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Minutes of the 827th Provincial Council Meeting Hales Corners, Wis., October 11-12, 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. Brian Fitzpatrick joined the meeting for discussion of the proposed Justice, Peace and Reconciliation Director's position and Br. Frank Presto was present for discussions regarding the Province Development Office.

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

- Fr. Cassidy recently returned from South Africa and Mozambique where he attended the ordination of Archbishop Claudio Dalla Zuanna. He said that the ceremony was beautiful and that he enjoyed the opportunity to visit with SCJs in South Africa prior to the ordination.
- Fr. Kurps noted several meetings that he had been at in recent weeks including the South Dakota C-POSH board and the meeting of province development office professionals at the National Catholic Development Conference in Nashville. Fr. Kurps found the meeting with the development personnel, also attended by Dn. David Nagel, to be helpful.

He said that Fr. Leonard Elder is looking forward to Bishop Joseph Potocnak's arrival; the bishop is going to spend some time ministering in Holly Springs. Fr. David Szatkowski has been busy doing canonical work; he has several marriage cases and is working with two to three priests.

- Dn. Nagel said that he had a good meeting with province human resource directors during which employee medical plans were reviewed. As was Fr. Kurps, he was in South Dakota for C-POSH board meetings and in Nashville at the NCDC convention. Dn. Nagel said that the Hall of History being built onto the Akta Lakota Museum at St. Joseph's is coming along well. It is hoped that the new exhibits will be done in time for the Mission Education Conference at the school next April.
- Fr. Haaland gave Msgr. Ross Shecterle high marks in his first weeks as Sacred Heart School of Theology's president-rector. He said that there is a good energy in the seminary. With the province development office the seminary hosted a day of recollection for benefactors that was well-received. He suggested that it is something that could be done in other SCJ locations.
- Br. Lemke said that the spirit in the formation community is good as the new school year gets underway. Fr. Tim Gray has been a positive presence in the house, often encouraging members of the community to take part in new activities.
- Fr. Pitcavage had a number of health concerns that now seem to be under better control. He and Br. Matt Miles are settled in at Dehon House.
- Fr. Kilianski said that Fr. Quang Nguyen is nearing completion of his dissertation. He hopes to have it done by January at the latest and then will prepare for its defense. Fr.

Zbigniew Morawiec has become more proficient in Spanish and is a good help in the parish.

II. Finance

- A. Sacred Heart at Monastery Lake — Dn. Nagel updated councilors on concerns regarding SHML. A soil problem was found when digging the foundations, which cost \$200,000. However, this expense is not expected to impact the overall cost of the third wing.

Oakbrook has hired a full time manager to attend to resident issues, and Barb Haag, food services director, has begun organizing social activities for residents. Tenants have also been taking part in Mass and Adoration. Rentals are going well; the second wing has over 80% occupancy and there is interest in the third wing.

- B. Nashville Meeting — As noted earlier, representatives of the three province development offices met at the Nashville NCDC convention. Among the items discussed was possible collaboration among the offices. There is a desire to have more frequent meetings, perhaps via teleconferencing.
- C. Meeting of Human Resource Directors — The HR directors have been discussing changes to the Employee Medical Plan. The province insurance consultant proposed the possibility of an optional health savings account for employees in which more of the burden regarding the use of medical funds is placed on the employee. Possible medical plan changes due to the Affordable Care Act were also discussed.

Kathleen Dahlgren updated the HR directors on the employee pension plan and other HR issues.

There has been an effort to standardize, or at least take a more common approach, to HR matters in province institutions. It is hoped that there can be greater parity among the entities in regards to vacation benefits, sick days, holidays and other HR concerns, as well as the medical plans and pay scales.

- D. SCJ Medical Plan — Dn. Nagel informed councilors that there are some increases in expenses in the SCJ Medical Plan but that they are directly related to medical costs and not to the administration of the plan. The administration fee and costs for stop-loss coverage is similar to last year.
- E. Donor Care Center, Sioux Falls — St. Joseph's Indian School has proposed the opening of a Donor Services Call Center. Dn. Nagel sent the proposal for the project to the general treasurer for review. However, because it falls within the financial competency of the Provincial Council, the council can vote to approve the plan without the general administration's input.

The focus of the center will be on reaching out to new donors and maintaining contact with current donors who utilize social media. It will in part be an alternative to acquisition mailings, which can be quite expensive. As proposed, the center will employ 30 to 100 people. Sioux Falls was chosen because it has a good base of potential employees trained in this field. It is also thought that it will be beneficial to have a presence in Sioux Falls for benefactors and others who might have business with the school.

Routing inquiry calls and social media contact to the center will free up St. Joseph's on-site staff for personal dealings with long-time benefactors. Those working at the call center will be well-versed in the history and operation of St. Joseph's Indian School and will respond as if they were based at St. Joseph's.

A suitable building is available in Sioux Falls. The purchase price is \$2.1 million and necessary remodeling costs are estimated at \$100,000. Revenue for the center is expected to be \$2.3 million a year; estimated investment payback is anticipated to take 12-15 months. St. Joseph's has \$13 million in available cash so can comfortably cover the costs of the center.

Kory Christianson, development director for St. Joseph's, was praised for his forward thinking in regards to this and other fund raising initiatives.

It was suggested that if the call center functions well that the other two province development offices consider doing the same, or work with St. Joseph's to collaborate on a center that can be utilized by two or more offices.

The council voted to approve the purchase of the Crossroads Building on 3900 Westport Avenue in Sioux Falls for use as a call center by St. Joseph's Indian School.

- F. Province Audit — Dn. Nagel went over the province audit for FY12; auditors found no irregularities. He said that new federal guidelines have impacted the pension fund; historically the province has always kept this fund at a healthy level and continues to do so.

The council voted to approve the Province Audit Report for FY12.

Dn. Nagel said that the audits of St. Joseph's Indian School, Sacred Heart School of Theology, the Province Development Office and Sacred Heart Southern Missions have been completed. Some are pending approval by their boards of directors.

G. Province Development Office

1. Committee Report — Concerned about the performance of the Province Development Office the council decided at its September meeting to form a committee to review its operation and offer proposals for addressing concerns. The committee included Kory Christianson (chairperson) and Mike Dooley from St. Joseph's Indian School, and Steve Koepeke and Jeff Kortz from Sacred Heart Southern Missions. Donna Dean, human resources director at St. Joseph's, and Kathleen Dahlgren, province attorney, reviewed the report.

Councilors emphasized that the goal of all involved is to improve the work of the Development Office so that it can better meet the funding needs of the province and its missions.

The committee was asked to do its review prior to the October Provincial Council meeting. Although the timeline was very tight, the committee was able to do a one-day on-site visit and have donor files analyzed by an outside vendor.

Among the observations and recommendations of the committee:

- a. There is no long-range strategic planning process in place.
- b. It is not clear as to who has responsibility for and authority over fund raising
- c. Employee costs for health coverage seems low compared to other organizations and some employees are at the highest end of pay scales for their positions.
- d. Some departments seem to be overstaffed.
- e. After review of the English file the committee recommends an immediate focus on the 0-12 month file. There should be a focus on lapsed donors.
- f. The Spanish file has diminished significantly, although its donors give more on average than those in the English file.
- g. Although Spanish file donors do give slightly larger gifts, it might be more prudent to focus the majority of efforts on building the English file.
- h. The internet is an important tool, but at this time it seems more appropriate to channel resources to more traditional means of donor acquisition and revenue. The office's web presence should be maintained, but significant resources should not be added toward its development at this time. Also, the web person should be an integrated part of the direct mail department.
- i. Replace the current list broker.
- j. A high-end direct mail professional should be hired with full authority across the office.
- k. Reduce the time and resources the Planned Giving department spends on special events that have a poor return and focus more on engaging prospective donors.
- l. Automate or outsource mail processing.
- m. Hold off on IT expansion until a strategic plan is developed and the fund raising department is restructured.
- n. Centralize purchasing and develop a competitive bidding process.

Finally, the committee noted that Br. Frank Presto stepped into a very difficult position, following two failed directorships. Employees give Br. Presto high marks for his focus on the employees and developing a better office atmosphere than had been present in the past. Now that this aspect of the office has been improved there needs to be a focus on the mission of the office: to raise funds for province ministries.

2. Discussion of POSH, committee report and Br. Presto's response — Councilors noted that the Province Development Office has had significant concerns for some time. They echoed what the committee observed: Br. Presto stepped into a very difficult position; he was asked to take the director's job though he does not have a fund raising background. He has made great strides in rebuilding morale at the office.

That said, the province depends on the Province Development Office to support its ministries, as well as its commitments to the congregation. Of significant concern is that development office personnel do not seem to have a sense of

urgency regarding the primary mission of the office: that is, to raise funds for province ministries. This sense of urgency and concern was also lacking in Br. Presto's written response to the committee's report.

The council is not seeking to blame anyone for concerns found at the development office; instead, it wants to work with the office to rebuild its focus and performance.

3. Meeting with Br. Presto — Br. Presto requested time with the council. He responded to several of the concerns raised in the committee's report including employee compensation. The office, he said, has a number of long-term employees. Such employees are an asset because of their knowledge and dedication but they also tend to be at the higher end of pay scales because of their years at the organization. However, compared to national statistics, Br. Presto finds that all but one of his managers is receiving less than the national average.

Br. Presto expressed frustration with a communications breakdown between the council and the office. He said that the urgency of the council's concern was not expressed to him and that he only learned at the last moment that the committee would be doing its work. Councilors apologized for this and hoped that the communications breakdown would not get in the way of the goal of working together to refocus and improve the mission of the Province Development Office.

Br. Presto noted the tremendous work that had been done during the past year to improve morale and office culture. He agreed that a full-time fund raising professional needs to be hired and said that he hoped such a person could be on staff by the beginning of the year. He also noted that several long-term employees are at the point where they could retire; however, there are legal issues regarding age discrimination to consider. He will be looking at ways of offering retirement incentives in the near future. He suggests that this be something done after the new year, since the Christmas rush is a busy time at the office.

He is open to outsourcing and many of the other suggestions listed in the committee's report. Some of these things the office was going to investigate after the updated chart of accounts is done. He hopes that this will give a better picture of the office's finances. He acknowledged that the processing cost of the Province Development office is higher than at other offices but that the numbers weren't clear.

Br. Presto said that the office has cut costs by 10% without cutting personnel costs and expressed his personal concern that while the office is being asked to raise more money the province as a whole has not looked at significant ways to reduce its own costs.

He also noted that the Province Development Office is limited in what it can campaign for. In contrast, St. Joseph's has a market that transcends Catholicism and the United States. Councilors acknowledged this but also noted the needs of the missions, the education of priests and the ministries of the province to Hispanics, especially in Houston.

Councilors asked if Br. Presto would be open to visiting the other development offices and get input from them. Br. Presto said that he was. As stated earlier in the meeting, it would be good if the three offices sought more ways of collaboration.

4. Conclusion — Br. Presto said that he would begin advertising for a fund raising professional within the next two weeks and that he hoped that the person could be in place by the beginning of the year. He invited councilors to take part in the Wednesday management meetings at the office as a way to further promote dialogue between the council and office.

As noted earlier, Br. Presto was open to many of the recommendations of the committee's report; he and his staff will review the recommendations in the weeks ahead.

Br. Presto will meet with the council again at its December meeting.

III. Director of Justice, Peace and Reconciliation

- A. Discussion — Councilors discussed the position, job description, interview process, and Brian Fitzpatrick (the person to be interviewed for the position of JPR director).

Who will the director report to? It was suggested that he report to the JPR council liaison, who at this time is Fr. Kilianski. Fr. Kilianski said that the director would also work with the JPR Commission. Councilors endorsed this but said that an individual needs to have primary oversight for the position, not a committee.

It was also noted that as a province employee, the JPR director's supervisor would be Dn. Nagel. The director's office will be in Hales Corners, most likely at the Provincialate. He will receive two types of orientations, one in regards to the spirituality of the Priests of the Sacred Heart and one as an employee of the province. Fr. Haaland said that he would do the orientation regarding the SCJs.

Concerning the job description, councilors removed the task of representing the province on the Illinois Committee for Responsible Investment. Investment oversight is done by the Provincial Treasurer's Office. It was also noted that the director will need to take part in safety training required by the archdiocese.

- B. Interview — The council interviewed Brian Fitzpatrick for the position of province director of JPIC. He was first asked about his background. Mr. Fitzpatrick gave his family history and noted that he saw himself as a product of Vatican II. His parents were strongly affected by Vatican II and they in turn made sure that their children were educated on it.

He has been self-employed most of his life, and considered a vocation to religious life after a Cursillo experience. He studied with the Redemptorists for several years and was in the community's novitiate. It was in the internovitiate program that he became familiar with the Priests of the Sacred Heart. During this past year, when he was looking for housing while completing his master's degree in social justice at Loyola, he became a tenant with the Dehon Formation Community.

As he has come to know the SCJs he believes them to be "one of the best kept secrets of the Church." He is in tune with the community's spirituality that is based in the Heart of Jesus. He has experienced incredible hospitality from the community.

When asked what he brings to the position of JPR director, Mr. Fitzpatrick said that he brings a lot of energy and passion for social justice. He also sees opportunities for promoting the congregation; he enjoys doing YouTube videos and would like to produce such videos to show off the SCJs and their ministries. He would like to do things to promote vocations.

Mr. Fitzpatrick said that he saw himself spending his first year getting to know the SCJs and anticipated extensive travel to allow for this. After this, he sees himself marketing the core values of the SCJs; he anticipates that this will have an impact on vocations. He would also like to create social justice programs at province schools, including SHST, and he suggested the creation of a lay volunteer program, similar to the Jesuit Volunteer Corps and other avenues of activism for young people.

When asked what he saw as the three most pressing social needs of society, and then the church, he listed the same for both: poverty, immigration and racism.

Asked what he would need from the province to do his job he said 1) training in Spanish, 2) video equipment, and 3) perhaps a car. He could be available for the position at the end of the year. He has a month-long commitment on the East Coast at this time.

- C. Decision — The council voted to hire Brian Fitzpatrick as Province Director of Justice, Peace and Reconciliation with a January 1, 2013 start date. The decision is made with the understanding that there will be no JPR grants distributed in FY14; the grant money will be used instead to fund the JPR director's office.

Fr. Kilianski was to inform Mr. Fitzpatrick by phone and let him know that if he decides to accept the position that Linda Church, HR director, will be in touch with him soon to work out salary, benefit and other employee details.

IV. Administration

- A. Provincial Chapter — A planning committee is in place for the next provincial chapter. The council set the date for the next chapter: July 7-11, 2014. Mary Gorski was asked to inform Sacred Heart School of Theology, Frs. Heru Ismadi and John van den Hengel.
- B. Election bylaws — The council voted to approve the bylaws for the 2013 provincial election assembly. They are attached as Addendum A.
- C. Personnel
1. Fr. Francis Vu Tran — He has been given permission to continue with his studies to get a doctorate in scripture. It is anticipated that this will take three years. A year of this time will be spent in Germany, learning German. Fr. Cassidy noted that Fr. Tran does well academically, earning a nine out of a ten-point scoring system.

2. Fr. Frank Clancy — Fr. Clancy is settling in at Sacred Heart at Monastery Lake after moving north from Raymondville.
 3. Fr. Steve Wiese — Fr. Wiese had been critically ill but is doing better though he still is unable to stand under his own power.
 4. Bishop Joseph Potocnak — The bishop is expected in Holly Springs, Miss., the week of October 15. He will assist Fr. Lenny Elder with ministry.
- D. Community Review Board (CRB) — Fr. Cassidy said that the meetings with the major superiors have been good. Ramune Franitza, who works with the ESL program at SHST part-time, was hired as coordinator. The most significant task at the moment is building a pool of 21 board members. Ms. Franitza is working with the superiors to do this. It is hoped that there can be a training session for board members in November and a meeting to review safety plans soon after. Outside of the annual safety plan reviews, the board will meet with 5-7 members on an as-needed basis during the rest of the year.

Ms. Franitza, Fr. Langley and Fr. Pitcavage will attend a risk assessment workshop in fall. The provincial secretary will be the provincial liaison to the board. The costs of the board will be split equally among participating communities the first year. This will be evaluated after the first year.

- E. North American Councils Meeting — The Canadian and US councils will meet November 13-14 in Toronto. Members of the US council discussed conversations that have taken place at previous meetings. Frequently, the idea of a collaborative SCJ presence in North America has been discussed but there is not a clear sense of what is meant by such a collaboration. Does it mean a shared ministry? A shared administration? A confederation similar to what the Dutch and Flemish Provinces have done?

Are SCJs in each entity open to the idea of a collaborative presence?

Regardless if collaboration is discussed at the Toronto meeting several councilors said that it is beneficial to get together and dialogue with the Canadian administration. Since the Canadians host the next gathering, the agenda will be in their hands.

V. Topics for next meeting

- A. Update on Province Development Office — Br. Presto will join the council for this discussion.
- B. Update on SHST — Msgr. Ross Shecterle will be invited to talk about his first months as president-rector.
- C. Our Lady of Guadalupe, Houston — the council will revisit the decision to leave the parish. This should be given significant discussion time.

- VI. Conference Call — The council will meet by conference call at 3:30 p.m. on Wednesday, October 17, to review these minutes. Br. Lemke will not be at the meeting; if he has corrections he will get them to Mary Gorski or Fr. Langley prior to the conference call.

June 2013 Provincial Election Assembly Bylaws

[Approved during the 827th Provincial Council Meeting, October 2012]

1. All members of the United States Province with active voice¹ have the right to attend and are expected to do so. Novices will be allowed to attend the Election Assembly and participate in its prayer, reflections and discussions. Novices may not vote in any election. SCJs of other provinces may be invited to the assembly by the Provincial Superior as observers. Observers may not be seated at the electors' tables.
2. Since members of the province are expected to attend, they are asked to find others to cover their ministries wherever necessary.
3. After the convocation of the assembly, anyone with the right to attend may renounce that right. He must do so in writing to the Provincial Superior.²
4. Members may receive permission from the Provincial Superior to vote by proxy.³ In seeking permission to vote by proxy, the member must state in writing his reasons. The Provincial Superior will give a written response either granting or denying this request.
 - a. The person voting by proxy must assign his proxy in writing to a member of the province who will be attending the election assembly.
 - b. The member who holds a proxy vote:
 - i. Prior to the election assembly, he should consult with the person whose proxy he holds to obtain the names of all persons that the member wants to nominate and/or elect to the position of Provincial Superior and/or councilor.
 - ii. Must cast this proxy vote according to the mind of the person whose proxy he holds.
 - iii. May not hold a proxy vote for more than one person.

¹ Cf. Csts. 121, 124; GD 111:1-2, PD 111:1

² Statutes first approved at the 586th Provincial Council meeting (July 1991) and confirmed by the General Administration (Protocol Number 581/91; No. B5a) in October 1991.

³ Ibid B5a; cf. CIC, c.167

- iv. Prior to any vote, he must present his written authorization to cast a proxy vote to the tellers or the secretary of the assembly.
- c. No protocol is established for proxy voting by phone, fax or electronic mail.
5. Prior to the election assembly⁴, the Provincial Superior will send to the members of the province a report on the state of the US Province. Members of the province are encouraged to use this report to determine the necessary qualifications needed for the next provincial administration. Members are encouraged to discuss this report and their determinations in their local communities.⁵
6. A discernment ballot will be sent to each member of the province who has active vote by January 01, 2013. Members will be asked to submit up to three (3) names for Provincial Superior and up to six (6) names for provincial councilor from the lists of all members who fulfill the canonical qualifications for the office of Provincial Superior and/or provincial councilor. This ballot is to be submitted to the provincial secretary by regular mail or fax by 4 p.m. CST on January 28, 2013. No protocol is established for voting by phone or electronic mail for the discernment ballot.
7. The results of this discernment ballot will be published to the province no later than February 01, 2013. The results will state the number of votes each person received. The names of all eligible candidates will be listed, whether a vote was received or not.
8. After the results of the discernment ballot have been published, any individual who wishes to remove his name from future consideration must do so in writing to the Provincial Superior. This request must be submitted to the Provincial Superior no later than February 15, 2013.
9. The slates of eligible candidates, minus those names which have been removed, will be submitted to the General Superior and his council for their review before March 01, 2013. Upon approval of the Superior General, these lists will be published to the province.

⁴ For all pre-Election Assembly tasks (nos. 5-9) see Cor Unum 347.7 addendum A and Cor Unum #47:8 for Protocol Number 237/2007. Also note the revisions to PD 122 from the 14th Provincial Chapter.

⁵ PD 122.B as revised by the 14th Provincial Chapter (see Appendix 9 of the Acta).

10. At the Election Assembly, the only business of the assembly is the election of Provincial Superior and provincial councilors. The assembly has no power of governance and is not self-governing.
11. The Election Assembly is presided over by the Provincial Superior. If he is incapacitated, the Vice-Provincial shall assume this duty.
12. The Election Assembly will begin with a time of prayer and reflection.
13. The actual sessions will be facilitated by a person who is not a member of the US Province.
14. There will be a maximum of six people per table during the assembly.
15. The first item of business will be the nomination of the secretary of the assembly and at least two tellers by the Provincial Superior. After approval via acclamation by the assembly, the Provincial Superior or his delegate will administer the oath of secrecy to the secretary and the tellers.⁶
16. Before each vote of the assembly, whether a test vote or a canonical vote:
 - a. The number of votes to be cast will be determined by the tellers. They shall count those present and voting, including those votes being cast by proxy. The number of votes will be announced to the assembly.
 - b. Any member casting a proxy ballot will surrender his authorization to the tellers and/or the secretary before the first vote. He shall then receive a placard indicating his ability to cast a proxy vote as well as his own.
17. Before the canonical election for Provincial Superior, there will be a period of time for prayer, reflection and table discussion.
18. The assembly will proceed to a test vote for the office of Provincial Superior. Each member with active voice will be asked to submit two (2) names from the list approved by the Superior General and his council. The results of this vote will be made public to the assembly.
19. The canonical election for Provincial Superior will follow the same process utilized by the General Chapter to elect the General Superior.⁷

⁶ CIC, c173:1-2

⁷ Csts. 129-130

- a. A candidate must receive a two-thirds (2/3) majority on the first, second or third ballot to be elected.
- b. On the fourth ballot, a candidate must receive an absolute majority (50%+1) to be elected.
- c. In the event a fifth ballot is required, only the top two (2) candidates from the fourth ballot will be eligible.
- d. If there is a tie following the fifth ballot, the person who is older in profession of vows is elected. If both have the same profession date, the one who is older in age is elected.
- e. After the candidate has been elected, he must accept the election publicly before it is considered complete.⁸

20. After the Provincial Superior has been elected, the assembly will begin the process of electing the five (5) members of the provincial council. There will be a distinct canonical election for each councilor.

- a. A period of time for prayer, reflection and table discussion will be provided.
- b. A test vote will be conducted with each member with active voice submitting one (1) name from the respective list approved by the Superior General and his council. The results of this test vote will be announced publically to the assembly.
- c. The canonical election for individual councilors will follow the same process utilized by the General Chapter when it elects members of the General Council.⁹
 - i. A candidate is required to have an absolute majority (50%+1) to be elected on one of the first four ballots.
 - ii. If a fifth ballot is necessary, only a simple majority is required.
 - iii. If there is a tie in the fifth ballot, the one who is older in profession of vows is elected. If those who are tied have the same profession date, the one who is older in age is elected.

⁸ CIC c 177:1

⁹ Cst. No 130

- iv. After the candidate has been elected, he must accept the responsibility before the election is considered complete.¹⁰
 - d. The process outlined in #20.c will be followed until the assembly elects five (5) councilors.
- 21. Once the Provincial Superior and his council have been elected, the president of the assembly (see #11 above) shall:
 - a. Notify the Superior General and his council of the assembly's actions.
 - b. Gather the assembly for communal prayer.
 - i. This time of prayer will offer thanksgiving for the graces of the assembly;
 - ii. It will be an opportunity to thank the out-going members of the previous administration;
 - iii. It will seek God's blessing and guidance on the newly elected administration, and;
 - iv. The members will offer prayers for the province and the congregation.
- 22. The Superior General and his council will be asked to confirm the election and establish the date when the new administration takes office.
- 23. Once confirmation has been received, the Provincial Superior-elect will meet with his council. They will determine which councilor will be named as Vice-Provincial.

¹⁰ CIC c. 177:1

Eligibility Requirements:

Provincial Superior

1. Must be an ordained presbyter
2. Minimum of 10 years in final vows
3. Must have the right of passive vote

Provincial Council

1. Must be in final vows
2. Must be at least 30 years old
3. Must have the right of passive vote

Procedures for Voting by Proxy

Those members who are eligible to attend, but are unable to do so, may be given permission by the provincial superior to vote by proxy. This does not apply to anyone who chooses not to attend or formally renounces their right to attend. The person requesting permission to vote by proxy must do so in writing and clearly state his reasons. This application must be made by April 15, 2013. The provincial superior will respond through written correspondence either granting or denying the request.

1. The person who is authorized to vote by proxy must assign this vote in writing to an eligible member of the province who will be present at the election assembly.
 - a. No protocols are established for voting by fax, telephone or electronic mail.
2. The person who holds the proxy:
 - a. Prior to the election assembly should consult with the person whose proxy he holds;
 - b. Should obtain the names of all persons to be nominated for the position of provincial superior and/or councilor;
 - c. Should vote according to the mind of the person whose proxy he holds;
 - d. May not hold a proxy for more than one person;
 - e. Must present his written authorization to cast a proxy vote to the tellers and/or secretary of the assembly prior to the first vote.
 - f. Upon surrender of the authorization, the proxy holder will be provided with a placard identifying him as such. He shall show this to the tellers when the assembly is counted prior to any vote being cast and when casting his votes.

United States Province of the Priests of the Sacred Heart

Proxy Document

_____ has requested authorization to vote by proxy for provincial superior and members of the provincial council during the election assembly scheduled for June 03 – 07, 2013 in Franklin Wisconsin.

I, Thomas P. Cassidy, SCJ, Provincial Superior, having read and judged the reasons submitted by _____ as satisfactory, do authorize him to designate an eligible member of the province who will be present at the election assembly to vote in his name and according to his instructions.

Dated this the _____ day of _____, 2013.

Thomas P. Cassidy, SCJ
Provincial Superior

I, _____, have received permission of the provincial superior to grant my proxy vote to an eligible member of the province who will attend the election assembly. I do now designate _____ as my proxy on this the _____ day of _____, 2013.

(Signature of person assigning proxy)

This document must be given to the person holding the proxy. The proxy holder must present it to the tellers and/or the secretary of the assembly at the beginning of the assembly. He will be provided with a placard stating he holds a proxy vote which must be shown prior to each vote. The secretary of the assembly will preserve this form with the acts of the elections.

CALENDAR

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
March 14: Provincial Council Meeting
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

2014:

July 7-11 Provincial Election Assembly - **NEW ITEM**

UPDATES

SCJs are encouraged to use the online personnel directory in the Members' section of the province website. For help in accessing this section, please contact Mary Gorski at 414-427-4266 or by email at marygorski@sbcglobal.net. A new printed directory should be completed soon. In the meantime, a simple print-out of the online directory is available from the homepage of the Members' section.

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NECROLOGY

Fr. Willebrordus Jacobus Maria van den Heuvel, a member of the Dutch – Flemish Confederation, died September 17. He was born in 1937, professed in 1957 and ordained in 1964.