

Art. 36. The Local Level

§1. The fundamental nucleus of the Association is the Local Center. Ordinarily, it gathers together Salesian Cooperators who work within a specific territory. Every Center has a Delegate appointed by his or her respective Provincial. The Center is preferably established near a Salesian work – either of the Salesians of Don Bosco or of the Daughters of Mary Help of Christians.

§2. The Local Centers are directed collegially by a Local Council which is elected by all the members comprising the Assembly of the Local Center. The Council elects from among its members a Local Coordinator and defines the specific roles of the Councilors. The Delegate is part of the Council and has an active voice.

§3. Men and women of good will, even if of a different Christian Confession, or of a different religion, and/or culture, who feel an affinity with the Salesian charism, can share in the initiatives of the Local Center and offer their collaboration as “Friends of Don Bosco.”

CONSIDERATIONS

Core Themes

1. The Local Center: Basic Cell of the Association
2. Collegiality
3. Ecumenism

Keys to Understanding

A. From its very origins, i.e., starting with Don Bosco's specific will, the Salesian Cooperators were organized into groups called Local Centers, and were united like "little interwoven threads" for the purpose of doing good in society – in particular, to poor and abandoned youth – by responding to the specific needs of a particular place. The Association, therefore, was organized so as to be able to fulfill its purpose better: to serve our littlest brothers and sisters in the area of the Local Church.

It is with this spirit that each Salesian Cooperator realizes his or her own vocation in fraternal communion within the life of the Association in his Center. The Center allows the Salesian Cooperators to mature spiritually and to provide enrichment for each member through sharing and confronting. At the same time, collaboration in apostolic charity permits the growth of the Center as a whole. In effect, the Local Center is the cell vital to achieving the purposes of the Cooperators, giving energy and support as the operational base of the entire Association.

The juridic act of giving consent to the birth of a Center on the part of the SDB or FMA Provincial is a tangible sign of the charismatic bonds which tie together the Salesian Congregation, the Institute of the Daughters of Mary Help of Christians, and the Association of Salesian Cooperators – the three Vocational Branches of the one Family conceived in Don Bosco's huge apostolic heart.

B. In the second number of this article, the keyword is “collegial” – this is the modality for conducting a Center. The Local Council, elected by all the members of the Center, is the body proposed to direct and

animate the activities of that Center: to give directives; to propose formative journeys both for initial and on-going formation, in concert with the Provincial and World Councils; and to give life to the initiatives and projects which realize their educative apostolic goals in their social reality. The action of the Council is carried out and is expressed in the spirit of communion, of fraternal sharing of objectives, and, therefore, of undertaking “collegially-made” decisions. This is not a mere exercise of democracy but, rather, is a sign of unity of intent and of values and a marked sense of co-responsibility.

C. The third number underlines the universality of Don Bosco's charism. The educational intentions of the Founder, translated into the Preventive System, are valued and shared by men and women even belonging to other Religions and Cultures. Work done in favor of poor and abandoned youth has conquered the hearts of so many who recognize the social value of such a commitment and the importance of human, spiritual, and social promotion of the young who are the future of humanity. On account of this, the Local Center, wherever the opportune opportunity exists, fraternally welcomes anyone who wishes to share the values of the Charism and facilitates the collaboration of these persons of goodwill who desire to put themselves out for the benefit of the young. In this way, the "Friends of Don Bosco" are born. They offer their enthusiasm and their labor even while they do not belong to the Association for it is composed of Catholic Christians.

This fraternal welcome as regards those who appreciate Don Bosco, even if they do not belong to the Catholic Church, is a sign of openness to the different realities in the world where the Salesian Cooperators work and is in keeping with the Magisterium of Pope Francis who advises us to reach out to the geographic and psychological fringes and to show that we are ready for dialogue with all men and women of goodwill.

References

Codex Iuris Canonici. Can 3811.

Cf. Francesco, *Evangelii Gaudium*.

Cf. Francesco, *Lumen Fidei*.

from the *Regulations of the Project of Apostolic Life*

Art. 18 Local Centers and Their Coordination at the Provincial Level

§1. Ordinarily, Local Centers are comprised of a minimum number of six members who live and work in a determinate territory. They are organized at the Provincial level as soon as is possible, with a minimum number of three Centers.

§2. The establishment of a Center requires three steps: the consensus of the Provincial Council; the formal consent in writing by the Provincial concerned or by the diocesan Bishop by means of a juridical canonical act, if the Center should be outside of a Salesian work; the collegial act of the Provincial Council with the issuance of the “Establishment Decree” bearing the Provincial Coordinator’s signature.

§3. In the event that there exists no possible reference to a Provincial Council for the establishment of a Local Center, recourse is made to the World Council with the prior consent of the SDB or FMA Provincial. This is so, in particular, in the following cases: when there is a lack of the minimum number of Centers; or in the formation of a group of persons interested in the Salesian charism and in the Association who frequent either a Salesian work or territory.

§4. Local Centers can organize themselves into groups of common interest and of specific commitment. Said groups are always followed and animated by the Local Council.

It is advisable that one member of such groups be part of the Council. Alternatively, it is hoped that a member of the Local Council will be in dialogue with the particular interest group so as to maintain the link with the Center.

§5. Members who live in a territory where no Local Center exists always remain linked with the one that is closest, which maintains contact with them and encourages their participation in its activities.

§6. The Association is open to the possibility of creating Centers of Salesian Cooperators wherever the Salesian mission calls for it.

§7. Those members who are involved in an apostolic and educational Salesian reality can open the way for the creation of a Salesian Cooperator Center which remains linked to that work. Such Centers will commit themselves to propose a way for the laity involved in that Salesian work to draw near to the Association.

§8. Salesian Cooperators who, on account of a transfer, do not have the possibility of integration in the life of a Local Center can remain linked to the Local Center of origin if there is no other solution. The Local Council of said Center takes on the responsibility of maintaining contact with them, even through the modern technologies of communication.

§9. The SDB Provincial is recognized, both at the Provincial level and in the territory of reference, as the one who represents the Rector Major in the services of animation, of charismatic guide, and of the promotion of the Salesian Family.

§10. In Centers established in connection with FMA Communities, the Rector Major, with the consent of Mother General, delegates the service of animation, of charismatic guide, and of the promotion of the Association of Salesian Cooperators to the FMA Provincial concerned.

§11. Whenever the decision is made to suppress a Salesian work (SDB or FMA) to which a Local Center of the Association was connected, the Local Center will commit itself to guarantee the continuity of the Salesian presence in the territory, working in strict understanding with the Local Church. The Provincials will agree with those in charge of the Local Center on solutions to eventual logistical and organizational problems consequent to the suppression of the work. Moreover, they will commit themselves, as much as possible, to assure its necessary spiritual animation through the confirmation of a Delegate, and, eventually, through the canonical establishment of a new Center.

§12. When Local Centers are established in connection with neighboring SDB and FMA works, it is opportune that relationships of communion and of collaboration be established proper to those who

recognize that they have the same mission and the same spirit in common, while respecting the autonomy of each Center.

Art. 19 The Local Council

§1. At the Local level, the Association is directed collegially by a Local Council. It is composed of both a convenient number of members – ordinarily from three to seven – elected by the Salesian Cooperators from the Local Center and the SDB or FMA Delegate named by the respective Provincial. The Delegate has an active voice with a right to vote on a par with the other members of the Council.

If the Local Center is set up in one of the Houses which depend directly on a Superior General, the naming of the Delegate falls to said Superior General.

§2. Elected Councilors remain in office for three years and can be re-elected for only one further triennium.

After having finished their mandate, they may be re-elected following a period of three intervening years.

For there to be a third consecutive triennium, recourse must be made to the Institute of Postulation, according to the norms of the Code of Canon Law, Canons 180-183, along with the corresponding dispensation from the Rector Major.

Once the Councilors have been elected and have publicly accepted their charge as Councilor, they gather together to establish what their roles will be. The division of these roles can take place by secret or public vote.

Within a reasonable amount of time following the date of election, the handing over of the authority from the exiting Coordinator to the new Coordinator will take place.

§3. If the Salesian Cooperator elected by the assembly of the Local Center renounces the position, the Cooperator with the most votes among those not elected takes his/her place.

Art. 20 Collegial Direction

§1. According to the norm of Canon 119 of the Code of Canon Law, in order for a collegial act to take place, certain pre-established conditions are necessary: the convocation of all the members of the Council; the presence of an absolute majority of Council members; then, following the voting, the computation of the absolute majority is made on the number of members effectively present for this collegial act (half plus one).

§2. So that the election of a Coordinator may be a collegial act – according to the norms of Canon 119 of the Code of Canon Law:

- 1) an absolute majority is necessary for the first and the second ballot;
- 2) “after two indecisive ballots, the choice is between the two candidates who have obtained the greater number of the votes, or, if there are several (with the same numbers),” – whether in the case that all the candidates receive an equal number of votes, or in the case of a difference in votes between one candidate with a relative majority and other”;

candidates who have an equal number of votes – [the choice is] “upon the two who are senior in age

3)“after a third ballot, if the tie remains, the one who is the senior in age is considered elected”;

4) the third ballot is definitive in every case and therefore, once it has been made, the voting process is prolonged no longer.

§3. If, however, the collegial act concerns other matters:

1) an absolute majority on the first vote is necessary;

2) if the first vote should be inconclusive, a second vote takes place, still requiring an absolute majority;

3) if no majority is obtained in the second vote, the decision in question is not approved; if there is a tie, then the Coordinator, who presides over the Council according to the norm of Art. 21 §1 of the *Project of Apostolic Life*, can add his vote publicly to break the tie and thus decide the question.

§4. The list of candidates eligible to be elected Councilors contains all the names proposed by the Councils and/or by the Congresses at the various levels.

Art. 21 Tasks of the Local Council as Pertain to Its Apostolic Service

§1. In order to assure the functioning of the Association as regards its apostolic and missionary purposes, the tasks of the Local Council are to:

- plan, promote, and coordinate the formative and apostolic initiatives of its members;
- take care of the bonds of union and of communion with the Provincial Council or the World Council of the Association where no Provincial Council exists;
- strengthen the charismatic ties and bonds of communion with the Salesian Congregation, with the Institute of the Daughters of Mary Help of Christians, and with the other Groups of the Salesian Family;
- decide on the convocation of Assemblies;
- see to the administration of the goods of the Association; - approve the Budget and the Balance to p present to the members;
- accompany the Aspirants in their participation in the Center and give them a quality formation, taking into account the formation guidelines of the Association adopted by the Provincial Council;
- make use of the professional competencies and the spiritual riches of all the members for the good of the Association, valuing their differences and directing them constructively towards the gift of unity;

- animate initiatives which foster the vocational fidelity of the members and their active participation in the life of the Center, taking into account the various groups which compose it, and favoring differentiated paths;
- make known and spread Don Bosco's spirituality (for example, by means of the Mamma Margaret workshops, the "Bosco Homes", and other similar initiatives);
- propose the Vocation of the Salesian Cooperator, planning possible initiatives to welcome Aspirants;
- adopt other initiatives to foster an optimal functioning of the Center, respecting the directives of the Project of Apostolic Life.

§2. Every Local Council elects from among its lay members:

- ✓ a Coordinator
- ✓ a Treasurer –
- ✓ a Secretary.

Every Council, moreover, designates from among its members someone to be in charge of Formation, who coordinates with the Delegate, as a guarantor of the charism. In the case that the designation of such a person is lacking, the Coordinator in dialogue with the Delegate, can identify a Salesian Cooperator who is not part of the Center to carry out this service.

Art. 22 Tasks within the Local Council

Individual tasks are entrusted to different Councilors who assume responsibility for government and animation within the Council. The first act of establishment is the assignment of the roles (Coordinator, Treasurer, Secretary, Formator, etc.) along with the election of the Coordinator.

§1. It is the responsibility of the Local Coordinator to:

- convoke the meetings, preside over them, coordinate the work, see to the implementation of the decisions taken;
- inform the Local Center about the planning and verification activities established with the Provincial Council;
- represent the Association and maintain official relationships, in the name of the Council, with ecclesial and lay organizations and with the other Groups of the Salesian Family; - participate on the Local Consulta of the Salesian Family;
- participate on the Local Consulta of the Salesian Family;
- make decisions in the case of an emergency on matters that fall within the sphere of competencies of the Council and, afterwards, give an account of them to the entire Council;
- present to the Provincial Council all Aspirants' requests for acceptance to become part of the Association, together with the respective informational sheets;

- prepare verification reports at the end of every triennium, convoke the elections for the renewal of the Council, and take care of handing over the leadership from the exiting Council to the one coming in;
- establish, together with the elected Councilors, the date for sharing with the Local Centers the information about the roles internal to the Council, within a short time from the date of election.

§2. It is the responsibility of the Treasurer to:

- safeguard the goods belonging to the Association;
- motivate the members to economic missionary solidarity;
- follow the initiatives for financing the various planned activities;
- seek possible sources of support and economic help even outside of the Association;
- sensitize the members to acts of solidarity in behalf of the most precarious realities of the Association;
- gather contributions to hand over to the Rector Major who can then direct them to emergency situations within the sphere of the Salesian mission;
- promote initiatives and seek sources of solidarity to foster and to sustain the Provincial Council and the World Council in accord with missionary subsidiarity;
- keep the accounting books up-to-date (see the first note to the ASE, “Animating Economic Solidarity”);
- present the Budget and the Balance to the Local Council (ASE);
- present the annual “Statement of Cash Flow” to the Provincial Council (ASE).

§3. It is the responsibility of the Secretary to:

- draft the minutes of the Council meetings;
- aid the Coordinator in carrying out juridical acts with the Church and civic society;
- take care of the updating and the maintenance of the archival documentation of the Council; - communicate the updated data to the Provincial Council every three years.

§4. It is the responsibility of the Formator, with the understanding of the Provincial Council, to:

- prepare the formation program for the Aspirants;
- prepare the annual plan of on-going formation;
- take care of and follow all the specific aspects of formation, in agreement with the Delegate.

Art. 23 Delegates

§1. The FMA and SDB Provincials, through the Delegates, animate the Centers established in connection with their works or linked to their Provinces.

§2. Every Local Council has an SDB or an FMA Delegate. Every Provincial Council and the World Council have an FMA and an SDB Delegate. They are the spiritual animators, and educative and pastoral

guides, who are responsible, above all, for Salesian apostolic formation. According to the norms of the *Statutes*, article 18, they take part by right on the respective Councils.

§3. The Delegates to the Local and Provincial levels are named by each one's respective Provincial after having heard the thoughts of the members of the respective Council and keeping in mind, as much as is possible, the needs of the Centers.

§4. If the Local Center is not established in connection with a Salesian work of the SDB or the FMA, the Provincial can nominate a Salesian Cooperator as a Local Delegate or another member of the Salesian Family who is adequately prepared.

§5. When necessary and opportune, a Delegate can fulfill this task for more than one Local Center.

§6. The Provincial Delegates animate the Delegates of the Local Centers to help foster the assumption of their responsibilities as regards their task of spiritual animation of the Salesian Cooperators and of co-responsibility in their Salesian apostolic formation.

§7. The Provincial Delegates, in understanding with the Regional and/or World Delegates, promote, if it is the case, updating and formation activities for all the Delegates of the Province on the Salesian charismatic dimension, with specific reference to their role of animation. These activities are open to the participation of the leadership of the Association.

from the Code of Canon Law

Can. 317

§1. Unless the statutes provide otherwise, it is for the ecclesiastical authority mentioned in can. 312, §1 to confirm the moderator of a public association elected by the public association itself, install the one presented, or appoint the moderator in his own right. The same ecclesiastical authority also appoints the chaplain or ecclesiastical assistant, after having heard the major officials of the association, when it is expedient.

§2. The norm stated in §1 is also valid for associations which members of religious institutes erect outside their own churches or houses in virtue of apostolic privilege. In associations which members of religious institutes erect in their own church or house, however, the nomination or confirmation of the moderator and chaplain pertains to the superior of the institute, according to the norm of the statutes.

from the Original Rule of 1876 by St. John Bosco

Article V, #5.

5. Constitution and Governance of the Association

5. In cities and towns where no Salesian house is established, and where the associates have reached ten in number, the Superior shall appoint a head with the title of "Group Leader". The Group Leader, preferably a priest or some exemplary layperson, corresponds with the Superior or with the Director of the nearest [Salesian] house.

from the 2018 *Handbook* of St. Philip the Apostle Province

CHAPTER V

ORGANIZATION OF THE ASSOCIATION

Local Centers and Their Coordination

Art. 87. Salesian Cooperators may foster the establishment of a new Center. This is most particularly the case when a Salesian Cooperator is living in a place too far from any established Center to participate in the life of the Association on a regular basis.

After having received approval from the Provincial Council, the Cooperators establishing a new Center give a name to it. Most commonly, a Center is named after a Salesian Saint or Blessed.

The Local Council

Art 88. The Local Council is composed of three to seven members, elected by and from among the members of the Center. Each Local Council has a Delegate assigned to them by the Provincial of the Salesians of Don Bosco or the Daughters of Mary Help of Christians (according to whether the Center is attached to an FMA or an SDB work), with full voice and right to vote.

Art 89. The Councilors choose, from among their lay members, Cooperators who will fulfill the specific roles of Coordinator, Treasurer, Secretary, and Formator, and, perhaps a Communications person. If no Cooperator of the Council is found apt for the role of Formator, the Coordinator, in dialogue with the Delegate, may identify a Cooperator from outside the Center who can offer this role of service.

Art 90. Vice-Coordinators **are not provided for** in the *Project of Apostolic Life*. Provincial Secretaries, Treasurers, and Formators, instead, are expected to assist the Coordinator in his/her duties, as necessary, and in keeping with their specific function on the Council. The Cooperator Rule does also provide for a Coordinator's calling on the help of an expert, a former Coordinator, or another member of the Council or Association or Salesian Family member properly prepared, when necessary.

Art 91. At the end of a Local Council's three-year term, elections are held. The acting Council:

- sets and makes known to the Center, at least thirty days in advance, the date that the election will be held
- makes known to the Center the date for candidate nominations, at least fifteen days before the election
- drafts the Official List of Candidates.

Art 92. On the day of the election, the acting Coordinator names three members of the Center, who are not candidates, to be the President, the Secretary, and the Spokesman of the Electoral Commission.

Art 93. The President of the Electoral Commission:

- verifies the list of candidates

- calls the names of those who have the right to vote (only those physically present may vote)
- explains the voting procedure
- hands the ballots to the voters
- declares the vote

(In the case of a tie, the Cooperator who has been promised longer is elected. If both candidates of the tie have been promised for the same number of years, then the elder in age is elected.)

- proclaims the election closed.

Art 94. The Electoral Commission:

- organizes the vote
- distributes the ballot with the list of candidates printed on it, in alphabetical order by last name
- verifies the validity of the ballots (any illegible ballot is considered null and void)

Art 95. Following the vote, the exiting Coordinator names those elected.

Art 96. The exiting Council and the new Council decide on a date, within thirty days of the election, for them to get together to make a smooth transition between Councils through sharing information on the following:

- initiatives in process
- the Aspirants' present progress
- the financial situation

The minutes of this meeting are drawn up and all present sign. Following this, the prior Council members leave. The new Council proceeds to the election of the Coordinator, the Treasurer, the Secretary, the Formator, and a possible Communications person, according to the norms of Article 36 §2 of the *Statutes* and Article 20 §2 of the *Regulations*. As soon as the new Councilors have received their mandate, they assume their full responsibilities.

Art 97. The new Coordinator lets the Provincial Council and all the Cooperators of the Local Center know the results of the above election immediately following said election. (q.v., Appendix, pp. 63+64)

Art 98. Every Local Councilor has both the right and the duty to attend all the meetings of the Local Council – whether ordinary or extraordinary. (Extraordinary ones are those called by the Coordinator or at least two Councilors in the case of serious need, outside the regular meeting schedule.) A Councilor who is unable to attend a meeting of the Local Council must let the Coordinator know ahead of time.

Unjustified absence on the part of a Councilor necessitates that the Coordinator approach him/her about it. After three such unjustified absences, the Councilor may be dismissed from the Council.

See above for the responsibilities of the Local Coordinator as well as Article 35 excerpts in this *Compendium*

Art 100. The Local Secretary is responsible to:

- update the records of the Local Center annually and forward that information on to the Provincial Secretary:
 - o names and date of Promise of Aspirants
 - o names and date of Cooperators renewing the Promise
 - o name and date of decease of a Salesian Cooperator of his/her Center
 - o name and contact information for Cooperators who move out of the area and, hence, are unable to be part of the life of the Local Center
 - o name and date of dismissal of former Cooperators
- present a Purgatorial Mass card from the Salesian Missions to its member who suffers the loss of a close relative
- keep note of the birthday and important anniversaries of the members of their Center and animate its celebration, enlisting the help of the others
- place in the Center's Archives a brief biographical sketch of a Cooperator from their Center who has died during the year and will forward a copy of it to the Provincial Secretary
- establish, maintain, and update the archives of the Local Center, which should be housed in the local FMA
- or SDB House, if the Center is attached to one; if the Center is attached to a Diocesan entity, a secure location to which future Councils have access must be identified
- assist the Coordinator in keeping good communication lines open between the Center and the Province, seeing to it that information received from the Province is made known to all the members of the Center and that information regarding the Center and its activities is made known to the Provincial Council
- work with the Provincial Secretary and the Local Council in the creation of an email address for the Center
- update the Center's brochure (if one exists), to bring it in line with the *Project of Apostolic Life* of 2013, and to submit it to the Provincial Council for approval before distributing it
- submit a monthly summary of the news from the Center to the Provincial Council for Communications for publication on the Cooperator Province website and the Don Bosco Salesian Portal website, including, but not limited to:

- joys and sorrows of individual members
 - apostolic initiatives
 - Aspirants in formation
 - special events or initiatives of the Center
 - yearly plan of the Center
- send the Local Center's calendar to the Cooperator Provincial Secretary and to the Local Salesian Family Commission's head
 - respond to requests received from the Cooperator Provincial Council and/or from the local Salesian Family Commission, with the consent of the Local Council, for any information which falls within the sphere of secretarial duties.

Art 101. The Local Treasurer is responsible to:

- educate and animate the members of the Center to economic solidarity
- receive and deposit in the Cooperator account the contributions given by the members
- keep accurate documentation of all receipts and expenses, including contributions in kind or in goods, as opposed to actual money
- prepare the annual budget along with the Local Council for the coming calendar year
- present the annual budget to the Center members
- send the annual budget to the Provincial Council for approval
- present the year-end financial statement to the Local Council and Center members
- send the approved statement to the Provincial Council Treasurer
- seek outside sources of funding the charitable works of the Association and the Salesian Family

Collegial Direction

Art 102. All decisions taken by the Local Council, except in the case of emergency when the Local Coordinator may act and subsequently inform the Local Council of his/her action, are made following due consideration, prayerful reflection, and discussion to discern God's Will and what is best for all concerned. If a vote is taken on a matter before the Council, all Council members, including the Delegate(s), have the right to vote.

Art 103. Voting may be done by simple raising of hands or, at the discretion of the Coordinator, by secret ballot. A simple majority decides the vote, unless otherwise specified. If there is a tie after two votes, the Coordinator breaks it by expressing his vote publicly.

Task of the Local Council as Pertain to Its Apostolic Service

Art 104. The Local Council draws up and submits to the Provincial Council for its approval an Annual Plan describing:

- Its on-going apostolic initiatives and the development thereof in the new year
- Its plans to seek out young people at risk and struggling families in their area who are in need of help and their plans to respond to these needs, according to the Salesian charism

Once approved, the Local Council publishes the Plan for each of the members of its Center.

Art 105. The Local Council encourages the participation of the Cooperators of their Center in initiatives offered and/or promoted by the Association at the Local and Provincial levels, and, when invited and possible, at the Regional and World levels, and by the Local Salesian Family Commission and the Salesian Family Province Consulta, especially:

- Formation Days
- Retreats
- Feast Days
- Special Anniversary Events
- Spirituality Days.

Tasks within the Local Council

Art 106. To ensure vitality in the Local Center, the Local Council holds a planning session in August to project formation topics, apostolic endeavors, spiritual life and other initiatives for their Center.

Art 107. At the May or June meeting, the Local Center gathers for a self-evaluation as regards all that was planned in the August prior and any other involvement or initiative during the preceding year.

Art 108. The Local Council draws up a Year-End Report and Evaluation on the State of the Center in either May or June. It includes details concerning:

- Spiritual and Formative events held during the year
- Apostolic Initiatives planned and carried out
- Types of Apostolic involvement (catechesis, oratory, in Diocesan or Salesian Work, etc.)
- Vocation promotion
- The number and situation of the young and families for and with whom the Center ministers
- Membership growth/decline
- Apostolic successes/failures

- Involvement in local Salesian Family initiatives
- Involvement in Cooperator Province initiatives
- Economic solidarity
- Mission initiatives
- Other involvement and information

In the third year, when the Electoral Provincial Congress is held, these reports become the basis for the sharing and reflection on how we may grow and improve, both as individual Centers, and as an Association in our Province; in our sense of belonging to the world-wide Association and to the Salesian Family; and in our mission to the most abandoned and at-risk youth and families.

Art 109. The Local Council reviews and approves, and the Local Council Secretary submits, the following to the Provincial Council, per this schedule (N.B., though most of our Centers run on an academic calendar, the financial statements and census data follow the chronological year, as that is how the World Association functions) [Please refer to the Appendices of the November 2018 *Handbook*, First Revision, for all pertinent forms]:

Document	Prepare and Approve	Submit to Center	Submit to CPC
Minutes & Results of Area Congress*	Following Congress	September	By August 1
Calendar of Meetings & Events**	June/July	September	by August 1 (& to Local SFC)
Annual Plan, with entire Center	August	---	September 1
Annual Budget	Upon receipt of the Provincial Council's Budget	Right away	Immediately upon approval
Annual Financial Statement	Upon receipt of the Provincial Council's Budget	Right away	Immediately upon approval
Receiving Economic Solidarity Contributions from Members	On-going	---	by November 30
Table 5, Census Data Updates – using codes from Table 6	A few months before the election of a new Provincial Council	---	at Electoral Congress
Table 4, Census Data Updates	After election of new Council's Coordinator	---	Immediately, as new Coordinator's first official act
Liaison Report (to be compiled and submitted by Liaison)	At time of Liaison Visit	yearly	At subsequent CPC meeting, closest to time of visit

**Area Congresses held in the two years intervening between Provincial Electoral Congresses **Regular, Initial Formation, & Council Meetings; Apostolic, Spiritual, Formative, Vocation Awareness, and other Events and Initiatives; Dates of Promises: Renewal and Initial Aspirants'; Dates for nominating candidates for the Local Council and of the Election; Date of Mass for Deceased Cooperators.*

Art 110. Whenever a Congress or Encounter is held, at the Regional or World Level, and input is needed about the current situation of a Center, the Local Council is responsible to furnish the necessary data, photos, information, and documentation requested to the Provincial Secretary at least two months before

the opening of the Congress or Encounter so that a proper picture of our Provincial reality may be shared with the other members of the Association.

Art 111. When the Congress or Encounter is on the Provincial Level and the members of the Local Councils are expected to be in attendance, the production of a multi-media report concerning the health of the Center is the task of the Local Council. It should give a detailed and honest picture of the members, the efforts, the strengths and weaknesses, the areas of growth and decline, and the apostolic, spiritual, formative, and vocational initiative of the Center so that the Congress/Encounter may be an effective tool to measure the vitality of the Association in the Province and to help the Province develop and improve in its vocation and mission.

Art 112. It is the task of the Local Council to remind its members of the concept of economic solidarity and encourage generosity for the sake of the health of the Association and the Salesian mission around the world. *Animating Economic Solidarity* is a most useful document that every Local Councilor, especially, but not only, the Treasurer should know well and refer to when encouraging this generosity.

Art 113. All Local Councilors are to make plans to attend and participate wholeheartedly in the Electoral Provincial Congress and the area gatherings held in the two years intervening between said triennial Congresses so as to help improve the state of the Association in the Province, to grow in one's vocation, and to come to know the other Councilors and the realities of their Center, with the aim of forming and strengthening the bonds of fraternal charity, collaboration, and mutual support.

Delegates

Art 114. The primary tasks of the Provincial Delegates are to formulate and offer programs and initiatives for the formation of the Lay Formators and the Local Delegates, in collaboration with the Regional and World Delegates. Initiatives to fulfill this obligation include:

- the formulation of a systematic formation program, providing ideas, suggestions, and examples to help in their mission to the Cooperators
- a monthly article written and posted to the Cooperator website on the role of the Delegate and his/her mission to the Salesian Cooperator Association
- a personal visit to the Delegates of Centers located where the Cooperator Provincial Council is meeting or when in company with them for Provincial Assemblies and the like
- availability by phone, email, etc., to listen to and respond to their questions concerning their role, the vision of the *Project of Apostolic Life*, and the Cooperator Association
- a face-to-face gathering every third year on the occasion of the Electoral Provincial Congress
- internet meetings, as needed.

Art 115. The Provincial SDB and FMA Delegates collaborate with the Provincial Formator and with each other in the formation of the Provincial Council members themselves, beginning each meeting of the Council with a formation session, drawn from some articles of the *Project of Apostolic Life*, from the

Strenna of the Rector Major, from an encyclical of the Holy Father, or from some other Salesian or ecclesial source.

Art 116. A high priority for the Provincial Delegates is close collaboration and constant communication with the Provincial Formator so as to guarantee fidelity to Don Bosco's charism, spirituality, and sense of belonging to his Family in all formation programs: initial, on-going, and tailored to a specific person (long distance/for a former Salesian Religious/Diocesan clergy). Connected with this is the grave responsibility on the part of the Provincial Delegates of keeping close ties with and visiting Centers which do not have a Local Delegate, whether due to the fact that there is no FMA or SDB presence nearby or there is no Cooperator or Diocesan Priest ready to act as such. In any event, all Delegates – whether Cooperators or Diocesan Priests – of Centers which have no SDB or FMA connection will be followed closely and assisted by the Provincial Delegates in person, at times, and via other means of communication regularly.

Art 117. Local Delegates, in close collaboration with the Provincial Delegates and Formator, are responsible for the spiritual animation of the Salesian Cooperators and of co-responsibility in their Salesian apostolic formation. They are to be present and participate, with active voice and vote, in all Local Council Meetings and Meeting of their Center. Their presence and active participation is necessary at apostolic initiatives of their Center, all area and Provincial gatherings of the Salesian Cooperators, and, especially formation meetings held to foster their living of their role as Delegate.