



# General Procure OCD

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*PRACTICAL GUIDE. SCHEME*



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## ABBREVIATIONS

Can.: Code of Canon Law

Const.: Constitutions of the Discalced Carmelite Nuns of the Order of the Blessed Virgin Mary of Mount Carmel adapted according to the Directives of the Second Vatican Council and the Canonical Norms in force and approved by the Apostolic See in 1991

V.S.: *Verbi Sponsa*



# PETITIONS TO THE HOLY SEE & TO THE ORDER: PRAXIS

It is important that petitions that the monasteries send to the Holy See and to the Order are well done. This facilitates the speed of the process. It is for this reason that we indicate here the praxis, how to present different types of petition, to the Holy See and to the Order.

## IN GENERAL

1. The petition is to be directed to the Holy Father using the formula “Most Holy Father”, typed and personally signed by the *oratrix*, i.e., the person making or presenting the petition.
2. Always indicate :
  - a) religious name and appellation
  - b) secular name and surname
  - c) city and diocese of the Monastery
  - d) the protocol number and dates of any other Rescripts that may have been granted to the person in question (even if granted many years previously)
3. Send two copies of the petitions to Rome, written on complete pages (22x28 cm), leaving sufficient space at the end of the petition for the “*preces commendatariae*” of the Procurator General of the Order.
4. To the fees for the Rescript, a donation to cover the expenses of the General Procure may be added at the discretion of the Community.
5. Requests may be sent to the Superior General for all the monasteries.
6. Petitions should be "recommended" by the Prioress and eventually can be added that of the Bishop. For the monasteries which are under the jurisdiction of the Order,



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requests must have the "recommendation" of the Provincial.



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# NUNS

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## 1. ABSENCE FROM THE MONASTERY

### Procedure

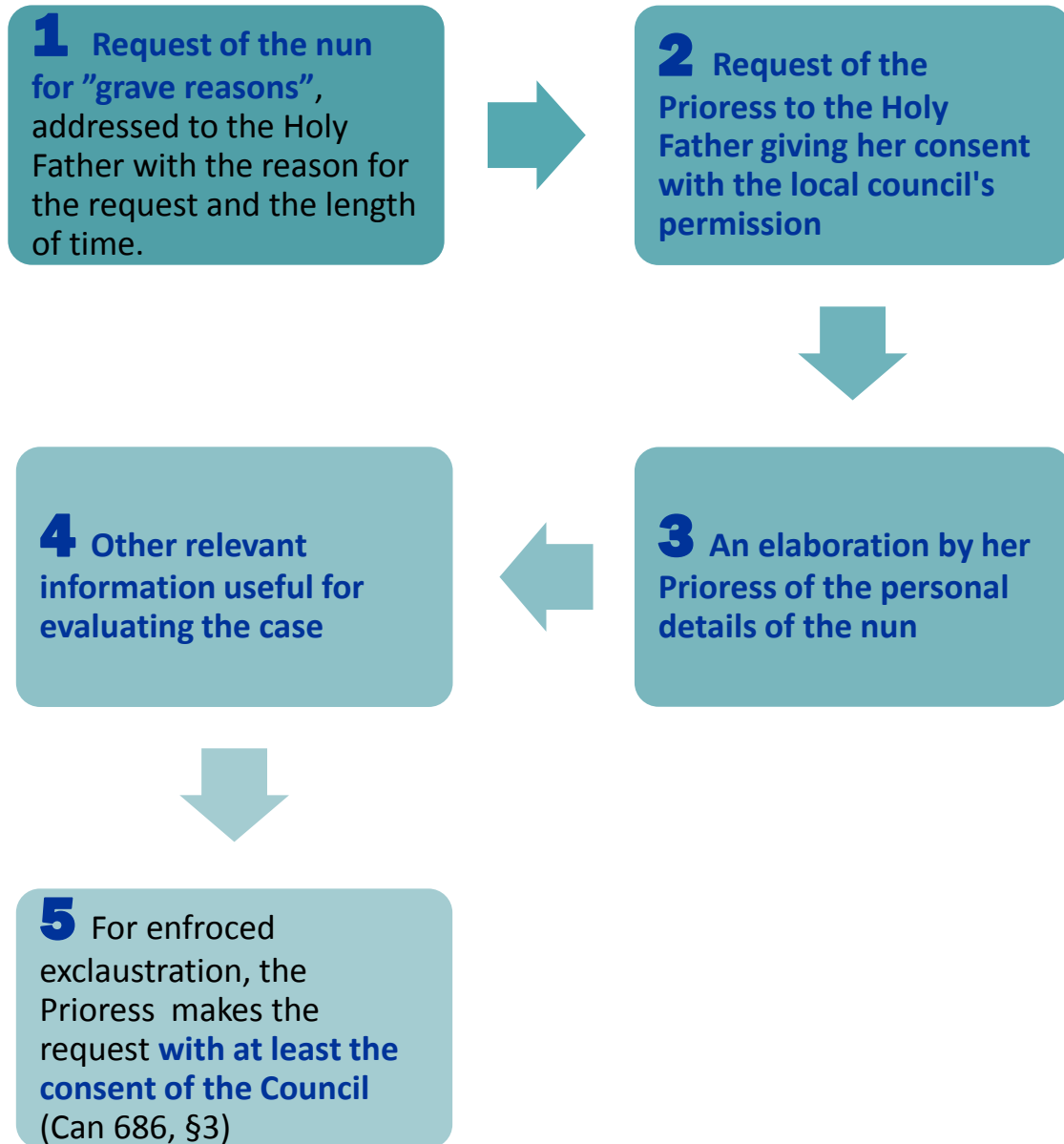
**1**

A Prioress with the consent of her Council or Chapter, can authorize a departure for up to one week only. For a stay outside the monastery of up to three months, the Prioress will seek the authorization of the diocesan Bishop, or the Regular Superior (V.S. 17,2). For reasons of health, the Prioress can give the permission (V.S 17,1). It's not unlimited authorization.



## 2. EXCLAUSTRATION (Can. 686, §2; Const. 192)

### Procedure

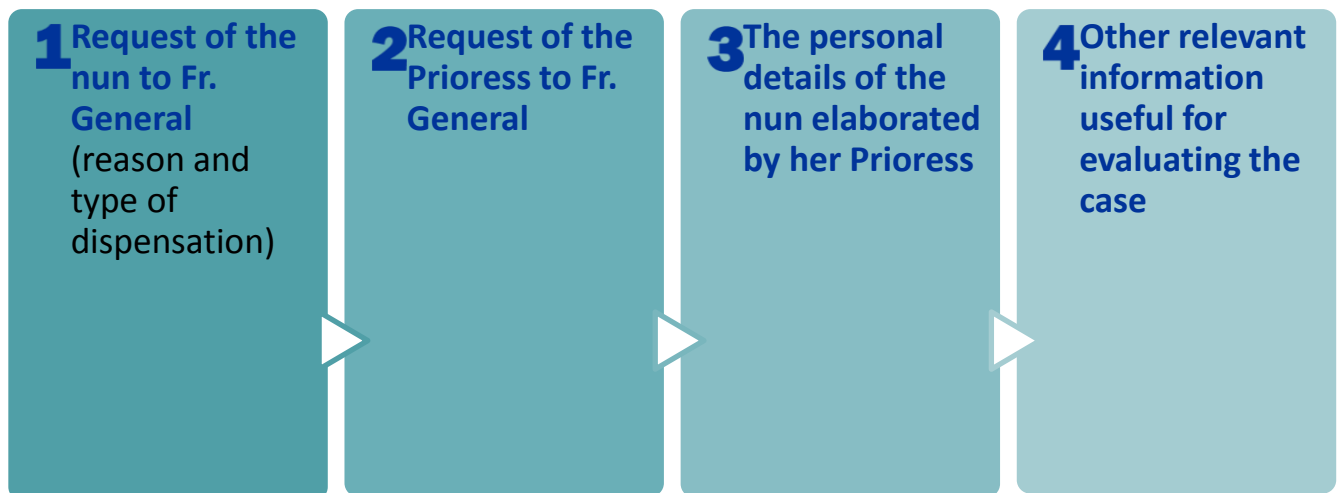






### 3. DISPENSATION FROM TEMPORARY VOWS (Can. 688, §2; Const. 194)

#### Procedure





## 4. DISPENSATION FROM SOLEMN VOWS (Can. 691-692; Const. 195-196)

### Procedure

**1** Request of the nun for "grave reasons", addressed to the Holy Father with the reason for the request.

**2** Request of the Prioress to the Holy Father giving her consent.

**3** An elaboration by her Prioress of the personal details of the nun

**4** Other relevant information useful for evaluating the case



## 5. TRASFERRAL FROM ANOTHER RELIGIOUS INSTITUTE

(Can. 684-685; Const. 188-191)

### Procedure

- The following are required for the transferal to our monastery of a nun in perpetual or solemn Vows of another religious Institute:

**1** The permission of the general Superior of the Institute to which the religious belongs, with the consent of her Council

**2** The permission of the Prioress of the monastery which receives her, with the consent of the Chapter

**3** Notification of the Superior General of our Order

- The same procedure applies in the case of a religious in solemn vows belonging to one of our monasteries who seeks to transfer to another religious Institute.
- With due regard for the other provisions of canons 684 and 685, four years of probation must precede the admission to profession in the monastery of a religious who transfers from another Institute. During this time, the candidate will learn about our way of life, experience it, and give evidence of her suitability for embracing it definitively. During the first two years, she will receive her formation and introduction to our life under the guidance of the Novice Mistress. After that, the religious will be integrated with the community, where she will remain under the special guidance of the Prioress.



- ❑ Our monasteries are not to accept a religious in temporary vows from another Institute, while those vows remain in force.
  
- ❑ In order to transfer from a secular institute or a society of apostolic life to one of our monasteries, or vice versa, over and above the requirements indicated above in nos. 188 and 189, the permission of the Apostolic See is necessary; and its mandates are to be observed.



## 6. TRASFERRAL FROM ONE MONASTERY TO ANOTHER

(Can. 684, §3; Const. 176-181)

### Procedure

- ❑ For the transfer of a nun from one monastery to another of the Order, it is necessary and sufficient to meet the following conditions:

**1** The request or free consent of the religious in question

**2** The authorization of the Prioress of the two monasteries, with the consent of their respective Chapters

**3** Notification of the Superior General of the Order, for the definitive transfer

- ❑ A temporary transfer is not to be granted for a period longer than three years. However, if the reasons for it continue to exist, the transfer may be prolonged under the same conditions.
- ❑ For the good of the community and for the religious herself, normally one does not proceed to a definitive transfer without first spending a suitable period on temporary transfer, except for legitimate dispositions of higher authority.
- ❑ Unless another provision is made in the local statutes, the exercise of active voice in her own monastery is suspended when a religious is transferred temporarily to another.



- ❑ If she is transferred in order to assume an office or render some service to the other monastery that receives her, the nun will enjoy in the latter monastery active and passive voice. However she will not be able to accept an office there which binds her for a period longer than that for which she was transferred, except with the consent of the Chapter of her own monastery.
  
- ❑ In the case of a temporary transfer of a religious in simple vows, her admission to the renewal of these vows is the responsibility of the Prioress of her own monastery with the agreement of her Chapter, having heard the opinion of the Prioress of the monastery where the religious resides.
  
- ❑ In virtue of a definitive transfer, a religious acquires every right and duty in the new monastery from the day on which she effectively transfers to it or, if she already was there, from the moment in which she is notified of the definitive transfer.



## 7. NEW FOUNDATIONS (Const. 204-207)

### Procedure

- The canonical erection of a monastery requires:

#### 1 The authorization of the Apostolic See

2 The prior written consent of the diocesan Bishop, and of the Fr General in the case of a monastery under the jurisdiction of the Order, or after hearing his opinion on the matter, if the monastery is entrusted to the care of the diocesan Bishop, with due regard for other provisions of law (Cost. 206)

- The nuns destined for the new foundation are definitively incorporated into the new monastery from the day of its erection. As soon as possible after it is erected and the community takes up residence, papal enclosure will be established and full regular observance begun. Within three months of the erection, they will proceed to elect the Prioress and the councillors, according to the norm of the Constitutions (Cost. 207).
- Before the canonical erection, a Vicaress will be in charge of the monastery. She is a nun nominated by the regular superior, if it is the case of a community placed under the jurisdiction of our Order, or by the diocesan Bishop if it is entrusted to his special care.



## 8. CHAPTER ELECTIONS

- ❑ Postulation cannot be made except for serious reasons. For it to be valid, at least two-thirds of the votes are required.
  
- ❑ If the majority of two thirds is not reached on the first or second ballot, postulation is excluded and the election begins from the beginning.
  
- ❑ By special concession of the Apostolic see, the Superior General may admit the postulation of the Prioress, but only for a third triennium. He may also admit other postulations, when it is a question of impediments established in our proper law.
  
- ❑ While the Prioress is being postulated, the Chapter does not proceed with the election of the councillors. But it is suspended until the reply of the competent authority arrives. During the waiting period, the outgoing Prioress will continue to governs as Vicaress.
  
- ❑ The person presiding at the Chapter makes the request for postulation, relating the number of votes received in the first or second ballot, the reason for requesting postulation, and addresses this to the competent authority, Fr General for the third consecutive period in office, the Holy See for the fourth, fifth...





## CONCLUSION

- ❑ By way of conclusion to what has been expounded with regard to government and in regard to some concrete circumstances of its application, it may be noted above all that the Major Superior, by virtue of the authority that she has received, has the duty to govern the Institute so as to faithfully safeguard its vocation and identity and, within it, to guide the members entrusted to her towards the fulfilment of the ends that are proper to the Institute in virtue of its charism.
  
- ❑ To this duty there corresponds the right to govern the Institute and its members in a spirit of service and in accordance with the legal norms, in the awareness that the supreme law is the salvation of souls.