

**THE SPECIAL STATUTES  
FOR THE CANONICAL VISITATION  
AND PRESIDENCY  
OF THE PROVINCIAL CHAPTER**

Rome – 2022

**ABBREVIATIONS**

Adm	Admonitions
CIC	Code of Canon Law
GGCC	General Constitutions
GGSS	General Statutes
LtClr	Letter to all Clerics
LtCus	Letter to the Custodes
LtOrd	Letter to the entire Order
Rnb	First Rule of St Francis (Unapproved)
Rb	Second Rule of St Francis (Approved)
RCl	Rule of St Clare

**Br. MASSIMO FUSARELLI OFM**

MINISTER GENERAL OF THE ENTIRE ORDER OF FRIARS MINOR  
AND HUMBLE SERVANT IN THE LORD

**DECREE**

The Minister General, with the consent of his Definitory, on the 29<sup>th</sup> of November, 2021, promulgated the General Statutes of our Order, already approved during the General Chapter celebrated in Rome from the 3<sup>rd</sup> to the 18<sup>th</sup> of July, 2021. Following this, the General Definitory revised the Special Statutes for the Canonical Visitation and the Presidency of the Provincial Chapter in order to comply with the new legislation.

Therefore, with the consensus of the General Definitory, obtained in the session of the *Tempo Forte* of the 7<sup>th</sup> of November 2022, and through the authority that is ours in virtue of our office, by this present Decree

*we promulgate and declare promulgated the*

SPECIAL STATUTES FOR THE CANONICAL VISITATION  
AND PRESIDENCY OF THE PROVINCIAL CHAPTER.

In addition, we declare and command that all that is contained in these Statutes be observed and have the force of law during the Visitation to be carried out by the Ministers Provincial and during the Chapter presided over by them from the 29<sup>th</sup> of November 2022.

*From the General Curia of the Order  
Rome, November 8, 2022*

Br. Massimo FUSARELLI  
*Minister General*

Br. Antonio M. IACONA  
*Secretary General*

Prot. N. 111712

**FR. MASSIMO FUSARELLI, OFM**

*Minister generalis totius Ordinis Fratrum Minorum et humilis in Domino servus*

**D E C R E E**

To all the Friars Minor of the Order:

*May the Lord give you peace!*

With the consent of the General Definitory, on 29 November 2021, I promulgated the General Statutes of our Order, already approved at the General Chapter held in Rome from 3 to 18 July 2021. Following this, after the recent revision in force since 29 November 2022, the General Definitory revised the particular Statutes of the Canonical Visitation and the Presidency of the Provincial Chapter and amended Art. 43 §3 as follows:

*§3 The following should be observed for the publication of candidates:*

*1. The names of the candidates approved by the General Definitory, according to the number indicated in the Particular Statutes, shall be communicated to the President of the Chapter by the General Secretariat in alphabetical order.*

*2. The President of the Chapter shall notify the Province in writing of the approved candidates in alphabetical order and without indicating the votes received.*

Therefore, with the consent of the General Definitory obtained at the session of the Tempo Forte on 17 December 2022, and with the authority vested in me by office, by virtue of this Decree

***I promulgate and declare promulgated the***

**SPECIAL STATUTES OF THE CANONICAL VISITATION  
AND THE PRESIDENCY OF THE PROVINCIAL CHAPTER**

Furthermore, I notify and command that all that is contained in these Statutes be observed and have the force of law, including in the Visitation to be made by the Minister Provincial and Custodes and in the Chapter presided over by them, as from 22 February 2023.

Notwithstanding anything to the contrary.

From the General Curia of the Order

Rome, 2 February 2023

*Feast of the Presentation of the Lord in the Temple*

Br Massimo FUSARELLI

*Minister General*

Br Antonio M. IACONA

*Secretary General*

Prot. 111893 – SG 2023/20

## PART I

### CANONICAL VISITATION

#### TITLE I

#### *The Canonical Visitation in general*

##### **Art. 1**

The Canonical Visitation is a careful examination of the government and life of Provinces, Entities and Houses of the Order, as well as of the life and mission of the Friars assigned to them, carried out by the Ministers in a fraternal manner, either personally or through others, in accordance with the norms of common and proper law (cf. *CIC* 628 §1; *Rb* 4,2; *GGCC* 213).

##### **Art. 2**

§1 The Visitation is ordinary or extraordinary according as it is carried out at a fixed time or not.

§2 The Visitation is said to be general or provincial according as it is called by the Minister General or by the Minister Provincial. Either form can be total, when it addresses the situation of all the Friars and Houses of each entity of the Order; or partial, when it regards one or more Friars, some situations or a particular matter.

##### **Art. 3**

§1 The main purpose of the Visitation is:

1. to greet each Friar with so much kindness and familiarity that he can speak and deal with the Visitor as employers with their servants (cf. *Rb* 10,5);
2. to comfort, admonish and, if necessary, to correct the Friars humbly and charitably (cf. *Rb* 10,1; *CCGG* 213; 221 §1);
3. to get to know and to examine the circumstances and initiatives of the Friars, Houses and Provinces;
4. to assess and stimulate the activities of the Houses and Provinces;
5. to promote initial and ongoing formation on the scientific, ministerial and professional levels;

6. to foster an awareness in the Friars of belonging to and being in solidarity with the universal fraternity, that is, to be participants in the life and activity of the entire Order;
7. to investigate the state of personnel and finances;
8. to verify if a Province or Autonomous Custody has the requirements necessary for carrying out, in an efficient way, the life and mission of the Order in accordance with art. 120 of the *GGSS*.
9. to bring it about, in short, that each one complies more fully with what is laid down in the documents and laws of the Church and Order, and also to urge one and all to progress from the good to the better (cf. *CCGG* 213).

§2 The Visitor, since the care of the souls of the Friars is entrusted to him during the time of the Visitation (cf. *Rnb* 4,6), has to foster in the Friars a life that is more intensely in conformity with the spirit of fraternity through salutary encouragement and admonitions by proposing or recommending what, according to place and time, would be to the benefit and testimony of the Province and the entire Order (cf. *CCGG* 213).

#### **Art. 4**

§1 The norms of these Statutes, in which express mention is made of Visitors elected by the Minister General, are valid solely for them and for the ordinary and extraordinary Visitation of the Provinces which will be conducted by them. The norms of these Statutes without express mention of the Visitors elected by the Minister General are also valid for other Visitors, both ordinary and delegated, and for the Visitation which will be conducted by them.

§2 What these Statutes prescribe regarding the method of conducting the Canonical Visitation is to be observed, “*congrua congruis referendo*”, in conducting the Visitation of the individual Houses and communities dependent on the Provinces, as well as of the Houses, colleges and institutes immediately dependent on the Minister General, on two or more Provinces in collaboration, or on the Conference of Ministers Provincial, without prejudice to other instructions given by the Minister General. With regard to the

Canonical Visitation of Monasteries of the Poor Clares, their Constitutions must always be kept in mind (c. 614).

**§3** Provinces, two or more Provinces in collaboration, or the Conferences of Ministers Provincial may also establish other norms in their own Statutes for the Canonical Visitation to be made by the Ministers, as long as they are not contrary to the norms of these Statutes.

**§4** What is said in these Statutes about Provinces is also to be considered valid for Autonomous Custodies and other entities of the Order, unless it is otherwise evident from the context.

#### **Art. 5**

The report on any Canonical Visitation, whether ordinary or extraordinary, or even partial, is to be forwarded to the Minister General within two months.

TITLE II  
*On the time of the Canonical Visitation*

**Art. 6**

- §1 The ordinary General Canonical Visitation of individual Provinces, as well as of other Entities of the Order dependent on Provinces, is to be carried out by the Minister General, either in person or through his delegates, at the time when the Minister Provincial is to be elected at Chapter (cf. *GGCC* 199), in accordance with the following.
- §2 The ordinary General Canonical Visitation of the Entities of the Order dependent on the Minister General are to be made every three years by the Minister General, either in person or through his delegates, before the appointment of the government of the Entity.
- §3 If the Provincial Definitory considers it advisable that a canonical visitation be carried out on the occasion of the Chapter in which the Minister Provincial is not to be elected, or at any other time, it should request one from the Minister General after it has arrived at a decision by secret vote (cf. *GGSS* 166 §2).
- §4 The Minister General has the right, with the consent of his Definitory, to decide, for a grave reason, on an extraordinary General Visitation of any Province or Entity of the Order.
- §5 The Minister General can prescribe and arrange a partial Visitation for any reasonable cause.

**Art. 7**

- §1 The Provincial Canonical Visitation is to be carried out by the Minister Provincial or his delegate at least once in the three-year period (cf. *GGSS* 184 §2). With regard to those Entities dependent on the Province, the Canonical Visitation is to be carried out whenever the Ministers Provincial deem it advisable, or at least once during the six-year period.



- §2** The Visitation of Houses directly dependent on the Minister General is to be carried out each three-year period by the Minister General or his delegate.
- §3** For Houses dependent on two or more Provinces in collaboration, or on a Conference of Ministers Provincial, the time and method of the visitation are to be laid down in their own Statutes (cf. *GGCC* 226 §3).

## TITLE III

### *The Visitators General and their qualities and powers*

#### **Art. 8**

- §1 The Visitor, since he represents the person of the Minister General and acts in his name, must be chosen with the utmost care.
- §2 The Ministers Provincial and the Visitators General, on the occasion of Visitation, are to draw up a list of names of Friars suitable for discharging this duty, redacted according to the module provided, for the General Definitory so that the General Definitory may be facilitated in choosing Visitators General.
- §3 No one is to be put forward as a candidate unless his suitability, discretion and moral integrity are fully known (cf. *RCI* 12,2). Given the importance of the task, the recommendation must be made with great care.

#### **Art. 9**

- §1 The list of candidates must include the following items of information: dates of birth; curricula vitae, particularly regarding their service to the Friars; their ability to listen and to discern; their knowledge of the direction being taken by the Order; their present commitments and those of recent years.
- §2 The details gathered about possible candidates are to be communicated to successive Visitators (General or Provincial) in order for them to complete, confirm or invalidate them.

#### **Art. 10**

- §1 The election of Visitators General for one entity or for a group of entities, to be elected singly or as a group, pertains to the Minister General and his Definitory, in accordance with the norms of the *GGSS* 134 §1.
- §2 The elected Visitor must inform the Minister General, in writing, of his acceptance of his appointment within fifteen days of receiving notice of his election.

§3 If it should appear advisable to the Minister General, the Visitators elected in the same year or in the same region may be called together at a time, place and order to be determined by the Minister General himself, so that, having agreed on and discussed everything with the Minister and his Definitory, they may be better prepared for the duty and service to be undertaken in harmony with the direction being taken by and in the context of the Order.

#### **Art. 11**

§1 It is the duty of the Visitor, with delegated authority, to visit to all the Houses and Friars of the Province to which he has been appointed.

§2 The Visitor has the right and authority to regulate, direct, carry out and even correct everything related to the scope of the Visitation, in accordance with the norm of common and proper law, in whatever way he should prudently judge to be necessary for the benefit of the Friars and the Province from the day on which he informed the Minister Provincial of his appointment, unless it is stated otherwise in the letters patent.

#### **Art. 12**

§1 The Visitor is not to interfere in the ordinary affairs of government of the Province or of its Houses, communities or activities and ministries, except in those matters granted to him by common or proper law or by the letters patent.

§2 During the entire course of the Visitation, the ordinary power of the Minister Provincial and of the Guardian remains unchanged, except whatever is required by the purpose of the Visitation.

§3 Once the Visitation has been announced by the Visitor the Friars cannot move, or be transferred to another House by their Ministers, without the approval of the Visitor.

### **Art. 13**

- §1 If it should seem advisable to him, the Visitorator may convoke and preside over an extraordinary meeting of the Provincial Definitory, without, however, voting in elections.
- §2 It pertains to the Visitorator, once he has initiated his task and is present, to confirm elections each time that the situation requires it.
- §3 The Visitorator, having heard the Provincial Definitory, may definitively resolve serious cases which could arise during the Visitation.

### **Art. 14**

- §1 The Visitorator, in carrying out his task, is to act with due thoughtfulness, not visiting places too quickly, showing simplicity in his dealings with people and in his use of things.
- §2 The Visitorator may take a secretary with him as his assistant.
- §3 During the time of his office, he is permitted to use the small seal of the Province.

### **Art. 15**

- §1 If it has not been expressly determined otherwise in the letters patent, the Visitorator must also conduct a Visitation of the monasteries of the nuns of the II and III Orders in the territory of the Province, in accordance with their law, if they are associated with our Order in conformity with canon 614 (cf. *GGCC* 57).
- §2 The Visitorator has the right to be allowed to appraise the vitality of the fraternities of the Secular Franciscan Order and of the Young Franciscans entrusted to the pastoral and spiritual care of the Province or Custody (cf. *GGCC* 61 §1).
- §3 It is advisable for him to familiarize himself with the local and provincial circumstances of the Brothers and Sisters of the III Order Regular, as well as of the Secular Institutes and of the Societies of Apostolic Life of St Francis (cf. *GGCC* 59).

## **Art. 16**

Unless it has been expressly permitted in the letters patent, the Visitor elected by the Minister General cannot:

1. suspend or limit the power of government of the Minister Provincial and Guardians except in the event that they may, in various ways, obstruct the aims of the Visitation, according to art. 12 §1 of these Statutes;
2. admit to the novitiate, to profession, to established Ministries, or grant dimissorial letters for the reception of Sacred Orders;
3. assign Friars or transfer them, grant, limit or revoke travel permissions or any other permission, unless such procedure is required by the purpose of the Visitation;
4. change or annul the decisions made and the decrees issued by the Provincial Definitory without having consulted the Definitory itself.

## **Art. 17**

The authority of the Visitor appointed by the Minister General, when he is also the President of the Chapter, comes to an end thirty days after the conclusion of the Capitular Congressus, unless it is expressly determined otherwise in the letters patent. If he is not, at the same time, President, it ends on the day on which the President of the Chapter begins his task. For other General Visitations, the time limit is to be determined in the letters patent.

TITLE IV  
*How to conduct Canonical Visitation*

*I. Matters to be attended to prior to the Visitation*

**Art. 18**

- §1** The Visitor elected by the Minister General, having received his mandate and notified the Minister General of his acceptance of the office, is to inform immediately the Provincial Minister of the Province to be visited and to send an authentic copy of the decree of appointment. He is to discuss with him: the commencement date of the visitation; the order and itinerary to be followed in visiting the individual fraternities; the times and methods of the election of delegates, the designation of candidates for Minister Provincial or of his election; as well as any other matters which are considered advisable and necessary to carry out the Visitation correctly.
- §2** Having dealt with all the matters outlined in the first paragraph of this article, the Visitor, at the time arranged, is to send a letter to the Province announcing his arrival in the Province and recommending what is advisable to be done in preparing both spiritually and materially for the Visitation and Chapter.
- §3** The Provincial Minister is to hand over to the Visitor General:
1. the minor seal of the Province;
  2. the list of the Friars of the Province as assigned to the various Houses;
  3. a map indicating the Houses as well as the activities and ministries within the area (cf. *GGSS* 226 §1);
  4. a copy of all the Statutes in force in the Province;
  5. the acts of the preceding Chapter together with the letter sent by the Minister General to the Province at the conclusion of the previous Canonical Visitation and Chapter.

**Art. 19**

- §1** It pertains to the Minister Provincial to ensure, at the time of Visitation, that the reports of the respective provincial offices have been duly prepared in writing to conform with the documents, if such exist, drafted ad hoc by the General Curia on:

1. the spirit of prayer and devotion;
2. fraternal life and relations with the Franciscan Family, i.e. with the I, II and III Orders and the other Institutes, Societies and Associations;
3. the life of minority and work (cf. *GGCC* and *GGSS* chap. IV);
4. the task of evangelization in the Province as well as missionary evangelization (Dependent Custodies, Foundations and other missionary presences);
5. ongoing and initial formation;
6. formation to ministries and to other services and offices;
7. intellectual activity (cf. *GGSS* 114 §2);
8. the most recent statistics of personnel in the Province;
9. the financial situation.

§2 The Visitor General must send all these reports, together with his own final report, to the Minister General within two months of the conclusion of the Capitular Congressus.

## *II. Personal Visitation of the Friars*

### **Art. 20**

- §1 During the time of the Visitation to a fraternity, all its members are to be present in the House, except for a grave cause, which the Visitor will judge.
- §2 The Visitation of the Friars is to include not just the Friars of the Province but also the Friars of other Provinces who live on a regular basis in the Houses of the Province being visited and who exercise their rights there.
- §3 Whenever the Visitation also includes the Houses of other Provinces located within the territory, as well as the Friars of other Provinces living and working within the territory of the Province being visited, the decree of appointment will indicate both the reason and method.

### **Art. 21**

When only a three-year interval separates two ordinary General Visitations (cf. *GGCC* 199 and art. 6 §1 of these Statutes), the Visitor General can organize the visitation differently if the letters patent so

permit and he has heard the views of the Provincial Definitory. For example, he may bring the Friars of several Houses together, without prejudice to the right of recourse of each Friar to the Visitor.

## **Art. 22**

§1 The Visitor is to begin his Visitation to each fraternity with a celebration of the Word, or a similar celebration, during which he is to exhort the assembled Friars to reveal to him the good experiences of both the Fraternity and the individual Friars, as well as what they need to improve, and to make known to him freely the things which need greater encouragement, correction and renewal.

§2 During the visitation of the Friars, the first to be heard is to be the Guardian, who must describe the situation of the House, personnel, community and finances, as well as the activities which the Friars carry out. The other Friars are then to be heard in the order determined by the Visitor.

§3 The Visitor, when asking questions, is to proceed charitably and kindly (cf. *Rb* 10,5) and, showing great friendly informality, he should be ready to listen. He is to endeavour to discover the basis on which whatever he hears rests and what evidence there is to support it. It is advisable that statements on more important matters be in writing and signed.

## **Art. 23**

§1 The Friars and the Visitor are always to keep in mind the words of St Francis: “If the Friars, wherever they may be, cannot observe this life, let them have recourse to their Minister as soon as they can, making this known to him. Let the Minister, on his part, endeavour to provide for them as he would wish to be provided for him were he in a similar position” (*Rnb* 6,1-2; cf. *Rb* 10,4).

§2 Let the Friars not be prompted, when speaking, “to disclose everything... under the guise of a reward...” but be “wisely cautious about what they say and how they respond” (*Adm.* 21,1). Let them not say behind the backs of their brothers what in charity they cannot say to their faces (cf. *Adm.* 25,1) but let everything serve their edification and not be detraction and murmuring (*Rb* 10,7).



## **Art. 24**

- §1** In listening to individual Friars, the Visitor is not only to ask about matters which directly concern the Friar in question but also those which concern the fraternity, both local and provincial, as well as the whole Order. He is also to ask which initiatives they feel must be promoted more and which should be corrected and renewed in everything that concerns the presence of the Order at this time, at both local and general levels.
- §2** The Visitor is to ask if the service of the Friars by the Minister and Guardian is fulfilled correctly, especially in building up the fraternity as a family united in Christ by word and deed (cf. *GGCC* 45 §1) and in promoting responsible obedience in Chapters by making the Friars participants in the more important affairs and events of the Order (cf. *GGCC* 45 §§1-2; 49).

## **Art. 25**

- §1** The Friars, aware of being able to have recourse to their Ministers (cf. *Rb* 10,4), are to act with confidence towards the Visitor, to whom they are bound to reply truthfully and with charity when legitimately questioned. It is not lawful for anyone in any way to divert a Friar from this obligation or otherwise hinder the scope of the Visitation (cf. *CIC* 628 §3).
- §2** A Friar who does not obey the Visitor or who offers him seriously false information or who shows himself rebellious or who has contempt for his directives, can be punished by the privation of active and passive voice for six years or by other penalties (cf. *GGSS* 257).

## **Art. 26**

The Visitor General must be able to correctly assess the fraternal life according to the norms of the General Constitutions and General Statutes (Chap. III, IV), of the indications of the General Chapter and Provincial Chapters and of the norms of the Particular Statutes of the Province. He must, in addition, ascertain if the number of Friars is sufficient to express a true provincial or local Fraternity. He should, in particular, assess how the Friars:

1. participate in fraternal life, with particular attention to the local Chapter;
2. cultivate the spirit of prayer and devotion;
3. behave as minors and as workers for justice and peace among themselves;
4. work faithfully and devotedly;
5. live a life of poverty;
6. promote the Franciscan charism.

#### **Art. 27**

The Visitor General must evaluate the way the Friars put the indications and norms of the *GGCC* and *GGSS* (cf. chap. V) into practice in order to be capable of assessing how the mission of the Order is carried out by the Province. He is to assess, in particular, how the Friars:

1. devote themselves to proclaiming the Gospel to every creature (*GGCC* 83);
2. fulfil their task of evangelization, especially among the poor and marginalised;
3. collaborate in setting up a more just and peaceful society, as well as protecting the integrity of creation;
4. think with the Church and are inserted into the particular Churches;
5. devote themselves to missionary evangelization by participating in the missionary projects of the Order;
6. are concerned about the mission of the Order to the Holy Land (cf. *GGCC* 124);
7. engage themselves in the spirit and action of dialogue between religions and culture, keeping in mind, in a particular way, the ecumenical and inter-religious dialogue already undertaken;
8. promote awareness and collaboration among all the members of the Franciscan Family and other faithful;
9. collaborate with the laity in the different apostolic works.

#### **Art. 28**

The Visitor General is to verify if formation corresponds to the indications and norms of the *GGCC* and *GGSS* (chap. VI), to the “*Ratio Formationis Franciscanae*” and “*Ratio Studiorum*” of the Order and Province, as well as to the Particular Statutes. He must carefully consider:

1. the aims and structures of initial and ongoing formation;

2. the presentation of the Franciscan charism in the pastoral care of vocations;
3. the quality and preparation of the formators;
4. the promotion of studies and of the formation of professors.

### **Art. 29**

Since our entire fraternity participates in the mission of the Church and the Friars provide a service in the particular Churches, it is suggested that the Visitor pay his respects to the Bishop of the place in which the Houses he has to visit are located (cf. *GGCC* 105 §2, 115 §1, 116).

### **Art. 30**

§1 The Visitor is to pay particular attention to everything pertaining to respect for the altar, the sacred vessels and the liturgical texts (cf. *LtCly* 1-5; *LtOrd* 35-37; *LtCus* 2-5).

§2 The Visitor must ascertain that the ecclesiastical laws are observed relative to offerings and the application of Masses, as well as to pious wills and foundations (cf. *CIC* 945ff; 958 §2; 1385; 199 n.5; 1300ff). To achieve this, he is to check both the register of Masses and the book of alms destined for pious causes, so that he may verify that these goods are correctly administered and the responsibilities attached are precisely met.

### **Art. 31**

§1 The Visitor is to familiarize himself with and investigate the ordinary and extraordinary financial administration of the Province itself, of the individual Houses and of the works managed and administered by the Friars. To do this, he is to examine the books of administration. He is to inquire, in particular, into the transparent use of money in solidarity, its “accumulation” and capitalization (cf. *GGCC* 53 and 72). He is to verify: if there are heavy debts on the Province and the House; if, in contracting debts or alienating property, the prescriptions of common and proper law were observed regarding either the method of obtaining the permissions or the fulfilment of the conditions in the granting of the permissions; finally, for what purposes the debts were contracted (cf. *GGCC* 244-250; *GGSS* 250-256).

§2 The Visitor is to investigate carefully if the administration of the works of evangelization, especially of parishes, are distinct from the administration of the goods of the Province and Houses and if the statements of accounts are duly shown to the competent ecclesiastical authority.

§3 The Visitor is to check how the Province carries out its solidarity with the universal Order (e.g., the Fund for Formation and Studies, the Solidarity Fund, etc.), paying special attention to the obligatory contributions (e.g., the contribution to the General Secretariat for Evangelization, the percentage of the income from sales, etc.).

### **Art. 32**

§1 The Visitor is to visit all the rooms of the House to ascertain that everything is respectable and clean and that the cloister is correctly regulated.

§2 He is to check if the libraries, archives, museums and works of art, especially the more notable and important ones, are preserved with great care (cf. *GGSS* 28 §2).

### **Art. 33**

The Visitor must preserve secrecy regarding disreputable matters, even when his mandate as Visitor ends. He is forbidden to reveal to anyone, in any way, the names of the Friars about whom he has learned something harmful in the course of the Visitation, unless such a revelation should appear necessary to avoid the danger of public scandal and imminent and serious harm to the community.

### *III. Matters to be attended to at the conclusion of the Visitation*

### **Art. 34**

§1 Once the local Visitation is over, it is very important that the Visitor should convoke the Friars to a local Chapter, giving advice, observations and encouragement.

§2 The Visitor is to write, in the appropriate Visitation Book, an account of the completed visitation and his notes on those matters of the Fraternity to be praised and to be exhorted.

**§3** The Visitation Book is to be preserved in the archives of the House and must be shown to future Visitators, who must investigate to see if advice already given or decisions made have been implemented or still remain outstanding.

**Art. 35**

**§1** Having concluded the Visitation of all the Friars and Houses, the Visitator General, if he himself was not appointed President of the Chapter, is to convoke the Definitory of the Province and inform it of what he considers should be carried out for the good of the Province.

**§2** The minutes of this Definitorial meeting, signed by everyone, is to be entered into the appropriate register and in due course an authentic copy is to be given to the President of the Chapter. This done, the mandate of Visitation has been fulfilled and the only outstanding matter is what is prescribed in art. 17 of these Statutes.

**Art. 36**

**§1** Having completed the Visitation, the Visitator is to forward the documents requested in art. 43 §1 to the Minister General as soon as possible.

**§2** The minutes of this Definitorial meeting, signed by everyone, is to be entered into the appropriate register and in due course an authentic copy is to be given to the President of the Chapter. This done, the mandate of Visitation has been fulfilled and the only outstanding matter is what is prescribed in art. 17 of these Statutes.

**§3** The reports of the Visitations of the Custodies and of the other Entities dependent on the Province or groups of Provinces are to be sent to the Visitator appointed for the Province or to the competent authority, a copy always being sent to the Minister General.

## PART II

### THE PRESIDENCY OF THE PROVINCIAL CHAPTER

#### TITLE V

#### *The President of the Provincial Chapter and his powers*

#### **Art. 37**

The Visitor General elected for the Visitation of a Province in accordance with the norm of *GGCC* 199 and art. 6 of these Statutes, is also the President of the Provincial Chapter, unless the Minister General has made other arrangements.

#### **Art. 38**

The President of the Provincial Chapter, in the convocation and celebration of the Chapter, in the election of Delegates, in the designation of candidates for the office of Minister Provincial, as well as, if necessary, in their election in accordance with the norm of *GGSS* 181 §§2-3, and in prioritizing the items of Chapter business, must observe the Statutes of the respective Province, without prejudice to the prescriptions of the following articles.

#### **Art. 39**

§1 It pertains to the President of the Chapter, having heard the views of the Provincial Minister:

1. to fix the dates for the election of delegates and the designation of the candidates for the office of Minister Provincial, as well as, if it should be the case, of the election of the Minister Provincial according to the norm of *GGSS* 181 §3;
2. to pay attention, when fixing the above dates, to the time available to him, keeping in mind the circumstances of the Province and the duty of the General Definitory according to the following paragraph;
3. to decide on the final date before which, and the exact address to which, the respective votes for these elections and consultations must arrive;
4. to fix the time and place for holding the Chapter;
5. to convoke the Chapter.

§2 The President is not to convoke the Chapter if he has not yet received the approval of the candidates for the office of Minister Provincial from the General Definitory, unless he can anticipate with certainty that he will obtain the approval in the ordinary way because there is sufficient time available to him.

## TITLE VI

### *Matters to be attended to prior to the Provincial Chapter*

#### **Art. 40**

§1 The votes for the election of the Delegates and the designation of the candidates for the office of Minister Provincial, as well as, if it be the case, for the election of the Minister Provincial, are to be sent to the President of the Chapter in the manner determined by the Particular Statutes of the Province.

§2 After the deadline for sending in the votes has passed, the President of the Chapter, or his delegate, with two Friars designated by him, or in accordance with the Particular Statutes, are to open and count the votes.

§3 The minutes of the final results of the ballots, signed by the Tellers and the President of the Ballot, are to be sent to the General Definitory.

#### **Art. 41**

§1 The results of each ballot for the election of the Delegates are to be announced immediately to the Friars of the Province, in line with the Particular Statutes.

§2 The results of the first ballot for the designation of the candidates for the office of Minister Provincial are to be communicated immediately to the Friars of the Province or Custody. However, the result of the final or only ballot, if there was only one ballot, is not to be published (*GGSS* art 180 §4), except after the approval of the General Definitory and being in conformity with art. 43,3 of these Statutes.

**§3** In the case of the election of the Minister Provincial according to the norm of *GGSS* 181 §§2-3, the Particular Statutes of the Province are to be observed, without prejudice to the prescriptions of articles 40 and 41 of these Statutes.

**Art. 42**

**§1** To avoid a scattering of votes in the designation of the candidates for the office of Minister Provincial, the President of the Chapter, with the consent of the Definitory of the Province, can arrange two or three ballots with a suitable interval of time between each one, unless it has been determined otherwise in the Particular Statutes.

**§2** Friars in the service of the Minister General and of the Houses subject to him, with the exception of the General Definitors, retain the right to be elected Delegates to the Chapter and to take part in it. However, the same Friars may not assume office in their Entities without the prior authorization of the Minister General (cf. *GGSS* art. 169 §3).

**Art. 43**

**§1** The President of the Chapter is to make sure to forward immediately the following documents to the Minister General:

1. the complete minutes of the final or only ballot for the designation of the candidates for the office of Minister Provincial;
2. the assessment of the qualities of the main candidates, according to the number prescribed by the Particular Statutes, and of their suitability for the office (cf. *GGSS* 180 §3) and, in addition, a profile and his opinion of at least two other candidates over and above the number established, in view of the possibility of one or two substitutions;
3. the intermediate report (cf. Attachment I/V.1).

**§2** It is necessary that these documents should arrive about one month before the date of calling the vote for the election of the Minister Provincial.

**§3** The following is to be observed concerning the publication of the candidates:



1. The names of the candidates approved by the General Definitory, according to the number indicated by the Particular Statutes, are to be communicated to the President of the Chapter by the Secretariat General in alphabetic order.
  2. The President of the Chapter shall notify the Province in writing of the approved candidates in alphabetical order and without indicating the votes received.
- §4 The President of the Chapter, if it should seem necessary to him, is to mention, together with his intermediate report, if and what special circumstances in the Province could require that the election of the Minister Provincial or of the entire government of the Province should be made by the General Definitory, explaining the special circumstances and the serious reasons which would demand this procedure. He is, in this case, to propose some candidates whom he deems to be suitable for the various offices (*GGSS* 170 §2).

TITLE VII  
*The Provincial Chapter*

**Art. 44**

During the celebration of the Provincial Chapter, the President is to proceed with great charity and prudence and is to see to it that the norms of the Constitutions, General Statutes and the Statutes of the Province are observed at all times.

**Art. 45**

Since the purpose of the Chapter is not only the election of Friars to the offices of the Province but is also the promotion of the good of the Province and concern about its needs, the President, having considered the needs of the Province, is to discuss the remedies to be adopted and the constructive decisions to be encouraged with the Chapter Members.

**Art. 46**

§1 A Friar elected to any office in Chapter cannot exercise any authority before being confirmed by the President. The candidate who has been duly elected and has accepted his election (cf. *CIC* 177 §1), and there being no just impediment, is to be immediately confirmed (cf. *CIC* 149 §1 and 179 §2; *GGCC* 184 §1).

§2 If a Friar, who is ineligible for the office of Minister Provincial, is postulated with 2/3 of the votes in the first or second ballot, the President is to submit the matter without delay to the General Definitory within the eight days required by law (cf. *CIC* 181-183; *GGCC* 181 §1; *GGSS* 180 §1).

§3 If some Friars are validly postulated for other offices and there is a question of an impediment from which it is usual to be dispensed, the President is to forward, within eight days, the authentic act of postulation to the Minister General, indicating the reasons for the postulation and for the request for dispensation.

§4 The duration of a mandate is always measured from the day of the election, even in the case of Chapters organized over two periods of time.

#### **Art. 47**

§1 The Friars elected in Chapter are bound to accept office in a spirit of co-responsibility and of fraternal service (cf. *GGCC* 181 §4).

§2 A Friar can, for a grave reason, submit his resignation from the office to which he was elected. The resignation must always be in writing. The prescriptions of *GGSS* 138 are to be observed in the acceptance of the resignation.

#### **Art. 48**

§1 If it were to happen that the office of the Minister Provincial or of the Vicar Provincial or of any of the Provincial Definitors falls vacant following the elections and when the Chapter has not yet been concluded, the President is to inform the Chapter of the vacancy and a new election is to be carried out by the Chapter.

§2 If it were to happen that, after the Chapter has convened, the President designated by the Minister General is prevented from attending by death or some other grave reason, and the new Minister Provincial is still to be elected, the Chapter Member most senior by first profession is to preside over the capitular sessions until the election of the new Minister, whom he confirms (cf. the analogy with *GGCC* 184 §2 and *GGSS* 166 §3). Once this has been done, the newly elected Minister is to preside.

#### **Art. 49**

If some Chapter Members, for whatever reason, have not come to the legitimately convoked Chapter or should refuse to vote, the Chapter may be celebrated and elections held provided that a majority of the Chapter Members who have the right to vote are present, without prejudice to the right of the President to suspend the Chapter in accordance with the norm of art. 50 of these Statutes.

#### **Art. 50**

The President of the Chapter, if he were to judge it served the good of the Province better and that there was a truly grave reason, can suspend the Chapter at any time and refer the matter to the General Definitory.

TITLE VIII  
*The Capitular Congressus*

**Art. 51**

The President, with the newly elected Provincial Definitory, is to decide the time of the Capitular Congressus for the assignation of the vacant offices. The Congressus is to be held within three months of the conclusion of the Chapter, unless otherwise determined in the Statutes (cf. *GGCC* 217) or unless the Minister General, in a particular case, has made provision for another way at the request of the President.

**Art. 52**

If it were to happen that the President of the Capitular Congressus, appointed by the Minister General, is prevented from exercising his office, the matter is to be referred to the General Definitory. If, in the judgment of the Capitular Congressus, there is an urgency, the Minister Provincial is to preside (cf. *GGSS* 173 §2).

**Art. 53**

§1 All offices and assignments are vacant during the Chapter, unless, in particular cases and for a grave reason, the Minister Provincial with the consent of his Definitory, manifested in a secret vote, should request and obtain a prorogation from the Minister General with his Definitory (cf. *GGCC* 187 §1 and *GGSS* 136).

§2 All offices are to be conferred according to the norm of the Constitutions, General Statutes, Particular Statutes of the Province and of art. 47-48 of these Statutes.

**Art. 54**

The acts of the Capitular Congressus, written in authentic form, i.e., duly signed and stamped with the seal of the Province according to the models proposed in the Attachment, are to be sent to the General Definitory for ratification. The time and place of the elections, the names and number of the electors, the result of the voting, including the document of confirmation, must be specified in them (cf. *GGSS* 174).

# ATTACHMENT I

## PROMPTUARIUM FOR THE VISITATOR AND PRESIDENT OF THE CHAPTER

### *I – Matters to be attended to before the Visitation*

1. Inform the Minister General, in writing, that you have accepted the appointment; inform the Minister Provincial about your appointment as Visitor, in accordance with the prescription of art. 18 §1 of the “Statutes for the Canonical Visitation”; arrange, in so far as possible, a meeting with the Minister General or, if that is not feasible, with a member of the Definitory.
2. Study carefully the “*Statutes for the Canonical Visitation and the Presidency of the Provincial Chapter*”.
3. Arrange with the Minister Provincial:
  - a) the date of the beginning of the Visitation;
  - b) the itinerary;
  - c) the time of the celebration of the Chapter;
  - d) the date of the ballots for the election of the delegates to the Chapter, for the designation of the candidates for the office of Minister Provincial, as well as, if necessary, for the election of the Minister Provincial on the part of all the solemnly professed;
  - e) the priorities or the problems of the Province which are deserving of greater consideration.
4. Receive from the Provincial Minister:
  - a) list the Friars, with their respective offices and fraternities, as well as of the Friars living outside the fraternity;
  - b) the small seal of the Province;
  - c) the Particular and Special Statutes of the Province.
5. Give to the Provincial Minister:
  - a) the sample modules sent by the General Curia for the Reports mentioned in art. 19 of the “Statutes for the Canonical Visitation”;
  - b) any other important document.

6. Prepare a letter addressed to the Friars in which there should be indicated:
  - a) the important matters determined in the “Statutes for the Canonical Visitation”;
  - b) the address to which and the deadline before which the ballot papers are to be sent for the elections of delegates to the Chapter, the designation of candidates for the office of Minister Provincial and, if the case arises, for the election of the Minister Provincial on the part of all the solemnly professed; as well as the stipulations of the Particular Statutes regarding the method of voting.
7. The original of this letter, duly signed, must be sent to the Minister Provincial, who should make it known to all the Friars.

## ***II – Matters to be attended to during the Visitation of the individual fraternities***

1. Call a meeting of the fraternity according to the norm of art. 22 of the “Statutes for the Canonical Visitation”.
2. Prior to starting the meeting with the individual Friars, arrange with the Guardian the particulars regarding the prayers and liturgy to be celebrated, as well as to the Visitation of the holy places and the various rooms of the House.
3. Examine the following books: the register of Masses (acceptance and celebration), the Minute-book of the Local Chapter and, wherever it may exist, of the Discretorium, the Chronicle-book, the Visitation-book, the Account books.
4. Implement what is indicated in art. 34 of the “Statutes for the Canonical Visitation” at the end of the Visitation.

### ***III – Matters to be attended to at the conclusion of the Visitation of the Province***

1. Carry out the scrutiny of the votes for the elections of the delegates to the Chapter and of the candidates for the office of Minister Provincial, paying attention to the norms of the General Statutes and of the Particular Statutes of the Province, as well as of art. 40-43 of the “Statutes for the Canonical Visitation”.
2. Send the results of these elections to the Minister General, together with a Report (cf. Attachment I, V.I) as in art. 43 §§1-2 of the “Statutes for the Canonical Visitation”.
3. Prior to convoking the Chapter, wait for the approval of the candidates for the office of Minister Provincial, unless, because of the time you have at your disposal, it can be reasonably presumed that you will certainly have the approval of the candidates prior to the beginning of the Chapter.

### ***IV – Matters to be attended to by the President of the Chapter***

1. Draw up the Report to the Chapter (cf. V.2).
2. In the case of the election of the Minister Provincial according to the norm of art. 181 §§2-3 GGSS, organize the election according to the Particular Statutes of the Province.
3. Having faithfully observed all that has been prescribed by the Statutes for the Canonical Visitation, convoke the Chapter by means of a letter to be sent to the Friars, in which are specified:
  - a) the names of the delegates to the Chapter elected by the Friars, together with the names of the other Chapter Members attending by virtue of their respective offices;
  - b) the place where the Chapter is to be celebrated;
  - c) the time when the Provincial Definitory and the other Members of the Chapter are to be present at the place indicated;
  - d) the date on which the Friars are to celebrate a votive Mass of the Holy Spirit for the successful outcome of the Chapter;
  - e) any other matter which merits emphasis.

4. The Particular and Special Statutes of the Province, as well as any special directives which may be given by the Minister General, must be observed with the it most fidelity during the Chapter.
5. Send the documents regarding the elections carried out, drawn up according to the attachments, to the Minister General for their ratification as soon as possible.
6. Send the results of the Capitular Congressus, according to the norms of art. 54 of the “Statutes for the Canonical Visitation”, to the Minister General.
7. Send the Final Report to the Minister General within two months of the end of the Capitular Congressus, together with any other information requested.

## *V – The Reports*

### *1 The intermediate Report*

The intermediate report, drawn up after the Visitation and before the Chapter, must be:

- a) a description of the general state of the Province in order to inform the Minister General about the more important matters which emerged from the Visitation and to offer some material for his eventual message to the Provincial Chapter.
- b) Short.
- c) Sent, in a folder, the names of the candidates and the opinion of the Visitor in accordance with the indications of art. 43.

### *2 The Report to the Chapter*

1. The Report to the Chapter is one of the most important means for the President of the Chapter to encourage an honest and sincere facing up to the actual state of the life and mission of the Province.
2. The President of the Chapter must draw up this Report:
  - a) which ample space for all the urgent subjects of the Province;
  - b) with great concreteness;
  - c) and with the intention of stimulating a fruitful discussion.



3. The Report to the Chapter must not be sent to the Minister General; if it is sent, it does not substitute for the Final Report.

### *3 The Final Report*

1. It is necessary to avoid generic expressions in drawing up the Final Report. On the contrary, the real situation is to be described accurately, even if briefly, so that a clear view of the life and mission of the Province can be had and its future prospects may be intuited. In addition, concrete suggestions to highlight the positive aspects and those needing review or effective animation are to be given.
2. It is necessary to pay particular attention to the renewal of the Province, to the requirements necessary for the life and mission of the Order to be carried out sufficiently in accordance with the present legislation of the Order and with the indications of its most recent documents.
3. The statistical data are of particular importance and must be transcribed faithfully and, possibly, commented on.
4. The Final Report cannot be the same as that presented to the Chapter, because it must contain information about the work of the Chapter and of the Capitular Congressus, and suggestions for the good of the Province; besides, other matters or problems, which the Visitor feels would be opportune to communicate to the Minister General, may be indicated.
5. With regard to delicate matters, or those which have a special relevance to the good of the Province, it is necessary to diligently seek out their motivations, causes, circumstances and possible solutions. This would be of great usefulness to the Minister General.
6. With regard to matters of a secret or confidential nature, they must be dealt with through a distinct correspondence, item by item, with the Minister General.
7. It is appropriate to follow the lay out proposed. The Visitor, however, can offer further news which he feels necessary for, or useful to, the Minister General.

### *VI – Capitular Elections: validity, counting of votes, conferring of offices and postulation*

1. “A majority of those who must be summoned” have to be present (cf. *CIC* 119,1°) for the validity of ballots.

2. “An absolute majority of those present” is necessary in the first and second ballots; “if there have been two inconclusive scrutinies”, a third “vote is to be taken between the two candidates with the greatest number of votes” (*CIC* 119,1<sup>o</sup>), that is, a relative majority (*GGSS* art. 133).
3. According to the Code of Canon Law, the counting of votes is carried out on the basis of those present (*CIC* 119,1<sup>o</sup>). The Code says nothing about invalid votes or of those which are blank, or even about abstentions.
4. However, from the preface to c. 119, which says: “unless the law or the statutes provide otherwise”, it is deduced that it pertains to the particular law of each Institute to establish how invalid and blank votes, or abstentions, are to be calculated. Since in neither our *GGCC* or *GGSS* invalid or blank votes, or even abstentions, are spoken about, it seems normal that the way in which the invalid or blank votes and the number of abstentions are to be considered must be established either in the Particular Statutes or in the *Ordo Capituli*. If the Chapter is held in one phase alone, the three-month period for the conferring of offices begins from the end of the Chapter. If the Chapter is held in two phases, the three-month period begins from the end of the second capitular phase. Indeed, c. 165 says: “Unless it is otherwise provided in the law or the statutes..., the election is not to be deferred beyond three canonical months”. The *GGCC*, in art. 217, repeat: “Within three months of the Chapter”, and the Statutes for the Canonical Visitation, in art. 51, say: “within three months of the conclusion of the Chapter”.
5. Postulation is admitted if an impediment, from which it is possible to dispense (*CIC* 180 §1), is opposed to the election of a candidate. However, for the postulation to have value, at least two thirds of the votes are required (*CIC* 181 §1) in the first or second ballot (*CIC* 176; 119,1<sup>o</sup>).

The counting of votes is carried out as in ordinary elections, as stated above (cf. VI, 1-3).

If, in the first two ballots, he who was “postulated” did not obtain two thirds of the valid votes, *pro hac vice* he is definitively discarded and only enjoys active voice in successive ballots.

The ballots proceed in accordance with c. 176 and 119,1°.

*GGSS 180 §2 establishes: In the case of the “Postulation” of a friar who has completed a first term of six years, and immediately afterward completed a second term of three years as Minister Provincial, the Friar postulated can be elected only for three years, at the conclusion of which he cannot again be postulated.*

## OUTLINE OF THE FINAL REPORT

### 1. *A brief description of the Province*

It is good to include, among other things, brief elements of a geographic, socio-economic, political and religious nature, which characterize the life and activity of the Province; enclose a map also.

### 2. *The situation of personnel*

Together with filling in the appropriate module, it would be useful to add observations on the increase or decrease in the number of Friars, the age groups and the number of active Friars.

### 3. *Life of the Friars*

How do the Friars respond to the vocation and priorities of the Order with regard to fraternal life, the spirit of prayer and devotion, minority, work and the other aspects considered in art. 26 of the “Statutes for the Canonical Visitation”? How does the local Chapter function? Are the books well kept?

### 4. *Relations with the Franciscan Family*

That is, with the I, II and III Orders and with the other Institutes (cf. GGCC 55ff).

### 5. *Relations with other groups*

In addition to the Institutes of the Franciscan Family, do the Friars look after other groups and how do they guarantee this service?

### 6. *Commitment to evangelization*

How do the Friars respond to the vocation and mission of the Order in regards to evangelization, its challenges and the other elements contained in art. 27 of the “Statutes for the Canonical Visitation”? Is there progress in this area and are there experiences worthy of mention?

How has the Province organized the Provincial Secretariat for Evangelization and how has it drawn up and put into practice the provincial plan for evangelization? How are the various apostolic works integrated into the life of the Province?

### 7. *Missionary evangelization*

While dealing with the topic of the “*ad gentes*” mission, the Visitor must take into consideration the formation of the young to the missionary spirit, the participation of the Province in any “*ad gentes*” missions, whether of its own or of the Order, the organization of missionary animation and the activity of the Provincial Moderator for missionary evangelization.

### 8. *Formation and Studies*

The Report must include the pastoral care of vocations, initial formation, ongoing formation, programmes of studies and formation to the ministries according to art. 28 of the “Statutes for the Canonical Visitation”. A special mention must be reserved for the promotion of studies and the formation of professors and researchers. In addition, the Visitor must verify the existence, the awareness and application of the *Ratio Formationis* and of the *Ratio Studiorum* of the Province.

### 9. *Friars with particular qualities and skills*

Those Friars who distinguish themselves more than others by their qualities and skills and who, therefore, can offer a qualified service to the Order or, through the Order, to other entities must be pointed out; for example: as Visitors General, members of interprovincial and international commissions, researchers, professors, experts in specific matters. It is very useful to single out, in this way, young men in initial formation, particularly those with a talent for study and research.

### 10. *The financial state of the Province*

The Report must refer to the transparency and accuracy of the provincial and local financial and fiscal administration, as well as that of any important activity managed by the Friars. It is also necessary to assess how solidarity and sharing in the Province in relation to the poor, to evangelization, to the needs of other Entities, to the Order and to the Church are lived. It is necessary to assess how the financial council functions (cf. *GGCC* 246 §2).

### 11. *The government of the Province after the previous Visitation*

It is necessary to assess the activity and progress of the Province, particularly:

- a) the service of authority of the Minister Provincial and of the Provincial Definitory;
- b) with regard to the decisions and exhortations of the Minister General, contained in the letter to the Province at the conclusion of the previous Canonical Visitation and Chapter;
- c) and how the decisions of the previous Provincial Chapter have been carried out.

### *12. Decisions and votes of the Chapter*

An assessment by the Visitor would be advisable.

### *13. Suggestions for the good of the Province*

Especially those which could be included in the letter which the Minister General will write to the Province following the Report of the Visitor and after the celebration of the Chapter and the Capitular Congressus.

## ATTACHMENT II

### THE PROFESSION OF FAITH AND “THE OATH OF FIDELITY”

#### I. THE PROFESSION OF FAITH

*(The formula to be used in cases when the profession of faith is prescribed)*

I, N.N. believe and profess with firm faith each and every one of the truths that are contained in the Symbol of faith, and that is:

I believe in one God, the Father, the Almighty, maker of heaven and earth, of all that is, seen and unseen. I believe in one Lord, Jesus Christ, the only Son of God, eternally begotten of the Father, God from God, Light from Light, true God from true God, begotten, not made, of one Being with the Father. Through him all things were made. For us men and for our salvation he came down from heaven, by the power of the Holy Spirit he became incarnate from the Virgin Mary and was made man. For our sake he was crucified under Pontius Pilate; he suffered death and was buried. On the third day he rose again in accordance with the Scriptures; he ascended into heaven and is seated at the right hand of the Father. He will come again in glory to judge the living and the dead, and his kingdom will have no end. I believe in the Holy Spirit, the Lord, the giver of life, who proceeds from the Father and the Son. With the Father and the Son he is worshipped and glorified. He has spoken through the prophets. I believe in one holy catholic and apostolic Church. I acknowledge one baptism for the forgiveness of sins. I look for the resurrection of the dead, and the life of the world to come. Amen.

I also believe with firm faith all that is contained in the written or transmitted word of God and that which the Church, through both solemn judgement and ordinary and universal magisterium, puts forward for belief as divinely revealed.

I firmly accept and hold each and every one of the truths of the doctrine concerning the faith or customs proposed by the Church in a definitive manner.

I also adhere with religious respect of the will and intelligence to the teaching which the Roman Pontiff or the Episcopal College propose when they exercise their authentic magisterium, even though they do not intend to proclaim them through a definitive act.

## II. THE OATH OF FIDELITY ON ASSUMING AN OFFICE TO BE EXERCISED IN THE NAME OF THE CHURCH

*(Formula to be used in cases mentioned in by can. 833)*

I, N.N., on assuming the office of ..., promise to preserve communion with the Catholic Church at all times, in both my words and my way of acting.

I will fulfil with great diligence and fidelity my duties, to which I am bound, to the universal and particular Church, in which, according to the prescriptions of law, I have been called to exercise my service.

In the exercise of the office entrusted to me in the name of the Church, I will fully preserve, transmit and illustrate faithfully the deposit of faith, rejecting, therefore, any doctrine contrary to it.

I will follow and support the discipline common to the whole Church and will take care of the observance of all ecclesiastical laws, first of all those contained in the Code of Canon Law.

I will observe, with Christian obedience what the sacred pastors, as authentic teachers and masters of the faith, declare or, as heads of the Church, establish, and I will faithfully give help to the Diocesan Bishops, so that the apostolic activity to be exercised in the name and by mandate of the Church may be carried out in communion with the Church itself.

May God, and these holy Gospels which I touch with my hands, help me.

*(Variations of the fourth and fifth paragraphs of the formula of the oath to be used by the faithful indicated in can. 833, n. 8)*

I will support the discipline common to the whole Church and I will promote the observance of all the ecclesiastical laws, particularly those contained in the Code of Canon Law.



I will observe with Christian obedience what the sacred pastors, as authentic teachers and masters of the faith, declare or, as heads of the Church, establish, and, in union with the Diocesan Bishops, preserving the nature and purpose of my institute, I will voluntarily offer my work so that the apostolic activity to be exercised in the name and by mandate of the Church, may be carried out in communion with the Church itself.

## ATTACHMENT III

### MODULES FOR THE REPORTS

(cf. Statutes for the Canonical Visitation  
and Presidency of the Provincial Chapter, art. 19)

#### MODULE 1 - PRESENT SITUATION OF PERSONNEL AND HOUSES

ENTITY: \_\_\_\_\_

#### I. The situation of personnel

1. Solemnly professed:
  - a) Cardinals, Archbishops, Bishops
  - b) Priests
  - c) Permanent Deacons
  - d) Friars with clerical option
  - e) Lay Friars

*Total of solemnly professed*
  
2. Temporarily professed:
  - a) Friars with clerical option
  - b) Friars without clerical option

*Total of temporarily professed*

*Total of Friars*

*Novices*

*Total of Friars including Novices*

Postulants

Perpetual Tertiaries and Oblates

#### II. The distribution of the Friars according to age

1. Age distribution of the solemnly professed Friars:
  - a) over 70 years of age
  - b) between 61 and 70 years of age
  - c) between 51 and 60 years of age
  - d) between 41 and 50 years of age
  - e) between 31 and 40 years of age
  - f) less than 31 years of age

2. Age distribution of the temporarily professed friars:
  - a) over 40 years of age
  - b) between 31 and 40 years of age
  - c) between 21 and 30 years of age
  - d) less than 21 years of age

### **III. The distribution of the Friars of the Province according to residence**

1. In the territory of the Province
2. Outside the territory of the Province
  - a) in a Custody dependent on the Province
  - b) in a Foundation dependent on the Province
  - c) elsewhere

***Total of Friars including Novices***

### **IV. The increase and decline in the number of Friars in the last six years (20.../20.../.../.../.../...)**

1. *Admissions:*
  - a) to the novitiate
  - b) to first profession
  - c) to solemn profession:
    - Lay Brothers
    - Friars with clerical option
  - d) to Holy Orders:
    - to permanent diaconate
    - to priesthood

2. *Exclaustrated:*
  - a) Priests and Deacons
  - b) Lay Friars

***Total***

3. *Departures:*
- a) Novices
  - b) Temporarily professed friars
  - c) Solemnly professed friars
    - Lay Friars
    - Friars with clerical option
    - Permanent Deacons
    - Priests:
      - transferred to another Institute or to a Diocese
      - obtained a dispensation from the clerical state
      - left the ministry without dispensation
      - dismissed

***Total number of Friars who departed***

4. *Deaths:*
- a) Novices
  - b) Temporarily professed friars
  - c) Solemnly professed friars:
    - Lay Friars
    - Friars with clerical option
    - Permanent Deacons
    - Priests

***Total of deceased Friars***

**V. The local situation - Houses**

1. Houses:
- a) in the territory of the Province
  - b) outside the territory of the Province

***Total***

2. Filial Houses:
- a) in the territory of the Province
  - b) outside the territory of the Province

***Total***

**VI. A The number of parishes entrusted to the Order**

1. in the territory of the Province:

- a) attached to our Houses
- b) not attached to our Houses

***Total***

2. outside the territory of the Province:

- a) attached to our Houses
- b) not attached to our Houses

***Total***

***Total number of parishes***

**VI. B The number of Educational Institutions (not those of internal formation)**

1. The number of Schools, Colleges, Faculties or Universities belonging to the Province

- The number of Schools belonging to other Institutions but managed by the Friars.
- The number of non-official educational centers.
- The number of Friars involved in educational activity:  
a) full-time; b) part-time.

**VII. Number of Houses, Friars, Novices and Postulants of the Province in different countries**

Houses, Bishops, Priests, Permanent Deacons, Friars with clerical option (tp and sp), Lay Friars (tp and sp), Novices and Postulants

- a) in the home country
- b) in other countries (specify)

***Total***

## VIII. Service to the Franciscan Family

1. *Poor Clares:*
  - a) Monasteries in the territory of the Province:  
Number of Monasteries  
Number of Poor Clares
  - b) Monasteries associated to the Province:  
Number of Monasteries  
Number of Poor Clares
  - c) Federation:  
Name
  
2. *Conceptionists:*
  - a) Monasteries in the territory of the Province:  
Number of Monasteries  
Number of Conceptionists
  - b) Monasteries associated to the Province:  
Number of Monasteries  
Number of Conceptionists
  - c) Federation:  
Name
  
3. *Other Institutes of contemplative life*
  
4. *Other Institutes of consecrated life*
  
5. *Secular Franciscan Order (SFO)*
  - a) Fraternities with assistance from the Province:  
in the territory of the Province  
outside the territory of the Province

***Total***

  - b) Members:  
in the territory of the Province  
outside the territory of the Province

***Total***

6. *Franciscan Youth (You.Fra or its equivalent)*
- a) Fraternity (or its equivalent):  
in the territory of the Province  
outside the territory of the Province  
***Total***
  - b) Members:  
in the territory of the Province  
outside the territory of the Province  
***Total***
  - c) Others

Given at ....., on the ..... day of the month of ..... in the year .....

*(seal of the province)*

---

*Provincial Secretary*

---

*Visitor General*

## MODULE 2 - FRIARS WITH SPECIAL ATTITUDES

ENTITY: \_\_\_\_\_

1. Biographical details
  - Surname
  - Name
  - Birth (place, day, month, year)
  - Solemn profession (day, month, year)
  - Ordination to priesthood (day, month, year)
  
2. Area of competence for service to the Order
  - Visitor General
  - Member of Commissions
  - Consultant for
  - Service in General Houses
  - Professor
  - Researcher
  - Other
  
3. Curriculum Vitae
  - Academic qualifications and/or particular areas of specialization
  - Languages known (spoken, understood)
  - Activities, especially the most recent
  
4. For the friar proposed as Visitor General, the following additional information is requested:
  - a - His curriculum vitae as regards ministering to and serving the Friars; his present commitments and those of recent years.
  
  - b - A judgement on his ability to carry out this service (the following elements are to be borne in mind when forming the judgement: his experience of fraternal and Franciscan life; his ability to



listen, his understanding of the present day, his discernment, his sensitivity in dealing humbly and charitably with others, his knowledge of the direction taken by the Order).

*NB: If necessary, use additional pages but retain the same numeration.*

Given at ....., on the ..... day of the month of ..... in the year .....

*(seal of the province)*

---

*Visitor General*

## MODULE 3 - EVANGELIZATION

ENTITY: \_\_\_\_\_

### A. *Evangelization*

- What procedures and means are used by the Secretariat to promote the animation of all the forms of evangelization of the provincial Fraternity?
- Does the provincial Fraternity have its provincial Project/plan of Evangelization?
- Are there any inter-provincial projects of Evangelization? How does it collaborate with the Franciscan Family, with other Religious or with sectors of the Diocese?
- How does the Provincial Secretariat for Evangelization collaborate with the General Secretariat for Evangelization?

### B. *The “ad gentes” Missions*

#### 1. Missionary animation (brief responses)

- What procedures and means are used by the Moderator for Missions to promote missionary evangelization?
- Is there a Franciscan Missionary Union or a similar association for missionary animation?
- Is there collaboration with other Franciscan Entities, religious Communities and diocesan Offices?
- Is the Moderator for Missions promoting formative experiences of “*ad gentes*” missions?

#### 2. Missionary activities

- Friars on the missions
- In other Provinces
- In “*ad gentes*” missions dependent on:
  - The Province: Where they are, and in what numbers, respectively...
  - The Conference: Where they are, and in what numbers, respectively...

*Friars volunteers for the missionary projects of the Order*

- Friars available (names)...
- For which project (Africa, Albania, China, Russia-Kazakhstan, Holy Land, Morocco, Thailand, Myanmar, Sudan...)?

Given at ....., on the ..... day of the month of ..... in the year .....

*(seal of the province)*

\_\_\_\_\_  
*Secretary for Evangelization*

\_\_\_\_\_  
*Visitor General*

## MODULE 4 - FORMATION AND STUDIES

ENTITY: \_\_\_\_\_

*Numbers 1-7 and 9 may be used as an additional aid in drawing up the Visitor's Report. In this case you need not give an answer on this Form. Whereas No. 8 does require a reply using the Attachment enclosed.*

1. Has the Province its own Plan for Formation (*Ratio Formationis*) and Studies (*Ratio Studiorum*)
  - Were the Ratio confirmed by the Minister General in accordance with *GGSS* 81 §3?
  - Attach copies of the Provincial Plans for Formation and for Studies to the Report.
2. Was a programme of ongoing formation drawn up at the last Provincial Chapter (Cf. *GGSS* 81 §1)?
  - How has it been implemented during the last three years?
3. Has the Provincial Secretariat for Formation and Studies really been established (Cf. *GGSS* 82)?
  - Describe the work of the Secretariat and the formative activities directed by the Secretary.
4. Is initial formation, in practice, an organic, integral and gradual process common to all, i.e., to the clerical and lay candidates?
  - Does the Province have a clear understanding of the formation of the Lay Friars?
  - Does the Province prepare adequately for the ordained ministries? Are votes taken for admission to Sacred Orders in accordance with universal law?
5. Has the Province undertaken the trouble, during the last six (or three) years, to provide any Friars with specialized training, particularly in the field of the human, philosophical, theological, biblical, etc. sciences?

6. If the Province has its own Study-Centre:
  - describe the Centre's condition, site, library and students (specifying how many students there are and indicate if they include students of other Religious, Diocesan or Lay Institutes;
  - provide a realistic and updated list of the professors and researchers, indicating their academic degrees;
  - report on the Province's policy regarding the training of new professors and researchers;
  - attach the Statutes and the programme of studies.
  
7. If the Province does not have its own Study Centre, provide the following information regarding the students:
  - where they study;
  - if they have any kind of accompaniment during the course of their academic studies;
  - if provision is made by the Province for them to complement their studies with a programme of courses in Franciscan philosophy and theology, even though interprovincial collaboration.
  
8. Complete the attached Form for all the Professors and Researchers who have some specialization on the second or third level - a licentiate or doctorate (Attachment A) and for all those who are currently studying for one or the other (Attachment B).
  
9. The initiatives for the cultural promotion and animation of the Province:
  - Exhibitions:
  - Courses and Congresses:
  - Historical research on the Province:
  - Archives, Libraries and Museums:
  - Reviews and books:

*If the details requested under No. 8 have already been forwarded to the General Curia recently, please update them where necessary.*

Given at ....., on the ..... day of the month of ..... in the year .....

*(seal of the province)*

\_\_\_\_\_  
*Secretary for Formation and Study*

\_\_\_\_\_  
*Visitor General*

## MODULE 4 - ATTACHMENT A

ENTITY: \_\_\_\_\_

### *PROFESSORS AND RESEARCHERS OFM*

1. Surname:  
Religious name:  
Baptismal name:
2. Date of birth: Solemn profession: Ordination:
3. Postal address:
4. Name of the Province to which he belongs:
5. University studies or their equivalent:
  - a) Name and location of the Institute:
  - b) When:
  - c) Qualification:
6. Knowledge of languages
  - a) Languages he can speak:
  - b) Languages he can read:
7. Teaching experience:
  1. At present:
    - a) Name and location of the Institute:
    - b) Subject:
    - c) Period:
  2. In the past:
    - a) Name and location of the Institute:
    - b) Subject:
    - c) Period:
8. Principal scientific publications or of wide popularization:
  - a) Books:
  - b) Articles:

9. Involvement in scientific activities:
10. Other current activities or assignments:
11. Other offices or duties:
  - a) Office:
  - b) Date:

Given at ....., on the ..... day of the month of ..... in the year .....

*(seal of the province)*

\_\_\_\_\_  
*Secretary for Formation and Study*

\_\_\_\_\_  
*Visitor General*



## MODULE 4 - ATTACHMENT B

ENTITY: \_\_\_\_\_

### *THE TRAINING OF NEW PROFESSORS OFM*

1. Surname:  
Religious name:  
Baptismal name:
2. Date of birth: Solemn profession: Ordination:
3. Postal address:
4. Name of the Province to which he belongs:
5. University studies or their equivalent:
  - a) Name and location of the Institute:
  - b) When:
  - c) Qualification:
6. Present studies:
  - a) Name and location of the Institute:
  - b) Faculty:
  - c) When he began these studies:
  - d) Qualification he hopes to obtain:
7. Knowledge of languages
  - a) Languages he can speak:
  - b) Languages he can read:

8. Teaching experience
- a) Name and location of the Institute:
  - b) Subject:
  - c) Period:

Given at ....., on the ..... day of the month of ..... in the year .....

*(seal of the province)*

\_\_\_\_\_  
*Secretary for Formation and Study*

\_\_\_\_\_  
*Visitor General*

## MODULE 5 - FINANCES

ENTITY: \_\_\_\_\_

CURRENCY USED: Dollars  Euro  Other

- 1 Is there a Council for Economic Affairs?
- 2 Are there other structures for participation in the financial life of the Entity in addition to the Financial Council?
- 3 Are meetings organized for the formation of local Bursars?
- 4 Has a Common Fund been established in the Entity? When was it established and how does it function? Are there rules of procedure? (If there are, attach a copy to the present module)
- 5 Regarding properties:
  - a) Is there a Council for the management of possible re-structuring or restoration of properties?
  - b) Has an inventory of the historical-artistic goods owned been made? Is it updated?
  - c) Has an accurate check of properties been made?
- 6 Have any properties been sold since the last elective Chapter? Which? What were the total proceeds from the sale?
- 7 Have any inheritances from wills been received since the last elective Chapter?
  - In property goods to the value of
  - and in monies to the value of
- 8 Have any long-term debts been contracted since the last elective Chapter? For what amount? And for what reason?
- 9 Have the sales, inheritances, donations and debts been duly authorized?

- 10 How much has accrued from bank/postal interest and from the returns on investments? Have the profits been re-capitalized or distributed in solidarity and, if so, to whom? Who checks the security and ethics of the investments?
- 11 How many employees are there dependent on the Province, including those of the Houses? Are the employees paid regularly and insured in accordance with the laws of the State?
- 12 Is an annual balance of the provincial administration drawn up? If not, why not? (Attach any data available). If there is, please attach the most recent balance sheet of income from property and of the finances of the provincial administration, including also any activity of a commercial nature.
- 13 Are the accounts of the provincial administration checked by an external agency?
- 14 How does the Entity participate in the different financial funds of the Order, both obligatory and voluntary (the 1% of sales, 6% for the Missions, Formation, solidarity, jubilee fund, etc.)?

Given at ....., on the ..... day of the month of ..... in the year .....

*(seal of the province)*

---

*Provincial Bursar*

---

*Visitor General*

## MODULE 6 – SAFEGUARDING OF MINORS AND VULNERABLE ADULTS

ENTITY: \_\_\_\_\_

- 1 Does a Commission, Team or office (or other structure) for the Safeguarding of Minors and Vulnerable Adults exist in the Province?
- 2 Who is in charge of the Commission, Team or office (or other structure)? Who is part of it? Have they been trained for this service?
- 3 How is the Commission, Team or office (or other structure) organized? Do they have regular meetings or only in the face of emerging situations?
- 4 How often and in what manner does the Commission, Team or office (or other structure) communicate with or refer to the Minister Provincial
- 5 In the Province are there programs for formation, training and prevention for the friars and lay staff (employed and volunteer)? How often do such courses take place? If a program exists, a copy must be attached to this form.
- 6 Have guidelines for the safeguarding of minors and vulnerable adults been drawn up and approved? Do these take account of the indications offered by the Church and/or the episcopate? Do they also take account of the relevant national legislation?
- 7 Since the last Provincial Chapter (elective or intermediary) have there been any reports or information of any kind about a friar of the Province or a layperson who works for the Province in the matter of the abuse of a minor or a vulnerable adult?
- 8 What procedure was followed in these cases?

9 In cases of complaints did the Province accompany the victims and in what manner? How did the Province accompany the person accused?

Given at ....., on the ..... day of the month of ..... in the year .....

*(seal of the province)*

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*Responsible*

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*Visitor General*

**MODULE 7 - CERTIFICATE OF THE CELEBRATION OF THE PROVINCIAL  
CHAPTER**

ENTITY: \_\_\_\_\_

We, the undersigned, testify that the Chapter of the Province was celebrated in accordance with Canon Law and the norms of the General Constitutions, the General Statutes and the Particular Statutes.

*(The signatures of the **outgoing** Definitor follow)*

Br. ...., ex Provincial Definitor

Br. ....,

Br. ...., ex Vicar Provincial

Br. ...., ex Minister Provincial

*(The signatures of the **new** Definitorium follow)*

Br. ...., Provincial Definitor

Br. ....,

Br. ...., Vicar Provincial

Br. ...., Minister Provincial

Br. ...., President of the Chapter

*(seal of the province)*

Given at ....., on the ..... day of the month of ..... in the year .....

**ATTACHMENT IV**

**NORMS AND FORMS**

**FOR DRAWING UP THE ACTS OF THE ELECTIONS**

**SUMMARY**

**I - Norms**

- 1 Authentic form of the Act.
- 2 When the authentic form must be observed
- 3 Regarding the authentic form itself.

**II - Forms**

- 4 Elections during the Provincial Chapter.
- 5 The election of the Minister Provincial outside the Chapter by all the solemnly professed Friars, in accordance with the norm of GGSS 170 §1 and 181 §§2-3.
- 6 The election of Provincial Definitors in the Intermediate Chapter.
- 7 The elections during the Capitular Congressus.

**I - NORMS TO BE OBSERVED**

**IN DRAWING UP THE ACTS OF THE ELECTIONS**

**1. The authentic form of the Acts**

The Acts of the elections, drawn up in authentic form, must be forwarded to the General Definitory (cf. *GGSS* 172)<sup>1</sup>.

**2. When the authentic form must be observed**

The authentic form must be observed, in accordance with the requirements of art. 165 of the General Statutes, when transmitting the results of capitular or extracapitular elections that have been carried out by written ballot or by balloting with tokens in a secret vote<sup>2</sup>.

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<sup>1</sup> If the Acts of the elections are transmitted by Fax, the original documents must also be forwarded by mail.

<sup>2</sup> Whenever it is a matter of an election by postulation, the request must be sent, under pain of nullity, to the authority which has the power to dispense from the impediment, within eight days (cf. *CIC* 182 §1).



- 1 Written *ballots* are used in electing (cf. *GGSS* 133 §1):
  - the Minister and Vicar Provincial
  - the Provincial Definitors
  - the Custos of the Holy Land and his Discretos
  - the Custos and his Councilors<sup>3</sup>
  - the President of an Association, of a Federation, of a Foundation and his Councilors<sup>4</sup>

- 2 Balloting with tokens in a secret vote is used in electing (cf. *GGSS* 134 §1):
  - Custodes and their Councilors<sup>5</sup>
  - Guardians
  - Superiors of the filial Houses
  - Presidents of Foundations and their Councilors<sup>6</sup>

### 3. **Regarding the authentic form itself**

- 1 In order for the Acts to be in the authentic form prescribed by *GGSS* 172, it is required that:
  - a. the time and place of the election be specified;
  - b. who the electors were be indicated (Members of the Chapter or of the Capitular Congressus or of a meeting of the Provincial Definitory or of the Council of a Custody);
  - c. the number of the electors be indicate;
  - d. the number of ballots and the results of each one appear, listing the candidates progressively from the one who received the fewest votes to the one who received the most (in the case of elections by written ballots);
  - e. the Acts be duly signed by the Secretary and by the President of the election, as well as by the Tellers if these were prescribed (cf. *CIC* 173 §4);
  - f. the Acts bear the seal of the Province;

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<sup>3</sup> If the election is carried out in the Custodial Chapter (cf. *GGSS* 224 §2).

<sup>4</sup> If the election takes place in the elective Assembly of the Federation and of the Foundation.

<sup>5</sup> If the election is carried out by the General Definitory or by the Provincial Definitory (cf. *GGSS* 224 §§2-3).

<sup>6</sup> If the election is carried out by the General Definitory, Provincial Definitory or the Conference of Ministers Provincial.

- g. mention be made of the confirmation of the elections by the President of the election (cf. *GGCC* 184).
- 2 When it is a matter of a Custodial election, to be approved by the Provincial Definitory (cf. *GGSS* art. 224 §§2-3; 225), the authentic document of approval, signed by the Minister Provincial and the Provincial Secretary and bearing the Provincial seal, must be drawn up.

**II – FORMS FOR DRAWING UP  
THE ACTS OF THE ELECTIONS<sup>7</sup>**

**4. Elections in Provincial Chapter: Minister Provincial, Vicar Provincial and Provincial Definitors**

In the House of ....., on the ..... day of the month of ..... in the year ....., the Friars, ..... in number, assembled as voting Members of the Chapter under the presidency of Br. ..., duly elected the Minister Provincial, the Vicar Provincial and the Provincial Definitors of the Province of.....

In the election of the:

**1. *Minister Provincial***

In the first ballot<sup>8</sup>:

Br N.N..... received ..... votes

*(Give a complete list of the Friars who received votes and the respective number of votes, beginning with those who received the fewest)*

In the second ballot:

Br N.N. .... received ..... votes

*(Give a complete list of the Friars who received votes and the respective number of votes, beginning with those who received the fewest)*

<sup>7</sup> The same terminology is used for an Autonomous Custody as for a Province.

<sup>8</sup> If the election was completed in the first ballot, use the phrase: “In the first and only ballot”. This stipulation applies to each election carried out by written ballot.

In the third ballot:

Br N.N..... received ..... votes

*(Give a complete list of the Friars who received votes and the respective number of votes, beginning with those who received the fewest)*

In the fourth ballot<sup>9</sup>:

Br N.N..... received ..... votes

*(Give a complete list of the Friars who received votes and the respective number of votes, beginning with those who received the fewest)*

**2. *Vicar Provincial***<sup>10</sup>

In the first ballot:

Br N.N..... received ..... votes

*(Give a complete list of the Friars who received votes and the respective number of votes, beginning with those who received the fewest)*

In the second ballot:

Br N.N..... received ..... votes

*(Give a complete list of the Friars who received votes and the respective number of votes, beginning with those who received the fewest)*

In the third ballot:

Br N.N..... received ..... votes

*(Give a complete list of the Friars who received votes and the respective number of votes, beginning with those who received the fewest)*

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<sup>9</sup> Whenever the election takes place on the fourth ballot, based on the Particular Statutes of the Province.

<sup>10</sup> If the election of the Minister Provincial and the Vicar Provincial take place on different days, a distinct document is to be drawn up for each one of these elections.

**3. Provincial Definitory**

- a. In an election in which the Definitors are elected one at a time, in accordance with the norm of GGSS 215 §3.

*For the first Definitor:*

In the first ballot:

Br N.N..... received ..... votes

*(Give a complete list of the Friars who received votes and the respective number of votes, beginning with those who received the fewest)*

In the second ballot:

Br N.N..... received ..... votes

*(Give a complete list of the Friars who received votes and the respective number of votes, beginning with those who received the fewest)*

In the third ballot:

Br N.N..... received ..... votes

*(Give a complete list of the Friars who received votes and the respective number of votes, beginning with those who received the fewest)*

*For the second Definitor:*

In the first ballot:

Br N.N..... received ..... votes

(and so on, until the last Definitor)

- b. In an election in which the Definitors are elected together in a single ballot, in accordance with the norms of the Particular Statutes of the Province.

In the first ballot:

Br N.N..... received ..... votes

In the second ballot:

Br N.N..... received ..... votes

In the third ballot:

Br N.N..... received ..... votes

In the fourth ballot<sup>11</sup>:

Br N.N..... received ..... votes

Since they have received the required number of votes, the following are therefore elected:

as Minister Provincial: Br N.N.

as Vicar Provincial: Br N.N.

as Provincial Definitors<sup>12</sup> (*NB in note GGSS 215*)

Br N.N.

Br N.N.

Br N.N. (and so on...)

Br N.N. .... Teller

Br N.N. .... Teller

Br N.N. .... Secretary

And I, Br N.N... President of the Chapter, duly confirm these elections.

*(seal of the province)*

Given at ....., on the ..... day of the month of ..... in the year .....

**5. The election of the Minister Provincial by all the solemnly professed Friars outside the Chapter in accordance with the norm of GGSS 181 §§2-3.**

- a. In Provinces in which all the solemnly professed Friars are voting Members of the Chapter, according to the norm GGSS

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<sup>11</sup> If, according to the norm of the Particular Statutes, the election took place in the fourth ballot.

<sup>12</sup> The number of the Definitors is determined by the Particular Statutes (cf. GGSS 215 §1). Moreover, in listing the Definitors, the order of precedence according to first profession must be observed. These norms apply to each election of Provincial Definitors.

167 §1, the module to be used in the Acts of the election of the Minister Provincial is the one already set out above.

- b. However, if all the solemnly professed Friars, in addition to the Chapter Members, participate in the election of the Minister Provincial in accordance with the norm of *GGSS* 181 §§2-3, either by postal or direct vote, prior to or during the Chapter, a record must be drawn up of the ballot (or of each ballot if there is more than one).
  
- c. The Acts are to include at least the following points:
  - date and place of the counting of votes in the ballot(s); the number of electors;
  - a complete list of the Friars who received votes and the respective number of votes received, beginning with those who received the fewest number of votes;
  - the signature of the President of the Chapter, or of his Delegate, and of the two Tellers according to the norm of art. 41 §2 of the Statutes for the Canonical Visitation and the Presidency of the Provincial Chapter (*SCVPPC*);
  - the confirmation of the President of the Chapter according to the norm of art. 47 §1 of the *SCVPPC*;
  - the seal of the Province;
  - a statement that the election was referred to the Chapter in the event that the election did not take place in accordance with the Particular Statutes of the Province.

## **6. Election of Definitors in the Intermediate Chapter of the Province**

In the House of ....., on the ..... day of the month of ..... in the year ....., the Friars, ..... in number, assembled as voting Members of the Intermediate Chapter under the presidency of Br ....., duly elected the Definitors of the Province of .....

In this election: .....<sup>13</sup>

Since they have received the required number of votes, the following are, therefore, elected:

*As Definitors of the Province:*

Br N.N.

Br N.N.

Br N.N. (and so on .....)

Br N.N. .... Teller

Br N.N. .... Teller

Br N.N. .... Secretary

And I, Br N.N. ...., President of the Chapter, duly confirm these elections.

*(seal of the province)*

Given at ....., on the ..... day of the month of ..... in the year .....

## **7. Elections in the Capitular Congressus of the Province**

### *a. Balloting with tokens in a secret vote*

In the House of ....., on the ..... day of the month of ..... in the year ....., the friars, ..... in number and lawfully assembled as members of the Capitular Congressus under the presidency of Br ....., carried out the following elections:

**Custos** of the Custody of .....<sup>14</sup>

Br N.N. .... received ..... votes

---

<sup>13</sup> Follow the same procedure and model of no. 4.3, a-b.

<sup>14</sup> It is presupposed in this form that the Custos and his Councilors are elected by the Definitory of the Province. However, the Particular Statutes can determine otherwise (cf. GGSS 134 §1 and 224 §2).

**Councilors** of the Custody

Br N.N. .... received ..... votes  
Br N.N. .... received ..... votes  
Br N.N. .... received ..... votes  
Br N.N. .... received ..... votes

**Guardian**<sup>15</sup> of the House<sup>16</sup> ....., of .....

Br N.N. .... received ..... votes

*(Give a complete list of the Guardians and the Houses, adding the number of votes in each case)*

**Superior** of the filial House<sup>17</sup> ....., of .....

Br N.N. .... received ..... votes

*(Give a complete list of the Guardians and the Houses, adding the number of votes in each case)*

**President** of the Foundation of .....

Br N.N. .... received ..... votes

**Councilors** of the Foundation<sup>18</sup>

Br N.N. .... received ..... votes  
Br N.N. .... received ..... votes  
Br N.N. .... received ..... votes

Br N.N. .... Secretary

And I, Br N.N. .... President of the Capitular Congressus,  
confirm these elections.

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<sup>15</sup> The election of Guardians in the Custodies pertains to the Custos and his Council, according to the norm of GGSS 235 §1.

<sup>16</sup> Even if the documents of the elections are drawn up in Latin, names of places should be written in the local language.

<sup>17</sup> Even if the documents of the elections are drawn up in Latin, names of places should be written in the local language.

<sup>18</sup> The number of Councilors is determined by the Particular Statutes.



(seal of the province)

Given at ....., on the ..... day of the month of ..... in the year .....

b. *By beneplacitum (verbal approval or show of hands)*

In the House of ....., on the ..... day of the month of ..... in the year ....., the Friars, ..... in number and lawfully assembled as Members of the Capitular Congressus under the presidency of Br ....., the following were elected:

**Secretary of the Province**

Br N.N. .... received ..... yes votes

**Provincial Bursar**

Br N.N. .... received ..... yes votes

**Secretary for Evangelization**

Br N.N. .... received ..... yes votes

**Moderator for Missionary Evangelization**

Br N.N. .... received ..... yes votes

**Coordinator for Evangelization**

Br N.N. .... received ..... yes votes

**Secretary for Formation and Studies**

Br N.N. .... received ..... yes votes

**Moderator of Ongoing Formation<sup>19</sup>**

Br N.N. .... received ..... yes votes

**Master of Postulants**

Br N.N. .... received ..... yes votes

**Master of Novices**

Br N.N. .... received ..... yes votes

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<sup>19</sup> Cf. GGSS 85 §2.

**Master of Friars in temporary profession**

Br N.N. .... received ..... yes votes

**Commissary of the Holy Land**

Br N.N. .... received ..... yes votes

**Vice-Commissary of the Holy Land**

Br N.N. .... received ..... yes votes

**Vicar of the House** ..... of ....., in .....

Br N.N. .... received ..... yes votes

*(Give a complete list of the Vicars and Houses, adding the number of yes votes received in each case)*

**Bursar of the House**<sup>20</sup> ....., of ....., in .....

Br N.N. .... received ..... yes votes

*(Give a complete list of the Bursars and Houses, adding the number of yes votes received in each case)*

And so it is: Br N.N. .... Secretary

And I, Br N.N. .... President of the Capitular Congressus, duly confirm these elections.

*(seal of the province)*

Given at ....., on the ..... day of the month of ..... in the year .....

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<sup>20</sup> Whenever the Particular Statutes determine that his election be carried out by the Capitular Congressus.