



ORDINE DEI SERVI DI MARIA - CURIA GENERALIZIA
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Ave Maria

Prot. 493c/2012

Trois-Rivières, 12 September 2012
The Most Holy Name of Mary

– To the General Secretaries and Officials

- fra Franco M. Azzalli, Procurator of the Order,
- fra Camille M. Jacques, Secretary of the Order,
- fra Salvatore M. Perella, President of the P. F. T. «Marianum»,
- fra Piergiorgio M. Mazzoleni, General Treasurer,
- fra Franco M. Azzalli, General Secretary for the Communications Center,
- fra Paolo M. Orlandini, President of CLIOS,
- fra Eugene M. Smith, General Regent of Studies,
- fra Eugene M. Smith, General Secretary for Formation and Studies,
- fra Rhett M. Sarabia, General Secretary for Ongoing Formation,
- fra Charlie M. Leitão de Souza, General Secretary for the Evangelization of Peoples and Justice and Peace,
- fra Dilermando M. Ramos Vieira, President of the Historical Institute,
- sig. Odir Jacques Dias, Archivist for the Historical Archive,
- fra Ángel M. Camarillo López, In charge of the Current Archives and Deposit,
- fra Tito M. Sartori, Postulator of Causes for Beatification and Canonization,
- fra Vidal M. Martinez, General Secretary for the Secular Order and Lay Groups,
- fra Ángel M. Camarillo López, General Coordinator for Vocation Animation,

Dear Brother,

As foreseen in article 20 of the “*Regulations*” of the *Constitutions*, I invite you, in preparation for the next General Chapter, to draw up as soon as possible your **Report** on the work carried out in the period from the last General Chapter (2007) up to 31 December 2012, and send it to the Secretary of the Order (segretario.camille@gmail.com) before **31 January 2013**.

A. Contents

The General Council, without wanting to condition or impose limits on the drafting of the Report, considers it useful to offer, as a help, some suggestions on the contents of the report, which I invite you to follow:

1. **Work completed**, in light of the *Constitutions*, the program of the 2007 General Chapter and your own program;
What were the difficulties encountered? Any possible proposals for the reorganization of the Secretariat for better coordination and collaboration between Secretariats sharing common areas of responsibility.

2. What are any **plans** or **proposals** for the future of your Secretariat (those already under way, themes to confront, etc.)?

B. Language

- The original report should be written in one of the following languages: Italian, English, Spanish, French, Portuguese, German.
- Those who submit their reports in Italian or English should provide for the translation of the text respectively in English or Italian.
- Those who submit their reports in Spanish, French, Portuguese or German should provide a translation in either Italian or English.

C. Deadlines

In order to develop the basic document *Proposals for the 2013 General Chapter Program* and prepare the *AGENDA of the Chapter*, it is necessary that you respect the deadlines and modalities indicated in this letter.

D. Method of Transmission

You are asked to send your reports (the original and the translation/s) – which should not exceed ten pages – to the Secretary of the Order in the following ways:

- via **email**, to the address: **segretario.camille@gmail.com**;
- the signed originals, via “traditional” post, for conservation in the archives of the General Curia.

E. Presentation at the General Chapter

At this point, I would like to indicate the method of presentation in the Chapter: you will have five minutes to present a brief summary in *Powerpoint* and you will be available to respond to any possible questions.

I thank you in advance for your contribution and I wish you and the friars of your jurisdiction a deep and fruitful preparation for the 2013 General Chapter.

Fraternally,

f. Camille M. Jacques
fra Camille M. Jacques, O.S.M.
Secretary of the Order



f. Angel M. Ruiz Garnica, o.s.m.
fra Ángel M. Ruiz Garnica, O.S.M.
Prior General