

## **PRAYER AND FASTING**

### **PRAYER TOGETHER**

Our prayer together nourishes and sustains us, and is an expression of our unity with and concern for the “cries of our earth and its peoples” (Message of the 2014 General Chapter). Each community or living unit will determine the regular rhythm of prayer together which best fits its reality. A commitment to regular faith-sharing or gospel-sharing is encouraged, as is gathering for prayer together on the major feasts of Christmas, the Easter triduum, Pentecost, and the feasts of St. Angela and St. Ursula, if at all possible.

### **PRAYER FOR ONE ANOTHER**

Praying for one another is a special way to express our gratitude and concern for each other. The province Celebration Book is a way to remember each one in prayer on her birthday and feast day.

At the time of a sister’s death, all in the province are encouraged to pray in groups or singly the special province prayer service in memory and celebration of her life (a copy of this prayer service is included at the end of this section of the directory). Our province Necrology Book is a way to remember sisters on the anniversaries of their deaths. The list of deaths in the Institute, which is received monthly from the generalate, offers us the opportunity to remember and pray for the deceased sisters of our international Ursuline family.

### **FASTING**

Each sister and each community/living unit are encouraged to choose meaningful and appropriate ways to respond to the gospel call to prayer, fasting, and almsgiving, especially during the season of Lent. In a spirit of solidarity, January 26 and October 20 are observed as province days of fasting when each sister is encouraged to choose a way of fasting which is meaningful to her.

## **LOCAL COMMUNITY STRUCTURE**

At the time a prioress is appointed or re-appointed, the local community is consulted about the government structure they would like. The most common structures are:

- a council of 2-5 members of whom one is assistant
- a council of 2-5 sisters with no assistant
- community as council.

One community member, who may or may not be a councilor, will be named local secretary.

If there is an assistant, the role description is to be drawn up at the local level.

## DISCERNMENT PROCESS FOR LOCAL LEADERSHIP

---

- Step 1: The present prioress and council or the total community will review and possibly revise the role description for the role or roles of local leadership. What does the prioress and/or council do in your community—what tasks?
- If the prioress and council write the role description, the community needs to be consulted.
- Questions that need to be asked in the development of role descriptions:
- How is local leadership shared in your community?
  - Would one person be responsible for all of the things listed in the role description?
  - Are there sisters in the community who could be responsible for some of these duties?
  - Could a lay employee carry out some of these tasks?
  - Could a regional prioress carry out these responsibilities? If yes, how?
- Step 2: These role descriptions will be sent to the team for review. Then dialogue will take place with the community regarding the role description.
- Step 3: At this time, individuals in the community can contact sisters and suggest that they respond. The team will also invite sisters to respond using these questions:
- How do you see yourself serving in this situation?
  - How do your gifts match the needs?
  - Where will you need support?
- Step 4: When possible, the sister considering this ministry will meet with the community for dialogue and further discernment. If possible, a member of the provincial team will be present for this meeting.
- Step 5: The provincial will follow up with any further conversation she deems necessary and will make a recommendation for appointment to the provincial team.

Step 6: Appointment by the provincial team.

**Note: If the situation with an individual community warrants, this process can be modified as needed with the approval of the provincial team.**

---

## MINUTES OF COMMUNITY MEETINGS

Minutes of a local community meeting should be signed by the secretary of the meeting. The person designated as community secretary need not serve as secretary for community meetings.

## ANNUAL REPORT CONCERNING COMMUNITY

This report to the Provincial, as well as to the Prioress General, is submitted on the due date assigned. (cf. Guidelines for Correspondence, p. VI-2) The form which the report is to take will be designated by the general council or the provincial team. In so far as possible, every member of the community should participate in the preparation of the annual report.

## CANONICAL VISITATION OF A COMMUNITY

The provincial visitor should be given a list of the community members with their ages and ministries, the council and corporation meeting minutes, the community meeting minutes, the annals and the financial accounts.

## FINANCIAL PROCEDURES

Our vow of poverty calls each of us to be wise and responsible stewards of our financial resources and to be appropriately accountable for the funds given to us for our use.

### **Budgets**

Living unit and/or community budgets are prepared annually with input and involvement of as many in the group as possible. All share in the responsibility of preparing budgets which take into account personal and group needs as well as available financial resources. Accountability procedures are talked about together. The prioress and council give final approval to the budget before submitting it to the provincial team for its approval, and are responsible for regular review of the budget throughout the fiscal year.

**Checking accounts**

For tax purposes, all checking accounts should bear the name URSULINE SISTERS or URSULINE CONVENT. Signatures of at least two Ursulines are required on the account documentation, not on the checks.

**Subvention**

The Province contribution to the Generalate is sent to Rome through the provincialate. Local communities are assessed a certain amount, at this time it is 12.50 per person per month

**Social Security**

Ordinarily Social Security is applied for at age 62. If a sister is working outside the Roman Catholic Church she should wait until her 65<sup>th</sup> birthday to apply for Social Security Benefits.

Social Security Benefits are put into the retirement fund.

**PROVINCE RETIREMENT FUND**

**Income to the Fund**

1. Minimum contribution of \$720 annually from the local community for each sister 69 and under.
2. Continued deposit of Social Security receipts and reinvestment of dividends and interest.

**Withdrawal from the Fund**

1. Upon requesting benefits from the retirement fund, the community will submit its budget showing the need for these funds.
2. At the end of the fiscal year, if an excess occurs due to unexpected income or unrealized expense, the retirement benefits up to the amount of the excess will be returned to the retirement fund. The community may request these funds again as needed.
3. All requests from communities will be submitted to the provincial team by April 30 of the fiscal year.

It is understood that extraordinary circumstances or need may cause the team to use its own judgment in applying these criteria.

## **PAYMENT FOR NURSING HOME CARE**

In the event that a sister needs skilled nursing care and no bed is available in a designated province health care facility, province funds will be used to pay for her care in a facility selected by the local prioress, in consultation with the local council and the provincial.

## **LOCAL FILES AND ARCHIVES**

### **Sisters' Personal Files**

The following items should be kept in a sister's personal file:

1. personal history sheet
2. family information (whom to notify in emergency)
3. copy of vows
4. documents pertaining to donation of one's body or organs to science
5. Advance Directives for healthcare
6. copy of baptismal certificate
7. release of medical information

All medical information should be in a place where it can be easily obtained either by the prioress or by another sister in case of an emergency.

## **GUIDES FOR FILING - PRIORESS' OFFICE**

### **Diocesan Level**

- Bishop (Archbishop)
- Council for Religious
- Diocesan School Board
- Superintendent of Schools
- Vicar for Religious
- Other

### **Generalate Level**

- Circulars
- Correspondence

### **Provincialate Level**

- Correspondence
  - Provincial Prioress
  - Provincial Team members
  - Provincial Secretary
  - Provincial Treasurer

- Commissions or committees
- Publications
- Provincial Team Report (PTR) one copy should be in the prioress' file, the other in a book for the community's use.
- Other

### **Local Level**

- Civic Officials
- Corporation Business
- Legal Matters
- School Boards (Local)
- Other
- Personnel
  - One folder per sister
- Community Information
  - Community Planning
  - Ministries
  - Record of Visitation
  - Other

### **Inactive File**

Headings in this file are the same as the four above.

## **POINTS OF CLARIFICATION RELATIVE TO FILING**

Filing is according to four record groups:

Diocesan, Generalate, Provincialate, and Local levels

These

- a) reflect our organization
- b) reflect how we are responsible
- c) should serve as a basis for all our files; may vary according to circumstances as regards headings under each

These are the basic filing groups. They will vary slightly according to the needs and circumstances of each community.

There may be other record groups specific to the area.

### **What to do before leaving office**

When a prioress leaves office, she leaves in the active file all that was placed there during her term. She places in the inactive file all that was placed there prior to her term.

**Inactive File**

The inactive file contains the same four or more groups as the active file. When filing here, contents can be arranged in chronological order.

**Community Books**

Back issues of the Provincial Team Report (PTR), and Inter-Ursuline News could be retained for about a year, each in a separate notebook in a place where they are available to the sisters in the community.

Minutes of community meetings should be retained in a separate notebook.

Annals should be kept in a separate book.

Minutes of council meetings and of corporation meetings should be kept separately and in a place easily accessible to the prioress and the local secretary.

Monthly financial reports for the corporation and the community should also be kept.

**Circulars from Prioress Generals**

Each community should have a set of all circulars issued by our prioress general, even though the more recent practice has been that each sister be given a copy.

## GUIDELINES FOR LOCAL ARCHIVES

---

### **A. Official Documentation**

1. Annals
2. Acts: General, Provincial, Local
3. Council Meeting Minutes
4. Community Meeting Minutes
5. Minutes of Local Conferences
6. Official Correspondence
  - a. Sacred Congregation
  - b. Bishops
  - c. General and Provincial level
  - d. Civil and education
7. Vow registers
8. Deliberations of General Chapters
9. Deliberations of Provincial Chapters
10. Assignment lists

### **B. General Materials**

1. Community studies (final draft)
2. Community newsletters
3. Annual photographs of sisters
4. Books, articles published by sisters
5. Commemorative booklets
6. Newspaper, magazine articles about sisters or community
7. Liturgical ceremonies (professions, jubilees, etc.)

### **C. Individual Sisters' Files**

1. Certificates of baptism, confirmation, death
2. Vows; Act of Renunciation
3. Indults
4. Will
5. Will of body and/or organs to science
6. Living Will
7. Durable power of attorney
8. Next of kin list
9. Assignments
10. Significant correspondence
11. Photographs
12. Jubilee accounts
13. Newspaper clippings
14. Original works
15. Life summary sent after death
16. Obituary notice in newspaper

**D. Valuable Community Objects**

1. Statues, paintings, sacred vessels, furniture of artistic value
2. Official texts: Constitutions, Office books, Province Directory
3. Books and biographies of significance
4. Books on history of the Order and of the community

**E. Withdrawal or Closing of schools**

1. Faculty lists
2. Yearbooks, school newspapers, literary publications
3. Accreditations
4. Brochures
5. Faculty and student handbooks
6. Significant correspondence
7. History of the school
8. Furnishings and decorations
  - a. Coat of Arms
  - b. Statues of Angela and Ursula
  - c. Paintings and artistic works done by sisters

**Some Pointers on Preservation**

1. A good quality of paper, preferably acid free, should be used for archival materials. These materials should be housed in acid free file folders, placed in closed archival boxes, and placed on shelves or in cupboards.
2. Photographs can be identified, preferably on the back, with soft pencil whenever possible. They should be stored in mylar quality film envelopes and placed in acid free file folders.
3. Newspaper clippings, a valuable source of information, should be copied and placed in acid free file folders. Name of newspaper, date and page should also be noted.
4. Archival materials should be located in a place that does not have direct sunlight. When artificial lighting is used, incandescent lights are better than fluorescent lights unless the fluorescent lights have UV filters on them.
5. Paper clips, and when possible, staples or scotch tape should be removed from papers.



**APPLICATION FOR ASSISTANCE FROM  
PROVINCE COMMUNITY ASSETS FUND**

---

**Purpose**

The Province Community Assets fund was established to enable Ursulines to share their resources and more equitably meet the goals of the total province.

**Guidelines for Use**

- a. Grants to local communities to supplement community income.
- b. Loans to local communities to facilitate cash flow.
- c. Annual allotment to the province operating fund.
- d. Annual allotment to the province retirement fund.

*\*\* (c and d are necessary to replace the subvention contributed by communities.)*

**Form**

The community of \_\_\_\_\_ requests the following aid from the Province Community Assets Fund:

\$ \_\_\_\_\_ for the following: *(describe specific need)*

**Nature of Request:**

\_\_\_\_\_ grant; \_\_\_\_\_ loan for \_\_\_\_\_ *(duration)*

**Reasons for the request:**

**Community Financial Position:**

Balance in III Fund: \_\_\_\_\_

Current Year Anticipated Income: \_\_\_\_\_; Expenses: \_\_\_\_\_

Present Excess/Deficit \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Prioress

\_\_\_\_\_  
Secretary

(Please enclose a copy of the current balance sheet and budget report.)

*Revised February 2005*

**ACCEPTANCE AND USE OF EXTRAORDINARY GIFTS  
BY A COMMUNITY**

---

<u><i>Person</i></u>	<u><i>Action</i></u>
Local treasurer	1. Explains the terms of the transaction.
Local prioress with her council	2. Discusses the financial aspects and the use to be made.
Local prioress	3. Takes the deliberative vote of her council.
Local prioress	4. Fills out the form requesting permission to accept the extraordinary gift and the form requesting permission for the use of the gift if the expenditure exceeds the competency of the local council.
Local prioress	5. Sends the two forms to the provincial prioress.
Provincial prioress with her council	6. Reviews the request.
Provincial prioress	7. Takes the deliberative vote of her council.
Provincial prioress	8. Returns one copy of the request form to the local prioress.
<u>If the amount involved requires it:</u> Provincial prioress	9. Sends the request to the prioress general.
Prioress general with her council	10. Reviews the request.
Prioress general	11. Takes the deliberative vote of her council.
Prioress general	12. Returns one copy of the request form to the provincial prioress.
Provincial prioress	13. Returns one copy of the approval to the local prioress.

**Reminder**

Gifts to a community above the limit fixed by the General Chapter of 2013 (\$27,000) require the approval of the provincial council.

**Clarification**

*Acceptance of Gifts* (See financial tables in section X of this directory.) The local prioress with her council can accept gifts up to the amount stated. Beyond this amount, the provincial prioress with her council can authorize a community to accept a gift, up to \$405,000. Permission to accept gifts of more than \$405,000 is granted by the Prioress General after the approval of the Provincial council.

*Use of Gifts:* As the authority to spend money depends on the amount involved and its projected use, the general council gives the following clarification: The acceptance of a gift intended for extraordinary expenditures requires the approval of the competent council. (See financial tables in section X of this directory.)

**PERMISSION FOR THE ACCEPTANCE OF EXTRAORDINARY GIFTS  
BY A COMMUNITY**

---

Province \_\_\_\_\_ Community \_\_\_\_\_

Corporate Title \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Description of Gift \_\_\_\_\_

A. Amount of Money \_\_\_\_\_

B. Gift in Kind \_\_\_\_\_

1. Value \_\_\_\_\_

2. Restrictions, if any \_\_\_\_\_

C. Land, Building, Furniture \_\_\_\_\_

1. Value \_\_\_\_\_

2. Restrictions, if any \_\_\_\_\_

Donor \_\_\_\_\_

Use to be made \_\_\_\_\_

\_\_\_\_\_  
Date approved by local prioress w/ her council

Vote: \_\_\_yes \_\_\_no \_\_\_abstention

\_\_\_\_\_  
Local Secretary (signature)

\_\_\_\_\_  
Local Prioress (signature)

\_\_\_\_\_  
Date approved by provincial prioress  
w/ her council

Vote: \_\_\_yes \_\_\_no \_\_\_abstention

\_\_\_\_\_  
Provincial Secretary (signature)

\_\_\_\_\_  
Provincial Prioress (signature)

(Submit two copies)

**PERMISSION FOR THE USE OF EXTRAORDINARY GIFTS  
BY A COMMUNITY**

---

Province \_\_\_\_\_ Community \_\_\_\_\_

Corporate Title \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Description of Gift \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Amount to be spent \_\_\_\_\_

Use to be made \_\_\_\_\_

Donor \_\_\_\_\_

\_\_\_\_\_ Vote: \_\_\_yes \_\_\_no \_\_\_abstention  
Date approved by local prioress w/ her council

\_\_\_\_\_ Local Secretary (signature) \_\_\_\_\_ Local Prioress (signature)

\_\_\_\_\_ Vote: \_\_\_yes \_\_\_no \_\_\_abstention  
Date approved by provincial prioress  
w/ her council

\_\_\_\_\_ Provincial Secretary (signature) \_\_\_\_\_ Provincial Prioress (signature)

\_\_\_\_\_ Decision of Prioress General w/ her council \_\_\_\_\_ Date

\_\_\_\_\_ Secretary General (signature) \_\_\_\_\_ Prioress General (signature)

## UNDERTAKING A LOAN OR A MORTGAGE

---

(Submit three copies)

Approval of each loan is required according to the limits fixed by the General Chapter of 2013. Debts may not be contracted unless it is certain that the interest can be paid from the current income and that the amortization payments can be made within a reasonable time.

### **Definitions**

By loan is meant borrowing from a bank and/or other source(s) to cover operations or capital expenditures.

By mortgage is meant a type of security a borrower may be required to furnish when requesting a loan for a relatively large sum of money. A mortgage is a claim placed by a lender on property owned by a borrower.

<b><u>Person</u></b>	<b><u>Action</u></b>
Local treasurer	1. Prepares a contract and amortization schedule.
Local prioress with her council	2. Decides to request permission to undertake a loan or mortgage.
Local prioress	3. Fills out the request for permission to undertake the loan or mortgage in triplicate.
Local prioress	4. Sends to the provincial prioress three copies of the form, and three copies of the proposed contract and amortization schedule.
Provincial prioress with her council	5. Reviews the request.
Provincial treasurer	6. Reviews the financial situation to see if a loan is advisable.

- |  |  |
|--|--|
| Provincial treasurer                       | 7. Explains to the provincial council the ability of the community to meet the amortization and interest payments.   |
| Provincial prioress with her council       | 8. Decides to request authorization. <sup>1</sup>  |
| Provincial prioress                        | 9. Sends to the prioress general three copies of the form, one copy of the contract and the amortization schedule, and the written consent of the local ordinary, if required. |
| Prioress general with her council          | 10. Reviews the request.   |
| Prioress general with her council          | 11. Authorizes the loan or mortgage, when the amount is within their competence.   |
| Prioress general                           | 12. In that case, returns to the provincial prioress two copies of the form giving the authorization.  |
| Provincial prioress                        | 13. Returns to the local prioress one copy of the form.  |
| <b>If the amount involved requires it:</b> |  |
| Prioress general with her council          | 14. Decides to send the request to the Congregation for approval.  |

- |                                       |  |
|---------------------------------------|--|
| The Congregation                      | 15. Sends the indult approving the loan or mortgage.   |
| Prioress general                      | 16. Sends the original indult and two copies of the form to the provincial prioress.   |
| Provincial prioress or local prioress | 17. Makes two copies of the indult and signs two copies of the contract. Makes sure the provincialate and the local community each have one copy of the indult, one signed copy of the contract, and one copy of the form. |
| Provincial prioress or local prioress | 18. Returns the original of the indult to the prioress general.  |

<sup>1</sup>Since undertaking a loan or mortgage is a form of alienation, the approval of the Holy See is required if the sum to be borrowed is greater than that authorized by the General Council.

**REQUEST BY A COMMUNITY FOR PERMISSION  
TO UNDERTAKE A LOAN OR A MORTGAGE<sup>1</sup>**

---

Province \_\_\_\_\_ Community \_\_\_\_\_

Corporate Title \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Purpose of loan \_\_\_\_\_

Amount of loan \_\_\_\_\_ Annual payments \_\_\_\_\_

Period of amortization \_\_\_\_\_ Interest rate \_\_\_\_\_

Lender: 1) person \_\_\_\_\_

2) company \_\_\_\_\_

3) institution \_\_\_\_\_

Value of land, building, fixed equipment \_\_\_\_\_

If mortgage, state property to be encumbered \_\_\_\_\_

**Itemization of Present Indebtedness**

Amount Owed

Creditor

a) \_\_\_\_\_

b) \_\_\_\_\_

c) \_\_\_\_\_

**Three-year record of operating receipts and disbursements fiscal years ended**

20\_\_

20\_\_

20\_\_

Operating income \_\_\_\_\_

Operating expenses \_\_\_\_\_

Balance \_\_\_\_\_

Source of funds for amortization payments \_\_\_\_\_

\_\_\_\_\_  
Date approved by local prioress w/ her council

Vote: \_\_\_yes \_\_\_no \_\_\_abstention

\_\_\_\_\_  
Local Secretary (signature)

\_\_\_\_\_  
Local Prioress (signature)

\_\_\_\_\_  
Date approved by provincial prioress  
w/ her council

Vote: \_\_\_yes \_\_\_no \_\_\_abstention

\_\_\_\_\_  
Provincial Secretary (signature)

\_\_\_\_\_  
Provincial Prioress (signature)

\_\_\_\_\_  
Decision of Prioress General w/ her council

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary General (signature)

\_\_\_\_\_  
Prioress General (signature)

<sup>1</sup>Submit in triplicate. Include one copy each of the contract, the amortization schedule, and if required, written consent of the local ordinary.

**ALIENATION OF PRECIOUS OBJECTS**  
**(catalogued as such by a competent organization)**

---

**Definition**

By precious objects or objects of significant value is meant those which have a notable value for artistic or historical reasons or because of the material of which they are composed. In alienating them, the necessary permission must be obtained from state and ecclesiastical authorities. The permission of the Holy See is always necessary, whatever the value of the precious objects.

<b><u>Person</u></b>	<b><u>Action</u></b>
Local prioress	1. Has appraisal made of precious objects.
Local prioress with her council	2. Decides to request authorization for alienation.
Local prioress	3. Fills out the request for authorization in triplicate.
Local prioress	4. Sends to the provincial prioress the three copies of the form and the statement of appraisal.
Provincial prioress with her council	5. Reviews her request.
Provincial prioress with her council	6. Decides to request authorization for alienation.
Provincial prioress	7. Sends to the prioress general three copies of the form requesting permission, the statement of appraisal, and the written consent of the local ordinary.
Prioress general with her council	8. Decides to submit the request to the Holy See.
The Congregation	9. Sends the indult for the alienation of precious objects.

Prioress general

10. Sends the original indult and two copies of the form to the provincial prioress.

Provincial prioress

11. Retains a copy of the original indult and a copy of the form for the provincialate; sends the original indult and the remaining copy of the form to the local prioress.

Local prioress

12. Retains a copy of the original indult and the copy of the form for the archives. Returns original indult to the prioress general.

**REQUEST FOR PERMISSION FOR ALIENATION OF PRECIOUS OBJECTS<sup>1</sup>**

---

Province \_\_\_\_\_ Community \_\_\_\_\_

Corporate title \_\_\_\_\_

Address \_\_\_\_\_

Description of precious object \_\_\_\_\_

Reason for alienation \_\_\_\_\_

Is there any restriction on the precious object connected with alienation? \_\_\_\_\_

Appraised value<sup>2</sup> \_\_\_\_\_ Appraiser \_\_\_\_\_

Proposed price \_\_\_\_\_

Purchaser \_\_\_\_\_

Terms of purchase \_\_\_\_\_

Use of funds \_\_\_\_\_

\_\_\_\_\_  
Date approved by local prioress w/ her council

Vote: \_\_\_yes \_\_\_no \_\_\_abstention

\_\_\_\_\_  
Local Secretary (signature)

\_\_\_\_\_  
Local Prioress (signature)

\_\_\_\_\_  
Date approved by provincial prioress  
w/ her council

Vote: \_\_\_yes \_\_\_no \_\_\_abstention

\_\_\_\_\_  
Provincial Secretary (signature)

\_\_\_\_\_  
Provincial Prioress (signature)

\_\_\_\_\_  
Decision of Prioress General w/ her council

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary General (signature)

\_\_\_\_\_  
Prioress General (signature)

<sup>1</sup> Submit in triplicate. Enclose also the written consent of the local ordinary.

<sup>2</sup> Attach a copy of the appraisal.

## ALIENATION OF PROPERTY

---

In order to alienate property belonging to the Institute above the limit fixed by the General Chapter of 2013 for the province, the approval of the general council is required. When the value of such property exceeds the million-dollar amount fixed by the Holy See for the country, approval of the Holy See is required.

### **Definition**

Property includes land, buildings, improvements other than buildings, and equipment.

By alienation of property is meant any legal act by which the right of ownership, either in whole or in part, or personal or real property, is transferred to another party.

<b><u>Person</u></b>	<b><u>Action</u></b>
Local treasurer	1. Explains the terms of the transaction.
Local prioress	2. Has appraisal made of property.
Local prioress with her council	3. Decides to request authorization for alienation.
Local prioress	4. Fills out the request for authorization in triplicate, identifying the type of approval required.
Local prioress	5. Sends to the provincial prioress the three copies of the request and the statement of appraisal.
Provincial prioress with her council	6. Reviews the request.
Provincial treasurer	7. Explains the financial consequences of the transaction for the community involved.

- |  |   |
|--|---|
| Provincial treasurer                       | 8. Reviews the proposal, assuring that all legal matters and other formalities have been taken into consideration.  |
| Provincial prioress with her council       | 9. Decides to request authorization for the alienation.   |
| Provincial prioress                        | 10. Sends to the prioress general three copies of the form requesting permission for the alienation, the statement of appraisal, and the written consent of the local ordinary if the amount involved is greater than that authorized by the Holy See. <sup>1</sup> |
| Prioress general with her council          | 11. Reviews the request.  |
| Prioress general with her council          | 12. Authorizes the alienation when the amount requested is within their competence.   |
| Prioress general                           | 13. Returns two copies of the form to the provincial prioress who, in turn, sends one to the local prioress.  |
| <b>If the amount involved requires it:</b> |   |
| Prioress general with her council          | 14. Decides to send the request to the Congregation for approval.   |
| The Congregation                           | 15. Sends to the prioress general the indult for the alienation of property.  |
| Prioress general                           | 16. Sends the original indult and two copies of the form to the provincial prioress.  |

- |                     |   |
|---------------------|---|
| Provincial prioress | 17. Sends the original indult and one copy of the form to the local prioress.                               |
| Local prioress      | 18. Makes two copies of the original indult, one copy for the provincial files and one for the local files. |
| Local prioress      | 19. Returns original indult to the prioress general.  |

<sup>1</sup> In this case, the prioress general presents the request to the Holy See.

**REQUEST FOR PERMISSION FOR ALIENATION OF PROPERTY<sup>1</sup>**

---

Province \_\_\_\_\_ Community \_\_\_\_\_

Corporate title \_\_\_\_\_

Address \_\_\_\_\_

Description of property \_\_\_\_\_

Reason for alienation \_\_\_\_\_

Site \_\_\_\_\_ Acreage \_\_\_\_\_

Appraised value<sup>2</sup> \_\_\_\_\_ Appraiser \_\_\_\_\_

Proposed selling price \_\_\_\_\_

Purchaser \_\_\_\_\_

Terms of purchase \_\_\_\_\_

Use of funds \_\_\_\_\_

\_\_\_\_\_  
Date approved by local prioress w/ her council

Vote: \_\_\_yes \_\_\_no \_\_\_abstention

\_\_\_\_\_  
Local Secretary (signature)

\_\_\_\_\_  
Local Prioress (signature)

\_\_\_\_\_  
Date approved by provincial prioress  
w/ her council

Vote: \_\_\_yes \_\_\_no \_\_\_abstention

\_\_\_\_\_  
Provincial Secretary (signature)

\_\_\_\_\_  
Provincial Prioress (signature)

\_\_\_\_\_  
Decision of Prioress General w/ her council

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary General (signature)

\_\_\_\_\_  
Prioress General (signature)

<sup>1</sup> Submit in triplicate.

<sup>2</sup> A copy of the appraiser's estimate is to be enclosed, and if required, the written consent of the local ordinary.

EXPENDITURES REQUIRING APPROVAL/BUILDING PROJECTS<sup>1</sup>

---

<u>Person</u>	<u>Action</u>
Local treasurer	1. Explains the terms of the transaction.
Local prioress with her council	2. Decides to undertake expenditure requiring approval/building project.
Local prioress	3. Fills out in triplicate the request for authorization for the expenditure being planned, or the request for authorization to undertake a building project.
	4. Sends the three copies of the form to the provincial prioress. If the request is for a building project, she includes plans and contractor's estimate.
Provincial prioress with her council	5. Reviews the request.
Provincial treasurer	6. Explains to the provincial council the method of financing and the consequences of the action for the community involved.
Provincial prioress with her council	7. Decides to submit the request to the prioress general.
Provincial prioress	8. Sends the three copies of the form to the prioress general. If the request is for a building project, she includes one copy of the plans and one copy of the contractor's estimate.
Prioress general with her council	9. Reviews the request.
	10. Authorizes the extraordinary expenditure/building project.

Prioress general

11. Returns to the provincial prioress two copies of the request form giving the authorization.

---

<sup>1</sup>Definition: Capital (extraordinary) expenditures are those expenditures which are not part of the annual operation of the community but which are additions to the fixed assets, such as purchase of land, buildings or major equipment, construction, or the like.

Remarks: Expenditures above the limit fixed by the General Chapter of 2013 require the approval of the general council. Funds should not be solicited for extraordinary expenditures until the expenditures themselves have been approved.

**REQUEST BY A COMMUNITY FOR PERMISSION  
TO UNDERTAKE A BUILDING PROJECT<sup>1</sup>**

Province \_\_\_\_\_ Community \_\_\_\_\_

Corporate Title \_\_\_\_\_

Address \_\_\_\_\_

Description of Project:

Total estimated cost \_\_\_\_\_ (Copy of plans and contractor's  
estimate are to be sent with this  
form.) Method of financing:

a. Funds available \_\_\_\_\_

b. Gifts or grants \_\_\_\_\_

c. To be borrowed<sup>2</sup> \_\_\_\_\_

d. Other \_\_\_\_\_

Present indebtedness \_\_\_\_\_

\_\_\_\_\_ Vote: \_\_\_yes \_\_\_no \_\_\_abstention  
Date approved by local prioress w/ her council

\_\_\_\_\_ Local Secretary (signature) \_\_\_\_\_ Local Prioress (signature)

\_\_\_\_\_ Vote: \_\_\_yes \_\_\_no \_\_\_abstention  
Date approved by provincial prioress  
w/ her council

\_\_\_\_\_ Provincial Secretary (signature) \_\_\_\_\_ Provincial Prioress (signature)

\_\_\_\_\_ Decision of Prioress General w/ her council \_\_\_\_\_ Date

\_\_\_\_\_ Secretary General (signature) \_\_\_\_\_ Prioress General (signature)

<sup>1</sup>Submit in triplicate.

<sup>2</sup>If a loan is required, the form requesting permission for the loan must also be completed.

**REQUEST BY A COMMUNITY FOR PERMISSION FOR EXTRAORDINARY  
EXPENDITURES REQUIRING APPROVAL<sup>1</sup>  
(other than a building project)**

---

Province \_\_\_\_\_ Community \_\_\_\_\_

Corporate title \_\_\_\_\_

Address \_\_\_\_\_

Request \_\_\_\_\_

Estimated cost \_\_\_\_\_ Present indebtedness \_\_\_\_\_

Reason for transaction \_\_\_\_\_

Method of financing<sup>2</sup> \_\_\_\_\_

\_\_\_\_\_ Vote: \_\_\_yes \_\_\_no \_\_\_abstention  
Date approved by local prioress w/ her council

\_\_\_\_\_ Local Secretary (signature) \_\_\_\_\_ Local Prioress (signature)

\_\_\_\_\_ Vote: \_\_\_yes \_\_\_no \_\_\_abstention  
Date approved by provincial prioress  
w/ her council

\_\_\_\_\_ Provincial Secretary (signature) \_\_\_\_\_ Provincial Prioress (signature)

\_\_\_\_\_ Decision of Prioress General w/ her council \_\_\_\_\_ Date

\_\_\_\_\_ Secretary General (signature) \_\_\_\_\_ Prioress General (signature)

---

<sup>1</sup>Submit in triplicate.

<sup>2</sup>If a loan is necessary, the form requesting permission for the loan must also be completed.