

PROVINCIAL COUNCIL MINUTES

If members of your community do not have access to email, please consider printing a set of these minutes for their benefit.

But please remember that these minutes deal with confidential matters and are intended to be read by members of the PCM Province only. If you are printing these minutes out, please make sure they are kept in a secure place.

Provincial Council Meeting Minutes
Tuesday, October 11 - 13, 2016
St. Agnes Church, Phoenix, AZ

Members Present: William J. Harry, O. Carm., Joseph Atcher, O. Carm., Samuel Citero, O. Carm., Myron Judy, O. Carm., Emilio Rodriguez, O. Carm., and Paul Henson, O. Carm.

The council would like to thank the communities of St. Agnes, the Carmelite House on Flower Street, and St. Therese Priory on Mariposa Street for their welcome and hospitality.

Report on the 2016 General Congregation of the Order
Fatima, Portugal | September 18-October 1, 2016

The prior provincial spoke about the General Congregation of the Order which was held at Casa São Nuño in Fatima, Portugal, on September 18-October 1, 2016. The theme of the gathering was “... *more by our life than by our words*” (Const. 24) - *Missionaries of God’s tenderness and love.*” The prior general’s address to the gathering to open the meeting and the “final message” of the participants to the Order have already been distributed to the members of the province through carmelnet-online.

The principal speaker was Cardinal Luis Antonio Tagle, the archbishop of Manila and president of *Caritas Internationalis*. The Cardinal’s talks were very dynamic and moving. It set a wonderful tone to the meeting as we sought to understand what it means for Carmelites to be missionaries of mercy in our world today.

Each of the General Councilors spoke about the region of the Order they represent, giving highlights of activities and challenges in each. Each councilor also gave a report on the specific area of responsibility they have within the general council. Of particular interest was a census done of the order and projections for growth or diminishment of the number of members in the Order. There was also a report on the commission charged with suggesting better usage of the buildings and/or entities in Rome directly responsible to the general curia. Each geographical area also held one or more meetings.

Several of these reports will be published in the December issue of *The Sword*.

Commissions/Board Meetings of Affiliated Organizations

Quarterly Meeting of Provincial Archives

July 29, 2016

The council reviewed the minutes of the provincial archives quarterly meeting held on July 29, 2016. Contained in the minutes was a recommendation that upon final revision, the “*Policies of the Carmelite Provincial Archives*” should be inserted in the **Policy Manual for the PCM Province**. The council agreed with the recommendation.

It was also approved that official minutes associated with provincial boards and commissions as well as any written house reports submitted to the provincial office will be archived for historical purposes. All titles of ownership of property will be kept in a fire proof safe.

Board of Trustees of the Monastery of Mount Carmel

October 6, 2016

A verbal report of the October 6, 2016, meeting of the board of trustees of the Monastery of Mount Carmel was presented to the council. The discussions of the board of trustees ranged from the Society of the Little Flower in Canada, the Spiritual Centre at the monastery, as well as property improvements currently underway or being considered.

The Monastery Spiritual Centre has some retreat reservations booked for the next ten years. The Society of the Little Flower is now working out of newly remodeled space in the former library. After some adjustments in staffing, moral and efficiency of the staff appears to have improved.

The day after the meeting, the new "barn" for the storage of equipment needed for the grounds as well as the new vineyard was blessed by the prior provincial. A cookout for the staff followed the blessing.

Board of Directors of the Monastery Cellars - Niagara Falls, ONT

October 6, 2016

The provincial reported verbally on the October 6, 2016 board of directors meeting of the Monastery Cellars, a separately incorporated partnership with Reif Estate Wineries of Niagara-on-the-Lake, ON. Much activity is taking place to enable a June 2017 kickoff of the venture.

During the past few weeks, thirty tour operators from the Niagara/Toronto area toured the monastery and vineyard led by Steve Bridges, director of the Monastery of Mount Carmel, and Klaus Reif, chair of the Monastery Cellars board. Potential clients in Japan, Korea and China have been contacted and received a short video and information promoting the new venture. The video will be made available online to the members of the province.

Some of the wine will be available at the 2017 PCM chapter.

Vocations Commission Meeting

September 18-19, 2016

A report of the Vocations commission meeting held in Mexico City from September 18-19, 2016 was reviewed by the council. The report explained the various methods currently in use for promoting Carmelite vocations: social media, printed marketing materials, retreats, and person-to-person visits.

Each country sponsors 1-3 vocation retreats a year and has open visits for interested men during the entire year. The following retreats have taken place or will take place this month: Peru: September 30 -October 2; USA: October 14-16; and Mexico: October 21-23.

The council also reviewed the steps taken for accepting candidates with previous Carmelite experience or experience in other formation programs. The format is found in the 2016 Vocation/Formation Manual.

The Carmelites in El Salvador are receiving a growing number of inquiries, vocations and students from other Central American countries. Legislation will be introduced at the chapter to include Central America as a designated area for vocations. The archbishop of San Salvador has recommended this designation, noting that other religious orders tend to have single provinces which cover all of the countries in Central America rather than one province for each country.

The commission also discussed the new additions to the Praesidium standards and will implement them as soon as possible.

Chapter Preparatory Commission

September 21-22, 2016

The minutes of the September 21-22, 2016 meeting of the Chapter preparatory commission were reviewed. A Save-the-Date postcard will be sent to the membership which will list the dates and place of the chapter, pertinent documents needed to enter Canada, the date of the straw balloting, and the deadline for registration and deposits.

The council reflected on the decision of the chapter preparatory commission to not honor city dignitaries of Niagara Falls, ON on the occasion of the 50th anniversary of the monastery fire, one of the reasons Niagara was chosen as the location for the chapter. The council regrets that some way cannot be found for the province to thank the people of Niagara for their support 50 years ago when the province found itself in dire need. We also feel it is important to encourage goodwill and publicity for the Monastery's continued, active presence in the community.

The presentation of the recent surveys of our parishes and of the membership conducted by CARA was also discussed. The council brainstormed on ways to disseminate the information and offer an interpretation and analysis of both surveys ahead of the chapter. Our concern is that we would like the membership to reflect on the results of these surveys individually, in community, and in other groupings before the provincial chapter. We believe it would be advantageous for someone from CARA to present the study and lead the discussion at the chapter of possible conclusions we can draw from them. The chapter preparatory commission will be asked to.

Communications

From the Peruvian Commissariat

The minutes for the August 26 and October 6 meetings of the Commissariat council were reviewed. In addition, a report on the vocation retreat was reviewed. Seven men attended the retreat and ranged in age from 19-35.

Community Visits / Community House Calls

Calls to the Community

The communities were asked to respond to the question of vocation promotion. Most houses responded adequately to this question. Ministries attached to Carmelite priories reported that they display printed materials and are finding creative ways to support vocations and invite men to consider the Carmelites.

Some of our men continue to suffer from ailments. These men are hospitalized, in nursing homes or in an assisted living situation. Please continue to pray for the sick of the province.

Provincial Visit to Novitiate – Middletown, NY

June 9-10, 2016

The provincial reported on his visit to the novitiate on June 9-10, 2016. He was present for the investiture of the new novices and the profession of vows of the outgoing novices.

Provincial Visit to El Salvador

July 11-18, 2016

The provincial reported on his visit to Centro Xiberta from July 11-18, 2016. During his visit he and the students at Centro Xiberta appeared on a television station called Agape TV and were interviewed by Radio Maria. He also had an opportunity to meet formally and informally with the students living in Centro Xiberta. He spoke to them about the importance of academic success, engaging in the formation program and the expectations the province has while they are in formation.

The provincial also met with the major donors of Xiberta Center and discussed with them the future of the Order in El Salvador. A mass was celebrated and dinner followed.

Provincial Visit to Perú

July 20-27, 2016

On July 20-27, 2016, the provincial visited the Carmelites and ministries in Peru. He spent time in Jose Galvez where the commissariat has a parish and a school. He participated in the “Fiestas Patrias” celebration at the colegio the Carmelites have responsibility for. He also visited the San José drug treatment center which is heavily influenced by Carmelite spirituality. He was welcomed by the clients, spent some time speaking with them, and then was given a tour of the facility. While still in Jose Galvez, he also interviewed two applicants who have since joined the formation program in Miraflores.

The provincial also visited Ulises Garcia, novice, at the halfway point of the novitiate year. He is doing well. An inter-novitiate program called FOCAL provides him with an opportunity to be with other novices, both male and female. The provincial met with the two directors of novitiate to discuss the year.

After visiting the novitiate program, the provincial moved to Miraflores. He visited the prenovitiate program and spent time with the two pre-novices before they left on vacation. The parish of Nuestra Señora del Carmen held a reception for the provincial in the casa madre. It was a wonderful evening with about 40 people from the parish leadership invited to attend. The provincial gave a brief talk outlining the highlights of his visit to the commissariat and thanking the parishioners and Eduardo Rivera, pastor, for their work to create a strong parish community and their efforts in the education of young people from the area as well as Barranco.

Provincial Visit to Whitefriars Hall – Washington, DC

August 19-20, 2016

The provincial reported on his August 19-20, 2016 visit to Washington, D.C., during which he received the solemn vows of Matthew Gummess, O. Carm. and Jorge Monterroso, O. Carm. in the Crypt Church of the Basilica Shrine of the Immaculate Conception on August 20, 2016.

This visit coincided with the summer version of the Student Gathering at Whitefriars. The presence of the students allowed a variety of conversations to take place over the two days. The provincial also met with Tim Ennis, co-director of the novitiate program in Middletown.

Continuing Business

Praesidium Visit to the Province

September 13-14, 2016

Representatives from Praesidium made on-site visits to the provincial offices in Darien, Whitefriars Hall in Washington, D.C., Mt. Carmel High School in Chicago, Carith House in Hyde Park, and Joliet Catholic Academy in Joliet, IL. Several members were interviewed and were asked questions related to the Praesidium standards. Personnel files were also reviewed.

The visitors are writing up their findings, present these to their Board, and let us know the results. We are applying for a five-year accreditation (we currently have a three-year accreditation) which will require another on-site visit at some point around 2.5 years from the accreditation.

Update on Province in Mexico: Teleconference Session for Strategic Planning

The provincial reported on three telephone conferences involving all the Carmelites in Mexico. The overall purpose is to update the Strategic Plan for Mexico. Members from Torreon, Coahuila, and Tlalpan, Mexico City highlighted steps that have been accomplished and discussed the actions necessary to move the strategic plan forward.

The strategic plan called for: completion of an association for the Order to allow fundraising; the construction of additional rooms in Tlalpan to house the growing number of vocation inquirers and prenovices and the possibility of housing Carmelites doing advanced studies at a university in Mexico City; and, the planning of fundraising activities for the Order in Mexico.

One aspect that is still lacking, but is integral to the strategic plan, is the establishment of a ministry site in Mexico City. While the commitment is still in the future, the planning of such a ministry site needs immediate attention.

The annual meeting of Carmelites in Mexico will be held December 5-9, 2016. The meeting will focus on four topics/events: updating the strategic plan with a professional planner, a workshop on leadership, a retreat, and an outing with the brothers.

The revised plan will be printed up following the annual meeting for the provincial chapter.

Avon House: Remodeling of 3rd Floor

Recent rainstorms as well as the regular flow of summer visitors have delayed the completion of the project. Work will resume as soon as possible and with the approval of city inspectors.

Update on Vocation Ministry: El Salvador

The culture of vocation in Centro Xiberta in El Salvador continues to bring in an increasing number of inquirers from all over Central America. These inquires are coming from Guatemala, Honduras, Nicaragua and Costa Rica. With the use of social media, personal and community visits and parish presentations, interest in Carmelite life is increasing. Three men are currently in the application process.

Following the discussion of the report on the vocation ministry program, the provincial council discussed their decision at the August meeting to acquire new land and potential uses of that land. The prior provincial will be going to El Salvador in February for the annual meeting of that area of the province and this will be one of the topics discussed locally.

Report from the Peruvian Commissary Provincial

The provincial council welcomed the Commissary Provincial of Perú, Miguel Bacigalupo, for his annual report and discussion with the council. He reported on six major topics pertaining to Peru: membership, ministry, formation, vocations, the statutes of the commissariat, and the commissariat's strategic plan.

He began by reporting that there is an overall sense of peace among the membership. He then reported on the membership highlighting their ministries, movements, health, well-being, and personal struggles.

Peru has ministry agreements with Indonesia. One Indonesian has already completed his term in Peru and has returned to Indonesia. One friar has arrived some months ago and another will be arriving shortly. Discussions are underway for a Columbian Carmelite who is under the jurisdiction of the Italian Province to minister and study school administration or psychology in Peru.

Regarding formation, there are currently four postulants in Casa San Elias, Miraflores, Peru. There is a good atmosphere in the house. New prenovices are admitted in February and August.

The vocation efforts are showing results. Using social media outlets like Facebook and the traditional forms of outreach has increased the number of inquiries, visits, and retreatants. Inquiries from Venezuela and Chile are also reaching the vocation office. There are currently two men applying.

A review of the Peruvian statutes is currently being done. The revised version will be distributed at the annual meeting in January 2017 for discussion and corrections before the finalized version can be presented to the provincial chapter in Niagara Falls, Canada in June 2017.

Finally, the Peruvian strategic plan originally written in 2007 and updated over time was briefly discussed. Forming a framework of 5 areas of concentration, the Carmelites in Peru commit themselves to the following objectives: formation, vocation, identity, collaboration and the organization of the commissariate. The next step is to articulate the strategies and create a timeline for the completion of the agreed upon strategies.

New Business

Carmelite Library – Washington, DC

With the death of Patrick McMahon in August, the Carmelite Library at Whitefriars Hall in Washington, DC, is without a director. We consider this library to be a treasure of the province as well as the Order and those who love Carmelite spirituality and history. We are committed to the library's sound management and strong future. The council discussed the need to clarify the current state of the Carmelitana library, its financial state, its staffing, the usage by outside scholars, and the general operation of the library.

The members of the provincial council participated in a conference call with Patricia O'Callahan, the main librarian of the Carmelitana collection. She clarified some clarifications to the council's questions and concerns. She raised other issues which need to be considered.

According to Patricia, the usage by outside scholars is not extensive— researchers, professors, and people with personal interest in *res carmelitana*. But this is usually less than eight people per month. Approximately thirty people per month borrow books using the inter library system. Central library loans happen more often. Article loans are more popular.

There is one full time librarian who is responsible for the day to day running of the library. The part-time assistant works on the conservation and preservation of the books.

Some financial matters were also addressed and strategies for learning more about the financial situation of the library were outlined.

Following the conference call, the council discussed the purpose and membership of the Carmelitana Board and the purpose of the Rogge Fund. While we will be faithful to the purpose of the fund set up by Mr. and Mrs. Rogge, we see this as an opportunity to make the Carmelitana Board much more effective in the direction and management of the library, its usage, and funding. The board will be responsible to the provincial council and the provincial finance office will continue to manage the Carmelitana fund.

The next meeting of the provincial council will be in late November at Whitefriars Hall. The provincial council will meet with Patricia Callaghan and further study the Carmelitana Board.

Carmelite Mission Office – Englewood, NJ

At the August meeting of the provincial council, the decision was made to move the Carmelite Mission Office to St. Cecilia's in Englewood, NJ, and to have the mission director, Joseph O'Brien, submit funding requests with merit for final approval by the provincial council.

The council reviewed two requests: one from El Salvador for scholarships for young people to attend school, and one presented by the provincial from the Carmelites in the Congo. The provincial council approved the funding request from El Salvador. The request from the Congo must first be submitted to the Mission Office and will be considered at the November meeting of the provincial council.

Carmelite Ordos

The council received a request to reconsider its June 8, 2015 decision to limit the number of ordos distributed to the province. At that meeting, it was decided to send only 2 ordos to each priory (1 for the prior and 1 for the house chapel).

After reviewing the reasons for the decision and learning of the increasing cost of the books, from \$8.95 to \$16.95, and now \$23.00 a piece, the council affirms its decision of June 8, 2015. If additional ordos are necessary, members can order them by using the re-order form found in the ordo. The provincial office will hold some extra copies.

Financial Department Report

The financial reports for the end of the first quarter (June-September 2016) were reviewed and discussed. There were no significant changes to the report. The investment portfolio continues to operate at a slow growth rate or below desirable outcomes.

The property adjacent to the Carmelite residence in Nokomis, and the house in Peabody, MA have been sold. The Mahwah property is under contract.

The finance office has been investigating a different way to manage the purchase and maintenance of provincial cars. Negotiations were recently finalized with Enterprise due to their car maintenance program. After discussing the details of the plan, the council endorsed the plan. In order to test the plan, a one-year pilot program will be established with members of the Chicago area and Whitefriars Hall in Washington, DC. Both entities will work with the treasurer's office to discuss the details.

The provincial treasurer reported on a discussion related to the financial arrangements with the Province of St. Elias (SEL) and formation expenses at the novitiate and Whitefriars.

Membership

Clyde Osmonkowski Carmel at Mission Valley Nokomis, FL October 14, 2016
Tony Mazurkiewicz New Address: 103 Kentucky Ave., SE #3; Washington, DC. 20003

Open Listings

Salpointe High School, Tucson, AZ Theology (Social Justice) Starting January 2017
(Contact the provincial if interested)

Upcoming Events Around the Province and Order

150th Anniversary of St. Cecilia's Parish – Englewood, NJ
November 6, 2016

60th Anniversary of Colegio Nuestra Señora del Carmen – Miraflores, Perú
Mass – November 8, 2016
Banquet – November 12, 2016

Annual Meeting of Province in Mexico – Tlalpan, Mexico
December 5-9, 2016

Profession of Novices – San Salvador, El Salvador
January 7, 2017 | TBA

Annual Meeting of Peruvian Commissariat – Lurin, Perú
January 10 – 13, 2017

Investiture of Novices – Lurin, Perú
January 12, 2017 | TBA

Annual Meeting of Province in El Salvador – Ciudad Delgado, El Salvador
March 8-9, 2017

Investiture of Novices – Middletown, NY
June 11, 2017 | 7 PM

Profession of Novices – Middletown, NY
June 12, 2017 | 11 AM

[Provincial Chapter – Niagara Falls, ON
June 19-23, 2017]

Upcoming Provincial Council Meeting Dates and Places

Please note the following dates and places the provincial council will meet. If there are major celebrations which you would like the provincial council to attend in conjunction with a meeting, please let the provincial know and adjustments can possibly be made. All this information is on the province calendar on the province intranet (ocarmintra.net) to facilitate scheduling of commission and board meetings.

November 29 - December 1, 2016 – Washington, DC

February 14-16, 2017 – Encino, California

May 2-4, 2017 – Nokomis, Florida

June 12, 2016 – Middletown, New York

Board of Members

**Crespi Carmelite High School
Encino, CA
October 12, 2016**

Members present: William J. Harry, O. Carm., Joseph Atcher, O. Carm., Samuel Citero, O. Carm., Myron Judy, O. Carm., Emilio Rodriguez, O. Carm., Paul Henson, O. Carm.

The Board of Members was presented with a motion to approve the newly revised school By-Laws for Crespi Carmelite High School. However, the newly revised Secondary Schools Manual will be voted on at the 2017 chapter by the Carmelite membership. The Board of Members recommends that the school update their By-Laws to reflect changes in the Secondary School Manual of 2017.

A motion to approve Crespi Carmelite's By- Laws with the provision to update the By Laws to reflect changes in the Secondary School Manual of 2017 was made.

Rev. Samuel Citero, O. Carm. made the motion to approve.

Rev. Emilio Rodriguez, O. Carm. seconded the motion.

All members of the board of members voted to approve the By-Laws and the provision.

The board adjourned.

Respectfully submitted,

Paul Henson, O. Carm.
Secretary, Board of Members

Board of Members

**Salpointe Catholic High School
Tucson, AZ
October 12, 2016**

Members present: William J. Harry, O. Carm., Joseph Atcher, O. Carm., Samuel Citero, O. Carm., Myron Judy, O. Carm., Emilio Rodriguez, O. Carm., Paul Henson, O. Carm.

The minutes of the September 16, 2016 Board of Directors meeting were presented. Included in these minutes was the school's investment policy. The President and a small committee dedicated many hours of time and research to craft a policy that is respectful of screens adopted by other dioceses and archdioceses.

After discussing some important details about the investment policy, the board of members made a motion to approve the Investment Policy.

Rev. Paul Henson, O. Carm. made the motion to approve the policy.

Rev. Myron Judy, O. Carm. seconded the motion.

All members of the board approved the policy.

The board adjourned.

Respectfully submitted,

Paul Henson, O. Carm.
Secretary, Board of Members

Board of Members

**Mt. Carmel High School
Chicago, IL
October 12, 2016**

Members present: William J. Harry, O. Carm., Joseph Atcher, O. Carm., Samuel Citero, O. Carm., Myron Judy, O. Carm., Emilio Rodriguez, O. Carm., Paul Henson, O. Carm.

A summary of the minutes of the September 2016 board of directors meeting were reviewed and discussed. A question surfaced about the election of board officers. The president of the Members of the Board will communicate directly with the president of the school about this issue.

The board of members received the resume of a potential new member for the board of directors. A question was raised by one of the Board of Members as to the process for new members of the Board of Directors to be approved by the Board of Members. We ask that that proposed member's *curriculum vitae* be presented and discussed by the Board of Directors and that a vote of the members be taken. This information would then be forwarded to the chair of the Board of Members along with a list of the current membership of the Board which indicates the individual's area of expertise and years of service on the board.

The Carmelite Board of Members visitation and evaluation of the school will take place on April 3-4, 2017. The members of the Board of Directors will be asked to assist in the evaluation.

The board adjourned.

Respectfully submitted,

Paul Henson, O. Carm.
Secretary, Board of Members