



Rome, 19 February 2013

This brief intervention is located inside the theme “Information inside the Congregation” and will deal in particular with the theme of **minutes of the council** (and **communiqués**) and of **reports about admissions** (to the perpetual profession, to the diaconate, to the presbyterate). It is therefore about information in the direction that goes from the Circumscriptions to the General Government and that allows the latter to feel the “pulse” of a Circumscription (minutes and communiqués) and to have the indispensable elements to evaluate the candidates in view of the above-mentioned stages of formation. This type of communications requires some instructions for their good functioning; instructions that for many of you will perhaps be obvious, but which however it is good that they be clear.

MINUTES OF THE COUNCIL AND COMMUNIQUE

Minutes of the Council (*acts, minutes*). As requested by the *Constitutions* (art. 193.2; cf SdAM 259.4-5), the minutes of the meetings of the Council of the Circumscription (duly signed by the Superior and by the Secretary of Circumscription) must be sent «in time» to the General Government: in reality they are sent to the Secretary General (naturally, after their approval in the Council of Circumscription), who sees to it to forward them to the Superior General and to the Councilors besides keeping a copy of them for the archives. It is requested that the **file** of the Minutes, once approved, be sent via e-mail (it is good to send also the file, not only the one in paper, because it facilitates the information of the General Government, fast consultation, etc.). The signed copy (in paper) can arrive even after months, based on the occasions that present themselves.

The redaction of the minutes of council is the competence of the Secretary of Circumscription. The ideal is a minutes that is essential and clear, that is, it does not disperse itself in secondary themes or leave space for ambiguity. Once approved, it is good that it be initialed page by page (for example, by stamp and/or signature of the Secretary) to guarantee its authenticity.

Communications (*circulars, information, comunicados*). In themselves, they are not obligatory, however it is already consolidated practice to send to the General Secretariat even the **communications** that follow the provincial/regional council: they give in synthesis the essential (and public) information of the minutes and moreover, since they are official communications of a circumscription, they are published in the site of the Congregation www.paulus.net, under the individual circumscriptions (Provinces/Regions – Information). For this email is enough, which it would be good to send to the Secretary *and* to the Information Service (Fr. Norman Peña: information.service@paulus.net).

REPORTS FOR THE ADMISSIONS

For the significant stages (first profession, perpetual profession, diaconate, presbyterate, dispensation of every type) the **signed document** (petition) in original of the person concerned is requested. Accepted is the anticipation via e-mail, but only as a provisional document which is not valid for legal purposes.

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Remember that the **scrutinies** have been made obligatory on confreres who are candidates for:

- the perpetual profession
- the diaconal ordination
- the presbyteral ordination

Such scrutinies must be expressly mentioned in the letter of presentation of the Regional Superior (see below).

The following **documents** must come to the Secretary General:

- document of first profession (*Constitutions* 123.3)
- document of perpetual profession
- document of lectorate
- document of acolytate
- document of diaconate
- document of presbyterate

PERSONS: DOCUMENTATION TO BE SENT TO THE GENERAL SECRETARIAT

First religious profession:

- Document of the first religious profession (*Constitutions* 123.3);
- Essential personal file of the neo-professed (*The module is sent by the Secretary*).

Perpetual profession (*Constitutions* 146; SdAM 125.2; 238.1)

- Petition (*see below* *) of the candidate registered in the name of the Superior General and consigned to the Superior of Circumscription.
- Report regarding the candidate (*Constitutions*, art. 132.1) signed by the master.
- Letter of presentation on the part of the circumscription Superior with the consent of his Council (*Constitutions* 146), addressed to the Superior General, with the **scrutinies**.
- Document of the done perpetual profession.

Established ministries: Lectorate and Acolytate (*Constitutions* 154, SdAM 237.4)

- Document of the done conferment of the lectorate and/or acolytate.

Sacred orders: Diaconate and Presbyterate (*Constitutions* 154; SdAM 125.3; 238.2)

- Petition (*) of the candidate registered in the name of the Superior General and consigned to the Superior of Circumscription (CIC 1036)
- Report regarding the candidate (*Constitutions*, art. 132.1), signed by the master.
- Letter of presentation on the part of the circumscription Superior with the consent of his Council (*Constitutions* 146), addressed to the Superior General, with the **scrutinies**.
- Document of the done conferment of the Diaconate or Presbyterate.

(*) How must be the petition of the candidate?

Cf can. 1036 of the *CIC* for the Sacred Orders and art. 120 of the *Constitutions* for the religious profession. Characterizing elements that must be present in a clear way in the written petition:

- ***Perpetual religious profession:*** the candidate must express his *free and spontaneous decision* to dedicate himself to God in the Society of Saint Paul as a cleric or disciple for always.
- ***Sacred Orders:*** the candidate must attest that he intends to receive the sacred order of the diaconate or presbyterate *spontaneously and freely* and that he will dedicate himself *forever* to the ecclesiastical ministry in the Society of Saint Paul.

The minimal interval of time requested by the CIC between the acolytate and the diaconate: at least 6 months (can. 1035 § 2); between the Diaconate and the Presbyterate: at least 6 months (can. 1031 § 1).



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