

# MISSIONARIES OF ST.FRANCIS DE SALES – MSFS SOUTH WEST INDIA PROVINCE



Tel. 080 23345594, 23340379 Mob: 91 8123327025, Fax: 080 23341329  
Website: [www.msfsouthwest.org](http://www.msfsouthwest.org) e-mail: [msfsbangalore@yahoo.com](mailto:msfsbangalore@yahoo.com)

VINAYALAYA, MSFS Provincial House  
P.B.No.5557, Malleswaram West P.O  
Bangalore 560 055, INDIA

**Circular AB/14**

**December 21, 2012**

**My dear Confreres,**



Wish you Merry Christmas and a blessed 2013. Jesus enters Bethlehem as stranger, as refugee, as homeless, as poor, and as a vulnerable baby. Can we make room for him in our overstuffed and busy scheduled lives? Can we let him in our muddled hearts and cluttered minds? The incarnation of Jesus tells us that God meets us where we are. We do not have to leave the world and give up our humanity in order to experience him.

God has descended to us to become a human being with us. This is the descending way of Jesus. Every fiber of our being rebels against descending. Everything in us wants to move upward. Descending with Jesus goes radically against our inclination, against our goals, against the advice of the world surrounding us, and against the culture we are part of. We are all for ascending in our position, status, power, prestige, ministries, projects, and in our reputation. We often don't mind helping the poor but descending to a state of poverty and becoming poor with the poor, that we don't want to do. Yet, that is the way Jesus chose as the way to know God. The descending way of Jesus is the way to a new fellowship in which we human beings can reach new life and celebrate it happily together. Choosing to become poor is choosing to make every part of our journey with Jesus. Becoming truly poor is impossible. But our way to poverty will open itself to us in and through Jesus. After all, it is not our poverty that has any value, but only God's poverty, which becomes visible through our lives. May the spirit of Christmas inspire us in embracing inconveniences, difficulties, failures, and in becoming poor with the poor in our missionary journey.

## **1. Circular from Superior General**

In his last circular, our Superior General shared with us three important documents concerning the 19<sup>th</sup> Ordinary General Chapter. We have yet another document concerning the proposed amendments of the General Directory. Please read and study the document and forward your observations and suggest your modifications to the General

Secretary of the 19<sup>th</sup> General Chapter 2013. The circular is attached to the Provincial Circular.

## 2. Administrator of the Province of Brazil

The Provincial of Brazil Province, Fr Gilberto Bugnon, due to illness had to come to Switzerland to undergo a prolonged treatment the duration of which is not certain. In consultation with all concerned and with the consent of the General Council, the Superior General has appointed Fr Tomson Aerathedathu as the Administrator of the Province of Brazil till the appointment is revoked. His advisors are Fr Ladir Joao Brodini, Fr Joao Inacio Rodrigues and Fr Bruno Rodrigues .The appointment has come into effect from 12th December 2012. The **official email contact** of the administrator is: [provincialbrazil@gmail.com](mailto:provincialbrazil@gmail.com) and his **personal email id** is [taerathedathu@gmail.com](mailto:taerathedathu@gmail.com)

## 3. Official email ids of offices of responsibilities in the Province

At the instruction of the General administration for better governance and communication with various offices in the province and congregation, we have created new e-mail ids for all those who hold offices in the Provincial administration. The same would be applied for the General administration as well as for Regional administrations. This would ensure continuity as it would be passed on to the successors. Hence from now on for all official matters, all of you are requested to contact the respective person through the official IDs only. Personal matters should not be sent to the official id, but to their personal ids.

### Official Email IDs

Name of the office( responsibility)	Official email id
Provincial	<a href="mailto:provincialsouthwestmsfs@gmail.com">provincialsouthwestmsfs@gmail.com</a>
Provincial Bursar	<a href="mailto:provincialbursarsouthwest@gmail.com">provincialbursarsouthwest@gmail.com</a>
Councillor in charge of Mission	<a href="mailto:pcicmissionsouthwest@gmail.com">pcicmissionsouthwest@gmail.com</a>
Councillor in charge of Education	<a href="mailto:pciceducationsouthwest@gmail.com">pciceducationsouthwest@gmail.com</a>
Councillor in charge of Innovative	<a href="mailto:pcicsocialsouthwest@gmail.com">pcicsocialsouthwest@gmail.com</a>
Councillor in charge of Formation	<a href="mailto:pcicformationsouthwest@gmail.com">pcicformationsouthwest@gmail.com</a>
Provincial Secretary	<a href="mailto:secretaryprovincialsouthwest@gmail.com">secretaryprovincialsouthwest@gmail.com</a>

Our Superior General has published a recent letter regarding the electronic mails sent to the General Administration and Provincial Administration. He writes: **“In this fast changing world with new technologies of communication in place, postal letters and documents are becoming less and less and electronic emails are more common. To ensure that all what is communicated to the confreres in their official capacity in their various roles in the Congregation is not lost, it was proposed to the Provincial and the General administrations to have official email ids which would be different from their personal email ids. The Provincials have accepted the proposal as useful and beneficial”**. Please see the attached letter of the Superior General in the appendix.

#### 4. Mission Sangamam 2013

On the occasion of the 25<sup>th</sup> death anniversary of our veteran missionary Fr. George Vayalil (the first MSFS priest from Kerala and the First and the Pioneering missionary from the Syro Malabar Church in Kerala), I join the Apostolic Community at Ettumanoor and invite all of you once again to the Mission Sangamam to be held on January 16-17, 2013 at SFS Seminary, Ettumanoor, Kerala. The Programme will begin at 11. 30 hrs on 16<sup>th</sup> and conclude at 13.30 hrs on 17<sup>th</sup> January.

His Grace Mar Joseph Powathil, Archbishop Emeritus of Changnassery and President of Inter-Church Council of Kerala, has consented to inaugurate the Mission Sangamam. His Eminence George Cardinal Alencherry, Major Archbishop of Syro Malabar Church, will be the Chief Guest. His Excellency Sebastian Thekkethetheril, Bishop of Vijayapuram will be the Chief Celebrant at the Thanksgiving Mass. Eminent Missiologists, Missionaries, and Theologians will present reflections on the challenges of evangelization today in order to reflect and rediscover our source spirituality of Missionary life in the context of the changing scenario of life in the third millennium.

We have confreres coming from different MSFS Provinces. All Fathers belonging to the South West India Province are expected to attend this event without any exception. Please make your own arrangements in your respective centers for your days of absence. Those of us who are ordained between 2006 – 2013 are expected to attend the Sangamam without any exception. The respective Local Superiors and Conveners of Apostolic communities will make sure the participation of all our confreres. This will also mark the opening of the 175<sup>th</sup> Jubilee year in our Province. Any exception for participation in this event is only through permission from the Provincial.

#### 5. Provincial Commission for Professional Standards

“Each Province/Region/Delegation shall set up a “commission for Professional Standards” to assist the Provincial/Regional Superior/Delegation Superior in his task of dealing with alleged offences of a criminal nature such as sexual abuse of children and of the vulnerable adults.” (Code of Ethics VI, B). Following the directives given in the “Code of Ethics for the Congregation of the Missionaries of St. Francis de Sales” a commission is constituted in the province for a period of three years with effect from January 1, 2013. The members are **Fr. Chacko Ottalankal (Convener), Fr. R. Santhosh Kumar and Fr. A. Jerome.**

#### 6. Salaries of Our Confreres

In the light of the decision of the Provincial Administration communicated to you through circular AB/10 dated July 6, 2012, the process was initiated to channelize the salaries of all confreres (working in the Institutions) to a common account of the Province. Each Local community is to function on an approved budgetary proposal. The process is almost complete. I thank you sincerely for your understanding and cooperation. However, there are a couple of communities that still have to fall in line with the new system. I request all our confreres and communities to complete the process by January 15, 2013.

## 7. Holy Land Tour 2013

Fr. James Manjackal has offered another package in this Year of Faith for our Fathers who have completed 7 years or more of priesthood and ministry as on December 31, 2012 to go to the Holy Land on a Pilgrimage. Those of you who would like to make use of this opportunity are requested to contact Fr. Prince at the office latest by January 6, 2013. The dates of the Pilgrimage are from May 9 through 18, 2013. Thank you Fr. Manjackal for your generosity and concern.

## 8. Each One, Promote One

“Each confrere and every community also has the duty to make known the life and mission of the Congregation so that we are able inspire young men to opt for our way of life” (Art. 131). I invite each one of us to promote one young man with a sense of God’s call from a functional and practicing catholic family to pursue formation in our Minor seminaries next academic year.

## 9. Minor seminary in Mysore

The proposed three year Minor Seminary Program was a decision of the Provincial Chapter 2011. Sannidhi was chosen as the location for the program. After drawing the plan for the extended structure, which was due to begin soon, there was a second thought with various concerns raised by the Staff of Sannidhi and the Formation Core Team. Any extended construction to the present structure will not give us the atmosphere and facilities for an effective Minor seminary Formation. The water problem could affect the community when there is more number of students. The existing Chapel would not contain three batches of students. The Provincial administration, with the recommendation of the Staff of Sannidhi and the Core Team, has decided to re-locate the Minor Seminary to Soumya Sadan, where a new building could be built utilizing the existing house also as part of the facility. We hope to begin the program in June 2014. Until then, we will continue the orientation program in Sannidhi and send the students to SFS Ettumannor for second and third year of formation.

## 10. Appointments:

**Fr. Manu Kumbidiamakkal** is appointed to the community of PSI Sevagram, Kengeri with effect from January 1, 2013

**Fr. Sudeep Paul** is appointed to the community of De Sales ITI Kolar with effect from January 1, 2013

## 11. Congratulations

Fr. Santhosh Kumar has passed **Grade 5 Saxophone** practical examination conducted by *Trinity College London*. Great achievement!

## 12. MUSICAL FIESTA – 2012



– On December 15, 2012 De Sales Music Academy (D.S.M.A) celebrated its 3rd annual show under the title-series of **Musical Fiesta – 2012**. The aim of this annual event is to provide a platform for the students of D.S.M.A to exhibit the knowledge and skills of music and dance they have been learning. This year's show was organized in the auditorium of Suvidya College. Rev. Fr. Dr. Abraham Vettuvellil, the

Provincial of Southwest India Province was the chief guest. In his address, Rev. Fr. Dr. Abraham underscored the impact D.S.M.A is making by encouraging and training students to excel in performing arts such as music and dance. He exhorted the students to imbibe the success formula of knowledge, skill and desire to master these performing arts. He also presented a memento to one of the students of D.S.M.A who topped the Bangalore-Mysore zone for his Grade I Saxophone examination conducted by *Trinity College London*. The second part of the program witnessed a wonderful classical dance performance by a professional troupe from Bangalore and a melodic and tuneful music performance by a professional music band from Mysore. The event was well attended by a good number of fathers, sisters, friends and well-wishers of D.S.M.A, besides the parents/guardians of students of D.S.M.A.

## 13. MSFS Novitiate, Kibaha, Tanzania

“My dear loving fathers, sisters and friends and well wishers, loving greetings from novitiate community!

In this season of Advent we are glad to greet you and seek your prayerful support for our novitiate community. I like to inform you the sad event of theft which took place in our house. It was like this manner. The event took place at 10 pm on Dec.12, 2012. A gang of 6 men – one of them with gun managed to enter the building through the back door as one of the brothers had gone to close the store and to lock the gate. The men about six of them had then already taken possession of the domestic worker who stays in the staff quarters. At the gun point the two brothers were asked to show the office of fathers. The worker and two brothers were asked to lie down and they broke open the rooms of (Fr. Sebastian) mine and the room where Fr. Zachariah was staying, who had left to Italy for his study since June 28th 2012. I (Fr. Sebastian the Director of Novices) was away in Morogoro in the provincial house in order to participate in one of the forum meetings.

They managed to take away a good amount of cash and valuables. Two of the novices were hurt as they had been with iron rods. Police had come for investigations as usual. We need your prayers and support in this time of moments of fear and insecurity.

We thank God for the great protection given to us. The novices handled the situation to the best of their ability without letting the scenario to be worse. Please remember our 9 novices in your prayers...”

*Fr. Antonysamy Sebastian (Novice Master)*

#### 14. Memorial Day of Late Rev. Fr. Kurian Aranjanilyil MSFS



*‘Memorial Day’* of late Rev. Fr. Kurian Aranjanilyil Msfs, the Founding Director of Pastoral Sociology Institute [PSI] was held at PSI SEVA BHAVAN, Malur on 16-12-2012. The programme officially began at 11:00 am with the lighting of the lamp. Rev. Fr. Joshy T., the Dean of Kolar Deanery was the main celebrant of the Eucharistic

Celebration along with Fr. Erudayaraja, Fr. Jerome, Fr. Tomy Mullasseril, Fr. Biju, Fr. Robert D. and Fr. Jeevan Prasad as concelebrants. The day was specially organized to remember and pray for our dear late Rev. Fr. Kurian Aranjanilyil msfs. The ‘Memorial Day’ was also a platform of get-together for the children who are the beneficiaries of **“FR. KURIAN ARANJANIYIL msfs MEMORIAL SCHOLARSHIP [KAMS]”**. Altogether 54 children have benefitted out of this programme for the year 2012. Parents of the beneficiaries and the faithful from the Parish of St. Francis de Sales Church, Malur took part in the memorial service. The programme ended at 1:30pm with the vote of thanks proposed by Fr. Jeevan Prasad, the Director of Pastoral Sociology Institute.

#### 15. Bell Tower at SFS Church Hebbagodi

The bell tower at SFS Church Hebbagodi was inaugurated and blessed on 16<sup>th</sup> December 2012 by His Grace Dr. Bernard Moras, the archbishop of Bangalore amidst parishioners and a good number of religious priests and nuns. This also marked the year of faith and the chiming of bell would remind the faithful around to stand for their faith. A word of thanks goes to all the parishioners and parish council along with parish priest Fr. Christopher Crasta and asst. parish priests Frs. Subin and Cyriac.



#### 16. Let us pray for the Departed Confreres

**Fr. Anthony Fernandes msfs** of Pune Province passed away on December 3, 2012 at 2.30 pm at Bastora, Goa. He was 94 years old. Funeral was on December 4, Tuesday at 4 pm, at SFS Institute (Minor Seminary), Bastora, Goa.



**Fr. James Nedungatt MSFS** of East Africa Province passed away on 18.12.2012 at 01.40 hrs, at the Lake Shore Hospital, Ernakulum in India. He was suffering from acute leukemia.

Fr. James was born on July 10, 1956. He made the First Profession on June 10, 1977. He was ordained priest on Dec 29, 1984. He died at the age of 56. The last place where he served as priest was in the parish of Chera and in the Fransalian Formation house Ndagani, in the Diocese of Meru Kenya. He was buried in the cemetery at SFS Seminary, Ettumanoor on December 20, 2012.

## 17. Let us Pray

Let us continue to pray for Fr. Devasia Kuzhupil who is still in Carithas Hospital. There is not much medical treatment that the doctors are able to provide him. We can offer him our prayerful support in these difficult and helpless moments of his life. May the healing presence of the Lord be around him

## Programme:

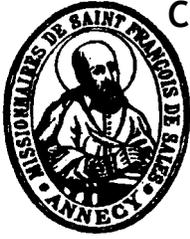
January 1:	Kannur
January 2:	Charis Bhavan
January 3:	Ordination at Kaduthuruthy
January 5:	Bangalore
January 6:	Nanjangud for ordination
January 7 – 9:	S.M.M. I Sisters' Conference at Salem
January 13:	Palakkad for the Silver Jubilee of Fr. Antheenattu MSFS
January 16 – 17:	Mission Sangamam at Ettumanoor
January 19:	St. Ignatius Church, Kannadiparamba with Fr. Shaju
January 19-22:	St. Francis de Sales Church Vattiyoorkavu & ITSSCAT
January 23- 26:	Vinayalaya, Bangalore
January 27:	Council Meeting
January 31:	Departure for the General Chapter, Hyderabad

## Salesian Thought:

**“Our Lord became incarnate to redeem fallen human nature and to teach us by word and example, how to bridle and check our base appetites. The incarnate Saviour offers us an example of spiritual sobriety, namely conformity with the will of God”** *St. Francis de Sales*

**Fraternally in Christ,**

**Fr. Abraham Vettuvellil MSFS**  
**Provincial Superior**



## CONGREGATION OF THE MISSIONARIES OF SAINT FRANCIS DE SALES

Casa Generalizia  
MISSIONARI DI S. FRANCESCO DI SALES,  
Via delle Testuggini 21,  
00143 Roma. Italia.  
Tel: (06) 99 70 91 47  
Fax: (06) 99 70 69 57  
Email: msfsagnelo@gmail.com

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30<sup>TH</sup> November 2012

Sgmsfs-2af-22

### **FROM THE SUPERIOR GENERAL TO ALL THE CONFRERES OF THE CONGREGATION**

My Dear Confreres,

Fraternal Greetings of Christ's Peace to you !

In my recent circular to you sgmsfs-2af-21 I had appended three important documents concerning the 19<sup>th</sup> Ordinary General Chapter , 2013. The fourth document concerning the Proposed Amendments of Chapter 3 Party 2 of the General Directory was not available at that time. Now it is available and so I am appending it to this circular . . Please study the document carefully and if you have any observations to make or suggest modifications, you may forward the same to the General Secretary of the 19<sup>th</sup> General Chapter 2013, Fr Thumma Mariadas , MSFS as an attached document to an email addressed to him ( email id : [marthumm@yahoo.com](mailto:marthumm@yahoo.com)) or to the address of the General Secretariat of the 19<sup>th</sup> GC ( *Mermier Bhavan, MSFS House, House Number 20-117, Dayanand Nagar, Malkajgiri, Hyderabad 500 047, India* ) latest by 15<sup>th</sup> January 2013

Soon we begin the advent season as we look forward to Christmas. The mystery of God's love as revealed to us in His Son Jesus is indeed amazing. It is a miracle that we will never understand fully .It challenges us to be God's own sons like His Son Jesus. God is nearer to us than we are to ourselves .Let us live recognising His Presence unfolding to us God's plan for each of us . During this Season of Advent I am delighted to recall to mind the words of Rabindranath Tagore :

"Have you not heard his silent steps.

He comes.

He comes.

He always comes."

May God's ever-coming presence fill your life , so that you may radiate Jesus and His Spirit and be set on fire with His Mission. I wish you a holy and blessed Advent Season and a Happy Christmas!

Yours fraternally

Fr Agnelo Agostinho Fernandes, MSFS

Superior General

*(NB: The Draft of the Amendments to Chapter 3, Part 2 of the General Directory is on page 2 and ff)*

CL, Document 2

**PROPOSED DRAFT OF AMENDMENTS OF THE GENERAL DIRECTORY**

**CHAPTER 3 PARTY 2 TO 19<sup>TH</sup> ORDINARY GENERAL CHAPTER 2013**

**CHAPTER 3**

**ELECTION PROCEDURES,**

**OTHER NORMS AND PRACTICES**

[Pointer for reading: What is put in bold font are the new additions requiring approval of the General Chapter and what remains in ordinary font is the existing chapter 3, part II of the GD.]

**3.1. Direct Elections/Voting in our Congregation as per the present Constitutions are :**

- i. Voting for the delegates to the General Chapter, (confidential and secret)**
- ii. Voting for the delegates to the provincial chapters, (confidential and secret)**
- iii. Voting for the election of provincial councilors and provincial bursar (confidential and secret). This needs only a subsequent ratification of the Superior General and his council.**
- iv. Voting for all the officials in and during the general chapters and provincial chapters/congresses (confidential or by show of hands depending on the choice made by the assembly)**
- v. Voting for all the orientations/statements/action plan of the provincial congresses/chapters. (Confidential or by show of hands depending on the choice made by the assembly). This requires the subsequent ratification by the Superior General.**
- vi. Voting for the Province Statutes (show of hands). This is subject to the approval of the Superior General and his Council.**
- vii. Voting in General Councils and Provincial Councils: (1) *confidential and secret*: in all matters concerning acceptance of the candidates to the novitiate, to first profession, final profession, diaconate and priesthood and recommendation for dismissal, recommendation for exlaustration and dispensations, non-promotion to renewal of vows, seeking permission**

to take loans beyond the prescribed limits in the Congregation or permission for expenditure beyond the set limits; (2) *by show of hands* on all other matters that require consent or advice.

viii. The Provincials and Superior General ordinarily do not cast their votes, *except when there is a tie*

### 3.2. Calculation of Ballots and Votes

- i. Count the ballots received
- ii. Note the valid votes cast.
- iii. Blank vote is an invalid vote.
- iv. The compilation of majority is on the basis of all those eligible persons present for the election and not on valid votes cast or on whether or not they have all voted or voted validly.
- v. Two-Third majority is two-third of the valid votes cast: If the valid votes are 30, then the two-third majority will be 20
- vi. Absolute Majority is half of the valid votes cast plus one: If the valid votes are 30, then the absolute majority will be  $15+1 = 16$
- vii. Relative majority is the highest votes received .
- viii. Fraction of .5 and above ( point five and above) is computed as one . Anything less than .5 is not counted. Example : If the total is 31 , then the two third majority will be 20.6 i.e 21; If the total is 31 , then the absolute majority will be  $15.5 +1= 16.5$  i.e 17

### 3.3. Election of Delegates to the General Chapter (cf. Const. 197; GD Part II Chapter 3.2. pp. 286-288)

- i. The cut-off date for computing the electoral list in the election for the delegates should be the date as fixed by the Superior General with the consent of his council.
- ii. The Superior General has to announce when the electoral process begins and when it ends.
- iii. The list will not undergo change until the entire process of election is over.
- iv. Only those major superiors who hold office on the relevant date are eligible as ex-officio members. Anyone who has been or will be a major superior can be invited if his presence is absolutely necessary, but without any active voice. Those provincials who are due to complete two terms in office during the electoral process will have active and passive vote in the electoral process for the delegates of the General Chapter.
- v. Those confreres who are temporarily attached to another Province and enjoy both active and passive voting rights in that province are not eligible to vote or be voted for in their respective province of origin.
- vi. Deacons and perpetually professed scholastics have active vote , but they do not have passive vote on account of their being under formation.

- vii. **At the first ballot the elected delegate has to obtain an absolute majority of valid votes cast. Absolute majority is half of the total valid votes cast plus one.**
- viii. **If the required absolute majority is not obtained, then a second ballot is held at which only a relative majority of valid votes cast suffices. Relative majority is highest votes obtained from among the valid votes cast.**
- ix. **After the first ballot , the names of those who obtained votes has to be displayed and made known to all the voters .Upon obtaining their consent, those who obtained absolute majority are to be declared elected.**
- x. **If a second ballot is required for the rest of the delegates or all of the delegates, the list of those who received votes has to be displayed or made known to all the voters. Those who obtain relative majority at the second ballot are to be declared elected after obtaining their consent.**
- xi. **All ex-officio members of the General Chapter do not vote nor are they eligible to be voted for. The delegates who are declared elected at the first ballot continue to enjoy active voice till the electoral process is complete.**
- xii. **There is no hierarchy of importance given to one delegate over another because of the number of votes they have received. They are equal in status as delegates of the Province to the General Chapter.**
- xiii. **However, hierarchy of importance is followed for replacement when substitute delegates are asked to replace the delegates. This hierarchy for replacement is determined on the number of votes they have received. While announcing the substitute delegates , the order for replacement has to be maintained .**
- xiv. **There is no separate election for substitute delegates. Those who receive the next highest votes, with simple majority at the final ballot for the delegate are declared as substitute/s.**
- xv. **During the General Chapter in session, if a Provincial, who is an ex-officio member, has to be absent on any account, he cannot be replaced with a substitute.**
- xvi. **During the General Chapter if a delegate has to be absent on account of a serious matter which prevents him from being present at the sessions for more than 3 days and the situation is likely to continue, he will inform in writing to the Superior General and request him to ask the substitute to replace him till the General Chapter is over . The Superior General with the consent of his Council will consider the request and request the concerned substitute delegate of the General Chapter to be present at the General Chapter immediately, with all the rights of a capitulant till the General Chapter is over.**

### **3.4. Election Procedure of Delegates to General Chapter and Provincial/Vice-Provincial Chapter**

- i. The provincial/vice-provincial prepares the list of perpetually professed members who can vote and be voted for as delegates to the general chapter or provincial/ vice-provincial chapter.
- ii. The provincial/vice-provincial prepares another list of perpetually professed members who can only vote.
- iii. The ballot-paper will be of suitable size and colour (e.g. 4"x4"), bearing the round-stamp (i.e. official stamp) of the province/vice-province. These ballot-papers should be inserted in a very small envelope. This small envelope containing the ballot-paper is to be inserted in a slightly bigger envelope which bears the return postal address of the provincial/vice-provincial. This slightly bigger and self-addressed envelope is inserted in a standard envelope and posted to the concerned member of the province/vice-province.
- iv. The provincial/vice-provincial sends the lists (*Nos. 1 & 2 above*), and the ballot-paper (*Nº 3 above*) to each perpetually professed member with specific instructions about the voting and the dead-line by which the ballot-papers are to be returned to him by the members concerned.
- v. The members will have to write on the ballot-papers the required number of names selected from the appropriate list of members, as per the limit set by General Directory No. 220 in the case of the election of delegates to general chapter, and subject to the norms set by General Directory Nos. 273 & 274.
- vi. The members return the ballot-papers to the provincial/vice-provincial after carefully sealing the ballot-papers in the small envelopes and inserting the sealed small envelope in the bigger self-addressed envelope of the provincial/vice-provincial and sealing it before posting it.
- vii. The provincial/vice-provincial in consultation with the provincial council appoints two perpetually professed members as witnesses who assist him in counting the votes.
- viii. If a second-ballot is required, the provincial/vice-provincial will initiate the process as per the provisions of General Directory Nos. 220, 273 & 274. It is highly recommended that the ballot-papers of the second ballot be of different colour.

### **3.5. Election of Secretaries and Scrutators to the General Chapter/Provincial/Vice-Provincial Chapter/Congress and Regional Assembly/Delegation Colloquium**

- i. It is highly desirable that the scrutators and the secretaries to general chapter/provincial/vice-provincial chapter/congress and regional assembly/delegation colloquium are appointed by voice-vote or by a show-of-hands in place of secret ballot; however, election by secret-ballot has not been ruled out. The decision to adopt a particular method of election is the prerogative of the general chapter/provincial/vice-provincial chapter/congress, regional assembly/delegation-colloquium.
- ii. The names of the candidates to these posts are to be proposed in the chapter/congress/assembly/colloquium by the members of the chapter/congress/ assembly/colloquium, and seconded by at least one member.

The election is held immediately after the names of all the candidates have been announced and seconded.

### **3.5. Consultation for the Appointment of the Provincial/Vice-Provincial/Regional Superior**

- i. As per our Constitutions, our Congregation follows the indirect electoral process and accordingly the Provincials/Vice-Provincials/Regional Superiors/Delegation Superiors are not directly elected by the members, but are appointed by the Superior General with the consent of the General Council after due consultation of all the perpetually professed members of the respective provinces/regions (cf. Const. 227). In the appointment itself, the Superior General and his council is obliged to respect the mind of the consulted members unless there is an objectively grounded compelling reason to act against the explicit will of the members.**
- ii. The provincial/vice-provincial prepares the list of perpetually professed members who *can vote* and *be voted for* as provincial/vice-provincial/regional superior.
- iii. The provincial/vice-provincial prepares another list of perpetually professed members who *can only vote*.
- iv. The ballot-paper will be of suitable size and colour (e.g. 4"x4"), bearing the round-stamp (i.e. official stamp) of the province/vice-province. These ballot-papers should be inserted in a very small envelope. This small envelope containing the ballot-paper is to be inserted in another slightly bigger envelope which bears the return postal address of the provincial/vice-provincial. This slightly bigger and self-addressed envelope is inserted in a standard envelope and posted to the concerned member of the province.
- v. The provincial/vice-provincial sends the lists (*Nos. 1 & 2 above*), and the ballot-paper (*Nº 3 above*) to each perpetually professed member with specific instructions about the voting and the dead-line by which the ballot-papers are to be returned to him by the members concerned.
- vi. For the consultation before the appointment of the provincial the members will have to write on the ballot-papers the required number of names selected from the appropriate list of members, as per the limit set by general directory Nº 251. For the consultation before the appointment of the regional superior the ballot-papers will have the same number of names as per the provisions of the general directory Nº 251.
- vii. The members return the ballot-papers to the provincial/vice-provincial after carefully sealing the ballot-papers in the small envelopes and inserting the sealed small envelope in the bigger self-addressed envelope of the provincial/vice-provincial, and sealing it before posting it.
- viii. The provincial/vice-provincial, in consultation with his council, appoints 2 perpetually professed members as witnesses to assist him in the counting of the number of sealed small envelopes containing the ballot-papers.
- ix. The provincial/vice-provincial inserts all the smaller envelopes containing the ballot-papers in a larger envelope, in the presence of the 2 witnesses, and posts it to the superior general along with a covering letter with the signature of the 2

witnesses. However, the provincial/vice-provincial retains with him the ballot-papers for the appointment of the regional superior of the region directly under the province/vice-province.

- x. The superior general opens the envelopes containing the ballot-papers in the general council. In the case of the appointment of the regional superior directly under the province/vice-province, the concerned provincial/vice-provincial opens the ballot-papers in the provincial council meeting. The votes are counted and tallied. After having given due importance to the suggestion given by the members in the form of the consultative-vote, on the advice of the general council, the superior general appoints the provincial/vice-provincial/regional superior. It is to be noted that the superior general and his council are not bound to appoint as the provincial/vice-provincial/regional superior the person thrown up by the trend following the consultation.
- xi. After having given due importance to the suggestion given by the members in the form of the consultative-vote, on the advice of the provincial council, the provincial/vice-provincial appoints the regional superior of the region directly under the province/vice-province. It is to be noted that the provincial/vice-provincial and his council are not bound to appoint as the regional superior the person thrown up by the trend following the consultation. The provincial/vice-provincial should obtain prior approval of the superior general for the person who would be appointed by him as the regional superior.

### **3.6. Consultation for the appointment of Delegation-Superior**

- i. The provincial/vice-provincial prepares the list of perpetually professed members who can vote and be voted for as delegation superior. If the delegation is directly under the superior general, he will prepare the list.
- ii. The provincial/vice-provincial prepares another list of perpetually professed members who can only vote. If the delegation is directly under the superior general, he will prepare the list.
- iii. The ballot-paper will be of suitable size and colour (*e.g. 4"x4"*), bearing the round-stamp (*i.e. official stamp*) of the province/vice-province. These ballot-papers should be inserted in a very small envelope. This small envelope containing the ballot-paper is to be inserted in another slightly bigger envelope which bears the return postal address of the provincial/vice-provincial/superior general. This slightly bigger and self-addressed envelope is inserted in a standard envelope and posted to the concerned member of the province.
- iv. The provincial/vice-provincial/superior general sends the lists (*Nos. 1 & 2 above*), and the ballot-paper (*No. 3 above*) to each perpetually professed member with specific instructions about the voting and the dead-line by which the ballot-papers are to be returned to him by the members concerned.
- v. For the consultation for the appointment of the delegation superior the ballot-papers will have the same number of *choices* as per the provisions of the general directory No. 251.
- vi. The members return the ballot-papers to the provincial/vice-provincial/superior general after carefully sealing the ballot-papers in the small envelopes and inserting the sealed small envelope in the bigger self-addressed

envelope of the provincial/vice-provincial/superior general, and sealing it before posting it.

- vii. The provincial/vice-provincial/superior general opens the envelopes containing the ballot-papers in the provincial/vice-provincial council/general council. The votes are counted and tallied. after having given due importance to the suggestion given by the members in the form of the consultative-vote, the provincial/vice-provincial/superior general appoints the delegation superior, on the advice of the provincial council/ general council. It is to be noted that the provincial/vice-provincial/superior general and his council are not bound to appoint as the delegation superior the person thrown up by the trend as a result of the consultation. The provincial/vice-provincial should obtain prior approval of the superior general for the person who would be appointed by him as the delegation superior.

### **3.7. Election of Superior General and Assistant General**

- i. Under the supervision of the president of the general chapter, the scrutators distribute the ballot-papers.
- ii. The members of the general chapter, other than the special invitees, write the name of one person on the ballot-paper from the list of those who *can vote* and *be voted for* as the superior general. Provisions of constitution Nos. 177, 178, 179, 180 & 181 are to be followed to finalise the list of those who cannot be voted for.
- iii. The scrutators collect the ballot-papers and count them. The president of the general chapter opens the ballot-papers and reads out the names. The scrutators tally the votes on the chalk-board/display-board.
- iv. For validity of the election of the superior general, the norms as per Constitution N<sup>o</sup> 200 are to be followed.
- v. **If the Superior General is elected from outside the Capitulants, the General Chapter is suspended by the Presiding officer to a later date , but not later than 3 to 5 days by which time the new Superior General should come to the Chapter and preside. If it will take longer time for him to be present, he asks the Assistant General to continue the business of the house without voting on any major issues and wait for his arrival and the matters can be put to vote after he is briefed in detail by the Assistant General.**
- vi. **If the Assistant Superior General is elected from outside the Capitulants, the General Chapter will continue its sessions under the chairmanship of the new Superior General. The new ASG will be asked to attend the General Chapter as soon as it is possible. When he attends the General Chapter he will have the right to vote.**
- vii. **If a General Councillor or General Bursar is elected from outside the Capitulants, the General Chapter will continue its sessions under the chairmanship of the new Superior General. The elected General Councillor/s or General Bursar are to be asked to make serious effort to be present for the General Chapter as soon as possible . If they attend they will have the right to vote .**

### 3.8. Election of General councillors, General Bursar, Provincial/Vice-Provincial/Regional Councillors & Bursars, and Admonitors

- i. Under the supervision of the president of the general chapter/provincial/vice-provincial/ regional superior, the scrutators distribute the ballot-papers to the assembled members of the general chapter/provincial/vice-provincial chapter/congress/regional assembly.
- ii. The lists of members who *can vote* and *be voted for* are to be made available to the members. The following provisions of the Constitutions are to be observed:
  - Nos. 179 & 180: The term of office
  - No. 220 :A panel of three names for the election of general bursar
  - No. 243 **This article implies the following: 1) The Provincial in consultation with his newly elected Council chooses the specific modality for the election of the provincial bursar. 2) He may choose between one of the following options: a) A panel of three names is proposed and the members are obliged to choose one from the panel of three. b) The assembly is left with the freedom of choosing anyone of the eligible candidates. 3) It is the prerogative of the Provincial to decide which of the options he would like to follow and the Chapter/Congress is bound to respect his decision.**
- iii. For the validity of the election process the following constitutional provisions are to be observed:
  - No. 216 :General chapter elects one by one the four general councillors
  - No. 220 :The voting for general bursar must be from the panel of three names. The panel of names has to be decided by the superior general in consultation with his new general council.
  - No. 229 :The provincial/vice-provincial chapter/congress elects simultaneously a team of four councillors, subject to the provisions of Constitution Nº 181 in special cases
  - No.250 :Norms of the number of councillors for a region
  - For the election of the provincial/vice-provincial admonitors, the relevant provisions of Constitution No. 229 are to be observed.

### 3.9. Postulancy

- i. All the provisions of General Directory Articles Nos. 108–112 have to be followed in letter and spirit by the confreres in-charge of formation at this stage of formation.
- ii. Not less than four months before the canonical date of the commencement of the novitiate formation, the candidates will have to submit a hand-written application to the provincial/vice-provincial/regional superior for admission to novitiate.

- iii. Apart from the norms specified by General Directory No. 116, the following norms are to be observed:
  - a) The candidate writes down a short self-evaluation of his life as a minor seminarian and of the motivating factors that have strengthened his resolve to enter religious life.
  - b) The rector of the postulancy stage will have to prepare a confidential report about the candidate, and he should give very clear indication of his recommendation that the candidate be granted permission to enter the novitiate.

### **3.10. Temporary Profession**

- i. Four months before the date of the profession the candidate will have to submit a hand-written application to the provincial/vice-provincial/regional superior for permission to make his first temporary profession or to renew his temporary vows as the case may be.
- ii. The candidate prepares a short self-evaluation of his life in the novitiate and of the motivating factors moving him to enter religious life.
- iii. Apart from the provisions of general directory No. 5.1.5., the entire dossier of the candidate for the first profession containing all documents as per General Directory Nos. 126, 127, 129 and 130 are to be submitted.
- iv. For the renewal of temporary vows, the provisions of General Directory Nos. 135–138 are to be followed.

### **3.11. Perpetual Profession**

- i. Six months before the date of the perpetual profession, the candidate will have to submit a hand-written application to the provincial/vice-provincial/regional superior for permission to make his perpetual profession.
- ii. The candidate prepares a short self-evaluation of his life in the congregation as a temporary professed member and of the motivating factors moving him to make his final commitment in religious life.
- iii. Apart from the norms contained in Constitution §§ 147 & 148, all the provisions of General Directory Nos. 139–145 are to be observed.
- iv. The provincial/vice-provincial/regional superior is required to submit to the superior general the summary of the dossier of the candidate/candidates for his approval at least one month before the date of the perpetual profession. The provincial/vice-provincial/regional superior should convey to the candidate/candidates the approval for his/their perpetual profession only after obtaining the prior approval from the superior general.

### **3.12. Death of a Confrere**

- i. In danger of death of a confrere, the local superior has to get in touch with the provincial/vice-provincial/regional superior/delegation superior as well as with the near and dear ones of the confrere concerned.
- ii. After the death of the confrere the local superior fixes the date and the time of the burial only after prior consultation with the near and dear ones of the

confrere, and with the provincial/vice-provincial/regional superior/delegation superior.

- iii. Soon after the death of the confrere, the local superior, along with another confrere of the community, seals the private room of the confrere as well as all his personal belongings. The local superior requests the provincial/vice-provincial/regional superior/delegation superior to open the will of the confrere in order to verify whether any significant matters are mentioned in the will by the deceased confrere.
- iv. It is the custom and the tradition of the Congregation not to release the body of the deceased confrere to the relatives of the confrere concerned for burial unless the confrere died while at home with his relatives. Even in the latter case it is advisable that the Congregation takes charge of the body of the deceased confreres for the last rites.

The provincial/vice-provincial/regional superior/delegation superior asks the local superior of the deceased confrere to make an inventory of the personal belongings of the confrere on a convenient day after the burial in the presence of the another confreres of the community. On receipt of the inventory the provincial/vice-provincial/regional superior/delegation superior gives the necessary guidelines to the local superior how to dispose off the personal belongings of the deceased confrere.

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## CONGREGATION OF THE MISSIONARIES OF SAINT FRANCIS DE SALES

Casa Generalizia  
MISSIONARI DI S. FRANCESCO DI SALES,  
Via delle Testuggini 21,  
00143 Roma, Italia.

Tel: (06) 99 70 91 47

Fax: (06) 99 70 69 57

[superiorgeneralmsfs@gmail.com](mailto:superiorgeneralmsfs@gmail.com)

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18<sup>th</sup> December 2012

### **FROM THE SUPERIOR GENERAL TO ALL THE MEMBERS OF THE CONGREGATION**

Dear Confreres,

Greetings of Christ's Peace to you !

I am writing this letter to you with regard to electronic mails sent to members of General and Provincial administrations and to our congregational common institutions/undertakings

## **WHY OFFICIAL EMAIL IDS**

In this fast changing world with new technologies of communication in place, postal letters and documents are becoming less and less and electronic emails are more common . To ensure that all what is communicated to the confreres in their official capacity in their various roles in the Congregation is not lost , it was proposed to the Provincial and the General administrations to have official email ids which would be different from their personal email ids. The Provincials have accepted the proposal as useful and beneficial .

## **WHEN OFFICIAL EMAIL IDS ARE TO BE USED AND IMPLICATIONS**

All will use only the official email id for purposes connected with the responsibility; and all documents, emails received in this official email id will be passed to the successors , who by changing the password will continue the use of the same official email id.

## **WHEN DOES THIS SYSTEM OF OFFICIAL EMAILS COMES INTO OPERATION ?**

This system comes into operation from **1<sup>st</sup> January 2013.**

## **WHAT TO DO WHEN OFFICIAL EMAILS ARE NOT FUNCTIONING ?**

1) Use personal email id of the person and enquire, and the concerned will give you direction.

2) In case of breakdown of the official email id and its non-functioning, the one responsible will contact the Provincial/provincial office and get a new standardised email id , register it and get the provincial's office to inform through a communiqué sent to all the Provincials /General Administrations. Those in General administration will report to the Superior General/generalate office and do the same

## **LIST OF OFFICIAL EMAIL IDS AND PERSONAL EMAIL IDS**

1) I am forwarding to you as scanned document of the official email ids and personal email ids of all those who have already registered the same.

2) Where official email ids are not given, kindly use their personal email ids temporarily till you are notified about the official email ids by the concerned provincial of the one in charge or the head of the institution/undertaking.

3) For non-official purposes , you may use their personal email ids, which are also given.

4) **Be careful:** Similarities of official email ids are not the same for all the Provinces/Regions/Missions/Institutes/Undertakings. There are slight variations, that came at the time of registration. Also the internet domains are not the same for

all. Be careful in using them. For example : The Provincial of Franco-Swiss Province wants you to note the word *francesuisse* in his official email id . Some Provincials for their secretaries have used the word *provincialsecretary* others *secretaryprovincial* in their ids. The Secretary of the Superior General uses *secretarymsfsroma* in his email id.

### **CO-ORDINATION OF OFFICIAL EMAIL IDS IN THE FUTURE**

In the future, the Co-ordination of official email ids , changes, etc will be done by the office of the Provincial/USA Region/Chile Mission/ Heads of Common congregation Institutes and Concerns / the generalate , for all those offices that come under their charge and information given to the entire Congregation .

With cordial greetings and wishing you the joy and blessings of Jesus at Christmas  
Yours sincerely



Fr Agnelo Agostinho Fernandes, MSFS  
Superior General

**Attached : Registered Official email ids and Personal Email ids ( total pages 8)**