

# Guidelines for the Establishment of a new ADMA Group

## 1 – Procedure to follow

*In order to establish a new local chapter of the Association of Mary Help of Christians and to AGGREGATE it to the Primary Association of the Basilica of Mary Help of Christians in Torino-Valdocco, the following procedure is to be followed:*

- familiarize the group with ADMA by distributing the *Regulations* (these may be requested from your Provincial Delegates for a small fee) and by valuing, above all, the Third Notebook of Mary Help of Christians, which contains the Commentary to the Regulations. This is available from the Primary Association in Valdocco so that all may know the spirit of the Association;
- gather those who are interested AT LEAST ONCE A MONTH, possibly on the 24<sup>th</sup>, the day of the monthly Commemoration of Mary Help of Christians, so as to “inform and form candidates” in the spirit of the Association;
- follow the ON-GOING FORMATION ITINERARY with EVERYONE: Christian, Marian, and Salesian catechesis, using the monthly reflection from **ADMAonline**; prayer (especially the meditative Holy Rosary); Holy Mass or Adoration. If it is easier, the meeting may be divided into two parts: 1) catechesis, 2) prayer to Jesus in the Blessed Sacrament. Continuity and fidelity to these meetings is very helpful.
- when a “favorable climate” exists, with a suitable number of candidates, and AFTER AT LEAST ONE YEAR OF PREPARATION, offer the candidates the forms for the Request for Admission to become part of the Association;
- the Request for Admission Form **must contain the following information**: FULL NAME OF CANDIDATE, DATE OF BIRTH, FULL HOME ADDRESS, TELEPHONE/CELL PHONE, email ADDRESS, PROFESSION/OCCUPATION (if retired, list former occupation/profession), COLLEGE DEGREE, DATE OF THE REQUEST; these forms are kept in the Archives of the local chapter;
- A BAPTIZED PERSON 18 YEARS OF AGE AND OLDER CAN BE ADMITTED TO THE SENIOR ASSOCIATION. However, today, ADMA Young and ADMA for Children exist. The children of ADMA members or the young people of our Works may form ADMA Young and ADMA for Children groups. The ideal situation is found in ADMA Families. Please refer to the ADMA Families brochure. If no ADMA for Young group exists, any young adult age 17 may begin preparation to belong to ADMA. They receive the ASPIRANT CERTIFICATE AND PIN and their names are inscribed on the ASPIRANT LIST with all the personal data requested from the Associates; the Aspirant will begin preparation ONE YEAR BEFORE HIS/HER 18<sup>TH</sup> BIRTHDAY and can make the Pledge on or after his/her 18<sup>th</sup> birthday.
- IT IS THE SDB PROVINCIAL’S RIGHT TO ESTABLISH LOCAL ADMA CHAPTERS WITHIN HIS PROVINCE; these can be established independently of the first acceptances of Associates; the request for AGGREGATION TO THE PRIMARY ASSOCIATION IN VALDOCCO IS TO BE MADE IMMEDIATELY, AS IT IS THE INDISPENSABLE ELEMENT NECESSARY FOR THE LOCAL CHAPTER TO BELONG TO THE ONE FOUNDED BY DON BOSCO!;
- THOSE IN CHARGE OF DIOCESAN CHURCHES OR WHO BELONG TO OTHER RELIGIOUS GROUPS should have recourse to the closest SDB or FMA Director, or the SDB Provincial, to ESTABLISH the Association after having received the okay from the Bishop of the Diocese where said churches are located; the same SDB Provincial will name a Delegate or “Spiritual Animator”;

- CANDIDATES WILL MAKE THEIR PLEDGE during a Mass presided by a designated Priest, by the Provincial, or by the SDB Director, preferably on a Marian feastday;
- once the celebration of commitment to belong and the pronouncement of the FORMULA of the Pledge are accomplished, the member, who now belongs fully, in fact and by right, to ADMA, and, therefore, to the Salesian Family, assumes the responsibilities and commitments entailed in such belonging and shares in all their spiritual goods;
- during the Pledge ceremony, the membership card is bestowed together with a copy of the *Regulations*; other “signs” can also be given – ESPECIALLY THE PIN – and it is strongly recommended that the members wear it everywhere, every day.

## 2 – IMPORTANT RECOMMENDATIONS

1. The Pledge ceremony should not be simply a formality, but rather, a strong moment in the Life of the Association and of the Salesian Family that will aid the members to live a faithful, responsible commitment.
2. THE CERTIFICATE, which is sent from the Primary Association at the time of aggregation, is to be posted, possibly in the church in which the ADMA chapter is established, or where the chapter itself meets.
3. **It is absolutely necessary that an Archives** be maintained; in them shall be conserved the following: a copy of the Decree of Establishment, a copy of the Certificate of Aggregation, the Admission Request forms, an up-to-date alphabetical list of the Associates from every celebration of the Pledge; the FILE, kept in strict alphabetical order, the book of Minutes from each meeting of the local council and of the Associates, the book of accounts, any correspondence received and a copy of any sent.
4. IT IS ALSO NECESSARY to update annually any data concerning each chapter and to send it to the Provincial or National Council, who will forward it to the Primary ADMA, so they can keep accurate records of all ADMA chapters spread throughout the world.
5. KEEPING THE LOCAL ARCHIVES requires time and a sense of responsibility; a good part of the animation of, the link with, and the information of the CENTER depends upon them.
6. THE OFFICIAL VEHICLE OF ANIMATION, OF BELONGING, AND OF INFORMATION about ADMA at the world level is the **ADMAonline circular letter**; put out every 24<sup>th</sup> of the month, it provides unity and formation for the Association and is found at: [www.admadonbosco.org](http://www.admadonbosco.org)
7. The insert “ADMA in the World” in the bi-monthly magazine, *Maria Ausiliatrice*, which is published from the Basilica in Torino-Valdocco, covers 2 pages in every issue. It is an excellent instrument of formation, even at Marian and ecclesial levels!

## 3 – DOCUMENTS TO COMPLETE (kindly download from the “ADMA” page on the Salesian Family website of the eastern USA and Canada: <https://DonBoscoSalesianPortal.org>)

- Form to Request the Establishment of a Local Group
- Form to Request Aggregation with the Primary Association

Complete the above documents and send them to [adma.primaria@admadonbosco.org](mailto:adma.primaria@admadonbosco.org) and CC to Don Pierluigi Cameroni, SDB: [pcameroni@sdb.org](mailto:pcameroni@sdb.org)