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Minutes of the 800th Provincial Council Meeting May 10-13, 2010, Hales Corners, Wisconsin

PRESENT: Fr. Thomas Cassidy, provincial superior; Fr. Yvon Sheehy, Fr. Vien Nguyen, Fr. Jack Kurps, Fr. Jim Brackin and Dn. David Nagel, councilors; Br. Frank Presto, provincial secretary; and Mary Gorski, minutes. Fr. Jan de Jong, president-rector of Sacred Heart School of Theology, Dr. Mary Meehan, president of the SHST board of directors, and Fr. Javier Bustos, SHST assistant professor, attended the meeting during discussion of SHST concerns.

I. Minutes — Councilors acknowledged that they had voted to approve the minutes of the 799th meeting during a previous conference call.

II. Personal Sharing — Councilors took a few minutes to update each other on themselves and their ministries. Some items of note:

- Fr. Nguyen said that the formation community is in a festive mood with two students graduating from Catholic Theological Union and others preparing for first vows and renewals.
- Fr. Brackin noted the impact of recent deaths on the Villa Maria community.
- Dn. Nagel briefly shared some of the activities of the provincial treasurer's office, including the building project, April board meetings, Finance Commission meetings and investments meetings. He will go into further detail during the finance section of the council meeting.

III. Provincial Superior's updates

- Fr. Cassidy took the opportunity of his trip to Rome for CMSM meetings to visit with the Chicago formation community for a few days (he flew in and out of Chicago).
- Fr. Cassidy's time in Rome was excellent. He noted the issues Europe is now facing in regards to sexual abuse. Although there are mixed opinions on how to address concerns, some are looking toward the Church in the United States for models in regards to ensuring the safety of children and vulnerable adults. Fr. Cassidy said that the model used by United States religious — Praesidium — would be a good program for dioceses and religious in Europe and other areas to consider.
- Fr. Cassidy asked councilors to begin thinking about SCJ properties in the Milwaukee area. Once Sacred Heart at Monastery Lake is completed does the province want to maintain the properties at 37th Street and Woods Road? If so, how should they be utilized?
- As the province prepares for the Election Assembly Fr. Cassidy said that he was surprised that very few SCJs requested proxy votes.

IV. Finance

- A. Sacred Heart at Monastery Lake — Dn. Nagel noted items of interest regarding the building project:
1. Foundation walls are up and the cement floor is being placed. Masons are laying the foundation for the stair tower and elevator shaft. Framing will soon be done.
 2. Construction fell a few weeks behind schedule because of a delay in the moving of elec-

trical poles.

3. Impact fees have been lowered by the City of Franklin by approximately \$300,00 due to the work of Kathleen Dahlgren and Mark Carstensen.
4. A building permit is being issued that will cover the entire project for stages one and two.
5. The projected application date for the occupancy permit is November 24.
6. The food service contract has been signed.
7. Bids are being taken for furnishings; an interior designer was hired.
8. All materials for the project are able to be purchased tax-free.
9. Dn. Nagel is very satisfied with Bill Weidner, the owner's representative hired by the province.
10. A meeting was held two weeks ago with major participants in the project, including Carstensen Construction, Kathleen Dahlgren, the architect, Bill Weidner, Dn. Nagel and Br. Presto. Carstensen has said that the scope of the project is now different than what he had bid on. The contractor suggested that costs would now be higher and that the contingency fund would need to be utilized. During the meeting participants came to a common understanding on the project, noting that the scope had not changed. Instead, specifics are being defined as the project moves forward.

B. Christ the King Trust — The trust was established to assist with the payment of the building loan for Christ the King Church in Southaven, Miss. The three trustees are: Fr. Bernard Rosinski, Fr. Jack Kurps and Br. Ray Kozuch. The council voted to renew the terms of the trustees for another three years.

C. Investment Audit — Dn. Nagel reported on the procedural audit done by Schenck Business Solutions regarding the management of investment accounts. The two pools reviewed were the Growth Pool, which includes a number of participants, such as international SCJ entities, and the Charitable Gift Annuity Pool, which includes contacts for the Province Development Office and Sacred Heart Southern Missions. It was noted that the volatility of the financial markets has lessened. Investment strategy is continually reviewed; plans are to reduce the number of holdings in alternative investments such as hedge funds.

The council voted to approve the investment audit.

D. Well Water Dispute in Door County — The province has hired Joseph Abruzzo from Lichtsinn and Haensel, S.C., to represent it in a dispute regarding well water on the former St. Joseph's Retreat Center property.

E. Budgets — The Province Finance Commission reviewed the following budgets and recommended each for approval by the Provincial Council.

1. Province Development Office — Dn. Nagel noted that this is Bill Rondeau's second year as director of the office and that he had received a favorable review. Consultants have been well-utilized in regards to fund raising. Last year a new staff member was hired to assist John Cain with production work. The distribution of *Reign* magazine has been reduced but since the office began putting a return envelope in it the magazine has brought in money to the office. The office continues to expand its outreach to Spanish-speaking Catholics; it has one of the largest lists of its kind for the Spanish-speaking.

The council voted to approve the budget for the Province Development Office for a total of \$24,038,600.

In a second vote the council approved the following capital expenditures:

- a. Roof Replacement — \$25,000
 - b. Energy Cost Reduction Proposal — \$25,315
 - c. Fork Lift — \$21,230
 - d. Letter Opener — \$10,000
 - e. Envelope Printer — \$11,300
2. Sacred Heart Southern Missions — Last year the Sacred Heart League and Sacred Heart Southern Missions merged into one corporation. Of the three development offices SHSM has suffered the most during the economic downturn. It is thought that its donor base is more significantly impacted by the changes in the economy than the other offices. The organization is running a deficit but it should be a smaller deficit than in previous years.

The council voted to approve the budget for Sacred Heart Southern Missions for a total of \$21,510,420. In a second vote the council voted to approve the following capital expenditures:

- a. Sacred Heart School (replace energy management system, new drinking fountain in playground, install double doors at north exit, and a new computer server) — \$55,000.
 - b. Replace HVAC at Holly Springs Social Services Office — \$5,000
 - c. Information Systems — \$47,545
 - d. Replace HVAC unit at former SHSM office (used as a volunteer house) — \$5,000
3. SHSM Housing Corporation — SHSM Housing Corporation is a separate non-profit organization that was originally established to qualify for housing grants from HUD and other governmental agencies. It now focuses on Dehon Village. The council voted to approve the budget for a total of \$35,800.
 4. Sacred Heart School of Theology — It was noted that SHST is in the midst of developing a three-year strategic plan (it was presented later in the meeting). Also, it is examining issues surrounding the succession of the president-rector (does the position require an SCJ and if not, how will the Dehonian charism be assured in the seminary?). The council voted to approve the SHST budget for a total of \$5,739,570.
 5. St. Joseph's Indian School — Capital expenditures are twice what they were in the previous fiscal year. The Finance Commission thought that more information was needed to better explain the expenditures. Dn. Nagel contacted St. Joseph's for further information and received details of plans for renovation of student homes and major repairs to the chapel. This was shared with the council.

Councilors reviewed plans for the proposed “Hall of History;” an expenditure of \$700,000 is proposed for the project during FY11. The C-POSH board and members of the council had concerns about the tone of the exhibits proposed for the hall. In the exhibit there seemed to be a focus on the negative aspects of residential schools for Native Americans. While the concerns raised are a real part of the history of such schools, they were not a part of the history of St. Joseph's. It was noted that St. Joseph's was established near the end of the period of history presented. The council would rather that a Hall of History focus more on St. Joseph's itself and not the history of residential Native American education in general.

All text for the “Hall of History” is to be reviewed by the C-POSH board and by the Provincial Council.

In light of the increased capital expenditures the council questioned the wisdom of reducing acquisition mailings. The C-POSH board returned some of the acquisition mailings to the budget during its review of it. After discussion, the Provincial Council requested that the budget for acquisition mailings be returned to the same level that it was in the previous fiscal year and utilized fully.

The council voted to approve the budget for St. Joseph's Indian School for a total of \$53,656,608 with the requirement that the budget for acquisition mailings be returned to the same level as it was in FY10 (it was noted that the total budget as proposed was 3% less than FY10).

The council also voted to approve the following capital items:

- a. PC Server for Development — \$30,000
- b. Computers for Campus — \$45,000
- c. PC Replacement — \$45,000
- d. Donor Development Software — \$350,000
- e. Key Fob System — \$25,000
- f. Tipi Press Printing Equipment — \$26,5000
- g. Kitchen Equipment — \$35,000
- h. Furnishings and appliances, Carola Home — \$180,000
- i. Furnishings and appliances, Rooney/Speyer Homes — \$200,00
- j. Vehicles — \$100,000
- k. Artwork and Artifacts for Museum — \$50,000
- l. Campus Lighting Upgrades — \$25,000
- m. Paving/Sealing of Parking Lots and Tunnel Caps — \$25,000
- n. Replacement of Exterior Doors — \$26,000
- o. Drainage Plan — \$36,000
- p. Development A/C Units — \$43,000
- q. Templifier Disconnect and Starter Switches — \$45,000
- r. Recreation Center Upgrades — \$55,000

- s. Tuckpointing Benedictine Building — \$62,000
 - t. Nagel Business Office Remodel — \$130,000
 - u. Carola Home Renovation — \$300,000
 - v. Chapel Repairs — \$602,600
 - w. Rooney/Speyer Homes Renovation (Lakota Building) — \$700,000
 - x. Hall of History — \$700,000 (contingent on approval of text by C-POSH board and Provincial Council).
6. Sacred Heart Center — In approving the budget for St. Joseph’s Indian School the council also approved the grant for the Sacred Heart Center in Eagle Butte. However, a separate budget for the center was submitted for the council’s review. The council voted to approve the center’s budget for a total of \$1,637,090.
 7. Lower Brule Ministries — As with the Sacred Heart Center, in approving the budget for St. Joseph’s Indian School the grant for the Lower Brule Ministries was also approved. Reviewing the detailed budget for Lower Brule Ministries the council voted to approve it for a total of \$480,337. The budget includes total capital expenditures of \$25,000.
 8. Houston — It was noted that the new rectory at Our Lady of Guadalupe should be done in fall. The council voted to approve the budget for the Houston community for a total of \$184,640.
 9. Raymondville — It was noted that the expenses of SCJs coming to the Valley to do short-term ministry are covered by the local communities from which the SCJ comes. The council voted to approve the Raymondville budget for a total of \$101,581.
 10. Sacred Heart Monastery Community — Money is budgeted for two new cars for the community that are to go to two current members. Two SCJs who are new to the SHM community were to get the cars being replaced. The council suggested that instead, the used cars replace older cars currently being used by the ESL program and other visiting SCJs. The higher mileage cars would then be sold or traded in. The two newer members of the SHM community would then get new cars.

Councilors asked what the policy normally is for SCJ cars — at what point are they normally replaced? Dn. Nagel said that generally an SCJ car should have 80,000 to 100,000 miles on it before it is replaced. However, this is not always current practice.

The council voted to approve the SHM budget for a total of \$424,850, with the notation that more money will be needed to cover the expense of purchasing a total of four cars instead of two.

11. St. Francis Residence — The council voted to approve the budget for the St. Francis community for a total of \$149,627.
12. 37th Street Community — It was noted that this budget is just a rough estimate of needs for the next fiscal year. Community members will be relocating to the new Sacred Heart at Monastery Lake. The council voted to approve the 37th Street budget for a total of \$546,952.
13. Dehon House — The council voted to approve the budget for Dehon House for a total of \$72,900.
14. South Dakota Community — The council questioned the terminology of “donated salaries.” This makes the salaries seem like a “gift” to the SCJs instead of appropriate compensation. Also, the council questioned whether Fr. Stephen Huffstetter is receiving too small of a salary in light of his position. Councilors suggest that Fr. Huffstetter receive a salary more appropriate to his position — not based on the needs of the local community — and that excess be given to the province. This is the procedure in other local communities.

There also needs to be better definition of how much the SCJs are subsidizing parish ministry.

The council voted to approve the budget for the South Dakota Community for a total of \$340,812.

15. St. Michael Community, Nesbit — The council voted to approve the budget for St. Michael Community in Nesbit for a total of \$399,750.

16. Villa Maria — As with 37th Street, this community is in flux due to its planned move to the Sacred Heart at Monastery Lake. The council voted to approve the Villa Maria budget of \$1,052,200.
17. Pinellas Park — It was noted that the community has hired a food service which has worked out well. The council voted to approve the Pinellas Park budget for \$563,627.
18. Dehon Formation Community — The council voted to approve the budget for the formation community for a total of \$850,250, which includes the purchase of cars for Fraters Duy Nguyen and Greg Schill.
19. SHST/SHM Major Maintenance — There is an endowment fund for the major maintenance needs of the SHST/SHM, plus a depreciation fund financed by the province at \$250,000 a year. The endowment fund is currently at \$952,000, slightly less than the goal of \$1 million. The council voted to approve the Major Maintenance budget for a total of \$282,000.
20. Formation — The council voted to approve the budget for the Formation Department for a total of \$6,150.
21. JPIC — It was noted that the JPIC budget is primarily a funding source for province grants. The council voted to approve the JPIC budget for a total of \$174,450.
22. Communications — The council voted to approve the budget for the Province Communications Office for a total of \$133,370.
23. Archives — The council voted to approve the budget for the Province Archives for a total of \$54,200.
24. Dehon Study Center — The council voted to approve the budget for the Dehon Study Center for a total of \$60,950.
25. Elder Life Director — There is not a Elder Life Director at this time. The budget was prepared by Dn. Nagel. The council voted to approve the budget for the Senior Life Director for a total of \$26,000.
26. Dehonian Affiliates — The council voted to approve the budget for Dehonian Affiliates for a total of \$11,700.
27. ESL — The ESL program is currently under study (a presentation on it was given later in the meeting) and the director's position is vacant. The superior of the Monastery Community is assisting in the direction of the program, with the assistance of the provincial treasurer and SHST staff, until a new director is placed. Dn. Nagel prepared the budget. The council voted to approve the ESL budget for a total of \$333,550.
28. San Antonio — The council voted to approve the budget for the San Antonio community for a total of \$82,000.
29. Fr. Jim Schroeder — The council noted that Fr. Schroeder returns money to the province each year; in FY11 \$60,000 is scheduled to be returned to the province. The council voted to approve Fr. Schroeder's budget for \$56,478.
30. Fr. Francis Vu Tran — He is going to Rome for studies. The council voted to approve his budget for a total of \$23,900.
31. Fr. Mark Mastin — Fr. Mastin is applying to be a military chaplain; however, his status is not yet confirmed so the budget is a rough estimate. The council voted to approve Fr. Mastin's budget for a total of \$63,140.
32. Fr. Quang Nguyen — The council voted to approve Fr. Nguyen's budget for a total of \$75,700, with the largest expense being tuition.
33. Fr. Joseph Dinh — The council voted to approve Fr. Dinh's budget for a total of \$51,600.
34. Our Lady of Guadalupe School — The school increased its request from \$45,000 to \$50,000. The council voted to approve the budget request.
35. Fr. Mark Fortner — Fr. Fortner will be lessening his client load and retire at the end of the year. The council voted to approve his budget for \$37,197.45.

36. Foreign Mission Secretary — A new mission secretary needs to be appointed; Fr. Francis Vu Tran leaves the position for studies in Rome. It was noted that money is being requested for a Vietnamese youth program. Funds for this will go through the Generalate. The council voted to approve the Foreign Mission Secretary budget for a total of \$1,768,590.
37. Vocation Department — The Vocation Department will be going through a period of transition in the next fiscal year. Fr. Paul Grizzelle Reid comes on as the new director and an office manager will be hired. The council voted to approve the Vocation Department budget for a total of \$329,890.
38. Province Budget — The province has a deficit budget for FY11 but it is hoped that it will evolve into a “break even” budget. The council voted to approve the province budget for a total of \$9,877,621.

Dn. Nagel told the council that the Province Blue Book is available to them if they would like detailed information on province entities for the previous fiscal year.

- F. Catholic Charities — The council voted to approve a \$15,000 gift to Catholic Charities in light of its 100th anniversary.

V. Administration and Reports

A. Sacred Heart School of Theology

1. Strategic Plan — Fr. Jan de Jong, president-rector of Sacred Heart School of Theology, Dr. Mary Meehan, president of the SHST board of directors, and Fr. Javier Bustos, SHST assistant professor joined the council to give it an overview of the SHST Three-Year Strategic Plan completed in January 2010. Among the strategies noted for the seminary:
 - a. Niche — While continuing to provide a quality seminary experience for men of all ages, SHST will focus on becoming the authority for “adult formation” (the training of “older” men) for the priesthood. Dr. Meehan noted the difficulty of finding an appropriate word to define this type of student. Although “second career” has often been used, many are uncomfortable with the idea of the priesthood being a “career.”
 - b. Formation — SHST hopes to enhance its formation capabilities both by offering more programs and by updating campus technology. In evaluations, students often cite that the seminary’s technology is outdated. Besides enhancing the student and faculty experience on-campus, better technology would open up more possibilities for on-line education. Regarding programs, SHST would like to pursue the possibility of hosting diaconate training for the Archdiocese of Milwaukee.
 - c. Perception — SHST needs to enhance its image as an academically rigorous institution and also one that is faithful to the Catholic Church. There is a need to better define it as a seminary, not simply a school of theology. It is suggested that “seminary” be included in the school’s name. One possibility: “Sacred Heart Seminary and School of Theology.” The council suggested “Sacred Heart Seminary at Hales Corners.” This would distinguish it from other “Sacred Heart” institutions; many people in the Church are familiar with Hales Corners through the ordo and other materials.
 - d. Recruitment — The seminary plans to increase recruitment through a variety of means, including expanding its contact with bishops and provincial superiors. SHST plans to add more bishops and provincials to its board of directors.
 - e. Sponsorship — SHST plans to develop strategies to better promote the Dehonian charism at the seminary. This includes the expansion of programs and resources and an increase in the SCJ presence at SHST. International SCJs will be invited to serve as visiting scholars and to do sabbatical programs at the seminary. Also, faculty and staff will be better educated on the Dehonian charism.
 - f. Human Resources — SHST will expand the workforce to include more diocesan priests on the SHST faculty since many of the men who study at the seminary are preparing for diocesan priesthood. Also, emphasis will be placed on professional development of faculty.

- g. Faculties — The facility and technology will be updated.
- h. Financial Resources — SHST will work to develop multiple funding streams, including grant and foundation funding.

Dr. Meehan was thanked for her presentation and for her continued service to SHST. Following her presentation the council briefly discussed the need for the suggested name change (addition of “seminary” to title). How would Sacred Heart Monastery be included in signage and reference? Could the title “monastery” be transferred to the new Sacred Heart at Monastery Lake?

- 2. ESL — Fr. Javier Bustos presented a report on the ESL program. He is serving on a committee that includes Fr. Jim Walters, Fr. Yulius Sunardi, Dn. Denis Ndomba and Theresa Illingworth which is reviewing the ESL program and making recommendations for its future. It was noted that Fr. Bustos is an alumnus of ESL.

The committee proposes the program be renamed the “Language and Enculturation Mission Institute” or “LEMI.” Besides expanding the focus of the program, the name change to include “institute” would also give it more weight on immigration documents. An “institute” is more readily recognized as an educational program with merit. The new LEMI would include three programs: 1) ESL, 2) Introduction to Academic Work (enhanced English studies for those preparing for further academic work, and 3) Spiritual/Human Formation (part of the preparation for men preparing for Roman Catholic priesthood.

A director would oversee all three components of LEMI and that director would report to the SHST Vice President for Academic Affairs. The director would be aided by a full-time administrative assistant. In addition to running the program, the LEMI director would also have to be comfortable in communicating with bishops and provincials, know theology and have knowledge of immigration laws as they apply to students.

Fr. Bustos said that he knows of two qualified individuals whom he thinks would be good for the position — he would encourage them to apply.

To enhance the program and make it more appealing to prospective students and sponsors the committee suggests that LEMI students receive credits as well as certificates for coursework.

The council thanked Fr. Bustos for his presentation and the work of the committee. However, councilors later stated that what had been presented needs to go through the SHST board of directors. Only after it has reviewed and approved the plan should the council give it serious consideration.

Councilors also noted their concern that the SCJ identity of ESL not be lost; ESL has been a valuable resource to the congregation. However, the program needs review, especially as it relates to the wider seminary.

- B. Sacred Heart Southern Missions — The council voted to approve Christine Greer and Clifton Johnson as members of the SHSM Board of Directors.
- C. Local Administrations
 - 1. Villa Maria — Fr. Michael van der Peet’s position on the house council needs to be filled. Fr. Brackin will do a consultation with the community. Because the community is in flux during the next year with the move to Sacred Heart at Monastery Lake the council voted to extend the term of the local superior, Fr. Jim Brackin, until such a time that it is appropriate to establish a council in the new residence.
 - 2. 37th Street — The 37th Street community is also in flux due to the upcoming move to SHML. The council voted to extend the term of the local superior, Fr. Yvon Sheehy, until such a time that it is appropriate to establish a council in the new residence. The council also voted to appoint Fr. Sheehy as treasurer since Fr. Francis Vu Tran has left for studies.
- D. Vocation Office Update — Fr. Sheehy informed the council that a job description for the new office manager has been developed and the committee is seriously looking at a possible candidate for the job.

Fr. Dominic Peluse will be assisting the office as of August 1; Fr. Michael Burke has already begun part-time work in the

office.

- E. Praesidium — The council decided that it will go with the Jesuit training plan to meet Praesidium requirements. The Salvatorians and SHST are also considering the program. Several members of the province will be trained to facilitate the program; this training may be done with other organizations in the area. Fr. Cassidy will contact SCJs suggested by the council to be trained as facilitators.
- F. Continuing Conversation Committee — Fr. Kurps reported on the efforts of the committee established to continue the process begun during the three province gatherings. The committee would like to continue the conversations on both the local and province levels. For the local level, the committee has prepared a list of reflection questions on the Province Mission Statement. Community reflections will be encouraged but optional. Each community will be invited to share its discussions in a section on the province website. This suggestion — that communities post their reflections on the website — brought to light the fact that many members of the province are not knowledgeable about use of the internet and what is available to them from the province and the congregation. It would be beneficial at a province function to offer a brief presentation on use of the internet and the congregation's presence on it.

In reviewing the evaluations of the January gathering there seemed to be a desire on the part of the membership to continue some type of province-level meeting, be it a “gathering,” retreat, or business meeting. Committee members felt that the conversation on “mission” had not been finished at the last gathering. The committee suggests that another gathering in January or February be held at Our Lady of Snows to discuss and identify criteria for Dehonian ministry. Local reflection on the mission statement would provide a good base for these discussions.

The committee has not decided whether the gathering would be facilitated by a member of the province or by an outside facilitator. If from the outside, the committee's preference is for a male facilitator.

It was suggested that some time be set aside at the gathering for the “business” of the province. Possible topics could include Praesidium and the Jesuit training program, legal documents such as wills and power of attorney, and the province's presence on the internet (what is available and how it can be used).

The council was in favor of the committee's direction.

- G. Policy Statement re: Personnel Files and Retention — The council reviewed the proposed policy developed by Br. Presto in consultation with a variety of civil and canon legal experts including Fr. David Szatkowski (canon lawyer), Kathleen Dahlgren (province attorney), and Barbara Anne Cusack (chancellor of the Archdiocese of Milwaukee), as well as others.

The council voted to approve the policy for Personnel Files and Retention. It is attached as Addendum A.

- H. Election Assembly — Br. Presto presented an outline for the first afternoon of the assembly to facilitate discussion on qualities of leadership needed for the province at this time. With a few adjustments, the council approved of the outline.

The council discussed the options of voting in the Provincial Conference Center and the Sacred Heart Monastery Chapel. The atmosphere of the chapel is more prayerful but the distance can be difficult for those with mobility concerns. Last time voting was generally done close to meal time or other times at which men would be at the monastery. The council decided that voting will again be done at the chapel and that transportation will be provided for those who need it.

Br. Presto informed the council that 45 SCJs have indicated that they will be at the assembly and seven proxy votes have been granted. It is assumed that some SCJs have not yet responded.

- I. Praesidium Training — Br. Presto noted that 36 members of the province have provided documentation to note that they have done their three hours of training for praesidium. Forty-four members need to submit documentation. Thirteen do not need to have such training (they are not in public ministry).
- J. Jubilees — It appears that there will not be a province jubilee celebration this year.
- K. Villa Maria Community — Fr. Brackin proposes that once the members of the Villa Maria community have moved to the new SHML that only those SCJs who physically reside with the community be considered members of it. The council was favorable toward this.

VI. Personnel

- A. Fr. Christianus Hendrik – Fr. Hendrik has transferred to the U.S. Province.
- B. Fr. Stephen Huffstetter — He was to be prepped for surgery the week following the council meeting; his parents and Fr. Bill Pitcavage will be with him for the surgery.
- C. Bishop Joseph Potocnak — Bishop Potocnak wrote a letter to Fr. Cassidy informing him that he will be coming to the United States in December and staying in Pinellas Park. It is unclear as to whether the bishop is visiting or returning to the States.
- D. Bishop Evert Baay — Fr. Cassidy noted that the bishop had recently called him; he has difficulty with writing. The bishop continues to be a member of the U.S. Province.
- E. Frater Greg Schill — Frater Schill is going to visit South Dakota to look at possibilities for future ministry.
- F. Fr. Bill Pitcavage — Fr. Pitcavage's term as pastor of St. James parish in Chamberlain, S.D., comes to an end in June, 2011. He would like to begin a new assignment at that time. The province needs to have a discussion as to whether it will continue to staff St. James, and if so, who might be able to serve there.
- G. Fr. John Czyzynski — The council voted to re-appoint Fr. Czyzynski as novice master for one year.
- H. Fr. Charles Brown — Fr. Brown has signed a five-year contract to teach at Sacred Heart School of Theology.
- I. Fr. Mark Fortner — Fr. Fortner will soon turn 70 and plans to retire. Fr. Cassidy will write to Bishop Ricken of Green Bay to inform him that Fr. Fortner will be winding down his practice this year. He will retire at Sacred Heart at Monastery Lake.
- J. Br. Ray Kozuch — He has been assigned to the Dehon Formation Community as of July 1 where he will serve in a support role, taking on many of the tasks Br. Peter Mankins has been doing. Br. Mankins will move to Sacred Heart at Monastery Lake.

VII. Conference Call — The council will meet by conference call at 1:35 p.m. (Central) on Wednesday, May 19 to approve these minutes.

Addendum A

Policy Statement: Province Personnel Files and Retention

The office of the Provincial Secretary is responsible for maintaining the following files related to the province and its members:

1. Minutes and actions of the provincial council;
2. Transcripts from the province's seminaries (except SHST);
3. Rescripts and other official documents received from the General Curia;
4. Personnel files of all persons who have professed vows or attempted to profess vow;
5. Psychological material, if any;
6. Concerns of misbehavior against a member of the province;
7. Materials related to canonical actions and inquiries;
8. Materials related to civil or criminal litigation against the province or one of its members; and,
9. Contracts for ministry with (arch)dioceses or other juridical persons.

These files are to be maintained in a secured, fireproof environment.

Files and materials related to numbers 1, 2, 3, 4, 7 and 9 are to be maintained indefinitely.

Personnel Files: Current Members

The following will be kept on each member of the province once the person has entered the novitiate program. They may be accessed by the individual upon timely request. These are accessible as necessary to the provincial superior, the provincial secretary and the administrative assistant for the provincial offices. [It should be noted that the following lists are not all inclusive.]

An individual's file will have the following components:

- A. Social Security and Medicare Documents
- B. Canonical Documents
 - a. Certificates for Baptism and Confirmation
 - b. Marriage and annulment certificates if applicable
 - c. All required materials regarding requests for vows, ministries and orders
 - d. Appointments to a canonical office
 - e. Signed and dated oaths of office
 - f. Other canonical documents (i.e. rescripts, etc)
 - g. Records of voting for vows, ministries and orders from house councils and provincial councils.
 - h. Copy of notification to the parish of baptism to record orders received and/or profession of final vows
- C. Education Records
 - a. Transcripts from academic institutions
 - b. Photocopy of diplomas awarded
 - c. Photocopy of certificates earned
- D. Personal Items
 - a. Military Discharge Papers
 - b. Correspondence related to assignments and transfers
 - c. Correspondence related to province appointments (committees, commissions, etc)
 - d. Requests for faculties
 - i. Request from the provincial
 - ii. Testimonial of Suitability
 - iii. Response of the Ordinary
 - e. Correspondence from others regarding the person
 - i. Recommendations

- ii. Public Media
 - f. Contracts for employment
 - g. Correspondence related to educational sabbatical requests
 - h. Correspondence related to retirement
 - i. Death Certificate
- E. Information
- a. Curriculum Vitae
 - i. Includes ongoing history of assignments and appointments
 - b. Copy of current medical insurance
 - c. Copy of current driver's license
 - d. Power of Attorney for Health Care
 - e. Funeral Instructions
 - f. Contact information for family, next of kin, close friends
- F. Safe Environment Training/Praesidium Accreditation
- a. Results of Background checks, including criminal
 - b. Acknowledgements of receipt and understanding of province policy statements related to safe environments and appropriate behavior
 - c. Copy of certificates of training
 - d. Certification of ongoing training hours

All of the above materials for current members are to be maintained indefinitely. Upon departure or death of the individual, they will be transferred to the appropriate cabinet for storage and future access.

- G. Formation Documents
- a. All records relating to house council voting
 - i. Includes, but is not limited to, entrance to Novitiate, profession of first vows, renewal of vows, request for final vows, ministries or ordination
 - b. Copy of the approved final vow program
 - c. Any rescripts or dispensations which were required and received by the person for vows or orders from the Holy See, the General Curia or the Provincial Superior
 - d. The final self-evaluation of the person
 - e. The final evaluation of the formation director
 - i. This to include a synopsis of any major concern experienced during formation and how it was resolved.
 - f. Summary statements regarding referrals to therapy (physical, occupational, mental health)
 - i. Statement to include following information
 - 1. If a report was provided to the formation director/formation team
 - 2. Who authored the report/assessment
 - 3. Date of the report
 - 4. What treatment model was used (12 Steps, etc)
 - 5. Who requested the therapy (person, formation team, provincial)
 - ii. No original materials regarding any referral to therapy during formation will be maintained by the office of the provincial secretary.

These materials will be maintained indefinitely

Personnel Files: Former Members

These are related to those persons who have left the province after they entered novitiate. These files include all of the above materials and information. They also include the following items when applicable

- Correspondence related to Requests for Incardination
- Correspondence related to Petitions for Dispensation of Vows
- Correspondence Related to Petitions for Dispensation of Vow and Orders
- All Materials forwarded to either the General Curia and/or the Holy See
- All Rescripts received from either the General Curia and/or the Holy See

Formation records for departed or deceased members will follow the same retention parameters as developed above for current members.

Psychological Files

These files are deemed confidential.

They records will be maintained apart from the personnel files. These files are restricted to the Provincial Superior. He may permit the Provincial Secretary access to the files through written delegation.

The following applies to these records:

1. No original material from a provider or institution shall be retained in a file.
2. No original assessment or therapy results will be retained.
3. The following information will be maintained in the form of a summary statement:
 - a. Who authored the report
 - b. Date of the report
 - c. Institution or agency
 - d. Who requested the assessment or therapy
 - i. Provincial Superior
 - ii. Individual Person
 - e. If the person was in treatment, the start and completion dates are to be noted.
 - f. What treatment mode was utilized during the therapeutic sequence.

The summary statements will be retained indefinitely. All other materials will be destroyed once the summary statement has been produced.

Canonical Inquiries and Actions

These records are deemed confidential.

These records will be maintained apart from the personnel files. These files are restricted to the Provincial Superior. He may permit the Provincial Secretary access to the files through written delegation.

The following will be placed in the appropriate file:

1. Copy of any original document which was produced and sent to the convening authority
2. Identities and addresses (if possible) of those who were involved
3. Which canonical authority handled the case
4. Results of the investigation/inquiry
5. Resolution
 - a. Decision of the canonical authority
 - b. What actions were required by the canonical authority

The retention timeframe for records related to canonical inquiries and actions is:

- A. A summary statement will be maintained 10 years after final canonical adjudication or when the person dies, whichever comes first. When the summary statement is entered, the original documents will be destroyed. The summary statement must include the following information
 - a. Who initiated the complaint/action?
 - b. The identity of the investigator and other persons involved
 - c. What parties were notified (including civil authorities if applicable)
 - d. A broad statement of the facts of the case
 - e. What decision was rendered (include protocol number)
 - f. Who notified the particular SCJ and when
 - g. What actions were required and taken.
- B. Decrees of finding by the canonical authority and/or penal actions must be maintained indefinitely
- C. Copy of all materials forwarded to the Holy See for adjudication must be maintained for 10 years after the final decision, regardless of civil investigation.
 - a. Include protocol number and date when the documents were received by the parties involved.

Allegations of Inappropriate Behaviors

These materials are maintained separately from the personnel files.

These files are restricted to the Provincial Superior. The Provincial Superior will allow access of these files to the Provincial Secretary, designated safety plan supervisors and identified persons from Praesidium Religious Services, Inc. Summary information will be supplied to members of the Milwaukee Area Review Board as necessary and applicable. The following will be retained:

- I. Information regarding the original complaint and allegation
 - a. This needs to be in written format.
 - b. If the complaint was received via telephone, a detailed summary of the call needs to be written
 - c. If the complaint was received electronically, a copy of the printout needs to be filed.
- II. The identity of the person who received the original complaint/allegation
- III. Who the receiver informed and when
- IV. If applicable, who notified the civil authorities and when
- V. The identity of the third party investigator engaged by the province
- VI. The identities and contact information for any civil or criminal investigators, if applicable and/or known.
- VII. Findings of the third party investigator
- VIII. Results of any criminal or civil litigation

Conclusion/resolution of the allegation/complaint: *Substantiated*

- ❖ If the complaint was substantiated, the written opinion of the civil/criminal authority or provincial superior will be entered into the file. It is necessary to record what actions the province took regarding the SCJ in question, his ministry and living situation.
- ❖ If the complaint was substantiated, all of the above documents will be maintained indefinitely.

Conclusion/resolution of the allegation/complaint: *Unsubstantiated*

- ❖ If the complaint was not substantiated, only the allegation, the identity of the third party investigator, the identities of the criminal/civil authorities (if applicable) and the statement of finding from the appropriate authorities will be maintained (provincial, ecclesial or civil/criminal). This information will be maintained indefinitely.

Other Comments:

- It is the responsibility of the provincial secretary (or his delegate) to maintain the personnel records and to ensure the proper materials are retained.
 - This does not apply to those files deemed confidential as defined above.
- It is the responsibility of the provincial secretary (or his delegate) to remove dated materials as defined above and destroy as indicated.
 - This does not apply to those files deemed confidential as defined above.
- If any member of the province is currently a subject of litigation, **no information or file materials pertinent to this individual will be removed or destroyed**, even in accord with the provisions of this policy statement.
 - Upon completion/resolution of the litigation, the written opinion of the province's attorney of record will be required before normal file maintenance can be resumed.
- In the event a subpoena is served upon the Province or a member of the provincial administration for disclosure of information contained in the files, the province attorney needs to be contacted immediately.

Approved by the Provincial and Council during their 800th Meeting on May 12, 2010

CALENDAR

2010	
June 14-18	Election Assembly, Hales Corners, Wis.
July 12-13	Provincial Council meeting
August 14	Entrance to Novitiate, Sacred Heart Monastery
August 15	First Professions, Sacred Heart Monastery
August 16-17	Province Assembly (tentative)

UPDATES

FR. MARK FORTNER
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FR. TIM GRAY
Cell phone: 901-490-9397

NECROLOGY

BR. LARRY GAUTHIER, a member of the U.S. Province, died May 8. He was 83 and professed in 1952.

FR. MICHAEL VAN DER PEET, a member of the U.S. Province, died April 21. He was 85 and had been professed in 1946 and ordained in 1953.

FR. CHRISTIAN HERMANN SCHÖNHOF, a member of the German Province, died April 7. He was born in 1938, professed in 1961 and ordained in 1967.

FR. LINO FRANCESCO PEDRO, a member of the North Italian Province, died April 13. He was born in 1939, professed in 1956 and ordained in 1966.