

- b) To organize seminars as well as classes on journalism and communication for friars in order to develop their communication skills;
- c) To prepare annually the Address book of the Province with the addresses of the communities and other useful information about the friars and the brothers in formation;
- d) To publish the monthly Marian magazine APPADIYE AGATTUM;
- e) To produce and market audio, video, DVD, cassettes of devotional songs;
- f) To send news about the PROVINCE to COSMO and CASA bulletin;
- g) To contribute articles to the Servite international journals such as Monte Senario, etc...

## 2. LITURGICAL COMMISSION

### 1. Scope:

It animates the Province in its liturgical activities and helps the friars to deepen their prayer life.

### 2. Members:

- a) The Councillor in charge;
- b) Two other members appointed by the Provincial council.

### 3. Competence:

- a) To organize liturgical celebrations in moments like Chapters and retreats;
- b) To promote new forms of prayers and pious activities among the friars, Servite sisters and Secular Servites and imprimatur should be obtained;
- c) To undertake the translation and publications of hymns, prayers and other liturgical texts of CLIOS;
- d) To encourage the creative spirit of the friars in composing prayers, songs, Para-liturgies, etc.;
- e) To provide the communities with necessary copies of Servite liturgical texts.

# AIKIYA ANNAI PROVINCE

## DIRECTORY 2012 -2015

### Definition (cf. Const. 252-253)

1. The Directory contains norms for the application of the Constitutions in the Aikiya Annai Province. It also includes other useful norms (Supplement), provided that they are neither in contrast with the Constitutional text nor place limits upon it.

### Use of the Servite habit (cf. Const. 63)

2. As a sign of our consecration and poverty, the Servite habit is the one prescribed by the Constitutions (Const. 63) for the whole Order. In India, friars wear the Servite habit for internal and official celebrations. For climate and pastoral reasons, friar can wear a white cassock.

### Life-long development of the Servant of Mary (cf. Const. 168, 130)

3. The initial formation will be done according to the general outline of programme of the Province for each step of formation (welcoming, Postulancy, ...). This general outline (Formation Program) is prepared on the basis of the Ratio Institutionis o.s.m. (Rome 2000) by the Vocation and Formation Secretariat and approved by the Provincial Council.

### Candidates to the Order (cf. Const. 129)

#### 4. a) Programme for Vocation Promotion

The Programme Vocation Promotion is prepared by the Vocation Promotor and his team. Ref: Supplement.

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## **b) Criteria for admission**

The norms for judging the suitability of candidates is determined in the guidelines of the Vocation and Formation Secretariat.

Academic qualification for Postulants: The candidates should have passed minimum +2 or other equivalent technical studies with at least 60% of marks.

## **c) Competent authority and process of acceptance**

The Prior Provincial is competent to accept or to deny admission to candidates to the Province after recommendation from those responsible for vocations.

## **d) Necessary documents**

Other than the indications given by the Canon Law (cf. can. 645), necessary documents are indicated in the general outline (Formation Program) of the Province.

## **e) Duration of the Pre-novitiate**

- i. It lasts for three years in which the candidates pursue degree in secular studies.
- ii. Those who join the Order with a degree or diploma will have a special programme in a community for a year. After two years of experience of community life and discernment, they will do Philosophy followed by Novitiate.

The Prior Provincial evaluates and decides to dismiss a candidate from initial stages of religious formation on the basis of the master's report and the consultative vote of the community.

- f) The Principal plans and prepares all the school celebrations of all kinds;
- g) The principal maintains good relationship with staff, students and the public;
- h) The Principal presents every four month the program and report of the school and an annual report to the provincial council.

## **8. FINANCIAL ADMINISTRATION:**

- a) The fees collected should be issued with proper school receipts;
- b) The admission fees and developmental fees should be forwarded to the Province;
- c) Once in three months the Correspondent presents the school accounts to the provincial council;
- d) All other expenses which are not included or exceed the approved amount in the annual budget have to be presented to the provincial council for its approval;
- e) The limit of the expense:
  - i. The Correspondent: Rs. 5,000
  - ii. The Principal : Rs. 5,000

## **COMMISSIONS**

### **1. COMMUNICATION AND PUBLICATION COMMISSION**

#### **1. Scope**

To foster communication among the friars of the Province in order to bring about understanding and unity.

#### **2. Competence**

- a) To prepare AIKIYAM, the news letter of the Province and mail it to all major superiors of our Order, the communities of other Provinces, OSSM fraternities of the Province and the major superiors of the Servite sisters present in India;

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- b) They, in consultation with the Board of school, prepare the Annual Budget and annual Programme of the school and present to the Provincial Council for the approval;
  - c) To communicate the directives and orders from the department of School Education to the concerned;
  - d) To keep record of judicial pronouncements with regard to privileges and concessions to which the minorities are entitled;
  - e) To pay standard salaries to the staff, confirming to certain basic norms and directions from the Province.

#### **6. THE COMPETENCE OF THE CORRESPONDENT:**

- a) The Correspondent shall periodically visit the school and shall properly execute all the policies, orders, directives, guidelines and suggestions made by the education Secretariat of the Province especially with regard to appointment of the staff and the disciplinary action against erring staff and the collection of fees;
- b) He is responsible for the assets and liabilities of all the educational institutions under his care;
- c) He verifies the accounts as per rules of the Province and shall be responsible for the finance of the institution.

#### **7. THE COMPETENCE OF THE PRINCIPAL:**

- a) The Principal is in charge of the internal running and coordination relating to the academic matters of the school;
- b) The Principal is responsible to maintain all necessary records related to school;
- c) The Principal is responsible for admission/dismissal of the students.
- d) The Principal is responsible for punctuality, discipline, standard of education and cleanliness in and around the campus of the school;
- e) The Principal must be a leading teacher who should set an example to the teaching staff;

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#### **Conventual Elections (cf. Const. 196, 201/a)**

- 5. a) Every Election that pertains to the local community is held by secret ballot or by mutual consensus. It is up to the community's discretion to choose.
- b) In case a community opts for secret ballot, the modalities prescribed by the Constitutions no. 179,180 182 are followed.
- c) Every Provincial office terminates with the celebration of the Provincial elective Chapter. The Conventual Offices continue until the new formation of the communities.

#### **Election of the Conventual Prior (cf. Const. 200d)**

- 6. Three years of Solemn Profession are required to be elected Prior.

#### **The Method (cf. Const. 200c)**

- 7. The community elects its own Prior or requests the Provincial Council to appoint.

And the following procedure is followed.

- a) The Chapter is convoked and presided over by the friar senior in profession within the time limit fixed by the Provincial Council.
- b) The extract of the Conventual Chapter will be sent to the Prior Provincial as soon as possible who will confirm the newly elected Prior.
- c) If the office of prior becomes vacant, within a month the community will elect his successor according to the prescripts of this article.
- d) A friar who has held office as Prior for three consecutive terms cannot be re-elected to the same office in any priory until three years have passed.

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### **Election of the Parish Priest (cf. Const. 82, 202)**

8. a) Each community elects the Parish Priest and the Assistant Parish Priest or requests the Provincial Council to nominate them. (cf. Const. 202)
- b) The Community that elects the Parish Priest must send the Extract of the Chapter to the Prior Provincial who gives his consent and presents the friar to the local Ordinary.
- c) The community that asks the Provincial Council to elect the Parish Priest is consulted before appointing.
- d) Three years of Priestly Ordination are required to be elected Parish Priest.
- e) The Parish Priest can be re-elected for another term in the same parish (cf. Const. 202). After two terms a parish priest cannot be re-elected for a term in any of the parishes of the province.

### **Calculation of Three Year Term (cf. Const. 178)**

9. Any office assumed in between the three year term is terminated with the celebration of the elective Provincial Chapter. This duration is not taken into account in calculating the total number of years mentioned in art.7d of this directory.

### **Long term Commitments**

10. A friar assumes long term external commitments only after the due permission from the Prior Provincial while being a member of a local community. He periodically informs his community as well as the Prior Provincial about the progress.

### **Respect of the Civil Laws**

11. The communities and the individual friar are to respect the laws of the State for the just and harmonious civil life.

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### **3. APPOINTMENTS and DISMISSALS:**

- a) The Correspondent along with the Principal, with prior consultation with the Prior Provincial appoints and dismisses both the teaching and non-teaching staff.
- b) The following procedure is adopted for the appointment of the staff:
  - i. The basic criteria of selection include academic credentials, Teaching ability, Fluency in English and a Good Character;
  - ii. Catholic Christians are given priority;
  - iii. Modest reservation should be given to the candidates belonging to Catholics of Dalit Origin;
  - iv. Applicants hailing from the locality are given due consideration;
  - v. For the dismissal of the staff we shall follow government guidelines.

### **4. COMPETENCE OF THE BOARD OF SCHOOL:**

- a) To create collaboration with various Religious and Diocese educational institutions;
- b) To keep the fee structure moderate to meet the cost of good education and hence our institutions are not seen as profit making. Additional Fees are collected with necessary consultations with both the Province and the parents;
- c) To provide scholarships and concessions for the poor and marginalized students by creating a scholarship fund;
- d) To promote human dignity and ensure that our students are responsible citizens practicing gender sensitivity, equity and equality.

### **5. COMPETENCE OF BOTH THE CORRESPONDENT AND PRINCIPAL:**

- a) They are responsible for the day-to-day administration of the schools. They shall maintain, develop and supervise the school efficiently and effectively;

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## VI. EDUCATION SECRETARIAT

We recognize education ministry as part of Servite charism and we intend to instill the Servite Characteristics even in our education ministry. The scope of the school is to give quality education to the children of the locality, with special attention to those who are poor and marginalized.

Province's education policy is made by the Provincial council after consulting the communities involved in education ministry and the TANCEAN and the diocesan policies.

The schools owned by the Diocese will be governed by the agreement made between the Province and the Diocese.

### 1. SCHOOL IN THE PROVINCE:

The Prior Provincial is the chair-person of all the schools in the Province.

- a) The educational ministry is under the care of the Province.
- b) The School is administered by the Correspondent, Principal and the Board Members of the school.
- c) The Prior Provincial in consultation with the provincial council appoints the Correspondent. The Principal can also be appointed as Correspondent.

### 2. BOARD OF SCHOOL MEMBERS:

- a) The Councillor in charge of Education;
- b) The Correspondent;
- c) The Principal;
- d) One Friar from the Local Community;
- e) One teacher elected by the teachers;
- f) The above said members are confirmed by the Prior Provincial in consultation with the Provincial Council.

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## Account Verification (cf. Const. 36, 62, 196)

12. All the accounts (community, parish, school, social service, farm, etc...) are verified in the Conventual chapter once in three months with the intention of verifying the authenticity of our witness and the use of goods according to the spirit of evangelical poverty. The registers are to be signed by the Prior and another friar.

## Individual use of goods (cf. Const. 57, 62, 298b)

13. Prior consent of the community and of the provincial council are required for an individual friar to hold expensive goods, bought or donated for their personal use. An eventual abuse is to be brought to the attention of the Provincial Council by the community, after the recourse to fraternal correction has failed.

## Hospitality (cf. Const. 67-70)

14. a) On receiving a guest, the friar concerned shall inform the Prior in advance, if possible, and the guests are introduced to the community to make them feel at home. The guests are encouraged to participate in our fraternal moments of prayers and meals.
- b) The community seek the approval of the Prior Provincial to offer hospitality to anyone for more than a month; and it seeks the approval of the Provincial Council for a year or more.

## ORGANIZATION OF THE PROVINCE

### Prior Provincial

15. a) He is the President of the Registered Society of the Order of Servants of Mary and of any other registered society to be registered or trust within Aikiya Annai Province.

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- b) He is a member of CASA Council (Conference of Asia and Australia) and is a member of the Indian Servite Family forum.
- c) He is the custodian of the original documents of lands, buildings (approval & blue print), constructions and contracts. A copy of these shall be kept in the office of the Treasurer and of the relevant communities.

### **Participants in the Provincial Chapter**

16. All the Solemn professed friars officially assigned to the priories of the Province participate in the Provincial Chapter. Those who are under the direct jurisdiction of the Prior General and those officially assigned to the priories of other jurisdiction, whose participation in the Provincial Chapter specified in each of their contract, may participate in the Provincial Chapter. The Provincial can invite CASA members and other guests to participate in the chapter without right to vote.

### **MID-TERM CHAPTER**

17. There will be Mid-term Chapter in the Province.

- a) The Prior Provincial convokes the mid-term Chapter at least two months in advance announcing the date and venue along with the tentative agenda.
- b) The agenda of the mid-term Chapter is determined by the Provincial council on the basis of the proposals or suggestions requested and received from friars, communities and specialized groups.
- c) Every member of the Mid-term Chapter is free to present new proposals for the agenda, but a two-thirds majority vote of the participants present is required for the insertion of new items into the agenda of the chapter.
- d) Reasons for an eventual absence shall be presented, through the Conventual Prior to the Prior Provincial, whose approval is required.

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- b) Every friar gets Rs. 2000/- for annual holidays which includes the travelling allowance and Rs.2000/- as Christmas gift which includes Christmas cards and postage.
- c) When the priestly ordination is held in the community, the province meets the expenses. For the first Mass the Province contributes Rs.10,000.00.
- d) When the ordination or the first mass is held at home, if the friar concerned seeks for a financial assistance he makes a request through the community to the Provincial Council and the Provincial council foresees it.

### **7. Projects**

Any financial request for a project made either by the individual friar or by the community, the approval of the conventual chapter and the Provincial Council is needed.

### **8. On leaving the Order**

When a Temporary or Solemn Professed friar leaves the Order, the Provincial Council decides about the financial assistance.

### **9. Helping the Parents**

Friars when they are in financial need to assist their parents can request directly to the Provincial and the Provincial council if the limit exceeds the power of the provincial.

### **10. On requesting other financial assistance**

The individual friar makes the request to the Provincial Council through the community.

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- d) Purchasing and selling of assets shall be carried out with the consent of the community.

#### **4. Competences of the Bursar**

##### **The Bursar:**

- a) Maintains the community accounts: cash book, ledger and the monthly Receipts and Payments.
- b) Maintains and updates every year the inventory or the stock registers: (Const. 296) to keep the details of the property furniture moveable and immovable goods of the community, church and farm separately.
- c) Maintains the register of the Scale of Pay of the community workers.

#### **5. Competences of Friars in-charge**

- a) To maintain the registers: Cash book, Ledger, Receipts and Payments of farm, kitchen, school, social service, etc.;
- b) To keep up inventories and register of the scale of pay respectively;
- c) Kitchen monthly account is maintained by the ledger book with the sub-voices of the head voice: 'Food and Fuel'; at the end of the month the kitchen in charge presents the account with bills to the Bursar;
- d) The friar in charge of the different sectors will deal directly with the collaborators;
- e) The Bursar will do the payment of the salary of collaborators.

#### **6. Pocket money**

- a) Per month the pocket money for all the Solemn Professed is Rs. 1500/- which includes the telephone expense. Clothing, footwear and T.A for common purposes are met by the community. All the other expenses are met within the pocket money. In case of unforeseen situations, the friar can approach the Prior.

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- e) To realize the constitutional objectives (cf. Const. 42, 204b), the Chapter shall last at least for three days. These days shall be lived in a prayerful atmosphere. The programme and the timetable shall favour fraternal communion. The agenda shall respond to the interests and needs of the Province.

#### **f) Reports (cf. Const. 216)**

- The reports of the Prior Provincial, treasurer, communities, secretariats and commissions are prepared in consultation with the members of these bodies in a spirit of co-responsibility.
- The reports are sent to the communities and the participants of the Chapter at least one month in advance.

#### **PRIOR PROVINCIAL**

##### **Election of the Prior Provincial (cf. Const. 211, 212)**

18. a) The Provincial Council shall prepare the list of the friars who have active and passive voice for the election of the Prior provincial
- b) Every ballot sheet shall carry the seal of the Province.
- c) The norms to be observed in voting, submitting and safeguarding the ballot sheets till the counting shall be mentioned on the ballot paper.
- d) The voting is secret and carried out in Conventual chapter according to the norms established by the Provincial Council.
- e) The friars assigned to the communities under the Prior General enjoy both active and passive voice in the Aikiya Annai Province.

##### **Re-election of the Prior Provincial (cf. Const. 225a)**

19. The Prior Provincial is elected for a term of three years and only be reelected to one consecutive term.

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## PROVINCIAL COUNCIL

### Composition of the Provincial Council (cf. Const. 231)

20. a) The Provincial Council is composed of the Prior Provincial, the assistant provincial and three other councillors.
- b) Three years of Solemn Profession are required for the validity of the election of a councillor.
- c) The Provincial Councillors are elected in the Chapter one after another in six ballots according to the procedure established in the Regulations of the Constitutions (nos. 3, 8)
- d) When the office of a councillor falls vacant, the Provincial Council shall hold due consultation with the friar it considers appropriate and proceed with the election of a new councillor.

### Structure of the Plenary Council

21. a) The Plenary Council is composed of Prior Provincial, the Provincial Council and the Priors.
- b) The Prior Provincial convokes the Plenary Council periodically in order to favour communion, promote religious life and involve the communities in carrying out the responsibility of animating the Province.
- c) On convoking the Plenary Council, the Prior Provincial communicates to the communities the agenda of the Council one month in advance, so that the members of the community can add their proposals through their communities.

### PROVINCIAL OFFICIALS (cf. Const. 234) Number of Officials

22. For better animation and administration of the life of the Province, the Provincial Council shall make use of the collaboration of the officials, secretariats and commissions. The Provincial council will establish all the

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## 5. Administrative Aspects of Communities

### 1. The Prior:

- a) Maintains the chronicle and archives of the community;
- b) Files all the correspondence including e-mail communications;
- c) Safeguards the copies of all the documents such as lands, buildings and contracts;
- d) Sees to it that the library is cared for and updated;
- e) Verifies that the important magazines and journals are bound every year;
- f) Makes the financial report along with the bursar and sends to the Treasurer of the Province;
- g) Takes up the initiatives that the necessary equipments such as fax, phone, computer are well maintained;
- h) Sends information periodically to AIKIYAM.

### 2. Parish Priest

- a) The Parish Priest maintains the parish chronicle, archives, local Masses of the parish and other documents pertaining to the parish.
- b) He presents the accounts of the Parish once in three months in the Conventual chapter for the verification.

### 3. Financial administrations of communities

- a) One who takes care of the financial administration of the community is called Bursar. The prior and the parish priest cannot be the bursar of the community.
- b) The others who take care of the different sectors are called Friars in-charge of kitchen, farm, etc.,
- c) The Bursar and the other friars in-charge will deal with the financial matters always in consultation with the prior (spending, receiving and investing).

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- o) To be present in the council meeting on invitation when the Provincial Council deals with the administration matters, legal issues and building projects;
  - p) To ensure that all the communities and the Province pay the taxes (land, building, etc..) every year;
  - q) To ensure the maintenance of the record of the inventories of the Province and of the communities.

#### **4. Competence of the Administrative Secretariat**

The Administrative Secretariat meets at least twice a year and whenever needed. It offers the consultative assistance to the Provincial Council on matters related to the administration, legal issues, buying and selling lands and construction. It implements the decisions of the Provincial Council in the financial matters. It is:

- a) To examine the annual financial reports and the budgets of the communities in order to forward them to the Provincial Council;
- b) To prepare the budget and the financial report of the Province;
- c) To study better ways to invest our money and find ways to raise fund for the Province;
- d) To prepare in consultation with the Provincial Council and with an engineer the plans for the new buildings and for the major modifications of the existing ones and submit them to the Provincial Council for the approval;
- e) To look for new lands in view of the growth of the Province whenever requested;
- f) To carry out its consultative and technical role, it makes use of the collaboration of some trusted experts like auditor, lawyer and engineer;
- g) To organize a seminar for all the friars at the beginning of the term.

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secretariats at the beginning of the triennium and commissions whenever need arises.

#### **a) The Officials are:**

##### **i. Treasurer**

For responsibilities, see: Const. 294b.

He is to carry out the decisions of the provincial Chapter and the provincial Council with diligence.

##### **ii. Secretary (cf. Const. 234-235)**

He is to:

- a) To edit the Provincial Council minutes;
- b) To countersign the official letters of the Provincial, the acts of the Province and the Provincial Chapter;
- c) To put in order and preserve the current archives of the Province;
- d) To compile and update the bio-data of the friars;
- e) To take care of the news bulletin;
- f) To maintain the minutes of the General Body meetings.

##### **iii. Archivist (cf. Const. 236)**

He is to:

- a) To conserve the patrimony of the communities and the Province;
- b) To put in order, the documents and the recent chronicles;
- c) To help the communities in conserving and enriching their respective archives.

##### **iv. Vocation Promoter**

For responsibilities, see: Const. 128 and the Supplement.

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## **v. Director of Marian Institute**

He is to:

- a) To promote the Marian formation of the friars;
- b) To propose other Marian and Mariological initiatives.

## **b) Secretariats are:**

- i. Vocation and Formation
- ii. Pastoral
- iii. Servite Family
- iv. Social Service, Justice and Peace
- v. Administration
- vi. Mission
- vii. Education

## **c) Commissions are:**

- i. Communication and publication
- ii. Liturgy
- iii. Project

## **d) Institute:**

- i. Mariology

## **Election and Nomination**

23. a) The Provincial Council with prior consultation elects the office-holders. It can entrust more than one office to a friar.
- b) Consulting the respective office-holders, the Provincial Council nominates the members of the Secretariats and Commissions.

- b) To maintain the documents of the registered society and file the returns of the financial year to the Register office at Trichy (before 30 September) and to the Home ministry at New Delhi (before 30 June);
- c) To maintain various funds and accounts;
- d) To maintain the FC (foreign contribution) accounts and to be the mandate holder of the (PAN) permanent account number;
- e) To look after with the help of a lawyer all the legal issues regarding properties and finances of the Province and the communities;
- f) To help the Province in preparing and carrying out the construction works with the help of an engineer;
- g) The Treasures along with the commission formed by the Provincial council follow the construction work of the Province;
- h) To help the communities, in preparing the budgets and carrying out the extraordinary works;
- i) To do the financial verification of the communities along with another member of the Administration Secretariat. A report must be sent to the respective communities and to the Provincial Council;
- j) To prepare the financial report of the Province and send copies of them to General Economist along with the financial reports of the Communities prepared by the communities;
- k) To prepare and present to the Provincial Council the ordinary budget of the Province;
- l) To assist the Provincial and the Council in preparing the projects to be sent to foreign agencies;
- m) To forward the ordinary and extra-ordinary budgets of the communities to the Provincial Council with necessary suggestions for the approval;
- n) To maintain correspondence with the Mother Province Economist, the Venetian Province secretariat for the Missions, General Economist, General administrative team and Foreign agencies;

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- b) It makes sure that the documents are created and maintained for every child.

### **Justice and peace**

- a) It identifies those who are needy irrespective of caste and creed;
- b) It provides them opportunities to develop their skills and personalities;
- c) It promotes various types of leadership programme to take up social issues;
- d) It collaborates with other existing movements;
- e) It makes use of various sources available: governmental, private and other church related organizations;
- f) It encourages every friar to involve in the social service apart from their ministries;
- g) It encourages the OSSM group members to get involved in our social activities.

## **V. ADMINISTRATION SECRETARIAT**

### **1. Scope**

To animate the Province in administering the “Communion of Goods”.

### **2. Members**

The Treasurer appointed by the Provincial council is the co-ordinator (ex officio)

Coordinator of the Mission Secretariat

Three other friars appointed by the Provincial Council

### **3. Competence of the Treasurer**

- a) To function as the treasurer of the registered society and OSM Social Service Trust;

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## **Programming**

24. a) At the beginning of the triennium, the Provincial Council meets with the respective office-holders along with their collaborators in order to discuss and programme the action plan.
- b) At the beginning of every academic year, the Provincial Council shall call for the meeting of the office holders in order to share their respective programme and agree upon eventual collaboration.
- c) To communicate their activities, each Secretariat and Commission shall make use of AIKIYAM, the bulletin of the Province.

## **Internal Organization**

25. The internal organization of the Secretariats as well as the Commissions is organized in common agreement on the proposals collected from friars and communities. The secretariats are convened at least twice a year.

## **Relationship with the Provincial Council**

26. The office holders shall collaborate with the Prior Provincial and his Council rendering the service requested of them. The Council shall get their opinions in their areas of competence.

Each Councillor shall follow closely one or more Secretariats or Commissions.

## **Financing (cf. Const. 293, 294)**

27. The financial administration of the province is centralised based on a budgetary system.

All the income from Servite Schools, Servite working men hostel, Jegan Matha Mahal, St. Alexis farm, Perumaleri and foreign contribution come under the financial administration of the Province.

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The Provincial Council through the office of the Treasurer administers the entire financial and economical aspects of the Province.

The Provincial Council approves the annual budget for the Province and Communities.

### **Annual Budget (cf. Const. 294a)**

28. a) In the formation houses, the expenses of the ordinary budget are covered by the local income, Mass stipends and the Student Quota (fixed year by year taking into account the cost of living of the place).
- b) In the pastoral communities, the expenses of the ordinary budget are covered by the local income and the Mass stipends, if it is not enough the community makes a request to the Provincial Council.
- c) The ordinary expenses of the Province are covered by the contributions made from the Mass stipends (Rs.75) of the friars.
- d) The Province meets the extra-ordinary expenses of all the communities and the Province.
- e) Every community presents its social service budget by April 30<sup>th</sup> and for the ordinary and extra-ordinary budgets by June 30<sup>th</sup>. However the ordinary expenses of the community from April until the budget is approved an advance will be given from the finance of the Province

### **Limits for expenditure (cf. Const. 300-301)**

#### 29. a) Extra Ordinary Expenses

Provincial Council	Rs.1,50,00,000.00
Prior Provincial	Rs.50,000.00
Local Community	Rs.1,00,000.00 per annum
Prior	Rs.10,000.00 per annum
b) Sale of movable goods	
Provincial Council	Rs.10,00,000.00
Local Community	Rs.50,000.00

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- h) To organize every year a Servite Pilgrimage Walk “Marcia to involve all the entities of the pastoral and Servite Family.

## **IV. SOCIAL SERVICE, JUSTICE AND PEACE SECRETARIAT**

### **1. Scope:**

- a) To identify the target people who are in the margin of the society providing ways and means to help them achieve a holistic development in their life;
- b) To collaborate with mission, justice and peace secretariats in the order level.

### **2. Members:**

- a) The councillor in charge of social service, Justice and Peace;
- b) The Coordinator appointed by the provincial council;
- c) Two other members (those who are in charge of sponsorship programme in communities).

### **3. Competence of the co-ordinator**

- a) The co-ordinator keeps in contact with the persons who are in charge of the social activities in our communities.
- b) He visits the communities to programme and evaluate the social activities.
- c) He shall write at least once a year at the time of Christmas to the sponsors thanking them and explaining to them the progress of the children, whom they are sponsoring. In this he shall get the help of the administrator who has the list of the sponsors and the children.

### **4. Competence of the secretariat**

#### **Sponsorship**

- a) It verifies the selection of children made by the communities for sponsorship, following the guidelines of the province (guidelines to be formulated);

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- f) When seeking financial assistance from anyone beyond Rs. 10,000/- the parish priest shall get the approval of the community.
  - g) The white stole contribution is passed on to the community.

### **III. SERVITE FAMILY SECRETARIAT**

#### **1. Scope**

To strengthen our relationship and collaboration among all the components of the Servite family.

#### **2. Members**

- a) Coordinator is appointed by Provincial council;
- b) Friar assistants for each OSSM group;
- c) One representative from each OSSM group;
- d) One sister from each Servite Congregation of the Servite sisters.

#### **3. Competence**

- a) It meets at least once a year;
- b) To arrange periodical meetings and sharing Servite experience in view of knowing each other;
- c) To work together to form new OSSM group;
- d) To chart down ways and means of collaboration in some apostolate or common endeavour's;
- e) To arrange Classes, courses, retreats, etc for the Servite family;
- f) To encourage local communities in order to promote family spirit with the sisters and OSSM members by:
  - i. Celebrating important moments like Founders feast, profession, ordinations, and canonical visits and so on,
  - ii. Going on picnic, tours and pilgrimage together,
  - iii. Having recollections, seminars and get-together;
- g) To organize Servite Family gathering of all the branches once a year;

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- c) As per Registered Society's rules, giving loans is not allowed.
  - d) The loans are taken with the permission of Provincial Chapter.
  - e) Alienation of immovable properties is decided by the Provincial Chapter.

#### **Book Keeping (cf. Const. 292)**

- 30. a) The present method of book keeping (cashbook, ledger and monthly receipts and payments) shall be followed.
- b) Mass Register: details of Mass stipends received from the Mass fund.
- c) Sacristan's Register: Every friar priest offers Masses only for the intentions of the Sacristan. These Masses are signed in this register every month. The details of the RIP masses are also entered here. Every Sunday each Parish priest offers a Mass 'Pro Popolo'.
- d) Local Masses Register: The local masses received are entered here. These are to be handed over either to the local Ordinary or to any other priest with the community decision.

#### **Delegates to the General Chapter 2013 (cf. Const. 257b, 258b, GC 2007 no. 77b)**

- 31. The delegates are elected by an absolute majority in the first ballot and by a relative majority in the second.

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## SUPPLEMENT TO THE DIRECTORY OF THE AIKIYA ANNAI PROVINCE

The Supplement to the Directory can be altered by the Provincial Council.

### SECRETARIATS

#### I. VOCATION AND FORMATION SECRETARIAT

##### 1. Members

- a) Prior Provincial (ex-officio)
- b) Coordinator of the VFS will be one of the councillors
- c) Vocation Promoter
- d) Two formators (one from the initial stages and the other from the Post Novitiate) and the animator of permanent formation

##### 2. Competence

- a) To create a forum for formators to share their experiences and challenges once a year.
- b) To offer input sessions for formators through experts for better animation in formation once a year.
- c) To assure continuity in the growth of the formees and implementing the programme pertaining to different stages of formation.
- d) To evaluate the implementation of the formative guidelines and make concrete suggestions to the Provincial Council.
- e) To make relevant proposals according to the signs of the times for adequate formation.
- f) To ensure that the formators participate regularly in the CRI and TNPCRI & KACRI meetings.
- g) To suggest to the Provincial Council the friars to be prepared for service information.

- b) Groups like Vincent de Paul, Marian groups, Servite lay groups (OSSM) need to be involved in the Servite Parish.

#### 5. Servite Parishes (Cf. Const. 75/A, 82, 83, 178, 202)

##### 1. Parish activity

The Parish activity is entrusted to the whole community which regulates the relationship among the persons involved according to the principles of common life.

##### 2. Role of the Parish Priest

- a) The Parish Priests present the parish programme in the Conventual Chapter for suggestions before finalising and deciding it in the Parish Council. The community is informed of the new proposals, emerging in the parish council. The community is informed about the implementation of the decisions made. The community is periodically informed of the parish situation.
- b) The Parish budget is prepared by the finance committee of the parish. The community and the Provincial Council are informed of it. Any developmental project in the parish has to be consulted and decided in the community and has to be brought to the knowledge of the Provincial council, before forwarding to the diocese or to any funding agency.
- c) When the conventual financial verification is held, the parish account is also presented.
- d) The expenses which exceed the limit established by the local Ordinary for the parish priest shall be presented to the Provincial Council along with the collegial vote of the community.
- e) The Parish Priest shall implement in letter and spirit the agreement signed between the Province and the Diocese.

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## 10. Permanent Formation

- a) The animator for permanent formation prepares a programme and gets approval from the Provincial council;
- b) He organizes meetings twice a year for newly ordained friars of first five years;
- c) The animator plans and organizes seminars according to the signs of the times for all friars to update themselves for better commitment and effective service.

## II. PASTORAL SECRETARIAT

### 1. Scope

To be a stimulus of the Servite Charism in the life of the Parishes, formulating and actualizing the pastoral visions, and implementing provincial, general chapter's decisions regarding the parish ministry.

### 2. Members

- a) Co-ordinator appointed by the provincial council;
- b) Parish Priests.

### 3. Role of the Co-ordinator

- a) To programme and animate the common pastoral activities;
- b) To organize at least two meetings in a year;
- c) To visit the pastoral communities once a year in order to programme and to evaluate with those who are engaged in the Parishes;
- d) To arrange meetings of updating and reflection on the role of the friars in the context of the Church.

### 4. Competence of the secretariat

- a) To create a fund for the pastoral need;

- h) To organize Servite Formees' Meet once a year.
- i) To organize a meeting for the temporary professed once a year.

### 3. Candidates to the Order

- a) The Prior Provincial is competent to accept or to deny admission to candidates to the Province;
- b) Academic qualification for Postulants: The candidates should have passed minimum +2 or other equivalent technical studies with at least 60% of marks;
- c) The Prior Provincial evaluates and decides to dismiss a candidate from initial stages of religious formation on the basis of the master's report and the consultative vote of the community.

### 4. The Role of Vocation Promoters

- a) They prepare the annual programme and budget and present to the Provincial Council for its approval;
- b) They coordinate the entire process of vocation animation and recruiting students to the Order;
- c) They maintain correspondence with candidates;
- d) They select students for postulancy in consultation with the Vocation team;
- e) They pay home visit to all selected candidates along with the Postulants' Master immediately after the vocation camp and decide to drop if there be some special cases;
- f) They prepare all necessary documents of the students at the time of entrance to the postulancy. (Ref. "Ratio Institutionis O.S.M.", art. 89).

### 5. The Competence of the Vocation Promotion Team

- a) It is composed of Vocation Promoter, Assistant Vocation Promoters, and Postulants' master;

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- b) It organizes vocation camp with the collaboration of the Secretariat, resource persons and friars;
  - c) It organizes Servite Vocation camp at different places;
  - d) It organizes a day of prayer to promote vocations when a friar is ordained in his native place;
  - e) The vocation selection committee is comprised of Prior Provincial, Vocation Promoters, coordinator of the secretariat, Postulants' Master and the animators of the vocation camp.

## 6. Postulancy

Postulancy lasts for one year. Those who join the Order with a degree or diploma will do postulancy.

### 7. Pre-Novitiate

- a) It lasts for three years in which the candidates pursue degree in secular studies.
- b) Those who join the Order with a degree or diploma will have a special programme in a community for a year. After two years of experience of community life and discernment, they will do Philosophy followed by Novitiate.

## 8. Novitiate

Novices are initiated to Indian spirituality in the Ashram for three weeks accompanied by the Master at the beginning of the novitiate.

## 9. Temporary Professed

### a) Regency

- i. The Councillor responsible for formation is in charge of Regency

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- ii. It takes place in one of our communities
  - iii. Special exposure outside of our communities is foreseen for a particular need of the temporary professed during regency
  - iv. The regent is assigned to a community in consultation with the master of Philosophy based on his need and the prior of the community is responsible for the regent
  - v. At the request of the community, the regency master participates in the Conventual chapter in which the life of the regent is evaluated
  - vi. At the end of the regency, the personal evaluation of the regent and a report of the prior with consultative vote of the community are forwarded to the provincial council for renewal of vows.

### b) During the study of Theology

- i. An in depth study is done on the Constitutions and the Vows;
- ii. Diploma in Servite Spirituality and Mariology is indispensable;
- iii. At the request of the temporary professed the following ministries are conferred:

2<sup>nd</sup> year theology - Lector

3<sup>rd</sup> year theology - Acolyte

### c). Preparation for Solemn Profession

At the completion of theological formation, three months of intensive preparation in view of Solemn Profession:

- i. Arranging one month counselling course at Anugraha;
- ii. One month mission exposure in the North India;
- iii. One month guided retreat as preparation for Solemn Profession animated by the master or a Servite friar.