffrages

- A. Prayers for the deceased have been a hallowed tradition since Saint Dominic founded the Order. Members are expected to:
 - 1. Say daily an Our Father, a Hail Mary and Eternal Rest for the deceased members of the Order;
 - 2. Offer at least three Masses a year for all deceased Dominicans;
 - 3. Have a Mass offered and/or say five decades of the Rosary on the death of a Chapter member;
 - 4. Commemorate all the faithful departed in a special way on
 - a. February 7, for the deceased parents of all Dominicans,
 - b. September 5, for the deceased benefactors of the Order,
 - c. November 2, for all souls,
 - d. November 8, for all deceased Dominicans.

- B. Upon the death of a member, the Chapter is expected to:
 - 1. Receive from the Moderator notice of the death;
 - 2. Attend the funeral Mass and recite the appropriate Hour of the Office of the Dead as a Chapter, if possible;
 - 3. Have a Mass offered as soon as possible for the deceased member;
 - 4. Recite the appropriate Hour of the Office of the Dead, at the first meeting following the death of a member.




II. Appendix B - Community Life within the Chapter

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

III. Appendix C - Forming A New Chapter

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

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

IV. Appendix D – Rite of Admission

Instructions:

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

PRESENTATION:

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

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

The Moderator asks the candidate(s):

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

Response by the candidate(s):

To be admitted into the Dominican family.

The Moderator:

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

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

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

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

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

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

V. Appendix E – Rite of Temporary Profession

Instructions are the same as in the rite of admission.

PRESENTATION:

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

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

The Moderator asks the candidate(s):

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

Response by the candidate(s):

To make a temporary commitment in the family of St. Dominic.

The Moderator:

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

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

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

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

Let us pray:

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



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

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

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

(Blessing over the candidates)

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

(The Eucharist proceeds as usual).

VI. Appendix F – Rite of Permanent Profession

Instructions are the same as in the rite of admission.

PRESENTATION:

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

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

The Moderator asks the candidate(s):

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

Response by the candidate(s):

To make Permanent profession in the family of St. Dominic.

The Moderator:

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

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

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

Then the candidates for Permanent commitment using the formula in the Rule #14.

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

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

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

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

The Moderator:

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

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

(Blessing over the candidates)

Let us pray:

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

(The Eucharist will proceed as usual.)