

Rule of the Lay Fraternities of St. Dominic,
General Declarations, and
Directory of the Province
of St. Martin de Porres



Southern Dominican Province, USA

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Section One

The Rule of the Lay Fraternities¹ of Saint Dominic



¹The term “Lay Chapters of St. Dominic” was standardized to “Lay Fraternities of St. Dominic” by The Dominican Laity International Congress of Argentina 2007. It is the custom in the USA to substitute the term “chapters” for “fraternities” due to the other cultural uses of the term “fraternities”.



The Historical Development of the Rule

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

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

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

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

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

Finally, in 2019, more than 30 years after the last revision, the Rule was updated with minor adjustments following the meeting of the International Council of Lay Dominican Fraternities in Fatima in 2018. These changes, along with new General Declarations, were promulgated on March 9th, 2019, by Master Bruno Cadoré, OP.

[This document comes, in part, from *The Dominican Laity Handbook*, Province of the Assumption, Australia]



NOS
FR. BRUNO CADORÉ OP
TOTIUS ORDINIS PRÆDICATORUM
HUMILIS MAGISTER ET SERVUS

RULE OF THE LAY FRATERNITIES OF ST DOMINIC
AND GENERAL DECLARATIONS

More than thirty years have passed since the from the definitive approval of the new Rule of the Lay Fraternities of St Dominic by the Sacred Congregation for Religious and Secular Institutes on 15 January 1987 (Prot. n. D. 27-1-87), and its promulgation by the Master of the Order, fr. Damian BYRNE, on 28 January 1987.

The Rule was complemented by a series of General Declarations promulgated by fr. Damian BYRNE on 16 February 1987 and various interventions of General Chapters and Masters of the Order in the following decades. Most notable are the General Declarations promulgated by fr. Carlos Alfonso AZPIROZ COSTA on 15 November 2007 following the International Congress of the Lay Fraternities of St Dominic at Buenos Aires in March of that year.

With the passage of time it has become apparent both to the International Council of the Lay Dominican Fraternities and to the International Congress of the Lay Fraternities meeting in Fatima in October 2018 that some minor adjustments to the Rule are necessary, along with some further clarifications in order to respond to the needs of the Fraternities across the world.

Therefore, having heard the International Council and Congress of the Lay Fraternities;

And having received the approval of the Congregation for Institutes of Consecrated Life and Societies of Apostolic Life on 28 January 2019 (Prot. n. D. 37-1/96) for amendments to nos. 20(c) and 21(b) of the Rule;

WE HEREBY PROMULGATE the following revised text of the Rule of the Lay Fraternities of St Dominic.

At the same time WE PROMULGATE the following revised General Declarations of the Master of the Order.

The new General Declarations integrally re-order the material of those made by our predecessors fr. Damian Byne on 16 February 1987 and fr. Carlos Alfonso Azpiroz Costa on 15 November 2007, and so those former Declarations are to be considered abrogated in accordance with canon 20.

The amendments to the Rule and the new General Declarations come into force on 24 May 2019, memoria of the Translation of Our Holy Father Dominic.

Given in Rome, at our General Curia at Santa Sabina, on 9 March 2019.


fr. Jean-Ariel BAUZA-SALINAS OP
Secretarius Generalis




fr. Bruno CADORÉ OP
Magister Ordinis

Prot. n. 73/19/007 Rule



The Rule of the Lay Chapters of St. Dominic¹

I. The Fundamental Constitution of Lay Dominicans

(Laity in the Church)

1. Among the disciples of Christ, men and women living in the world, by virtue of their Baptism and Confirmation, have been made participants in the prophetic, priestly and royal office of our Lord Jesus Christ. They are called to make Christ's living presence to people so that "the divine message of salvation be made known and accepted by all people throughout the world" (Apost. Act. 4, 3).

(Dominican Laity)

2. Some of these disciples of Christ, moved by the Holy Spirit to live a life according to the spirit and charism of Saint Dominic, are incorporated into the Order through a special promise according to their appropriate statutes.

(Dominican Family)

3. They are united in communities, and they constitute with other groups of the order, one Family (cf. Constitutions of the Order of Friars Preachers, [LCO], #141).

(Distinctive character of Dominican Laity)

4. They are accordingly distinguished both by their own spirituality and by their service to God and neighbor in the church. As members of the Order, they participate in its apostolic mission through prayer, study and preaching according to the state proper to the laity.

(Apostolic Mission)


5. Following the examples of Saint Dominic, Saint Catherine of Siena and our predecessors who illumined the life of the Order and the Church, and strengthened by their familial [fn. "fraternal"] communion, they bear witness above all to their own Faith, listen to the needs of their contemporaries and serve the Truth.
6. They carefully attend to the principal goals of the Church's contemporary apostolate, striving in a special way to manifest true mercy for all who are suffering, to defend freedom and to promote justice and peace.
7. Inspired by the charism of the Order, they are mindful that apostolic activity emanates from an abundance of contemplation.

II. Life of the Chapters

(Life of the Chapters)

8. To the best of their ability, they should strive, to live in true familial communion in accordance with the spirit of the Beatitudes in every circumstance, by performing works of mercy and sharing what they have with members of the chapter, especially the poor and the

¹ This translation was produced by the DLIPC Committee, appointed April 12, 2008, for the consideration and use by the Provincial Councils of the USA and Canada. The members of the committee were A.J.K. Gallanosa (chair), J.S. Farris, N.M. Laurendeau, A.C. Neugebauer, G.S. Sims.



sick, and by offering suffrages for the dead. In this way all may ever have one heart and one mind in God (Acts 4:32).

9. Collaborating in the apostolate with brothers and sisters of the Order, members should participate actively in the life of the Church, always prepared to work with other apostolic associations.
10. To advance in their proper vocation, which inseparably joins the apostolic and the contemplative, Lay Dominicans draw their strength from these principle sources:
 - a. Listening to the Word of God and reading the Sacred Scripture, especially the New Testament;
 - b. Daily participation as much as possible, in the celebration of the liturgy and of the Eucharist sacrifice;
 - c. Frequent celebration of the sacrament of Reconciliation;
 - d. Celebration of the Liturgy of the Hours in union with the entire Dominican Family, as well as private prayer, such as meditation and the Marian Rosary;
 - e. Conversion of heart according to the spirit and practice of evangelical asceticism;
 - f. Assiduous study of revealed truth and unwavering reflection on contemporary problems, under the light of Faith;
 - g. Devotion to the Blessed Virgin Mary, according to the tradition of the Order, to our Holy Father Dominic and St. Catherine of Siena;
 - h. Periodical spiritual retreats.

(Formation)

11. The purpose of Dominican formation is to form true adults in the Faith, capable of accepting, celebrating, and proclaiming the Word of God. Each province is responsible for establishing a program of:
 - a. progressive formation for beginners;
 - b. ongoing formation for all members, even for those living apart from a chapter..
12. Every Dominican must be prepared to preach the Word of God. Through this preaching, Christians, baptized and strengthened by the Sacrament of confirmation, exercise their prophetic office.

In our present world, preaching of the Word of God must encompass in a special way the dignity of the human person, as well as defend the sacredness of life and family. The Dominican vocation also includes the promotion of Christian unity and dialogue with both non-Christians and non-believers.

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

(Profession or Promise)

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

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

To the honor of Almighty God, Father, Son and Holy Spirit, and of the Blessed Virgin Mary and of Saint Dominic, I (name) promise before you the President of this Chapter and (name) the religious assistant, in place of the Master of the Order of Friars Preachers, that I will live according to the Rule of the Laity of Saint Dominic for (three years or my entire life).

III. Organization and Government of the Chapters

15. The Chapter is the appropriate means for nourishing and developing each member's dedication to his or her own vocation. The frequency of meetings varies among chapters. Faithful attendance demonstrates the fidelity of each member.
16. The admission of candidates is entrusted to a responsible lay person, according to prescriptions established by the Directory as to qualifications and timetable. Following an affirmative vote of the Chapter Council, the responsible layperson carries out the admission process, together with the religious assistant, using the rite determined by the directory.
17. After a period of probation determined by the Directory and with a favorable vote of the Chapter Council, the responsible layperson, together with the religious assistant, receives the profession, either temporary or perpetual.

(Jurisdiction of the Order and Autonomy of the Chapters)


18. Chapters are under the jurisdiction of the Order; nevertheless, they enjoy that autonomy proper to the laity by which they govern themselves.

(In the whole Order)

19. a) The Master of the Order as successor of Saint Dominic and head of the entire Dominican Family presides over all the Chapters in the world. It is his responsibility to preserve the integral spirit of the Order within the chapters, to establish practical norms as needed for specific times and places and to promote the spiritual good and apostolic zeal of the members.
- b) The Promoter General represents the Master of the Order for all chapters and transmits their proposals to the Master or the General Chapter.

(In the Province)

20. a) The Provincial presides over the Chapters within the territorial limits of his Province and, with the consent of the Local Ordinary, establishes new Chapters.
- b) The Provincial Promoter (brother or sister) represents the Provincial and is a member of the Lay Provincial Council with full rights. The Provincial Promoter is appointed by the Provincial Chapter or by the Prior Provincial with his Council, after the Lay Provincial Council has been heard.



c) In the territory of each Province there is a Provincial President and a Provincial Council of the Laity, elected by the Chapters and regulated in accordance with the norms established in the Directory.

(In the Chapters)

21. a) A local Chapter is governed by a President with a Council, who together assume full responsibility for its direction and administration.
- b) The President and the Council are elected for the time period and in the manner established by the particular Directories.
- c) The religious assistant (brother or sister) assists the members in doctrinal matters and in the spiritual life. He or she is appointed by the Prior Provincial after consultation with the Provincial Promoter and the local Council of the laity.

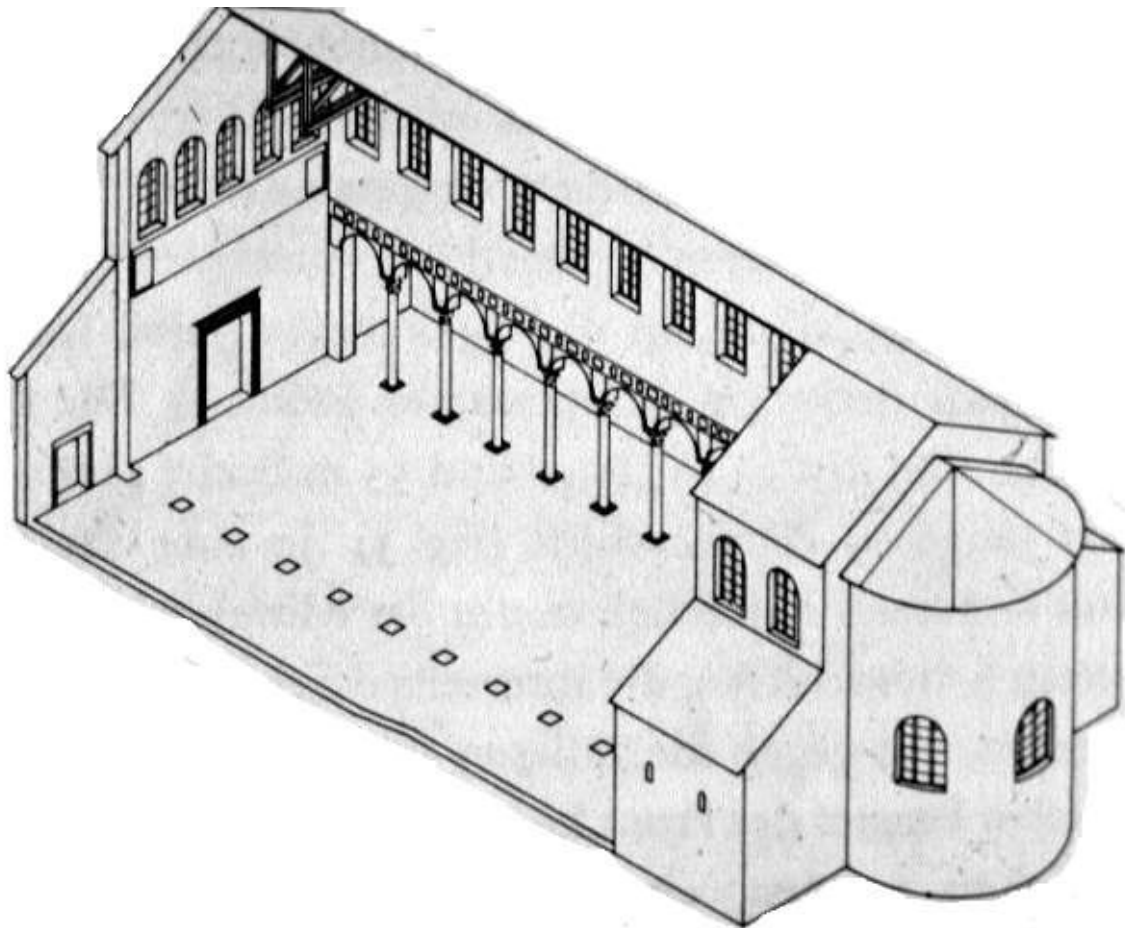
(National and International Councils)

22. a) Where several Provinces of the Order are present within the same nation, a National Council may be instituted according to the norms established by particular Directories.
- b) If judged opportune, an International Council may be formed in a similar fashion after consultation with the Chapters of the entire Order.
23. Chapter Councils can send their proposals and petitions to a Provincial Chapter of the Friars Preachers. Likewise Lay Provincial Councils and National Councils can send proposals and petitions to a General Chapter. Representative Lay Dominicans should be invited to these Provincial or General chapters to treat matters which concern the laity.

(The Statutes of the Lay Dominicans)

24. The statutes governing Lay Dominicans are:
- a) The Rule of Lay Chapters of St. Dominic.
- b) General declarations, whether of the Master of the Order or of General Chapters.
- c) Particular Directories.²

² *Particular Directories* refers to Provincial Directories.



Section Two

General Declarations Regarding the Rule of
the Lay Fraternities of Saint Dominic



**GENERAL DECLARATIONS REGARDING THE RULE OF
THE LAY FRATERNITIES OF ST. DOMINIC**

The Lay Fraternities of St. Dominic

1.--- § I. – The Laity of St. Dominic are those faithful who, baptised in the Catholic Church or received into her, confirmed and in full communion with faith, sacraments and ecclesiastical governance, are called by a special vocation to progress in the Christian way of life and to animate temporal things through the charism of St. Dominic.

§ II. – To be *incorporated* into the Order of Preachers in whose apostolic mission they fully participate, the Laity of St. Dominic make the *promise* according to the formula foreseen by the Rule. Entry to the lay branch of the Order, called the *Lay Fraternities of St. Dominic*, subject to the Master and other Major Superiors of the Order, is brought about only with this promise.¹

Other groups of Dominican Laity

2.--- § I – In addition to the Lay Fraternities of St. Dominic, there are Priestly Fraternities and other Associations and Confraternities, governed by their own Statutes legitimately approved by the competent authority and by various titles *attached* to the Dominican Family.

§ II – These Associations and Fraternities constitute a great and varied richness for the Church and the Dominican Family, and are to be greatly valued by all the members of the Lay Fraternities.

§ III – The formula of the promise contained in the *Rule of the Lay Fraternities of St. Dominic* approved by the Holy See is not to be used by other groups aggregated in any way to the Dominican Family, unless the Master of the Order expressly permits otherwise.²

Life of the Fraternities

3. ---- The Rosary, by which the mind is raised up to the intimate contemplation of the mysteries of Christ through the Blessed Virgin Mary, is a traditional devotion of the Order; therefore its daily recitation by the brothers and sisters of the Lay Fraternities of St. Dominic is recommended.³

Apostolate of the Fraternities

4. ---- Members of the Fraternities are always to bear authentic witness to the mercy of Christ, in communion with the Church and the Order (cf. *Rule*, 5-7). To make public statements in the name of a Fraternity, or of the Dominican Laity more broadly, they require the authorization of the competent authority in accordance with the Directory.

Admission to the Fraternities

5. ---- The Laity of St. Dominic are always ascribed to a Fraternity, where possible that of their own canonical domicile or quasi-domicile, or are at least placed in stable contact with a member of the provincial or vicariate Council of the laity.⁴

6. ---- § I. – The perpetual promise is preceded by at least one year of initial reception and by three years of temporary promise, documented in the registers kept for this purpose either by

¹ C.A. AZPIROZ COSTA, *Dichiarazioni Generali circa la Regola della Fraternite laiche di S. Domenico*, 15-xi-2007 (hereinafter DG2007), I § 1. These footnotes do not form part of the promulgated General Declarations, but are to indicate the source of each declaration.

² D. BYRNE, *Declarationes generales regulae fraternitatum laicium Sancti Dominici*, 16-ii-1987 (hereinafter DG1987), 5; DG2007, I § 2.

³ DG1987, 7.

⁴ DG2007, I § 3.

the local Fraternity or in the provincial archive.⁵

§ II. – A candidate who has received an equivalent formation in the International Dominican Youth Movement may be dispensed from part of initial formation by the President of the Fraternity with the consent of the Council. In this case, at least one year of temporary promise is to precede perpetual promise.⁶

7. ---- The faithful who live in particular situations because of which in the judgement of the Council of the Fraternity it is not prudent that they be admitted to the promise may nevertheless participate in the life of the Fraternity and its permanent formation, in a path of following Christ through the Dominican charism, without prejudice to the discipline and Magisterium of the Church.⁷

The Law governing the Fraternities

8. ---- **§ I** – The Rule by which the Lay Fraternities of St. Dominic are governed is the fundamental law for the Lay Fraternities of the whole world.

§ II – The present General Declarations promulgated by the Master of the Order are expansions, explanations and interpretations of the Rule.

§ III – The Provincial and National Directories, prepared by the Fraternities themselves and approved by the Master of the Order, are particular norms for the local fraternities and for their collaboration at provincial and national level.⁸

9. ---- So that the brothers and sisters of the Lay Fraternities may fulfil their obligations “not as slaves under the law, but constituted as free people under grace” (St. Augustine, Rule, 8; cf. Romans 6:14), we declare that transgressions against the Rule do not as such constitute moral fault.⁹

10. ---- **§ I** – The text of the Provincial Directory is to be agreed by the Provincial Council of the Laity. It is sent to the Prior Provincial, who transmits it, together with his opinion and that of his Council, to the Master of the Order for approval.

§ II – In approving the Provincial Directory, the Master of the Order may also make amendments to particular norms.

§ III – The approved Provincial Directory is promulgated by the Prior Provincial.¹⁰

11. ---- Unless provision is made by the National Directory, the Provincial Directory must determine:

1° the conditions for admission to a Fraternity;

2° the time of probation and of profession of the promise, without prejudice to no. 6 above;

3° the frequency of the Sacraments, and the prayers which the brothers and sisters of the Lay Fraternities are to raise to God;

4° the frequency of the meetings of the Fraternities and the form of their celebration, and also the frequency of spiritual conferences;

⁵ DG2007, I § 1.

⁶ Proposal by the International Congress of Lay Fraternities of St. Dominic, Fatima, 2018.

⁷ DG2007, I § 4.

⁸ DG1987, 1.

⁹ DG1987, 2.

¹⁰ DG1987, II § 1; DG2007, II § 1.

5° the internal constitution of each Fraternity and of the Fraternities of the Province as a whole;

6° the manner of proceeding for the election of officials, without prejudice to norms of the Rule and these Declarations;

7° the manner and limits of dispensation, without prejudice to no. 13 below;

8° suffrages for deceased brothers and sisters of the Lay Fraternities, and for the whole Order.¹¹

12. ---- § I – Where several provinces are present in the territory of a single nation, there may also be a National Directory. The National Directory provides norms for national structures of the Laity of St. Dominic. It may also provide norms for Provinces and Fraternities, although a Provincial Directory may derogate from norms of the National Directory.

§ II – The text of the National Directory is to be agreed by the Provincial Councils of the Laity of the provinces concerned. It is to be transmitted to the Master of the Order for approval together with the opinions of the Priors Provincial concerned and their Councils.

§ III – In approving the National Directory, the Master of the Order may also make amendments to particular norms.

§ IV – The approved National Directory is promulgated by the President of the national committee of Priors Provincial, if there is one, or else by the Master of the Order.¹²

13. ---- § I – The superiors of the Order and the presidents of the Fraternities do not have the authority to dispense from divine law or the universal law of the Church.

§ II – A dispensation always requires a just and reasonable cause (cf. can. 90 § 1). Norms which define essentially constitutive elements of an institute or act are not subject to dispensation (cf. can. 86).

§ III – Only the Master of the Order may dispense all Lay Dominicans from a norm of the Rule.

§ IV – The Prior Provincial may dispense individual fraternities from a norm of the Rule or the Directory, even without limit of time.

§ V – The President of the Fraternity may legitimately dispense from a norm of the Rule or the Directory in individual cases and for a determined time.¹³

14. ---- The Prior Provincial has the power to senate invalid acts of the Fraternity, especially concerning admission to profession of the promise.¹⁴

Government of the Fraternity

15. ---- § I – Unless the Directory determines otherwise, the President and Council of the Fraternity are elected by the members of that Fraternity who have made at least the temporary promise.

§ II – To be elected President, a member must have made the perpetual promise.

¹¹ DG1987, 6.

¹² DG1987,1; DG2007, II § 1.

¹³ DG2007, III.

¹⁴ DG1987, 4.

16. ---- § I – In accordance with art. 21(c) of the Rule, the Religious Assistant is to be a religious (“brother or sister”) of the Order. If it is impossible to appoint a suitable Dominican religious as Assistant to a fraternity, the Prior Provincial may dispense from this requirement and appoint another suitably-qualified person to assist the members in doctrinal matters and the spiritual life in the Dominican tradition.¹⁵

§ II – A religious or cleric who is not under the jurisdiction of the Prior Provincial cannot validly be appointed Assistant without the written consent of his or her major superior. For a secular cleric this consent is given by his Ordinary.¹⁶

Government of the Fraternities in the Province

17. ---- § I – The Directory determines the manner of electing the Provincial President and the Provincial Council of the Laity.

§ II – To be elected Provincial President, a member must have made the perpetual promise.

18. ---- § I – In accordance with art. (20b) of the Rule, the Provincial Promoter is to be a religious (“brother or sister”) of the Order. Dispensation from this requirement is reserved to the Master of the Order.

§ II – One who is not under the jurisdiction of the Prior Provincial cannot validly be appointed Provincial Promoter without the written consent of his or her major superior and a signed agreement between the Prior Provincial and the Promoter.¹⁷

§ III – The term of office of the Provincial Promoter is four years. He or she may not serve for more than two consecutive terms.

§ IV – Although the Provincial Promoter has the full right to participate in meetings of the Lay Provincial Council, he or she does not enjoy active or passive voice in any organ of the Lay Fraternities.¹⁸

Elections

19. ---- § I – Except where these Declarations or the Directory make other provision, elections among the Laity of St. Dominic take place in accordance with can. 119, 1° and 164 - 183.

§ II – Unless the Directory determines otherwise, there may be up to three scrutinies in an election. An absolute majority is required for election in the first or second scrutiny. If there have been two inconclusive scrutinies, a vote is to be taken between the two candidates with the greatest number of votes or, if there are more than two, between the two senior by first promise in the Lay Fraternities. After a third inconclusive scrutiny, that person is deemed elected who is senior by first promise in the Lay Fraternities.

Separation from the Lay Fraternities

20. ---- § I – At the expiry of the temporary promise, if it is not renewed, a member is free to depart from the Lay Fraternities.

¹⁵ DG2007, V.

¹⁶ ACG Trogir (2013), 187; Bologna (2016), 345.

¹⁷ DG2007, IV § 2.

¹⁸ DG2007, IV § 3.

§ II – During the time of the temporary promise, or after making the perpetual promise, a member is not to seek an indult to depart from the Lay Fraternities except for a grave reason weighted before God and with the assistance of fellow members. In the presence of such a reason, a motivated request is to be presented to the President of the Fraternity, who is to forward it to the Prior Provincial together with his/her own opinion and that of the Council of the Fraternity.

§ III – The Prior Provincial is competent to grant an indult of departure from the Lay Fraternities. Once the indult is notified in writing to the member concerned, he or she is dispensed from the promise and the requirement to observe the particular law of the Lay Fraternities of St. Dominic.¹⁹

21. ---- § I – Besides the situations mentioned in canon 316 § 1, a member who has made the temporary or perpetual promise may be dismissed for one of the following offences:

- 1° grave violation of the Rule or of the Directory;
- 2° causing grave public scandal among the faithful.

§ II – In the cases mentioned in § I, the President of the Fraternity is first to warn the member formally in writing.

§ III – If the warning is not heeded, the President with the consent of the Council of the Fraternity may ask the Prior Provincial to dismiss the member. In the situations mentioned in can. 316 § 1 the President must ask the Prior Provincial to dismiss the member.

§ IV – If the Prior Provincial, having afforded the member the opportunity to present a defense, judges the dismissal to be warranted, he issues a written decree of dismissal.

§ V – The decree of dismissal, once legitimately notified in writing to the member, brings about the cessation of rights and obligations deriving from the promise, and extends to all Lay Fraternities of St. Dominic.

§ VI – Hierarchical recourse to the Master of the Order against a decree of dismissal is always possible.²⁰

22. ---- § I – A member who has obtained an indult of departure from the Lay Fraternities and who subsequently seeks to be reincorporated in any Fraternity must follow the formation process again. The member's perpetual promise can be received only with the permission of the Prior Provincial with the consent of the Council of the member's new Fraternity. The promise and admission of one who keeps silent about a previous indult of departure is invalid.²¹

§ II – One who has been dismissed from the Lay Fraternities, after careful evaluation of his or her condition of life and with certainty of amendment, may be re-admitted under the same conditions as in § I.²²

¹⁹ DG2007, VI § 1.

²⁰ DG2007, VII § § 1 and 3; can. 316 § 1.

²¹ DG2007, VI § 2.

²² DG2007, VII § 2.

Section Three

The Particular Directory



Recognizing the significant enhancement and enormous work of this revised directory, the Dominican Laity of the Southern Province are thankful for this gift and joyfully express their gratitude to the Directory subcommittee, the Lay Provincial council of 2020, the Dominican Laity of the Southern Province, fr. Tom Condon, OP, and to all those who made this revision possible.

Revision History

Rev. #	Date	Revisions
00	May 2007	The changes to this directory are significant enough to warrant the former directory obsolete and this edition as an original issue.
01	February 2011	Common North American rule translation of DLIPC 2008, Standard terminology of International Lay Congress 2007, Added General Declarations of fr. Carlos Azpiroz Costa, O.P., III.B.1, III.B.5
02	March 2014	<p>Added a footnote to the letter of approval of the rule page 7.</p> <p>Added a footnote to Brother Damian Byrne’s letter of promulgation of the rule page 8.. Added blank page for the Prior Provincial’s letter of promulgation of the particular directory. Replaced the word permanent with perpetual. Revised section</p> <p>V.B.1 and added section V.B.2, 3, 4. Replaced the word commitment with promise. Added duties of the Provincial Formation Director in section VII.D.2.c. Replaced the verb mails with distributes. Replaced the term local promoters with religious assistants. Added section VII.D.6.a, b. c. Added section VII.F on appointed Provincial Assignments. Moved the revision history of the rule and directory to the end of the particular directory section X. Added section G for the</p>
03	January 2016	Corrected various typographical errors.
04	February 2020	<p>Modified based on the General Declarations promulgated in March 2019 based on the 2018 ICLDF meeting in Fatima.</p> <p>Added explicit recognition of Incarcerated Lay Dominicans, including a new Promoter for Incarcerated Lay Dominicans.</p> <p>Corrected various typographical errors.</p> <p>Added section on accompanying those who, out of prudence, may not be able to admitted to the promise but who still wish to participate in the life of the chapter and its permanent formation, in a path of following Christ through the Dominican charism, without prejudice to the discipline and magisterium of the church (Section III, B.1.e)</p>



ORDO PRÆDICATORUM
CURIA GENERALITIA

Rome, 7 October 2021
Feast of the Blessed Virgin of the Rosary

Prot. n. 73/ 20/ 291 Laity_USA

**To fr. Thomas M. Condon, Prior Provincial
and to all the members of the Lay Fraternities of St. Dominic
in the Province of St. Martin de Porres (USA).**

Dear brothers and sisters,

Having carefully studied the proposed Provincial Directory for the Lay Fraternities of the Province of St. Martin de Porres (USA) date 26 August 2021, and in accordance with n°. 19 (a) of the Rule of the Lay Fraternities of St Dominic and n°.10 of the 2019 General Declarations for the Lay Fraternities, I HEREBY APPROVE the said Directory.

This new Directory is a sign of the mission, communion and participation of the laity in the Order and in the Church (*Evangelii gaudium*), a great responsibility we have together as a Dominican Family in the face of new challenges and the renewal of the preaching of the Gospel.

I would like to express my gratitude to those who have prepared this Directory with the support of the brothers and sisters who, faithful to the charism and spirituality of the Order, continue to live the *Kerygma* as the centre of our Christian faith, giving meaning to our life of prayer, study and preaching, in fraternity and friendship with God.

I ask fr. Thomas to publish the Directory, together with this letter of approval, to promulgate it in the lay fraternities of the Province and to send three copies to this General Curia, together with a digital copy.

Fraternally in St. Dominic and St. Catherine of Siena,


fr. Gerard Francisco TIMONER III, O.P.
Master of the Order



Preface:

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

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

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

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

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

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

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

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

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

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



I. The Basics of Lay Dominican Life

A. Prayer

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

B. Study of Sacred Truth


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

C. Community Life within a Chapter²³

1. The chapter flourishes on the talents of each member and by their loving service to each member. It provides ways to grow in charity and perfection by:
 - a. uniting us in our common love of God, and sharing that common love, especially in the Eucharist and other liturgical prayer, and suffrages²⁴;

²³ It is the custom in the USA to substitute the term "chapter" for "fraternity" due to the other cultural uses of the term "fraternity" in the US.

²⁴ See appendix A

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- b. learning together about God through study and reflection on Sacred Truth;
 - c. giving service to others in the chapter, seeking their interest and well-being;
 - d. binding us together in a common goal which requires cooperation and integration of talents;
 - e. observing the customs and celebrations of the Order to enrich and to make joyous the lives we touch;
 - f. supporting one another and helping each to grow in holiness;
 - g. expressing compassion toward those in pain or sorrow.

D. Apostolate or Ministry

- 1. Dominican Laity, as members of the Order of Preachers, share in its apostolic mission through prayer, study, and preaching according to the state of the laity. (cf. The Rule # 1.4)
- 2. The example of Christ and the vision of Saint Dominic call us to be engaged in spreading the Word of God. Members of the chapters are always to bear authentic witness to the mercy of Christ, in communion with the Church and the Order (cf. Rule, 5-7).
- 3. Attentive to the call of the Spirit, we are encouraged to discern, use and develop the gifts God has given us. The ways in which we use our gifts, whether individually or communally, are as varied as our talents.
- 4. Sensitive to the needs of others, especially the poor and troubled, we respond to the social teachings of the Church in the political and economic environments in which we live. We commit ourselves to the four priorities of the Order: catechesis, evangelization, justice and peace, and communication.²⁵

II. Structure and Government of a Chapter

- A. The chapter is governed by an elected chapter council.
- B. The duties of the chapter council are to:
 - 1. promote the observance of the statutes by the members and foster the community life of the chapter;
 - 2. promote and develop the chapter's apostolate or ministry projects; encourage all members to recruit new members to the Order by word and example; collaborate with other chapters and branches of the Order to fulfill the common goal of the Dominican Family; Preaching the Word;
 - 3. propose the chapter's annual program, schedule and on-going formation;
 - 4. appoint a formation director for the inquiry and candidacy programs.
 - 5. vote on the recommendations of the formation director (and assistants) for the reception and promise of members;
 - 6. ensure that an on-going formation program is provided for the temporarily and

²⁵ See General Chapter of Quezon City 1977 for priorities of the Order; General Declarations, page 7

perpetually promised members of the chapter;


7. vote on the reception of those who wish to transfer from another chapter in the province or from another province in which they have been promised;
 - a. the chapter council authorizes the chapter president to inquire into the status of a member transferring from a previous chapter;²⁶
 - b. the chapter council may require a probation period of up to one year before final acceptance of the member if there are concerns of a questionable nature.
8. determine and approve its own chapter's budget; review and approve the treasurer's report on a regular basis:
 - a. the council may spend up to an amount approved by the chapter without further consent from it;
 - b. the council determines how the chapter will pay the per capita assessment established by the provincial council.
9. authorize the chapter president to apply to the provincial promoter for the assignment or replacement of a religious assistant with a copy sent to the provincial president. (Confer II.E.2)
10. authorize the chapter president in its name,
 - a. to warn those with chronic unexcused absences of possible consequences²⁷
 - b. to declare an office vacant
 - c. to ask the Prior Provincial to dismiss a member for serious reasons, in accordance with DG2019, 21.
11. authorize the secretary to prepare letters for those wishing to transfer to another chapter or to join another Order as a lay or religious member.
12. In the case of a new group, where no members have made a perpetual promise, an interim council can be formed until a sufficient number of perpetually promised members are eligible. This chapter council exercises all those functions of a regular council. Any questions or difficulties in fulfilling the rules and directives should be made to the provincial president. In the case of admission or temporary or perpetual promise, the group council is to confer with the provincial president for final approval. He/she in turn will confer with the provincial promoter in the case of unique circumstances.

C. Members of the Chapter Council

1. The Officers are: president, vice president, secretary and treasurer. The offices of secretary and treasurer may be combined, upon the affirmative vote of a majority of the promised members, if the size of the chapter and the demands of the tasks make it advisable. No other of these offices may be combined. These officers are council

²⁶ See Section V.C, Departure from a Chapter

²⁷ See Section II. G. 3-5 and Section V.B.1



members.

2. The chapter may elect additional councilors to serve on the chapter council with full voting rights.

D. Duties of Chapter Council Members

1. The president

- a. conducts all chapter and council meetings;
- b. in conjunction with the religious assistant and the formation director, prepares for and conducts the ceremonies of reception and promise; receives inquirers into the Order, and receives the promise of candidates;
- c. prepares an annual report for the chapter and the provincial council on the activities and programs, strengths and weaknesses of the chapter and its members;
- d. arranges for active members to be in contact with prayer and ill members and receives reports about them;
- e. notifies all members of the death or danger of death of any chapter member or of his/her immediate family; sees that, in case of death, chapter suffrages²⁸ are observed;
- f. ensures that other council members perform their duties in accordance with the statutes;
- g. acts as spokesperson for the chapter and as liaison with other chapters, the provincial council president, and the provincial promoter;
- h. Serves as representative and the voting delegate for the chapter at the provincial council meetings and reports to the chapter all provincial council actions.


2. Vice President

- a. substitutes for the president in case of absence and takes that office when it is vacant until a new president is elected;
- b. when the chapter elects not to have a vice president, the chapter council determines the order of substitution;
- c. The vice president serves as the representative to the provincial council meeting in the event that the president cannot attend or is serving on the executive council.


3. Secretary

- a. records attendance and takes minutes at chapter and council meetings;
- b. prepares and sends out communications on behalf of the chapter, as requested;
- c. ensures preparation and maintenance of an up-to-date register of members; which includes the name, address, phone number, status (inquirer, candidate; temporary promised, life promised, and prayer member), dates of reception, first promise, renewals, and life promise, and office(s) held;

²⁸ See Appendix A.

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- d. Keeps chapter necrology.
 - e. Maintains list of expelled members.
4. The Treasurer
- a. establishes and maintains the chapter account, collects and disburses funds as directed by vote of the chapter and/or council;
 - b. prepares a written budget and a balanced monthly report for approval of their council and the chapter;
 - c. prepares an annual treasurer's report for the provincial council.
- E. Appointed Positions
1. Formation Director
- a. Formation director organizes the initial study program within the guidelines set down by the provincial council to instruct inquirers and candidates in the Order; provides assistance to those in formation and or those who lead the formation sessions, giving the guidance that will help all discern their vocation in following Christ;
 - b. meets individually with inquirers or candidates to ascertain whether or not to recommend their reception or promise to the chapter council;
 - c. cooperates with the president and the religious assistant to arrange the ceremonies of reception and promise.
 - d. may be assisted by others but assumes responsibility for all initial formation.
 - e. is appointed by the council for a three-year term with a maximum of two consecutive terms. Allowances for additional terms may be granted with approval by the provincial executive council.
2. The Religious Assistant
- a. assists the members in doctrinal matters and the spiritual life,²⁹ and fulfills the requirements of the job description prepared by the chapter council;
 - b. in cooperation with the chapter president and its formation director, prepares for the reception and promise ceremonies and represents the Master of the Order at them;
 - c. In accordance with art. 21(c) of the Rule, the religious assistant is to be a religious ("brother or sister") of the Order. If it is impossible to appoint a suitable Dominican religious as assistant to a chapter, the Prior Provincial may dispense from this requirement and appoint another suitably-qualified person to assist the members in doctrinal matters and the spiritual life in the Dominican tradition.
 - d. The term of office for the religious assistant is three years and can be renewed as often as needed.

²⁹ The Rule, #21c



F. Nominations and Elections

1. Before an election, the chapter will determine the number of officers to be elected based on the previous guidelines.³⁰ Officers will be elected by nominations made by the voting members of the chapter. The order of elections will be president, vice president, treasurer, and secretary.
2. All council members are nominated and elected at the chapter meeting. Any member³¹ may nominate.
3. For a valid election, a quorum, that is, two-thirds of active promised (either temporary or perpetual) members must be present.
4. The term for elected officers is three years with a maximum of two consecutive terms in the same position.
5. Presidents and vice presidents must be promised for life. Other council members must have made their temporary promise.

G. Vacancies, Removals, and Appeals

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

³⁰ The Rule, #21b

³¹ A "member" refers to Candidates or active promised members according to Section III, A. 2-3.

III. Membership and Process of Incorporation

A. Membership categories

1. Inquirers are those seeking to discern a lay Dominican vocation; they participate in the first phase of initial formation. They have participatory but not voting or nominating rights.
2. Candidates are members who have been received into the Dominican Order through the chapter and who participate in the second phase of initial formation. They have participatory but not voting rights. Candidates join in the support of the work of the provincial council through the payment of the yearly assessment.
3. Promised members are either active members or prayer members.
 - a. Active members are those who have made promise, enjoy full voting rights, regularly attend meetings, and participate in chapter activities. They make promise initially for a three-year period³² and are eligible for the offices of secretary and treasurer and then profess for life and are thereby eligible for all chapter and provincial offices.
 - b. Prayer members are life promised members who by reason of age, illness, infirmity or other serious reason approved by the Council, can no longer attend meetings. Prayer members affirm their continuing interest and share, insofar as they are able, in the activities of the chapter but do not have voting rights.
 - c. As of January 1989, new "private or isolated" membership is discouraged. All existing private or isolated members are to become associated with a nearby active chapter/group. The president of the nearby chapter/group is responsible for inviting that member to join the chapter/group. In communicating information, the president must consider that person as a member of his/her local community.
4. Chapters should consult with the provincial promoter before approving a request for membership by laicized priests and dispensed vowed religious.
5. Incarcerated members may include the aforementioned membership categories of inquirers, candidates, and promised members. Once admitted, they are considered active members of the chapter/group responsible for their ongoing formation. Because of their incarceration, dues may not be assessed by the chapter/group or province, and this does not affect their active member status. Once released from incarceration, they may be free to join any group or chapter local to their residence, with the assistance of the provincial promoter of incarcerated Lay Dominicans, subject to any legal restrictions of their release/parole.
6. The steps for forming a new Lay Dominican group, and for becoming a Lay Dominican while doing so, are in Appendix A.

B. Process of Admission to a Chapter

³² For renewals see Section III, B.4.

1. Qualifications
 - a. The inquirer should be at least eighteen years of age and a fully initiated Catholic.
 - b. Those newly baptized, returning or received into full communion must be practicing Catholics for at least two years.
 - c. Because of the unique charism, spirit, and vocation of the Dominican Laity, life promised members of other association of the Christian faithful who share the spirit and are under the devotion of another religious institute or similar organization (whether called 3rd Order, secular, laity or some other name) are not permitted to also be members of the Dominican Laity.
 - d. The faithful who live in particular situations because of which in the judgement of the chapter council, it is not prudent that they be admitted to the promise, may nevertheless participate in the life of the Chapter and its permanent formation, in a path of following Christ through the Dominican charism, without prejudice to the discipline and Magisterium of the Church.
2. First Phase of Initial Formation (Period of Inquiry)
 - a. An inquirer is interviewed by the formation director or the leaders of the formation sessions to assess the person's readiness to participate in the formation program.
 - b. During the first phase, inquirers
 - i. attend meetings devoted primarily to study of Dominican Life and history, lay spirituality, liturgical and private prayer, reflection and discussion;
 - ii. are assisted in discerning their place within the Dominican Laity
 - iii. are supported by members' prayers and concern in the decision-making process
 - c. The time requirement for the first phase is to be a period of at least twelve months and may be extended upon the council's or the formation director's recommendation.
 - d. At the conclusion of the first phase, the formation director ascertains the readiness of the inquirer and makes a recommendation to the council. The council, by majority vote, accepts or rejects the recommendation. If the decision is unfavorable, the inquirer is given the reason(s).
 - e. The current inquiry modules are approved as an acceptable resource for the inquiry program. Other acceptable alternatives will be referenced on the provincial website.
3. Rite of Admission³³
 - a. If the decision is favorable, the council then makes arrangements for the admission of the Inquirer into the Order according to the approved Rite.
 - b. The inquirer receives the cross or pin as a sign of commitment to the Order.

³³ See Appendix D: The Rite of Admission

4. Second Phase of Initial Formation (Candidacy)
 - a. The candidate, or new member of the Order, begins the second phase of initial formation and is expected to develop the habit of living according to The Rule and to participate in the regular activities of the Chapter.
 - b. The second phase of formation is a period of at least one year. This period may be extended upon the recommendation of the formation director or the council.
 - c. At the conclusion of the second phase, the formation director, with input from those leading formation, ascertains the commitment of the candidate to continue, and makes a recommendation to the council. The council, by majority vote, accepts or rejects the recommendation. If the decision is unfavorable, the candidate is given the reason(s).
 - d. If the decision is favorable, the council then makes arrangements for the promise of the candidate according to the approved Rite
 - e. The current eleven candidacy modules are approved as an acceptable resource for the candidacy program with the understanding that a twelfth module covering justice, peace and care of creation will be added. Other acceptable alternatives will be referenced on the provincial website.
5. Temporary Promise³⁴
 - a. Temporary promise is made for three years. At the expiry of the temporary promise, if it is not renewed, a member is free to depart from the Lay Chapters.
 - b. The candidate receives the Dominican scapular to wear as a sign of his/her promise to live the Dominican charism.
 - c. Once the candidate makes a temporary promise, he or she may use the letters OP after his/her name only if the appropriate prefix such as Mr., Ms., Miss, Mrs., or Dr. is also used before his/her name. (Examples: Mr. John Doe, O.P. or Ms. Janice Doe, O.P.) This may be done for the duration of the temporary promise, that is, for three years, renewed for a specific time, or perpetually once perpetual promise is made. No other initials or designations that refer to the branch of the Order are to be used. Prefixes reserved for other branches of the Order such as Brother or Sister are not to be used. This is without prejudice to any decision the Master of the Order may make in accordance with ACG 2019 (Biến Hòa), 267.
 - d. The integrity of the three-year period of the temporary promise must be protected from burdens beyond those expected of the perpetually promised members. The period of initial formation ends with the conclusion of the candidacy phase and the making of the temporary promise.
6. Renewal of Promise
 - a. Renewal of promise can be self-elected or required by the chapter council and is made for three years. The total number of years in temporary promise may not

³⁴ See Appendix E: The Rite of Temporary Promise

exceed six, at which time the promised either makes perpetual promise or withdraws.

- b. A person who has voluntarily renewed their temporary promise may make a perpetual promise any time during the second three-year period. A person required by the chapter to renew their temporary promise must receive approval from the chapter council before requesting to make a perpetual promise.

7. Perpetual Promise

- a. A member must be promised for a minimum of three years before making perpetual promise.
- b. Before making perpetual promise, the member is expected to give evidence of a life lived according to The Rule, following the Lord and open to the call of the Spirit in pursuing his/her vocation.
- c. The member meets with the formation director and or formation leader and affirms the intention to live according to The Rule until death. The formation director recommends the member for life promise to the council after receiving recommendations from the formation leaders.
- d. The council, by majority vote, accepts or rejects the recommendation. If the decision is unfavorable, the promised may be allowed to renew, provided that the maximum of six years of temporary promise has not elapsed; or the promised may be denied renewal.
- e. If the decision is favorable, the council makes arrangements for the perpetual promise according to the approved Rite.

C. Recording the Rites of Admission and Promise

1. The rites of admission and promise are to be noted in a “Book of Admissions and Promises” and signed by each of the admitted and or promised and by the person who receives the admission and or promise together with the religious assistant.
2. Records of acts of admission, temporary promise, and perpetual promise must be immediately sent to the lay provincial secretary. The records must include name, date, chapter president, chapter vice president or chapter council representative who presented the candidate, and the religious assistant.

IV. Ongoing Community Life within a Chapter

- A. The purpose of community life is to strengthen and enrich the individual, the chapter and the Church.³⁵
 1. The monthly meeting consists of prayers and suffrages, special concerns of the members, the usual items of business, on-going formation/study and whenever possible, Eucharist and/or the Liturgy of the Hours. These meetings are to be held at

³⁵ See Appendix B

a time convenient to the membership. Members should attend meetings regularly and notify the formation director or the president if they are unable to attend. Members of the chapter are expected to participate in on-going formation, since study is a basic part of the Dominican charism.

2. Prayers for the deceased have been a hallowed tradition since Saint Dominic founded the Order. Members are expected to:
 - a. Say daily an Our Father, a Hail Mary and Eternal Rest for the deceased members of the Order;
 - b. Arrange for three Masses to be celebrated by a priest for all deceased Dominicans or offer one's participation in three Masses for that intention.
 - c. Have a Mass offered by a priest and/or say five decades of the Rosary on the death of a chapter member;
 - d. Commemorate all the faithful departed in a special way on
 - February 7, for the deceased parents of all Dominicans,
 - September 5, for the deceased benefactors of the Order,
 - November 2, for all souls,
 - November 8, for all deceased Dominicans.
 - e. Upon the death of a member, the Chapter is expected to:
 - Receive from the President notice of the death;
 - Attend the funeral Mass and recite the appropriate Hour of the Office of the Dead as a Chapter, if possible;
 - Have a Mass offered as soon as possible for the deceased member;
 - Recite the appropriate Hour of the Office of the Dead, at the first meeting following the death of a member.
3. Community life within a chapter may also include the following:
 - a. At chapter meetings, as well as at other events involving participation as members of the Order, members wear the cross received at reception or the scapular received at promise. Members are encouraged to wear a smaller visible symbol, such as a Dominican cross or shield, as a witness to their life in the Order as they go about their day-to-day activities.
 - b. It is highly recommended that one of the members be responsible to note provincial, national or international activities of the Order so that members are reminded of the varieties of ways we are called worldwide to "preach the Good News".
 - c. Instruction is to be provided in the Liturgy of the Hours so that members may pray with ease the Church's universal prayer.
 - d. The Rosary is a special devotion of the Order, and its feast, October 7, should be joyously celebrated. All members should be familiar with the Dominican Rite of praying the Rosary.
 - e. Special celebrations to honor the saints of the Order or significant events in

the Order's history should be observed by the chapter and shared with the Dominican Family. The Particular Directory must determine the frequency of the meetings of the chapters and the form of their celebration, and also the frequency of spiritual conferences.

- f. Chapters should foster collaboration with other chapters and with the Dominican Family in study, prayer, apostolic work, and other events.
- g. Members may be buried in the habit of the Order if they have made the necessary arrangements.
- h. The chapter serves as a source of strength for members to engage in personal apostolic works. On a regular basis there should be a sharing of these activities among the members. Where possible, it is recommended that the chapter have its own apostolate to which members agree and for which they work.

V. Departures and Transfers from a Chapter

A. Leaving a Chapter – Inquirer or Candidate

- 1. An inquirer or candidate is free to withdraw at any time.

B. Transferring from one Chapter to Another Chapter

- 1. Chapter presidents of chapters or groups to which a member wishes to transfer are responsible for contacting the previous president (or his or her designee) in order to confirm the transferring member's records. Members wishing to transfer to another chapter will fill out the transfer papers and submit them according to the directions on the forms. The current chapter president will make sure the questionnaire from the new chapter president is returned in a timely manner.
- 2. Chapter members who wish to become lay members of another Order or pursue a religious profession must inform the chapter council of his or her intention. The chapter president will inform the lay provincial executive council, who in turn will seek guidance from the provincial promoter and Prior Provincial.

VI. Re-Forming or Suppressing a Chapter

A. Rationale for Intervention

- 1. When the chapter itself, the executive committee of the provincial council, the president of the provincial council, or the provincial promoter judges that a chapter cannot fulfill the basic requirements of community life, every effort should be made to strengthen community life for the benefit of the chapter and its members.
- 2. The process of intervention begins with dialogue between the provincial council president and/or the provincial promoter and the affected council and/or chapter. The ultimate decision regarding the future of the chapter requires consultation with the executive committee of the provincial council and the approval of the Prior

Provincial.

- B. Process for Re-Forming or Suppressing a Chapter
1. Re-formation of a chapter is a process of temporarily suspending some elements of the Particular Directory in order to re-organize and/or re-train the members to promote the observance of the statutes and to foster the community life of the chapter.³⁹
 2. When persistent efforts at re-formation fail, a chapter may be suppressed, at its own request or otherwise.
 - a. A two-thirds affirmative vote of a quorum of all active members is required to request suppression of a chapter; otherwise, the provincial promoter recommends suppression to the Prior Provincial.
 - b. In the case of a suppression which has not been requested by the chapter, the members may ask the Prior Provincial to reconsider; if he upholds the suppression, they have the right of recourse to the Master of the Order.
 3. When a Chapter is suppressed:
 - a. those members interested in remaining lay Dominicans shall have the opportunity to transfer to an already existing chapter or make other arrangements.⁴⁰
 - b. provisions are to be made for the assets of the chapter, if any, to be distributed according to the will of the majority of members present and voting. In doing so, the assets should be distributed for purposes in keeping with the objects of the Lay Fraternities of St Dominic and without prejudice to the intentions of donors and benefactors. Benefits may not be divided among the members. Accounts held in the name of the chapter are to be terminated by an effective date set by the Prior Provincial.
 - c. those members wishing to withdraw must follow the procedure for withdrawing from a chapter in accordance with sections V.A.1. and DG2019, 20 §§II-III.

VII. The Provincial Council

- A. Members of the Provincial Council
1. Members of the provincial council are the presidents of the chapters, the provincial promoter, the officers of the provincial executive council, and the previous provincial president. The provincial promoter of the Dominican Laity and the previous provincial president are ex-officio members of the ensuing provincial executive council. The previous provincial president remains an ex-officio member, with full voting privileges, for 18 months. Each of the current officers of the provincial executive council shall have voting privileges

³⁹ See Section II.B.1.

⁴⁰ According to the provisions of The Rule and the Particular Directory, Section V.C.

2. Any member of a chapter of the province who has made the perpetual promise may be nominated for and hold office. A person may be elected for an office other than the one they vacated, even after serving two consecutive terms in another office.
 3. The elected provincial president, if currently serving as a chapter president, must resign that position in the local chapter. Persons elected to other positions of the provincial executive council should also consider resigning their council position in the local chapter.
 4. All "voting delegates" to the provincial council must have made a perpetual promise to membership in the Dominican Laity. An exception may be made in the case of a long standing group, when the interim president of that group is within six months of final promise and there are at least two other members of that group who have been in formation for three years. (one year candidacy and two years temporary promise). Such individuals have voting rights but cannot be elected to an office on the provincial council. The provincial president makes the exception in consultation with the executive council.
 5. Observers from each chapter/group are welcome to attend the provincial lay council meeting (LPC). They may attend the discussion of topics, except at those parts of the meeting specifically designated for "voting delegates."
 6. Expenses to attend the provincial council meeting are paid from provincial council funds for the voting representative from chapters who are unable to bear the expense, the officers of the provincial council, and the provincial promoter.
 7. Provincial council representatives must be present to vote, since there is no voting by proxy.
- B. Duties of the Provincial Council include
1. approving the basic guidelines for initial and on-going formation programs to be used throughout the province to educate, form and develop inquirers, candidates, and promised members;
 2. receiving information from the chapters and making recommendations to them to strengthen the Dominican charism and further the apostolate of all lay Dominicans;
 3. assuming responsibility for a province-wide publication to promote communication among chapters and to inform membership of significant events which affect their lives as lay Dominicans, especially actions taken by the provincial council at its annual meeting;
 4. determining the provincial council budget and the assessment to be levied on all who have been received as members.
 5. formulating a job description for the provincial promoter, and using it when requesting a new promoter or a replacement from the Prior Provincial; preparing a list of names for the office of provincial promoter to aid the Prior Provincial in his selection.

6. establishing committees, commissions, or task forces to accomplish specific objectives. It may permit the president to determine the membership for these committees, or may reserve that right to itself. Committees exist from one LPC meeting to the next, and may be renewed by the provincial council.
- C. Provincial Executive Council
1. The members of the provincial executive council include the provincial council president, vice president, secretary, treasurer, previous provincial president, and the provincial promoter. No officer may succeed himself/herself for the same office more than once consecutively, i.e. there must be an intervening three year period after serving in a given office for two consecutive terms.
 2. The duty of the provincial executive council is to execute the on-going responsibilities of the provincial council; namely, it
 - a. plans and prepares for the provincial council meeting;
 - b. implements the recommendations of the provincial council;
 - c. discusses and responds to the needs and concerns of chapters;/groups.
 - d. facilitates communication with other branches of the Dominican Family;
 - e. reports to the next provincial council actions taken on its behalf.
 - f. Serves as the statutes committee giving final approval to revisions to the Particular Directory that have been ratified by the chapters.
- D. Duties of Officers and Other Members of the Provincial Executive Council
1. President
 - a. convenes the provincial council meeting and executive council meetings with at least two months' notice to the representatives;
 - b. conducts all meetings and elections of the provincial council;
 - c. appoints members to any committees or other bodies as directed by the provincial council and is an ex-officio member of them;
 - d. receives the annual reports from each chapter, including the membership register, which is filed with the provincial secretary; (NOTE: This is wise in case the office of secretary becomes vacant for some reason.)
 - e. visits as many chapters each year as is possible, either physically or via teleconference ;
 - f. works in coordination with the provincial promoter and/or the Prior Provincial to foster the life of each chapter and to work for the common goals of the Dominican Family;
 - g. promotes collaboration with other branches of the Dominican Family to strengthen our shared Dominican charism;
 - h. serves as the ex-officio representative to the Inter-Provincial Council meetings (DLIPC) called during his/her term of office.
 2. Vice President
 - a. acts in place of the president in his/her absence or as directed by him/her; serves

- as president pro tempore in case of vacancy in the office until a new President is elected.
- b. may be assigned such other duties as determined by the president or the provincial council, i.e. visitations, representation on collaborative ventures
 - c. acts as provincial formation director
 - i. Serve as provincial formation director, ensuring all formation programs within the province are in accordance with Dominican values and standards.
 - ii. Update and maintain a roster of current formation directors for chapters/groups and communicate with them quarterly.
 - iii. distribute approved formation materials to members of the southern province.
 - iv. Coordinate and collect records from all chapters and groups on current formation programs utilized, as well as names of inquirers, candidates, temporary and perpetual promised.
 - v. Process all requests from those seeking information in regard to a Dominican vocation to include the development of “Come and See” activities.
 - vi. Develop, implement and monitor a mentoring program.
 - vii. Establish and maintain communication with all chapter/group presidents and formation directors.
 - viii. Promote the development and unity of a provincial formation program through a provincial formation team.
 - ix. Provide quarterly status updates to the executive council
 - d. acts as the delegate to the Dominican Laity Inter Provincial Council (DLIPC)
 - i. The DLIPC representative brings the concerns of the province to the DLIPC and reports to the province the actions of the DLIPC.
 - ii. When the DLIPC meeting is held in this province, it is the responsibility of the president, provincial promoter and DLIPC representative to organize all meeting arrangements. The cost of travel for the DLIPC meeting is borne by the Provincial Council for the president, the provincial promoter and the DLIPC representative.
3. Secretary
- a. takes the minutes at all provincial council meetings and within one month of the meeting distributes copies of them to the provincial president, chapter presidents, and the provincial promoter;
 - b. ensures the maintenance and distribution of an annual update of the provincial council membership, including name, address, telephone number, status, dates of reception, temporary promise, perpetual promise, current office(s), term expiration;
 - c. updates the perpetual membership records and forwards a copy to the provincial office.

- d. attends to all correspondence as directed by the president and/or provincial council.
4. Treasurer
- a. prepares the treasurer's reports for acceptance by the provincial council;
 - b. proposes a budget to be approved by the provincial council (LPC) and distributes it with the minutes;
 - c. maintains an accurate record of all funds received and disbursed; maintains a financial account of all provincial council funds; disburses funds as directed within the budget to those who submit receipts; makes deposits of all funds received within a month of receipt.
 - d. helps in arranging travel and housing for provincial council meetings and other travel as needed and approved.
 - e. Sends annual notification for payment of dues in a timely fashion to the chapter presidents.
5. Provincial Promoter
- a. The provincial promoter is a member of the provincial council without voting rights⁴¹.
 - b. The provincial promoter learns of the special needs of each chapter by attending the provincial council meeting and by regular visits to all chapters.
 - c. The provincial promoter is to receive a copy of all actions taken by the provincial council and must be informed in writing of any actions taken by that provincial council in his absence.
 - d. The provincial promoter may, with the approval of the council, appoint an assistant, who is not a voting member of the provincial council
 - e. To facilitate communication between the Dominican Laity and the friars;
 - f. To foster the participation of lay members in the preaching work of the Church as well as in established ministries of the province;
 - g. To work with and encourage the friars to develop and serve the Laity's chapters and groups;
 - i. To approach members of our communities and/or members of Dominican sisters' congregations to assume the role of the local religious assistant.
 - ii. To urge the brothers to provide theological, spiritual and pastoral workshops for the Laity.
 - h. To attend the regular meetings of the Dominican Laity Executive Council, the Dominican Laity Provincial Council of the Southern Province, and the Dominican Laity Inter-Provincial Council;
 - i. To conduct a regular visitation of the chapters and groups of the province. These visits should be conducted with a member of the Dominican Laity Executive Council where possible.

⁴¹ Declaration 18.4

- j. To collaborate with the Promoter General of the Dominican Laity.
 - k. To provide information to the Dominican Laity chapters from the friars' general and provincial chapters about matters that concern the Dominican Laity.
 - l. To provide input on Dominican spirituality, history, theology, and Church teachings appropriate to lay vocations.
 - m. To be careful not to interfere in the government of the Dominican Laity in such a way that it destroys their right to representative government provided by our Dominican model. He must urge religious assistants to do the same.
 - n. Upon request of the provincial executive council to submit to the Prior Provincial for his approval:
 - i. Requests from the Dominican Laity president to have a group raised to the level of chapter.
 - ii. The names of those proposed for appointment as religious assistants to chapters and groups. These local religious assistants are to be approved for a three-year, renewable term.
 - iii. Requests for the suppression of a chapter.
 - o. To keep Laity informed of books and articles that might be beneficial to their community, study, prayer, life and mission.
 - p. To be well acquainted with the Rule, the provincial statutes and Rites of Admission and Promise for the Dominican Laity.
 - q. To send the presidents and provincial promoters of the other three American provinces a copy of our annual Particular Directory.
 - r. He shall submit to the Prior Provincial and his council by December 15 of each year a report of the previous fiscal year's activities as well as a plan for the upcoming fiscal year's activities and, through the economic council, a budget request to fund those activities.
6. Previous Provincial President
- a. Acts as the facilitator for the new leadership team.
 - b. Provides continuity for existing provincial projects.
 - c. Serves actively as ex-officio for 18 months with full voting rights and serves the remainder of their term in an advisory capacity without voting rights.
- E. Elections, Terms of Office and Voting Procedures:
- 1. Regular chapters do not need any special requirements to send voting delegates to the Lay Provincial Council, since their qualification as chapter already satisfies the Rules and the Directory. Chapters, which have less than five (5) members, who have made perpetual promise, must have been "validated" by the Secretary of the provincial executive council as described above.
 - 2. The provincial council (LPC) elects officers from among the active perpetually promised members of the province for a maximum of two consecutive three-year terms; these terms begin sixty days after the date of the election.

3. It is recommended that voting for officers will occur no earlier than twenty-four (24) hours after the meeting is convened.
 - a. The provincial president will appoint a counting committee of three people from among the voting delegates, which have not been nominated for the office for which the votes are being counted. A new counting committee shall be appointed as necessary.
 - b. Voting will take place by secret ballot. Ballots will be prepared for each office independently. All improper votes and ballots will be removed. The counting committee will count the votes and present them to the president, who will announce the results.
 - c. In sequence, voting for the office of provincial president shall be completed, followed by the vice president, the provincial treasurer, and the provincial secretary. A simple majority is all that is required for these positions. Any perpetually promised person can be nominated whether he/she is present or not. The person must accept the nomination in order to be placed on the ballot.
 4. The election of officers takes place by open nomination and secret ballot of the representatives, with a majority necessary for election. If there is only one candidate for any office, the office is declared filled by acclamation.
 - a. If after the third ballot a simple majority is not attained there will be a fourth vote between the two candidates with the most votes. The candidate receiving the most ballots will be declared the winner.
 5. The offices of secretary and treasurer may be combined if the demands of the task and the vote of the provincial council so determines.
 6. If an office is vacated, the executive council appoints a replacement to serve the unexpired term until the provincial council meets again.
 7. In the event a vacancy shall occur in any office by death, resignation, or incapacitation, the office shall be filled by an appointment of the provincial president with the approval of the executive council. Concurrence or rejection of the appointment must be made in writing by the executive council within two weeks after the president has made a recommendation. In the event of a vacancy in the office of president, the vice president shall immediately fill the vacancy, and, in the role of president, shall appoint a vice president. The Prior Provincial shall approve all appointments.
 8. Participation in an office as a president's appointee, or as an automatic successor to the president, for a period of thirty (30) months or more, shall be considered a "full term of office."
- F. Appointed Provincial Assignments
1. The executive council can appoint individuals to special assignments based on the needs of the province. Many of these assignments are essential for the well-being of the province and need continued appointments assigned to them. These positions

include: Newsletter Editor, Promoter of Vocations, Promoter of Peace and Justice and Care of Creation, Promoter of Preaching, Promoter for Incarcerated Lay Dominicans, Provincial Webmaster, Provincial Blog- Master, and Provincial Archivist.

2. Duties of the Ongoing Provincial Appointments

a. Newsletter Editor

- i. Serve as newsletter editor with team, ensuring that all the information in the newsletter is in accordance with Dominican values and standards
- ii. Produce a quarterly newsletter to include information relevant to the Southern Province as well as International Dominican Family information.
- iii. Distribution of quarterly newsletter to members of the Southern Province to include Dominican priories and motherhouses (traditional mail will be utilized for those members who do not have access to electronic mail)
- iv. Update and maintain current membership addresses in order to facilitate newsletter distribution

b. Promoter of Vocations

- i. Serve as the Promoter of Vocations in accordance with Dominican values and standards
- ii. Process all requests from those seeking information about becoming a lay Dominican
- iii. Develop a contact list of all those who have requested information to be used in the future for developing new groups

c. Promoter of Peace and Justice and Care of Creation

- i. Serve as the promoter of peace, justice and the care of creation in accordance with Dominican values and standards
- ii. Establish and maintain communication with North American promoters and the friar who is the Provincial Promoter of Peace, Justice and the Care of Creation.
- iii. Raise awareness within our provincial community of the challenges of injustice through social analysis and theological reflection with dependence upon prayer, study, and contemplation.
- iv. Promote established Catholic models for social action.
- v. Foster and support local Catholic social justice groups.
- vi. Work in collaboration with religious organizations concerned with Catholic social justice.
- vii. Monitor the development of social sciences and the implementation of public policy as they affect Catholic Social Teaching.
- viii. Present a teaching workshop at the Lay Provincial Council meeting on Catholic social justice within the Order and the province.

- d. Promoter of Preaching
 - i. Create opportunities for sharing ways in which we preach in our daily lives.
 - ii. Provide a website of preaching resources for study groups, those serving leaders of small faith groups, catechists, and those serving in other ministries of the Word.
 - iii. Provide working guidelines for preaching in small groups, in prison ministry, in service work, etc.
 - iv. Prepare a space for online study groups which can offer support as we learn to preach one on one, in the workplace, in prisons, our parishes, and within church communities.
 - v. Provide resources for a contemplative approach to scripture such as Lectio Divina, and circle preaching guidelines.
 - vi. Be available as a community resource to other groups in the province by developing preaching teams to visit other groups for retreat and training.
- e. Provincial Promoter for Incarcerated Lay Dominicans
 - i. Ensure that incarcerated Lay Dominicans and inquirers can be formed by Lay Dominican volunteers from a group or chapter within the province according to the formation requirements of the province.
 - ii. Ensure that incarcerated Lay Dominicans and inquirers can be provided with formation material, funded by donations received either via the provincial 501c3 (working with the provincial treasurer) or by the group or chapter responsible for forming them.
 - iii. Keep track of incarcerated Lay Dominicans throughout the province and their membership status. This can be done by direct correspondence or via the group or chapter responsible for their formation.
 - iv. Serve as a point of contact for incarcerated Lay Dominicans once they are paroled/released and ensure that they can connect with a group or chapter local to where they live, where possible, subject to any parole restrictions. This is particularly important when formerly incarcerated members are not able to join with the particular group or chapter that formed them, for whatever reason, and must look to join another group or chapter.
 - v. Assist groups and chapters with questions regarding formation but ensure that all formation and discernment of qualifications for the Rites of Admission, Temporary Promise, and Perpetual Promise are solely the responsibility of the group or chapter tasks with formation.
 - vi. Provide a quarterly status update to the executive council.
 - vii. The position is appointed by the current executive council for a three year term. The appointment may be renewed by the next elected executive council. The term runs concurrently with the term of the

executive council that made the appointment.

f. Provincial Webmaster

- i. Serve as the provincial website master and website team leader in accordance with Dominican values and standards
- ii. Maintain the website site
- iii. Edit and update the material on the website. If there are any questions about the content, consult the provincial executive council.

g. Provincial Blogmaster

- i. Serve as the provincial blogmaster and blog team leader in accordance with Dominican values and standards
- ii. Maintain the blog site
- iii. Edit and update the material on the blog. If there are any questions about the content, consult the provincial executive council

h. Provincial Archivist

- i. Serve as provincial archivist in accordance with Dominican values and standards
- ii. Coordinate activities to collect and store documents/records from all chapters and groups
- iii. Receive chapter/group activities, pictures, and correspondence sent as e-files to the archivist.
- iv. Attend/participate in the annual Archive Conference

3. The position is appointed by the current elected executive council for a three-year term. The appointment may be renewed for a second term by the next elected executive council. The term runs concurrently with the term of the executive council that made the appointment.

4. These appointed positions will provide a quarterly update to the executive council. The provincial archivist will do this on an annual basis.

G. Interim Meeting

1. An interim meeting of the Provincial Lay Council (LPC) -- without elections- for the purpose of reviewing progress and direction of the matters being handled by the executive council since the last regular meeting, shall be held, if possible, approximately mid-way in the period between triennial LPC meetings. Changes in priorities may be enacted and other essential matters handled.

H. Special Meetings

1. The president and/or the provincial promoter may call a special meeting of the provincial council giving one month's notice in writing of the time, place and reason(s) for the meeting.
2. Expenses are borne by the provincial council.

VIII. Conclusion

A. Authority

1. This edition of the Particular Directory replaces all that has gone before it and it abrogates any custom in any chapter of the province that does not conform to it.


Section Four - The Appendices





I. Appendix A- Forming A New Chapter

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

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- K. The group, having given evidence of growth and stability during a period of at least three years and having at least five perpetually promised members, may request to be recognized as a full-fledged chapter with voting rights on the provincial council. This request is made to the provincial executive council through the provincial secretary. It is the responsibility of the provincial promoter (See Particular Directory, Section VII.D.5.n.i.) to present the request to the Prior Provincial in consultation with the provincial president. A copy of the petition with a recommendation of approval or disapproval must be placed in the lay provincial files.
1. If the petition is granted, the Prior Provincial obtains the approval of the local bishop, and issues a letter establishing the chapter. The prior provincial informs the provincial executive council through the provincial secretary, the provincial promoter, and the president of the new chapter with a copy of the approval letter from the local ordinary.
 2. If it is not granted, the Provincial Promoter explains the reason(s) for the denial and sends proper documentation to the provincial executive council through the provincial secretary.
- L. The newly established chapter elects officers and council members (See Section II. B. 12.–C.1-2 of the Particular Directory) for one year terms.
- M. When the Chapter has sufficient number of members promised for life who are willing and able to form a slate, it elects officers and council members for three years, on a staggered basis.
- N. Before the election, the chapter will determine which one-third of the council is elected for three-year terms, which for two-year terms, and which for one-year terms.
- O. After this initial election, all subsequent elections are for three-year terms. At no time, however, can the number of council members temporarily promised exceed the number of council members promised for life.



II. Appendix B – Rite of Admission

Instructions:

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

PRESENTATION:

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

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

The president asks the candidate(s):

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

Response by the candidate(s):

To be admitted into the Dominican family.

The president:

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

The cross and the Rule and Directory are then blessed by the religious assistant:

Let us pray:

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

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

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



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

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

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



III. Appendix C– Rite of Temporary Promise

Instructions are the same as in the rite of admission.

PRESENTATION:

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

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

The president asks the candidate(s):

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

Response by the candidate(s):

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

The president:

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

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

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

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

Let us pray:

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

After the blessing, the President places the scapular on the shoulder of the candidate and



says:

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

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

(Blessing over the candidates)

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

(The Eucharist proceeds as usual).

IV. Appendix D – Rite of Perpetual Promise

Instructions are the same as in the rite of admission.

PRESENTATION:

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

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

The president asks the candidate(s):

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

Response by the candidate(s):

To make Perpetual promise in the family of St. Dominic.

The president:

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

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

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



Then the candidates for Perpetual promise using the formula in the Rule #14.

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

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

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

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

The president:

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

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

(Blessing over the candidates)

Let us pray:

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

(The Eucharist will proceed as usual.)



V. Appendix E – Explanation of Provincial Forms

1. Application for Formation Program

When a person wants to begin the 1st year of formation (Inquiry Program), she/he must submit this form to the formation director of your chapter for approval to begin. Please retain completed form in the personnel records.

2. Reference Letter from Pastor

This is a sample letter that can be used to contact the pastor reference provided in the application to the formation program.

3. Reference Letter from Person in Ministry

This is a sample letter that can be used to contact the person in ministry reference provided in the application to the formation program.

4. Reference Letter from Friend or Relative

This is a sample letter that can be used to contact the friend or relative reference provided in the application to the formation program.

5. Initial Interview for Formation Program

Use these questions as a guide when interviewing someone who wishes to be admitted into the Dominican Laity. This form should not be submitted to the applicant for written responses; the Application for Admission to Initial Formation is the correct form to use for written responses.

6. Written Petition for Admission

The inquirer submits this form to the formation director to indicate their willingness to be admitted into the Dominican Laity. Please retain form in the personnel records.

7. Interview for Candidacy (Rite of Admission)

Use these questions as a guide when interviewing someone who wishes to be admitted into the Dominican Laity. This form should not be submitted to the applicant for written responses.

8. Written Petition for Temporary Promise

The Temporary Promised submits this form to the formation director to indicate their desire to make his or her temporary promise. Please retain form in the personnel records.

9. Interview For Temporary Promise

Use these questions as a guide when interviewing someone who wishes to make his or her temporary promise. This form should not be submitted to the applicant for written responses.

10. Written Petition for Renewal of Temporary Promise

The temporary promised submits this form to the formation director to indicate their desire to renew their temporary promise. Please retain form in the personnel records.

11. Required Notification for Renewal of Temporary Promise

The formation director uses this form when the chapter council determines that renewal of temporary promise is needed before perpetual promise can be made. Please retain form in the personnel records.

12. Interview for Renewal of Temporary Promise

Use these questions as a guide when interviewing someone who wishes, or is required, to renew their temporary promise. This form should not be submitted to the applicant for written responses.

13. Written Petition for Perpetual Promise

The temporary promised submits this form to the formation director to indicate their desire to make perpetual promise. Please retain form in the personnel records.

14. Interview for Perpetual Promise

Use these questions as a guide when interviewing someone who wishes to make perpetual promise. This form should not be submitted to the applicant for written responses.



15. Application for Transfer

When a member of another chapter of the Dominican Laity submits an application for admission into your chapter, submit this form to the president of the other chapter to verify the member's standing in his/her current chapter.

16. Incoming Transfer & Confidential Inquiry

A member of your chapter who wishes to transfer to another chapter of the Dominican Laity must submit this form to your chapter council to obtain permission to transfer. Submit this form to the president of the other chapter to verify the member's standing in his/her current chapter.

17. Funeral Directions

A member of your chapter who wishes to record funeral instructions must submit this form to your chapter council for review and retention in personnel records. A copy of this form should also be given to a family member.



VI. Appendix F – Copies of Provincial Forms



LAY CHAPTERS OF SAINT DOMINIC

DOMINICAN PROVINCE OF SAINT MARTIN DE PORRES

APPLICATION FOR FORMATION PROGRAM

DATE _____

NAME _____

ADDRESS _____

OCCUPATION _____

HOME TELEPHONE NUMBER _____

CELL TELEPHONE NUMBER _____

EMAIL ADDRESS _____

BIRTH _____
DATE AND PLACE

BAPTISM _____
DATE AND PLACE

CONFIRMATION _____
DATE AND PLACE

You are asking for membership in the Dominican Laity, a branch of the Order of Preachers. It is necessary for us to ensure that you are not under any impediment. Therefore, we ask the following questions:

Marital Status:

Single Married Widowed Divorced Separated

If you are divorced, have you remarried? YES NO

Has your first marriage been canonically annulled? YES NO

If yes, Year and Diocese/Archdiocese _____

Religious Status:

Have you been ever been professed or promised as a lay member of any other religious order? YES _____ NO _____

If the answer is yes, please provide the name of the order, the place of your profession or promise, and the date of your profession or promise.

Have you been ever been professed or promised as a religious member of any other religious order or congregation? YES_____NO_____

If the answer is yes, please provide the name of the order, the place of your profession or promise, and the date of your profession or promise.

Have you ever been ordained to the presbyterate? YES_____NO_____

If the answer is yes, please provide the date, Diocese, and the location of your ordination?

TELL US ABOUT YOURSELF:

Educational Background: Please include high school, college, vocational training, graduate work, specialized training, military service, volunteer work, etc. (You may attach your Curriculum Vitae or Resume to answer this question.)

Occupational Background: Please include your present and previous occupations and how long you were employed in each occupation. (You may attach your Curriculum Vitae or Resume to answer this question.)

Apostolic Background: Please include names, dates, and locations all of the ministries in which you are have been involved.

Present Religious Practices:

Religious, Civic, Professional, Social Organizations: Please list the names, dates, and offices held to which you ever have belong. (You may attach your Curriculum Vitae or Resume to answer this question.)

REFERENCES: Please note, your references may be contacted.

RELATIVE OR FRIEND

NAME _____

ADDRESS _____

HOME TELEPHONE NUMBER _____

CELL TELEPHONE NUMBER _____

EMAIL ADDRESS _____

RELATIONSHIP TO YOU _____

SOMEONE WITH WHOM YOU HAVE WORKED IN MINISTRY:

NAME _____

ADDRESS _____

HOME TELEPHONE NUMBER _____

CELL TELEPHONE NUMBER _____

EMAIL ADDRESS _____

MINISTRY _____

PASTOR:

NAME _____

ADDRESS _____

OFFICE TELEPHONE NUMBER _____

CELL TELEPHONE NUMBER _____

EMAIL ADDRESS _____

RELATIONSHIP TO YOU _____

I, _____ certify that the information, provide by me in this application is true and correct to the best of my knowledge. I understand that all information provided will be kept strictly confidential and used only for the purpose of ascertaining my eligibility for the admission to the formation program of the Dominican Laity of the Order of Preachers. I acknowledge that the references provided may be contacted and I give my express permission for the authorized representatives of the Dominican Laity to make contact with my references.

SIGNED _____ **DATE** _____

----- **OFFICIAL USE ONLY** -----

Friend/Relative Reference contacted by _____

DATE _____

Ministry Reference contacted by _____

DATE _____

Pastor Reference contacted by _____

DATE _____



LAY CHAPTERS OF SAINT DOMINIC

DOMINICAN PROVINCE OF SAINT MARTIN DE PORRES

FORMATION PROGRAM REFERENCE FROM A PASTOR

DEAR _____,

(NAME OF APPLICANT)

The applicant named above has requested entry into the Lay Dominican formation program and requests that you provide a character reference. Please provide the Admission Board your honest evaluation of this applicant's suitability and readiness for our way of life. Please answer the following questions to the best of your ability. If you prefer, you may attach a letter on your parish/institution letterhead in lieu of using this form.

1. How long have you known the applicant? _____

2. What would you consider the applicant's assets (skills, talents, interests, personal qualities)?

3. Would you consider the applicant to have any significant limitations (physical mental, social and/or emotional)?

4. In your opinion, how would you assess the applicant's character and level of maturity (self-knowledge, virtue, initiative, responsibility)?

5. How would you assess the applicant's relationship skills (self-confidence, respect for others, communication abilities)?

6. How would you assess the applicant's spiritual life (prayer, spiritual direction, personal conversion)?

7. To your knowledge, what is the applicant's involvement in the local parish/church, community. (e.g. Eucharist, Liturgical Ministries, religious education, volunteer work/ministry. committees, groups, etc.)?

8. Are there any other evaluation/reference information you want to share about the applicant? (attach another sheet, if needed)

Your Personal Contact Information:

Name: _____

Address: _____

City: _____

State _____ **Zip** _____

Phone: _____

E-mail: _____

Parish name: _____

PLEASE RETURN THIS FORM AND ANY ATTACHMENTS TO:

Name: _____

Address: _____

City: _____

State _____ **Zip** _____



LAY CHAPTERS OF SAINT DOMINIC

DOMINICAN PROVINCE OF SAINT MARTIN DE PORRES

FORMATION PROGRAM REFERENCE FROM A PERSON WORKING IN MINISTRY

DEAR _____,

(NAME OF APPLICANT)

The applicant named above has requested entry into the Lay Dominican formation program and requests that you provide a character reference. Please provide the Admission Board your honest evaluation of this applicant's suitability and readiness for our way of life. Please answer the following questions to the best of your ability. If you prefer, you may attach a letter on your parish/institution letterhead in lieu of using this form.

1. How long have you known the applicant? _____

2. What would you consider the applicant's assets (skills, talents, interests, personal qualities)?

3. Would you consider the applicant to have any significant limitations (physical mental, social and/or emotional)?

4. In your opinion, how would you assess the applicant's character and level of maturity (self-knowledge, virtue, initiative, responsibility)?

5. How would you assess the applicant's relationship skills (self-confidence, respect for others, communication abilities)?

6. How would you assess the applicant's spiritual life (prayer, spiritual direction, personal conversion)?

7. To your knowledge, what is the applicant's involvement in the local parish/church, community, (e.g. Eucharist, Liturgical Ministries, religious education, volunteer work/ministry, committees, groups, etc.)?

8. Are there any other evaluation/reference information you want to share about the applicant? (attach another sheet, if needed)

Your Personal Contact Information:

Name: _____

Address: _____

City: _____

State _____ **Zip** _____

Phone: _____

E-mail: _____

Parish name: _____

PLEASE RETURN THIS FORM AND ANY ATTACHMENTS TO:

Name: _____

Address: _____

City: _____

State _____ **Zip** _____



LAY CHAPTERS OF SAINT DOMINIC

DOMINICAN PROVINCE OF SAINT MARTIN DE PORRES

FORMATION PROGRAM REFERENCE FROM A FRIEND OR RELATIVE OF APPLICANT

DEAR _____,

(NAME OF APPLICANT)

The applicant named above has requested entry into the Lay Dominican formation program and requests that you provide a character reference. Please provide the Admission Board your honest evaluation of this applicant's suitability and readiness for our way of life. Please answer the following questions to the best of your ability. If you prefer, you may attach a letter in lieu of using this form.

1. How long have you known the applicant? _____

2. What would you consider the applicant's assets (skills, talents, interests, personal qualities)?

3. Would you consider the applicant to have any significant limitations (physical mental, social and/or emotional)?

4. In your opinion, how would you assess the applicant's character and level of maturity (self-knowledge, virtue, initiative, responsibility)?

5. How would you assess the applicant's relationship skills (self-confidence, respect for others, communication abilities)?

6. How would you assess the applicant's spiritual life (prayer, spiritual direction, personal conversion)?

7. To your knowledge, what is the applicant's involvement in the local parish/church, community. (e.g. Eucharist, Liturgical Ministries, religious education, volunteer work/ministry. committees, groups, etc.)?

8. Are there any other evaluation/reference information you want to share about the applicant ? (attach another sheet, if needed)

Your Personal Contact Information:

Name: _____

Address: _____

City: _____

State _____ **Zip** _____

Phone: _____

E-mail: _____

Parish name: _____

PLEASE RETURN THIS FORM AND ANY ATTACHMENTS TO:

Name: _____

Address: _____

City: _____

State _____ **Zip** _____



LAY CHAPTERS OF SAINT DOMINIC

DOMINICAN PROVINCE OF SAINT MARTIN DE PORRES

INITIAL INTERVIEW FOR ADMISSION INTO THE FORMATION PROGRAM

DATE _____

NAME _____

CHAPTER/GROUP _____

1. How did you first hear about the Dominican Laity?
2. Who was your first contact?
3. Have you been a Sacramental Catholic for at least two years?
Yes No
4. What are looking for from the Dominican Laity and this Chapter/group?
5. Of what does your present prayer life consist?
6. What experience of community have you had within the Church and your parish?
Please describe in detail.
7. What religious studies have you pursued?

8. What religious books are you reading now?

9. Why would you like to be admitted to the Dominican Laity Formation Program?

10. Are you familiar with the Four Pillars of Lay Dominican life?

11. As Lay members of the Dominican Order, we follow a specific Rule and Directory, are you willing to learn and adhere to the principles contained within our Rule and Directory? Yes No

12. Are you aware of any obstacle that would prevent you from participating in the Formation Program of the Dominican Laity? If yes, please provide the details.

13. What additional information would you like to include?

SIGNED _____ DATE _____

----- **FOR COUNCIL USE ONLY** -----

Date Interview Conducted: _____

Present at Interview: _____

Formation Director Recommendation for Admission into Formation Program

Accept Deny

SIGNED _____ DATE _____
Formation Director Signature

Chapter/Group Council Decision for Admission into Formation Program

Approve Deny

SIGNED _____ DATE _____
Signature of Chapter/Group President



LAY CHAPTERS OF SAINT DOMINIC

DOMINICAN PROVINCE OF SAINT MARTIN DE PORRES

WRITTEN PETITION FOR ADMISSION

NAME OF PETITIONER _____

DATE OF THIS PETITION FOR ADMISSION _____

TO: Formation Director of _____ Chapter/Group

I have participated in the Inquiry Formation Program of this Chapter/ Group from

(start date) _____ to (end date) _____

I hereby formally petition for the admission into the Candidacy Phase of Lay Dominican Formation and the Rite of Admission. I am preparing for our formal oral interview.

I believe that I am now living the Dominican Spirituality in the following ways:

I wish to be admitted into the Dominican Laity for the following reasons:

I understand that my advancement to Candidacy and participation in the Rite of Admission is dependent on your recommendation and the approval of the Chapter Council.

Yours in Sts. Dominic, Catherine, and Martin,

SIGNED _____ DATE _____

COMPLETE AND RETURN TO THE FORMATION DIRECTOR



LAY CHAPTERS OF SAINT DOMINIC

DOMINICAN PROVINCE OF SAINT MARTIN DE PORRES

**INTERVIEW FOR
ADMISSION TO CANDIDACY
(RITE OF ADMISSION)**

DATE _____

NAME _____

CHAPTER/GROUP _____

1. Of what does your present prayer life consist?

2. Why would you like to be admitted to the Dominican Laity?

3. Describe the ways your personal spirituality has been changed by the four pillars of Lay Dominican life during the Inquiry phase of your formation.

----- **FOR COUNCIL USE ONLY** -----

Date Interview Conducted: _____

Present at Interview: _____

Formation Director Recommendation for Admission to Candidacy

Accept Deny

SIGNED _____ **DATE** _____
Formation Director Signature

Chapter/Group Council Decision for Admission to Candidacy

Approve Deny

SIGNED _____ **DATE** _____
Signature of Chapter/Group President



LAY CHAPTERS OF SAINT DOMINIC

DOMINICAN PROVINCE OF SAINT MARTIN DE PORRES

WRITTEN PETITION FOR TEMPORARY PROMISE

NAME OF PETITIONER _____

DATE OF THIS PETITION _____

DATE OF RITE OF ADMISSION _____

TO: Formation Director of _____ Chapter/Group

Having completed the all requirements of the Candidate phase of the Lay Dominican formation program, I now petition to make Temporary Promise for three years.

I believe that I am now living as an active member for the Dominican Laity in the following ways:

I wish to make my Temporary Promise for the following reasons:

I understand that my advancement and participation in the Rite of Temporary Promise is dependent on your recommendation and the approval of the Chapter Council.

Yours in Sts. Dominic, Catherine, and Martin,

SIGNED _____ DATE _____

COMPLETE AND RETURN TO THE FORMATION DIRECTOR

c. Study

d. Prayer

3. If you make your Temporary Promise, how do you intend to live out the Four Pillars?

4. In what ways, would you like to participate in our Chapter/Group?

SIGNED _____ **DATE** _____

----- **FOR COUNCIL USE ONLY** -----

Date Interview Conducted: _____

Present at Interview: _____

Formation Director Recommendation for Temporary Promise

Accept Deny

SIGNED _____ **DATE** _____
Formation Director Signature

Chapter/Group Council Decision for Temporary Promise

Approve Deny

SIGNED _____ **DATE** _____
Signature of Chapter/Group President



LAY CHAPTERS OF SAINT DOMINIC

DOMINICAN PROVINCE OF SAINT MARTIN DE PORRES

PETITION FOR RENEWAL OF TEMPORARY PROMISE

To: Formation Director of _____ Chapter/Group

I, _____, in accordance with the provisions of the Rule and Directory, petition for the Renewal of my Temporary Promise for one to three years.

My date of Admission as a Candidate: _____

My date of Temporary Promise: _____

I believe that I am now living as an active member for the Dominican Laity in the following ways:

I wish to renew my Temporary Promise for the following reasons:

I am looking forward to my personal interview with you. I do realize that my renewal of Temporary Promise is dependent on your recommendation and the approval of the Chapter/Group Council.

Yours in Sts. Dominic, Catherine, and Martin,

Signature of Petitioner

Date



LAY CHAPTERS OF SAINT DOMINIC

DOMINICAN PROVINCE OF SAINT MARTIN DE PORRES

NOTIFICATION OF CHAPTER REQUIRED RENEWAL OF TEMPORARY PROMISE

Name of Temporary Promised: _____

Chapter/Group: _____

The Formation Director and the Chapter Council of this Chapter/Group have decided for the following reasons, to ask you to renew your Temporary Promise for three years:

The Formation Director and Chapter will determine when you will be eligible to make this renewal of Temporary Promise.

The Chapter/Group will assist in your continuing growth in your Dominican Spirituality. How do you envision the Chapter/Group assisting in this growth?

Yours in St. Dominic, St. Catherine, and St. Martin,

SIGNED _____ DATE _____
Formation Director

SIGNED _____ DATE _____
Chapter President



LAY CHAPTERS OF SAINT DOMINIC

DOMINICAN PROVINCE OF SAINT MARTIN DE PORRES

INTERVIEW FOR RENEWAL OF TEMPORARY PROMISE

DATE _____

NAME _____

CHAPTER/GROUP _____

Be prepared to answer the following questions in an oral interview with the Formation Director and possibly other members of the Chapter/Group Council. Written answers are NOT required.

1. As you reflect over your three years of Temporary Promise, how do you feel you have grown in your Dominican Spirituality and the activities of our Chapter/Group?
2. Specifically as possible, why do you seek to renew your Temporary Promise?
3. If you renew your Temporary Promise, how do you intend to live out the Four Pillars?
4. In what ways, would you like to participate in our Chapter?

I understand that acceptance to renew my Temporary Promise is based on the recommendation of the Formation Director and subject to the approval of the Chapter/Group Council. I furthermore understand that I may only renew my Temporary Promise once.

SIGNED _____ DATE _____

----- **FOR COUNCIL USE ONLY** -----

Date Interview Conducted: _____

Present at Interview: _____

Formation Director Recommendation for renewal of Temporary Promise

Accept Deny

SIGNED _____ **DATE** _____
Formation Director Signature

Chapter/Group Council Decision for renewal of Temporary Promise

Approve Deny

SIGNED _____ **DATE** _____
Signature of Chapter/Group President



LAY CHAPTERS OF SAINT DOMINIC

DOMINICAN PROVINCE OF SAINT MARTIN DE PORRES

PETITION FOR THE RITE OF PERPETUAL PROMISE

DATE OF THIS PETITION _____

NAME OF PETITIONER _____

NAME OF CHAPTER/GROUP _____

Dear Formation Director:

I participated in the Rite of Temporary Promise on _____
(date)

Having served the required time in a state of temporary promise, I now petition for the Rite of Perpetual Promise. I am ready to make the commitment to live by the Rule of the Dominican Laity for my entire life.

I believe that I am now living as an active member for the Dominican Laity in the following ways:

I wish to make my Perpetual Promise for the following reasons:

I am looking forward to my personal interview with you. I will realize that my participation in the Rite of Perpetual Promise is dependent on your recommendation and the approval of the Chapter Council.

Yours in Sts. Dominic, Catherine, and Martin,

Signature of Petitioner: _____



LAY CHAPTERS OF SAINT DOMINIC

DOMINICAN PROVINCE OF SAINT MARTIN DE PORRES

INTERVIEW FOR PERPETUAL PROMISE

DATE _____

NAME _____

CHAPTER/GROUP _____

As you recall, your Candidacy Phase concluded with your Rite of Temporary Promise. Now that your Temporary Promise Phase is nearing the completion, you need to consider your desire for the Rite of Perpetual Promise. Be prepared to discuss these questions during an oral interview:

1. As you reflect over your Temporary Phase, how do you feel you have grown in your Dominican Spirituality and the activities of our Chapter/Group?
2. Describe how you live the Four Pillars of Dominican life and the Rule of the Dominican Laity.
3. What challenges do you still face in how you live the Dominican life? What steps have you taken to meet these challenges?
4. How can the Chapter/Group help you conquer these challenges?

I understand that acceptance to make my Perpetual Promise is based on the recommendation of the Formation Director and subject to the approval of the Chapter/Group Council.

SIGNED _____ DATE _____

----- **FOR COUNCIL USE ONLY** -----

Date Interview Conducted: _____

Present at Interview: _____

Formation Director Recommendation for Perpetual Promise

Accept Deny

SIGNED _____ **DATE** _____
Formation Director Signature

Chapter/Group Council Decision for Perpetual Promise

Approve Deny

SIGNED _____ **DATE** _____
Signature of Chapter/Group President



LAY CHAPTERS OF SAINT DOMINIC
DOMINICAN PROVINCE OF SAINT MARTIN DE PORRES

**APPLICATION FOR TRANSFER
INTO A CHAPTER/GROUP**

DATE _____

PERSONAL INFORMATION:

NAME _____

ADDRESS _____

OCCUPATION _____

HOME _____ **CELL** _____

EMAIL ADDRESS _____

DATE OF BIRTH: _____

MARITAL STATUS: Single ___ Married ___ Widowed ___ Divorced ___ Separated ___

If you are divorced, have you remarried? **YES** ___ **NO** ___

If yes, has your first marriage been canonically annulled? **YES** ___ **NO** ___

Year _____ diocese and/or archdiocese _____

RELIGIOUS PRACTICE:

I am an active, practicing Catholic. **YES** ___ **NO** ___

PARISH _____

LAY DOMINICAN INFORMATION:

CURRENT CHAPTER/GROUP _____
(NAME AND LOCATION)

rites: (List Dates and Locations)

ADMISSION _____

TEMPORARY PROMISE _____

PERMANENT PROMISE _____

Please attach your Curriculum Vitae, Resumé or a summary of the following:

- Educational Background
- Occupational Background
- Ministries in which you have been involved
- Supporting documentation (certificates, etc.)
- Positions held in your Dominican Laity Chapter/Group

Please request that your current Chapter/Group send the Transfer Form.

I, _____, certify that the information provided by me in this application is true and correct to the best of my knowledge. I understand that all information provided will be kept strictly confidential and used only for the purpose of ascertaining my eligibility for transfer into this Chapter /Group of the Dominican Laity. I acknowledge that the references provided may be contacted and I give my express permission for the authorized representatives of this Chapter/Group to contact my current Chapter/group.

SIGNED _____ **DATE** _____

WITNESSED _____ **DATE** _____



LAY CHAPTERS OF SAINT DOMINIC

DOMINICAN PROVINCE OF SAINT MARTIN DE PORRES

APPLICATION FOR TRANSFER INTO A CHAPTER AND CONFIDENTIAL INQUIRY REQUEST

MEMBER PERSONAL INFORMATION

To Be Completed by the Applicant for Transfer into a Chapter:

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: HOME: _____ CELL: _____

E-MAIL: _____

CURRENT CHAPTER/GROUP INFORMATION

CURRENT GROUP/ CHAPTER NAME: _____

GROUP/CHAPTER PRESIDENT: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: HOME: _____ CELL: _____

E-MAIL: _____

The following statement of permission must be completed by the applicant for transfer. This application will be forwarded to the applicant's current Chapter/Group President for verification.

STATEMENT OF PERMISSION

I hereby give my express permission to the authorized representatives of _____ Chapter/Group of the Dominican laity to obtain the information as indicated on this questionnaire. I understand that all information provided will be kept strictly confidential and used only for evaluating my transfer request.

NAME OF APPLICANT (please print) _____

SIGNATURE _____ **DATE** _____

CONFIDENTIAL INQUIRY

To be completed by the President of the Applicant's current Chapter/Group:

The Brother/Sister named above recently applied for transfer from your Chapter/Group to our Chapter/Group. In order to evaluate this application, we would appreciate you providing the following information. Please be assured that your response will be held in strict confidence.

Is the information included on this application accurate and complete?

Yes No

If no, please explain:

How has this applicant functioned in your Chapter/Group?

How has this applicant contributed to the quality of the community life in your Chapter/Group?

Did the applicant in any way have a negative impact on your Chapter/Group?

Would you accept the applicant if he/she were to reapply to your Chapter/Group?

SIGNATURE OF CURRENT CHAPTER/GROUP PRESIDENT

DATE

Thank you for time and consideration in this request. If you have any questions or concerns, contact information is listed on the bottom of this page. Please return this questionnaire to the address listed below at your earliest convenience.

Yours in St. Dominic, St. Catherine, and St. Martin,

SIGNATURE OF RECEIVING CHAPTER/GROUP PRESIDENT

DATE

RECEIVING GROUP PRESIDENT _____

ADDRESS _____

PHONES: HOME: _____ **CELL:** _____

E-MAIL _____



LAY CHAPTERS OF SAINT DOMINIC
DOMINICAN PROVINCE OF SAINT MARTIN DE PORRES

FUNERAL INSTRUCTIONS FORM

NAME: _____

DATE: _____

ADDRESS: _____

HOME TELEPHONE: _____ **CELL PHONE:** _____

NEXT OF KIN: _____
(name / relationship)

INSTRUCTIONS FOR SACRAMENTALS:

I wish the following to be placed on my remains:

Dominican Cross Pin Scapular Habit

Other: _____

I request that the following be passed on to a deserving Lay Dominican:

Dominican Cross Pin Scapular Habit

Other: _____

I request that the following individuals receive the following items:

Recipient 1 Name: _____

Dominican Cross Pin Scapular Habit

Other: _____

Recipient 2 Name: _____

Dominican Cross Pin Scapular Habit

Other: _____

FUNERAL REQUESTS:

I wish to have an open casket: YES NO

I wish to be cremated: YES NO

I wish to have a Rite of Christian Burial mass: YES NO

If yes, at what location: _____

I wish to have a Memorial Service: YES NO

If yes, at what location: _____

WAKE REQUESTS:

I wish to have a wake: YES NO

If yes, at what location: _____

For my wake, I would like:

The Dominican Rosary prayed: YES NO

The Office of the Dead prayed: YES NO

If yes, by which Group/Chapter: _____

A Scripture Service: YES NO

A Dominican Wake Service: YES NO

Come and pray individually: YES NO

BURIAL ARRANGEMENTS:

I have a burial plot/mausoleum reserved at:

Location: _____

Address: _____

I am eligible and wish to be interred at a National Cemetery: YES NO

Preferred National Cemetery: _____

I have attached further detailed instructions to this form: YES NO

SIGNATURE _____

DATE: _____