

## *NORMS OF THE DISTRICT OF WEST AFRICA*

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### **COMMUNITY LIFE**

1. At the beginning of the school year each Community will draw up its Community Life Project before the beginning of the school activities, if possible. To draw it up, it needs the necessary time, someone who coordinates the meetings and a place out of the usual residence, if possible, to help serenity, dialogue and prayer. Dates for the periodical evaluations will be fixed in the Project. (cf. C. 50.1)
- 2.-The Community will fix dates for the Community meetings. It is advisable to have one community meeting every fortnight. (cf. C. 60.1)
- 3.-The Community assures morning and evening prayer taking into account the traditions of the Congregation, the Constitutions and the Norms of the Church. We daily dedicate enough time to the Rosary or any other Marial prayer. (cf. C. 70.1; 71.1)
- 4.-Daily, we read the Religious Calendar. We draw up an appendix with the dates of the District Foundations, deaths and birthdays of the brothers and affiliated members. (cf. C.75.1)
- 5.-At least once a week, we make a Spiritual Reading in common. This moment will be suitable to read our own documents, letters from the Superior, Church Documents and any other current information. (cf. C. 73.1)
- 6.- The community will choose Saturday or any other day to fast, to have a special Marian prayer or to make a charitable act to obtain from Mary the gift of chastity. This decision will be recorded in the Community Life Project. (cf. C. 27.1)
- 7.-In the Community Life Project, we indicate days and circumstances in which we deprive ourselves of something to share it with people in need: Lenten Campaign against hunger... (cf.. C. 60.2)
- 8.-The Community establishes a Social Fund with its own savings and any appropriate donations. This Fund has for its purpose to help the Church and people in need. The Community decides on the distribution of this social Fund. (cf. C. 34.2)
- 9.-The Brothers may have some pocket money for unforeseen expenses. They will ask for this money, as well as any other amount of money needed for travels, courses, clothes ... from Community Superior, who will give a monthly report of expenditures to the Community Bursar.( cf. C. 29.11)
- 10.-Each Brother can have some personal or professional things available to him. It is recommended to give the Brother Superior of the District an inventory of them. This is to avoid excessive independence that isolates and makes troublesome differences within Community Life. (cf. C. 29.11)
- 11.-Each Brother wears simple and discreet clothes or the Marist habit. (cf. C. 61.3)

12.-Every Brother who is remunerated or shares rights because of his works, will give the rights to the Institute (Province) by means of a written document, a copy of which will be kept in the Provincial office. (cf. C. 29.7)

13.-If a Brother wants to donate his organs, he will do it according to the valid legislation and by means of a document given to the District Superior. If he wants to be cremated he will communicate it in writing too.

14.-Once a year, the Brothers will have one month of holidays: two weeks in the family and two weeks in any Marist Communities within the country or doing some ongoing formation.

At Christmas time, all the Brothers are to be in Community on the 24th and 25th of December.

Brothers can spend 3 or 4 days with their closest relatives either at Christmas or Easter time. To be present in any other family event, they have to seek advice from the House Superior. Expatriate Brothers will take two months of holidays every two years.

15.-The District Superior and his council give the permission to travel abroad. (cf. C. 40.2; 109.3; 150.2.11)

16.-It is convenient that during school holidays, Brothers spend some time updating, doing apostolic or educational activities or any task to serve the Community or the District.

17.-The Brother, at the age of national service, will ordinarily use up all deferments allowed by the legislation. When he is in the national service he will ask permission to sleep at home or to live in a Marist community. If this is not possible, the Superior of the District would look for a religious Community to welcome him. If alternatives to the national service are possible, the Brother will discuss this with the District Superior.

18.-Time of silence will be respected, especially from night rest till after Morning Prayer (cf. C. 60.3)

19.-The Community ought to find the balance between welcoming people and the needs of community life. We are witnesses of consecrated and fraternal life before the ones who visit us. (cf. C. 62; 63)

20.-Communities have a mass and the office of the dead said when a Brother of the District dies. (cf. C. 55.7)

## APOSTOLIC LIFE

21.-The District Council will encourage and co-ordinate the Champagnat Movement of the Marist Family. (cf. C. 164.4)

22.-The District Superior will appoint a Brother to co-ordinate Pastoral activity for each school.

23.- On the date included in the religious calendar, we celebrate the Vocation Day in community and school (Prayer, Eucharist, Reading ...)

24.-We celebrate the Day of the Marist Family every year around the Founder's feast. (cf. C.75.2)

## THE GOVERNMENT OF COMMUNITY AND OF APOSTOLIC WORKS

25.-The government of Marist community at the local level includes the following: Superior, Assistant Superior and Local Council.

26.-The District Superior and his Council, according to the Constitutions, name the community Superior and Assistant Superior. For Marist owned and directed works, the District superior and his Council name those in major administrative functions: **(Directors, Assistant Directors, Bursars, National Vocation Directors and National Project Coordinators)**. (cf. C. 150.3.4)

27.- The mission of the local Superior is to govern the Brothers as religious, to summon his council and the community, to prepare the order of the day and to chair the meetings.

28.-Each Director or Superior along with their councils is responsible for the people who work with them under contract.

29.-It is the Director or the Superior with their respective councils who are responsible for the maintenance and improvement of property under their jurisdiction.

30.-The Superior represents the Community before the Religious and Church authorities. The Director represents the Marist work before the academic, labour and any other authorities that relate to their work.

31.-According to Article 154 of the Constitutions, each Community has an Assistant Superior who takes the place of the Superior when he is absent or prevented from fulfilling his role. **At the beginning of the canonical year, each community elects the Deputy Superior. For communities of six or more members, there must be a council and the first councillor is the Deputy Superior.**

32.-The election of Local Councillors whose number will be determined by the District Council for each Community, will be done annually by all the Brothers, in a secret and simultaneous vote and by absolute majority. If there are vacancies after two votes, in the third vote it will be enough to have a simple majority (C. 151.1.4). In addition to what is pointed out in article 152.6 of the Statutes for the Local Council, it has the following tasks.

- To admit and dismiss the service staff of the Community.
- To make arrangements for the Community excursions.
- **To make the draft budget of the community.**
- **To prepare the agenda of the community meeting.**

## ADMINISTRATION OF GOODS

33. - The annual budget of the District Communities, Commissions and Vocations Ministry will be sent to the District Bursar's Office before the first of October every year. The annual budget of our schools and other works will be sent to the District Bursar's Office in July but the specific date to send the budget will be communicated to those in charge by the District Bursar.

34.-It is the task of the District Bursar to verify if every member of the staff is rightfully contracted, in accord with the law. He keeps the documents concerning the District Works and all necessary documentation which may be required by the State or other Institutions.

35.-The Local Bursar controls every income or payment for the Community or works for which he is responsible. It is necessary for every bank account to have, at least, three registered signatures. For example; the Brother Headmaster, the Superior and the Bursar Two signatures will be required to withdraw any amount of money. The Brothers who need a bank account or something similar, should have permission of the District Superior.

36.-Each Marist work will be required to have a Board that understands planning, maintenance and development. This Board will be formed by the General Director of the work as chairman, the Administrator and the Brothers who belong to the Staff.

37.-Projects that are not approved in the annual budget will not be carried out. Before the beginning of a project, the Administrator will present at least two estimates to the corresponding council for their study and approval.

38.-To attend to the urgent needs of their families, the Brothers should go to their Superior. For other family needs, they should go to the District Superior.

*(Approuvées par le 4ème Chapitre du District, Accra, Août 2009)*

• **Proposals and approvals:**

*Proposal of the District Council, 14 August, 2015*

*Proposal of the Provincial Council, October, 2015*

*Approval by the General Council, 21, October 2015*