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A number of revisions and language changes have taken place since the approval of the **Constitution and Complementary Document** in 1984.

The General Chapters of 1989 and 1993 approved further revisions in the **Constitution** which were approved by the Congregation for Institutes of Consecrated Life and Societies of Apostolic Life (CICL) on November 14, 1989 (1989 Chapter) and March 19, 1995 (1993 Chapter).

In 1993, the Congregational Chapter approved a Congregational Leadership Team model for the 1994-1997 term. Since no changes were made in the **Constitution**, a working understanding of how this model is to be applied is included in the 1993 Acts of Chapter (See Appendix). The 1997 and 2001 Congregational Chapters reaffirmed the use of the Team model.

The change in the term of office from four to six years and eligibility for re-election to the Congregational Leadership was approved during the 1997 Congregational Chapter and by CICL in July 2001.

The two final revisions included in these documents were approved by the 2001 Congregational Chapter. They are: 1) a change in C, 60 no longer requiring a bishop to witness the election and 2) CD, #0 39-40 regarding the policy-making body of the (vice) provinces.

This edition of the **Constitution and Complementary Document** is the re-editing approved by the 1997 Congregational Chapter. It incorporates changes approved by the Chapters listed above, CICL, and inclusive language.

*CONSENSUS STATEMENT OF THE CENTRAL IDEAS
OF JEAN PIERRE MEDAILLE, S. J.,
FOUND IN THE PRIMITIVE CONSTITUTIONS*

Stimulated by the Holy Spirit of Love and receptive to His inspirations

The Sister of Saint Joseph moves always towards
profound love of God
and
love of neighbor without distinction

from whom she does not separate herself
and
for whom, in the following of Christ
she works in order to achieve
unity of neighbor with neighbor
and neighbor with God
directly in this apostolate
and
indirectly through works of charity

in humility - the spirit of the Incarnate Word
(Philippians 2:5-8)

in sincere charity (cordiale charit6) - the manner of
Saint Joseph whose name she bears

in an Ignatian-Salesian climate: that is, with an
orientation towards excellence
(Le de'passement, le plus)
tempered by gentleness (douceur), peace, joy

HISTORY OF THE SISTERS OF ST JOSEPH OF CARONDELET

The Sisters of St. Joseph of Carondelet is a congregation of women religious which traces its origin to and follows the spirit of the foundation made in LePuy en Velay, France about 1650 by Jean Pierre Medaille, S.J., with Françoise Eyraud and her five women companions, under the pastoral care of Bishop Henri de Maupas. Dedicated to--"the practice of all the spiritual and corporal works of mercy of which woman is capable and which will most benefit the ... dear neighbor" (**Primitive Constitutions**), the community had a rapid growth until the time of the French Revolution when some of the convents were suppressed and the sisters were forced to live as lay persons.

Five Sisters of St. Joseph were put to death by the revolutionaries and among those imprisoned was Mother St. John Fontbonne, superior of the convent at Monistrol. Scheduled to be executed on July 28, 1794, she was spared when Robespierre fell from power on July 27. Thirteen years later, Cardinal Fesch, Archbishop of Lyons, requested her to reestablish the community in his diocese. Through Mother St. John Fontbonne the Congregation maintains continuity with the community founded by Father Medaille and officially established in LePuy by Bishop de Maupas.

The first Sisters of St. Joseph came to America from Lyons in 1836 in response to a request from Bishop Joseph Rosati for a small group of religious to open a school for the deaf in St. Louis. Two convents were established - one in Cahokia, which closed in 1855, the other in Carondelet, a village on the outskirts of St. Louis. Carondelet was destined to become the cradle of the American congregation, and the school for the deaf which was opened there in 1837 survives today in St. Joseph's Institute for the Deaf, a school internationally recognized for its excellence.

Bishop Rosati named Mother Celestine Pommerel superior of the Carondelet community in 1840. In 1847 the first foundation outside St. Louis was made in Philadelphia, Pennsylvania to be followed shortly by foundations in St. Paul, Minnesota and Toronto, Canada. As foundations continued to multiply, the need for centralized government was recognized. At the invitation of Mother St. John Facemaz, successor to Mother Celestine, delegates from the

several branches of the Sisters of St. Joseph met in St. Louis in May 1860 to approve a plan of general government. Three provinces were established with headquarters in St. Louis, Missouri, St.- Paul, Minnesota and Troy, New York. Mother St. John Facemaz was elected first superior general for a term of six years. (Some communities at-this time, made the decision to-remain under diocesan jurisdiction.)

One of the first concerns of Mother St. John Facemaz was to secure papal approbation for the **Constitutions** of the Sisters of St. Joseph of Carondelet. Shortly after her election, Mother St. John went to Rome and presented a copy of the **Constitutions** for approval. A decree of commendation was received in 1863. Some years later, when Mother Agatha Guthrie was superior general, the final approbation was received, dated May 16, 1877. This approval established the Sisters of St. Joseph of Carondelet as a congregation of pontifical right.

A fourth province was added in 1876 with provincial headquarters in Tucson, Arizona. In 1903 the provincialate was moved from Tucson to Los Angeles. Subsequently, several small groups appealed to Carondelet for admission into the congregation, including the Sisters of St. Joseph of Lewiston, Idaho, who became part of the Los Angeles Province in 1925, and the Sisters of St. Joseph of Georgia, who joined the congregation as a separate province in 1922 and became part of the St. Louis Province in 1961. The Sisters of St Joseph of Superior, Wisconsin joined our congregation in 1986, becoming part of the St. Paul Province.

The congregation established foundations in Hawaii in 1938, in Japan in 1956 and in Peru in 1962. These have flourished and have attracted native members. The Hawaii community became a vice-province in 1956, the Japan and Peru communities in 1978.

Mother Eucharista Galvin, superior general in 1965, initiated the organization of the Federation of the Sisters of St. Joseph, inviting all St. Joseph communities in America who trace their origin to Father Medaille to join. Her succes-

sor, Sister Mary Seraphine Meaney, was elected the first president of the Federation.

Responding to the call of the Second Vatican Council, the congregation initiated a program of spiritual renewal as recommended in the document **Perfectae Caritatis**. The members of the Congregation began an intensive study of the gospels and of the spirit of Jean Pierre Medaille and undertook an appraisal of the needs of late twentieth century society. These studies resulted in a subsequent expansion of ministries designed to respond to contemporary situations in diverse cultures and different ways of living in community.

Since the constitution of a religious institute embodies in written form what the institute is and does, this **Constitution** of the Sisters of St. Joseph of Carondelet attempts to give expression to gospel values, the spirit of the founder, the tradition of the community and the developing reality of religious life as the members experience it in the post-Vatican 11 era. The **Constitution** was completed by the 1978 General Chapter and, following consultation with the Sacred Congregation for Religious and Secular Institutes, was revised by the 1981 General Chapter. The Congregation for Religious approved the revised **Constitution** of the Sisters of St. Joseph of Carondelet on October 15, 1984.

CONSTITUTION

Sisters of St Joseph
of Carondelet
2001

The Congregation of the Sisters of St. Joseph of Carondelet, a congregation of pontifical right, recognizes its obligation to comply with the Universal Law of the Church although only some parts of the Universal Law are cited in the documents of the Congregation's Particular Law. The Particular Law includes the **CONSTITUTION, COMPLEMENTARY DOCUMENT**, Provincial and Vice Provincial Government Plans, Provincial and Vice Provincial Policies and Acts and Decrees of the Congregational Chapters.

CONSTITUTION

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Constitution

Part I

Life

THE SISTERS OF SAINT JOSEPH OF CARONDELET

1. Our congregation is a community of women religious who through public profession of the evangelical counsels of chastity, poverty and obedience promise to live entirely for God and for others. In the spirit of Jesus who emptied Himself in order to reveal God's love, we look to the- Creator who loves all without distinction and to the Spirit who can enable us to be "a congregation of the great love of God" in the world. We turn to Mary and to Joseph for examples of faithfulness to the inspiration of the Spirit and of humble, cordial service to the neighbor.

2. The Eucharist is source, sign and expression of our living unity that is still growing into the fullness of Christ. Entering more deeply into the life-death-resurrection of Jesus, we empty ourselves to be filled with His power. In our life together, our bond of unity and charity is strengthened as we share:

- common faith and hope
- common history and spirit
- common prayer and purpose.

Through our life and ministry, we bring the joy, hope and love of Jesus' risen presence to the world.

3. Continuing Christ's mission in the world calls us to live in the spirit of the beatitudes with generous and courageous love. As we grow in fidelity to the Spirit, we become more sensitive and responsive to the needs of others, especially the poor. We desire the redemption of the whole world and work toward it in the best way possible with a spirit of gentleness and peace, of simplicity and joy. In charity and humility, we dare to do, to suffer and to undertake all for the glory of God, knowing that God who begins any good work in us will bring it to completion.

4. The Spirit calls us to commit ourselves freely to God and to one another in community. Through public vows of chastity, poverty and obedience, we promise the lifelong gift of self to God for all persons without distinction. Responding in a radical way to the gospel, We direct the whole of our being to God in prayer and love, making ourselves available to share in the mission of bringing all persons to freedom and oneness in God. Like Jesus, we embrace the death-life mystery that this self-emptying demands.

5. Through the vow of religious chastity we respond to the call of the Spirit by living celibacy and Christian chastity. This opens us to an ever-growing relationship with Jesus which in turn frees us- to share in His mission.

- Called to an apostolic love which is fully human and personal, we choose to love all rather than one person exclusively.
- We assume responsibility for a personal asceticism which fosters this growing intimacy
 - contemplation of the life and attitudes of Jesus, Mary and Joseph
 - participation in the sacramental life of the Church
 - development of strong community bonds and of life-giving relationships
 - choice of leisure and recreational activities which nourish our consecration.
- We strive continuously to integrate the meaning of celibate love into our life and ministry.

6. Through the vow of religious poverty we respond to the call of the Spirit by freely relinquishing the independent use and disposal of temporal goods. We look to Jesus for the model of religious poverty, that self-emptying which enables us to live in total dependence on God and on the community.

- Simplicity of life challenges us:
 - to use that which is needed when it can be provided
 - to choose deliberately only what is necessary and be content when what seems necessary is not available
 - to share what we have with others

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- to strive to grow in freedom from possessiveness
 - to be sensitive to the poor and the needy.

- According to our tradition, the religious dress we wear is a sign of our consecration and a witness to poverty, as described in the **Complementary Document**.
- All that we receive, by way of gift, earnings or insurance, belongs to the congregation; we are content to rely on the congregation for all that we need. A member retains ownership of property but must renounce the administration, the use of and the income from property. A member may renounce her patrimony according to the norm of Universal Law and the specifications of the **Constitution and Complementary Document**.
- The resources of the congregation are used to further our mission, particularly for service of the poor.

7. Through the vow of religious obedience we respond in faith to the call of the Spirit to obey those who serve us in the ministry of authority and to live according to the directives of our **Constitution**. In union with the obedient Jesus we embrace both the struggle and the joy of sharing in His mission.

- We unite in community to listen to and to obey God's will.
- We listen to the Spirit speaking through word and sacrament, through persons and events of life.
- We enter into prayer, dialogue and reflection as part of the process by which we as individuals and as groups discern God's will.
- We recognize the right of a superior - congregational, provincial or vice-provincial -- to call us to obedience by a formal precept in a serious matter.
- We respond in faith to superiors and chapters who have the authority to make decisions according to our **Constitution** regarding common life and ministry.
- We are united as religious to the Supreme Pontiff by a bond of obedience.

8. The Spirit calls us to live out our consecration in community, and with the

strength that comes from our life together, to turn beyond ourselves to serve a world in need. We love freely. We live simply. We listen attentively. Thus, we realize our commitment to Jesus Christ by doing what He does, giving ourselves for others.

9. Prayer is a living relationship with God -- a relationship moving and growing with the rhythms of life. In prayer we open ourselves to the transforming power of the risen Jesus who calls us to share His life and friendship and to seek the love, the will and the glory of God.

10. In our prayer as individuals and as community, we delight in God's love in a spirit of thanks and praise. We unite ourselves to Jesus in contemplating His life and attitudes and in recognizing in Mary and Joseph examples of fidelity to the Spirit and humble, cordial service to the neighbor. We seek the inspiration of the Spirit, wait for it without anxiety and embrace it when it comes.

11. For our congregation, the Eucharist is the primary sign, source and expression of our unity. In the celebration of the Eucharist, we are most deeply united with God, with one another and with all persons in the world.

- We continue our tradition of participating daily in the liturgical celebration of the Eucharist as circumstances allow.
- Each local community plans for celebrations of the Eucharist as a group.
- As members of an apostolic community we also celebrate the Eucharist with others.

12. We seek God's forgiveness and healing love in frequent reception of the Sacrament of Reconciliation, relying on the power of the sacrament and the presence of God to give vitality to our life and ministry. Local communities express their need for reconciliation with God, with one another and with all others through communal forms of reconciliation, sacramental and non-sacramental.

13. Communion with the Holy Trinity is the heart of our religious life and the source of our apostolic fruitfulness.

- Each member makes conscious and constant efforts to deepen her relationship with God through daily prayer. Sensitive to the unique needs of each one in this regard, the local community provides the necessary time and space for prayer.
- The local community has the responsibility to provide for daily communal prayer. The composition and ministry of each local community will

affect the kinds and forms of community prayer.

- Reflection on the word of God in scripture and other forms of communal prayer are in keeping with our traditions; among which the morning and evening prayer of the church has a privileged place.
- Each sister makes an annual retreat. Both individuals and local communities use opportunities available for recollection and renewal. The congregation insures the time and means necessary for retreat and renewal.
- We pray for all members, living and dead, especially at the Eucharistic celebration. Our deceased members are remembered in prayer on the anniversary of death.

14. Prayer in solitude and in common affects the quality of our presence to one another and to all people. It unites us with God whose power can accomplish more than we can hope for or imagine.

15. The Spirit calls us together to become one heart and one soul in responding daily to the command of Jesus: "Love one another as I have loved you." Our response demands continuing conversion which authenticates our lives together as women of unity and reconciliation. We are most deeply community in the Eucharist, the source of our union with God, with one another and with all others.

16. In community living we share responsibility to create an atmosphere conducive to personal and communal growth in God. Through our mutual lifelong support and prayer we grow toward deeper love. We express this love to which we are called by sharing who we are and all that we have:

- trusting in one another's goodness
- bearing one another's burdens and weaknesses
- rejoicing in one another's joys and strengths
- being compassionate and forgiving
- consoling and strengthening one another.

We strive to live in the joy and peace that is the sign of Jesus' presence among us.

17. Hospitality is an expression of the cordial charity to which the members of the congregation are called. Each local community determines the balance of privacy and hospitality appropriate for its particular members and circumstances. Each local community determines the areas of the house that are open to other persons.

18. We ordinarily live in a CSJ local community. The provincial or vice provincial superior may permit a member to live apart from a local CSJ community according to the norm of Universal Law.

19. In union with Jesus' life-death-resurrection, we share the joy and pain of being a human community in and for the world. As we endeavor to love all without distinction, we announce by our lives together the presence and the coming of God's reign.

20. Our congregation from its foundation has been dedicated to the exercise of "all of the spiritual and corporal works of mercy of which woman is capable and which will most benefit the ... dear neighbor" -- ministry to orphans, the sick poor, young girls, the destitute and others in need. We continue in this spirit and engage in **works of compassion** and mercy which respond to the spiritual and corporal needs of persons in our times. We do this in a way that:

- heals and reconciles
- serves all persons without distinction
- makes known through our lives the gospel we proclaim
- enables others to assume a more active responsibility for continuing the mission of Jesus
- recognizes and defends the human dignity of all persons promotes justice with a particular concern for the poor.

21. As Sisters of St. Joseph our mission is that of the church: to continue the mission of Jesus. It is our responsibility both as a congregation and as individuals within the church to share the task of identifying and responding to spiritual and material needs. In so doing the provincial or vice -provincial superior collaborates with bishops in order to give effective direction to our ministry. The expression of these needs varies with times, cultures and conditions of persons. The congregation, confirming a particular expression of ministry, sends its members in the name of the church to share in building God's reign of justice, love and peace through our charism of unity and reconciliation.

22. We use our gifts generously in embracing the command of Jesus: pray, heal, teach, love and forgive. In gentleness, peace and joy we strive to become more loving and effective instruments of Christ's zeal, knowing he is faithful in accomplishing His mission through us.

Constitution

Part II

Organization and Membership

GOVERNMENT IN THE CONGREGATION

23. Gifted with the power of the Spirit, we come together as Sisters of St. Joseph to continue Jesus' mission in the world. We respond lovingly to the inspiration of the Spirit whether expressed through individuals or chapters according to our **Constitution**. Such authority calls forth the gifts of each member individually and provides conditions which enable us together to become more fully a congregation of the great love of God.

24. Each member has the responsibility:

- to participate in and make suggestions about the direction of common life and ministry of the congregation
- to pray for, challenge and trust the other members in building an atmosphere supportive of loving service
- to encourage, cooperate with and communicate with persons who, by their offices, represent the congregation and have the authority to make decisions regarding common life and ministry
- to observe in a spirit of faith and joy the **Constitution** and chapter directives
- to participate in local, provincial and congregational government.

25. Those in offices of authority, whether congregational, provincial or local, exercise ordinary authority according to the **Constitution**. Their service of love includes:

- establishing relationships of trust and respect that will enable us to become all that we can be for God and God's people
- assisting, encouraging and challenging individuals and groups in listening to the Spirit and in testing inspirations
- confirming our response when God's will seems evident
- collaborating with the church and with society whose needs and insights affect the exercise of our ministry
- making decisions within their competence

26. In given situations, the fullness of the service of authority is achieved through the combined efforts and gifts of all persons in that situation. A major superior may

delegate authority to carry out some of the functions of her office. She communicates clearly to the members the functions she delegates and to whom she delegates them. The ultimate responsibility remains with the superior.

27. Government in the congregation provides structures and offices that facilitate common life and ministry by ordering relationships and designating the functions of the members. The principles of mutuality, collaboration and subsidiarity are basic to the organization of government in the congregation.

28. The congregation is united under congregational government and is organized into provincial, vice-provincial, regional and local units of government. These units of government are responsible and accountable to other units and persons as designated in the **Constitution** and in provincial and vice-provincial government plans. Unless otherwise stated, responsibilities and functions described for provinces apply also to vice-provinces. All units are established to facilitate deeper participation of the members in the common life and ministry of the congregation.

LOCAL UNITS

29. The local community is the visible expression of the life and love shared by members of the congregation. In striving to love one another, the members of the local community hope to bring to life among themselves the unity and reconciliation to which the congregation is called. The members of the local community share responsibility for creating an atmosphere supportive of living and growing together in the Spirit.

30. Each local community has a religious superior who is elected or appointed for one or more houses according to the provincial government plan. If the process is one of election, the local superior is confirmed by the provincial superior. She should have the qualities which enable her to encourage the members individually and as a community to respond more deeply to their vocation in the congregation, in the church and in the world. She has the responsibility:

- to have sufficient personal contact with each member in order to know her and call her to greater love and service
- to know the local community in such a way as to call it to holiness and affirm its members in their relationship to the congregation and the peo-

ple of the local church.

She must be a permanently professed member of the congregation for at least three years and be willing to perform this service. Her term of office is a maximum of four years, renewable once. The local superior is assisted by a council which ordinarily is the assembly of all the sisters. In large communities, the local community may elect three councilors. The local superior is accountable to the provincial superior.

31. Each member of the local community has the right and the responsibility to participate in the local assembly. Each member is accountable to God, to herself and to designated religious superior(s) for her decisions and her quality of life. She is responsible to her local community and to the provincial community regarding decisions made on those levels.

REGIONAL UNITS

32. When the size of a province or other circumstances warrant it, a province may establish intermediate or regional groupings of local communities. The structure of regional groupings should provide greater opportunity for the members to know one another and the congregation. The provincial superior may delegate some of her duties to the regional superior.

PROVINCIAL AND VICE-PROVINCIAL UNITS

Provincial Government

33. The province is a unit of the congregation consisting of members in local communities under the leadership and authority of a provincial superior. Each province focuses the response of the congregation to the needs of the church and society in particular areas. The congregational chapter has the right to establish new provinces, amalgamate existing provinces and approve the location of the provincial center.

34. The government of a province is the responsibility of the provincial superior assisted by her council. Each province develops both a government plan and a program for initial and continuing personal development. Each congregational chap-

ter must review and approve the government plan and the initial phase of the personal development program. Major changes in either of these are presented to the congregational chapter for approval or, between chapters, to the congregational director who, with the deliberative vote of her council, may approve the changes.

35. The members of the province share in the government of the province by participating directly or indirectly in:

- the process of selecting the provincial superior and councilors
- the provincial chapter
- a representative body as provided for by the **Complementary Document** or the provincial government plan.

Each province also provides for some type of mediation board.

Provincial Superior

36. The provincial superior is the major superior of the province who governs with the assistance of a council. With wisdom, love and vision she encourages the members to respond more deeply to their vocation in the congregation and in the church. She collaborates with the church and with society in giving focus and direction to the ministry of the province. She provides for the implementation of the **Constitution**, the decisions and directions of the congregational chapter and the directives of the church. She convenes and presides at the provincial chapter and at the meetings of the policy-making body when provided for in the government plan. She provides for the just stewardship of the temporal goods of the province and administers the legal and corporate affairs according to the law of the church, civil law and the needs of the Congregation. She admits candidates to the congregation on behalf of the province. She represents the congregation within the province and has a responsibility to its members. She is accountable to the congregational director.

37. A person chosen for the office of provincial superior should have the wisdom, experience and compassion necessary to carry out the responsibilities of the office. She must be a permanently professed member of the congregation for at least six years and be willing to perform this service. The provincial superior may be chosen by election or may be appointed by the congregational director with the

deliberative vote of her council, according to the process of selection reviewed and approved by the provincial chapter. If the process is one of election, the provincial superior must be confirmed by the congregational director. If the process is one of appointment, consultation with the sisters of the province must precede the appointment.

Assistant Provincial

38. The assistant provincial(s) should have the wisdom, understanding and experience necessary to assist the provincial superior in the exercise of her office. She is a member of the provincial council and carries out the duties delegated to her by the provincial superior. She must be a permanently professed member of the congregation for at least six years and be willing to perform this service. The assistant provincial(s) may be appointed by the congregational director with the deliberative vote of her council or may be chosen by election. If the process is one of appointment, consultation with the sisters must precede the appointment.

Provincial Council

39. The provincial council is composed of the assistant provincial(s) and provincial councilors. A provincial councilor should have sufficient wisdom and experience to know, understand and encourage the members in their common life and ministry. She must be a permanently professed member of the congregation and be willing to perform this service. She should bring to provincial government a sense of the mission of the congregation within the larger church. She supports the provincial superior in unifying and directing the province response to the needs of the church and society.

40. When a deliberative vote of the provincial council is required according to the law of the church or the **Constitution**, the provincial superior acts invalidly if she acts contrary to the vote of the council. The following require the deliberative vote of the provincial council:

- to enter into, extend or withdraw from an agreement in the name of the province
 - to sponsor an institution
 - to provide financial resources or personnel for more than one

year for an area of service which is not self-supporting

- to approve extraordinary expenditures
- to approve the acceptance of restricted gifts received in the name of the congregation
- to permit a member to change her will, to change her act of cession or to give away personal or real property of her patrimony
- to admit a candidate to temporary or permanent profession; to extend the novitiate in an individual case for a maximum of six months
- to make a recommendation to the congregational director regarding the readmission of a woman into the congregation
- to make a recommendation to the congregational director regarding the transfer of an individual to or from another congregation
- to erect or suppress houses in consultation with the congregational director and in collaboration with the bishop of the diocese according to the norm of the Universal Law
- to extend the period of temporary profession but not beyond nine years
- to refuse to allow a member to renew her temporary profession or to be permanently professed in the congregation if there are indications that her call is not to this congregation
- to act on any other matters determined by the congregational chapter or stated in the law of the church or the **Constitution**.

Provincial Treasurer

41. The provincial treasurer is appointed by the provincial superior with the consultative vote of her council. Her term of office is coincident with that of the provincial superior, with the possibility of reappointment. She may or may not be chosen from among the provincial councilors. She is responsible for the just stewardship of the financial affairs of the province, under the direction of the provincial superior, and reports to the provincial superior and the council.

Vice-Provincial Government

42. A vice-province is a unit of the congregation consisting of members in local communities under the leadership and authority of a vice-provincial superior. Each vice-province focuses the response of the congregation to the needs of the church and society in particular areas. The congregational chapter has the right to estab-

lish new vice-provinces, amalgamate existing vice-provinces and approve the location of the vice-provincial center. Vice-provincial units are dependent on the congregation through the congregational government for personnel and for financial resources.

43. The government of a vice-province is the responsibility of the vice-provincial superior assisted by her council. Each vice-province develops both a government plan and a program for initial and continuing personal development. Each congregational chapter must review and approve the government plan and the initial phase of the personal development program. Major changes in either of these are presented to the congregational chapter for approval or, between chapters, to the congregational director who, with the deliberative vote of her council, may approve the changes.

44. The members of the vice-province share in the government of the vice-province by participating directly or indirectly in:

- the process of selecting the vice-provincial superior and councilors
- the vice-provincial chapter
- a representative body as provided for by the **Complementary Document** and the vice-provincial government plan.

Vice-Provincial Superior

45. The vice-provincial superior is the major superior of the vice-province which she governs with the assistance of a council. With wisdom, love and vision she encourages the members to respond more deeply to their vocation in the congregation and in the church. She collaborates with the church and with society in giving focus and direction to the ministry of the vice-province. She provides for the implementation of the **Constitution**, the decisions and directions of the congregational chapter and the directives of the church. She convenes and presides at the vice-provincial chapter and at the meetings of the policy-making body when provided for in the government plan. She provides for the just stewardship of the temporal goods of the vice-province and administers the legal and corporate affairs according to the law of the church, civil law and the needs of the congregation. She admits candidates to the congregation on behalf of the vice-province. She repre-

sents the congregation within the vice-province and is responsible to its members. She is accountable to the congregational director.

46. A person chosen for the office of vice-provincial superior should have the wisdom, experience and compassion necessary to carry out the responsibilities of the office. She must be a permanently professed member of the congregation for at least six years and be willing to perform this service. The vice-provincial superior may be chosen by election or may be appointed by the congregational director with the deliberative vote of her council, according to the process of selection reviewed and approved by the vice-provincial chapter. If the process is one of election, the vice-provincial superior must be confirmed by the congregational director. If the process is one of appointment, consultation with the sisters of the vice-province must precede the appointment.

Vice-Provincial Council

47. The vice-provincial council is composed of the vice-provincial councilors who should have sufficient wisdom and experience to know, understand and encourage the members in their common life and ministry.

A councilor must be a permanently professed member of the congregation and be willing to perform this service. She should bring to vice-provincial government a sense of the mission of the congregation within the larger church. She supports the vice-provincial superior in unifying and directing vice-provincial response to the needs of the church and society.

48. When a deliberative vote of the vice-provincial council is required according to the law of the church or the **Constitution**, the vice-provincial superior acts invalidly if she acts contrary to the vote of the council. The following require the deliberative vote of the vice-provincial council:

- to enter into, extend or withdraw from an agreement in the name of the vice-province
 - to sponsor an institution
 - to provide financial resources or personnel for more than one year for an area of service which is not self-supporting
- to approve extraordinary expenditures

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- to approve the acceptance of restricted gifts received in the name of the congregation
 - to permit a member to change her will, to change her act of cession or to give away personal or real property of her patrimony
 - to admit a candidate to temporary or permanent profession; to extend the novitiate in an individual case for a maximum of six months
 - to make a recommendation to the congregational director regarding the readmission of a woman into the congregation
 - to make recommendation to the congregational director regarding the transfer of an individual to or from another congregation
 - to erect or suppress houses in consultation with the congregational director and in collaboration with the bishop of the diocese according to the norm of universal law
 - to extend the period of temporary profession but not beyond nine years
 - to refuse to allow a member to renew her temporary profession or to be permanently professed in the congregation if there are indications that her call is not to this congregation
 - to act on any other matters determined by the congregational chapter or stated in the law of the church or the **Constitution**.

Provincial and Vice-Provincial Chapters

49. The provincial or vice-provincial chapter is a representative body of the members of the province or vice-province, convened by the provincial or vice-provincial superior. It has the authority:

- to formulate proposals to be considered by the congregational chapter
- to elect delegates and alternates to the congregational chapter
- to determine provincial or vice-provincial policy while in session
- to give direction to the common life and ministry of the province or vice-province in the light of the needs of the church and society
- to determine the number of provincial or vice-provincial councilors in a province or vice-province
- to review and approve the process for selecting subsequent provincial or vice-provincial officers

50. The provincial or vice-provincial chapter must be held within the twelve months preceding the congregational chapter. The members of the province or vice-province elect delegates to the provincial or vice-provincial chapter after receiving notice of the nature and theme of the congregational chapter. The chapter is composed of ex-officio members as well as delegates elected by the members of the province or vice-province. The number of elected delegates must exceed the number of ex-officio members.

CONGREGATIONAL GOVERNMENT

51. Congregational government unites the members of the congregation in keeping the life and ministry of the congregation contemporary as well as faithful to the spirit of the gospel and of our founder. Congregational government includes the congregational director with her council and the congregational chapter. They assist the congregation to reflect on its experience and to respond to a broad vision of the church and its needs.

Congregational Director

52. The congregational director is the major religious superior and leader of the congregation. With faith, courage and wisdom she governs the congregation and leads it in carrying out its mission. She strengthens the congregation by exercising leadership in collaboration with national and international groups. Through her vision of the congregation and the church, she fosters unity among the members in common life and ministry. Faithful to the inspiration of the Spirit, she encourages the congregation to move always toward greater love of God and love of others in God.

53. The congregational director presides at meetings of the congregational council and is empowered and required to conduct the affairs of the congregation. Her authority extends to all members, communities, provinces and vice-provinces. She is responsible for the implementation of the **Constitution**, the decisions and directions of the congregational chapter and the directives of the church. With her council she provides a practical interpretation of the **Constitution** when appropri-

ate. Authentic interpretation of it rests with the Holy See. Through the congregational treasurer she provides for the just stewardship of the congregation. The congregational director administers the legal and corporate affairs according to the needs of the congregation, the law of the church and civil law. She is responsible to carry out those other duties listed in the **Complementary Document** and is accountable to the congregational chapter for the exercise of her duties. A person selected for the office of congregational director should have the wisdom, vision and courage to lead the congregation in faith and hope. She must be a permanently professed member at least six years and be willing to perform this service. Her term of office is six years non-renewable.

First Councilor

54. The first councilor should have the understanding, experience and leadership necessary to assist the congregational director in governing the congregation. She is a member of the congregational council and carries out the duties delegated to her by the congregational director. She must be a permanently professed member of the congregation for at least six years and be willing to assist the congregational director in her responsibility. Her term of office is six years, non-renewable. In the event of the death, resignation, deposition or incapacity of the congregational director, the first councilor assumes the powers of the congregational director and governs the congregation until a new congregational director is elected. She convenes a chapter of elections within six months unless a regular chapter of elections is to occur within twelve months.

Congregational Council

55. The congregational council is composed of the first councilor and at least three other councilors elected at the congregational chapter. The council assists the congregational director in governing the congregation. A congregational councilor must be a permanently professed member of the congregation for at least six years and be willing to perform this service. Her sense of the congregation, the church and society should enable her to aid the congregational director in advancing the life and ministry of the congregation. The Congregational Chapter determines the number of congregational councilors. The term of office is six years, nonrenewable in this capacity.

56. When a deliberative vote of the congregational council is required, according to the law of the church or the **Constitution**, the congregational director acts invalidly if she acts contrary to the vote of the council. The following actions require the deliberative vote of the congregational council:

- determining the date and meeting place of the ordinary/special congregational chapter
- granting indulgences of temporary separation and permanent separation, granting decrees of dismissal, imposing periods of temporary separation, or permitting the return of a member from imposed separation
- delegating to the provincial superior the authority for decisions regarding patrimony
- making contracts in the name of the congregation, extraordinary expenditures, receipt of restricted gifts in the name of the congregation, contraction of debts, alienation of real estate and valuable goods or transactions involving mortgages
- appointing the congregational treasurer
- determining the incapacity of the first councilor or congregational councilor
- carrying out any other matters determined by the congregational chapter or stated in the law of the church or **Constitution**.

Congregational Treasurer

57. The congregational treasurer is appointed by the congregational director with the deliberative vote of her council. Her term of office is coincident with that of the congregational director. The treasurer may or may not be chosen from among the congregational councilors. She is responsible for the just stewardship of the financial affairs of the congregational government under the direction of the congregational director and reports to the congregational director and her council.

Congregational Chapter

58. When in session, the congregational chapter exercises the highest authority in the congregation according to the **Constitution**. The congregational director convokes the congregational chapter and is the presiding officer. The congregational chapter:

-
- elects the congregational officers
 - reviews the life and ministry of the congregation in the light of its spirit, its purpose and the current needs of the church and society
 - makes decisions necessary to strengthen the congregation in fulfilling its mission
 - makes necessary changes in the **Constitution and Complementary Document**.

All revisions of the **Constitution** require a two-thirds majority vote of the chapter and are subject to the approval of the Holy See.

59. The ordinary congregational chapter meets every six years. For good reasons, the congregational director with the deliberative vote of her council and in consultation with the provincial superiors may call an extraordinary congregational chapter. The congregational chapter is composed of ex-officio members and elected delegates. The ex-officio members are the congregational officers and those designated ex-officio in the **Complementary Document**. The number of elected delegates from the provinces and vice-provinces is determined by the previous congregational chapter. The number of elected delegates must exceed the number of ex-officio members.

60. The date for the election of the congregational officers is set by the congregational director with the deliberative vote of her council and confirmed by the congregational chapter. The election may take place no more than six months before the offices become vacant. Each province and vice-province submits nominations for congregational officers as specified in the **Complementary Document**. The election procedure is as follows:

- The congregational director and first councilor are elected by separate secret ballots and by an absolute majority of votes.
- If after a fourth ballot, no one receives an absolute majority, the names of only the two candidates with the highest number of votes will be placed on the fifth ballot.
- In the case of a tie, the member who is older by profession is the congregational director. If the members were professed at the same time, the senior in age is elected.

The presiding officer of the chapter declares the election of the new congregational director and the first councilor. The bishop of the diocese in which the election takes place witnesses the election. The election is celebrated with a Eucharistic liturgy. The newly-elected officers assume office when the office becomes vacant by law.

61. The resources of the congregation are used to further its mission, particularly service to the poor.

62. The congregation has the right, through its congregational and provincial or vice-provincial government, to acquire, own, administer and alienate temporal goods in order to achieve the goals of the congregation. The congregational unit and each provincial and vice-provincial unit are legally incorporated.

63. The temporal goods of the congregation are managed in the congregational unit by the congregational treasurer under the direction of the congregational director and her council and in the provincial unit by the provincial treasurer under the direction of the provincial superior and her council.

64. All funds which come to us as a congregation, whether as a group or as an individual member, through earnings, services, gifts or fund-raising, are part of the common fund. By its very nature, the common fund belongs to us as a congregation and is administered by the appropriate persons or groups according to sound fiscal requirements, mindful of justice and charity. The common fund provides for our needs and enables us to perform our ministry, carry out our normal operations and share our resources with individuals or groups in need. A member does not have independent administration of temporal goods/affairs including patrimony, community-owned goods, funds belonging to others and gifts given to her.

65. The congregational chapter establishes the criteria to be used to determine extraordinary administration of temporal goods/affairs for the provincial/vice provincial and congregational units. Acts of extraordinary administration are those acts not included in the concept of ordinary administration or which exceed its limits and extent as determined by the congregational chapter. To carry out acts of extraordinary administration requires special authorization of the competent superior. If an amount exceeds that set by the Holy See, the congregational director asks for the authorization of the Holy See in accord with the bishop of the diocese.

66. Patrimony is the sum total of property and/or assets owned by a woman at the time of her temporary profession and whatever may come to her subsequently by the way of inheritance, legacy or patrimonial gift from her family or from persons who knew her prior to membership in the congregation. Matters of patrimony are

treated according to the Universal Law and the specifications of the **Constitution** and **Complementary Document**.

MEMBERSHIP AND PERSONAL DEVELOPMENT IN THE CONGREGATION

MEMBERSHIP

67. Membership is the relationship formed by the free response of a woman to God in this congregation and the decision of the congregation and the church to accept her profession as a Sister of St. Joseph. Membership implies continual conversion of heart, interdependence and participation in the common life and ministry of the congregation. Through religious profession, a woman assumes the rights and responsibilities of membership in the congregation.

68. By religious profession a woman promises fidelity to God and to the congregation. As her life unfolds, she seeks the revelation of the Spirit knowing that God is faithful and will enable her to move always toward profound love of God and of all others in God. The representatives of the congregation, in receiving the religious profession of a woman, affirm the congregation's willingness to provide conditions that will enable her to seek God through this congregation.

PERSONAL DEVELOPMENT: CONTINUING

69. Because the Sisters of St. Joseph are called to form a congregation of the great love of God, each member assumes responsibility to use the opportunities provided for growing in the love of God, of others and of herself. The congregation has the responsibility to provide opportunities for each one to continue to grow at every phase of her life. Programs developed by the province for this purpose should be sufficiently flexible to enable each member to grow in understanding her gift of self to God in this congregation. The provincial superior, with her council, is responsible for personal development programs in the province.

PERSONAL DEVELOPMENT: INITIAL PHASE

70. The goal of the initial phase of personal development in this congregation is to provide guidance and support to prospective and new members as they grow in understanding and experience of religious life. This phase is oriented to preparation for permanent profession in the congregation.

71. The provincial superior has the primary responsibility for the initial phase of personal development. At times, the members of the province share community living and apostolic experiences with those in the initial stages of personal devel-

opment and are asked to contribute their insights regarding the program.

72. A woman who is a practicing member of the Catholic faith for at least two years, is validly baptized and confirmed and gives evidence of possessing the qualifications necessary to live religious life may be admitted to the pre-novitiate stage. The pre-novitiate program is under the guidance of a member appointed by the provincial superior in consultation with her council. The duration of the program is flexible according to need. The program includes guidance in determining a woman's call to the congregation and opportunities for the candidate to deepen her faith, as well as participate in community living and service. A retreat of six consecutive days concludes this stage of preparation for the novitiate.

73. The novitiate is a period of at least twelve and no more than twenty-four months of formal preparation for life in the congregation under a director of novices. The canonical twelve months of the novitiate take place in a novitiate community established for that purpose by the provincial superior with the approval of the congregational director with the deliberative vote of the congregational council. The novitiate program may include opportunities for apostolic activity apart from the twelve canonical months. The novitiate program provides instruction in personal and communal prayer as well as guided experience in living the spirit of the vows in community. That the novices may understand their vocation to serve God and the people of God, the program includes a study of ministry; the mission of Jesus; the needs of the congregation, the church and the world; and the congregation's ministry of reconciliation and unity. With the consultative vote of her council, the provincial superior may admit a candidate to the novitiate. With the deliberative vote of her council, the provincial superior may extend the novitiate for an individual novice, but not beyond a period of six months. Absences from the novitiate are treated in accord with the norm of Universal Law.

74.1n addition to the qualifications specified for entrance to the pre-novitiate state, a candidate admitted to the novitiate must be at least twenty years old, able to choose to enter the novitiate and able to satisfy the other requirements specified in the Universal Law. During the novitiate the novice assumes the responsibility to live according to the **Constitution** under the guidance of the director of novices. The novice is, however, free to leave the novitiate at any time. Throughout the novitiate, the novice and the director of novices discern the desire and capability of

the novice to live religious life in this congregation. They engage in prayerful deliberation to determine the novice's readiness to make temporary profession. A novice prepares for temporary profession by making a retreat of six consecutive days.

75. The director of novices must be permanently professed, a member of the congregation for at least ten years and have the understanding and breadth of experience necessary for this service. After consultation with appropriate persons, the provincial superior, with the consultative vote of her council, appoints the novice director. A member selected for this service should have the gentleness, joy, courage, love and humility that characterize the Sister of St. Joseph.

76. The director of novices is responsible for the instruction and guidance of the novices. She strives to be an example of the spirit and charism of the congregation. She tries to inspire each novice with the desire and willingness to grow in deeper union with God and with others in God. Together the novice and the director listen for the Spirit's direction in discovering the novice's call to holiness as a Sister of St. Joseph. The director respects the unique movements of grace in each novice and does not impose her own spirituality. She encourages the novice to act with courage in undertaking whatever God may ask of her.

77. The provincial superior, after consultation with the novice, the director of novices and other appropriate persons, and with the deliberative vote of her council, admits the novice to temporary profession. The provincial superior or her delegate receives the temporary profession of the member. The member continues preparation for permanent profession through sharing common life and ministry in the congregation. When the first period of temporary profession is completed, she may, after prayerful reflection, request to renew her temporary profession, request to make permanent profession provided she has fulfilled the qualifications or leave the congregation.

78. Before her temporary profession, the novice makes a will according to church and civil law and renounces in writing her right to the administration of her patrimony and the disposition of its revenue. She cedes in writing the administration of her patrimony to a person of her choosing or to the congregation. She decides who will have the use and the revenue of her patrimony.

79. The ritual for temporary religious profession allows for an expression of the

spirit and purpose of the congregation. The statement of profession must include:

My God, I, Sister N., make vows of religious chastity, poverty and obedience according to the Constitution of the Sisters of St. Joseph of Carondelet. I make this profession in the hands of our provincial (vice-provincial) superior (delegate) until (date).

The statement must also include an expression of the intention to grow in the humility and love characteristic of the Sisters of St. Joseph. It may also include an expression of the individual's call from God to this congregation. The individual expression of the vow formula requires approval of the provincial superior.

80. Temporary profession is for an initial period of three years. Following this period, temporary profession may be renewed for additional periods of one to three years. The total time of temporary profession may not exceed six years. For good reasons, the provincial superior with the deliberative vote of her council may extend the period of temporary profession but not beyond nine years. The provincial superior or her delegate receives the renewal of temporary profession.

81. When a temporarily professed member desires to make a lifelong response to God in this congregation and judges that she is capable of it, she may request to make permanent profession. After consultation with the member making the request, with appropriate persons and with other members of the congregation who know her, the provincial superior with the deliberative vote of her council admits her to permanent profession. The provincial superior or her delegate receives the permanent profession of a sister in the name of the church and of the congregation. Through her profession a member publicly declares her willingness to move always toward profound love of God and love of others in God. At the profession ceremony, members of the congregation affirm the sister's profession by a promise to support her in their common mission.

82. The ritual for permanent religious profession allows for an expression of the spirit and purpose of the congregation. The statement of profession must include.-

My God, I, Sister N., make the perpetual vows of religious chastity, poverty and obedience according to the **Constitution** of the Sisters of St. Joseph of

Carondelet. I make this profession in the hands of our provincial (vice-provincial) superior (delegate).

The statement must also include an expression of the intention to grow in the humility and love characteristic of the Sisters of St. Joseph. It may also include an expression of the individual's call from God to this congregation. The individual expression of the vow formula requires approval of the provincial superior.

83. After consultation, the provincial superior with the deliberative vote of her council may refuse to allow the member to renew her temporary profession or to be permanently professed in the congregation if there are indications that her call is not to this congregation. The reason for this decision is made known to her. The congregation should assist her in whatever manner it can as she adjusts to another way of life.

TRANSFER AND SEPARATION

84. Each religious institute through its particular charism provides a context for its members to grow freely in relationship to God and God's people. As this relationship grows and develops, a member may realize that she is called to express it differently. Prayerful deliberation between the member and her provincial/vice provincial superior to determine whether she is called to another way of life is necessary before the member makes her request to the congregational director. The process of reaching a decision should respect the mystery of personal vocation as well as the identity of each institute. Because matters of transfer and separation involve suffering for the individual and the institute, their mutual search for God's will should be marked by sensitivity, compassion and gentleness.

TRANSFER

85. A perpetually professed member who wishes to transfer from one institute to another must determine, with the new institute, whether the charism and mission of that institute provide a more integral expression of her relationship with God. In all matters of transfer, the requirements of the Universal Law are followed.

SEPARATION

86. Through religious profession a Sister of St. Joseph accepts responsibility for moving always toward love of God and all others in God in the congregation. For serious reasons, a member may need to test whether this congregation remains the best context for her growth in Christian love.

- A permanently professed member of the congregation may initiate a process of temporary or permanent separation.
- The congregation may also initiate the process of imposed exclaustation or the dismissal of a permanently professed member.
- The temporarily professed member may initiate the process of permanent separation.
- The congregation may initiate the dismissal of a temporarily professed member.

In matters of separation, members of the congregation have the right to canonical consultation and services, appeal to the congregational director and appeal to the Holy See.

87. For serious reasons and after prayerful deliberation and discussion with the provincial superior, a permanently professed member may request a period of exclaustation which may be granted according to the norm of the Universal Law. A member who is exclaustated is considered dispensed from those obligations which are incompatible with her new condition. 'During the period of exclaustation, the member and the congregation retain a mutually-agreed-upon relationship which reflects understanding and love.

88. For serious reasons and after prayerful deliberation and discussion with her provincial superior, a temporarily professed member may request to leave the congregation. The congregational director with the deliberative vote of her council may grant her permission to leave. The member is thereby dispensed from her vows. A temporarily professed member may choose not to renew her vows or not to request perpetual profession.

89. For very serious reasons and after prayerful deliberation and discussion with her provincial superior, a permanently professed member may request an indult of separation from the congregation which may be granted according to the norm of Universal Law.

90. For serious reasons, the congregational director may petition the Holy See to impose exclaustation on a member whose behavior seems inconsistent with religious profession. Before the congregational director initiates this process, the provincial superior shall make every effort to examine with the sister her behavior. In a spirit of reconciliation and unity, both the sister and the provincial superior shall strive for mutual understanding of the personal change required of the sister and the conditions that may facilitate the change. If she gives evidence of good will by changing her attitudes and behavior, no formal process of separation is initiated by the congregation.

91. When the dismissal of a member is judged necessary, the procedures indicated in the Universal Law are followed.

92. A woman separated permanently from the congregation relinquishes the right and responsibilities of membership. She cannot claim remuneration for services given while she was a member. Regardless of the reason for separation of a member from the congregation, the congregation should be responsive to the

well-being of all those temporarily or permanently separated. In the spirit of reconciliation and unity, it provides assistance and encouragement to former members as they adjust to their new way of life. Sisters of St. Joseph continue to support former members by prayer, friendship and encouragement.

93. Our **Constitution** is a means for us to live the gospel message by giving ourselves to God and to others. By our religious profession we assume, before God and in the Church, the obligation to live according to the **Constitution's** directives.

COMPLEMENTARY DOCUMENT

Sisters of St Joseph
of Carondelet
2001

The **COMPLEMENTARY DOCUMENT** contains norms and guidelines supplementary to the **CONSTITUTION**. These norms and guidelines may be changed by the Congregational Chapter of the Sisters of St Joseph of Carondelet.

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Complementary Document

Part I

Life

RELIGIOUS PROFESSION

4 - A. By her religious profession in this congregation, each member has the re-
8 sponsibility to live Jesus' law of love as expressed in the **Constitution**.

B. Each Sister of St. Joseph-gives -public witness -to the gospel by the joyful quality of her life. As a woman and a religious, she is sensitive to persons and situations in her choices regarding recreational activities and living situations. In our tradition, the dress worn by the sister is a sign of consecration and witness to poverty. It is simple, modest, appropriate to the culture and indicative of religious life in the culture where a sister serves. The (vice) provincial* superior may approve departures from these guidelines when it is necessary.

C. Ordinarily, members renew their profession on the feast of St. Joseph, patron of the universal church. Any form appropriate for renewal in the congregation may be used.

D. Each one is responsible for integrating the gift and challenge of celibate love at each stage of her life. She endeavors to know herself, appreciate her sexuality and grow in affective maturity. Her relationships should be freeing for herself and others, precluding domination, manipulation and possessiveness. Expressions of friendship and other relationships respect individual and cultural differences.

E. In the spirit of religious poverty, each Sister of St. Joseph uses all things with care and reverence, acknowledging them as gifts from God. The administration and use of temporal goods as a necessary part of common life should give evidence that justice is integral to all our relationships.

F. Human poverty, in ourselves and others, includes a variety of unfulfilled needs: cultural, intellectual, material, physical, psychological, spiritual. The members strive to eliminate whatever forms of poverty they can. Moreover, each person and each group within the congregation manifest a special con-

** The responsibilities and functions of provincial government, provincial superiors, assistants, councils and chapters apply to the vice-provinces unless otherwise stated in the sections on the government of provinces. "(Vice) " has been added in appropriate places for the purpose of clarity.*

cern to be aware of and responsive to the severe deprivation of the economically poor.

G. Members of the congregation alone and in collaboration with other groups should search out and identify the causes of poverty and injustice and work toward eliminating them. As a corporate response to alleviate poverty, each (vice) province according to its ability provides for service to persons and groups who are unable to offer remuneration.

H. Conscious of the need to exercise just stewardship, each member and each unit make decisions regarding the use of resources in light of interdependence within the congregation, the church and the world. Congregational, (vice) provincial and local units specify procedures for making these decisions. Accountability for these decisions is specified in the **Constitution, Complementary Document** and (vice) provincial policy.

I. A sister discusses with her (vice) provincial superior or her delegate all matters relating to patrimony. On each occasion that a sister receives patrimony, she executes an act of cession of administration. She may request permission from the (vice) provincial superior to change her cession of administration, to change her will or, after permanent profession, to give away real or personal property belonging to her patrimony. By delegation from the congregational director, the (vice) provincial superior, with the deliberative vote of her council, may grant a sister's request. If a trust fund has been set up for a sister, she does not have the use of either the principal or the interest.

J. Obedience in this congregation includes the following responsibilities:

1. to respond in faith to the **Constitution**, to chapter directives and to persons and groups in the local, (vice) provincial and congregational units who are authorized to make decisions regarding common life and ministry
2. to participate in local, (vice) provincial and congregational government

-
3. to cooperate within local community in building an atmosphere supportive of love and service
 4. to support, cooperate with and encourage members who serve in the ministry of authority in the community.
- K. A formal precept of obedience must be given in writing or in the presence of two witnesses.
- L. A major superior may delegate authority to carry out some of the functions of her office. She communicates clearly to the members the function she delegates and to whom it is delegated. The ultimate responsibility remains with the major superior.

9 - A. God's presence calls all creation to life in abundance. Simple enjoyment
14 of life is both leisure and worship. By cultivating an attitude of leisure, each person begins to see new meaning in everyday happenings as well as in the critical moments of life. This attitude prepares her for the mystery which takes place in worship. Such a contemplative view leads to wonder and awe at the design of God and calls for a receptivity to cooperate with God in the continual recreation of the world.

B. Reflection on God's word in scripture is an important part of the prayer life of each member and each local community. God is manifested through life experiences and historical events which must be contemplated in the light of God's word.

C. As part of the praying community of the church, members and local communities are encouraged to use opportunities to unite with others in sharing prayer and faith.

15 - A. Community manifests itself most visibly on the local level insofar as we
19 are truly present to one another. Sensitivity of the members to each other's uniqueness makes possible the understanding, openness and love which characterize a living community.

B. Within the congregation there are a variety of expressions of community. The (vice) provincial superior or her delegate confirms the membership and form of government in each local community. Members ordinarily live in a CSJ local community. When the (vice) provincial superior allows a member to live apart from a local CSJ community according to the norm of universal law, she and the member determine their mutual responsibility and the member's relationship to and participation in community.

C. Communication with and presence to one another are essential to community living. The members of a local community strive to affirm and support one another and to work through differences openly and honestly. Their lives together should be a source of encouragement, vitality and joy in God.

D. Each member enters wholeheartedly into the common effort necessary for community - local, (vice) provincial, congregational. She appreciates and supports the diversity of ways in which she and others contribute to community.

E. The members of each local community endeavor to integrate an attitude of leisure and an appreciation of beauty into their lives.

F. Local communities and other groups within the congregation are encouraged to celebrate together the special events in the lives of the members, the congregation, the church and the nation.

G. Significant congregational events include:

March 19 -feast of St. Joseph, patron of the universal church

March 25 -feast of the Annunciation-, arrival of the first

	sisters in Carondelet, 1836
May 1	-feast of St. Joseph the Worker
May 16	-approbation of the first Constitution of the American foundation, 1877
August 3	-arrival of the first sisters in Peru, 1962
August 14	-arrival of the first sisters in Japan, 1956
August 24	-arrival of the first sisters in Hawaii, 1938
September 9	-papal decree of commendation for the congregation, 1863
October 15	-foundation at Le Puy, approximately 1650
November 22	-death of Mother St. John Fontbonne, 1843
December 8	-arrival of the first sisters in Chile, 1987
December 30	-death of Jean Pierre Medaille, S.J., 1669

H. (Vice) Provincial policies for vacations and for home visits take into account the differences in the needs of the individuals.

I. According to their abilities, each member and each local community participate in the life of the church and the world through the parish, the diocese and other groups/organizations.

20 - A. Each member is called to live in a way that assists in the Christian libera-
22 tion of persons. As a work of the Spirit, Christian liberation is a continuing effort to recognize, affirm and defend the inherent dignity of all persons against every type of discrimination and against every form of violence and oppression which deny full human development. Each member realizes that, to carry out the social mission of the church and of the gospel, her witness at times will necessarily be counter cultural. Regardless of illness or age, a member by her very life continues the ministry of unity and reconciliation.

- B. A service is a valid form of ministry in the congregation when
1. it promotes the mission of Jesus and fosters our ministry of unity and reconciliation in response to identified needs, and
 2. the congregation confirms the member in that service according to the procedures designated in (vice) provincial policy.

(Vice) Provincial policy should provide for the right of either the individual or the congregation to initiate a process that calls the member to change her service.

C. The congregation encourages each sister to witness in areas of concern according to the dictates of an informed conscience, and it supports the right of members to take a public stand on matters of justice. Since both the individuals and groups reflect the congregation and the church by what they say and do, they act interdependently with the congregation and the persons with and for whom they take a stand.

D. Each (vice) province develops policies and procedures which will provide for:

1. discovery and direction of each person's talents
2. a process of prayerful deliberation in determining a member's particular form of ministry
3. opportunities for continuing personal development
4. continuing education for competency in service and for retirement.

Implementation of these policies should be consonant with the gifts and talents of the individual as well as with the needs of the church, the congregation and the world.

E. In focusing its ministry, each (vice) province through its leadership:

1. collaborates with bishops and religious groups or agencies in identifying and responding to the needs of the church and the world
2. provides channels, policies and procedures for assessing and meeting needs
3. develops plans for initiating, continuing and terminating individual and corporate services
4. encourages members to participate and, when possible, assume leadership in organizations which focus on human dignity and justice.

F. Congregationally sponsored institutions are one expression of our participation in the mission of Jesus. An institution sponsored by the Sisters of St. Joseph of Carondelet is one that has formalized its continuing relationship to the congregation by legal document(s). By this relationship the institution and the Sisters of St. Joseph identify themselves with each other to the public. The purpose of this relationship is to further the mission of the church as it is particularized in the institution and the congregation.

The mission statement of a sponsored institution must be consonant with the principles expressed in the ministry section of the **Constitution** of the Sisters of St. Joseph. The relationship between the sponsored institution and the congregation is characterized by mutuality and requires written agreement between each institution and the respective (vice) province. Such agreement will include:

1. powers reserved to the (vice) province
2. rights and responsibilities of the institution and of the (vice) province

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3. the number or percentage of governing board members who must be Sisters of St. Joseph
 4. resources of the Sisters of St. Joseph available to the institution
 5. procedures whereby the mission statement and performance of the sponsored institution will be reviewed
 6. other matters of mutual concern.

In accord with the organizational structure of the congregation, the relationship with the sponsored institution is directly expressed, implemented and evaluated within a (vice) province.

G. The congregation, wherever it is present, is sensitive and responsive to the customs, language and culture of the people, and it evidences an openness to receive and learn from them.

H. Members of the congregation minister to all people in a manner which promotes the self-determination necessary for full Christian freedom.

I. The congregational leadership team and council are responsible to determine when inter-provincial or inter-congregational staffing in a particular area would further the mission of the church. They provide for it insofar as the resources of the congregation allow. They also approve policies and procedures to implement inter-provincial staffing within existing (vice) provinces.

J. The congregational and (vice) provincial units of the congregation periodically evaluate existing structures, policies and plans to determine whether they enable the congregation to respond effectively to needs and enable individual members to use their gifts.

Complementary Document

Part II

Organization And Membership

23 - A. Each member participates in the processes of government--local, regional,
28 (vice) provincial and congregational -- to the degree that she is capable.

This includes:

1. the exercise of leadership
2. participation in decision-making
3. acceptance, implementation and periodic review of decisions.

B. Religious superiors must be permanently professed members of the congregation. A religious superior has the power and authority to carry out the functions of her office according to the **Constitution** and the (vice) provincial plan.

C. The evaluative criteria for each unit of government include:

1. mutuality
2. subsidiarity
3. accountability
4. opportunity for participation and collaboration within the congregation and the church.

Each (vice) provincial government plan specifies the means of evaluation as well as the lines of accountability within the (vice) province. The congregational chapter evaluates and approves (vice) provincial government plans.

LOCAL UNITS

29- A. The local community participates in the processes through which the (vice)
31 province directs and expresses the life and ministry of the congregation.

B. (Vice) Provincial policy indicates the ways in which local communities may be formed and the persons responsible for confirming the membership and form of government of a local community.

C. Each member of the local community has the right and the responsibility to participate in the local assembly. Designing the expression of the common

life of a local community necessitates communication and decisions about:

1. celebration of liturgical life, especially in common prayer and Eucharist
2. the spirit and forms of hospitality and celebration
3. the manner of sharing goods and resources
4. the manner of contributing to the life of the congregation, the church and the civic community
5. other matters necessary to respect the rights and to provide for the needs of the individual members and of the group as a whole.

The local community has the responsibility to seek the assistance it may need for formulating and evaluating its goals as well as for making other decisions pertinent to the common life.

D. A local community may have an administrator or coordinator responsible for all or some of the ordinary administration of community life. The duties and functions assigned to each office and person in a local community should be defined clearly and communicated to the religious superior designated for the local community and to all those who are affected in any way by the exercise of those functions.

E. Local communities with more than 35 members elect three local councilors according to the specifications of the (vice) provincial government plan.

REGIONAL UNITS

- 32 A. If the province is organized into regions, provincial government plans specify:
1. the criteria for the establishment of regions within the province
 2. the manner of selection of the regional superior
 3. the duties and functions delegated to regional superiors
 4. the term of office and number of consecutive terms allowed for the regional superior. Her term of office is a maximum of four years,

renewable once.

B. Duties and functions of regional superiors include the responsibility:

1. to have sufficient personal contact with each sister in order to know her and call her to greater love and service
2. to know the local community as a community in a way that is mutually enriching for that local community and the congregation
3. to call the community to holiness and affirm its members in their relationship to the people of the local church.

The relationship of regional superiors to local communities should be communicated clearly to all persons affected by the exercise of this office.

PROVINCIAL AND VICE-PROVINCIAL UNITS

Provincial Government

33- A. A group of members within the congregation may be constituted as a
35 province if they have sufficient personnel and resources:

1. to provide flexibility and mobility in carrying out the ministry of the congregation
2. to provide adequate opportunities for initial and continuing personal development for the members
3. to maintain financial stability.

The provinces in the congregation at the present time are St. Louis, St. Paul, Albany and Los Angeles.

B. Each province contributes to the financial support of congregational government. The congregational leadership team and council, in consultation with the provincial superiors, determine the contribution.

C. The provincial government plan must include:

1. specifications for the selection, replacement, number, duration of term and responsibilities of the following persons:
 - a. provincial superior
 - b. assistant provincial (the congregational liaison should be informed of the proposed nominees for positions of provincial superior and assistant provincial(s) prior to publication of the initial list of nominees.)
 - c. provincial councilors
 - d. regional superiors, if any
2. specifications regarding how the functions of the provincial superior are carried out
3. specifications for the composition and functions of the policy-making body
4. specifications for selection, responsibilities and term of office of the provincial treasurer
5. specifications for the composition and function of the provincial mediation board
6. a method for selection of nominees for the offices of the congregational leadership team and council
7. a method for selection of provincial chapter delegates
8. provision for participation by each member in the work of the provincial chapter, the policy-making body and selection processes
9. provision for a description of the relationship of each local community to the province and to the region.

The provincial government plans may designate other bodies to perform specific functions as needed. Clear distinction should be made between offices of authority and staff positions.

D. All provincial policies should be consistent with the **Constitution** and be communicated in writing to the members of the province. Each province makes policies governing:

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1. common life
 2. ministry
 3. personal development
 4. ordinary and extraordinary expenditures
 5. financial support of the province and the congregation
 6. other policies as indicated by the church, the congregation or the province.

E. Every professed member of the congregation has active and passive voice. Ordinarily a member exercises active voice in the (vice) province to which she is missioned. If a member is missioned temporarily to another province, she exercises active voice according to the policy for inter-provincial staffing. A member has passive voice in the total congregation for the offices of the congregational leadership team and council, (vice) provincial superior. For all other offices, including that of assistant (vice) provincial, the member ordinarily exercises passive voice in the (vice) province to which she is missioned. If a member is missioned temporarily to another province, she exercises passive voice according to the policy for inter-provincial staffing. To be eligible for any office, a member not only must have passive voice but also must fulfill any other eligibility requirements specified in the **Constitution**, the **Complementary Document** or the provincial plan.

Provincial Superior

36-

37 F. The provincial superior administers the ordinary affairs of the province.

G. She has the following responsibilities:

1. to give direction to the ministry of the congregation within the province according to the needs of the church and society by:
 - a. confirming the ministry of the members of the province
 - b. providing for the coordination of apostolic service and personnel
2. to know the members of the province in order to encourage them

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1. in common life to provide for visitation of the members
 3. To provide for visitation of the members
 4. to admit new members to the congregation and to provide for initial and continuing personal development in the province
 5. to provide for effective communication with the members of the province, the congregational leadership team and other congregational, church and civic representatives
 6. to convene and preside at the provincial chapter and to preside at the meetings of the policy-making body when provided for in the provincial government plan
 7. to appoint a treasurer and to designate a secretary and other personnel necessary to carry out the administration of the province
 8. to administer the legal and corporate affairs of the province and to perform other duties in compliance with church law, civil law and the needs of the congregation
 9. to implement the **Constitution**, the decisions and directions of the congregational chapter and the congregational director, the policies of the provincial chapter and the policy-making body.

H. In fulfilling her responsibilities, the provincial superior meets with her council regularly. In their discussion of provincial matters, the provincial superior and her council strive to reach consensus. She may delegate authority for specific functions of her office to appropriate individuals.

I. In fulfilling her responsibility for a just stewardship of the temporal goods of the province, the provincial superior delegates to the provincial treasurer the ordinary administration of the temporal goods and affairs of the province.

J. The provincial superior must be elected by a majority of votes. If after a fourth ballot, no one receives a majority of votes, a plurality will be required on a fifth ballot. The fifth ballot will be restricted to the two members who received the highest number of votes on the fourth ballot. In the case of a tie on the fifth ballot, the member who is older by profession will be provincial superior. If the members were professed at the same time, the senior in age is

elected. If the method of election is one of discernment, it includes a balloting as indicated above. The term of office is as stated in the provincial government plans. Whatever the term, an individual may serve no more than eight consecutive years.

Assistant Provincial

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K. The assistant provincial(s) is elected by the method specified in the provincial government plans. The term of office is as stated in the provincial government plans. Whatever the term, an individual may serve no more than eight consecutive years.

Provincial Council

39-

40 L. A provincial councilor assumes the duties delegated to her by the provincial superior as well as those outlined in the **Constitution** and the provincial government plan.

M. The method of election for provincial councilors is specified in the provincial government plan which is reviewed at each provincial chapter. The term of office is as stated in the provincial government plan. Whatever the term, an individual may serve no more than eight consecutive years.

N. The following require the consultative vote of the provincial council:

1. appointment of the director of novices
2. appointment of the provincial treasurer
3. admission of women to the novitiate
4. recommendations regarding the admission of a woman to the probationary period required for transfer into the congregation
5. dismissal of a novice.

O. The policy-making body is a representative body whose members are elected by the members of the province and whose chairperson is the provin

cial superior. It assists in the administration of the province by formulating policies consistent with the **Constitution** and the **Complementary Document**. These policies help give direction to life and ministry in the province.

Vice-Provincial Government

42-

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A. The vice-provinces in the congregation at the present time are Hawaii, Japan and Peru.

B. The congregational director with her council and with the vice-provincial superior establishes congregational policies regarding ministry, personnel and financial assistance for each of the vice-provinces. Insofar as it is able, each vice-province contributes to the financial support of congregational government. The congregational director and council, in consultation with the vice-provincial superior, determine the contribution.

C. The vice-provincial chapter determines the nature and extent of its preparation for congregational chapter.

Vice-Provincial Superior

45-

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D. The vice-provincial superior administers the ordinary affairs of the vice-province.

E. She has the following responsibilities:

1. to give direction to the ministry of the congregation within the vice-province according to the needs of the church and society by:
 - a. confirming the ministry of the members of the vice-province
 - b. providing for the coordination of apostolic service and personnel
2. to know the members of the vice-province in order to encourage them in common life
3. to provide for visitation of the members

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4. to admit new members to the congregation and to provide for initial and continuing personal development in the vice-province
 5. to provide effective communication with the members of the vice-province, the congregational officers and other congregational, church and civic representatives
 6. to convene and preside at the vice-provincial chapter and to preside at the meetings of the policy-making body when provided for in the vice-provincial government plan
 7. to provide just stewardship of the temporal goods of the vice-province
 8. to administer the legal and corporate affairs of the vice-province and to perform other duties in compliance with church law, civil law and the needs of the congregation
 9. to implement the **Constitution**, the decisions and directions of the congregational chapter and the congregational director, the policies of vice-provincial chapter and the policy-making body.

F. The vice-provincial superior refers to the congregational leadership team:

1. vice-provincial matters which have congregational implication
2. vice-provincial personnel needs and requests for financial assistance
3. vice-provincial requests for change of its status as a vice-province.

G. The vice-provincial superior may delegate to others some of the functions of her office. She communicates clearly to the members the functions delegated and to whom she has delegated them.

H. The vice-provincial government plans should specify:

1. the manner of selection and replacement of the vice-provincial superior
2. the term of office and number of consecutive terms allowed. An individual may serve no more than eight consecutive years.
3. the manner of selecting councilors, and when applicable, an assistant vice-provincial or first councilor.

Vice-Provincial Council

47- I. In fulfilling her-responsibilities, the-vice-provincial superior meets with her
48 council regularly. In their discussion of vice-provincial matters, the vice-provincial superior and her council strive to reach consensus. She may delegate authority for specific functions of her office to appropriate individuals.

J. The vice-provincial superior must be elected by an absolute majority of votes. If after a fourth ballot, no one receives a majority of votes, a plurality will be required on the fifth ballot. The fifth ballot will be restricted to the two members who received the highest number of votes on the fourth ballot. In the case of a tie on the fifth ballot, the member who is older by profession will be vice-provincial superior. If the members were professed at the same time, the senior in age is elected. If the method of election is one of discernment, it includes a balloting as indicated above.

K. A vice-provincial councilor assumes the duties delegated to her by the vice-provincial superior as well as those outlined in the **Constitution** and the vice-provincial government plan.

L. The method of election for vice-provincial councilors is specified in the vice-provincial government plan which is reviewed at each vice-provincial chapter. The term of office is as stated in the vice-provincial government plans. Whatever the term, an individual may serve no more than eight consecutive years.

M. The following require the consultative vote of the vice-provincial council:

1. appointment of the director of novices
2. admission of women to the novitiate
3. recommendation regarding the admission of a woman to the probationary period required for transfer into the congregation
4. dismissal of a novice.

Provincial and Vice-Provincial Chapters

49- A. All members who exercise passive voice in a (vice) province are eligible for
50 election to their respective (vice) provincial chapter. The (vice) provincial superior and the (vice) provincial councilors are ex-officio members of their respective chapters. The total membership of the provincial chapter is as determined in the provincial government plans, with at least one delegate being elected for every 20 members. The vice-provincial chapter may be composed of the entire membership of the vice-province, or the vice-province may adjust the one-to-twenty ratio of elected delegates to members. In the latter case, the number of elected delegates must exceed the number of ex-officio members. Non-voting or additional ex officio members may be added as designated in the (vice) provincial government plan. The composition of these chapters should be specified in the government plan.

B. Each (vice) provincial chapter elects delegates and alternates to the congregational chapter from the members at large. Each congregational chapter designates the number of delegates and alternates for the subsequent congregational chapter. All members who exercise passive voice in the (vice) province are eligible for election to the congregational chapter. The (vice) provincial superiors and congregational officers are ex-officio members of the congregational chapter. Elected alternates, whose role in the chapter is determined by the congregational director and her council, are required to attend congregational chapter sessions. Each vice-provincial chapter, in consultation with the congregational director and her council, may make adjustments regarding the presence of alternates from the vice-province.

C. The method of nomination for congregational chapter delegates and alternates is determined by the (vice) provincial chapter by a two-thirds majority vote.

D After prayerful deliberation, the delegates set time aside to discuss the representation and vision called for by the current needs of the (vice) province, the

congregation and the church. The chapter then elects each delegate and each alternate by a majority and by separate secret ballot. If after two balloting no one receives a majority, a third and last balloting shall take place. A plurality on this ballot is sufficient to elect the delegate. If the number of votes in this third balloting should be the same for two or more nominees, the member who is older by profession is elected. If the two members were professed at the same time, the senior in age is elected.

E. The designated policy-making body of a (vice) province may be the (vice) provincial chapter, provided it meets the necessary requirements and is in accord with the respective government plans.

CONGREGATIONAL GOVERNMENT

51 A. Congregational government strengthens the contribution of the congregation to the church and to society. Whenever possible, the congregational officers accept the responsibility of leadership in national and international groups. Congregational government looks toward the future and commissions appropriate research and evaluation to further the life and ministry of the congregation.

Congregational Director

52- B. The congregational director, with her team, administers the ordinary affairs
53 of the congregation.

C. The Congregational Leadership Team has the following responsibilities:

1. to represent the congregation to appropriate civic and church groups, for example, the Leadership Conference of Women Religious, the National Conference of Catholic Bishops, the International Union of Superiors General, the Federation of the Sisters of St. Joseph.
2. to communicate with the appropriate representatives of the church

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- regarding the life of the congregation, for example, proceedings of congregational chapters, cases of separation and transfer.
3. to implement in accord with the principle of subsidiarity:
 - a. the **Constitution**
 - b. the acts of the congregational chapter
 - c. the recommendations of the congregational chapter
 - d. the directives of the Church
 4. to present to the congregational chapter the congregational council's recommendation for the establishment or amalgamation of (vice) provincial units
 5. to provide for the just stewardship of the temporal goods of the congregational unit
 6. to administer the legal and corporate affairs of the congregation and to perform other duties in compliance with church and civil law and the needs of the congregation
 7. to appoint, with the deliberative vote of the council, members to serve as the congregational secretary and the congregational treasurer
 8. to confirm the members selected for the offices of (vice) provincial superiors, assistant (vice) provincial(s)
 9. to effect unity in furthering the mission of the congregation through meeting periodically with:
 - a. the (vice) provincial superiors and their councils
 - b. those authorized to implement the personal development programs
 - c. secretariats or other groups as necessary
 10. to be present and available to the members of the congregation through communication and periodic visits.

In fulfilling these responsibilities, the congregational director meets regularly with the congregational council and with other appropriate persons or groups. She may delegate authority for specific functions of her office to appropriate persons.

First Councilor

- 54 D. In the event of the death, resignation, deposition or incapacity of the congregational Director, the first councilor assumes, the powers of the congregational director and governs the congregation until a new congregational director is elected. She convenes a chapter of elections within six months unless a regular chapter of elections is to occur within twelve months.

Congregational Council

- 55- E. Congregational leadership members are selected by a method deter-
56 mined by the congregational chapter. Each (vice) province, together with the congregational council, should agree on some means of regular communication with one or more of the councilors. A congregational councilor retains the same rights of active and passive voice in her home (vice) province and in the congregation that she would have if she were missioned in her home (vice) province. The congregational councilor may serve on the chapter in her home (vice) province either as an ex officio member or as an elected delegate as specified in the respective government plan.

F. The members of the congregational council carry out those duties delegated them by the congregational director and the congregational chapter.

G. If both the congregational director and the first councilor die, resign, are deposed or become incapacitated, the remaining congregational councilors, in consultation with the (vice) provincial superiors, and with the approval of the Holy See, designate a member to assume the duties of the congregational director. The person designated convenes a chapter of elections within a year. If the congregational director resigns at a time when a congregational chapter is not in session, she presents her resignation to the Holy See.

H. In the event of the death, resignation, deposition or incapacity of the first councilor, the congregational director shall consult with her council and the (vice) provincial superiors before appointing a new first councilor to fill out the term of office.

I. Incapacity of the congregational director shall be determined by the congregational council in consultation with the (vice) provincial superiors. Incapacity of the first councilor shall be determined by the congregational director, with the deliberative-vote of the remainder of the council, -in consultation with the (vice) provincials.

J. The congregational director or first councilor may be deposed with the consent of the Holy See, when there is evidence of serious neglect of one or more major responsibilities of the office as described in the **Constitution** and **Complementary Document**. Deposition of the congregational director is determined by the congregational council and the (vice) provincial superiors jointly. Deposition of the first councilor is determined by the congregational director, the congregational councilors and the (vice) provincial superiors jointly. In either case a two-thirdL majority vote is required. A report of any action taken is sent to the Holy See. The member has the right to canonical consultation and services and appeal to the Holy See.

K. In the event of the death, resignation, deposition or incapacity of a congregational councilor, ti--e congregational director shall consult with the remaining councilors and the (vice) provincial superiors before appointing a new councilor to fill out the term of office.

L. Incapacity of a congregational councilor shall be determined by the congregational director, with the deliberative vote of the remainder of the council, in consultation with the (vice) provincial superior of the councilor's home (vice) province.

M. A congregational councilor may be deposed when there is evidence of serious neglect of one or more major responsibilities of the office as described in the **Constitution** and **Complementary Document**. Deposition is determined by the congregational director with the deliberative vote of the remainder of the council, in consultation with the (vice) provincial superiors.

Congregational Chapter

58- N. The congregational director announces the date and location of the con-
60 gregational chapter at least ten months before its convocation. A congrega-
tional chapter is ordinarily open to all members of the congregation as ob-
servers. The presiding officer, after consultation with the congregational
council, has the right to call a closed session of the chapter. The congrega-
tional director communicates with the appropriate representatives of the
church about the convening and the proceedings of a congregational chapter.

O. There will be one ex-officio member from each (vice) province who is se-
lected from among those who hold positions of (vice) province superior, as-
sistant(s) or team member. Others who hold these positions and attend the
entire congregational chapter will have voice throughout the chapter. Elected
alternates for the congregational chapter delegates are required to attend
chapter sessions. Their role is determined by the congregational director and
her council. The vice-provincial chapters, in consultation with the congrega-
tional director and her council, may make adjustments regarding the pres-
ence of alternates from the vice-provinces.

P. Each (vice) province may submit up to nine names to the congregational
chapter as nominees for the congregational leaders. The nominees should be
present at the congregational chapter until the chapter of elections has been
completed. In addition to the specification in the **Constitution**, the election
procedure is as follows:

1. the list of nominations from each (vice) province is submitted to
the chapter
2. other nominations may be made from the floor with the consent
of the nominee
3. after a period of prayerful deliberation, time is set aside in which
the nominees and the delegates discuss the kind of leadership
called for by the current needs of the congregation and the
church

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4. two tellers are elected by the chapter to receive and count the votes.

Q. In the chapter -of affairs, -the-,delegates -through prayer and dialogue seek the will of God concerning the direction and progress of the congregation. After consultation with the (vice) provincial superiors, the congregational director and her council develop the chapter agenda and procedures, they also serve as the agenda committee for the chapter while in session. The chapter reviews and approves the agenda and procedures as one of its first actions. The chapter may also add others to serve on the agenda committee for the duration of the chapter.

R. The chapter of affairs serves as the normative body for the congregation and as a congregational forum. It is empowered:

1. to review common life and ministry as experienced in the congregation
2. to evaluate the implementation of previous congregational chapter legislation
3. to make necessary changes in the **Constitution** and **Complementary Document**
4. to consider congregational matters referred to it
5. to establish the criteria to be used to determine the extraordinary administration of temporal goods and affairs for the (vice) provincial and congregational units
6. to review and approve major changes in (vice) provincial government plans and the initial phase of personal development programs
7. to provide structures to coordinate and communicate research on specific areas designated by the chapter
8. to determine the number of elected delegates or alternates for the subsequent congregational chapter
9. to provide for sharing personnel and other resources within the congregation and with other groups

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10. to make decisions about the establishment or amalgamation of (vice) provinces
 11. to establish the priority for implementation of congregational chapter acts and recommendations.

S. Decisions of the congregational chapter may take the following forms:

1. revisions in the **Constitution** and **Complementary Document** which bind until changed by a subsequent congregational chapter
2. acts of chapter which mandate a specific response of implementation from groups or individuals and for which accountability will be expected by the next congregational chapter
3. recommendations which exhort individuals or groups to the realization of certain objectives to the extent to which they are reasonably able to respond.

T. Every member of the congregation may participate in the congregational chapter through the work of preparatory groups related to the (vice) provincial chapters. Members also communicate their insights to the elected delegates or to the ex-officio members for consideration at the congregational chapter. The delegates recognize that the congregation has expressed faith in their ability to exercise a special service of discernment and authority on its behalf.

61- A. Each unit prepares an annual budget which is subject to approval by the
66 appropriate body as specified in congregational and (vice) provincial policy.

B. (Vice) Provincial policy includes the following:

1. specifications regarding the acceptance and use of money or gifts by individual members or local units
2. specifications regarding the contribution of local communities to the support of the (vice) province, financial or otherwise
3. method of preparing the annual budget of the local community
4. guidelines for checking accounts held jointly by individuals with their religious superiors
5. guidelines and procedures for fund-raising
6. guidelines and procedures for a member serving as a treasurer in other than church-sponsored agencies
7. financial guidelines and procedures for members serving in other than church-sponsored works/institutions.

C. A restricted gift is one whose use, either by an individual or by the congregation, is limited to the expressed intention of the donor. Only the congregational director and the (vice) provincial superiors have the right to accept or refuse a restricted gift in the name of the congregation. The congregational or (vice) provincial superior must have the deliberative vote of her council to accept a restricted gift which has financial or legal implications binding the individual members or the congregation itself in the present or in the future. An individual member follows (vice) provincial policy regarding the acceptance or non-acceptance of restricted gifts.

MEMBERSHIP

- 67- A. A person moves in stages toward religious profession. The rights and re-
68 sponsibilities proper to the pre-novitiate and novitiate stages are specified in
the initial development program of each unit of the congregation.

The rights and responsibilities of a professed member of the congregation are:

1. to share common life and ministry according to the **Constitution**
2. to pray for and support other members and to receive their prayer and support
3. to exercise active and passive voice according to the **Constitution** and to participate in the government of the congregation.

B. Requests for readmission from women who have left the congregation are directed to the (vice) provincial superior. The (vice) provincial superior with the deliberative vote of her council makes a recommendation to the congregational director who acts on it. If the woman is accepted for readmission, the (vice) provincial superior submits to the congregational director a program of renewal based on common life and ministry in the congregation. The program is designed to provide for the particular needs of the applicant. This program need not include the ordinary novitiate program.

C. A (vice) province may make provision for lay associates who share the charism of the Sisters of St. Joseph but do not intend to make profession in the congregation.

PERSONAL DEVELOPMENT: CONTINUING

- 69 A. Each (vice) province provides policies and procedures that insure opportunities for continuing personal development throughout a member's life. These policies and procedures should be communicated to the members of the (vice) province.

B. The (vice) provincial superior may delegate to others the duties of planning

and implementing programs for various phases of personal development.

C. The selection and preparation of personnel in the personal development program, especially the-director-of novices, should have-priority in the (vice) province. The method of selecting personnel should include some means of obtaining suggestions from the members of the (vice) province.

D. Throughout her life the member gives evidence of the desire and the capability of deepening her faith commitment according to the spirit and purpose of this congregation. Normal life rhythms imply change and require adaptation. The member is moving always toward:

1. the ability to give and receive love and affection without requiring either total acceptance from others or their constant physical presence
2. a deeper reflection on her spirituality and experiences which may lead her to seek direction through people, reading or other means
3. sufficient maturity
 - a. to recognize and respond to her own life rhythms
 - b. to be sensitive to the feelings and desires of others, yet be free enough to act without requiring their approval
 - c. to be self-directed and interdependent
 - d. to accept success and failure realistically
 - e. to allow herself to know others and to be known by them
 - f. to hear and respond to the call of justice.
4. sufficient flexibility to allow her.
 - a. to accept the challenge of the vowed life
 - b. to be open to new experiences
 - c. to review and revise goals and plans
 - d. to change as necessary in order to respond to the call of ministry in the mission of the church to the world.

PERSONAL DEVELOPMENT- INITIAL PHASE

70- A. Each (vice) province develops a comprehensive program for the initial
83

phase of personal development which includes:

1. a pre-novitiate program
2. a novitiate program
3. a program for temporary profession in preparation for permanent profession in the congregation.

B. Each (vice) provincial program for the initial phase of personal development in the congregation includes:

1. goals, objectives, evaluative criteria, duration of the program and rights and responsibilities for each stage: pre-novitiate, novitiate, temporary profession
2. qualifications and procedures for admission to each stage
3. specifications regarding formation personnel: their qualifications and functions; terms of office; specifications regarding the method of selection of directors, core team members and advisory personnel
4. specific designation of the persons involved in recommending women for admission to each stage of the program
5. provision for study and experience in personal and communal prayer, scripture, liturgy, the **Constitution** and other congregational documents, the spirit of the founder and history of the congregation, vows lived in community, the social teaching and ministry of the church, presence and service to the poor, community living, aesthetic aspects of life and art and other aspects of human growth and development.

C. The approval of (vice) provincial programs for the initial phase of personal development is the responsibility of the congregational chapter or the congregational director with the deliberative vote of her council. The (vice) provincial superior is directly accountable to the congregational chapter or congregational director for the (vice) provincial program. The formation personnel keep the (vice) provincial superior apprised of developments within the initial stages and are accountable to her for the (vice) provincial program.

D. The (vice) provincial superior delegates to the formation personnel the authority to implement the program for the initial phase of development. Those who direct the various states of initial development form a core team and work with the (vice) provincial superior and her council who are responsible for (vice) provincial policy related to initial development. The (vice) provincial initial development committee, or another body which serves its purpose, meets regularly with the core team and makes recommendations to the team and to the (vice) provincial superior and her council. The (vice) provincial superior and the team agree on lines of communication with appropriate (vice) provincial groups. The persons who implement the program should have varied backgrounds.

E. Through the testimony of their lives, all sisters invite others to consider whether God is calling them to religious life. Those sisters responsible for recommending or approving persons to enter the novitiate or other stages of initial personal development should strive to know, through personal communication with them, the women they recommend.

F. Before local communities share community and ministry with a woman in the initial phase of personal development, both should receive preparation regarding the goals of the experience and their mutual responsibilities.

G. A candidate accepted into the novitiate

1. must meet the qualifications stated in the **Constitution**, in the law of the church and in the (vice) provincial program for the initial phase of personal development
2. may not have vows or promises in another religious institute (unless she has fulfilled the conditions indicated for transferring into the congregation)
3. may not have concealed admission into another religious institute
4. may not be bound by the bonds of marriage
5. may not have responsibilities incompatible with living the religious life

6. may not have a substantial debt that she cannot liquidate.

H. Each (vice) provincial program should state clearly:

1. the method and procedures for interviewing and recommending women who request admission to the pre-novitiate phase
2. financial arrangements:
 - a. policies for entrance fee
 - b. criteria for substantial indebtedness
 - c. the kinds of debts that may be liquidated after entering the congregation

I. Each (vice) provincial program should state clearly:

1. the method and procedures for interviewing and recommending candidates who request admission to the novitiate
2. financial arrangements:
 - a. policies for novitiate expenses
 - b. disposition and use of personal possessions during the novitiate
 - c. the signing of a declaration or an agreement to forego personal claim to remuneration for services rendered while a member of the congregation.

J. A novice may freely leave the congregation at any time. She is encouraged to discuss this decision with the director of novices and the (vice) provincial superior. The (vice) provincial superior with the consultative vote of her council and after consultation with the director and the novice may dismiss the novice. The reason is communicated to her.

K. An individual discusses with her (vice) provincial superior or her delegate all matters relating to patrimony. On each occasion that an individual receives patrimony, she executes an act of cession of administration. She may request permission from the (vice) provincial superior to change her cession

of administration, to change her will, or after permanent profession to give away real or personal property belonging to her patrimony. By delegation from the congregational director, the (vice) provincial superior with the deliberative vote of her council may grant the request. If a trust fund has been set up for an individual, she does not have the use of either the capital or the interest.

L. The act of profession is signed by the following persons: the member, the (vice) provincial superior or her delegate and two additional witnesses.

M. Each (vice) provincial program insures continuity in a person's development within the congregation during the period of temporary profession. The program also specifies procedures for requesting permanent profession or renewal of temporary profession in the congregation. Before a member can be permanently professed she must:

1. be able to participate in the common life and ministry of this congregation and freely request to do so
2. take a period of at least four consecutive weeks during which she makes preparation for this life dedication
3. review the will she previously made

N. The local community of a member in temporary profession assists her by encouragement, support and challenge. She invites her local community to share with her their observations regarding her readiness for permanent profession in this congregation.

O. Mindful that a member's request for renewal of profession or for perpetual profession may, for serious reasons, be denied, each (vice) province provides for procedures to be followed in communicating the decision to the member as well as for procedures should she wish to appeal the decision.

TRANSFER

85 A. After prayerful deliberation with her (vice) provincial superior, a Sister of St. Joseph who wishes to live out her religious-vocation in another institute may request to transfer from the congregation. The (vice) provincial superior with the deliberative vote of her council submits her opinion and a written request from the member to the congregational director who with the deliberative vote of her council may approve the transfer. If the member does not complete her transfer to the new institute, she has both the right and the responsibility to return to the congregation.

B. A woman religious who wishes to transfer to the congregation from another institute may, after prayerful deliberation and discussion with the major superior of her institute and the (vice) provincial superior in this congregation, request to spend a period of probation in the congregation in accord with the universal law. If the woman does not complete her transfer to the congregation, she has both the right and the responsibility to return to her original institute.

C. In all cases of transfer, the congregational directors of each institute with the deliberative votes of their councils must approve the transfer.

D. The (vice) provincial superior, or persons delegated by her, plan a program for each woman religious transferring to the congregation. The program includes:

1. study of our apostolate of reconciliation and unity
2. study of the evangelical counsels as lived in community
3. study of the history of the congregation and the spirit of the founder
4. study of the **Constitution** and other congregational documents
5. experience in sharing common life and ministry.

The program for each person in the probationary period must be approved

by the congregational director.

E. The period of probation is at least three years according to the norm of universal-law. In each case, the duration and manner of probation should be adequate for determining whether the woman is called to live religious life according to the char-ism of the Sisters of St. Joseph. During the period of probation, the member has both the right and the responsibility to return to her original institute if she does not make profession in the new institute.

F. The rights and responsibilities of the individual transferring and the institutes involved are stated in a written agreement.

G. The following policies and administrative procedures regarding the rights and responsibilities of an individual and the institutes involved will be observed for transfer:

1. The congregational directors of the institutes involved will reach and put in writing an agreement about the following issues:
 - a. the right and responsibility of the individual to return to her original institute at any time during the period of probation
 - b. the right and responsibility of the individual to return to her original institute if the new institute does not admit her
 - c. the responsibility of the individual to request an indult of separation from her original institute if she wishes to leave religious life
 - d. the responsibility for the expenses of the probationary period
 - e. matters related to dowry and patrimony, when applicable.
2. If the institutes involved cannot reach mutual agreement on the above matters, the congregational director of our congregation has the responsibility to seek a mediator or to make alternative arrangements.
3. During the period of probation, the individual lives according to the constitution of the new institute. Her rights and obligations in the former institute are suspended.

H. A religious permanently professed in the former institute makes permanent profession in the new institute. All bonds, rights and obligations in the former institute cease when she makes profession in the new institute.

I. At the time of permanent profession in the new institute:

1. The woman and the congregations must complete arrangements related to dowry and patrimony, when applicable.
2. The woman makes a will or reviews her former will in accord with church law and civil law.
3. The woman makes or reviews any acts of cession of administration, when applicable, in accord with church law and civil law.
4. The woman or institute to which she transfers may not claim compensation for previous services or for patrimony already given to the former institute.

J. When the woman has satisfactorily completed her probation in the congregation and met the other requirements for transfer, the (vice) provincial superior with the deliberative vote of her council may admit her to profession in the congregation.

SEPARATION

86- A. After deliberation and discussion with a permanently professed member
92 who requests a period of exclaustation, the (vice) provincial superior states her own opinion concerning the exclaustation to the congregational director. Upon receiving the written request of the member and the opinion of the (vice) provincial superior, the congregational director with the deliberative vote of her council may issue an indult of exclaustation for a period not to exceed three years.

B. A member who is exclaustated is considered as dispensed from those obligations which are incompatible with her new condition. During this time, she does not exercise active or passive voice in the congregation. The rela-

tionship of the member and the congregation during the period of exclaustation must be agreed upon and stated in writing. The member retains the right to return to the congregation.

C. Before beginning the period of exclaustation, the member together with her (vice) provincial superior shall reach an understanding about the following, and their agreement shall be put in writing:

1. the specific purpose for the period of exclaustation
2. the duration of the period
3. the relationship to be maintained between the member and the congregation during the period of exclaustation
4. the manner in which the member will live out her profession of chastity, poverty and obedience during the period of exclaustation.

When a member asks to return to the congregation, she and the (vice) provincial superior reflect together on the member's relationship to the congregation. When a member returns, the (vice) provincial superior notifies the congregational director.

D. If a permanently professed member requests separation from the congregation, the congregational director, upon receiving the written request of the member and the opinion of the (vice) provincial superior may, with the deliberative vote of her council, forward the request for the indult, together with her opinion and that of her council, to the competent authority.

E. For the deliberative vote regarding the temporary or permanent separation of a member from the congregation, at least four members of the congregational council must vote.

F. A woman separated permanently from the congregation relinquishes the rights and responsibilities of membership. She cannot claim remuneration for services given while she was a member. Her will is returned to her and she

is advised to review it with legal counsel. If she has patrimony administered by the congregation, the patrimony is returned to her.

G. For serious reasons (for example, scandal, willful and severe violations of religious profession, behaviors that cause consistent obstacles to deeper unity and disrupt the possibility of community), the congregation, through the congregational director, may initiate the formal process of exclaustation of a permanently professed member. The congregational director with the deliberative vote of her council petitions the Holy See for an indult of exclaustation.

H. As far as they are applicable, the procedures to be followed in the case of imposed exclaustation are the same as the case of dismissal.

I. The congregational director with the deliberative vote of her council (at least four members voting) must immediately declare the automatic dismissal of any member who notoriously abandons the Catholic faith or has contracted or attempts to contract marriage.

J. According to the norm of universal law, a member can also be dismissed for other causes provided they are grave, external, imputable and juridically proved. In these cases, the (vice) provincial superior, having gathered the proofs of the fact and its imputability, shall make known to the member who is to be dismissed the accusation and the proofs, providing her with the opportunity of self-defense. The (vice) provincial superior shall then send to the congregational director all of the acts, signed by the (vice) provincial superior and by a notary, along with the written and signed responses of the member. Procedures to be followed in the process of dismissal are:

1. Having collected the evidence and having consulted her council, the (vice) provincial superior shall warn the member in writing or in the presence of two witnesses. The warning shall describe the behavior that requires correction, shall summarize any previous discussion between the (vice) provincial superior and the member,

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- shall indicate that this is the beginning of a dismissal process and shall give notice of the fifteen-day time period during which the member must make written response to the provincial superior. A copy of this communication is sent to the congregational director.
2. Within fifteen days after receiving the warning, the member must respond in writing to the provincial superior.
 3. If the provincial superior receives no written response in the fifteen day period, she issues a second warning to the member. She again asks the member to make a written response to the warning within a fifteen-day period. The (vice) provincial superior sends a copy of this communication to the congregational director.
 4. If the (vice) provincial superior receives no written response from the member within the fifteen-day period, or if the (vice) provincial superior with her council judges that the member's explanation is inadequate, the (vice) provincial superior should forward to the congregational director all the acts signed by the (vice) provincial superior and a notary, together with the responses of the member signed by her.
 5. The congregational director then issues a third and final written warning to the member obliging her to respond in writing within thirty days after receiving the warning.

K. In all cases of dismissal, the member retains the right to communicate with and to present her defense directly to the congregational director.

L. The decree of dismissal has no effect unless it has been confirmed by the Holy See, to which the decree and all the acts must be forwarded.

M. When a woman is separated permanently from the congregation, her will is returned to her and she is advised to review it with legal counsel. If she has patrimony administered by the congregation, the patrimony is returned to her.