

TABLE OF CONTENTS

<u>TABLE OF CONTENTS</u>	1
<u>THE LIFE OF A DOMINICAN LAITY CHAPTER</u>	3
<u>1. CHAPTER LIFE</u>	3
<u>2. CHAPTER OFFICIALS</u>	3
<u>Chapter Council</u>	3
<u>President</u>	3
<u>Secretary</u>	4
<u>Treasurer</u>	4
<u>Director of Formation</u>	5
<u>Religious Promoter</u>	5
<u>Priest Assistant</u>	6
<u>Religious Assistant</u>	6
<u>3. HOW TO CONDUCT A CHAPTER MEETING</u>	7
<u>BEFORE THE MEETING</u>	7
<u>AT THE MEETING</u>	7
<u>A. The Priest Assistant or Religious Promoter / Assistant presiding</u>	7
<u>B. The Chapter President presiding</u>	8
<u>C. Discussion of a prepared text; a special lecture, etc.</u>	8
<u>4. Special Gatherings</u>	8
<u>5. Apostolate:</u>	9
<u>6. Liaison with other Groups</u>	10
<u>RECOMMENDATIONS FOR FINDING NEW MEMBERS</u>	11
<u>A SAMPLE RECRUITING BROCHURE</u>	13
<u>LAY PROVINCIAL COUNCIL</u>	15
<u>POSITION DESCRIPTIONS</u>	15
<u>PREAMBLE</u>	15
<u>RELIGIOUS PROMOTER'S REPRESENTATIVE</u>	16
<u>PROVINCIAL PROMOTER</u>	17
<u>PROVINCIAL PRESIDENT</u>	18
<u>PROVINCIAL SECRETARY</u>	19
<u>PROVINCIAL TREASURER</u>	20
<u>PROVINCIAL COUNCILLOR</u>	20
<u>APPLICATION FOR FUNDING TO ATTEND A CONFERENCE /</u> <u>MEETING</u>	21
<u>NOMINATION FORM</u>	23
<u>PERSONAL DATA AND INFORMATION SHEET</u>	24
<u>COVERING LETTER FOR VOTING PAPERS</u>	25
<u>BALLOT PAPER</u>	27
<u>PROMPT SHEET</u>	28
<u>TALLY SHEET FOR PROVINCIAL ELECTIONS</u>	29

Section Three: Administration.

THE LIFE OF A DOMINICAN LAITY CHAPTER

1. CHAPTER LIFE

A vibrant Chapter life is an essential element in developing and maintaining the process of continuing formation (cf Fund. Cons. n. 8). At the heart of Chapter life is the Chapter meeting. It is here that the members come together to support each other in faith and friendship and in living according to the spirit and charism of St Dominic. **[Directory(1994) 5.(a)]**

Chapters should, if possible, meet monthly and at a regular time to be determined by the Chapter.

[Directory(1994) 16]

2. CHAPTER OFFICIALS

Chapter Council

The Chapter Council shall comprise from four to six members elected by the professed members of the Chapter. The election shall be by secret ballot, with the number of votes to be recorded on a valid ballot paper being equal to the number of positions to be filled and with each vote having equal value. The Council will then elect from its number a President, a Secretary and, if required, a Treasurer.

[Directory(1994) 20]

The term of office of the Chapter Council and its officials is three years. No elected member may serve more than two consecutive terms. Vacancies on the Council during the three year term are to be filled by co-option.

[Directory(1994) 21]

President

(a) Elected from among their number by the members of the Chapter Council, who have previously been elected by the majority vote of the professed members of the Chapter.

(b) convenes and presides at meetings of the Chapter and the Council and exercises a guiding role over the Council and the Chapter, watching over the unity, progress and growth of the Chapter; **[Directory(1994) 20(a)]**

Section Three: Administration.

- (c) takes a lead in preparing Chapter meetings, arranging yearly programmes, and so on.
- (d) Represents the Chapter at functions and is spokesperson for the Chapter.

Secretary

- (a) Appointed by the Chapter Council from among its members.
- (b) Keeps minutes of Council and Chapter meetings.
- (c) maintains a register of those received and professed in the Chapter, including Private Members and provides the Provincial Secretary with a copy of this register by the last day of March in each year;
[Directory(1994) 20(b)]
- (d) Attends to Chapter correspondence and acts in other such matters as shall be required by the Council. **[Directory(1994) 20(b)]**
- (e) Completes the Annual Chapter Report from information provided by the members and forwards it to the Provincial Council by the last day of March in each year;
- (f) Informs the Provincial Secretary of any change in membership of the Chapter Council along with contact details as soon as possible after Chapter elections or whenever a new member is co-opted on to the Council.
- (e) Sends out to each member reminders of Chapter meetings and of other events.
- (f) compiles and mails a regular newsletter for members of the Chapter and for Private Members.
- (g) Sends matter for publication in the Provincial Newsletter to the Editor of that letter.
- (h) Acts as Publicity Officer for the Chapter.

Treasurer

Appointed by the Chapter Council, not necessarily from among its own members.

Section Three: Administration.

- (a) Should be a person qualified to deal expertly with collecting, banking, recording and disbursing monies belonging to. the Chapter.
- (b) Gives an account of the financial state of the Chapter to the Chapter Council each month.
- (c) Arranges for the collection and transmission to the Provincial Treasurer of the annual levy for each member.
- (d) May disburse monies belonging to the Chapter only on the authority of the Chapter Council and by a cheque signed by both the Treasurer and the President of the Chapter.
- (e) The functions of the Treasurer may be performed by the Secretary if the Council so decides.

Director of Formation

- (a) After the election of its officials, the Chapter Council shall appoint a Formation Director. If the Formation Director is not already a member of the Council, he or she becomes an ex-officio member of the Council.
- (b) should be a finally professed member of the Dominican Laity and dedicated to the spirit and mission of the Dominican Order.
- (c) Cares for the introduction and instruction of new members of the Chapter.
- (d) Consults regularly with the Religious Promoter and/or Religious Assistant on matters relating to the formation of new members.
- (e) Assists the Council in drawing up spiritual and intellectual programmes for the whole Chapter.

Religious Promoter

The Religious Promoter (brother or sister) helps the members in doctrinal matters and in the spiritual life. He/she is appointed by the Prior Provincial after consulting with the provincial Promoter and the local Lay Council.[**Fundamental Constitutions 21(c)**]

The Religious Promoter is an "ex Officio" member of the Chapter Council.
[**Directory(1994) 20(d)**]

Section Three: Administration.

The lay-person in charge of the Fraternity with the Religious Promoter, proceed to the reception of candidates into the Chapter in whatever rite is laid down by the Directory. [**Fundamental Constitutions 16.**]

The lay person in charge, together with the Religious Promoter, will receive the candidate' s temporary or final profession.[**Fundamental Constitutions 17.**]

If the Religious Promoter is a sister or co-operator brother, they may be assisted by a Priest Assistant, or if the Religious Promoter is a priest they may be assisted by a Religious Assistant.

Priest Assistant

(a) A Priest appointed by the Prior Provincial after consultation with the members of the Chapter. In special cases, any other Priest may be appointed by the Prior Provincial with the consent of his own Superior.

(b) His duties are:

1. to be available to give any priestly assistance that may be required by the Chapter as a whole, or by individual members;
2. to preside over the liturgical part of each Chapter meeting;
3. to preach the Word of God to the members of the Chapter;
4. to preside over the ceremonies of Reception and profession.

Religious Assistant

(a) A Dominican Sister or Brother appointed to this position by the Prior Provincial after consultation with their Superior and with the members of the Chapter.

(b) In the absence of a Priest Assistant, the duties of the Religious Assistant will be to perform all the duties of a Religious Promoter which do not require priestly Ordination.

In concert with the Religious Promoter, the Religious Assistant will, help to promote the welfare of the Chapter.

3. *HOW TO CONDUCT A CHAPTER MEETING*

The form of Chapter meetings is to be established by the Chapter but the following norms are recommended:

- (a) Prayer, preferably liturgical, but other forms may be considered;
- (b) Business Session, with reports by Chapter officials;
- (c) A talk and discussion on some aspect of the Christian faith and way of life;
- (d) Formation, as appropriate to particular needs; and
- (e) A collection to cover all the expenses of the Chapter, including assistance for those unable to meet the cost of the annual levy.

[Directory(1994)]

BEFORE THE MEETING

The *Chapter Council* should meet as required to plan meetings and to attend to other Chapter business.

- (a) The Chapter Secretary should, as may be necessary, after the meeting of the Council, send a reminder to each Chapter member giving the date, time, place and agenda of the coming meeting. This communication might well take the form of a circular or news-sheet and could be sent to all private members also, and those who are permanently or temporarily unable to be present at the regular Chapter meetings.

AT THE MEETING

A. The Priest Assistant or Religious Promoter/Assistant presiding

- (a) Chapter Prayers for the Living and the Dead;
- (b) Part of Office, or a Para-liturgy;
- (c) Mass or Benediction.
- (d) Concluding Chapter Prayers and Blessing

Section Three: Administration.

A Sermon or Instruction may be given during (a) or (b) above but should not take the place the Formation Section of the Meeting.

B. The Chapter President presiding

(a) Morning or afternoon tea, or supper;

(b) Business Meeting –

- 1 Apologies
- 2 Minutes
- 3 Business arising from minutes
- 4 Correspondence
- 5 Apostolic reports
- 6 General Business

C. Discussion of a prepared text; a special lecture, etc.

This should be given by the Formation Director or the Religious Promoter/ Assistant, according to the plan of Initial or Continuing Formation drawn up by the Council in consultation with the Formation Director and Religious Promoter/ Assistant at the beginning of the year.

4. SPECIAL GATHERINGS

In addition to the regular Chapter Meetings, or in conjunction with such a meeting, Members will find it helpful to come together on various days and for various purposes, e.g., on *Dominican occasions*:-the visit of the Master General or Provincial; Jubilees; opening of a Priory or a Convent; Ordinations; anniversaries and centenaries. As members of the Order, Tertiaries ought always to take part in such celebrations.

- i. *St Dominic's Day* - a day of re-union and celebration for the whole Order.
- ii. *Reception and Profession* of new members should always be made the occasion of a special gathering.
- iii. *Annual Retreat Day* -- a very special event each year. Neighbouring Chapters might well combine for a Retreat Day.
- iv. *Regional, National and International Conventions* (q.v.)

5. APOSTOLATE:

Following the example of Saint Dominic, Saint Catherine of Siena and others of our forebears who were shining examples of the life of the Order and the Church, they draw strength from fraternal communion, above all to bear witness to the faith which is theirs, to be sensitive to the needs of people in the present, and to serve truth. [**Fundamental Constitutions 5.**]

They pay careful attention to the principal objectives of the church' s present-day apostolate, and feel a special compulsion to show real compassion for every form of distress, to defend freedom and to promote justice and peace. [**Fundamental Constitutions 6.**]

It is not necessary that each Chapter should have its own special apostolic commitment, but such a common undertaking might well be of great value to the Church and be an important factor in fostering enthusiasm for their vocation in members of the Third Order and in attracting new members to the Order.

As has been pointed out already, the Dominican Order as a whole is an apostolic team consisting of Priests, men and women Religious, and Lay folk. The ideal Chapter apostolates, therefore, will be those which contribute to the saving work of the whole Order. Friars, Sisters and Dominican Laity will do their best work in cooperation with each other.

Each local group will be able to determine what needs of the Church they are best equipped to fill. Consultation between Friars, Sisters and Dominican Laity is essential, and opportunities for effecting it should be provided on a regular and effective basis. The following is a list of some possible apostolic works in which the help of the Tertiaries would be invaluable:

1. Support for our Sisters, Brothers and Fathers in our Mission in the Solomons & Papua New Guinea.
2. Providing a well-informed lay dimension in the training of our young Priests, Brothers and Sisters in Sydney, Melbourne, Canberra and Auckland (e.g. by conducting lectures and discussions on the "lay point of view", and on the needs and problems of the laity, by providing instruction in accountancy and business methods, public speaking, etc.).

Section Three: Administration.

3. Engaging in parish visitation under the guidance of the Parish Priest in our parishes.
4. Helping with the work of educating handicapped children in the schools conducted for them by the Dominican Sisters in Australia and New Zealand.
5. Catechetical work in State schools.
6. Sponsoring lecture series in our parishes and convent.
7. Providing aids and aides for the Sisters engaged in the Motor Mission.
8. Caring for the pamphlet racks and book-stalls in our Churches and schools.
9. Acting as Librarians in our Priors, Convents and Schools.
10. Office work, or work as relieving receptionists (perhaps on a roster system) in our Priors and Convents and Schools.

6. *LIAISON WITH OTHER GROUPS*

Local Chapters of Dominican Laity should keep in close touch with the members of other apostolic groups of lay Catholics, especially with the members of other Third Orders (e.g., Franciscan, Carmelite, Marist, etc.) for mutual encouragement and cooperation in the service of the Church. Where a representative association of such groups exists on a local, national or international basis, our Laity should be members of it. Delegates from our Chapters should always be sent to Diocesan, National and International Conventions of such groups when such attendance is invited.

*Adapted from Dominican Laity Handbook for Members(1979) P48-57
With appropriate references from The Dominican Laity Handbook (1994)*

RECOMMENDATIONS FOR FINDING NEW MEMBERS

1. Promote Laity through an organised parish or diocesan programme
2. Get permission from neighbouring parishes to put our Dominican literature in their pamphlet racks.
3. Get permission to put a table outside the Masses on Saturday night and Sunday and talk to people. Invite them to an information night: introduction to the Order, St. Dominic, St. Catherine, Our way of life, etc.
4. Bring in speakers for your meetings and set up a lecture series on Dominican Saints and then publicize the meetings or lectures and invite people to attend. Post flyers in prominent spots to publicize the events.
5. Get a special speaker for your retreat and invite people to attend. They will be exposed to the Dominican Laity all weekend. Circulate information to surrounding parishes.
6. Hold meetings on a regular basis and always on the same days and times. Advertise the time, dates and place of meetings along with an agenda of what takes place at meetings.
7. Make certain meetings are interesting and have substance. Emphasize the richness of Dominican spirituality. It is important to hold lively meetings, which will attract others by word of mouth.
8. If you have some good speakers in your Fraternity, offer one of them as a speaker on St. Dominic or St. Catherine at local parishes on their feast days. In the talk you should include references to the Lay Dominicans.
9. Do a write-up in your local Catholic paper. If you are having an interesting speaker at your meeting, lecture series or retreat, send a press release 2 - 3 weeks in advance of the publication date inviting people to attend.
10. Pray for vocations for the Lay Dominicans, specifically your Fraternity.
11. Form Fraternities with like minded people, e.g. young people, couples, professional people, etc.

Section Three: Administration.

12. You want people that are "called" to the Dominican Order but you must provide them with some information so that they know how to contact you.

Canadian Provincial Council of the Dominican Laity
Bud Cockerton(President) 1998

**A SAMPLE RECRUITING BROCHURE
THE DOMINICAN LAITY**

The Quest for Holiness in the Dominican Spirit

What Is Dominican Laity?

It is a shared Christian Experience. It is an opportunity enriched and fortified by prayer, good works and spiritual benefits. Membership in the Dominican Family, embraced by the Church, includes; Sisters, Friars, Cloistered Nuns, and lay persons. All commit themselves generously and honestly to the ideas and ideals of SAINT DOMINIC for the service of the Church and its mission in the world.

Who Are Dominican Laity?

By some special grace of the Holy Spirit, we have chosen to join the Dominican family. As such, we are seeking a richer, deeper spiritual life to draw us closer to God. We remain in the world, single or married, and seek to grow in spiritual maturity within our lay state.

Why Dominican Laity?

All Dominican Communities share in prayer, love, understanding, study and mission. New emphasis has been placed on the role of the LAITY in the CHURCH and in the WORLD. You, as a lay person, are being asked to lead in your areas of expertise to intensify your apostolic efforts and to meet the needs of the times. The Dominican Laity helps each person to be aware of his/her potential and to develop it further.

How Are We Dominicans?

Like St. Dominic, our Founder, and St. Catherine of Siena, our Patroness, we are grounded in liturgical prayer the Eucharist and the Liturgy of the Hours. This prayer nurtures our contemplation. The Rosary is a tradition in the Order. Dominicans honour the mysteries of our Redemption in which Mary shared.

The unique element in Dominican life and Spirituality which St. Dominic enjoined upon his order is study. We are disciples of the Word of God. We are devoted to the Scriptures and spend time reading, studying and praying them. We recognize that our union with others depends on our union with Christ.

Section Three: Administration.

"I have made my chief study in the book of Charity; it teaches everything." --St. Dominic Thus, the fruits of prayer and study necessarily flow into works of Christian witness.

The Motto of THE DOMINICAN ORDER
is VERITAS or TRUTH

Its purpose is
to PRAISE
to PREACH
to BLESS

Requirements For Admission

- A sincere Catholic
- At least eighteen years of age
- Desire to deepen baptismal commitment

II Vatican Council's Expectations of Laity:

- Articulate in their faith by studying God' s Word
- Appreciative of God' s creation
- Zealous in building a better world for all people.

Are You Interested?

Contact the Promoter of the Dominican Laity;
or a Lay Dominican Chapter in your local area.

DOMINICAN LAITY
(DOMINICAN PROVINCE OF THE ASSUMPTION
Australia, New Zealand, PNG, & Solomon Islands)

LAY PROVINCIAL COUNCIL

POSITION DESCRIPTIONS

PREAMBLE

The following Position Descriptions for the members of the Lay Dominican Provincial Council are based on the corresponding references to the Rule and Directory currently in force in the Province. The distribution of the main duties of the Provincial Council have been made to ensure that all the responsibilities set down in our legislation are assumed by elected and 'ex officio' members alike so that, as a team, they may carry out more effectively the role that the Lay Dominican Provincial Council plays in the governance and life of the Lay Dominican Chapters of the Province of the Assumption.

The Directory lays down that the Provincial Council shall meet at least once each year. It should exercise effective leadership of the Laity and its functions shall also include:

- a) Acting as a co-ordinating body for activities and information
- b) Overseeing preparations for the next Provincial Convention
- c) Preparing submissions from the Chapters and the Laity concerning their own affairs to be made to the Prior Provincial and General and Provincial Chapters of the Friars
- d) Submitting proposals from itself and from Provincial Conventions, concerning variations to this Directory, to the Prior Provincial for approval
- e) Approving and renewing the formation process for new members, continuing formation and that of private members
- f) Transmitting to Chapters information from the Church and the Government of the Order, documents from the Holy See and Bishops, and the Acts of General and Provincial Chapters of the Order
- g) Fostering the formation of new Chapters and providing assistance for Chapters experiencing difficulties in continuing to function
- h)

Section Three: Administration.

- h) Involving the Laity in the priorities and mission of the Order, as set out by the General Chapters, in conjunction with other branches of the Dominican family
'Ex Officio' Members

There are two 'ex officio' members of the Lay Dominican Provincial Council, namely the Provincial Promoter of the Dominican Laity and the Representative of the Religious Promoters of the Dominican Laity

Elected Members

The Lay Dominican Provincial Council consists of 4 elected members - President, Secretary, Treasurer and an additional Councillor

The term of appointment of elected members is for 3 years from the close of the Provincial Convention at which their election is announced. These appointees shall not serve more than two consecutive terms.

The Directory lays down that these 4 members are elected as Provincial Councillors and the Provincial Council shall elect its officials from its lay members prior to the close of the Provincial Convention. Vacancies on the Provincial Council are to be filled by co-option

Members of the Council should have excellent communication and interpersonal relationship skills and the ability to work as a team member.

RELIGIOUS PROMOTER'S REPRESENTATIVE

The representative of the Religious Promoters is elected by the Religious Promoters duly appointed by the Prior Provincial, on the advice of the Provincial Promoter, after consultation with the members of the respective Chapter to which he/she is to be appointed.

The Directory requires that such a person must be chosen from a different branch of the Dominican Family from the Provincial Promoter. Traditionally this post has been held by a Sister from one of the Dominican Congregations that reside within the confines of the Province of the Assumption.

The Religious Promoter's Representative is an ex-officio member of the Provincial Council with full voting rights. He/she assists the local Religious Promoters in their work of helping Chapter members in doctrinal matters and in the spiritual life.

In particular he/she shall -

- Present to the Provincial Council suggestions for renewing the formation process for new members, continuing formation and that of private members; and keeping local Religious Promoters up-to-date with this process by seeing that they have suitable formation material at their disposal.

Section Three: Administration.

- Transmit to local Religious Promoters information from the Church and the Government of the Order, documents from the Holy See and Bishops, and the Acts of the General and Provincial Chapters of the Order, that pertain to the formation and doctrinal and spiritual instruction of members of the Chapters.
- In the absence of the Promoter, undertake to perform all the duties that do not require priestly ordination.
- In concert with the Promoter, help to promote the welfare of Laity in the Province.
- In concert with the Promoter, shall care for the spiritual and apostolic life of Laity in the Province.

PROVINCIAL PROMOTER

The Provincial Promoter represents the Prior Provincial, and is a member of the Provincial Lay Council with full rights. He/she is appointed by the Provincial Chapter, or by the Prior Provincial with his Council, after the Provincial Lay Council of the Dominican Laity has been consulted [Rule 20(b)].

The Provincial Promoter, who is an ex-officio member of the Provincial Council, is to exercise vigilant care over the Chapters of the Province on behalf of the Prior Provincial.

The Provincial Promoter fulfils this duty of care by carrying out the various duties laid down for him in The Rule of the Lay Fraternities of St. Dominic [Rule G.D.1] and in the Provincial Directory for Lay Dominicans [Directory n.26].

In particular he/she shall -

- Visit each Chapter in the Province at least once during his/her term of office. In the course of such visits he/she should review the process of formation in each Chapter and the provision that is made for the registration of members, with the appropriate dates for each stage of formation and the preservation of these registers. He/she should also see that a Register of Deceased Members is maintained and that the required Suffrages are fulfilled.
- Collaborate with the laity in the preparation of the Provincial Constitutions, [cf. Mexico City 1992, n.201].
- Prepare the requests for the establishment or disbanding of Chapters and forward them to the Prior Provincial after ensuring that they comply with the relevant canonical provisions [Canons 298.1, 305.1 & 2, 312.2].

The Provincial Promoter is charged with the particular care of isolated Private Members. He/she fulfils this special duty of care by -

Section Three: Administration.

- Initiating a special process of formation by post and by other means of modern communication and arranging for the prospective member to be in contact with a suitable Chapter.
- Acquainting those who request Private status of their obligation to maintain the observance of the Rule and Constitutions of the Lay Fraternities, especially with regard to Formation and continuous contact with the Chapter to which they are assigned by the Provincial Promoter.
- Arranging for the establishment of a special Chapter for isolated and Private members who wish to form such a group for their mutual support and to see that such groupings maintain links with the Dominican Laity in the Province and fulfil all the requirements of a regular Chapter.
- Constantly reminding members of Regular Chapters of their obligation to keep in contact with isolated and Private members who are linked to their Chapter and that there is no substitute for personal visitation of these members.
- As far as possible, visiting Private Members when in their residential area.

PROVINCIAL PRESIDENT

The Provincial President is elected from the lay members of the Provincial Council at a meeting prior to the close of the Provincial Convention.

He/she exercises a guiding role over the Lay Dominicans in the Province, watching over the unity, progress and growth by -

- Attending to any problems that are referred to the Council by a particular Chapter or may be apparent from the Annual Chapter report from a particular Chapter, particularly with regard to non-observance of the Rule and Constitution.
- Involving the Laity in the priorities and mission of the Order, as set out by the General Chapters, in conjunction with other branches of the Dominican Family.
- Fostering the formation of new Chapters and providing assistance for Chapters experiencing difficulties in continuing to function.
- Exercising with due diligence and compassion the power of dispensation entrusted to the Provincial President, taking care to document such instances for reference by subsequent Provincial Councils.

He/she is supported in this work by the other members of the Provincial Council and to this end he/she also exercises a guiding role over the Provincial Council. He/she does this by -

- Convening and presiding at the meetings of the Provincial Council.

Section Three: Administration.

- Consulting with the Provincial Secretary in the drawing up of the Agenda for meetings.
- Ensuring that the tasks assigned to the Provincial Council [Directory n.30] are distributed to the appropriate members of the Provincial Council so that the activities of the local Chapters are co-ordinated efficiently and all necessary information is supplied to members at the appropriate time.
- Overseeing preparations for the next Provincial Convention.

PROVINCIAL SECRETARY

The Provincial Secretary should have word processing skills and an excellent command of the English language.

The Provincial Secretary, who keeps up-to-date the Lay Dominican Provincial Records, acts as Minute Secretary to the Lay Provincial Council, attends to the Provincial Council's correspondence and acts in other such matters as shall be required by the Provincial Council.

The functions of the Secretary shall include -

- Maintaining a register of those received and professed in the Province, including Private Members from the copies of local registers provided by Chapter Secretaries each year.
- Distributing and collating annual Chapter Reports and maintaining a comparative register of these reports.
- Liaising with Chapters, keeping them informed of relevant business of Lay Provincial Council meetings.
- Organising election of new Provincial Council and liaising with Returning Officer.
- Preparing documents for the Convention, including initial announcements and calls for papers and workshops.
- Preparing proposals for variations to the Lay Dominican Directory to be submitted to a Convention or outside Convention time to be submitted to Chapters for their endorsement.
- Assisting in the correct drafting of variations to the Directory which may be required due to changes to the Fundamental Constitutions or by Declarations by the Master of the Order or of General Chapters, or as a result of the endorsement of proposals as noted above.
- Submitting such variations to the Prior Provincial for approval.
- Maintaining a record of Regional Conferences and Provincial Conventions for the guidance of those hosting such events in the future.

Section Three: Administration.

- Updating Formator's Resource Manual.

PROVINCIAL TREASURER

The Provincial Treasurer is charged with the collection of the annual levy and cares for the funds of the Provincial Council. The diligent performance of this office requires that the Provincial Treasurer -

- Should be a person qualified to deal expertly with collecting, banking, recording and disbursing monies belonging to the Provincial Council
- Keep the financial statements of the Provincial Council up-to-date and provide detailed statements to be sent out with the Agenda for Provincial Council meetings.
- Arranges for books to be audited by a qualified auditor, in time for the Provincial Convention.
- Be responsible for the timely payment of Chapter levies by advising Chapters of the due date each year and sending reminder notices where necessary.
- Assist the Host Chapter in the drawing up of a budget for the next Convention and being available to give advice on Convention finances where this is within the Treasurer's competence.
- Purchase and sell Holy Goods to Chapters, keep Chapters informed of stocks available and organise Holy Goods Stall at the Provincial Convention.

PROVINCIAL COUNCILLOR

The fourth member of the Provincial Council is charged with the responsibility of keeping before the Lay Dominicans of the Province issues that will provide them with areas of apostolic activity and concern, especially in the area of the four priorities of the Order. The conscientious carrying out of these duties require that on behalf of the Provincial Council this Councillor shall -

- Keep the Laity informed of all relevant issues and events both international and national by articles in DLN or literature distribution to Chapters.
- Represents Council at Social Justice meetings and other apostolate-oriented meetings that may be of value to the Dominican Laity.
- assist the Provincial Promoter in the founding of this Special Chapter for all Private Members;
- be responsible for maintaining contact details for all Private Members in the Province, whether or not they are members of this Chapter.
- carry out other duties as delegated by the Provincial Council from time to time.

DOMINICAN LAITY

(DOMINICAN PROVINCE OF THE ASSUMPTION
Australia, New Zealand, PNG, & Solomon Islands)
LAY PROVINCIAL COUNCIL

APPLICATION FOR FUNDING TO ATTEND A CONFERENCE / MEETING

APPLICANT NAME:

NAME AND DESCRIPTION OF CONFERENCE/MEETING:

.....
.....
.....
.....
.....
.....

COST: (include all costs with breakdown of travel, enrolments etc.)

.....
.....
.....

Total Cost _____

*I agree to provide a paper or presentation on my experience at the
conference/meeting.*

Signature

Section Three: Administration.

DOMINICAN LAITY

(DOMINICAN PROVINCE OF THE ASSUMPTION
Australia, New Zealand, PNG, & Solomon Islands)

LAY PROVINCIAL COUNCIL NOMINATION FORM

**ALL SIGNATORIES MUST BE PROFESSED MEMBERS OF THE
DOMINICAN LAITY (ie First Profession)**

**We the undersigned wish to nominate the following member as a
Candidate in the forthcoming Elections for the Lay Dominican
Provincial Council.**

SURNAME _____ **GIVEN NAMES** _____
(Please print) *(Please print)*

CHAPTER _____ **DATE OF PROFESSION** _____

PROPOSER _____ **CHAPTER** _____
(Please print)

SIGNATURE _____ **DATE OF PROFESSION** _____

SECONDER _____ **CHAPTER** _____
(Please print)

SIGNATURE _____ **DATE OF PROFESSION** _____

**I hereby accept nomination having read the Position Descriptions of
the Provincial Council and agree that I am competent to fulfil at
least two of the documented positions.**

NOMINEE SIGNATURE _____

**NOMINATIONS, WITH NOMINEE'S COMPLETED 'PERSONAL
DATA AND INFORMATION SHEET' ATTACHED HERETO, MUST
BE RETURNED TO THE PROVINCIAL SECRETARY BY ___/___/___**

Section Three: Administration.

PERSONAL DATA AND INFORMATION SHEET

FULL NAME _____

ADDRESS _____ **TELEPHONE** _____ (H)

_____ (W)

OCCUPATION

CHAPTER _____

DATE OF PROFESSION _____ **CHAPTER/PLACE** _____

BRIEF PERSONAL HISTORY WITH DOMINICAN ORDER

**WHAT I THINK I CAN CONTRIBUTE TO THE DOMINICAN LAITY
AS A MEMBER OF THE PROVINCIAL COUNCIL**

GENERAL INTERESTS

If insufficient space please continue overleaf

COVERING LETTER FOR VOTING PAPERS

Dear Chapter Secretary,

Enclosed, please find a copy of the Ballot Paper and copies of the Personal Data Sheets for each Nominee for the Lay Dominican Provincial Council elections.

Will you please carry out the following procedures, noting that the Returning Officer for this election is -

1. Copy sufficient ballot papers for all Professed Members of your Chapter, including Private Members with whom you maintain contact.
2. Initial the back of each ballot paper. If not initialled, the vote is invalid.
3. Issue a Ballot Paper and envelope (for privacy) to all members as above.
4. Request each member to place his/her completed ballot paper in the envelope and give it to you, or, if necessary, post it direct to the Returning Officer, to reach him by the closing date, ____/____/____. Please allow sufficient days for the mail to reach the Returning Officer by the due date. Western Australia takes longer than the eastern states!
5. Record the total number of ballot papers issued.
6. When voting is completed and all envelopes are collected, place them in a larger envelope and send to the Returning Officer with **CHAPTER IDENTIFICATION ON THE BACK OF THE ENVELOPE**. (If not identified, the votes are invalid).

Include for him, a copy of the task sheet enclosed, which includes a copy of your initial and the total number of ballot papers issued. This information is required for voting reconciliation.

7. If any members are returning their completed Ballot Papers direct to the Returning Officer, please advise the Returning Officer the number doing so.

Thank you for your co-operation.

Sincerely,

Secretary
Lay Dominican Provincial Council

Section Three: Administration.

BALLOT PAPER

1. Election shall be by a simple majority of votes.
2. All members of the Dominican Laity who have received first Profession are eligible to vote.
3. MARK YOUR VOTE ON THIS BALLOT PAPER BY PLACING A TICK IN THE BOX BESIDE THE NAMES OF THE FOUR (4) CANDIDATES OF YOUR CHOICE.

NO OTHER WRITING OR MARKINGS SHOULD BE MADE
HEREON

∩

∩

∩

∩

∩

∩

∩

please place your completed ballot paper in the envelope provided
and hand to your Chapter Secretary
or post to the Returning Officer
to arrive there no later than ____ / ____ / ____
(.....)

Section Three: Administration.

PROMPT SHEET

1. Copy sufficient ballot papers ✓
2. Initial the back of each ballot paper ✓
3. Issue a ballot paper and envelope to all members ✓
4. Contact private members and issue ballot paper and envelope ✓
5. How many ballot papers were distributed ✓

TALLY SHEET FOR PROVINCIAL ELECTIONS

LIST OF ACTIVE MEMBERS: _____ **CHAPTER,** _____
[NAME OF CHAPTER] [LOCALITY]

CHAPTER MEMBER'S INFORMATION			TICK WHEN BALLOT PAPER HAS BEEN				
NAME	ADDRESS	PROFESSION DATE	COUNT	GIVEN OUT	RETURNED TO CHAPTER		POSTED DIRECT
					YES	NO	
			[1]				
			[2]				
			[3]				
			[4]				
			[5]				
			[6]				
			[7]				
			[8]				
			[9]				
			[10]				

Section Three: Administration.

ANNUAL CHAPTER REPORT TO THE PROVINCIAL COUNCIL
FOR THE YEAR 200 .

FACSIMILE:

E-MAIL:

Section Three: Administration.

CHAPTER PROFILE:

CHAPTER MEETING:		
DATE & TIME:		
VENUE:		
CHAPTER COUNCIL MEETING:		
DATE & TIME:		

CURRENT MEMBERSHIP:	ACTIVE		PRIVATE	
	MALE	FEMALE	MAL E	FEM A L E
UNDER 30				
30-45				
45-60				
60+				

[Please list on pages 3 & 4 all new active , private & deceased members since last year's chapter report]

NORMAL MEETING FORMAT:

TIME:[AM/PM]	AGENDA ITEM

FORMATION PROGRAMMES:

INITIAL FORMATION:	CONTINUING FORMATION:
FACILITATOR:	FACILITATOR:
<i>Details of Programmes or Resources:</i>	<i>Details of Programmes or Resources:</i>

DETAILS OF NORMAL CHAPTER ACTIVITIES:

RETREAT DAY(S):
STUDY GROUPS:
RECRUITING:
SOCIAL FUNCTIONS:
CONTACT WITH OTHER BRANCHES OF THE DOMINICAN FAMILY:

Section Three: Administration.

DETAILS OF NEW MEMBERS DURING 200 :

<i>NAME</i>	ADDRESS	D.O.B.

DETAILS OF NEW PRIVATE MEMBERS DURING 200 :

<i>NAME</i>	<i>ADDRESS</i>	D. O . B .

DECEASED MEMBERS DURING 200 :

<i>NAME</i>	<i>DATE OF DEATH</i>

IF YOU HAVE ANY OTHER COMMENTS OR SUGGESTIONS PLEASE USE THE SPACE PROVIDED BELOW

THANK YOU FOR YOUR COOPERATION IN COMPLETING THIS REPORT. PLEASE MAIL IT TO THE PROVINCIAL SECRETARY BY THE END OF MARCH.