

**Congregazione dei Rogazionisti**  
Curia Generalizia

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Rome, July 13, 2020

Prot. No. 145/20

Re.: Guidelines for the exchange of Religious Personnel between Rogationist Circumscriptions and Guidelines for the confreres residing in the General Curia in Rome for Specialization Courses

To the Most Rev. Superiors  
of the Rogationist Circumscriptions  
THEIR OFFICES


Dearest Confreres,

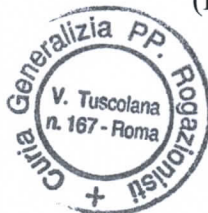
We ended our last Conference of Superiors of Circumscription when the Coronavirus epidemic was beginning in Italy, which is still putting a strain on many regions of the world. The Lord is protecting us, and we pray and hope that he will continue to spare us and that he will hasten the end of this scourge in the world.


We were thinking if it was opportune to send you the minutes of our meeting but we preferred to rather gather and organize the guidelines that have matured in the Conference, which was basically developed around two themes: *Guidelines for the exchange of Religious Personnel between Rogationist Circumscriptions* and *Guidelines for confreres residing in the General Curia in Rome for Specialization Courses*.

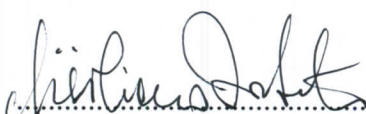
I am therefore forwarding the aforementioned attachments, which I intend to submit to your attention inviting you to send any comments by August 15, 2020.

Looking forward to your reply, I send you my best wishes and best regards.

  
(Fr. Jose Maria Ezpeleta, R.C.J.)  
Counc. for Rel. Life, Form.  
and Voc. Min.



  
(Fr. Bruno Rampazzo, R.C.J.)  
Superior General

  
(Fr. Fortunato Siciliano, R.C.J.)  
General Secretary

## **Guidelines for the exchange of Religious Personnel between Rogationist Circumscriptions**

(July 9<sup>th</sup>, 2020)

### **Introduction**

1. The expansion of the Congregation in the world has led to the growth of initiatives of Circumscriptions. To foster the spread of the charism and mission, the collaboration of all the Circumscriptions is necessary, with the coordination of the Superior General (Cf. Constitutions 41; Norms 126)

### **Proposal**

2. These guidelines supplement what has been already widely expressed in articles 129-131 of the Norms.

### **Coordination with the Superior General**

3. The Superior General, who has the competence of the transfer, must be involved also in the preliminary phase of looking for Religious personnel to meet the needs of a Circumscription.

### **Proposal for the transfer of Religious (cf. Norms 129)**

4. The proposal for transfer of a Religious to another Circumscription could come from:
  - a. the Superior General;
  - b. the Superiors of Circumscriptions involved;
  - c. the Religious themselves.

### **Procedures**

5. After the initial discernment has been done, the procedure for the transfer of Religious proceeds as follows:
  - a. The request for transfer is formally communicated to the Superior General from the part of the Superiors of Circumscription or of the Religious.
  - b. The Superior General asks for the written opinion of the Superiors of the Circumscriptions involved, presents the request to his Council to hear their opinion, then authorizes the transfer.
6. Regarding the procedure for the transfer of jurisdiction (incardination) of the Religious to a new Circumscription, the procedure foreseen in the previous number is followed.

### **Coordination between the Religious and the receiving Circumscription**

7. Having obtained the authorization, the Religious concerned and the Superior of the receiving Circumscription (or his delegate) will begin to coordinate for the immediate practical preparations, establishing the date and place of the transfer. For international exchanges, this also includes immigration procedures, learning the language, and specific formation in view of the assignment to be carried out.



### **Assignment in the receiving Circumscription**

8. The Religious transfer to another Circumscription to share its project of consecrated life and its apostolic mission. Therefore, the Religious are prepared to be open to any assignment within the new Circumscription, with appropriate dialogue and discernment.
9. If the Religious come from a different cultural and linguistic context, the first assignment in the new Circumscription is specified in advance, so that the Religious gradually prepare themselves for the new reality. Any subsequent assignments are taken into consideration, after an initial period of insertion in the Circumscription and the dialogue with the Religious.
10. In cases where the Religious are assigned to a Circumscription to render a particular and temporary service, the specific task is indicated in the transfer letter. Any changes for different positions within the new Circumscriptions are possible, with the authorization of the Superior General.

### **Knowledge of the language and culture**

11. In the transfer of Religious to different linguistic and cultural contexts, it is appropriate to provide for the presence of at least two confreres of the same language and culture so that they can support each other in the challenges of initial insertion.
12. In the initial phase, before taking on the assigned task, the new Circumscription ensures that the Religious have sufficient time (at least six months) and means to learn the local language and culture. In addition, they should take care of the appropriate formation for the task entrusted to them.

### **Change of juridical affiliation**

13. In the initial phase of the transfer, according to the discretion of the Superior General, the Religious can retain their juridical membership to the Circumscription of origin (Norms 129c). However, it is strongly recommended that the Religious be normally incardinated in the Circumscription where they work.

### **Competence in discipline and economic matters**

14. Once the transfer has taken place, whether he maintains or not his juridical belongingness to the Circumscription of origin, the Religious are subject to the Superior of the Circumscription where he resides, for the discipline and economic matters, according to the indications of the Directory of Circumscription. Disciplinary matters include ordinary and extraordinary authorizations and periods of vacation. For economic matters: the recording and reporting of income and expenses, including those for vacations and healthcare.
15. The Superior of the receiving Circumscription and the Local Superior take care of the Confrere's integral growth in his life of religious consecration and his physical health.

### **Return to the Circumscription of origin**

16. The Religious who have carried out apostolic activities outside the Circumscription of origin for at least eight years can ask to return to it by

presenting an application to the Superior General, normally at the end of the seventh year. (cf. Norms 130).

**Particular Cases. 1. Transfer of a House of a Circumscription to another Circumscription**

17. When particular situations arise that a Circumscription is unable to continue keeping a House open due to lack of personnel, before deciding to close it and putting the property for sale, lease or give it on loan to other Entities, the idea of entrusting the management of that House to another Rogationist Circumscription should be considered.
18. The Superior General coordinates this entrustment with the Superiors of Circumscription both in the process of discernment and in the implementation phase.

**Phases of a transfer of a House**

19. After obtaining the authorization of the Superior General, the transfer of management of a House between the two Circumscriptions proceeds in two phases:
  - a. Trial and transition period. In the initial phase, the Religious of one Circumscription form a community and manage the House of another Circumscription with the aim of verifying the possibility of full assumption of management. During this first phase, the inviting Circumscription supports the ordinary economic needs of the House, based on its previous history, while the disciplinary aspect is subject to the jurisdiction of the Superior of the Circumscription from which the Religious come.  
Every year the Superior General and the Superiors of the involved Circumscriptions verify the feasibility of the transition of the House Management from one Circumscription to the other, keeping in mind the report of the concerned local Community. The eventual transfer must take place within a maximum of three years.
  - b. When the transfer is deemed feasible, the Superior General decrees the transfer indicating the terms of the ordinary and extraordinary economic administration of the House. From the moment in which the transfer decree is issued, the religious House, with its patrimonial assets, passes into the disciplinary and administrative competence of the new Circumscription, unless the Superior General, with the consent of his Council, provides otherwise.

**Particular Cases. 2. Presence of a Community in the geographical area of another Circumscription**

20. For the purpose of spreading the charism or pastoral care, the Superior General can authorize a Circumscription to start a presence (missionary station or community) in the geographical area of another Circumscription after consulting the Superiors of the concerned Circumscriptions and evaluating its convenience.



**Guidelines**  
**for confreres residing in the General Curia in Rome**  
**for Specialization Courses**  
(July 9<sup>th</sup>, 2020)

**A. Introduction and general principle**

Qualifications through specific courses of ongoing formation enrich the confreres who take them and make their service in the Congregation more effective. For this reason, it is necessary to insist on the organization of these residential courses.

**B. General Guidelines**

The following guidelines are established for ongoing formation and specialization courses which require residence at the General Curia in Rome.

**1. Preliminary Discernment**

The criteria for choosing the specialization of a Religious take into account not only the inclinations and desires of the Religious but also the needs of the Circumscription and the Congregation. Discernment is to be done in the dialogue between the competent Superiors and the Religious.

**2. Request Letter**

The Superior of Circumscription sends the request letter to the Superior General, who approves the ongoing formation program of the Religious who will be residing at the General Curia in Rome. The request must include the following:

- a. Details about the intended course of formation and/or specialization; the chosen university or institute; details of the program to be taken and expected date of arrival in Rome.
- b. Attach the completely filled up personal data form (see attached module) necessary for the sponsorship, a scanned copy of the passport personal data page, and photo ID.

The request letter should be sent in good time (at least 4 months before the expected arrival in Rome, for those who require a visa), taking into account the duration of the procedures relative to immigration and pre-enrollment and enrollment in university courses.

**3. Approval**

The Superior General presents the request to the General Council to have its opinion and approves it.

**4. In charge of the formation**

With the approval granted, the General Councilor for Formation becomes the person in charge of the formation program of the Religious. He maintains relations with the Superior of Circumscription and with the University authority; he accompanies the Religious on their formative journey and verifies the progress of the students; he periodically updates the Superior of Circumscription.

The Superior of Circumscription who has the primary formative competence over its members (cf. Constitutions 88, Norms 223), accompanies the formative process of the Religious, especially with the personal dialogue.

The Superior Delegate of the General Curia is responsible for daily discipline; the Religious refers to him for due permissions and the reporting of expenses.

5. **Travels.** For special trips and visits, the Formation Councilor grants authorization in coordination with the Superior Delegate of the Curia. For travel outside Italy, authorization is given in agreement with the respective Superiors of Circumscriptions. The family vacation period normally takes place every two years.
6. **Economic matters.** The General Curia takes care of the board and lodging and the ordinary monthly expenses of students residing in the Curia. As regards school fees, the Circumscription should verify the possibility of contributing to the cost, in agreement with the General Councilor for Formation. Extraordinary expenses, such as travel outside Italy for any purpose (including holidays), devices, extra courses, are shouldered by the Circumscription. The income received from the ordinary ministry and from the apostolate of the Religious is recorded in the monthly economic report.

## **Attachments**

### **A. Module of the sponsorship letter (essential contents)**

To : Fr. Bruno Rampazzo RCJ, Superior General

Re : Sponsorship for the course of permanent formation/specialization in Rome of  
*N. or NN.*

With the consent of the Council of Circumscription, having consulted the confrere concerned, I would like to present *Fr. N / Frs. NN* ... to:

1. Participate in the course of permanent formation
2. Take up a course of specialization

NAME OF THE COURSE,

NAME OF THE UNIVERSITY/ INSTITUTION,

DURATION OF THE COURSE.

It will start on ... (month of opening) and will end on... (month of closing).

He should arrive in Rome on ... (month, year).

As agreed, I ask that the Religious resides at the General Curia for the entire period.

(The Circumscription will then communicate its contribution to the cost of the course).

**B. Module for the request letter of sponsorship**

Name (nome)	
Surname (cognome)	
Nationality (nazionalità)	
Place of birth (luogo di nascita)	
Date of birth (data di nascita)	
Passport No. (numero di passaporto)	
Expiry (scadenza)	
Purpose (motivo)	
Date of arrival in Italy (data d'arrivo in Italia)	
Date of departure from Italy (data di partenza dall'Italia)	
Type of visa (tipo di visto)	Tipo D, lungo durata, 365 giorni
Type of visa – purpose (motivo)	MOTIVI RELIGIOSI
Name of Ambassador (nome dell'Ambasciatore/Consule)	
Embassy Address (Indirizzo dell'Ambasciata/Consolato)	
Name of the Apostolic Nuncio (nome del Nunzio apostolico)	
Nunciature Address (Indirizzo della Nunciatura)	