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824th Provincial Council Meeting Conference call, June 8, 2012

PRESENT: Fr. Tom Cassidy, provincial superior; Fr. Bill Pitcavage, Fr. Ed Kilianski, Fr. Byron Haaland, Fr. Jack Kurps and Br. Duane Lemke, councilors; Dn. David Nagel, treasurer; Fr. Terence Langley, provincial secretary; and Mary Gorski, minutes.

- I. Minutes — councilors voted to approve the minutes of the 823rd council meeting with minor revisions.
- II. Check-writing policy — Dn. Nagel prepared a province policy regarding check-writing on the local level. The policy was the result of discussions at the 823rd council meeting. The council voted to approve the policy. Fr. Cassidy was to write an introductory letter to go with it; the policy and letter would be sent to SCJs via email on June 25. The policy is attached as Addendum A
- III. Fr. Mike McMillen — Fr. David Szatkowski and Fr. Langley have been preparing the documents regarding Fr. McMillen's dismissal. The documents were to be in the mail to Rome later in the day.

ADDENDUM A:

Province Check Writing Policy:

It is the policy of US Province* to limit check writing and signing privileges to the local superior, the local treasurer and, if available, house bookkeeper (can write but not sign checks), first councilor and second councilor. Only the local treasurer or bookkeeper and those who are authorized check signers shall prepare checks.

All checks shall be produced in accordance with the following guidelines:

1. Expenses must be supported with credit card statements, invoices, statements or other financial data when requesting check payment.
2. Timing of disbursements should generally be made to take advantage of all early-payment discounts offered by vendors (to avoid late fees and financing charges)
3. Total cash requirements associated with each check run is monitored in conjunction with available cash balance in bank prior to the release of any checks
4. Checks shall be utilized in numerical order (unused checks are stored in safe place)
5. Checks shall never be made payable to "bearer" or "cash"
6. Checks shall never be signed prior to being prepared
7. Checks are normally written by the local treasurer or house bookkeeper. If checks are written by one of the check signers documentation and check information must be submitted to the local treasurer or bookkeeper.

*All individual checking accounts must be approved by the Provincial Superior. The Provincial Treasurer and/or another local SCJ shall be a signer on the account. Small SCJ communities may petition the Provincial Superior to expand the number of check signers for their local community.

U.S. Province
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825th Provincial Council Meeting

Conference call, June 28, 2012

PRESENT: Fr. Tom Cassidy, provincial superior; Fr. Bill Pitcavage, Fr. Ed Kilianski, Fr. Byron Haaland, Fr. Jack Kurps and Br. Duane Lemke, councilors; Dn. David Nagel, treasurer; Fr. Terence Langley, provincial secretary; and Mary Gorski, minutes.

I. Formation

A. Vow renewals

1. Br. Clay Diaz — The council voted to approve Br. Diaz for vow renewal. Fr. John Czyzynski has agreed to be designated by Fr. Cassidy to accept his vow renewal.
2. Fra. Joseph Vu — The council voted to approve Fra. Vu for vow renewal.
3. Fra. Luis Fernando Orozco Cardona — The council voted to approve Fra. Orozco Cardona for vow renewal. Fr. Kilianski will be designated by Fr. Cassidy to receive his vows in Houston. It was noted that Fra. Orozco Cardona has one more year at Catholic Theological Union; he is expected to finish his degree in spring, 2013.

B. Novitiate

1. Juan Carlos Castaneda Rojas — The council voted to approve Juan Carlos Castaneda Rojas' request for entrance to the novitiate.
2. James Nguyen — The council voted to approve James Nguyen's request for entrance to the novitiate. It was noted that this is an exemption to the province norm. Generally, a candidate has to be in formation for two years before he can request novitiate. The exception was made for James because he is already a college graduate and shows a strong maturity for his age.

II. JPIC Commission — Fr. Kilianski reported that the JPIC Commission had a good meeting and is prepared for its presentations at the assembly.

Minutes of the 826th Provincial Council Meeting

Hales Corners, Wis., August 28-29, 2012

PRESENT: Fr. Tom Cassidy, provincial superior; Fr. Bill Pitcavage, Fr. Ed Kilianski, Fr. Byron Haaland, Fr. Jack Kurps and Br. Duane Lemke, councilors; Dn. David Nagel, treasurer; Fr. Terence Langley, provincial secretary; and Mary Gorski, minutes.

I. Council check-in – Councilors took time to update each other on themselves, ministries and personal concerns. Items of note:

- Fr. Langley has enjoyed the opportunity to do weekend help-out ministry, covering for Fr. Tony Russo at several parishes in southern Wisconsin.
- Fr. Cassidy took part in the 100th Anniversary Mass for Our Lady of Guadalupe in Houston; he said it went very well. On Tuesday he was to receive Msgr. Ross Schechterle's oath of fidelity and on Wednesday he would take part in the installation of Msgr. Schechterle as the new president-rector of Sacred Heart School of Theology.
- Fr. Haaland said that Msgr. Schechterle has been good to work with and seems to be making a smooth transition into his new position at SHST.
- Br. Lemke noted that the new academic year is beginning at the Dehon Formation Community. Undergraduate students are in the house and Catholic Theological Union students will be returning this week.

- Fr. Pitcavage said that he has been busy with his move to Dehon House. He and Br. Matt Miles now live there.
- Dn. Nagel is working closely with the new development, Sacred Heart at Monastery Lake. Rentals are going well; over half of the public section is rented.
- As did Fr. Cassidy, Fr. Kilianski said that the 100th Anniversary Mass at Our Lady of Guadalupe went very well. An estimated 900-1,000 people attended. Frater Fernando Orozco worked at the parish during the summer and was an excellent asset both to the community and the parish. Fr. Kilianski noted that Fr. Duy Nguyen also ministered at the parish, covering for him while he was on vacation.
- Fr. Kurps said that James Nguyen (now a novice) and Justin Krenke (candidate) were both assets to the community in Mississippi this summer. They seemed to do well in ministry and they were enjoyable to have in the house. Regarding Sacred Heart Southern Missions, he said that last year the office ran a deficit budget but it looks like the upcoming fiscal year will be better.

II. Administration

- A. James O'Keefe — The council voted to endorse his request for dispensation from religious life and the clerical state. He was professed in 1966, ordained in 1975 and left the community in 1978.
- B. Provincial Election Assembly — Fr. Langley shared a timeline that he prepared with the assistance of Br. Frank Presto in regards to the election assembly (week of June 3, 2013). The council endorsed the proposed timeline, noting that several dates need to be adjusted for the 2013 assembly, as opposed to the 2010 assembly, which the timeline was based on.

Fr. Cassidy said that those who are expected to make reports need to be contacted and the method for reviewing the reports needs to be defined. It was decided that the March, 2013 council meeting will be held in conjunction with the next meeting of local leadership. The dates of the March council meeting were changed from March 19-20 to March 13-14. The meeting with local leadership will take place on March 13, during which time the province reports will be processed.

The province reports also need to be processed on the local level. They should be placed in the Members' section of the province website and attached to the Cor Unum. Reports should be no longer than two to three pages.

The council will review the election bylaws and approve them at their October meeting. No significant changes are anticipated. It was noted that an age requirement must be added to the office of provincial superior; some thought that it was 35. In regards to No 22 concerning when the new administration takes office, it was suggested that the statement about the presumed date of August 1 be removed, allowing for flexibility. Fr. Cassidy suggested that the installation be done in conjunction with first professions. He also suggested that the new provincial superior be in place in time to take part in the August CMSM meetings.

- C. Justice, Peace and Reconciliation director — At a previous meeting the council discussed the possibility of hiring a full-time province justice and peace director. An SCJ cannot adequately do the job on a part-time basis if he has other ministry. If someone is hired, he or she could focus on issues of concern to the province, such as Native American concerns, the needs of African Americans in Mississippi, and Hispanic issues. The person could also focus on immigration, an issue of concern previously identified by the province; it was the focus of part of the 2011 province assembly.

The council asked that the JPIC Commission discuss the issue further at its June meeting and make a recommendation to the council regarding the hiring of one or more JPIC personnel.

The JPIC Commission discussed the idea and recommends hiring a full-time province director of Justice, Peace and Reconciliation. The commission interviewed two people who were interested in the position, though the commission made it clear that the position was still in the proposal stage. The council had not fully discussed it nor endorsed it.

The commission has a candidate whom it feels would be good for the director's job, should it be established by the council.

The council discussed the possibilities and felt that more work needs to be done in clarifying the job, expectations, and the way in which it would fit into province structures. To whom would the Justice and Peace director report? The JPIC Commission? The liaison for Justice and Peace to the Provincial Council? Councilors felt that the position should report to one person, not to a committee. Most likely, that person would be the council liaison. In the case of Fr. Ed Kilianski, would he have time to adequately supervise such a position?

It was agreed that if such a position is created that it be at the province level, based in Hales Corners.

If a non-SCJ is hired, how would he receive formation about the Priests of the Sacred Heart and SCJ spirituality?

There is a concern that if the position isn't well thought out that it will fail. Yet one councilor noted that by not having such a position the province has failed to adequately promote social justice concerns. There have previously been province directors of Justice and Peace. What is different now is that the council is considering a non-SCJ for the position.

The council voted in favor of establishing a Province Justice and Peace director. Fr. Kilianski will work with the JPIC Commission to clarify the job description and then begin advertising for it. Members of the community, as well as the people already considered by the commission, would be welcome to apply. It was suggested that Fr. Kilianski use Karen Jeltz at SHSM as a resource in advertising the position and developing salary guidelines. When the position is ready to be advertised Mary Gorski will be given the information for province communications.

- D. Mexico Project — Fr. Cassidy updated the council on a discussion he had during the General Conference with the major superiors of Venezuela and India in regards to an SCJ project in Mexico. Venezuela is open to beginning a project in either Colombia or Mexico and India is willing to send men to assist. If a common Mexico project is developed it was suggested that the same model be used as was done with the Philippines: the initial group of missionaries live together for at least six months to build community and prepare for the project. It was proposed that there be at least six members of the group.

The Indian District is going to send two scholastics to Venezuela for theology and Spanish studies. These men could later be a part of either a project in Colombia or Mexico. Fr. Cassidy suggested to the Venezuelan superior that he send one of his men to work at Our Lady of Guadalupe in Houston to get a better sense of ministry.

Fr. John van den Hengel and Fr. Claudio Weber were a part of the discussions.

- E. China — Fr. General wrote a letter about the congregation's hope of establishing a presence in China. Fr. Cassidy shared this letter with the province and welcomed members to volunteer for the ministry. No one from the province has come forward. It is thought that the general administration will ask the U.S. Province to support the effort in some way. The province has hosted men preparing for the missions, especially in regards to ESL (though this could also be done in the Philippines). The U.S. Province also gives significant financial support to the Asian missions. Fr. Cassidy noted that in light of other financial commitments the province needs to be cautious in its expanding support. However, another SCJ suggested that China could offer good fund raising possibilities.
- F. Vietnam — Fr. Cassidy talked about Fr. General's recent letter regarding Vietnam. The process to develop a district there has been initiated.
- G. Admissions Board — The council voted to approve the appointment of Fr. Richard MacDonald, Fr. Tony Russo and Br. Frank Presto to the Province Admissions Board for a three-year term beginning immediately.
- H. Province Assembly — Evaluations of the assembly were mostly positive; many praised Dn. Nagel for his clear presentations on province finances. The first day on wellness issues was also well-appreciated. The Comedy Sportz show went very well.
- I. Provincial Chapter Update — Fr. Joe Dean is the chairperson of the preparatory committee for the chapter. The committee has met once. It was suggested that a date for the chapter be set soon, most likely in June, 2014.
- J. Sacred Heart Center — The council voted to approve Carmen O'Leary as a member of the Sacred Heart Center board in Eagle Butte, S.D., for a three-year term.
- K. Review Board — Fr. Cassidy updated the council on the establishment of a new joint review board. The newly named "Cooperative Review Board" will replace MARB. Kathleen Dahlgren is working on a memo of understanding, as well as other legal documents. Ramune Franitza, who works part-time at SHST, has been hired as board coordinator. The major superiors are in the process of recruiting board members. The goal is to have a pool of 21 members. All will meet once a year to review safety plans. Five to seven will be selected for "as needed" meetings.

For the first year, all religious communities will share equally in the costs. This will be evaluated prior to the second year.

L. Province Plan — The council reviewed its province plan. Councilors spoke about areas for which they had responsibility:

1. Spirituality and Our Life in Common — Fr. Haaland noted that he had given several province retreats on SCJ spirituality and that another was planned for January which may include Dehonian Associates. He has done a parish mission based in SCJ spirituality and has another planned. Fr. Byron has been active in mission animation at SHST.

In the next months he would like to focus on adapting SCJ prayers for use by the laity and better utilize the Spirituality Committee. It was suggested that Fr. Haaland write down some of what he has been doing in regards to mission animation at SHST. Perhaps his work could be adapted for use in other settings.

2. Vocations and Formation (on-going and initial) — Br. Lemke noted that his committee had met several times. At one of the meetings the group brainstormed on vocabulary which Br. Ray Kozuch, vocation director, found helpful. The summer ministry program for students has been enhanced so that they spend a longer period of time in an apostolate. Students have also taken part in donor luncheons, which has been beneficial for them. The formation community continues to welcome men on sabbatical, which has enhanced the life of the community.

Goals for the next months include seeking SCJs for future formation ministry. Men will need to be prepared to serve in the program in the years ahead. Also, the relationship to the Hales Corners' donor luncheon program needs to be clarified; but this is a good experience to continue.

3. Justice, Peace and Reconciliation — Fr. Kilianski said that the JPIC Commission has met regularly and organized the presentations on immigration at the 2011 province assembly. The commission was also responsible for a day of presentations at this year's assembly. In recent months the commission has focused on discussion of a Province Justice and Peace director. Information about that role is found in II, C of these minutes.

Future goals include working toward the hiring of a full-time Province Justice and Peace director.

4. Ministries, Missions and International Collaboration — Fr. Kurps has been active with the Dehonian Associates Committee which is working with St. Joseph's Indian School to prepare for the April, 2013 Mission Education gathering in South Dakota. He has also been a part of mission education experiences shared between Mississippi and South Dakota.

Regarding Missions and International Collaboration, the province continues to send participants to international gatherings, and hosts SCJs in the United States for study. There has also been an openness to working with other entities on a variety of projects.

In the future he would like to look at ways in which Dehonian spirituality can be better shared in SCJ parishes and other ministries. One project he is considering is to utilize the English-translated French banners about Fr. Dehon and the history of the community.

5. Communications — In collaboration with province administration Mary Gorski sends information to the membership regarding issues of concern. Province publications such as the Cor Unum, Fridge Notes and SCJ News are utilized for communication within and outside the province. The province web presence continues to expand with regular updates to the province website, blog and Facebook site.

Future goals include updating the design of the province website.

- M. General Conference and Major Superiors Meeting in Germany — Fr. Cassidy briefly spoke about both gatherings noting that what is often most significant at such meetings is the opportunity to connect with SCJs from around the world. He found both the conference and the superiors meeting to be very good. The conference focused on how Dehonian values are communicated to the younger generations; this is something that CMSM also focused on this year.

It was noted that Kathleen Donohue from St. Joseph's Indian School was a good presence at the meeting. She and other lay representatives from SCJ schools met during the gathering to get to know each other and discuss ways in which they can collaborate.

III. Finance

- A. Sacred Heart at Monastery Lake — Dn. Nagel said that there has been a positive response to the new development. As he said earlier, rentals are moving well in the public section. Ground broke on August 20 for the next phase; it is anticipated that the wing will be completed in July, 2013. Dn. Nagel contracted with Oakbrook to provide marketing and management services for the next addition, Phase II. This means that an onsite manager will be hired in addition to the marketing person.

There have been a few minor issues to deal with, such as the cooling unit in the convenience store. However, most of the project is going smoothly.

Dn. Nagel explained how funding for Phase II would be done. He said that \$4 million will be borrowed from the Support and Maintenance Trust; the Support and Maintenance Trust Committee endorsed the loan at its August 22 meeting. The loan will be at a 4% annual interest rate for 20 years beginning on January 1, 2013. The remainder of costs will be covered by the excess in the Charitable Gift Annuity Fund or Province Ministry Fund. Kathleen Dahlgren, province attorney, has reviewed these financing options.

Dn. Nagel also noted that SHML has been approved for listing in the Official Catholic Directory. This means that income from the rentals will be tax-exempt.

- B. Investment Meetings — Investment meetings were held with the Investment Committee on August 21 and the Stakeholders on August 22. Dn. Nagel said that there has not been a strong response by Stakeholders so he is thinking about only having the meeting once a year.
- C. Employee Medical Plan — Dn. Nagel noted that changes took place in the employee medical plan on August 1 as a part of the Affordable Care Act. Of note, employers are mandated to provide preventable health care services for women, including annual health visits and contraception. Dn. Nagel said that education needs to continue with office managers regarding the medical plan.
- D. Annual Meeting — The annual meeting of the Board of Directors of the U.S. Province of the Congregation of the Priests of the Sacred Heart was held, during which the following officers were elected:

President: Fr. Thomas Cassidy
Vice President : Fr. William Pitcavage
Treasurer: Dn. David Nagel
Secretary: Fr. Terence Langley

The board also voted to hire Schenck Business Solutions to conduct the annual audit.

- E. Province Development Office — Members of the council received the annual report of the Province Development Office for FY 2011-12. Dn. Nagel discussed concerns that he has about the office in light of the report. In discussing his concerns, he used an outline that is similar to what is used to review other fund raising offices.
- F. Province Audit — Dn. Nagel informed the council that Schenck Business Solutions is currently working on the province audit.

IV. Personnel

- A. Fr. Mark Mastin — Fr. Mastin's superior in the military wrote to Fr. Cassidy to thank him for allowing Fr. Mastin to serve as an Army chaplain; he has done very well in his position. The letter encouraged Fr. Cassidy to allow Fr. Mastin to continue his service. Fr. Cassidy said that his initial approval was for a three-year commitment and that it would be the next provincial superior who would determine Fr. Mastin's continued availability for the military.
- B. Fr. Frank Clancy — Fr. Clancy is moving from Raymondville to the retirement community at Sacred Heart at Monastery Lake the week of September 3.
- C. Fr. Steve Pujdak — He has been granted retirement for medical concerns.
- D. Bishop Joseph Potocnak — The bishop will be in Philadelphia to attend to health concerns and then go to Holly Springs to

do help-out ministry.

E. Fr. Tim Gray — Fr. Gray has been assigned for one year to the Dehon Formation Community. [His role there has been clarified with him.]

F. Br. Bernard Taube — Br. Taube just turned 80.

V. Future topics — At the next meeting the council will review the province's presence in Houston. Fr. Cassidy will prepare a process for the Houston discussion. In preparation for the next North American councils meeting in Toronto Fr. Pitcavage suggested that councilors discuss the idea of a "collaborative presence in North America." He offered to prepare the discussion.

VI. Calendar — The March council meeting has been changed from March 19-20 to March 13-14. On March 13, councilors will meet with local superiors.

VII. Conference Call — The council will meet by conference call at 1:30 p.m. on Tuesday, September 4, to review these minutes. Fr. Langley will note the corrections and send them via email to Mary Gorski, who will be in India.

CALENDAR

October 11-12: Provincial Council Meeting
October 12: Dedication of Sacred Heart at Monastery Lake (Archbishop Jerome ListECKI will join SCJs)
November 13-14: North American Councils meeting in Toronto
December 18-19: Provincial Council Meeting

2013:

January 29-30: Provincial Council Meeting
March 13: Local Superiors Meeting - NEW ITEM
March 14: Provincial Council Meeting - REVISED DATE
April 8-9: Mission Education Conference, St. Joseph's Indian School
April 30 – May 1: Provincial Council Meeting (budgets)
Week of June 3: Province Election Assembly.

UPDATES

FR. PAUL KELLY
Sacred Heart Monastery
P.O. Box 566
Hales Corners, WI 53130-0566.
His room number is 312A and his phone extension is 6962 (414-425-8300).

FR. MARK MASTIN
1022 Meahou Street
Mililani, HI 96789

FR. JIM WALTERS is now in San Antonio for the second part of his sabbatical. His address:
Pat Guidon Center
109 Oblate Drive
San Antonio, TX 78216

FR. BILL PITCAVAGE and BR. MATTHEW MILES have moved to Dehon House:
10731 W, Rawson Ave
Franklin, WI 53132
House phone: 414-425-3768

Also, several staff at the Provincialate Offices have new email addresses. The old "poshusa" addresses will no longer be in effect after September 30. Those who have new addresses:

NANCY GRAY: provadm@usprovince.org
FR. WAYNE JENKINS: provarch@usprovince.org
JOHN KUXHAUSE: provact@usprovince.org
FR. TERRY LANGLEY: provsec@usprovince.org
DN. DAVID NAGEL: provtreas@usprovince.org
KEVIN STANKE: provtreas3@usprovince.org

At this time, the addresses for Fr. Tom Cassidy (tomcscj@mac.com), Mary Gorski (marygorski@sbcglobal.net) and Mark Wenzel (Mark.Wenzel@sodexo.com) remain the same.

NECROLOGY

BR. TIMOTHY MURPHY died July 12. He was 74, professed in 1965, and made his final vows in 1968.