

A) PERSONS: DOCUMENTATION TO BE SENT TO THE GENERAL SECRETARIAT

First religious profession (Const. 123.3)

Perpetual profession (Const. 146; SdAM 125.2; 238.1)

Instituted ministries: Lectorate and Acolytate (Const. 154, SdAM 237.4)

Presbyterate (Const. 154; SdAM 125.3; 238.2)

B) ACTIVITIES: DOCUMENTATION TO BE SENT TO THE GENERAL SECRETARIAT

➤ **Minutes** of the Council

➤ **Annual report** about the Circumscription and **term expired**.

C) REGISTRY UPDATINGS.

At the General Secretariat the personal files of the members (data and photo) are inserted in the program “Gestione Anagrafica Religiosi” (GAR), that uses *FileMaker Pro*. To be able to have the situation of the members of the Congregation in constant updating, it is necessary that the following data be sent to it:

➤ *First religious profession* (file sent by the Secretary General: “biodata”).

➤ *Perpetual profession, diaconate, priestly ordination* (with the name of the ordaining bishop).

➤ *Transfers* of community: date of transfer, new community and apostolic assignment. It would also be good to update the *photos* of the members cyclically.

D) DECEASED

➤ in case of death of a confrere, communicate at once the news of death, accompanying it with a brief profile or with an essential biographical file.

➤ put in order the material belonging to the deceased confrere, verifying attentively what is to be sent to the General Archives or to be kept in the Archives of the Circumscription.

SOME INDICATIONS FOR THE SUPERIORS/SECRETARIES OF CIRCUMSCRIPTION

1. Favored instruments of communication from and for the General Secretariat are the **electronic mail** and the reserved area of the site www.paulus.net, in particular the “status of personnel.” It is therefore requested of Secretaries and Superiors of Circumscription to have easy and constant access to the electronic mail and to the site (to access the site: *User* = general; *password* = 1914). Given the barriers created by antivirus and antispam, it is opportune to give/wait for confirmation for the important emails. We request that fax be used only in case of emergency. The traditional mail and the forwarding agents (DHL...) are used only when necessary.

2. **Status of personnel.** The General Secretariat has the task of supplying the updated situation of the state of the Congregation to the members, to the Pauline Family, to the Vatican authorities, to the intercongregational organisms. It is necessary that the Secretaries of Circumscription report all the transfers and the data about the members (including **e-mail, assignments, cellphone numbers**) to the General Secretariat through the reports of their Council, the information to the communities or through email for the purpose. In order to share this information, the **status of personnel online** is active. Here are available, besides the email of each confrere, the transfers, the list of all the Superiors of Circumscription, of the Secretaries, of the General Directors, of the Coordinators of Formation, of the Circumscriptional Bursars, and the updated statistics of the Congregation. The General Secretariat is available to supply you with lists, statistics, extractions of data by age brackets, lists, etc. upon request.

3. **The San Paolo (Official House Bulletin of the SSP).** Notice has already been given in December 2010 that this will be published only in digital, not in paper anymore.

4. **Final report of every year and of term expiration.** (*Constitutions 192.4 and 188.2*). Such

report can also be sent by electronic mail.

5. **Minutes of the Council.** As requested by *Directory 193.2* the minutes of the meetings of the Council must be sent to the General Government. It is requested that the file of the Minutes, once approved, be sent to the General Secretariat, by email. The signed copy can arrive even after months, based on the occasions.

5. When the General Government grants permission to **acquire** or **sell**, it is requested that the documentation of the done acquisition or sale be sent. Such an answer rarely arrives at the Secretariat, so that it is difficult to keep updated the patrimonial state of the Congregation. The Secretariat assumes the task of transmitting the data to the General Bursar's Office.

6. It is opportune that all those who can sign for the goods of the Society of Saint Paul (bank accounts, investments, properties, civil societies, and various entitlements) deposit in the Secretariat (circumscriptional or general) the **holograph will** before receiving their nomination.

7. At n. 152 of the *Constitutions* it is said that for the exlaustration, the absence and the passage to another institute the norms of the CIC are to be followed, but n. 206.2.2 restricts this faculty to the Superior General. Therefore no Superior of Circumscription can grant a permission of *absentia a domo* (cf *SdAM*, 128.7).

8. The theses of licence, doctorate, (etc.), elaborated by Paulines, which are about the charism: it is good that they be conserved in the general archives. Thus as it is opportune that to the General Secretariat be sent the translations of the Works of the Founder, of the liturgy of the Pauline Family, of the original works of spiritual animation, to be able to share them with one who requests them from nations of the same language.

9. The important documents of the deceased Paulines must be kept by the general archives.

10. **Perpetual masses.** I take the occasion to remind that even for the coming years 6 (six) are the Masses to be celebrated by every Pauline priest. The Secretaries are to communicate before 31 January the number of perpetual masses celebrated by the priests during the preceding year, via email. For eventual registrations it is well that they be conserved in the communities or circumscriptions. In *San Paolo* will then be given communication about the fulfilment of this commitment that blessed Alberione has assumed for the Cooperators and for the needs of the Pauline Family.

11. For what concerns **enrollment in the Work of the Holy Perpetual Masses:**

◆ The offering for enrollment must be computed double with respect to the offering current for every Mass in the local Church.

◆ 50% of the offering will remain in the house, the other 50% will have to be sent to the General Bursar's Office (Br. Lorenzo Vezzani) of the Society of Saint Paul, in Via Alessandro Severo 58 - 00145 Roma.

◆ The list of the enrolled, with the relative offering, will have to be sent to the General Secretariat of the SSP every month. It is requested that a file in Word, Exel (even Access, FileMaker) be sent with the list of names (Surname + Name, in separate sheets, if possible); it is not therefore anymore necessary to send printed lists, except for those for whom it is not possible to send the file via email. This modality facilitates the archiving in database of the enrolled. When possible it is well to specify if the enrolled is living or deceased.

◆ Since the enrollment is perpetual, there is no sense repeating the enrollment. Since the enrollment is by name, families or groups cannot be enrolled.

◆ «*The card of enrollment is released by the individual houses; which then every month will transmit to Rome the names with the percentage of the offerings. From Rome receipt will be declared each time. If some House did not receive any answer, let it repeat the sending of the lists. To that end every House will keep its own complete register (Fr. Alberione 1947).*

14 The delegates/assistants of the Institutes are to communicate the deceased of the perpetual members of the Institutes for the Agenda Paolina to the General Secretariat. (It would be well to communicate also the dates of the first professions and perpetual professions for the GAR: both to the Vicar General and to the General Secretariat).

15 It is requested that the texts of the Provincial Chapters and of the Regional Assemblies be sent in a small volume (when they are made).