

**THE  
CONSTITUTION  
OF  
THE SOCIETY OF THE DIVINE SAVIOR**

Incorporating changes made by  
the XIV, XV, XVI, XVII and XVIII General Chapters  
and approved by the Holy See

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## PREFACE

Dearly Beloved,  
teach all nations, especially the children,  
to know the true God  
and him whom he has sent, Jesus Christ.

I charge you in the sight of God and Jesus  
who will judge the living and the dead  
by his coming and his kingdom:  
proclaim the word of God,  
be urgent in season, out of season,  
rebuke with all patience and teaching.  
Go, and with perseverance  
speak all words of eternal life  
to the people.

Announce and write the heavenly doctrine  
to all without respite.

This is the will of God, dearly beloved,  
that all people may know the eternal truths.

I beseech you not to falter  
from announcing the whole  
of God's purpose,  
so that with St. Paul you can say:  
I am innocent of the blood of all.  
Do not cease, day or night,  
to admonish each and everyone,  
even with tears.

Overlook no useful opportunity  
to announce and teach the doctrine  
of God to all,  
both publicly and from house to house.

Reg. 1884



OUR SALVATORIAN CALL AND MISSION

*The purpose of the Apostolic Teaching Society is to strengthen, to defend and to spread the Catholic Faith everywhere in so far as this is committed to it by Divine Providence. Therefore, by exercising this ecclesiastical teaching function in word and writing, it intends to achieve the end that all people might know more and more the one true God and Him whom He sent, Jesus Christ, and that they might live holy lives and save their souls.*

*Reg. 1882*

- 101 The kindness and love of God for humanity  
have appeared in Jesus Christ.  
In Him, the one true Savior of the world,  
all people are called to union with God  
and one another  
to form the People of God.  
Inspired by the Holy Spirit  
and out of concern for the salvation of all  
Father Francis Mary of the Cross Jordan  
founded the Society of the Divine Savior  
and gave it the apostolic purpose  
to announce to all people  
that Jesus is the Savior.
- 102 Christ urges us, as he did the apostles,  
to embrace a life of total dedication to God.  
Our baptismal call urges us  
to strive for perfect love  
which for us is realized in life in community  
according to the evangelical counsels  
and apostolic service.
- 103 Moved by the words of the Gospel:  
"Eternal life is this: to know You,  
the only true God, and Jesus Christ whom You have sent,"  
our Founder gave us the command and mission  
not to rest content  
until all people know, love, and serve Jesus  
as their Savior.

- 104 To progress toward this ideal  
we endeavor to grow  
in the knowledge and love of the Savior  
and make Him known to others.  
We foster an unshakeable trust in God  
and a true spirit of prayer,  
being convinced that we can do all things  
in Him who strengthens us.
- 105 Like our Founder,  
we seek to fulfill God's will  
as we live and work in faithfulness to the Church,  
serving others in simplicity and humility,  
thereby manifesting to the world  
the goodness and love of God our Savior.
- 106 The Society of the Divine Savior is an apostolic clerical religious  
institute with papal approbation. It has its own habit worn accord-  
ing to the norms of the common law of the Church.
- 107 To achieve our apostolic aspiration more effectively, we promote  
cooperation with the Sisters of the Divine Savior, with whom we  
share our origin and purpose.
- 108 According to the original intention of our Founder, we seek to  
promote cooperation with individuals and groups joined with us  
in his spirit and apostolic purpose. They collaborate in the apos-  
tolic works of the Society without the right of participation in its  
internal life or governmental structures.
- 109 The Society is dedicated to the Divine Savior. Our patrons are  
Mary, Mother of the Savior, the Apostles, St. Michael, and St. Jo-  
seph.

OUR APOSTOLIC LIFE

*By their example, by means of the spoken and written word, and by all ways and means which love for Christ may inspire, the members should seek wisely and zealously in the Lord to make known to all and to glorify everywhere God the Father and His Son, Jesus Christ, and the Holy Spirit, in order to bring people to salvation.*

*Reg. 1886*

- 201 Our Salvatorian life is apostolic  
and is the expression of the love of Christ  
urging us to spend ourselves  
for the salvation of all people,  
confident that thereby we ourselves grow continually  
in our union with God.
- 202 We proclaim Jesus Christ to all people  
by all ways and means which the love of Christ inspires,  
especially through the witness of our lives,  
our kindness,  
and our apostolic zeal.  
In fulfilling this ministry  
we always respect human dignity,  
and we are ready to serve all people without distinction.
- 203 In the selection of our apostolic activities,  
faithful to the charism of the Founder  
and the purpose of the Society,  
we are guided by the call of the universal Church,  
the demands of the local Church,  
the signs of the times,  
the manifold needs of all people,  
and the capabilities and gifts of the members.
- 204 It is our special concern  
to promote the development of the Christian vocation  
of those people who devote themselves  
to the fashioning of human society  
and the proclaiming of the Gospel message.

- 205 Jesus Christ had a preferential love  
for the poor and oppressed.  
The work of justice and peace in the world  
is part of our task of evangelization.  
Therefore, in all our apostolates,  
we wish to promote social justice  
and cooperate with those  
who work in the spirit of Christian love  
to overcome poverty,  
injustice, and oppression of every kind.
- 206 We are obliged  
to evaluate our apostolic activities periodically,  
especially according to Gospel values,  
and to update the methods and means we employ in them,  
in order to ensure an ever more adequate response  
to the needs of the People of God.

## CHAPTER THREE

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### OUR LIFE ACCORDING TO THE EVANGELICAL COUNSELS

#### THE EVANGELICAL COUNSELS IN GENERAL

*The rule and life of this order is to observe the holy Gospel of our Lord Jesus Christ by living Obedience, Poverty, Chastity, and the Apostolate.*

*Reg. 1 884*

- 301 Jesus Christ calls all to holiness of life  
and to collaboration in His work of salvation.  
We answer this call  
by following the way of the evangelical counsels  
in the Society of the Divine Savior.
- 302 By religious profession  
we radically dedicate ourselves to God  
and we commit ourselves for the sake of the Kingdom  
to a life of celibate chastity,  
poverty,  
and obedience  
in our Society,  
according to its rules.  
Through this dedication and commitment,  
we worship God,  
we deepen our personal union with Christ,  
we strengthen our unity as a community,  
and we increase our availability for apostolic ministry.
- 303 By progressing day to day in our commitment,  
we become ever more authentic witnesses  
to the healing presence of Christ in our world  
and testify to the new and eternal life  
which he has won and promised to us.
- 304 In our following of Christ,  
we see Mary and the Apostles as our example and help;  
they joyfully and generously  
cooperated in Christ's salvific work.

PROFESSION FORMULA

305 The following is the formula for the profession of temporary or perpetual vows:

Lord Jesus Christ, Savior of the World, in order to follow You faithfully and to serve You and Your work of Salvation, I, N. N., dedicate myself to You in Your Church without reserve to a life of apostolic service in the Society of the Divine Savior. In order to do this, I vow to You (for life or for one year), in the presence of N. N. (and the community), celibate chastity, poverty, and obedience according to the constitution. At the same time, I trust in the help of our Blessed Lady, Mother of the Savior, and all the patrons of the Society, as well as the daily help of my confreres. Accept, O Lord, my commitment and with your grace strengthen my resolution to fulfill all my life what I have vowed.

CONSECRATED CHASTITY

*Faithfully observe the vow of chastity; keep yourself most chaste in body and in mind.*

*Reg. 1884*

- 306 God, who has loved us first,  
has given us the charism of celibate chastity  
and calls us to open our hearts in love to Him  
and to all people.  
In response to His call,  
we freely dedicate ourselves to God  
in order to promote His Kingdom  
with the total strength of our love.  
Through celibate chastity,  
we wish to follow Christ,  
to build our community in brotherly love,  
and to increase our apostolic availability.
- 307 Through temporary and perpetual profession,  
we oblige ourselves by vow  
to live consecrated chastity,  
in which we forego marriage  
for the sake of the Kingdom  
and observe perfect continence,  
so that we grow in our commitment to God  
and in self-giving service  
to those with whom we live  
and to whom we are sent.
- 308 Consecrated chastity is strengthened  
by the celebration of the sacraments,  
fidelity to prayer,  
meditation on the word of God,  
prudent self-control,  
and generosity in service.
- 309 Consecrated chastity is more easily lived  
where there is found in the community true charity,  
extended to all,  
and binding all together.

310 Consecrated chastity, lived in faithfulness and joy,  
is a sign which witnesses to God's love for all  
and foreshadows the union of all people  
in the world to come.  
The love of God in us  
gives us the strength  
to mature in this state of life.

#### POVERTY

*The members should possess nothing as their own; whatever they acquire they acquire for the Society. I admonish each and every one of you in the Lord to observe holy poverty faithfully and uprightly as the foundation of our Society. You ought to rightly say with Blessed Peter: "Behold we have left all things and have followed you" (Mt 19:27).*

*Reg. 1884*

311 Jesus Christ lived poorly and simply  
and did not cling to and depend upon  
the goods of this world.  
He invites us to live in like manner  
and calls us to leave all things  
and follow Him.  
Through our life in evangelical poverty,  
we free ourselves  
to place ourselves, our talents, our abilities,  
and all that we have  
effectively at the service of God's people.

312 Through temporary,  
and perpetual profession,  
we oblige ourselves by vow  
to live evangelical poverty,  
in which we renounce the right  
of independently using or disposing of material goods,  
so that we grow in our reliance on God,  
and free ourselves for service and witness.

313 Our Founder had an unshakeable trust  
in Divine Providence.  
We likewise consider evangelical poverty  
fundamental to our Society  
being convinced that a spirit of poverty  
is absolutely necessary  
for the credibility of our lives  
and witness.

- 314 We live our evangelical poverty through a community of goods, sharing with one another all that we are, all that we have, and all that we receive, using everything responsibly. Bound by the common law of labor, we work together for our livelihood and plan the most fruitful disposition of our resources in our ministry.
- 315 We live our personal and communal poverty in solidarity and responsibility with the poor of the world, because each person has a fundamental right to live in human dignity and to share in the goods of the world. We avoid unnecessary accumulation of goods and share with those in need. Our lifestyle must be a witness to the Gospel.
- 316 The members retain the right of ownership of the goods they possessed before their first profession in the Society and also over those which they acquire through inheritance, legacy, or legal gift.
- 317 The members renounce the right of administration and the benefits of these goods. Therefore, before their first profession, by means of an appropriate document, they appoint an administrator of their property and freely dispose of its use and the benefits that accrue from it. Changes in this document may be made with the permission of the provincial superior.
- 318 Before perpetual profession the members also make a will. Permission of the provincial superior is requested prior to a change in it.
- 319 After their first profession in the Society, all that the members gain by their work is gained for the community. Gifts, pensions, and insurance payments become the property of the community and are at its disposal. In the use of community goods, the members are under the direction of the superior who takes into account the will of the community.

320 One who leaves the community has no claim for reimbursement from the Society for services rendered, nor can he claim repossession of what he has earned from his labor. However, in equity and charity, the Society helps him start a new way of life. Provincial statutes give directives.

#### OBEDIENCE

*Just as our Lord and Master Jesus Christ did not come into this world to do His own will but the will of His Father, so also the members have not entered the Society to do their own will, but the will of their heavenly Father, for the obedience which is shown to superiors is shown to God.*

*Reg 1886*

321 Jesus fulfilled in all things  
the will of His Father  
and redeemed all people.  
God calls us to place our lives entirely at His service.  
Through evangelical obedience  
we answer this call,  
integrate ourselves into a fraternal community,  
and share Christ's work of salvation.

322 Through temporary and perpetual profession,  
we oblige ourselves by vow  
to a life of obedience  
in which we embrace the Salvatorian way of life and its ministries  
in obedience to our superiors  
in accordance with our rules,  
so that we grow in the freedom of the children of God  
and respond as faithfully as possible to His will.

323 In communal dialogue and prayer,  
we seek to discern God's will  
through His word in scripture,  
through the directives of the Church,  
through our rules,  
through the directives of legitimate authority,  
and through personal conscience,  
interpreting the signs of the times  
and responding to the needs of the People of God.

324 Superiors exercise authority as a service  
in responsibility before God and the community.  
It is their task to encourage,  
unite,

- and lead the members  
in fidelity to the Gospel  
and our Salvatorian vocation,  
furthering the realization of our mission in the Church.  
In exercising this service,  
they have the right to make decisions  
and issue commands, if necessary.
- 325 Since we share in responsibility  
for the well-being of our Society and its mission,  
our obedience is to be active,  
enlightened,  
and mature.  
Responsible obedience presupposes  
a good relationship  
between the members and their superiors.  
This demands mutual trust and openness.  
We seek to fulfill our duties in the community  
and in ministry wholeheartedly  
and in a spirit of obedience and cooperation.
- 326 We respect the authority of the superior  
as well as the dignity,  
gifts,  
and personal initiative of every member.  
Thus, in a proper balance of rights and responsibilities,  
we foster a community among ourselves  
in which we channel our energies  
towards the mission of the Society  
and are willing and available  
to accept the tasks assigned to us.
- 327 We also share in Christ's work of salvation  
when, in obedience,  
we accept the will of God  
even though it involves suffering.  
In this we bear witness to others  
of the redemptive value of their own sufferings.

OUR COMMUNITY LIFE

*I beseech you, to lead a life worthy of your vocation, bearing with one another charitably, in complete selflessness, gentleness, and patience. Above all, have a constant mutual love for one another, for charity covers a multitude of sins. A new commandment I give you, says the Lord, love one another; just as I have loved you, you also must love one another. All your deeds must be done in love.*

*Reg. 1884*

- 401 We are called by God  
to a community of faith,  
fraternity,  
and apostolate.  
Following the example of the first Christians,  
we share with our confreres  
our faith experience,  
our friendship and fraternal living  
and our apostolic activities.
- 402 Gathered in the name of Christ, the Savior,  
we are assured that He is in our midst  
as the continuing source of our unity,  
our strength,  
and our apostolic effectiveness.
- 403 Our community life is characterized by its apostolic spirit  
and our apostolic life is formed by a spirit of community  
and mutual love,  
sharing,  
and service.  
Hence our community life is flexible  
and open to the demands of our ministries.  
The structure and life of each community  
is regulated by the specific norms  
contained in the provincial statutes.
- 404 In our community life  
we respect the individuality of each member.  
We accept differences,  
and we recognize the wealth of gifts  
which enrich our community.

We try to overcome our failings  
and pardon one another,  
mutually bearing our shortcomings and limitations with patience.

- 405 Mutual understanding and acceptance  
are essential for the well-being of our community.  
Hence we enter into dialogue with one another  
to discover what is good for the individual,  
the community, and our work for the Kingdom of God.  
Prayer and love for one another sustain us in unity  
through all differing views.
- 406 It is an important task of the superior  
to animate the community in unity and sharing.  
The members participate in community activities  
to promote the general well-being and spirit.  
Our common activities,  
which are periodically evaluated,  
include common prayer, meals, recreation, and dialogue.
- 407 Every member belongs to a local community, even when, for a  
legitimate reason and in accord with common law and with ap-  
propriate permissions granted, he lives apart from the communi-  
ty. Members who, because of age and ill health, can no longer ex-  
ercise their active apostolate may so far as possible live in the  
community of their choice.
- 408 The sick and the older members deserve our special love, grati-  
tude, and care. They are given proper medical assistance and eve-  
ry spiritual ministry
- 409 Continued love for deceased confreres, parents, relatives, and  
benefactors demands that we remember them in our personal and  
communal prayers. Particulars are specified in the provincial stat-  
utes.
- 410 Wherever feasible, one portion of the house is reserved for the  
exclusive use of the community. An atmosphere of peace and qui-  
et prevails, as these are important for our life and work.
- 411 The better we live a fraternal and apostolic community life, the  
more it becomes a sign of God's love and prophetic witness that  
Christ abides in us and unites us in love.

OUR UNION WITH CHRIST

*Since there is no hope of an effective ministry in the vineyard of the Lord without striving for one's perfection, the members are obliged to strive for daily progress in the way of holiness. They should especially remember that all such progress is attributable to divine grace which they should continually seek for themselves through prayer to the Father of Light.*

Reg. 1882

- 501 Jesus Christ is the center and source of strength for our life.  
He calls us  
to union with Himself  
and we respond to that call through our prayer  
and through our love for Him, our confreres, and all people.  
As ministry and prayer were one in Jesus,  
so we search for greater integration  
of ministry and prayer in our lives.
- 502 Our entire life is grounded in union with Christ.  
We constantly deepen this union  
through the celebration of the liturgy,  
through reflection on the word of God,  
through personal and communal prayer,  
through our dedication to His work of salvation,  
and through our encounter with Christ  
in all people and in daily experiences.
- 503 We daily celebrate or participate in the Eucharistic sacrifice  
as the source, the center, and the culmination  
of our personal, communal, and apostolic life.  
The Eucharist unites us with Christ,  
helps us to live out His commandment of love,  
strengthens us in our weakness,  
sends us forth for apostolic service,  
and is the pledge of our ultimate union with Him in heaven.
- 504 God speaks to us in the living word of scripture  
which nourishes our faith, hope and love.  
We receive God's word respectfully  
and reflect on it regularly  
so that we ourselves may more deeply understand

- the mystery of salvation,  
live it more fully,  
and effectively proclaim it to others.
- 505 Jesus, by His example and teaching,  
insistently exhorted us to prayer.  
Our Founder admonished us to be persons of prayer;  
therefore we attach great importance to prayer.  
Our personal and communal prayer  
includes daily meditation  
as well as those forms of prayer  
which each province and community  
chooses as most helpful.  
Wherever possible,  
a community prays a part of the Liturgical Hours together.
- 506 Mary, Mother of the Savior,  
prayed with the Apostles awaiting the first Pentecost.  
We honor and love her,  
asking that we may be ever more open to the Holy Spirit  
and grow in the likeness of the Divine Savior.  
Among the various traditions and devotions to Mary  
in the practice of the Church,  
we consider the rosary as a special devotion.
- 507 Christ reveals Himself to us in daily events.  
Above all, we learn to recognize Him in all people,  
especially in our confreres,  
the poor,  
the distressed,  
and the oppressed.
- 508 Our life must be a continual conversion to Christ.  
Through Him we are reconciled;  
from Him we learn to be humble and unassuming,  
unselfish and generous.  
For His sake we discipline ourselves  
so that we may better direct our energies  
for service in the Kingdom of God.
- 509 Concerned for our spiritual growth,  
we daily examine our consciences,  
frequently use the sacrament of Reconciliation  
as well as other forms of reconciliation with God and others,  
and make use of periodic days of recollection  
and an annual retreat of five days.



510 Union with Christ leads us to participate  
in His sufferings and death.  
Our personal sufferings remind us  
that by baptism and religious profession  
we share in the suffering, death, and resurrection of Christ.

OUR INITIAL AND CONTINUING FORMATION

*No one may enter this Society except who is called by God; everyone, therefore, test himself and be tested... Superiors, I entreat you, let no one enter who is not called by God. Pray and examine before God... You, however, who are called by God, put on the vesture of humility and of the apostolate, hold it as your faithful guardian angel and a reminder of your vocation.*

*Reg. 1884*

- 601 Jesus Christ, who came to make all things new,  
calls us to renew ourselves continually.  
We respond to this call  
through initial and continuing formation,  
by which we constantly grow  
in the following of Christ  
and in the spending of ourselves for the salvation of all.  
Hence, formation is of vital importance  
for each one personally  
as well as for the continuing development  
and effectiveness of our Society.
- 602 Formation, at every stage of religious life, helps us integrate  
and adapt to the changing circumstances of the times  
the essential elements of our life:  
the following of Christ in the evangelical counsels,  
prayer,  
community life,  
and apostolic ministry.
- 603 Formation also considers  
the development of the whole person,  
promoting his spiritual,  
intellectual,  
psychological,  
and professional growth.
- 604 Vocations to the Society are a gift of God;  
we pray for vocations  
and do all we can to attract candidates,  
mindful of the influence of the credibility and witness  
of our lives as individuals and communities.

- 605 The Society accepts candidates who are able and willing to cooperate in the fulfilling of its mission. It respects the individuality of each one, fostering the development of his talents and his capacity to make decisions and assume responsibility in the community. It expects a candidate to show adequate moral, intellectual, and emotional maturity as well as openness to the spiritual, communal, and apostolic life. All requirements of our rules and the common law of the Church are to be observed.
- 606 Initial formation starts with candidature, continues with a novitiate for at least twelve months and a period of temporary profession of not less than three years, and finishes with perpetual profession. With perpetual profession a person attains definitive membership in the Society.
- 607 The novitiate is a period of introduction to Salvatorian religious life. In an atmosphere of reflection and prayer, and under the guidance and leadership of the novice master, the novice strives to deepen his knowledge and experience of God and ever more clearly to know himself. He lives community life and the evangelical counsels and is introduced to apostolic activities. Through mutual discernment, the novice and the Society determine the possible fulfillment of his vocation within the Society and his compatibility with its life and mission. Thus the novice prepares himself for temporary profession.
- 608 A novice makes his novitiate in a house designated for that purpose. By exception the novitiate can be made outside the novitiate house. For the validity of the novitiate, all requirements of our rules and the common law of the Church are to be observed.
- 609 The novitiate is preceded by a retreat of at least five days. The candidate is received into the novitiate in a simple ceremony. The novitiate lasts twelve months. The provincial superior may extend it up to two years in individual cases.
- 610 Through temporary profession the member is formally incorporated into the Society and obliges himself to live the evangelical counsels according to our rules.
- 611 The period of temporary profession allows for a deepening of the knowledge and experience of God and Salvatorian religious life. The member gradually assumes responsibility within the community and by work and study prepares himself ever more fully to share in its ministries. The initial commitment is thus tested and strengthened, leading to perpetual vows.

- 612 The provincial superior with the deliberative vote of his council, admits to novitiate and to temporary and perpetual profession. In each case he receives a written request from the member and takes into account the reports of formation personnel and the recommendations of the community where the member lives. The temporary and perpetual profession are received by the provincial superior or his delegate in the name of the Society and the Church.
- 613 Continuing formation is a lifelong endeavor; we are obliged to renew ourselves continually. As communities and individuals we make use of all opportunities and means which help us in our formation in order to respond to the needs of the world, the Church, the community, and ourselves.
- 614 The competent provincial superior chooses personnel for initial and continuing formation mindful above all of their personal abilities, their living of religious life, and their interest in this task. These members must be adequately prepared.
- 615 The novice master and director of scholastics must be perpetually professed, a priest, and at least thirty years old.
- 616 Those responsible for formation are appointed by the provincial superior, with the deliberative vote of his council, for a specific period of time. At least once a year those responsible for formation must submit a report to the provincial superior.

GOVERNMENT OF THE SOCIETY

*The members should keep before their minds the word of the Apostle:  
"Do not render service for appearance only and to please men, but do  
God's will with your whole heart as slaves of Christ".*

*Reg. 1886*

GOVERNMENT IN GENERAL

- 701 Our Society,  
called together to fulfill a mission within the Church,  
has the authority  
to initiate, guide, and direct  
the individual and communal activities of its members  
toward the attainment of this mission.  
The exercise of authority is a service  
which seeks the discernment of the Divine Will  
and coordinates our individual and communal efforts  
towards the achievement of the common good  
by fostering the growth and development of our gifts.
- 702 Superiors in our Society, by virtue of their office,  
have authority as described by our rules  
and the common law of the Church.  
It is their duty to lead, inspire, and sustain  
the individual members and the community,  
so that both mature in their commitment to religious life  
and ministry in the spirit of the charism  
and the rules of the Society.  
They encourage dialogue  
and lead the community in discerning God's will.
- 703 Each member integrates his own call and mission  
into that of the Society  
under the direction of its superiors.  
He shares in responsibility  
by cooperating in the decision making process,  
by holding office,  
and by accepting the authority of those who exercise it.

- 704 By exercising and accepting authority as a mutual service,  
we give witness  
to the teaching and example of Jesus Christ,  
who came to do the Father's will  
and to serve and not be served.
- 705 The Society as a whole has the following governmental structures:  
the general chapter, which has the highest authority in an extraor-  
dinary way when in session; the superior general, assisted by his  
council, who has the highest authority in the Society in an ordi-  
nary way; and the general synod as an extended general council.  
They govern the Society according to our rules and the common  
law of the Church.
- 706 Participation of the members in the governing process of the Soci-  
ety is exercised in the following manner.
- a) Members in perpetual profession have active and passive  
voice within the Society according to our rules and the  
common law of the Church.
  - b) Members with temporary profession have active voice in  
the local community to which they belong and in the prov-  
ince. They may be elected delegates to the provincial chap-  
ter. The provincial statutes contain further specifications.
- 707 Government in our Society is exercised in the following manner:
- a) The chapters of the Society are composed of delegates  
elected by the members and certain office holders. These  
chapters establish rules (the proper law of the Society), or-  
dinances (binding directives for a given term of office), rec-  
ommendations (guidance given on a particular matter for a  
given term of office), and resolutions (exhortations for a  
given term of office) and, in some cases, elect superiors on  
the various levels of the Society. They also have and may  
exercise the right to evaluate the actions of these superiors.
  - b) The superiors are responsible for implementing the rules,  
ordinances, and directives of the chapters. They are respon-  
sible leaders who have the right to issue directives and  
make applications of the law in the day-to-day affairs of the  
Society. They are responsible to the authorities of a higher  
level and chapters for the welfare of the Society under their  
direction.

- c) Each member and group has the right to a formal appeal according to the general directory and the provincial statutes. The formal appeal goes through the provincial superior to the generalate and may then go to the general chapter. In addition, each member has the right to appeal to the Holy See.

#### THE GENERAL CHAPTER

- 708 The general chapter is in an extraordinary way the highest international authority in the Society; it exercises its authority collegially.
- 709 The general chapter is a special opportunity for the Society, under the inspiration of the Holy Spirit, to evaluate its apostolic and religious life. The chapter evaluates the state of the Society and gives directions for its life and ministry within the Church. It also helps build a spirit of unity within the whole Society. All of its deliberations proceed in an atmosphere of prayer and discernment. We prepare for the chapter, conscientiously elect the delegates, and support the chapter with our prayers.
- 710 The ordinary general chapter elects the superior general and his consultors for a six year term and provides for the election of the officers of the generalate according to the prescriptions of the general directory. It proposes changes in the constitution to the Holy See, and it changes the general directory on its own authority, both at the request of a two-thirds majority. It enacts ordinances and directives which promote the growth and well-being of the Society.
- 711 The ordinary general chapter is convoked every sixth year by the superior general, who presides at the chapter. An extraordinary general chapter is convoked by the superior general with the deliberative vote of his council or at the request of two-thirds of the members of the general synod. For a session of a general chapter to be lawful, all members of the general chapter must be notified and two-thirds of the members must be present.
- 712 The general chapter is composed of
  - a) ex-officio members, who are the superior general and the general consultors; the immediately preceding superior general; the general treasurer; the secretary general and the mission secretary if they are not general consultors; and provincial and pro-provincial superiors or their vicars, if the superiors are unable to attend for grave reasons;



- b) elected delegates from the provinces, pro-provinces, and vicariates or their substitutes if they are impeded from attending for grave reasons. Delegates must be perpetually professed. The number of elected delegates is always more than the number of ex-officio members.

#### THE GENERAL SYNOD

- 713 The general synod is an enlarged general council with deliberative and consultative vote as determined by the general directory. It promotes cooperation among the provinces and the generalate by its deliberations and decisions between general chapters. It meets in ordinary or extraordinary sessions as a group, or functions through a poll of its membership.
- 714 The general synod is composed of
- a) the members of the generalate and the general treasurer;
  - b) provincial and pro-provincial superiors or for grave reasons their vicars.

#### THE GENERALATE

- 715 The generalate is composed of the superior general and his council, which consists of a vicar general and at least three other consultors. They are elected by the general chapter for a six year term. The superior general and his council begin their term of office on a date fixed by the general chapter.

To be elected superior general a member needs the absolute majority of those present. If no candidate receives the absolute majority in three ballotings, in the fourth and fifth balloting only the two members with the highest number of votes from the third balloting are placed on the ballot; they do not enjoy active voice in the election. If the fifth ballot is a tie, the member who has made profession first is elected, or if both are professed at the same time, the member who is older is elected superior general. The superior general makes the profession of faith in the presence of the general chapter, according to the common law of the Church.

For the election of the vicar general and the other consultors the superior general submits names of eligible members to the chapter and the election proceeds as described in the general directory.

- 716 The generalate promotes the spirit of the Society and fosters international unity. It has the duty of directing and coordinating the activities of the entire Society, according to the rules, strengthening the members in faithfulness to the spirit of the Founder and encouraging their service in our apostolic mission. Other specific tasks are given in the general directory.
- 717 The superior general holds the highest office and has authority over all the provinces, houses and members according to our rules. It is his duty to foster the spiritual growth of the members and the communities, to promote international unity and collaboration, and to nurture fidelity to the Salvatorian spirit and apostolic service within the Church.
- 718 The superior general must be perpetually professed for at least ten years, a priest, and at least thirty-five years old. He may be re-elected for a second term, but for a third consecutive term he must receive two-thirds of the votes cast.
- 719 The vicar general aids the superior general and performs the duties assigned to him by the general directory and the ordinances of the general chapter. He completes the unexpired term of the office of the superior general when it becomes vacant, except in cases of removal. The vicar general exercises the same authority as the superior general when the superior general is unable to perform his duties. He must be perpetually professed for at least ten years.
- 720 In the event that the superior general dies or resigns, the vicar general succeeds to the office of superior general. The new superior general makes the profession of faith in the presence of the other members of the general council according to the common law of the Church. The new superior general calls for an extraordinary session of the general synod to meet within three months, if an ordinary session will not take place within nine months, to elect a new vicar general.

The same procedure is followed when the office of vicar general becomes vacant through death, resignation, or removal. In case the superior general decides to resign, he submits his resignation to the Holy See in accord with the common law of the Church.

In the case of removal of the superior general, the vicar general immediately convokes a general chapter, if one is not already scheduled to meet within nine months, to elect a new superior general to complete the term of office.

- 721 In the event that any other consultor or the general treasurer dies, resigns, or is removed from office, the superior general proposes a replacement and the candidate is elected by the superior general with the deliberative vote of all other consultors, after consultation with the general synod.
- 722 For a just and urgent cause, an individual general consultor or the general treasurer can be removed from office by the superior general with the deliberative vote of all other consultors. A two-thirds majority is required. In the case of the superior general, the common law of the Church is followed.
- 723 The superior general needs the deliberative vote of his council for
- a) the appointment of a provincial superior from candidates proposed by a province, or for the confirmation of a provincial superior elected by a province according to art. 737;
  - b) the acceptance of the resignation of the vicar general, the other consultors, the general treasurer and of a provincial superior;
  - c) the removal of a provincial superior;
  - d) the appointment of the mission secretary, the general secretary, and the procurator to the Holy See;
  - e) the granting of dispensations from temporary vows and the approval of petitions for dispensation from perpetual vows to be submitted to the Holy See;
  - f) the hearing of formal appeals;
  - g) the approval of provincial and vicariate statutes and changes in them;
  - h) the calling of an extraordinary general chapter;
  - i) the establishment or suppression of a province or vicariate or the uniting of two or more provinces or vicariates, after consulting the provinces involved;
  - j) the establishment, transfer and suppression of a novitiate house;
  - k) the permission for a third consecutive term of a provincial superior and a local superior;
  - l) the making of other decisions according to the rules, the common law of the Church, and the ordinances of the previous general chapter.

For a decision requiring the deliberative vote of the council, the approval of an absolute majority of the whole council is needed for the decision to be valid.

- 724 In cases of departure and dismissal of a member in temporary or perpetual profession, or transfer of a member in perpetual profession to another religious institute, as well as of readmission, the norms of the common law of the Church are followed.
- 725 The superior general or his delegate makes at least one visitation to each province during the term of office, according to the procedures of the general directory.

#### OFFICES AND COMMISSIONS

- 726 The general treasurer, elected according to the norms of the general directory, administers the property of the generalate and the funds contributed by the provinces for the support of the generalate and international projects of the Society. In addition, he has all the rights and duties assigned to him by the constitution and general directory.
- 727 The general mission secretary coordinates the work of the Society in fulfilling its obligations to the missions.
- 728 The general secretary is responsible for the secretarial affairs of the generalate and the collection and maintenance of documents, as well as the publication of information concerning the international activities of the Society for the membership and the general public.
- 729 The procurator to the Holy See is the liaison officer for the generalate and the provinces of the Society to the various congregations and officials of the Holy See, especially the Congregation for Institutes of Consecrated Life and Societies of Apostolic Life. It is his responsibility to be well informed, and to keep the members of the generalate, especially the superior general and the vicar general, well informed on all decisions of the Holy See which are important for the Society.
- 730 The Society has international commissions which are established by the general chapter. They are to assist the generalate and are under its direction.

## PROVINCES, PRO-PROVINCES, AND VICARIATES

731 The Society is divided into units, which are provinces, pro-provinces, and vicariates. The name of the unit is determined in its own statutes. Unless otherwise stated, all references to provinces in the constitution and general directory are applicable to pro-provinces.

- a) A province has at least three local communities, thirty members in perpetual vows, at least two different types of apostolate, and financial selfreliance for its ordinary needs.
- b) A pro-province has at least twelve members in perpetual vows for five years and two local communities.
- c) A vicariate is an administrative unit of at least six members in perpetual vows directly under the authority of the generalate. The rights and duties of the members of the vicariate are specified in the vicariate statutes. When a vicariate has less than six members, the generalate facilitates it becoming a community of another unit.

732 A province or pro-province has the following governmental structures: a provincial chapter and a provincialate, which is composed of the provincial superior and his council.

733 The provincial chapter when in session is in an extraordinary way the highest authority in the province.

The provincial chapter is convoked by the provincial superior at least every three years. It is composed of ex-officio members, who are the provincial superior and his council, the provincial treasurer, the local superiors, other officers according to the provincial statutes, and elected delegates of the province; the number of the elected delegates is always more than the number of the ex-officio members.

For a session of a provincial chapter to be lawful, all members must be notified and two-thirds of the members must be present.

The provincial chapter is not a standing body. Its functions are analogous to those of the general chapter. It gives direction to the life and ministry of the province and builds links among the communities.

- a) It reviews the reports submitted by the provincial superior, the provincial treasurer, and the superiors of the local communities;

- b) it formulates provincial statutes or changes in them by a two-thirds majority and enacts ordinances. All these need the approval of the generalate and are submitted to it within three months after the provincial chapter;
- c) it elects delegates for the general chapter according to the provincial statutes;
- d) it makes proposals or requests to the general chapter;
- e) it studies the acts of the general chapter, applies them to the province, and modifies, if necessary, the provincial statutes in accordance with them;
- f) it elects the provincial superior after nomination by all members of the province according to art. 737, if he is not elected by the members with active voice of the province, or appointed by the generalate;
- g) it may propose for election by the whole membership of the province candidates for provincial consultors and other officers or elect them according to the provincial statutes;
- h) it performs other required tasks specified in the provincial statutes.

734 The provincialate consists of a provincial superior, a vicar provincial, and at least one other consultor.

The rights and duties of the provincialate are analogous to those of the generalate. The provincial superior and his consultors are chosen according to art. 737 and to art. 733 f respectively and the provincial statutes.

To be elected provincial superior a member needs at least the absolute majority of those present. The election proceeds in the same manner as the election of the superior general ( see art . 715).

The provincial superior makes the profession of faith in the presence of his council, according to the provincial statutes and the common law of the Church.

- a) The provincial superior with the deliberative vote of his council:
  - 1) admits candidates to novitiate, temporary and perpetual profession and ordination;
  - 2) appoints the novice master and the member responsible for initial formation;

- 3) confirms the election of a local superior elected by the members of his community or appoints local superiors after due consultation with the community according to the provincial statutes;
  - 4) makes other decisions according to the common law of the Church and the provincial statutes.
- b) The provincial superior with the consultative vote of his council:
- 1) assigns members to local communities and apostolates;
  - 2) performs other required duties assigned by the common law of the Church and our rules.
- c) The provincial superior gives or withholds permission to members of the province to publish writings on matters of religion, morals, and the Society, according to the provincial statutes and the common law of the Church.
- 735 The provincial superior holds the highest office and has authority over the whole province. He animates the apostolic and religious life of the province and the spiritual growth of individuals. He promotes unity with the local Church and with the superior general and other provinces.
- 736 The vicariates have the following governmental structures:
- a) a general consultor who is appointed by the superior general in order to assist the vicariate;
  - b) a superior, vicar superior, and consultors who are appointed by the superior general with the deliberative vote of his council after consulting the members of the vicariate.
- 737 Provincial and pro-provincial superiors must be perpetually professed for at least five years, priests and at least thirty years old. They are elected or appointed for a three year term and may be re-elected or re-appointed for a second and third consecutive term. For a third consecutive term of office the province statutes provide directives and the permission of the superior general is required according to art. 723 k of the constitution. In the election or appointment of these provincial superiors, the provincial statutes must specify the following:
- a) that the members of the province participate effectively in the selection procedure according to the provincial statutes;

- b) that the generalate either appoint as provincial superior one of the candidates proposed by the members of the province, or confirm the provincial superior elected by a province chapter or elected by all members of the province. In those two cases, in accordance with the provincial statutes, the members of the province propose candidates for the provincial superior to be elected, submitting them to the generalate for its approval. The members, both of the chapter and of the province, remain free to vote for anyone whom they consider worthy and who is eligible by law.

The province vicar must be perpetually professed for at least five years.

#### LOCAL GOVERNMENT

738 Each community of six or more members has a form of government consisting of a superior, at least two consultors of which one is the vicar, and a treasurer who can be a consultor. The superior can be elected for two consecutive three year terms, must be perpetually professed for an appropriate period of time specified in the provincial statutes, and a priest. For a third consecutive term the permission of the superior general with the deliberative vote of his council is required. The method of appointing or electing superiors is specified by the provincial statutes. The local superior makes the profession of faith in the presence of the local community and the provincial or his delegate, according to the provincial statutes and the common law of the Church.

Smaller groups must be formed into a community or joined to another community, but all communities should have a designated local superior to whom the members are accountable.

739 The local superior animates the community, directs and coordinates its activities, and is the liaison to the provincial government, according to the statutes. The vicar replaces him in his activities when he is absent or impeded. The local treasurer administers the goods of the community according to the statutes.

740 The rights and duties of local communities are specified in the provincial statutes

#### ADMINISTRATION OF MATERIAL GOODS

741 The Society as a whole, individual provinces, and individual communities have the right to possess, acquire, administer, and alienate their own material goods according to the norms of ecclesiastical and civil law.

- 742 The goods of the Society are divided into those of the Society as a whole, which are administered by the generalate; and those of the provinces and local communities, which they themselves administer. The province statutes specify the rights and duties of the local communities.
- 743 Each administrative level is responsible for its own financial affairs and the consequences thereof, keeping in mind the principles of solidarity:
- a) all provinces make an annual contribution to the generalate to enable it to fulfill its duties;
  - b) the generalate cannot mortgage or alienate goods of a province or local community without the written approval of the major superior and his council;
  - c) the individual local communities are obliged to serve with their goods the needs of the whole province.
- 744 On all administrative levels, the treasurers administer the material goods under the direction of superiors and their councils. In financial matters they are to be consulted if they are not on the council. They cannot handle any matter which belongs to the extraordinary administration without the consent of the superior. They must inform their superior and consultors accurately on all financial matters. The treasurer of the higher administrative level has the right of inspection over the administration of the material goods of a lower administrative level; he reports problems to his superiors.
- 745 All administrative levels administer their goods according to a recognized bookkeeping system which meets the requirements of ecclesiastical and civil law.

OUR RULES AND THEIR PURPOSE,  
OBLIGATION, AND INTERPRETATION

*The members should frequently and attentively read the rules of the Society. They should hold them in high esteem, make themselves familiar with them, and often make their particular examination of conscience on the observance of the individual rules.*

*Reg. 189I*

- 801 The Society has rules which describe its nature and purpose according to the charism and ideals of the Founder and its tradition. These rules help us preserve our unity and spirit in our dedication to God for apostolic service. They are faithful to the directives of the Church and adaptable to the times.
- a) The constitution is our fundamental rule which contains the evangelical principles of our Salvatorian religious life and the basic structures of our Society; it is established by the general chapter and approved by the Holy See.
  - b) The general directory contains the necessary universal applications of the constitution; it is established and approved by the general chapter.
  - c) The provincial statutes contain specific norms that correspond to the needs of time and place. They must be in accord with the principles and general norms contained in the constitution and general directory. They must also respect international unity and contain provisions for their own periodic re-evaluation and revision. They are established by the provincial chapter and approved by the generalate.
- 802 Each member must recognize the Roman Pontiff as his highest superior and obey him, also in virtue of the vow; respect the common law of the Church and all directives of the Holy See applicable to him as a religious; and observe the rules of the Society.
- 803 For our rules to be effective, we must know them, meditate on them, and put them into practice. They are the guidelines for our lives, but the love of God and neighbor calls us to serve beyond the letter of the written rule.

- 804 The norms contained in our rules oblige us in accordance with our religious profession as long as no higher demand flowing from the love of God and our neighbor obliges us to act otherwise.
- 805 In matters of discipline, superiors, within the limits of their competence, may for just reasons dispense from individual prescriptions of our rules for a specified time.
- 806 The authentic interpretation of the constitution belongs to the Holy See. In other instances, the legislative body which enacted the legislation is its authentic interpreter.

**THE  
GENERAL DIRECTORY  
OF  
THE SOCIETY OF THE DIVINE SAVIOR**

Incorporating changes made by  
the XIV, XV, XVI, XVII and XVIII General Chapters.

Published by the Generalate  
of the Society of the Divine Savior  
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OUR SALVATORIAN CALL AND MISSION

- 1.1 The emblem of the Society shows the image of the teaching Savior with the cross in the background and the circular inscription: IESUS CHRISTUS, DEI FILIUS, SALVATOR (Jesus Christ, Son of God, Savior).
- 1.2 The seal of the Society bears the same image of the teaching Savior with the cross, but with the proper inscription of the respective office.
- 1.3 The habit of the Society has a cincture with four knots symbolizing the three vows and the apostolate. Its use is specified in the provincial statutes, respecting the customs of the local Church.
- 1.4 The titular feast of our Society is the Nativity of our Lord and Savior. The principal Marian feast is that of Mother of the Savior (October 11). We celebrate our foundation day on the feast of the Immaculate Conception (December 8) on which day we renew our commitment to God in the Society. We also venerate Mary as Queen of the Apostles. We observe the feasts of our patrons and we commemorate the feast of Blessed Mary of the Apostles (September 5) and the anniversary of our Founder's death (September 8).
- 1.5 Membership in our Society consists of those who have professed vows in the Society -- priests, deacons, brothers, and scholastics -- according to our rules and the common law of the Church. By virtue of their baptism and religious profession, there exists among all members a fundamental equality regarding dignity and action by which all cooperate in our community life and mission in accord with each one's own condition and function.
- 1.6 The Society of the Divine Savior, the Congregation of the Sisters of the Divine Savior, and the Lay Salvatorians form the Salvatorian Family. All are inspired by the same charism and sent for the same mission. Faithful to Father Jordan's vision, the Society strives to fulfill its mission by collaborating with the Congregation and the Lay Salvatorians. The Society also promotes Salvatorian ideals among others and encourages them to undertake apostolic commitments to build up the Christian spirit in their environment.

OUR APOSTOLIC LIFE

- 2.1 Each province has the duty and right to choose its own apostolic ministries in agreement with the local Church. The province determines in its statutes the procedures for accepting, continuing, and giving up apostolic ministries. In choosing apostolates, the province considers the recommendations and follows the ordinances of the general chapter and consults the generalate. If apostolic directions of a province are to be changed, the consent of the generalate is sought.
- 2.2 It is the task of the provincial chapter to evaluate the apostolates of the province and adapt them to the needs of the times.
- 2.3 The members are expected to be ready to work in and support communal apostolates.
- 2.4 In conformity with Christ's will that all be one, we readily cooperate in ecumenical endeavors among God's people.
- 2.5 Provinces are to identify and prepare members and co-workers for service in developing Churches and to provide spiritual and material help.
- 2.6 Before any members begin their ministry in the Church of other lands or cultures, they receive special training so that they can understand and accustom themselves to the lifestyle and mentality of the people they will serve.
- 2.7 Following the spirit of our Founder, we employ all modern means of communication in our apostolates.

OUR LIFE ACCORDING TO THE EVANGELICAL COUNSELS

THE EVANGELICAL COUNSELS IN GENERAL

- 3.1 The commitment to a life of the evangelical counsels of celibate chastity, poverty, and obedience in the Society of the Divine Savior is made initially in a profession of temporary and then in a profession of perpetual vows.
- 3.2 A document indicating the place and date of temporary or perpetual profession must be signed both by the one making the profession and the one receiving it. This must be preserved in the provincial archives.

POVERTY

- 3.3 The provincial statutes ensure that the documents specified in articles 317 and 318 are drawn up at the appropriate time and in such a way that they are legally valid. These documents are to be kept in the provincial archives.
- 3.4 The community, in general, provides equally for all members. With regard to personal needs, consideration is given to differing individual conditions, work, health, and ages of the members.
- 3.5 Personal accounts or funds over which the community has no control are forbidden. Members give an account of all monies as prescribed in the provincial statutes.
- 3.6 The Society uses its possessions only for the training and support of its members, for carrying out its mission, for improving the conditions of the poor and distressed, and for supporting charitable works. The provincial statutes give concrete norms.
- 3.7 Wherever in the world Salvatorians are living, their life style must be marked by simplicity and detachment. Our communities must avoid luxury, any struggle for profit, and the amassing of collective wealth. Provincial statutes give norms in this matter.
- 3.8 Insofar as possible, each community is self-supporting and contributes to the administration and development of the province, the education and formation of the members, and the proper care of sick and retired.
- 3.9 Community of goods entails that the apostolates which have priority in the individual province are supported by all the members

and communities of the province. It further implies solidarity among the provinces and with the missionary administrative units and the Society as a whole.

#### OBEDIENCE

- 3.10 Each community has regular meetings in which the members listen to one another, respecting the interests of the individual, the community, the Society, and the Church, in order better to discern and fulfill God's will.
- 3.11 It is the duty of the superior to lead the community to a decision and to see that it is carried out. When no decision is reached, the community will follow the decision of the superior.
- 3.12 Members who have a conflict of conscience with regard to an assigned task should honestly reconsider their own position and that of the superior and the community. They may, when they believe it necessary, appeal.

OUR COMMUNITY LIFE

- 4.1 Provincial statutes give directives to maintain and foster community life.
- 4.2 Private matters of the community and its members are to be respected in confidence.
- 4.3 Home visits, vacations, and personal trips are regulated in the provincial statutes.
- 4.4 Our fraternal concern extends to those who have left the Society; we remain in contact with them as far as possible.
- 4.5 We promote hospitality in our houses. Parents, relatives, benefactors, and co-workers are particularly welcome and enjoy a special place in our prayers.
- 4.6 Those employed in our community services are treated in accordance with the principles of social justice and Christian charity.

OUR UNION WITH CHRIST

- 5.1 We promote a vital liturgy in our houses and pastoral ministry so that all may actively participate.
- 5.2 We daily spend at least one half hour in meditation and some time in spiritual reading.
- 5.3 We recognize the importance of self-discipline, the principles of ascetical life, and the need for good physical and emotional health as integral parts of the spiritual life. Superiors and communities are to ensure that guidance is available and to encourage individual members to seek help when needed.

OUR INITIAL AND CONTINUING FORMATION

VOCATIONS

- 6.1 Provinces provide for suitable personnel, an adequate program, and material resources to promote vocations to the Church and to the Society. Details are determined in the provincial statutes.
- 6.2 It is the task of each member to seek vocations. We promote the monthly day of prayer for vocations.

ACCEPTANCE INTO THE SOCIETY

- 6.3 Acceptance into novitiate is preceded by a candidature. Provincial statutes provide criteria for acceptance into candidature and norms for its duration and form, as well as other details.

NOVITIATE

- 6.4 The novitiate program of studies includes at least the following: scripture and the basic questions of faith; religious life and vows; our rules, charism, and history; and the study of the social, cultural, and theological realities of ministry. No professional studies are assumed during novitiate.
- 6.5 Each province may integrate into its novitiate program formation periods of apostolic activity outside the novitiate house according to the common law of the Church.
- 6.6 The novices are under the direction of a novice master who is responsible for the implementation of the formation program in the novitiate.

TEMPORARY AND PERPETUAL PROFESSION

- 6.7 The novitiate concludes with temporary profession.
- 6.8 Those in temporary profession are members of the Society and with perpetual profession are definitively incorporated into our community with all rights and duties as prescribed in our rules.

- 6.9 The initial formation of a member is continued during temporary profession and the period of ordinary studies. Those studying for the priesthood or permanent diaconate remain under the direction of the one responsible for their formation until ordination and/or the completion of ordinary theological studies.
- 6.10 Temporary profession is renewed each year for at least three years and normally for not more than six years. In exceptional cases it may be extended to nine years. This profession may be anticipated according to the provisions of the common law of the Church. Provincial statutes can specify within these limits.
- 6.11 The member is received into temporary and perpetual profession in a rite which is described in *The Rite of Religious Profession*. A period of spiritual renewal precedes the public pronouncement of vows. More concrete norms are given in the provincial statutes.

#### CONTINUING FORMATION

- 6.12 All members have the duty to participate in programs of personal and professional growth. Provincial statutes state how this is done and provide for the necessary personnel and funding.
- 6.13 It is necessary that all members have free time and keep a healthy balance between work and leisure.

#### FORMATION PROGRAMS

- 6.14 Each province develops a program for initial and continuing formation which respects the charism and apostolic purpose of our Society, ecclesiastical directives, and the cultural and social conditions of its country. The initial formation programs need the approval of the generalate.
- 6.15 Whenever desirable, a cooperative formation program may be set up on an inter-provincial or regional basis. Furthermore, provinces cooperate in sharing formation materials and methodology.
- 6.16 Provinces periodically evaluate their formation programs to make sure that they respond to their needs.
- 6.17 All provinces provide opportunities for suitable members to prepare themselves for the tasks of directing initial and continuing formation.

GOVERNMENT OF THE SOCIETY

GOVERNMENT IN GENERAL

7.1 The following principles regulate our participation in government:

- a) Shared responsibility affirms that the welfare of the Society as a community is the responsible concern of all the members. Therefore, the members share in the exercise of communal responsibility through active participation in governmental processes and through sincere collaboration, dialogue, and consultation with one another and with those who serve the community in holding office.
- b) Subsidiarity affirms that the free initiative and relative autonomy of individuals and lower administrative units in regard to higher authority is safeguarded. The higher level coordinates and unifies the efforts of lower levels. They further the aims of the lower and give aid when necessary. The higher level intervenes only when it is necessary for the general good, the good of the unit in question, or the good of the lower units.
- c) Solidarity affirms that each member and group must respect and cooperate for the good of all, both on the same level and other levels. Lower levels cooperate in actions and directives of higher levels which promote the common good.
- d) Accountability affirms that each member must be ready to accept the legitimate directives of those in authority, while those in authority must take care that the members adhere to the spirit, tradition, and rules of the Society. All who hold office are accountable to God, the Church, and the community. Those who exercise special responsibility in the Society must give clear reports of their administration as specified in our rules.

- 7.2 Active and passive voice are further defined as follows:
- a) Missionaries, during the time they are living and working in a missionary administrative unit, are members of that unit and have active and passive voice only in that unit. They retain membership *in radice* in their home province.
  - b) Members living and working in another province under contract have active and passive voice in that province, as long as they are under contract. They retain passive voice in their home province only according to the terms of the contract.
  - c) The members of the generalate and the treasurer general retain active voice in their province. The other officers and staff members of the generalate retain active and passive voice during their absence from the province according to the contract between the province and the generalate.
  - d) Exclaustrated members have no active or passive voice.

#### THE GENERAL CHAPTER

- 7.3 The following procedures are to be observed when a general chapter is called:
- a) The superior general convokes the ordinary general chapter nine months before it is to begin.
  - b) In his letter of convocation he announces the time and the place of the general chapter which has been determined by the generalate after consultation with the general synod.
  - c) The superior general also indicates the general topics to be discussed by the general chapter, but other topics can be added to the agenda at the request of the provincial chapters and the individual members.
  - d) The superior general's letter reminds the members of the importance of the chapter and urges them to support the chapter with their prayers.
- 7.4 Each province holds a chapter within four months of the issuance of the letter of convocation at which delegates to the general chapter will be elected and proposals formulated for the general chapter. The results of these chapters are sent to the generalate within five months after the letter of convocation has been issued.
- 7.5 The generalate provides secretaries, translators, recorders, and any other personnel needed for the effectiveness of the chapter.

- 7.6 The election of the delegates and their substitutes to the general chapter is done as follows: from the provinces, pro-provinces, and vicariates on the following proportional basis: for each fifty members, or fraction thereof, with temporary or perpetual profession, the units elect one delegate in perpetual vows. A member is counted only in the unit where he is exercising active voice. The count is made as of the day the superior general sends his letter of convocation.
- 7.7 The generalate or the general chapter, by themselves or at the request of a province, can call periti to the general chapter. They are not members of the general chapter and do not enjoy active voice in the chapter nor passive voice for any of its offices.
- 7.8 Before the first session of the general chapter, the generalate publishes the procedures and agenda for the consideration of the capitulars.
- 7.9 With the superior general as president, the capitulars discuss, amend, and approve the procedures and agenda; and they can establish committees and make committee assignments.
- 7.10 The other officials of the general chapter are elected as follows:
- a) The president, after gaining the consent of the candidates, nominates for election members of the general chapter for the offices of scrutators, secretary of the chapter, and two vice presidents. The procedure used for these elections is the same as that for the election of general consultors.
  - b) The chairpersons of the committees of the general chapter are elected by the members of the individual committees according to the procedures adopted by each committee.
- 7.11 The presidium of the general chapter is composed of the president and two vice presidents. It directs the affairs of the chapter and has the power to propose changes in the agenda and procedures, if necessary. The president of the chapter serves as the chairperson of the steering committee, acts officially in the name of the chapter, and submits the reports of the chapter to the generalate.
- 7.12 The steering committee is composed of the presidium, the secretary of the chapter, and a member of the generalate selected by the generalate itself. It sets the daily schedule and coordinates the work of the committees and the plenary sessions of the chapter.
- 7.13 The scrutators of the chapter see that the written ballots for elections are cast in a valid manner, that is, secretly and separately. Before tabulating the results of the balloting, they count the bal-

lots. The number of ballots must not exceed the number of voters present. They then proceed to tabulate the ballots by reading the votes aloud. At the conclusion of the tabulation, the president of the chapter announces the official results of the balloting.

- 7.14 The recorders of the chapter keep the minutes of the plenary sessions. They prepare them as soon as possible and make them available to the capitulars.
- 7.15 The secretary of the chapter coordinates the secretarial services. He makes sure materials are translated, typed, duplicated, and distributed to the capitulars. He sees that a committee is selected by the chapter to read, approve, and sign the minutes.
- 7.16 The general chapter can give specific tasks to committees. It is the duty of the committees to study the matters assigned to them, to consider the formulations of the preparatory commission, and to make proposals in writing to be considered by the plenary sessions. Each committee presents and explains its proposals to the plenary session.
- 7.17 The general chapter determines by an absolute majority of those present when to proceed to the election of the generalate. If there is a test vote for superior general, at least one day must elapse before the election. After the election of the superior general, he is given time to select his candidates for vicar general and general consultors. Any member elected to the generalate and not present as a member of the general chapter enjoys active voice in the rest of the proceedings. Members of the previous generalate continue to enjoy active and passive voice in the chapter.
- 7.18 The president of the chapter accepts or asks for the motion to close the chapter. This motion must be carried by a two-thirds majority of those present. The chapter may refer to the generalate unfinished business which does not involve basic decisions affecting the whole Society.
- 7.19 Ordinances of the general chapter are concrete directives and decisions; they are valid until the next general chapter.
- 7.20 Procedures for extraordinary general chapters are adapted by the generalate from those for ordinary general chapters.

7.21 The members of the generalate are elected as follows:

- a) The superior general is elected by the general chapter by an absolute majority of those present according to the following procedures:

Before the election itself, the general chapter may decide to have a test vote in which each elector gives two names in order of priority. The results of this test vote are published, indicating the number of first and second choices each member received.

In the first balloting of the election, the electors write the name of their candidate; they are free to vote for whomever they consider to be worthy from among those eligible for the position. If no candidate receives an absolute majority of those present, the procedure is repeated through a second and third balloting, if necessary.

In the fourth balloting, the two members (or as close to two as possible) with the highest number of votes from the third balloting are placed on the ballot. Should this ballot fail to elect, a fifth ballot, identical in manner to the fourth, takes place. If the fifth ballot is a tie, the member who has made profession first is elected, or if both are professed at the same time, the member who is older is elected superior general.

- b) The vicar general is proposed by the superior general and elected by the general chapter in the following way: the superior general submits the names of up to three eligible members, and the election proceeds in the same manner as the election of the superior general.
- c) The other general consultors are proposed and elected in the following way: after consulting with the vicar general and other capitulars, the superior general, mindful of the tasks to be done, proposes one eligible member for each of the positions and submits the list of the proposed candidates to the general chapter. The general chapter considers the proposal for each position in turn and the election proceeds in the same manner as the election of the superior general.

- 7.22 The general chapter reviews the Society's life and apostolic spirit in the light of the charism of the Society. It makes all decisions through voting or election. All decisions need an absolute majority unless otherwise stated. The tasks of the general chapter include:
- a) to make changes in the constitution, subject to the approval of the Holy See; such changes require a two-thirds majority;
  - b) to revise the general directory; such changes require a two-thirds majority;
  - c) to review the ordinances and directives established by the previous general chapter;
  - d) to enact new ordinances and directives;
  - e) to elect the superior general, general consultors, and general treasurer, and to elect other officers if it wishes;
  - f) to elect the members of the finance commission;
  - g) to make changes in the general procedural norms for the international government;
  - h) to approve or amend the long range plan of action submitted by the generalate;
  - i) to approve or reject province statutes and ordinances questioned by the generalate and submitted by the province;
  - j) to establish and describe the competency of international commissions;
  - k) to review reports submitted by the superior general, the consultors, the general treasurer, and the provincial, provincial and vicariate superiors;
  - l) to approve or amend a biennial financial plan of operation submitted by the generalate and to appropriate from provinces the funds necessary for the operation of the generalate and the support of international projects;
  - m) to enact ordinances which determine the competency of the generalate to make or cancel contracts in the name of the Society, to incur debts or other obligations, and to approve the expenditure or investment of funds, provided that in all these cases only the funds and possessions of the generalate are involved;

- n) to provide for the publication of reports for the membership on the general state of the Society and actions taken by the general chapter. The editing and publishing are done by the generalate;
- o) to determine the period of time within which provincial chapters are to meet following the general chapter in order to fulfill its obligations.

#### THE GENERAL SYNOD

- 7.23 All sessions of the general synod are called at a time and place determined by the generalate after consulting with the general synod. An ordinary session of the general synod meets every two years after a general chapter. Extraordinary sessions can be called by the generalate or at the request of at least one-half of the members of the synod. The general synod requires a quorum of two-thirds to act validly.
- 7.24 Vicariate superiors are observers at general synods. The generalate or the general synod, on their own authority or at the request of a provincial superior, may call other observers and periti to a general synod. Observers and periti are not members of the synod and do not enjoy active voice in the synod or passive voice for any of its offices.
- 7.25 The procedures for all sessions of the general synod are adapted from those of the general chapter by the generalate, subject to the approval of the synod.
- 7.26 As an extended general council, the general synod can be consulted at any time. The duties of the ordinary session of the general synod include:
- a) to evaluate reports submitted by the generalate, the provincial superiors, and officers of the generalate;
  - b) to evaluate and revise, if necessary, the long range plan of the Society established by the general chapter;
  - c) to provide for the publication of reports for the membership on the general state of the Society and the actions taken by the general synod;
  - d) to perform other duties assigned to it.

- 7.27 The deliberative vote of the general synod is required by the superior general:
- a) to clarify and adapt the ordinances of the previous general chapter according to the clear intention of the chapter;
  - b) to approve the biennial plan of operation submitted by the generalate and make adjustments in the plan for contributions from the provinces;
  - c) to fill the vacancy for the office of vicar general.
  - d) to determine the method of preparation for the general chapter and the composition and meeting dates of the preparatory commission.
- 7.28 The general synod has the right to request an extraordinary general chapter by a two-thirds vote.
- 7.29 The extraordinary session of the general synod addresses the question for which it was convoked. It can also perform any duties of an ordinary session.
- 7.30 All members of the general synod may vote on all matters brought before it, except in cases of the following:
- a) judgment on their own administrative actions;
  - b) the legality or validity of actions or directives of their provinces;
  - c) their execution of directives established by the general chapter or the general synod or received from the generalate.

#### THE GENERALATE

- 7.31 The generalate is composed of the superior general, the vicar general, and at least three other consultors. Upon the recommendation of the incoming superior general, the general chapter determines the number of consultors for his term of office by an absolute majority of those present. All general consultors are elected by the general chapter for a six year term and can be re-elected.
- 7.32 In addition to the tasks given in the constitution, the generalate is responsible for the implementation of the apostolic task and expansion of the Society, for initial and continuing formation, and for communications. The specific tasks are given to it by each general chapter.

- 7.33 Officers of the generalate are:
- a) the general treasurer, elected for a six year term by the general chapter;
  - b) the general secretary, the general mission secretary, and the procurator to the Holy See; they can be consultors and are appointed by the generalate;
  - c) the postulator and archivist, appointed by the generalate.
- 7.34 The superior general coordinates and supervises the execution of the tasks of the consultors. Important decisions to be made concerning the office and competency of one or more of the consultors are made by the superior general with the consent of the consultors.
- 7.35 The following procedure is used at the meetings of the generalate:
- a) the superior general, with the consultors, makes up the agenda. He calls and conducts the meetings;
  - b) three of the members are necessary for a quorum. A simple majority, unless specified otherwise, carries a motion. If a tie vote occurs, the superior general may break the tie or postpone the decision until further discussion or study takes place.
- 7.36 The generalate must act on provincial statutes and changes in them within three months after they have been submitted. When the generalate does not approve statutes, it may propose amendments to the province. If the amendments are accepted, the statutes become effective immediately. If these recommendations are not accepted, the province has the right to appeal to the general chapter; the questioned statutes are not effective until they are approved. The same is true for provincial chapter ordinances.
- 7.37 The superior general with the deliberative vote of his council:
- a) approves the ordinances of provincial chapters;
  - b) approves the initial formation programs of provinces;
  - c) specifies and regulates the work of those appointed to assist the generalate;
  - d) makes or cancels contracts in the name of the Society;
  - e) decides, after consultation of the provinces involved, on the extension, limitation, or suppression of individual works involving several provinces;

- f) grants dispensations to provinces from particular rules of the Society for a limited time, according to the provisions of art. 805;
  - g) prepares a long range plan of action, to be submitted to the general chapter for approval;
  - h) prepares, together with the international finance commission, the biennial financial plan of operation to be submitted to the general chapter or the general synod for approval;
  - i) decides after consultation to change the status of a province or pro-province;
  - j) decides extraordinary expenses of the general administration from \$10,000 to \$100,000;
  - k) gives approval to provinces for the suppression of houses;
  - l) approves the change of apostolic directions of a province;
  - m) appoints officers not elected by the general chapter;
  - n) establishes, transfers or suppresses a novitiate house;
  - o) approves, after consultation with the general synod and with the recommendation from the finance commission, the incurring of debts by the generalate or provinces over 250.000 €. For such a decision a two-thirds majority of all members of the generalate is necessary;
  - p) fills the vacancy for the offices of the other consultors, the general treasurer and members of the finance commission;
  - q) accepts the resignation or removes a member of the finance commission;
  - r) decides important matters involving the common good of the whole Society.
- 7.38 For the resignation of a provincial superior to be effective, it must be accepted by the superior general with the deliberative vote of his council. The province, after receiving this acceptance, immediately begins the procedures to fill the vacancy.

- 7.39 For serious reasons, the generalate can remove a provincial superior from office. These procedures are followed:
- a) The provincial superior must be informed of all the reasons. He has the right to answer the charges or the reasons given before he can be removed from office. The removal is done by the superior general with the deliberative vote of his council.
  - b) If the initiative comes from the province, the generalate receives a written charge with reasons, signed by the majority of the consultors or by the majority of the members of a provincial chapter. The prescriptions of art. 7.40 *a* must be followed.
- 7.40 Should it become necessary or warranted to dismiss a member in perpetual vows, the directives of canons 694-700 regarding causes, processes, and defense are to be followed.
- 7.41 In hearing cases of appeal from a province or member, the generalate observes the following procedures:
- a) Either side in a case can appeal to the generalate according to the provincial statutes.
  - b) If the appeal by-passes the procedures or juridical bodies of the province, it is sent back to the one who appealed.
  - c) If the case is properly appealed, all the papers dealing with the case are sent to the generalate. These papers contain the charges against the member and his defense.
  - d) The generalate can decide to uphold the decision of the provincial authority without hearing the case, but its reasons for doing so must be stated. If the appeal is rejected, the member can appeal to the Holy See within thirty days.
  - e) If the generalate decides to hear a case, both the provincial authority and the member can submit new material.

## THE SUPERIOR GENERAL

7.42 The specific tasks of the superior general are:

- a) to see to the execution of the ordinances and directives of the general chapter;
- b) to issue executive directives which are necessary to fulfill the duties of any of the general consultors, officers, and international commissions. He may also issue directives and recommendations to the provinces in accordance with the principles of government in our rules;
- c) to co-ordinate international projects and programs and arrange for or implement inter-provincial contracts;
- d) to recommend to the general consultors or general synod changes in officers, staff positions, and international commissions.

7.43 The following procedures are observed when the superior general issues an official decision or communication:

- a) it must be signed by the superior general and the general secretary or his substitute to be valid;
- b) it states the policy or written rule upon which it is based and the reason for its issuance;
- c) it states the date when it becomes effective and, if applicable, indicates how appeal is possible.

7.44 The following are procedures for visitation:

- a) The visitor ordinarily informs the province of his visitation six months in advance. The province notifies the members and communities of the visitation and establishes an itinerary for the visitor.
- b) When necessary, the visitor is accompanied by a translator, secretary, and periti appointed by the generalate. The province provides other personnel needed for the effectiveness of the visitation.
- c) Prior to the visitation, the province is to conduct a self-study of its community life and apostolic activity, based on a set of evaluative criteria published by the generalate. These criteria are designed to measure the extent to which the province is meeting the requirements of the constitution and general directory as well as the ordinances of a general chapter and the province statutes and ordinances.

- d) A report of the self-study is to be submitted to the generalate one month before the visitation. Upon his arrival, the visitor consults with the provincial superior and his council, visits the locations of the Salvatorian communities to verify the results of the self-study, and addresses other matters as warranted.
- e) Before making his report, the visitor listens carefully to the provincial superior and his council as well as to all sides in any disputed matter.
- f) The visitor issues a report to the provincial superior and his council and to the generalate, giving his impression of the state of the province, its problems, the success of its programs and apostolates, its faithfulness to the rules of the Society, etc.
- g) Any directives following from the visitation are made by the superior general after he has heard the opinion of the general council and the provincialate of the province concerned.

#### OFFICES AND COMMISSIONS

##### THE GENERAL TREASURER

7.45 The general treasurer is elected by the general chapter in the same way as a general consultor. He must be consulted when the generalate discusses financial matters. His duties are further specified in the rules. He must also:

- a) prepare a two year plan for the generalate and adapt it year to year;
- b) maintain records of accounts of the provinces.

##### THE GENERAL MISSION SECRETARY

7.46 The general mission secretary is responsible for matters that involve the missionary administrative units. If he is not a member of the generalate, he must be called to all meetings when mission concerns are discussed. He promotes interest in our missionary units, requests personnel for them through the superior general, and supervises the preparation of mission personnel. He cooperates with the province mission directors and fosters relationship with ecclesiastical, private and public funding organizations.

- 7.47 The superiors of the missionary units submit their budgets for the coming year to the general mission secretary no later than December 15. The general mission secretary submits these budgets to the annual meeting of the mission procura directors, which he calls and organizes and over which he presides. This meeting is held before the end of February and it fixes the amounts the mission procuras are able to contribute to these budgets. The general mission secretary then submits the results of the meeting to the generalate for its approval, which is to be given no later than March 31.

The generalate, after consultation with the mission procura directors, decides for which units the mission procuras provide financial assistance. If the mission procura directors are unable to cover all the proposed budgets of these units, the generalate seeks means to cover the remainder.

The superiors of the missionary units submit the balance sheets of their unit to the general mission secretary. The mission procura directors give an annual report on the mission procura of their province to the general mission secretary. The general mission secretary submits all the financial documents on the missionary units to the international finance commission for its information.

#### THE GENERAL SECRETARY

- 7.48 The general secretary takes the minutes of the meetings of the generalate, keeps its official record, and countersigns all official documents of the generalate. He coordinates:
- a) the work of the secretarial staff of the generalate;
  - b) the publishing of material for the generalate, including a publication (*Annales*) which is issued at least once a year and contains official communications, reports of the generalate, and other articles of interest to the whole Society;
  - c) the regular publishing of a bulletin of current information (*Informationes*);
  - d) the translation of reports and instructions;
  - e) the inter-provincial exchange of information;
  - f) the providing of information about the Society to those responsible for public relations in the provinces.
- 7.49 He is aided in his work by a trained archivist and other trained personnel, as needed.

- 7.50 The general archivist collects the historical material of the Society, orders it, maintains it in the general archives, and makes it available for study according to the order of the archives of the Society. He promotes and coordinates the cooperation of the archivists of the provinces so that the archives are well ordered and well kept for the good of the entire Society.

Three copies of all publications by members and all published materials concerning the Society are to be sent to the general archivist. Specific directives are given in the province statutes.

#### PERSONNEL FOR THE GENERALATE

- 7.51 The superior general uses the following procedures in the recruitment of officers and staff for the generalate:
- a) He notifies the provincial superiors of the needs of the generalate, asking for qualified members.
  - b) If a member is to work for the generalate, a contract is signed by the superior general, the provincial superior, and the member himself. This contract contains a job description, his legal status in the community, the length of service, and the provisions for terminating the contract.
  - c) If the superior general fails to find sufficient or qualified members for staff positions, the generalate has the right to employ others.

#### INTERNATIONAL COMMISSIONS OF THE SOCIETY

- 7.52 A general chapter can establish through ordinances commissions needed for the work of the generalate. In preparation for the next general chapter, the generalate provides for an evaluation of the effectiveness of each commission.
- 7.53 The chairpersons of international commissions are appointed by the generalate. Members of the generalate may be chairpersons of these commissions.
- 7.54 All expenses of the international commissions are included in the budget of the generalate.

- 7.55 The international finance commission is a standing commission of the Society composed of three members elected by the general chapter according to the following procedures:
- a) The new generalate, after consulting the provincial superiors, proposes candidates for the commission. The general chapter elects them in the same manner as general consultors.
  - b) When a vacancy occurs on the finance commission, the superior general with the deliberative vote of all consultors elects a new member.
- 7.56 The duties of the finance commission are:
- a) to advise the generalate in all important financial matters;
  - b) to recommend to the generalate any transactions of extraordinary administration which involves more than 250.000 euro.
  - c) to recommend to the generalate approval for incurring debts by the generalate or provinces over 250.000 euro;
  - d) to review the budgets of the missionary administrative units, reporting to the generalate, the general synod, and the general chapter;
  - e) to review the annual financial reports of the generalate and all provinces, reporting to the generalate, the general synod, and the general chapter;
  - f) to initiate the following procedures if it feels a province is experiencing financial difficulties or pursuing questionable fiscal policies:
    - 1) the finance commission makes recommendations to the generalate;
    - 2) after the superior general with the deliberative vote of his council approves the recommendations, the general treasurer informs the province of these recommendations;
    - 3) a report of the situation and the province's response is given to the general synod or chapter;
  - g) to recommend solutions to the generalate, if it feels the generalate is experiencing financial difficulties, and to report to the general synod, if necessary;

- h) to review each year the two year plan for the generalate and calculate the amounts to be contributed by the various provinces for the support of the generalate for the next fiscal year.

#### RESIDENCE OF THE GENERALATE

- 7.57 All members of the generalate live in or near the international headquarters in Rome. This house can also serve as an international house of studies.
- 7.58 Since this house does not belong to a province, the community has the right, according to the norms of the general directory, to devise particular rules for their way of life and to participate in the election of their own government.
- 7.59 The board of appeals for the community of the generalate house consists of the members of the generalate. If one or more members of the generalate are involved in the appeals, they do not vote.

#### PROVINCES, PRO-PROVINCES, AND VICARIATES

- 7.60 A province is ordinarily established for a specific area. It can also have communities outside this area, having obtained permission of other provinces if they are involved. In accord with common and proper law, a province has the right:
  - a) to determine its own form of government;
  - b) to incorporate members into the province, and thus into the Society;
  - c) to direct its community life, apostolate, and formation;
  - d) to establish houses after consultation and suppress houses with the approval of the generalate;
  - e) to treat any other matters granted by our rules or ordinances of a general chapter.
- 7.61 A pro-province has the right to determine, in accord with common and proper law, its own form of government, incorporate members into the pro-province, and direct its community life. The generalate takes special concern to help the pro-province develop, especially in the areas of recruitment, formation, and apostolate. The pro-province establishes or suppresses houses with the consent of the generalate.

- 7.62 A vicariate is under the care of the generalate and has its own form of government, incorporates members into the Society and directs its community life according to the vicariate statutes.
- a) The relationship of the superior general to a vicariate is analogous to that of a provincial superior to his province. The superior general has the discretion to delegate to a given vicariate superior those specific administrative competencies of a provincial superior which the superior general deems appropriate for the person, place, and time.
  - b) The incurring of debts, the sale or purchase of property, and any transactions of more than 25,000 euro must be approved by the superior general with the consent of his council.
  - c) A member of the general council attends a vicariate chapter, if possible the consultor who is the contact person with the vicariate.
- 7.63 A region is a geographic section of a province, bound by the statutes of the province and established by a charter granted to it by the province. The rights and duties of the region are specified in the charter which becomes an integral part of the province's statutes.
- 7.64 A provincial superior reports annually on the state of his province and provides all other reports requested by the generalate. He promotes the welfare of the Society by furthering inter-provincial directives, cooperation, and projects whenever necessary or desirable.
- 7.65 Units submit the minutes and official acts of a unit chapter, assembly, or synod to the general secretary, as soon as possible. Minutes of unit council meetings or a summary of them are also sent to the generalate.
- 7.66 Under the direction or with the cooperation of the superior general, the provincial superiors of the same cultural or geographical area may coordinate their personnel, activities, and financial resources when they, or the whole Society, will benefit from joint effort.
- 7.67 Wherever profitable, administrative personnel and commissions of various provinces meet together and share information to further mutual cooperation.
- 7.68 The provinces, either by themselves or at the request of the superior general, can arrange transfers of members from one province

to another for a defined period of time or permanently. When such a transfer is made, the following occurs:

- a) The member involved and both provincial superiors are heard in the matter.
  - b) A contract is signed which specifies the length of the transfer, the exact job to be performed, provisions for termination, and any other pertinent information.
  - c) A precondition for a permanent change to another province is that the member must have worked in the receiving province for a reasonable time.
  - d) The deliberative vote of both provincial councils is required. The member and both provincial superiors sign the contract. Copies are kept by all the parties concerned, and one copy is sent to the generalate.
- 7.69 The provincial statutes specify the competent authority to deal with necessary and/or generalate requested changes in provincial statutes and ordinances in the interval between provincial chapters.
- 7.70 The provincial statutes contain norms guaranteeing that programs and directives of the international Society will be supported by the necessary offices, programs, personnel, and/or money.

#### ADMINISTRATION OF MATERIAL GOODS

- 7.71 Money and goods given to us can be used only according to the will of the donor. If this money does not become our own, for example, money given for the mission, it must be administered separately.
- 7.72 All monies of our communities are to be noted in the official account book and kept in a common fund.
- 7.73 Local superiors and treasurers consult the community and respect its decisions for expenditures over and above the day-to-day operating expenses. In such cases, due consideration is also given to the financial status of the province and the Society as a whole. The provincial statutes give further specifications.
- 7.74 Members entrusted with the administration of material goods administer them as a service to the community and at specific times render a detailed account according to our rules. Ordinarily, the offices of superior and treasurer are not to be combined. For provinces the statutes contain further details.

- 7.75 The provincial statutes specify to what extent communities and members who live alone can dispose of material goods on their own and how they give an account to the province.
- 7.76 Each unit has a finance commission elected by the unit chapter. The members are not to be members of the unit council. The unit treasurer participates in the commission as a non voting member. Unit statutes specify the responsibilities of the commission.
- 7.77 The financial administration of all apostolates, including those carried out by a community as such, is to be separated from the administration of the properties of the community, as much as possible, so that the financial implications of our apostolates can be better seen and our own attitude regarding poverty can be better evaluated.
- 7.78 It is the task of treasurers:
- a) to keep on file all records concerning contracts and all fiscal documents;
  - b) to keep a current inventory and valuation of all movable and immovable goods;
  - c) to keep a special record of Mass obligations, including the number of Masses received, the intentions, the stipend, and the fulfilled obligation. This is inspected regularly by the superior or his delegate;
  - d) to list all obligations of endowments, together with the record of receipt and eventual implementation of the obligation;
  - e) to draw up a monthly account and yearly balance sheet;
  - f) to prepare an annual budget;
  - g) to obtain an annual financial report prepared by a public accountant.
- 7.79 Financial reports of the units and the general treasurer are submitted as follows:
- a) A financial report prepared by a public accountant is sent to the general treasurer within nine months after the end of the unit's fiscal year. If this is not possible, an explanation should be forwarded to the general treasurer.
  - b) The annual financial reports of the provinces are carefully examined by the general treasurer; if necessary, he requests clarifications. He presents these reports, together with the

generalate report, all converted to a common currency, to the generalate and international finance commission for consideration.

- c) The general treasurer submits the consolidated balance and that of the generalate together with the report of the finance commission to the general synod at its next meeting or to the general chapter.
- 7.80 The general treasurer has the right to inspect the financial administration of the provinces and those houses which are immediately subject to the generalate. Any recommendation he makes on the basis of this inspection must be approved by the generalate. He informs the provincial superior and the treasurer of his recommendations before he submits them to the generalate.
- 7.81 The following are extraordinary administrative acts:
- a) purchasing or selling real estate, buildings, or other valuable property;
  - b) purchasing of long-lasting equipment (technical installations), except in cases of replacement;
  - c) remodelling or adding to existing buildings;
  - d) mortgaging property or contracting debts;
  - e) changing the purpose of an immovable property, for example, leasing or renting a property of the Society to an outsider;
  - f) accepting guarantees, trusteeships, and donations with obligations attached.
- 7.82 Financial transactions of extraordinary administration follow these procedures:
- a) The provincial statutes determine for what amount a local community needs the consent of the province.
  - b) A province or the generalate can make financial transactions up to 250.000 euro on its own; for more than 250.000 euro the consent of the general council with the recommendation of the finance commission is needed.
  - c) The consent of two-thirds of the generalate, the consultation of the general synod, and the recommendation of the finance commission is necessary for the generalate or a province to incur a debt of more than 250.000 euro.

- d) In all cases, care must be taken that no other administrative level is thereby burdened.
  - e) The generalate and the provinces must observe the prescriptions issued by the Holy See for the individual countries stating for which amount they need the special consent of the Holy See.
- 7.83 Units are encouraged to make their contributions to the generalate as soon as possible after January 1. However, at least half should be paid by the end of May and the balance no later than the end of September. If a unit is unable to comply, the unit treasurer should write a letter of explanation to the general treasurer.
- 7.84 If and when any properties that have been purchased and built with funds from the international Society are sold in the future, money is to be returned to the generalate in proportion to the amount the international Society contributed to the total cost. The amounts of the original contribution from the international Society must be visible on the unit's balance sheets so as to verify their existence for the future. Monies returned to the generalate from the sale of property in an area that originally was a mission area will be reinvested in the missions.
- 7.85 A unit gives at least 20% of the proceeds from property sales for the Salvatorian missions or new foundations. These funds are administered by the generalate. Property sold as part of the transfer of investments or sold in order for the resources to be transferred to other apostolates is excluded.
- 7.86 All units donate at least one percent of their gross income for Salvatorian mission works through their own mission procura as an expression of solidarity and co-responsibility, as well as a sign of lived poverty. In addition, they contribute another one percent of their gross income to build up the International Formation Fund. The fulfilment of these obligations must be reflected in their annual returns, using the forms provided by the general treasurer.

#### FUNDS OF THE GENERALATE

- 7.87 The generalate shall maintain a Restricted Fund in the amount of 250,000 euro. The interest from this fund can be used either for the current expenses of the generalate or to build up the fund itself. The recommendation of the International Finance Commission is required before the principal of this fund can be used.
- 7.88 The Solidarity Fund exists to help units in need or to undertake necessary projects.

- a) A percentage of the gross income of the units will be transferred annually to the Solidarity Fund. The percentage can be changed by a general synod or a general chapter.
  - b) Requests for financial help from the Solidarity Fund will be presented to the generalate through the general treasurer. The generalate reviews carefully the request and presents it together with the result of its review to the international finance commission for its recommendation. Only with the recommendation of the international finance commission can the generalate give final approval to the project and the amount of money to be granted.
  - c) If the sum requested from the Solidarity Fund is greater than that available, the generalate can request help from the provinces. The generalate can give the approval after it has received from the provinces the amount of their specific donations.
- 7.89 The Projects Fund is a separate accounting unit used by the generalate to account for major projects and extraordinary expenses. The primary reason for this accounting unit is to keep these expenditures separate from the Society general administration and the Motherhouse. All rental income from the hotel, shops, etc., in the Motherhouse will be accounted for in the Projects Fund.
- 7.90 The Formation Fund is an endowment fund to support Society formation programs.
- a) The Formation Fund covers only those costs for initial formation of the new and developing units that the mission procuras and the missionary administrative units are unable to meet.
  - b) Normally, grants are given for formation programs in new and developing units of the Society unless they are self-sufficient. However, the generalate may decide to give grants for formation purposes to other units in need, but only under extreme circumstances.
  - c) The generalate, upon the recommendation of the International Finance Commission (IFC) and the general treasurer, determines the investment asset allocation (i.e., how the principal is invested). The IFC and the general treasurer will also recommend to the generalate where to invest the money. Annual grants will be no more than 5% of the three-year moving average of the value of the fund.

- d) If at some point in the future all formation programs are self-sufficient, a general synod or general chapter may re-define the purpose of this fund.

## CHAPTER EIGHT

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### OUR RULES AND THEIR PURPOSE, OBLIGATION, AND INTERPRETATION

- 8.1 The official language of the constitution and general directory is English.
- 8.2 The generalate approves translations from the official text

