

PROVINCIAL NORMS AND GUIDELINES

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SECTION I

PROVINCIAL CUSTOMARY

TITLE I - MISSION HOUSES

1. The Mission Houses of the Province are:
 - a) St. Gaspar Mission House; Niagara Falls, Ontario
 - b) Merlini Study Centre; Toronto, Ontario

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 - \$610.00 per month;
 - ii) Car allowance for those who own or lease automobiles for ministerial use - \$715.00 per month, and \$.44 per mile over 15,000 miles or 20,000 Km driven annually;
 - 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 up to \$1,250.00 or 80% of the yearly cost if more than 1,250.00.
 - iv) Transportation allowance for non-car users, based on individual needs.
 - v) Annual vacation allowance - \$700.00.
 - b) To candidates in Special and Advanced Formation:
 - i) Personal allowance - \$150.00 per month;
 - 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:
 - ii) Christmas and Easter - \$100.00.
 - i) In occasion of all the above celebrations – card and donation signed by the members of the household.

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;
 - c) medical and dental expenses;
 - d) laundry and dry cleaning expenses;
 - e) approved tuition and books.

2. Safeguarding the Decree of the XIXth 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 - less than \$1,000,000.00;
 - b) the Provincial Director with the consent of his Council - no more than \$100,000.00;
 - c) the Provincial Director without recourse to his Council - no more than \$5,000.00;
 - d) the local congressus in consultation with the Provincial Director - no more than \$5,000.00.

3. Safeguarding the Decree of the XIXth 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 - over \$ 500,000.00 but less than \$1,000,000.00
 - b) the Provincial Director with the consent of his Council – no more than \$500,000.00.

4. Safeguarding the Decree of the XIXth General Assembly, competency is bestowed on the following for the *incursion of debt* in U.S. funds or their equivalent:
 - a) the Provincial Assembly - more than \$100,000.00;
 - b) the Provincial Director with the consent of his Council - less than \$100,000.00;
 - c) the local congressus with the consent of the Provincial Director - no more than \$10,000.00.

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 and Studies;
 - c) The Mission Procurator;
 - d) The Archivist
 - e) The Regional Director of the Union of the Blood of Christ.

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 \$5,000.00 U.S. or its equivalent, interest free, for the purchase of an automobile to be repaid within five years, at the rate of no less than \$1,000.00 per year.
3. Each member pays the amount allowed by his assignment to the Provincial Security Fund but which is not to be less than \$1,000.00 U.S. annually or its equivalent. If a member's assignment does not provide pension benefits, they must be taken from his salary.
4. The annual contribution to the needy shall be 10% of the Province's net income for the previous year.
5. The members at the time of incorporation, when approved by the Community health care program, are enrolled in the Long Term Care Insurance. The program was adopted in 2006 for those who were under 55 years of age.

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. There may come a time in our lives to update ourselves for an extended period of time. Every member should feel free to approach the Provincial to make such a request.
3. Sabbaticals are three to twelve months in duration.
4. The choice of the best sabbatical program is primarily the responsibility of the individual. Consultation with the Provincial can help clarify needs and provide information on what is available.
5. Arrangements for sabbatical need to be made with the local community and the provincial administration, since replacement and covering of ministry need to be arranged. Possible sabbaticals should be discussed with the Provincial Director a year or two in advance.
6. Options available for a sabbatical. (The following is not an all-inclusive list, but offers some areas for consideration.)
 - a **Thirty day Retreat**: This extended period retreat (or even shorter period) would give a member the opportunity to get in touch with the spiritual movement within himself and his ministerial situation.
 - b **Institute, Workshops**: There are a variety of programs (one or several weeks) available. This would be a time to update oneself in moral, biblical, or other theological studies.
 - c **Clinical Pastoral Education**: This would provide an opportunity to get in touch with self, feelings and interpersonal relationships as these relate to ministerial effectiveness.
 - d **Travel**: This could be personal leisure time or some sort of study tour.

TITLE VI
MISSIONARIES OF THE PRECIOUS BLOOD
ATLANTIC PROVINCE
FINANCIAL REPORTS

NOTES:

1. Members not living in community houses must mail the financial report, checks included, to the Provincial Treasurer every month.
2. The House Treasurer must send to the Provincial Treasurer the house financial report every six-month and the house contribution to the Province.
3. The Official Forms for the financial reports for individuals and the Houses are included herein. Please, make copies as you need them.

