

**DIRECTORY**  
of the  
**PROVINCIAL DIRECTORS**  
of the  
**DAUGHTERS OF CHARITY**

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### Abbreviations

CCM	<i>Constitutions of the Congregation of the Mission</i>
CDC	<i>Constitutions of the Company of the Daughters of Charity</i>
SCM	<i>Statutes of the Congregation of the Mission</i>
SDC	<i>Statutes of the Company of the Daughters of Charity</i>

**CONGREGAZIONE DELLA MISSIONE**

**Via dei Capasso, 30  
00164 ROMA - ITALIA**

**Rome, Easter 2005**

**Dear Confreres,**

*“May the Holy Spirit ever guide our lives”*

It gives me great pleasure to present to you this Directory. It is the fruit of much consultation, many hours of work, reflection and prayer. I would like to express my gratitude to all those who have contributed to its development: to all the Provincial Councils of the Daughters of Charity and their respective Directors, the General Secretariat, the Translation Center and the General Council of the Daughters of Charity. I am also very grateful to the members of the Commission who had the responsibility of editing this Directory: Sister Julma Neo and Sister Blanca Libia Tamayo (General Councillors) and Fathers Joseph Daly, Fernando Quintano, Alberto Vernaschi and Javier Alvarez. The General Council of the Congregation of the Mission studied this Directory on two occasions, article by article, and after having made some modifications, I now present it to you as an officially approved document to guide Provincial Directors in the office that has been confided to them.

In developing this document, we did not start from zero. We took into careful account the suggestions made by the Directors in the Formation Encounter in Paris in July 2001, and above all, the guidelines promulgated by our former Superiors General, particularly the Directory approved by Father Richard McCullen in 1985. Many of these guidelines are reflected in the present Directory, of course, with a slightly different framework based on the revised Constitutions and Statutes of the Daughters of Charity in 2004.

I am sure that this Directory will be a useful instrument for the Provincial Directors in the delicate and important role that God has confided to them. Putting it into practice will guarantee the quality service that the Company expects from them. It is very important then, that the Directory be understood and assimilated by all in order for it to bear fruit. As is evident in the content of the Directory, the office of Director has experienced an obvious evolution in recent decades: it has moved from a mission of governance to one that is clearly pastoral. The meaning and importance of the role of Director resides in this latter sense: he is a spiritual animator, collaborator in formation, guide for the Sisters and the activities of the Province. All of this is carried out in close collaboration with the Visitatrix and her Council.

It is also my hope that the Sisters will become familiar with this document in order for all to have a correct understanding of the role of the Provincial Director. Certainly, this Directory has no other goal than fidelity to the deeply held intent of Saint Vincent and Saint Louise, adapted to current times and sensibilities. They saw how important it was for the Priests of the Mission to help the Company to fulfill its mission of service to those who are poor. Today as well, the Sisters continue to value and appreciate this service.

Provincial Directors can be assured that in serving the Sisters, they are serving those who are poor. I ask the Holy Spirit to accompany them and assist them in this ministry. Your brother in Saint Vincent,

G. Gregory Gay, C.M.  
*Superior General*

## HISTORICAL INTRODUCTION

The office of the Provincial Director goes back to the origins of the Company. In fact, it was Saint Louise who always desired it and who did everything possible so that the Company be under the authority of Saint Vincent and his successors, the Superiors General of the Congregation of the Mission, and moreover, that the Sisters would receive spiritual help from the Vincentian Missioners. The Foundress thought that this was the most effective means of maintaining the spirit which God had given the Company as well as preserving its identity. She expressed this desire very clearly in her writings, for example, in 1646 she wrote the following words to Saint Vincent: *"In the name of God, Monsieur, do not let anything happen that would, even in the slightest, draw the Company away from that direction God has given it, because you can be sure that immediately it would no longer be what it is, and the sick poor would no longer be assisted. And thus, I believe that God's Will would no longer be done among us"* (COSTE, III, p. 132).

The office of Director was created by Saint Vincent himself (cf. COSTE, IX, p. 57, 395) The Founder's numerous occupations prevented him from giving his attention to the Sisters as he would have wished and as they required. He therefore appointed some of the Missioners to assist him in this ministry. We can consider Father Antoine Portail the first Director General of the Company, and Father Guillaume Desdames the first Provincial Director of the Sisters who were sent to Poland.

For a considerable time, it was the Visitors of the Congregation of the Mission who were charged with the direction of the Sisters in a particular Province or Region. With the passage of time, the office of Director was established. It can be noted that until 1954, the functions of the Director depended on the decision of the Superior General. The Director was his representative in a Province and

the faculties delegated to him by the Superior General varied. It was Father William Slattery who tried to define more clearly the judicial role of the Provincial Director by the publication in 1965 of the *“Rules for the Provincial Director of the Daughters of Charity.”* These years were thus the most significant times in the evolution of the profile of the Provincial Director.

In 1968, General Assemblies began to be held every six years in the Company of the Daughters of Charity. The General Assembly has supreme authority in the Company to *“establish Statutes and Decrees”* and present the Constitutions to the Holy See (cf. CFC 87d, C. 96b). It was in this way that the Constitutions and Statutes of 1983 were approved. The *Directory for the Provincial Directors of the Daughters of Charity*, approved by Father Richard McCullen in 1985, was developed from these Constitutions and Statutes.

In the 1985 Directory, the influence of the social and ecclesial changes which promoted the legitimate autonomy of Communities of women can already be seen. Despite these changes, the Company of the Daughters of Charity, in fidelity to the wishes of Saint Louise, recognizes and accepts as its Superior General, the Superior General of the Congregation of the Mission. It includes the Provincial Director as one of the Superiors to whom the Daughters of Charity owe obedience; he makes the Canonical Visitation of the houses and is considered a Major Superior.

This way of understanding the task of the Provincial Director is not in harmony with the new sensitivities of the Sisters nor those of the Directors themselves. The Sisters as well as the Directors envision the service of the Director in terms of animation, accompaniment and collaboration rather than authority and government. This new mentality came forth very clearly at the International Encounter of Directors in 2001.

The 2003 General Assembly was particularly sensitive to the theme of inculturation and the role of women in today’s society. At the same time, however, it confirmed the link between the Company and the Superior General of the

Congregation of the Mission, while transferring a significant number of his responsibilities in the realm of government to the Superioress General.

At Provincial level, the Visitatrix, a Major Superior assisted by a Council, is the one to whom the Constitutions and Statutes have entrusted the major functions of government in the Province. In the revised Constitutions and Statutes, the Director is no longer categorized as a Major Superior, nor is he assigned any function of government. His pastoral service is predominantly one of animation and accompaniment, collaborating with the Visitatrix and her Council to promote the Vincentian spirit within a Province. The 2003 General Assembly considered that, in this way, it was remaining faithful to the original intention of the Founders as well as the rightful autonomy in the government of the Company which is called for by inculturation and by the new sensitivities of Sisters and Directors alike.

The present *Directory for Provincial Directors* seeks to be faithful to the spirit of the 2003 General Assembly and has thus been based on the revised Constitutions and Statutes.

**CONSTITUTIONS OF THE DAUGHTERS OF CHARITY,  
C. 75**

- **“The Provincial Director is a priest of the Congregation of the Mission, who provides for a Province of the Daughters of Charity a service of Vincentian animation and accompaniment...**
- **... in collaboration with the Visitatrix and her Council.**
- **He is appointed by the Superior General and represents him in the exercise of the functions that the proper law of the Company recognizes, in particular:**
  - **to promote in the Province, together with the Visitatrix and her Council, the Vincentian spirit,**
  - **to be attentive to the formation of the Sisters, most especially of the Sister Servants,**
  - **to participate in the Provincial Council and the Provincial Assembly,**
  - **to visit the local communities,**
  - **to be available to the Sisters, who have full liberty to speak with him,**
  - **to grant poverty permissions related to personal goods of the Sisters.”**

## **STATUTE OF THE DAUGHTERS OF CHARITY,**

### **56**

- a)** The Superior General appoints the Provincial Director for six years, after consulting the Visitatrix and her Council and, if he judges necessary, the Sisters of the Province. The Provincial Director may be reappointed, but his term of office may not exceed twelve years, other than in exceptional circumstances.
- b)** If the needs of the Province require it, the Superior General may, in agreement with the Provincial Director, the Visitatrix, and her Council, appoint a Sub-Director.
- c)** During Council meetings, the Director gives his opinion. This opinion is required for
  - acceptance of a candidate to Postulancy,
  - admission of a postulant to the Seminary,
  - sending on mission of a Seminary Sister,
  - acceptance of a Sister for vows for the first time,
  - delay for the renewal of vows, whether requested,
  - authorization for a Sister to live outside a house of the Company,
  - dismissal or readmission of a Sister,
  - use of goods of the Province in important matters.
- d)** The visitations of the Director to the local communities focus specifically on the spiritual and Vincentian aspects of the Sisters' lives. After the visit, he makes a report to the Visitatrix and her Council, while safeguarding confidentiality. These visitations are made at least every five years.
- e)** He encourages the Sisters' participation in the pastoral mission of the Church, according to their proper identity.

- f) The Director and the Formation Commission give special attention to Church documents and their appropriate application.

## CHAPTER I

### The Provincial Director is:

**“... a priest of the Congregation of the Mission who provides for a Province of the Daughters of Charity a service of Vincentian animation and accompaniment...”** (CDC 75a).

1. The Congregation of the Mission includes assistance to the Daughters of Charity among its ministries (cf. CCM 17). The Provincial Director embodies and exercises this ministry in a Province in a special way.
2. This ministry is carried out in collaboration with the Visitatrix and her Council, to promote and encourage fidelity to the spirit and aim of the Company in the Province, and in the accompaniment of the Sisters in order to help them carry out, as Daughters of Charity, the mission of the Company within the Church.
3. The Director is entrusted with a very important ministry, even if he is not a Superior in the Company and his service does not include a governmental function. The Constitutions and Statutes specify and enumerate his functions clearly (cf. CDC 75, SDC 56). His collaboration with the government of the Province is likewise important in the process of discernment and in the support of decisions that are made.
4. To carry out this service appropriately, he should:
  - Have a sound knowledge of the identity and spirituality of the Company. (Constitutions and Statutes, biographies and writings of the Founders, Instruction on the

Vows, Directives for different offices, circulars of Superiors General, *Echoes of the Company*, etc.).

- Be able to work in a team, in order to work with different commissions that are active in the Province, in addition to collaborating with the Visitatrix and her Council.
  - Have the capability for listening and discernment.
5. To help him in his preparation for this task, the Superior General, in conjunction with the Superioress General, will promote the organization of a formation meeting every two years for Directors who are beginning this service for the first time. This does not preclude the organization, every ten years, of another meeting for all the Provincial Directors who are in office at that particular time. Continental, regional or interprovincial meetings are also recommended, at the judgment of the Directors themselves.
6. Assistance to the Daughters of Charity, and collaboration with them, provided by the Congregation of the Mission, is not expressed solely through the office of the Provincial Director. The Constitutions and Statutes of the Company mention that the Daughters of Charity address themselves preferably to the Priests of the Mission for accompaniment and spiritual direction (cf. CDC 20b; SDC 35). The Constitutions of the Congregation of the Mission state: *“Since the Congregation of the Mission and the Daughters of Charity share the same heritage, members should willingly give them assistance when asked, especially in the matter of retreats and spiritual direction. They should also show a brotherly spirit of cooperation in those works which have been undertaken together”* (CCM 17). Given the importance and the sensitivity of accompaniment and spiritual direction, the Priests of the Mission who exercise this service will seek to acquire the formation needed. The Congregation for its part may offer certain means to attain this.

## CHAPTER II

### The Provincial Director:

Carries out his service **“in collaboration with the Visitatrix and her Council...”** (CFC 75a).

7. The relationship between the Director and the Visitatrix should reflect the attitudes of mutual respect, trust and simplicity.
  - Mutual respect and trust are given concrete expression in a willingness to dialogue openly and on a regular basis, in a spirit of understanding in the work they carry out together, with mutual discretion concerning information which one or the other may have received in confidence, and without any sign of public disagreement or opposition relating to each other’s opinions.
  - In a spirit of simplicity, they adopt an attitude conducive to openness, frankness, a sense of freedom and a way of acting that is clear and apparent to both of them.
  - The Director should not seem to be so close to the Visitatrix as to have the Province identify one with the other, nor so distant as to jeopardize unity and collaboration. A certain complementarity is appropriate regarding criteria for actions and concerns, but without undermining the freedom that should characterize the relationship between the Director and Visitatrix.
  - In order to carry out their respective responsibilities without conflict, the Visitatrix and the Director should exercise them as harmoniously as possible.

8. The Director will maintain good relationships with the Councillors:
  - At Council by contributing to its spiritual vitality and by fostering a simple, cordial and friendly atmosphere.
  - Outside of Council, by collaborating with them whenever requested.

## CHAPTER III

### The Provincial Director:

**“... is appointed by the Superior General and represents him in the exercise of the functions that the proper law of the Company recognizes...”**  
(CFC 75b).

9. The Provincial Director is appointed by the Superior General for six years. He may be re-appointed for a new term but his term of office may not exceed twelve years, other than in exceptional circumstances (cf. SDC 56a).
10. The Superior General appoints the Provincial Director with the consent of his Council, after consultation with the Visitatrix and her Council (cf. SDC 56a), the Visitor concerned (cf. SCM 51 & 12) and the outgoing Director. If he judges it appropriate, he may also consult the Sisters of the Province (cf. SDC 56a). The aim of this consultation is to provide the Superior General with elements which may help him in his discernment. The first consultation for the appointment of a Provincial Director may be limited to the Visitatrix and her Council, since the Sisters of a Province generally know few Confreres. With regard to a second appointment, the Superior General can consult all the Sisters of the Province because, in this case, they have sufficient information to be able to give an opinion.
11. If the needs of the Province require it, the Superior General may appoint a sub-Director, after consultation with the Provincial Director, the Visitatrix and her Council, the Visitor and his Council (cf. SDC 56b). The

responsibilities of the sub-Director are defined in the letter of appointment from the Superior General.

- 12.** Although the Provincial Director does not have powers of government, he exercises the functions recognized by the proper law of the Company; in which he represents the Superior General in the Province (cf. CDC 75b). These functions, specified in the Constitutions and Statutes of the Company, issue from the function of the Superior General in the Company: to stimulate the vitality of the Vincentian spirit (cf. CDC 2), to help the Sisters to remain faithful to their identity and to fulfill their mission in the Church (cf. CDC 64b). These functions can be summarized as: animation, formation and accompaniment.
- 13.** The Provincial Director, by virtue of his ministry, maintains a direct relationship with the Superior General. This relationship is expressed specifically by:

  - spiritual union through prayer,
  - the biennial report (cf. Appendix 3),
  - occasional correspondence,
  - personal dialogue, when possible,
  - reference to the Superior General in important matters,
  - participation in meetings.
- 14.** The Director General has the role of coordinating and guiding the mission of the Provincial Directors (cf. SDC 45). The latter maintain a special relationship with him, which is expressed primarily through:

  - spiritual union through prayer,
  - sending a copy of the report sent to the Superior General,
  - correspondence concerning the affairs of the Province related to his role,
  - personal dialogue,
  - attention to his communications and instructions,

- participation in meetings with the Directors of different Provinces or countries, and in all activities organized by the Director General.
- 15.** The Provincial Director will also maintain a relationship marked by esteem and collaboration with the Superioress General of the Daughters of Charity and her Council, especially with the General Councillor who has responsibility for the Province. He will be attentive to her guidance, and will give his opinion in various circumstances, especially at the time of a consultation for the designation of the Visitatrix and the Provincial Councillors.

## CHAPTER IV

### The Provincial Director:

**“Promotes, with the Visitatrice and her Council, the Vincentian spirit in the Province...” (CFC 75b).**

- 16.** The offices of Visitatrix and Provincial Director are clearly described in the Constitutions and Statutes:
- The Visitatrix *“has the immediate government of the Province, which she directs in accordance with the prescriptions of universal and proper law”* (CDC 73d). At the same time, she *“receives from the Company the mission to promote the spiritual and apostolic vitality of the Province”* (CDC 73a). These two aspects are complementary.
  - For his part, the Director has the mission of collaboration with the Visitatrix and her Council in the animation, accompaniment and formation of the Sisters of the Province (cf. CDC 75a, b).
- 17.** Collaboration between the two in the promotion of the spiritual life as well as the Vincentian spirit involves a certain convergence of their tasks: the Visitatrix has the ultimate responsibility for the government of the Province and for the promotion of the Vincentian spirit; the Director collaborates by his support and by participating, as far as possible, in all that might foster this responsibility.
- 18.** The Director has a variety of means to promote the Vincentian spirit in the Province:
- collaboration in the organization of and participation in various formation meetings and celebrations;

- 
- visits to local communities;
  - proposals of themes for reflection;
  - personal accompaniment of Sisters;
  - personal correspondence, etc.
- 19.** The Director will strive to be present at the annual retreats, at least for part of the retreat, and to be available to the Sisters who wish to speak to him.

## CHAPTER V

### The Provincial Director:

**“... is attentive to the formation of the Sisters, most especially of the Sister Servants...” (CFC 75 b).**

20. One of the principal functions of the Director is to collaborate with the Visitatrix and the Council in the formation of the Sisters, both initial and ongoing formation. In exercising this function, he pays particular attention to the Sister Servants whose mission it is to animate the local communities.
21. It is strongly recommended that the Director be a member of the Formation Commission (cf. *Guide for Initial Formation*, p. 48, 5) and that he work with those responsible for the various stages of formation.
22. This collaboration is expressed by participation in the formulation and application of a plan of formation for the Province that has clear, specific objectives which correspond to the:
  - identity and mission of the Company in the Church,
  - general and particular lines of action proposed by the Constitutions and Statutes (cf. CDC 52),
  - needs of persons and the principal challenges of our time and culture,
  - objectives for each stage, so that there is coordination and progression between them.
23. Where possible, he will support other special Commissions so that their respective programs and applications

will contribute to the formation of the Province and its spiritual and apostolic vitality.

24. *“The Director and the Formation Commission give special attention to Church documents and their appropriate application”* (SDC 56f).
25. In collaboration with the Visitatrix and the formation personnel, he gives particular attention to Sisters who are preparing to make vows for the first time. With regards to the Sisters who are at the stage of “initial formation on mission,” he has particular care for their formation and spiritual accompaniment. He will also take interest in the Sisters in the Seminary, and as much as possible, collaborate in their formation.
26. In dialogue, the Director, the Visitatrix and her Council plan the annual Retreats and designate the persons who will direct them. In like manner, they choose the persons who collaborate in formation.
27. Since the formation of the Sister Servants is of utmost importance for the life of a Province, the Director collaborates with the Visitatrix and her Council in drawing up a concrete Formation plan for them, especially for those who are taking up this office for the first time.
28. The Director pays particular attention to the elderly and sick Sisters (cf. CDC 34b), and to those who may be going through a difficult time, trying to help them to find the meaning of their vocation in these circumstances of their lives.

## CHAPTER VI

### The Provincial Director:

**“participates in the Provincial Council and the Provincial Assembly...”** (CFC 75b; 79b; 86b).

#### 29. At the Provincial Council

- a) The Visitatrix or the Provincial Assistant presides at Council meetings (cf. CDC 79b, d). The Director participates (cf. CDC 79b; 75b) through an active presence and intervenes when he has something to contribute or when he is asked for his opinion.
- b) The Director must give his opinion explicitly in the following cases included in Statute 56c of the Daughters of Charity:
  - acceptance of a candidate to Postulancy,
  - admission of a postulant to the Seminary,
  - sending on mission of a Seminary Sister,
  - acceptance of a Sister for vows for the first time,
  - delay for the renewal of vows, whether requested or imposed, and authorization to renew them after a delay,
  - authorization for a Sister to live outside a house of the Company,
  - dismissal or readmission of a Sister,
  - use of goods of the Province in important matters.
- c) He has the obligation of participating in Council meetings, in order to remain connected with the life and development of the Province and to collaborate in matters being treated at Council. His participation is also an expression of co-responsibility. When he is

prevented from being present, the Visitatrix informs him promptly of the most important matters discussed.

- d)** Since he is not a member of the Council, he does not vote nor sign the minutes (cf. SDC 60).

**30.** At the Provincial Assembly

- a)** The Visitatrix convokes and presides over the Assembly (cf. CDC 73h). The Provincial Director actively participates without influencing the decisions of the Assembly (cf. CDC 75b; CDC 86b).
- b)** It is recommended that, in addition to the daily celebration of the Eucharist, he should intervene during the Opening and at the Closing of the Assembly, and at any time he is invited to give his opinion during the Assembly.
- c)** The Provincial Director does not have the right to vote at the Assembly. The Directory of the Provincial Assembly should indicate if his signature is required for the minutes of the Assembly.

## CHAPTER VII

### The Provincial Director:

**“... visits the local communities...” (CDC 75b).**

- 31.** *“The visitations of the Director to the local communities focus specifically on the spiritual and Vincentian aspects of the Sisters’ lives. After the visit, he makes a report to the Visitatrix and her Council, while safeguarding confidentiality. These visitations are made at least every five years” (SDC 56d).* Canon Law requires Superiors to carry out the canonical visitation. As the Provincial Director is not a Superior in the Company, the visit that he pays to the communities is not a canonical visitation but the one required by the Proper Law of the Company. (It can be called “the Director’s pastoral visit.”)
- 32.** It is a privileged time of reflection and prayer to encourage personal and community renewal.
- 33.** The purpose of the visit is to:
- know the Sisters better in order to encourage them in their spiritual, community and apostolic life, from a Vincentian perspective.
  - support, from a spiritual perspective, the vitality of prayer life and its balance with service and community life.
  - promote, from a Vincentian perspective, the Sisters an attitude of servant and animate them to joyfully live their service of those who are poor.
- 34.** Preparation:
- Visitations planned during the year are prepared for in dialogue with the Visitatrix and her Council. In

agreement with the Sister Servant and the local community, the Director fixes the most suitable date for the visit to their houses.

- To help the Sister Servant to prepare for the visitation, an outline describing the purpose, format and closure of the visit can be sent in advance.

**35.** Format of the visitation:

- Opening of the visitation during the Eucharist or other celebration.
- Opportunity for a personal dialogue with each Sister.
- Meeting with the whole community. This meeting could address a topic taken from the local community plan, the Provincial Plan or another topic considered appropriate.
- Visit to the areas where the Sisters serve, if considered appropriate.

**36.** Closure: The Director encourages the community in its common life, its prayer and its service. He may leave some written recommendations with the Sisters.

**37.** After the visitation, he gives a report about the visit at a Provincial Council meeting (cf. SDC 56d).

**38.** According to the Director's possibilities, it is appropriate for him to make other "informal" visits to local communities as an expression of his proximity and solidarity with the Sisters.

## CHAPTER VIII

### The Provincial Director:

**“... is available to the Sisters, who have full liberty to speak with him...” (CFC 75b).**

- 39.** The Sisters’ communication with the Provincial Director is a very important aspect of his service to the Province. For this reason, the Director informs the Sisters of the most suitable and convenient meeting times.
- 40.** Although the role of the Provincial Director is different from that of a spiritual director, the Director can nonetheless help the Sisters during this communication time to look at their situations from the perspective of faith and their Vincentian vocation. He can also help them to discern and take responsibility for their personal decisions.
- 41.** In communications between the Sisters and the Director:
- a)** It is necessary to safeguard, in all circumstances, the Sisters’ freedom to communicate with the Director.
  - b)** The Director maintains utmost discretion and prudence in everything that refers to the Sisters’ communication with him.
- 42.** The Provincial Director’s relationships with the Sisters are marked by the following characteristics:
- a)** A brotherly relationship, built on openness, welcoming and listening.
  - b)** Respect and detachment, seeking only the Sisters’ good.

- c)** Impartiality, without showing any preference for certain Sisters or groups, based on age, ethnicity, culture, form of service, etc.
- d)** A positive outlook which inspires self-confidence in the Sisters.
- e)** Collaboration and accompaniment to assist them in responding to the requirements of their vocation.
- f)** A spirit of mutuality, showing not only his readiness to offer help, but also his willingness to be enriched by the Sisters.

## CHAPTER IX

### The Provincial Director:

**“... grants poverty permissions related to the personal goods of the Sisters” (CFC 75b).**

43. One of the tasks that the Constitutions entrust to the Provincial Director is *“to grant poverty permissions related to the personal goods of the Sisters.”* This practice was reconfirmed in the 2003 General Assembly. This is based on the fact that everything that relates to the vows is within the competency of the Superior General, whom the Director represents (CDC 64c). To interpret this aspect well, the Director will have to have understanding of this subject according to the Constitutions and Statutes of the Company and the explanation contained in the *Instruction on the Vows*.
44. The Director will help the Sisters to cultivate a Vincentian spirit of poverty and to live their total gift of themselves to God for the service of poor persons concretely through their use of personal goods.
45. He will guide the Sisters who have personal goods to ask the necessary permissions in order that their possessions of personal goods not cause any differences in life-style (cf. CDC 30e).
46. Asking poverty permissions is a characteristic and requirement of the vow of poverty (cf. CDC 30a). It also offers a Sister the opportunity of reflecting with the Director on the use of any income accruing from her personal goods exclusively for “good works”. (See the

Glossary of the Constitutions for definition of “good works”, p. 198.)

- 47.** The Director and the Visitatrix together are to specify the cases where the permission of the Sister Servant is sufficient (CDC 30d).
- 48.** It is recommended that the Director inform the Visitatrix and the Sister Servant when he gives significant poverty permissions to a Sister.

## APPENDICES

### Appendix 1

#### **49. Role of the Provincial Director of the Daughters of Charity**

- a) It is within the competence of the Superior General to appoint missionaries for the office of Provincial Director. Consequently, by virtue of his office, the Director enjoys the necessary autonomy to carry out his mission, and in this service, he depends on the Superior General and the Director General. In everything else, he is a member of his local or Provincial community like every other missionary.
- b) The service of the Provincial Director is generally a full-time service. In some Provinces, however, it is part-time service, in which the Director carries out this service in parallel with other part-time ministries. In such a case, his additional ministries must be compatible with his office as Director, to which he gives priority. The practical implementation of this will be agreed upon in writing with the Visitatrix, the Visitor, the Director himself and, if need be, the Superior General.

### Appendix 2

#### **50. Economic Considerations**

- a) The Director receives a monthly compensation from the Province in which he works. Social security expenses are generally covered by the Province of the Daughters of Charity. In any case, it is advised that the Visitor and Visitatrix come to an agreement about these two points, taking into consideration the situation of the Provinces, his time commitment to the

office (full-time or part-time), local ways and customs and various circumstances. It is appropriate that this be in writing and be revised as necessary.

- b) Expenses related to his office are assumed completely by the Daughters of Charity. However, expenses related to the formation of the Director are generally assumed by the Congregation of the Mission, as in the case of other ministries.

### Appendix 3

#### 51. Suggestions for the Biennial Report to the Superior General

The report can be developed from the knowledge that the Director has of the Province through his visits to local Communities, the Council sessions in which he has taken part, his dialogue with the Sister Servants and his individual meetings with the Sisters during the annual Retreat etc. This report can include the following sections:

- a) Province statistics: number of Sisters, number of houses, areas of service of those who are poor, average age, number of retired Sisters, young Sisters, departures, deaths, Seminary Sisters and Postulants. The Director can obtain this information from the Provincial Secretary.
- b) Spiritual life: his overall impression of: specific virtues, vows, Sacraments, prayer, etc. How do you, as Director, collaborate in the animation of spiritual life?
- c) Service of persons who are poor: quality, faith vision, evangelization, collaboration in parish ministry, revision of works.
- d) Community life: overall impression of common mission, local community plan.
- e) Formation: initial stages, ongoing formation, Vincentian and professional formation, formation of Sister Servants, overall Provincial Formation Plan, special commissions. How do you collaborate in formation?

- f) Government: animation of the Province, Director's relationship with the Visitatrix and Councillors, Provincial Plan, Provincial Council plan.
- g) Vocation ministry: general awareness of the Sisters and the local Communities, vocation team. How do you, as Director, collaborate in animating vocation ministry?

Are you at ease in your role as Director?

*(It is recommended that the report, not exceeding 4 pages, be sent to the Superior General during the first quarter of the year, with a copy sent to the Director General.)*

## **Appendix 4**

### **52. Suggestions for the Installation of a New Provincial Director**

- The installation can be made in the context of the celebration of a Eucharistic Liturgy or Liturgy of the Word.
- Those generally present: the outgoing and the new Directors, the Visitatrix and her Council, the Visitor, the Sisters of the Province who are able to be there, especially the Sister Servants.
- The reading of the patent may occur during or outside of the celebration.
- The outgoing Director reads the patent. If that is not possible, it is read by the Visitor or his representative.
- The new Director addresses some words to those present.