

## **PROVINCIAL CUSTOMARY**

### **Title I**

#### **Mission Houses**

1. The Mission Houses of the Province are:
  - a) St. Gaspar Mission House; 13313 Niagara Parkway, Niagara Falls Ontario L2G 0P8
  - b) Merlini Study Centre; 299 Assiniboine Rd., Toronto, Ontario
  - c) Provincial House; 100 Pelmo Crescent; Toronto, Ontario M9N 2Y1
  - d) Rochester Mission House, 1261 Highland Ave.; Rochester, NY 14620

### **Title II**

#### **Allowances, Provisions and Gifts**

1. The following allowances are given in the currency of the country of residence:
  - a) To definitively incorporated members:
    - i) Personal allowance -- \$660.00;
    - ii) Car allowance for those who own or lease an automobile for ministerial use -- \$775.00; Mileage over 15,000 miles/20,000 kilometers driven annually -- \$.50;
    - iii) Automobile insurance for those who own or lease a car which is not in use due to a provincial assignment;
    - iv) Automobile insurance for those who own or lease a car – 80% of the total cost to a maximum of \$2,400;
    - v) Car allowance for those who do not have a ministerial assignment – reimbursement for official travel and .50 per mile/kilometer for personal use
    - vi) Transportation allowance for non-automobile users – based on individual needs;
    - vii) Annual vacation allowance - \$700.00.
  - b) To candidates in special and advanced formation:
    - i) Personal allowance -- \$150.00;
    - ii) Transportation allowance as needed;
    - iii) Health insurance premiums for those not covered;
    - iv) Approved tuition and books;
    - v) Room and board.
  - c) To candidates in initial formation:
    - i) Room and board;
    - ii) Necessary transportation.
2. On the occasions listed below, a definitively incorporated member shall receive the following gifts:
  - a) From the Province:

- i) Definitive incorporation - \$250.00;
  - ii) Twenty-fifth anniversary of priestly ordination - \$350.00;
  - iii) Twenty-fifth anniversary of definitive incorporation of brothers - \$350.00;
  - iv) Fortieth anniversary of priestly ordination - \$500.00;
  - v) Fortieth anniversary of definitive incorporation of brothers - \$500.00;
  - vi) Fiftieth anniversary of priestly ordination - \$600.00;
  - vii) Fiftieth anniversary of definitive incorporation of brothers - \$600.00
  - viii) Sixtieth anniversary of priestly ordination - \$700.00;
  - ix) Sixtieth anniversary of definitive incorporation of brothers - \$700.00.
- b) From the local treasurer:
- i) Christmas and Easter - \$100.00;
  - ii) On the occasion of all the above celebrations – card and donation signed by the members of the mission house or residence.

### **Title III**

#### **Official Expenditures and Competencies**

1. The following are to be considered official expenses for definitively incorporated members:
  - a) extraordinary official travel expenses;
  - b) health insurance premiums not paid by place of employment;
  - c) medical and dental expenses;
  - d) approved tuition and books.
  
2. Safeguarding the decrees of the most recent General Assembly and when funds are available, competency is bestowed on the following for extraordinary expenditures in U.S. funds or their equivalent:
  - a) the Provincial Assembly without recourse to the Moderator General and his Council -- the maximum amount approved by the most recent General Assembly;
  - b) the Provincial Director with the consent of his Council -- the maximum amount approved by the most recent General Assembly;
  - c) the Provincial Director without recourse to his Council -- no more than \$10,000;
  - d) the local congressus in consultation with the Provincial Director -no more than \$10,000.
  
3. Safeguarding the most recent decrees of the General Assembly, competency is bestowed on the following for the sale of property in U.S. funds or their equivalent:
  - a) the Provincial Assembly without recourse to the Moderator General and his Council -- the maximum amount approved by the most recent General Assembly;
  - b) the Provincial Director with the consent of his Council -- the maximum amount approved by the most recent General Assembly.

4. Safeguarding the decrees of the most recent General Assembly, competency is bestowed on the following for the incursion of debt in U.S. funds or their equivalent:
  - a) the Provincial Assembly -- the maximum amount decreed by the most recent General Assembly;
  - b) the Provincial Director with the consent of his Council -- the maximum amount decreed by the most recent General Assembly.
  
5. The following persons or chairmen of permanent committees are to submit an annual budget in sufficient time for approval by the Provincial Director and his Council:
  - a) the Provincial Director;
  - b) the Director of Formation;
  - c) the Director of Vocations;
  - d) the Mission Director;
  - e) the Archivist
  - f) the Regional Director of the Union of the Blood of Christ or his delegate.

#### **Title IV**

##### **Miscellaneous**

1. Annually, each Mission House, or residence, through its treasurer, sends to the Provincial Treasurer a schedule listing salary and benefits of all members in their respective apostolate.
2. A definitively incorporated member may, with the permission of the Provincial Director and his Council, borrow by a written agreement up to \$7,500.00 in the currency of residence for the purchase of an automobile to be repaid within five years, at the rate of no less than \$1,500.00 per year.
3. Each member pays the amount allowed by his assignment to the Precious Blood Discretionary Trust but which is not to be less than \$1,500 in the currency of residence. If a member's assignment does not provide pension benefits, they must be taken from his salary.
4. Provincial Statute 11 also holds true for those officially retired.
5. The annual contribution to the needy shall be 10% of the Province's net income for the previous year.
6. Members of the Province at the time of incorporation, who are deemed eligible by the insurer, are provided with a long-term health care insurance policy whose annual premiums are paid for by the Province. This benefit was adopted in 2006 for those who were under 55 years of age.
7. A member who leaves the Congregation after 15 years of membership in the Atlantic Province, and who has contributed to the Precious Blood Discretionary Trust, shall receive a prorated amount based on the years of contribution.
8. Benefits deriving from personal contributions made to government, state, provincial or private agencies are property of the individual upon maturity. If, however, contributions were made as part of a benefits package from an assigned ministry, the benefits accrued are property of the Province and shall be forwarded to the Provincial Treasurer upon receipt. Whenever possible checks issued from an assigned ministry should be made

out to “Missionaries of the Precious Blood, Atlantic Province” rather than to individual members.

9. The Old Age Pension given by the government of Canada belongs to the individual recipient. Payments made to members working in the United States who have paid into Social Security from their own funds belong to the individual. If, however, contributions were made by their Province via source deductions from one’s salary they are property of the Province and shall be forwarded to the Provincial Treasurer upon receipt.

## **TITLE V**

### **Sabbaticals**

1. A sabbatical is defined as an extended period of renewal to enable the individual member to grow as a person, to become more effective in his work, more skilled, more knowledgeable, and more prayerful.
2. Every member of the Atlantic Province is free to approach the Provincial Director to make such a request.
3. Sabbaticals may be three to twelve months in duration.
4. The member himself is primarily responsible for devising the sabbatical program in consultation with the Provincial Director.
5. When arrangements for a sabbatical necessitate replacement or coverage of ministry on the part of the Province, the member should give notice to the Provincial Director at least one year in advance.
6. Several options are available for a sabbatical among which are the following:
  - a) An extended retreat;
  - b) Sabbatical programs designed for clergy;
  - c) Institutes and workshops for theological and ministerial updating;
  - d) Clinical Pastoral Education;
  - e) Travel for leisure time or study.
7. When the specifics of the sabbatical have been identified, including a detailed budget, they are to be submitted for approval by the Provincial Director and Council.

## **TITLE VI**

### **Financial Reports**

1. The bi-annual reports given by the Provincial Treasurer at assemblies are to include all assets of the Province including all accounts on which the Province is the beneficiary.
2. Members not living in community houses shall mail a monthly financial report, checks included, to the Provincial Treasurer.

3. The local treasurer shall send to the Provincial Treasurer a financial report every six-month and the house contribution to the Province.

4. The official forms for financial reports, both for individuals and mission houses/residences are attached. Copies may be made as needed.

## ADDENDUM

### CONTRACT

This contract formalizes the relationship between the \_\_\_\_\_ and the Atlantic Province outlining the rights, responsibilities and expectations of \_\_\_\_\_ who is requesting an assignment in the Atlantic Province. The contract is drawn up in light of the "Policy on a Member Working in the Apostolate of Another CPPS Unit" which was approved by the Moderator General and General Council with the Major Superiors on September 13, 2016 in Rome.

\_\_\_\_\_ assumes the **rights and obligations** of a member of the Atlantic Province and thereby becomes a *de facto* member of the Province upon ratification of this contract. Such rights and obligations are those contained in the Provincial Statutes, Customary and Policies of the Atlantic Province. The corresponding rights and obligation as a member of the \_\_\_\_\_ are suspended for the duration of the contract's terms.

The initial assignment of \_\_\_\_\_ will be \_\_\_\_\_ in the Diocese of \_\_\_\_\_ beginning on \_\_\_\_\_. His assigned residence will be \_\_\_\_\_. Where applicable, a description of this assignment is appended to this contract along with relevant diocesan policies for the assignment in question. An initial meeting will be held with the Provincial Director, the Local Director, and the missionary to discuss and clarify all matters related to the assignment. An introductory meeting with the diocesan or regional bishop will also be arranged. A suitable period of preparation and acclimation prior to assuming the assignment will also be arranged and overseen by the Provincial Director.

With respect to income derived from the assigned ministry, including salary and benefits, any excess funds beyond the allowances foreseen by the Provincial Statutes and Customary will be apportioned on a shared basis with \_\_\_\_\_% forwarded to the sending unit and \_\_\_\_\_% to the Atlantic Province. The Provincial Treasurer will forward the excess funds biannually.

Ordinary and emergency visits to the missionary's unit of origin are not considered official expenses and must be borne by the missionary himself.

This contract is for a period of \_\_\_\_\_ and is renewable. A biannual evaluation will be held with the Provincial Director and the missionary to monitor his situation.

It is understood that both the \_\_\_\_\_ and the Atlantic Province may terminate this contract upon a minimum of three (3) months' notice. The contract may be subject to premature termination in the case of:

- Incompetence or negligence in performance of duties;
- Lack of community involvement or serious failure in the bond of charity;
- Scandalous or illegal behavior;

- Breach of confidentiality;
- Serious lapses in cultural, social or ministerial integration.

This contract has been reviewed by the respective superiors and leadership of the sending and receiving units and approved by them.

Signed:

\_\_\_\_\_

\_\_\_\_\_

Provincial (Vicariate) Director

Provincial Director, Atlantic Province

Date: \_\_\_\_\_

Date: \_\_\_\_\_

*Approved October, 2019*