

HERALDS OF GOOD NEWS

(A CLERICAL MISSIONARY SOCIETY OF APOSTOLIC LIFE OF PONTIFICAL RIGHT)

MARY QUEEN OF APOSTLES PROVINCE



THE DIRECTORY OF MARY QUEEN OF APOSTLES PROVINCE

AUGUST 13 - 15, 2017

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INTRODUCTION

The Constitutions of the Society of Heralds of Good News establishes the possibility of having a Directory at the provincial level, the preparation of which is one of the fundamental duties of the Provincial Assembly (HGN Constitutions. 152, IV. d). With this in mind, this Provincial Directory formulates rules and regulations specific to the particular needs of the South East Province for better administration of the province, to effectively carry out its missionary endeavours and thereby promote the life of the Society.

The name of the Province is **“Mary Queen of Apostles Province.”**

Chapter - I

VOCATION PROMOTION AND FORMATION

“Jesus said to them, follow me and I will make you fish for people. And immediately they left their nets and followed him” (Mk 1:17-18).

A. Vocation Promotion

1. Every member of our Society is called to be a dedicated, hardworking and saintly missionary (cfr. HGN Constitutions. 5). The very nature of our vocation is a call to be a missionary. We shall instill the same in the minds of young people from the time of vocation promotion.
2. Promoting vocations to the Heralds is the responsibility of every member (cfr. HGNDirectory no.1).It is the special responsibility of those who are engaged in the pastoral and educational Ministries (cfr HGN constitutions, 24). However, to organize vocation promotion in a systematic manner there shall be a fulltime vocation promoter with three year term. He will be assisted by a team of vocation promoters consisting of a few priests and seminarians.

3. In order to select the proper candidates for our missionary way of life, the vocation promoters in consultation with provincial superior and his council will conduct vocation promotion camps and send a report to him.

4. There should be a screening body at the Provincial level to check the quality of candidates. The criterion of selection should be quality rather than quantity (cfr. HGN Directory, 12). The number of days for vocation promotion not less than Four Days.

5. The Duties of Vocation Promoter:

- I He makes every effort possible to promote vocations from all over the region entrusted to him.
- II. He visits the families of the applicants and promotes only students with a healthy family background (cfr. HGN Directory, 11).
- III. He personally talks with the parish priest of each candidate (cfr. HGN Directory, 12).
- IV. Before the selection, he sees that the candidate secures the following certificates: certificate of studies completed, certificate of

baptism, confirmation, free status, good conduct and health (cfr. HGN Constitutions, 21 and HGN Directory, 10).

- V. Ordinarily a minimum financial security of the student's family is a requirement.
- VI. Minimum qualifications for a candidate to join: 10th passed with rather decent marks/grades. Candidates with an equivalent qualification could also be considered but with the consent of the Provincial Superior and his Council.

B. Formation

1. Formation Committee

- 6. There shall be a formation committee consisting of a formation co-ordinator, Rector of the Minor Seminary and the vocation promoter or one of the staff. The term of the committee is co-terminus with the Provincial Council.

- 7. The committee will meet at least twice a year and its duty will be to draw up effective methods to adapt the needs of the Province and to contextualize the implementation of the comprehensive plan and syllabus for formation drawn up by the General Administration.

8. The formation coordinator will be one of the provincial councilors. He will be in charge of the major seminarians of the Province.

2. Formation Programme

9. The Province shall have a clearly drawn – out “formation programme” and see to its faithful implementation.
10. The value of manual labor and the importance of hard work are to be highlighted in formation. (cfr. HGN Directory 17.b).

a. Spiritual Formation

11. Special prayers to the patron of the province are to be said after the daily Eucharistic celebration in addition to the spiritual exercises prescribed in the HGN Directory nos. 27-32.
12. The presence of one or more spiritual fathers with a background in counseling is needed at the minor seminary level.

b. Intellectual Formation

13. Besides the courses mentioned in the general directory (cfr. HGN Directory, 21), the candidates

should be introduced to the following during the initial course.

- i. Basic knowledge of the languages used in the area of the province.
- ii. Introduction to the social and cultural practices of the area.

14. Every year, a month of home holidays shall be given for all the seminarians (cfr. HGN Directory, 26). The major seminarians could spend rest of the holidays in the Province and follow the holiday programme arranged by the formation coordinator not excluding the parish ministries. The holiday program of the major seminarians will be organized by the formation coordinator in consultation with the Rectors of the major seminaries. The minor seminarians will spend the rest of their holidays in the Minor Seminary as decided by the Minor Seminary Rector.

15. There shall be a get-together of all the seminarians of the Province during the summer holidays. The Formation coordinator shall organize this gathering.

16. Twice a year, the Rector of the Minor Seminary, in consultation with the staff, has to prepare and present a report on each seminarian to the Provincial Superior. Each seminarian should be given an opportunity to know the content of the report so as to help him rectify his drawbacks (cfr. HGN Directory 32).

17. Promotion or dismissal of a student is the competence of the Provincial Superior and his council (cfr. HGN Directory 33).

c. Permissions and the Communications from the Province

18. Minor Seminary: the rector of the Minor Seminary can give the necessary permission to the students as far as routine matters are concerned. When an out of the ordinary permission is to be given, the Rector will grant it after consulting the Provincial Superior (cfr. HGN Directory 35, 36).

19. The Major seminarians will make all requests for out of the ordinary permissions to the Formation Co-ordinator who will keep the Provincial Superior informed.

20. The Formation Coordinator shall take care of dispersing the communication from the Province to the seminarians of the Province.

d. Pocket Money and Travel Allowance for Seminarians

21. All seminarians in the major seminaries shall receive monthly allowance Rs.100.00in accordance with the directives of HGN directory 40, 41.

22. The students who are asked to spend their summer holidays in the province will be given to and fro travel allowance from the seminary to the place of their assignment. The amount will be disbursed by the Provincial Treasurer in consultation with the Provincial Superior.

e. Application for Rites and Orders

23. The seminarians will send the applications for admission to various rites, orders, promise and its renewal to the Provincial Superior as per the provisions of HGN Directory 42 to 44.

24. The Provincial Superior will decide the place of the Common Ordinations. There should be a five-day

retreat before the ordination, which will be organized by the formation coordinator.

25. The dates of the ordination to the diaconate and priesthood should be communicated to the candidates well in advance.
26. When the Provincial Superior cannot be present, he will delegate a councilor to represent him at the ordination of the candidate of the Province.

f. Common Gatherings and Celebrations

27. In addition the feast days of the Society (cfr. HGN Directory 45), the Province will have the following holidays and shall celebrate them with the special prayers, functions and appropriate solemnity:
 - i. Feast of the patroness of the Province
 - ii. The onomastic feast of the Provincial

Chapter - II

MISSION AND APOSTOLATE

“Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the son and of the Holy Spirit”(Mt. 28: 19).

A. Missionary Endeavour

28. The objective of the Society is to work for the glory of God by the evangelization of people and by the sanctification of its members following the rules and regulations of the Society (cfr. HGN Constitutions, 4).
29. As our life is missionary in nature, the members are to be encouraged and helped to prepare themselves for missionary life. i.e., by the study of missiology and the language and culture of missions.
30. There will be a mission and apostolate committee headed by one of the provincial councilors. The other member of the committee will be nominated by the Provincial Superior with the consent of his council. The term of the committee is co-terminus with the provincial council.

31. The following will be the duties of the mission and apostolate committee:
- i. To look out for new mission openings.
 - ii. To prepare the draft of the agreements (cfr. HGN Directory 52) with the dioceses to which missionaries are to be sent. The draft needs to be presented to the provincial council for the approval.
 - iii. To look after the welfare of the missionaries.
 - iv. To appoint the contact persons of the province in each of the dioceses where the members of the Province are working.
32. The written agreement with the dioceses (cfr. HGN Directory 52) to which missionaries are sent should include:
- i. The details of the arrangement made for the holidays of the missionaries sent to the dioceses.
 - ii. Provisions for the means of transportation, and essential furniture and household articles.
33. The Provincial Superior shall visit the communities and missionaries at regular intervals. He will also visit the proposed

mission/parish before the missionaries are sent (cfr. HGN Directory 51). In his absence the coordinator of mission and apostolate committee will perform his duty.

34. As per the provisions of HGN Directory 97, each member will get a month of home holidays a year. Missionaries working in countries outside India may visit their homeland for holidays once in two years, as per the policy of the province (cfr. HGN Directory 97) or as per the agreement with the diocese. Any other home visit will need the prior permission of the Provincial Superior. They could be allowed to come in the event of the death of their parents.
35. The missionaries on their home visit should meet the Provincial Superior and share their mission experiences. It would be a good practice for them to visit the seminaries and, by sharing their missionary undertakings, instill in the seminarians an enthusiasm for the missions.
36. The missionaries should not be left in difficult missions, against their wish, after their term of service.

B. Educational Apostolate – Schools:

B. 1. Vision and Objectives of the Schools

37. Education is the medium through which we encounter the young minds of today who will constitute the Society and the Church of tomorrow. The specific aim of the educational institutions run by the province is evangelization and integral formation of the students for a better tomorrow.

38. Our schools shall thus seek to foster the overall development and maturity of their students primarily helping them to discover and improve their physical, intellectual, emotional gifts, etc.

39. The Province will see that it has some members qualified to work in the schools. Priests members also could be appointed as the teaching staff and their salary should be send to the provincial treasurer.

40. In-service training, seminars, workshops and empowerment courses should be conducted for the teachers to improve their skills in teaching.

B.2. Administration of Schools

41. It would be good practice that the income of the school is deposited in online banking and implementing the system of Centralizing the School Accounts in order to ensure the transparency and clarity.
42. A detail account of the school should be submitted to the Provincial Administration thrice in a year signed by both correspondent and headmaster:
 - a. At the end of August
 - b. At the end of November
 - c. By 15th of April

Audited statements of the accounts also have to be furnished at the end of the year (cfr. HGN Directory, 58 & 59).

43. The net income of the school after the payment of the salaries and the routine maintenance has to be entrusted to the provincial treasurer. No other expenditures besides these, is to be incurred by the schools without the prior approval of the Provincial Superior (cfr. HGN Directory 60).
44. Every school should maintain all records as per the government rules. Details regarding recognition of the school, power supply, stability certificate, fire safety certificate, building approval, etc., should be available in every school.

45. At the time of transfer, the outgoing correspondent or headmaster should handover/submit all the records and inventories pertaining to his office to the new appointee in the presence of the educational coordinator. The records have to be signed up by both the outgoing and the incoming appointees. The Xerox copy of the signed up records and inventories must be submitted to the Provincial Treasurer.
46. Collective responsibility of both correspondent and the headmaster should be shown with regard to any activity that takes place in the school.

B. 3. The Correspondent

47. The correspondent is an important and necessary link between the Province and the school. He ensures that the directions from the province are conveyed to the school headmaster and other priest members in the staff.
48. The correspondent appoints the teaching and non-teaching staff with the consent of the headmaster and the education coordinator of the Province. He holds that the full financial responsibility collects the fees and gives the salary to the staff. The movable or immovable properties of the schools

and the income generated from them shall be looked after by him. He is responsible for preparing the inventory of the school and submitting it to the provincial treasurer.

49. The correspondent has the power to declare discretionary holidays in consultation with the headmaster.

B. 4. The Headmaster

50. As the head of the academic institution, the headmaster is responsible for the day-to-day functioning of the school according to the policy of the Province. He maintains all school records. He prepares the annual academic plan in advance in consultation with the correspondent.

51. The headmaster sanctions casual leave and prepares the salary statement. He is responsible for the parents-teachers association.

B. 5. Education Committee

52. To look after the educational institutions of the Province, there shall be a committee, headed by one of the councilors, with three members nominated by the Provincial Superior with the consent of his council. One of the committee

members will be designated as the Secretary. The term of the committee is co-terminus with the provincial council (cfr. HGN Directory 55).

Chapter - III

LIFE IN THE PROVINCE

**“If you continue in my Word, you are truly my
Disciples” (Jn8:31)**

A. Community Life

53. Art. 7 of our constitutions demand us to “collectively strive after perfection and to give a collective witness to the holiness of Christ and his Church.” Therefore it should be our continuous effort to evolve methods of missionary activity in the south – east missions reconciling that two aspects of our lives i.e., our call to be missionaries and our obligation to lead a community life (cfr. HGN Directory 61).
54. As far as possible the members should live in communities consisting of at least three members in the mission entrusted to the Province.

55. As community life will not be a possibility for many of the missionaries placed at the service of the dioceses, these missionaries will be designated as members of the communities closest to them.
56. When the Province undertakes missions in a diocese, it shall start at least one community in that particular diocese, apart from providing missionaries to the diocese.
57. As the head of the community the superior makes it a home of communion and fraternal love. He shows special concern and love to every member of the community. He coordinates the activities of the community.
58. All the members of a community are urged to take part in the community meal and recreation. Out of respect for community life, a member of a community shall make known his absence to the Superior of the community and vice versa (cfr. HGN Directory 65). An absence of more than three days will need the sanction of the Provincial Superior.
59. The members are recommended to look after their sick and the aged confreres with special love and

concern. They are encouraged to visit the other communities whenever they happen to pass by a place where our Province members dwell.

60. The Superior and members of a community shall show great courtesy, hospitality, cordiality and availability to the visiting members and guests. They also shall promote good rapport with the neighboring communities.
61. The Provincial Administration will make sure that a News-bulletin is sent periodically thrice in a year to every member of the Province so that everyone can know the happenings and share their experiences in the fields of ministry.
62. In our relations with civil authority, our attitude shall be in accordance with the Gospel values. Thus any activity or dealing with the civil authority which is contrary to the Gospel values should be avoided.

B. Spiritual and Pastoral Life of Members

63. To nurture the spirituality of the members, there shall be a committee for ongoing formation at the Provincial level, headed by one of the councilors. The committee will have at least three members.

The other members will be nominated by the Provincial Superior with the consent of his council. The term of the committee is co-terminus with the provincial council.

64. The local superiors of the communities will see that the spiritual practices envisaged in the general directory (nos. 68-83) are strictly followed in the communities. It is the duty of the Provincial Superior to oversee the observance of these spiritual practices. Special devotion and prayer services could be included occasionally for the patroness of the Province. Members who are living as individuals outside the communities are obliged to fulfill these spiritual practices.
65. There shall be an Annual Retreat during the quarterly holidays in the Province level.
66. Recollections should be organized (cfr. HGN Directory 78) at least thrice a year at the Provincial level.
67. It shall be the responsibility of the coordinator of the ongoing formation committee to organize the retreat and the recollection.

68. It is desirable that some members are regularly sent for specialization in spirituality and for pastoral courses in order to be of service to the other members of the Province.
69. To foster proper orientation in their ministry, at the regular intervals, pastoral seminars and courses, animated by qualified resource persons, could be arranged for the members of the Province.
70. Newly ordained priests could be sent to the diocesan parishes for a year or two for greater pastoral experiences.

C. Maintenance of Members

71. The parish priest who receives remuneration of less than Rs. 7000.00 from the diocese will receive an allowance of Rs. 2000.00. For the priests who are deputed as assistants to the dioceses, the Provincial Superior makes an agreement with the Bishop of the dioceses regarding their remuneration.
72. The Provincial Superior with the consent of his council will fix a suitable remuneration for the priests working in our seminaries and institutions.

73. Christmas gifts for the priests and the seminarians will be fixed by the Provincial Superiors in consultation with his council from time to time.

D. Higher Studies

74. Members are sent for higher studies not to promote their own interest but of the interest of the Province. Before being sent for higher studies, their seminary report and pastoral experiences should be checked. (cfr. HGN Directory 92, 93).

Chapter - IV

THE GOVERNANCE OF THE PROVINCE

“Give thy servant therefore an undertaking mind to govern thy people that I may discern between good and evil” (I kings 3: 9).

A. Provincial Administration

75. The Provincial Superior, in addition to being an efficient and dynamic administrator, shall be far-sighted and clear- visioned in his planning. He shall be fatherly, available and understanding in his dealing with the members, committed, sincere and open-minded in his way of acting.

76. The Provincial Superior and his council shall always work as one body, cooperating with each other, seeking to do God's Holy will and making the members of the Province to participate in it.
77. The provincial Secretary shall be accountable to Provincial Superior and the provincial treasurer shall be accountable to the Provincial Superior and his council.
78. The Provincial Administration establishes different committees such as formation committee, ongoing formation committee, mission and apostolate committee, education committee, property and finance committee. The primary aim of setting up these committees is to assist the Provincial Administration for the better governance of the Province. Any decision or activity undertaken by these committees requires the approval of the Provincial Administration before its execution.

B. Justice Cell

79. There shall be a justice cell at the province-level to arbitrate impartially in case of serious grievances. The provincial council shall establish it.

C. Appointments and Transfers

80. Rector and staff members of the minor seminary and vocation promoter shall be selected properly and appointed by the Provincial Superior with the consent of his council. They shall be persons of integrity and humanness. The same applies to the educational institutions and other institutions.
81. The regents will be appointed by the Provincial Superior within the Province. If the regents are needed for the Central Administration, at the request of the Centre, the regents would be given. The reports of the regents shall be sent to the Provincial Superior.
82. As far as possible appointments and transfers are to be effected during the summer holidays. This will effect smooth transfer and avoid a lot of confusion especially in the formation houses and the educational institutions. The transfer of the house procurators should be made effective from the new financial year.
83. At the time of transfers/ handing over of charges/taking charge of any of the Provincial member in any house/parish/institution, at least one council member and the provincial treasurer

should be present to see the smooth handing over or taking charge of the office with proper and needed documents, statement of financial status, inventory, etc.

Chapter - V

TEMPORAL ADMINISTRATION

“Be content with what you have; for he has said, 'I will never fail you nor forsake you'. Do not neglect to do good and share what you have, for such sacrifices are pleasing to God”

(Heb, 13: 5, 16).

A. Self-Reliance and Financial Security

84. The Provincial Administration shall strive all the proper ways and means possible to ensure self-reliance of the Province. Thus attention could be paid in the establishment of various projects which generate income and ensure self-reliance.
85. It will be the responsibility of the Province to take care of the expense of the minor seminary, mass intentions, maintenance of priests, medical and retirement needs. Efforts should be made by all the members of the Province to raise resources' for these basic needs of the Province.

86. To take care of these needs it is proposed that separate funds are to be created at the Provincial level:

- i. Fund for the retired priests/ Corpus Fund
- ii. Fund for medical expenses of the members
- iii. Fund for purchase of land and construction
- iv. Fund for Maintenance

Among these, the first two could be designated as Corpus Fund.

87. For the creation of the Corpus Fund, besides the efforts of the Provincial Administration, each member of the province in his capacity is encouraged to contribute a small amount of money every month. The minimum amount to be contributed by the members working in India will be fixed by the Provincial Administration and collected from each member from his monthly allowance. The provincial administration shall make appropriate arrangement to obtain the contribution from the members working in the first world countries. Priests working in missionary areas in the third world countries are exempted from this arrangement, but if someone is interested he can contribute.

B. Construction and Projects

88. There shall be a committee for overseeing the construction activities undertaken by the Province. The committee will be headed by the provincial treasurer and shall have at least three other members nominated by the Provincial Superior with the consent of his council. The term of the committee shall be co-terminus with the provincial council (cfr. HGN Directory 120). For the competence of the committee, refer to Directory nos. 122-124.

C. Property and Finance

89. There shall be a property and finance committee to monitor the property and finance of the Province. It shall be headed by the Provincial Superior. The other members of the committee will be the provincial treasurer and three other members nominated by the Provincial Superior with the consent of his council.

90. The duties of the property and finance committee will be the following:

- i. To prepare the annual budget of the Province
- ii. To make the members of the Province familiar with the assets of the Province

- iii. To improve the assets of the Province and to find local sponsors with a view to eventual self-reliance
- iv. To ensure that once a year the members of the Province are made aware of the income and expenditure of the Province. This will ensure accountability and transparency in the Provincial Administration.

- 91. Any income from movable or immovable property of the local communities has to be entered into the account and the amount be handed over to the provincial treasurer (cfr. HGN Directory 129).
- 92. The Provincial Superior shall obtain the consent of his council before acquisition of the new property and the alienation of the properties of the Province.
- 93. Together with the annual accounts of the parishes, seminary and institutions of the Province, the inventory has to be sent to the provincial treasurer every year (cfr. HGN Directory 148).

Conclusion

This Provincial Directory remains as a reference point and guide to every member of the Province to conduct their lives in the Province. Every member of the Province is urged to abide by the norms enshrined in it. The authentic interpretation of this directory belongs to the Provincial Assembly. When doubt arises, the Provincial Superior and his Council are entitled to interpret the directory and clear all doubts. They shall provide appropriate answers and solutions for questions that are not treated in this directory. However this directory comes into effect from **15th August 2017**, and remains in force until the next Provincial Assembly.