

Monastic Customary of St Andrew Abbey

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Section I: Prayer and Asceticism

ANOINTING OF THE SICK

Public anointing of the sick and the infirm of our community is celebrated during Lent. In case of serious illness care is taken to ensure that a monk is anointed.

CLOTHING

Postulants wear secular clothing.

The Novice receives a tunic and belt. At time of monastic profession (First Vows), the monk receives the full habit.

At the time of Solemn Profession, the monk receives a cuculla.

The monastic habit is worn by professed monks at Lauds, Vespers, Supper, Vigils, formal meetings and at those times designated by the Abbot. From Memorial Day until Labor Day, clerical attire may be substituted for the monastic habit. Proper choir footwear shall be limited to dress shoes or sandals. Proper trouser attire is dress black, dark blue or grey colors.

The proper attire for monks in assigned ministries or studies is either the monastic habit or clerical attire. The color of clerical attire is restricted to black, blue or grey. Monks observe simplicity in their secular dress.

DEATH OF A MONK

The monastery bell is tolled when the community is informed about the death of a confrere.

The prayer Upon the Notification of the Death of a Confrere is recited before the next liturgical hour that follows the announcement of death.

The Abbot and Prior make all arrangements for the funeral of a monk.

The Subprior notifies community members living outside the Abbey as to the death of a confrere and to the funeral arrangements as soon as these arrangements have been made.

The Prior sends death notices to the other abbeys and priories in the congregation.

The Abbot notifies the immediate family members of the passing away of a monk.

The Abbot's delegate is to distribute the notice of death (obituary) to newspapers.

The infirmarian handles the personal effects of the deceased with the funeral director in preparation for the public viewing of the body.

The deceased monk is waked at least one day in the monastery church.

The community welcomes the body at the door of the Abbey church. At this service, the Prior acts as presider.

During the wake, memorabilia of the deceased may be suitably displayed.

Memorial cards and death notices of the deceased are printed, and distributed.

The community will gather for the burial service and may remain until the casket is lowered into the vault and the vault is sealed.

The deceased confrere is mentioned in the petitions at Conventual Mass, Vespers and after the "Salve" by name for a thirty-day period. Within a reasonable time after the death of a confrere, every monk offers three Masses for the repose of the deceased.

When a monk from the Congregation passes away, upon notification of his death, he is remembered in the petitions at Conventual Mass for thirty days. Once each month every monk is to offer the Eucharist for all the departed of the Congregation.¹

A crucifix and two candles are placed in the refectory for a thirty-day period as a daily reminder of the confrere's absence.

Anniversaries of the deceased are posted on the Prior's bulletin board. A Mass is said for the deceased confrere on the day of the anniversary of his death and he is mentioned at the general intercessions during Conventual Mass.

The Office of the Dead is celebrated on the day of the funeral Mass, with Vigils serving as the community wake service.

The Community assembles in early November to recite Vespers of the Dead at the gravesite of our departed confreres and in Choir, the Office of Dead. Within eight days after All Saints, the Office of the day and the Conventual Mass are to be offered in each Monastery for the deceased members of that community.

DEATH OF A MONK'S PARENT

When a parent of a monk dies, he/she is remembered in the Prayer of the Faithful at the Conventual Mass for thirty days after their death. When the parent of a monk dies, where possible, the entire community gathers for a wake service and participates in the funeral liturgy. When it is impossible for the community to attend the funeral of a parent (e.g., when it is out of town), a representative may be sent to attend the funeral Mass.

¹ D71.3 The Constitutions and The Directory of the American-Cassinese Congregation of Benedictine Monasteries p. 48

EUCCHARIST

All monks are to attend and ordained monks are encouraged to concelebrate the Conventual Mass (c. 66, §2) unless assigned elsewhere. The Presider is assigned by the Prior. On Sunday, a homily is always given.

The invitatory and the ordinary of the Mass are to be sung. When Mass is combined with Lauds, the invitatory and Benedictus are normally to be sung. These elements are to be recited on Saturdays unless it is a Feast or Solemnity.

FASTING AND ABSTINENCE

In a spirit of penance, Fridays are days of abstinence from meat within the monastery.

During Wednesdays in Lent, there is an option to abstain from meat with a non-meat dish served for the community.

Communal abstinences are practiced in agreement with the community.

HEALTH CARE POWER OF ATTORNEY

Every monk in Solemn Vows is to have a Health Care Power of Attorney. The original remains with the Abbot. Copies are given to the Monk and the infirmarian for filing. A copy of the Health Care Power of Attorney should be given to the hospital for any length of stay. Cf Appendix IV

LECTIO DIVINA, MEDITATION, AND PRIVATE PRAYER.

An atmosphere conducive to continual prayer pervades the monastery at all times. The half-hour before the celebration of Vespers is specifically set aside as a time of private spiritual reading and reflection.

Due to the impossibility of regulating individual monastic schedules, the individual monk is responsible for his own time designation for the practice of lectio. (c. 663 §3)

A prolonged period of exposition of the Blessed Sacrament is scheduled by the Abbot in consultation with the community.

LENT

The community distributes to the poor contributions of personal items of the monks. Homilies are given during Lent at weekday Eucharists on selected days as assigned by the Prior. A Lenten talk is given on a selected day of each week of Lent at Vespers.

The Chapter of Faults (Culpa) is held sometime during the Lenten Season.

During Lent silence is observed at breakfast on weekdays until 8:00 am and on weekends until 9:00 am, in the refectory, calefactory, buffet room, dish room, guest dining room and kitchen and on the way from the church to the refectory for all three meals, except on Sundays, Solemnities and Feast Days.

Public anointing of the sick and the infirm of our community is celebrated during Lent.

During the three days of the Sacred Triduum the religious habit is worn at meals and prayers.

LITURGY OF THE HOURS

The monks residing at the Abbey assemble in choir four times daily: Lauds combined with Conventual Mass when school is in session, Midday, Vespers, and Vigils. Compline is said privately.

All monks in Final Vows are obliged to celebrate the monastic liturgy of the hours daily (cf. CIC 663.3; 1174.1). If therefore, they are not present at the common celebration, they must celebrate it privately (RB 50).

Liturgical apostolic works that are engaged in at the time of a canonical hour may take the place of that hour.

Monks assigned to non-liturgical work during canonical hours are excused from private obligation of the hour. Any foreseen circumstances a monk may have regarding choir attendance are to be discussed with the Prior. A prolonged or protracted absence from choir must be approved by the Abbot. For a just cause, the Abbot can dispense from or commute the public or private obligation of the Liturgy of the Hours.

While traveling, the prayer of the Liturgy of the Hours is to be preferred. However, when necessary, the recitation of the rosary or other prayer forms may be substituted preferably at a time coinciding with the canonical hour.

The time of the Conventual Mass may be changed by the Abbot.

Throughout the year, the Abbot, as directed by the Benedictine Ordo is assigned to act as Hebdomadarian at Office and Presider at the Conventual Mass on special feasts.

Each year the Solemnity of Benedict, March 21st, or a date chosen by Abbot in consultation with the Council of Seniors and the Principal of the High School, is observed by the Community with due solemnity. The community celebrates the Conventual Mass or a Liturgical Hour with invited Bishops, clergy and members of other male religious communities. A festive meal follows the liturgical celebration.

Vespers with Benediction of the Blessed Sacrament is celebrated on the following days:

- a. Every Sunday and solemnities at Second Vespers.
- b. Christmas at Second Vespers.
- c. First Vespers of the Solemnity of Mary, Mother of God (Dec. 31) to commemorate the closing of the year.
- d. First Friday and second Vespers of the Feast of the Sacred Heart.

MONASTIC ENCLOSURE

In the Abbey residential wing, the enclosure begins at the double doors, at the end of the main hall for the first, second and third floors. The fourth floor novitiate is enclosure. The basement, is restricted to authorized personnel as determined by the abbot. Permission is to be given by the Abbot or superior for entrance into the cloister.

MONASTIC FORMATION

The Abbot appoints the vocation director who receives all vocation applicants and contacts. He supervises them, determines their vocation guest status, and helps them prepare their requirements until they have entered postulancy.

The Vocation Committee whose function is to screen applicants for their readiness, makes recommendations and suggestions concerning candidates and formation, admissions to postulancy, including procedures and ongoing issues of Formation until the candidate begins Novitiate.

The Vocation Committee reviews the applications for postulancy and makes recommendation to the Council of Seniors according to the requirements of the law: universal and particular.

The length of the postulancy is no less than three months and no longer than one year. The postulancy program is under the direction of the Formation Director/Novice Master. The Vocation Committee reviews the applications for novitiate presented by the Formation Director/Novice Master and makes recommendations to the Council of Seniors. Postulants leave for a period of at least two weeks before entering novitiate.

All task assignments for postulants and novices are made through the Formation Director/Novice Master. After four and eight months, the Formation Director/Novice Master presents a report on each novice to the Council of Seniors. Before the end of the novitiate, the Formation Director/Novice Master presents a report on each novice to the Council of Seniors, and to the Monastic Chapter. The Abbot, with the consent of the monastic chapter, may admit a novice who has completed the novitiate to First Vows in accordance with the proper law of the Congregation.

The juniorate is ordinarily three years in duration. Juniors are under the direction of the Formation Director/Junior Master who evaluates them every six months. He is to make this report to the Council of Seniors and finally to the Chapter. At the conclusion of First Vows, a monk requests admission to Final Vows or renews First Vows with the approval of the Chapter.

In special instances, the Chapter may ask a monk to renew his First Vows for a period of no more than three years.

Once a monk takes Solemn Vows, the Prior is his immediate superior.

Once the designated formational periods are over the monk takes personal responsibility for his monastic formation. He achieves it by living his monastic commitment in a disciplined manner, by doing a serious and systematic study of Sacred Scriptures, and by reading spiritual works, both traditional and modern. The Abbey Library is kept as a treasury of spiritual resources.

Continuing formation can be promoted through attendance at workshops, frequent spiritual direction, conferences for religious, etc.

All monks are expected to participate in the annual monastic retreat unless personally excused by the Abbot.

MONASTIC PROFESSIONS

First Profession is celebrated at the completion of the novitiate year. Because First Profession is a step toward full commitment, it is celebrated in community with immediate family. Guests are invited to join the Community for a festive meal or reception following the profession.

Solemn Profession is an important event in the life of a monk, the Abbey, and the Church. A formal invitation of the Final Profession is printed and mailed to family and friends and duly publicized. The liturgy should reflect the solemn occasion. A festive meal or reception follows the profession for the community and guests.

The community celebrates jubilees of profession and ordination during the annual community retreat and other times at the designation of the Abbot. Public celebration for individual monks takes place at other times.

MONKS' CELLS

Every monk is to have one cell. No one is to presume use of additional cells, unless he has express permission of the Abbot.

Monks must maintain a spirit of poverty and simplicity in furnishing their cell.

Every year the Abbot visits each monk's cell to evaluate whether its furnishings fall within the norms above and whether the upkeep of the cell is properly maintained.

Residence in Vaniscak Hall is with permission from the Abbot.

ORDINATIONS

It is the Abbot in consultation with the Community who confirms the call of a monk to Holy Orders as prescribed in the *Rule of Benedict*.

The Abbot is the liaison with the School of Theology and reports at least once annually to the Council of Seniors.

The ordination to the diaconate ordinarily takes place in the Abbey Church. Family and close friends are invited. A reception follows the ordination for the community and guests.

The ordination to the priesthood ordinarily takes place in the Abbey Church or in a church designated by the Abbot. A formal invitation of the event is printed and mailed to family and friends. A festive meal or reception follows the ordination for the community and guests. A Mass of Thanksgiving shortly follows the ordination in the monk's home parish. Provisions are made for the monks to attend the Mass of Thanksgiving where feasible.

PERSONAL EXPENDITURES

The Abbot gives permission for trips and other major expense items. The monk sees his immediate superior for spending money. A monk must abide by all procedures of the Procurator before a purchase is made.

PRE-POSTULANCY

An aspirant who wishes to discern his calling to the monastic life while still working may apply to enter the pre-postulancy program. Conditions are found in Appendix II

SACRAMENTAL RECONCILIATION

To enhance their personal conversion and spiritual growth, monks make frequent use of the Sacrament of Reconciliation. (©. 664)

SILENCE

Guests in the monastery are to be briefed concerning the silent atmosphere of the monastery and should respect that silence. Any infraction is dealt with in a kind and gentle manner.

Silence is observed at the evening meal during the reading period.

On Fridays silence is observed at breakfast until 8:00 am, in the refectory, calefactory, buffet room, dish room, guest dining room and kitchen and on the way from the Church to the refectory, except for Solemnities and Feast Days, Octave of Christmas and Easter Season.

From the closing verses of Vigils until breakfast of the following morning, the Grand Silence falls upon the monastery. No conversation or loud noise is to be heard in the halls of the monastery but is restricted to the recreation areas of the monastery and the private cells of the monks. No electronic devices are to be heard outside of the monks' cells after 9:00 P.M.

SPIRITUAL DIRECTION

A monk has a spiritual director and/or confessor either within or outside of the monastic community. ©. 276, §1, 5°; 663, 1§)

Section II: Work and Governance

APOSTOLATE

The work of the Community is to support itself, foster vocations for the Abbey, support the Church at large, and the community of our neighborhood according to our talents and abilities.

Benedictine High School is our primary apostolate. All monks are supportive of this apostolate in some way. Additionally, we serve the Diocese of Cleveland and others by staffing parishes and chaplaincies as well as weekday and weekend assistance. The Prior assigns monks for weekday and weekend service and assigns transportation.

The Abbot assigns monks, with their consent, to ministry outside the monastery.

- A. The term of assignment is up to five (5) years.
- B. Assignments may be renewed with the consent of the parties involved.

Monks assigned outside the monastery are encouraged to join the Community for prayers and meals and weekly haustus. Monks on mission reflect the Benedictine charism. The Abbot informs those on outside assignment of important happenings and events of the house

Ministry to the needs of the Slovak people are met as we are able. We nurture and preserve Slovak culture and heritage through the Slovak Institute.

Work assignments are reviewed by the Abbot and the monks once a year. Appointments are publicized at the end of the retreat in June.

For spiritual and educational purposes, a monk pursues a sabbatical program as needed in discussion with the Abbot.

ELECTION OF THE ABBOT

Non-voting members may be admitted to the assembly after the confirmation of the election with the permission of the elected or appointed Abbot.

The liturgy of thanksgiving and greeting of the newly-elected Abbot by the capitulars in the Abbey Church immediately follows the confirmation of the election.

MONASTIC CHAPTER, COUNCIL OF SENIORS, AND COMMUNITY MEETINGS

The Abbot determines the times and dates for the Chapter, Council of Seniors, and Community meetings. The Subprior reminds the outside capitulars in advance of meetings or the cancellation or change of date for same.

A verbal report of the minutes for Chapter and Council of Seniors is given by the Subprior. Chapter and Council of Seniors minutes are kept on file in the Abbot's Office.

Agenda topics submitted to any senior are presented to the Abbot before the next meeting of the Council of Seniors. The Abbot determines the gravity and whether it should be included on the agenda for Chapter, Council of Seniors, or Community Meetings.

Any capitular has the right to submit new business with the permission of the Abbot.

After confidential matters have been discussed, the Abbot may approve the admission of non-voting community members to the Chapter.

The Abbot consults with the Council of Seniors:

- A. To admit a candidate to the Novitiate
- B. To admit a novice to First Vows
- C. To admit a monk in First Vows to Final Vows, or to renew First Vows within the canonical limit.

(Everything listed above requires the consent of the Monastic Chapter.)

A consensus reached in a Community meeting is not binding.

TEMPORAL GOODS OF THE MONASTERY AND THEIR ADMINISTRATION

The Community distributes to the poor contributions of personal items of the monks whenever appropriate.

The Abbey donates an amount equal to the cost of the Saint Benedict's Day celebration to diocesan hunger centers.

The Procurator makes an annual and semi-annual financial report to the Monastic Chapter.

The Prior makes an annual financial report of the Abbey apostolates to the Monastic Chapter.

OBLIGATIONS OF MONASTIC PROFESSION

We accept mutual accountability with the framework of a community of goods therefore we are dependent on the Abbey for our needs and accept gifts only with the permission of the proper superior.

All revenues from professional services and Mass stipends are turned in to the Prior. All other miscellaneous gifts are turned in to the proper superior.

The Abbot, through the Procurator's Office, defines any contracts entered into for salary.

Section III: Community Life

ALCOHOLIC BEVERAGES

Hard liquor is available on special occasions as determined by the Abbot.

AUTOMOBILES

All cars used by monks are under the ownership of the Corporation. They are provided by the institution but may be leased by the Procurator under the direction of his office.

- a) **Ownership:** All cars driven by monks residing at the abbey are owned by the corporation.
- b) **Specific Car:** Because of their duties and obligations, use of a specific car may be assigned to a specific monk by the Prior. (e.g. the Abbot's car, monks going to school, or pastoral assignments.)
- c) **Use of Cars:** Those who are not assigned use of a specific car sign up for car keys in the key room.
 - 1) Any monk using a car lists the appropriate time period for use and remove their name upon return.
 - 2) The monk should be charitable and not take the keys until needed and return them immediately after use.
 - 3) Certain cars are designated by the Prior as smoking cars. It is a courtesy for non-smoking monks to leave smoking cars, unless others are unavailable.
 - 4) The Abbey is responsible for assigning cars to monks residing at parishes and for maintaining these cars. The monk assigned the car is responsible for its maintenance
 - 5) A car is provided for a monk working outside of the Abbey and requiring one.
- d) **Repairs:** A monk should notify BOTH the Prior and the Procurator for purpose of repairs and rescheduling.
- e) **Accidents:** In an emergency, monks are to call the superior on duty for guidance as to what should be done in that situation. The superior on duty will have an abbey cell phone for emergency purposes.

- 1) In case of an accident, the monk files a police accident report and fills out the abbey insurance report request in the glove compartment of the car, including all names, insurance company of the other party, etc.
 - 2) The monk gives a written description summary of the accident to the Procurator's Office immediately, and notify the Prior of the accident and the damage that was incurred, however slight it may seem.
- f) Traffic violations: Any traffic violations are to be reported to the Prior and the Procurator

COMMUNITY MEETINGS AND RETREATS

Community Meetings are scheduled on Wednesdays as needed. All members of the house are required to attend.

Annual Retreat takes place at the end of the school year. At the retreat all monks are to wear habits, an atmosphere of silence should be kept in the house, there should be reading at the noon meals, and silence at breakfast.

On one afternoon of the annual community retreat, communal celebration of the Sacrament of Reconciliation is provided. Suggestions for retreat masters can be given to the Abbot by any monk.

Those monks who have been excused from the Annual Retreat by the Abbot are responsible to arrange a private retreat at a later time and inform the Abbot.

DURABLE POWER OF ATTORNEY FOR HEALTH CARE

Appendix V

GUESTS

Anyone desiring to stay overnight at the monastery contacts the guest master who reserves a room for them, who should have it ready for them, and will have the keys at the porters office to be picked up upon arrival.

Guests may join us in prayer, meals and other public activities. The guest dining room should be used so as to not disturb community life, unless someone is invited *at the discretion of the superior on duty*. (RB 53:16) Guests are not allowed in the cloister. Any unknown priest who wants to celebrate the Liturgy must present proper ecclesiastical references.

HORARIUM

The Daily Horarium of the Abbey of Saint Andrew Svorad consists of the following to assist in maintaining a proper balance among the elements of prayer, work, and Lectio,

A. Weekday

5:50 AM	Rising bell
6:10	Celebration of Lauds with Mass Breakfast follows immediately
11:40	Midday Office Lunch follows immediately
4:45 PM	Quiet reflection period
5:20	Vespers Supper follows immediately; afterward there is time for communal recreation
7:05	Vigils: After the celebration of Vigils, the Grand Silence falls upon the monastery until after the celebration of Mass the following day. Compline is to be said privately

B. Saturdays and Sundays

The rising bell rings at 6:50 AM with Lauds and Mass celebrated at 7:10 AM.

The Horarium may be changed for special circumstances.

LIBRARY

Use of the Library for Meetings: The use of the library is permitted for meetings and other activities with the *permission of the Abbot*. The librarian should be notified. Community meetings are always given preference.

MEALS

The Menu is determined by the Kitchen Manager and the cooks. Meals are meatless on Friday and at Breakfast during Lent at the Abbey except on feasts days and solemnities. Reading is done Monday through Friday for 10 minutes or 6:00 pm, which ever comes first, during supper unless excused by the Abbot or Superior.

Mealtime is an important part of community life. All monks are encouraged to be present for the evening meal. Monks do not leave dinner until after the final prayer.

The Kitchen Manager should have reasonable advance notice of guests for meals.

Dishwashing, pots and pans are the responsibility of the Community as assigned.

MEDIA: PRINT, BROADCAST, COMPUTER, TELEPHONE

Electronics and print media can be used for the advancement of one's professional career and/or personal or professional growth.

Televisions: Public television rooms are provided by the Abbey. Monks should be conscious of the amount of television they watch. As a Lenten observance, the television is not used after 10:00 PM. Private televisions require the permission of the Abbot.

Movies: Movies are provided for the monks on social nights and certain occasions.

Computers: Public computers are provided by the Abbey for the use of monks. Private computers are allowed with the permission of the Abbot.

Newspapers are provided by the Abbey for community use. Newspapers should not be removed from the Calefactory until after 8pm.

Telephones are provided in each monastic cell.

PERMISSIONS - GENERAL

All permissions are obtained from the proper superior for spending money and to be excused from morning prayer, evening prayer or vigils. Permission must be sought from the Abbot for any assignment (job) which absents a monk from the Abbey for a period of time. General permission is assumed to be absent from Midday Prayer, if involved the high school or if assigned elsewhere during prayer time.

PERMISSIONS - SPECIAL

The Abbot's Permission is required for: overnight stays, money for travel, clothing, education or vacation, cloister regulations. All monks in Final Vows are obliged to the Office unless excused by the Abbot.

POLITICAL ACTIVITIES

No monk may engage in any activities which endanger the non-profit status of the Abbey.
(Check the Diocesan newsletter for policy)

RECREATION

Monks use time for leisure in order to enhance their spiritual life, health, well-being, and growth as persons. The community has a haustus period every Wednesday before supper except during Lent. One Wednesday evening per month is set aside for the Grand Haustus to celebrate birthdays and anniversaries. Every Wednesday after supper there is community recreation except during Lent. Vigils is celebrated privately.

A monk in final vows may take every other Sunday off beginning at noon. He may also ask for one evening out per week. A monk in temporary vows may take every third Sunday off and two evenings per month.

Generally, if money is needed, it is obtained from the superior. In the case of a junior monk, from the Formation Director.

SEGREGATION OF APOSTOLATE FUNDS

A strict segregation of funds belonging to an apostolate (e.g. school, parish, etc) and to the monastic community is observed. Funds which belong to the apostolate are held and administered in accordance with the norms provided by the Abbot. In handling these resources, the monk is mindful that he is but a steward, and that he is accountable for all of his administrative actions. These funds are used only for their stated purpose.

SMOKING

Smoking is prohibited inside any of the monastic buildings. Cars are designated for smoking. Postulants and novices do not smoke.

TAX EXEMPTION

A monk does nothing that would jeopardize the community's tax exempt status.

TRAVEL

While traveling, monks observe monastic simplicity. Permission for overnight travel is sought from the Abbot. If a car is to be used, such arrangements are made with the Prior. If money is needed, the Abbot signs a permission form which is then given to the Procurator. A monk has the responsibility for having adequate funds when he leaves the monastery. A monk may request a credit/gas card when traveling.

USE OF THE ABBEY CHURCH AND PUBLIC AREAS

The times for the Abbey's liturgical celebrations have precedence over any other functions; however, other events of a sacred nature may be held in the Church. Permission for such events is granted by the Abbot.

Weddings are performed in the Abbey Church with proper delegation from the Pastor of Our Lady of Peace Church and permission from the parishes of those involved.

Meetings of various groups are held at the Abbey with permission of the Prior.

Reservations for the Abbey Church are to be made through the Prior and then entered into the Abbey calendars.

Parlor and conference room reservations are made through the Prior. Common areas are open to invited guests and reservations are made through the Prior.

TERMS: By "Cloister" is meant, reserved to monks.
 By "Common Areas" is meant, areas shared by monks as a group.

VACATIONS

Fr. Abbot gives permission for vacations.

Monks with Final Vows for at least five years receive three weeks of vacation (two Sundays).
Monks with less than five years in final vows receive two weeks of vacation (one Sunday).
Monks in Temporary Vows receive one week of vacation (one Sunday).

The Abbot signs a permission form for money, which is then given to the Procurator.

On the occasion of their 25th, 40th, and 50th, jubilee years (vows for brother-monks and priesthood anniversary for clerical-monks) monks may receive a longer period of vacation time and extra spending money at the discretion of the Abbot.

In addition to the regular vacation, all monks with Final Vows are allowed three personal days during Christmas time and three during Easter week.

If overnight stays are involved, permission must be obtained from the Abbot. Otherwise, permission of the immediate superior suffices. Junior monks are allowed two days and one night.

A car may be available for vacation if needed. Arrangements are made with the Prior.

It is the monk's responsibility to make sure his assignments are covered while he is gone. The priest-monk informs his pastor that no replacement is available.

VISITATION

In accordance with the norms of the American Cassinese Congregation, our community has elected to have a visitation every five years. Procedure follows the guidelines for the American Cassinese Congregation for visitation.

APPENDIX I:
NORMS FOR FINANCIAL TRANSACTIONS

1. The following norms apply for extraordinary financial transactions:
 - A. In amounts not in excess of \$5000 , the Abbot acts by his own judgment.
 - B. In amounts not in excess of \$30,000, the consent of the council of seniors is required.
 - C. For amounts in excess of \$30,000, the consent of the monastic chapter is required.

APPENDIX II
PRE-POSTULANCY RESIDENTS AGREEMENT
Saint Andrew Abbey
Cleveland, Ohio

I _____ gratefully acknowledge permission for the Abbot in consultation with the Senior Council of Saint Andrew Svorad Abbey for me to live as a pre-postulant in Room _____ beginning on the date of _____ I agree to the following conditions of residency:

- 1) I shall be under the direction of the Vocation Director.
- 2) I will seek out a spiritual director from the monastic community to meet my needs and assist in my growth towards discerning my vocation.
- 3) I shall respect all the customs of the abbey as they pertain to me.
- 4) I am responsible for all my financial obligations, keep my own money, live without rent in the abbey, and expect no payment from the abbey for any services rendered in the normal course of residing there.
- 5) I may join the monastic community for meals in the main dining room and may make use of the pop machine and buffet room outside of meals.
- 6) I may use the laundry, library, calefactory, and televisions rooms.
- 7) I may not drive any abbey vehicle without specific permission and may not use abbey gasoline. I will park my car in a spot designated for me.
- 8) I may not obtain items in the abbey procurator's shop without charge.
- 9) I will try to attend community prayers and events as my schedule permits and I am aware that I need not receive permission to come and go from the grounds. However, I will notify the Vocation Director of all nights that I may be away from the abbey.
- 10) I will make myself available to assist with work projects in the abbey and school as often as possible when not in conflict with other responsibilities.
- 11) I am responsible for my own medical care and expenses.

12) I may end my participation in this program anytime and the monastic community may ask me to leave at any time.

13) I will undergo the necessary official security checks.

14) I will use this opportunity to make every effort to discern if I have a vocation to the monastic life of this community working with the Vocation Director to prepare for a request for postulancy not earlier than three months and not later than twelve months from moving in or at the discretion of the abbot.

15) I will observe any additional directives of the Vocation Director.

Signature _____

Date: _____

APPENDIX III:
JOB DESCRIPTIONS

ABBOT

"The Abbot, a sacrament of the person and will of Christ, and himself guided by The Rule, is principally a spiritual leader and effects such leadership by teaching and example. He helps and guides the Community and the individual monk to fulfill their role in the Church."

1. The Abbot is chosen according to the norms of the American Cassinese Congregation.
2. The term of office is determined by the norms of the American Cassinese Congregation.
3. The Abbot of St. Andrew Abbey is President of the Benedictine Order of Cleveland and Chancellor of Benedictine High School.
4. The Abbot is responsible for the temporalities of the Abbey. He appoints others to assist him in these responsibilities.
5. The Abbot is the Chair of the Membership Committee of Benedictine High School.
6. The Abbot, or his designee, is an ex-officio voting member of the Board of Trustees of Benedictine High School.
7. The Abbot shall sit on the Board of Loyola Retreat House. The Abbot has certain rights reserved to him which he may designate to the Prior.
8. Informs the Prior when he plans to be absent. If the absence is for an extended period he also informs the SubPrior.

(All duties enumerated below are subject to change by the Abbot)

ARCHIVIST

1. Duties:
 - a. Maintains the Abbey Archives according to the accepted archival norms.
 - b. Purchases necessary supplies for the Archives.
 - c. Looks over the papers of a deceased monk to determine if any should be placed in the archives.

CHOIRMASTER

1. Duties:
 - a. Coordinates the scheduling of the abbey organists, musicians, and cantors for their roles at Mass and the liturgical hours.

- b. Plans the musical program for all liturgical celebrations in consultation with the abbey musicians and the masters of ceremonies.
- c. Responsible for the maintenance of the abbey church organ, and other musical instruments.
- d. Purchases music within the monastic budget.
- e. Schedules choir rehearsals for major liturgical celebrations and conducts the choir.
- f. Conducts regular practices with the monastic choir for the purpose of correcting mistakes and learning new music.
- g. Conducts classes with the novices concerning the proper singing of chant to familiarize them with the community practices in this area.
- h. Provides suitable copies of music for purposes of congregational participation at major liturgical celebrations.
- I. Is an ex officio member on the Liturgy Committee.
- j. Continues studying music and periodically participates in musical and liturgical workshops.

DIRECTOR OF VOCATIONS

- 1. Duties:
 - a. Answers all inquiries addressed to the monastery about vocations.
 - b. Invites prospective candidates to the Abbey for a visit and tour.
 - c. Interviews all vocation candidates in order to ascertain the fitness of the individual for monastic life as lived here at St. Andrew Abbey.
 - d. Informs prospective candidates of the admission procedures.
 - e. Informs prospective candidates when the admission procedure is terminated.
 - f. To organize quarterly "Living with Benedict" vocation discernment weekends.
 - g. Attends the needs of the vocation candidates while at the Abbey.
 - h. Informs vocation candidates what is expected of them while staying at the Abbey.
 - i. Invites the candidate to return for further visits.
 - j. Collects all documentation necessary for the candidate to be considered for admission to the Abbey's Formation Program.

- k. To arrange for psychological testing.
- l. To prepare written reports for the Vocation Committee
- m. Involves the community in vocation work.
- n. To serve as editor of a vocation newsletter that is published in paper and on-line.
- o. To personally represent or arrange other monks to represent the Abbey at vocation fairs in town and out-of-town.
- p. To decide how to publicize the community's vocation opportunities.

FORMATION DIRECTOR/MASTER OF JUNIORS

- 1. Duties:
 - a. Assists junior monks in their spiritual growth and in the integration of monastic observances and service in the community.
 - b. Meets regularly with the juniors for classes, conferences, and scripture and prayer sharing sessions.
 - c. Helps the junior monk to structure his life to maintain and promote his spiritual life. This is achieved by having the junior monks present a schedule in September, January and June for approval.
 - d. Be cognizant of the junior monks attendance at all public prayer, meals, and other community functions.
 - e. See that the junior monks follow the customs of the house in regard to observance and dress.
 - f. Encourage the junior monks in lectio divina, private prayer, silence, and obedience.
 - g. Requires that each junior monk has a spiritual director and confessor and that he visits them regularly.
 - h. Meets with each junior monk personally before and after reports are made to the Abbot and community.
 - i. Approves the educational courses of the junior monks in college and seminary.
 - j. Ensures that each junior monk receive Theological and monastic training proper to congregational law.
 - k. Gives necessary permissions to junior monks.
 - l. Approves needs and expenditures of junior monks

- m. Reports to the Council of Seniors and the Chapter every six months on the growth of the junior monks in their spiritual and monastic lives.
- n. Keeps the files and all documentation for the junior monks.
- o. Assigns regular and summer work.
- p. Keeps the community posted on the formation program and policies followed by the junior monks.

FORMATION DIRECTOR/MASTER OF NOVICES

1. Duties:
 - a. Conducts the novitiate program which includes the postulancy in accordance with the instructions of the Abbot. All references below to the "novice" also includes the "postulant".
 - b. Ensures that the postulancy and novitiate programs are in accord with the guidance of the Abbot and Church documents.
 - c. Guides and fosters the conditions and observances of the postulancy /novitiate programs.
 - d. Meets regularly with the postulants and novices for daily classes.
 - e. Helps the postulant and novice facilitate their following of the program including attendance at all public prayer.
 - f. Sees to it that each postulant/novice has a spiritual director and confessor and that he meets with them regularly.
 - g. Meets with each postulant/novice personally one on one if there are more than one candidate in a class.
 - h. Makes reports to the Evaluation Committee/Senior Council after four, six, and ten months in the program.
 - i. Approves the spiritual reading material and study materials of the candidates in their respective programs.
 - j. Assigns reflective papers on the material taught.
 - k. Approves and gives permission for going off monastic property.
 - l. Distributes regular work assignments.
 - m. Keeps the community posted on the formation program and policies followed by postulants/novices.

GUEST MASTER

1. Duties:
 - a. Responds to guests regarding reservations.
 - b. Forwards requests for private and/or directed retreats to the Prior.
 - c. Receives and distributes all guest information.
 - d. Prepares guest rooms for all guests including vocation guests. (The Vocation Contact monk corresponds with and meets the needs of vocation guests).
 - e. Makes room assignments according to the following priority: Monks may be assigned to empty cloister rooms as needed. Visiting priests should be assigned outside the cloister, if possible.
 - f. Ascertains all current travel and arrangements and forwards them to the Prior when necessary
 - g. Meets guests arriving by public transportation.
 - h. Attends the needs of guests, such as Eucharist, prayers, meals, etc.
 - i. To post on the community Room bulletin board a notification of guests and pertinent information.
 - j. Responsible for guest house laundry, repairs and purchases that are necessary.

INFIRMARIAN

1. Duties:
 - a. Provides assistance in making appointments with any health professional.
 - b. Coordinates all arrangements for transportation for health care visits when necessary.
 - c. Reports to the superior any important health information.
 - d. Provides medications upon request.
 - e. Secures permission, when necessary, for extraordinary care such as surgical procedures or hospitalization from the Abbot after the recommendation of the doctor has been made. .
 - f. Makes arrangements for meals to infirmed monks.
 - g. Is responsible for the maintenance and security of Vaniscak Hall..
 - I. Maintains the medical records.

KITCHEN - ASSISTANT MANAGER

1. Duties:
 - a. Assists Kitchen Manager as requested.

KITCHEN - MANAGER

1. Duties:
 - a. Oversees food preparation.
 - b. Organizes cooks' schedules
 - c. Coordinates menus for Abbey meals.
 - d. Checks in all orders.

LIBRARIAN

1. Duties:
 - a. Maintains the Abbey Library.
 - b. Makes new purchases for Abbey Library.
 - c. Looks over the books of a deceased monk to determine if any should be placed in the Abbey Library.
 - d. Maintains Library computer system and assist monks as needed.

LITURGY COMMITTEE

1. Duties:
 - a. Offers educational programs for the Community with regard to Liturgy.
 - b. Consults on Church vestments, art and arrangements with sacristans and artists.
 - c. Offers interpretation of liturgical principles.
 - d. Responsible for the articulation of the Community's liturgical customs and interpretation of rubrics in collaboration with the Abbot.
 - e. Plans community's Liturgies in communication with the Abbot.
 - f. Assists celebrants in planning their Liturgies.

MASTER OF CEREMONIES

1. Duties:
 - a. Coordinates all ceremonies for Abbey liturgies.
 - b. Assigns ministers for various Liturgical functions.
 - c. Functions as Master of Ceremonies at Pontifical and/or ritual celebrations.
 - d. Schedules and conducts practice sessions for Liturgical celebrations when necessary.
 - e. Communicates with the Choir Master as needed.

PRIOR

1. Duties:
 - a. Serves as the first official of the Abbot, possessing the qualities set forth in chapters 21 and 65 of the Rule and performs those duties which the Abbot chooses to assign to him.
 - b. Aids the Abbot in the spiritual care and concern of all monks: finally professed priests, brothers and claustral oblates.
 - c. Develops a general awareness of choir, meal and recreation attendance with particular care for those who withdraw from community and isolate themselves.
 - d. Shows concern for the aged and sick, e.g. visits, anointing, and consultations with the infirmarian.
 - e. Is aware of the placement of Holy Oils, ritual, tabernacle key, etc. for the sake of emergencies.
 - f. Is a member of the Council of Seniors and presides in the absence of the Abbot.
 - g. Serves as the Vice President of the corporation.
 - h. Represents the Abbot on the Board of Loyola Retreat House at the Abbot's discretion.
 - i. Avails himself to the members of the community and is of service or help to the monks in their needs.
 - j. Makes all room assignments in the monastery except in space specifically provided for novices.
 - k. Coordinates the reception of visiting priests, monks and guests of the community with the guest master.

- l. Signs checks in the absence of those monks who normally perform this function.
- m. Makes the following appointments and listings:
 - 1) Weekday, weekend and holy day pastoral ministry,
 - 2) Retreats, renewals, recollection days, etc.,
 - 3) In-residence replacements for pastors and chaplains.
- n. Is the Abbey's public relations man and should personally or through substitute:
 - 1) Attend funerals of the immediate families of the monks,
 - 2) Represents the Abbot at functions or meetings of importance when the Abbot cannot attend.

The following information will be frequently requested. Therefore, the Prior should:

- o. Have a generally good knowledge of our parishes where monks are assigned in residence, and those where parochial assistance occurs on weekdays and/or weekends. Have a listing of community members in these assignments should be up-to-date and accurate.
- p. Coordinates with the Abbot the whereabouts of monks who are traveling. He should have a phone number at which they can be reached.
- q. Controls a master key to ALL abbey rooms.
- r. Be knowledgeable of Mass stipends and their records. He is also to make sure that there is a listing of stipends in the abbey sacristy.
- s. Have some money on hand for emergencies and monks' needs.
- t. All monks under his care will request his permission for the use of any car.
- u. Consults with the Abbot In the event of the death of one of the monks and then follow established procedures as noted in the Abbey Customary.
- v. Fulfills the duties as the stipendarius for the abbey as described in the Code of Canon Law and the financial accounting system established by the auditors of the American Cassinese Congregation. In this capacity along with the SubPrior, they:
 - 1) Make two deposits for monies of parishes served by the abbey, professional services, immediate Masses celebrated in the abbey, etc., each month, in other words, one deposit before the 15th of the month, and the other before the end of the month. (This may be delegated to the SubPrior) Make annual report of deposits.

- 2) Gives stipend sheets to the Procurator for transfer of funds semi-annually.
 - 3) Makes sure that Mass intentions are honored within two years in accord with the Code of Canon Law.
 - 4) Give the Procurator all the bination stipends to be deposited in the Abbey Education Fund.
- w. Prepares the annual retreat schedule for the abbey after consultation with the Abbot.
 - x. Adjusts the choir seating arrangement in accordance with personnel changes and/or deaths within the residential community.
 - y. Informs the SubPrior when he plans to be absent. If the absence is for an extended period he also informs the abbot.

PROCURATOR

1. Duties:
 - a. Serves as ex officio (officer) and a member of the Council of Seniors.
 - b. Conducts the financial affairs of the Abbey in accordance with the norms of Canon Law, the American Cassinese Congregation and sound financial principles.
 - c. Pays all bills approved for payment.
 - d. Keeps track of bank balances, reconciling, etc.
 - e. Makes short term investment arrangements to take advantage of lead-time. All long-range investment goes previously to the Finance Committee.
 - f. Maintains close supervision of investments in consultation with the Abbot and the Finance Committee.
 - g. Prepares the Abbey Budget for approval by the Chapter
 - h. Keeps safe all monies that are turned in to the monastery.
 - i. Keeps safe all securities, titles and other legal papers.
 - j. Is the principal liaison officer between the Abbey and banks.
 - k. Does all purchasing; contracts for service; cares for properties, equipment and cars; cares for grounds, maintenance and upkeep of buildings.
 - l. Supervises the Abbey supply store.
 - m. Is responsible for all insurance.

SACRISTAN

1. Duties:
 - a. Manages the sacristy budget and insures that all items necessary for proper celebration of the Liturgy are available.
 - b. Acquires all vesture to be worn by those ministering at the altar.
 - c. Acquires altar wine, incense, candles, altar clothes, sacred vessels, and books to be used in the celebration of the Liturgy.
 - d. Consults with the Formation Director regarding duties to be performed by postulants and novices in the sacristy.

SOCIUS OF NOVICES

1. Duties:
 - a. Sees to the material needs of the novices and postulants and supervises their work program. All references below to the "novice" also refer to the "postulant.":
 - b. Assists the Master of Novices in drawing up a realistic schedule for each novice.
 - c. Works closely and harmoniously with the Master of Novices in sharing ideas, and in implementing and achieving the formation objectives of the postulancy and the novitiate.
 - d. Helps in acclimating the novices to the Community and its way of life.
 - e. Encourages the development of good habits, such as the conscientious use of time, table etiquette, personal hygiene, good order, organization and care for the property of the monastery.
 - f. Is sensitive to the need to show good example in regard to regular attendance at Community functions, performance of assigned tasks and the provision of balanced times for meditative reading, relaxation and rest.
 - g. Corrects mistakes, such as poor work performance, tardiness and failure to observe the monastic timetable.
 - h. Makes time available so that the postulant or novice will feel free and at ease.
 - i. Evaluates with the Novice Master the progress, or lack thereof, of each novice at set intervals during the novitiate.

SUBPRIOR

1. Duties:
 - a. When the Prior is impeded, he acts temporarily in such matters as are permitted him.
 - b. Assists the Abbot in his governance of the community and to act in his stead during the absence of the Abbot and Prior.

The Subprior coordinates with the Prior in order to be:

- c. Available to members of the community who may wish to speak with a superior, request permissions, etc..
- d. Is ready to substitute for the Prior when the latter is impeded or absent for making weekday or weekend pastoral assignments. He must therefore be acquainted with the Prior's appointment book and the abbey's regular pastoral assignments.
- e. Assists the Abbot in the spiritual care and concern for the monks in being generally aware of choir, meal and recreation attendance with particular care for those who withdraw from the community and isolate themselves.
- f. Prepares community statistics for: the Ordo of the American Cassinese Congregation each summer, the Official Catholic National Directory, each year in late fall, the Chancery Office of the Diocese of Cleveland and requests from other dioceses.
- g. Acquaints himself with the names and places of our parishes, chaplaincies and missions, their personnel and their work.
- h. Serves as the secretary of the Council of Seniors and Membership Committee unless another monk is appointed by the Abbot.
- i. Is the secretary to the Chapter of the corporation of the Benedictine Order of Cleveland, Inc. unless another monks is appointed by the Abbot. He:
 - 1) Notifies all monks of the Chapter of a meeting and the Corporation meetings as required in the Constitutions and Directory.
 - 2) Notifies all monks of the abbey of a visitation.
 - 3) Prepares a letter/email of authorization for the delegate to the General Chapter and forwards it to the Abbot President.
- j. Consults with the Abbot and Prior regarding the arrangements needed when one of the monks dies.
 - 1) Notifies all community members of the death by telephone and
 - 2) Presides at the final commendation of the deceased monk at Calvary Cemetery.
- k. Informs the Prior when he plans to be absent. If the absence is for an extended period he also informs the abbot.

APPENDIX IV

POLICIES

POLICY REGARDING ALLEGATIONS OF CHILD ABUSE BY MONKS

Set forth herein is the Abbey's Policy with respect to allegations of child abuse by monks.

Definitions:

For the purpose of this policy, the term "monk" shall include and be limited to members of Saint Andrew Abbey in perpetual or simple vows and novices. For the purpose of this policy the term "child" shall include and be limited to a person under eighteen years of age, or a physically or mentally handicapped person under twenty-one years of age.

If any person knows or suspects that a child has been subjected to child abuse by a monk, that individual should immediately report or cause a report to be made of that knowledge or suspicion to the childrens' services board, the county department of human services exercising the childrens' services function, or a municipal or county peace officer in the county in which the child resides or in which the abuse is occurring or has occurred as required by Ohio Statute 2151.421. If the parents or the child say that a monk has improperly touched the child, that is to be construed as knowledge or suspicion, and the report should be made or cause to be made immediately.

The knowledge, or suspicion, of the improper touching of a child should also be reported to Abbot or Prior.

The abbot or prior will contact the county departments of human services exercising the children's services function to make sure that the proper report has been made.

As soon as a report is made to the abbot or prior, the Abbey will institute its own internal investigation. The monk shall immediately be called in by the abbot or prior and made aware of the allegation against him. During the investigation the monk shall be relieved of all pastoral or educational responsibilities and be assigned to monastery duties.

The Abbey shall show appropriate pastoral and psychological concern and support to all parties involved.

If there is to be a reassignment of a monk involved in child abuse, the diagnosis of the medical and mental health professionals, and the sensitivities of the victim, must be considered. The needs and well-being of those who will be served in the new assignment must be considered. The assignment shall allow for appropriate on-going support and monitoring. All information related to a child abuse incident shall be retained in a confidential manner as dictated by Ohio Law (ORC 2151.421).

POLICY ON ALCOHOL ABUSE

POLICY FOR MONASTIC GUESTROOM ACCOMMODATIONS

(Community Guests, Personal Guests, Vocation Guests)

For Guest Accommodations in the guest quarters no less than a five (5) day advance notification is requested by the Guest Master.

Prior to guest accommodations or personal assurances made by the monks to their guest, the Guest Master should be consulted.

Names of guests and the purpose and length of their stay at the monastery should be made known to the guest master prior to arrival.

A limit of a one week stay at the monastery is suggested. Longer stay requests are approved by the abbot.

Community members are encouraged to ask their guest(s) to acquaint themselves with the guestroom booklet supplied in each room.

At the time of the Monastic Retreat in June, the weekend prior to, as well as the weekend following the retreat, will be reserved for retreat guests only.

APPENDIX V

FORMS

DECLARATION CONCERNING NON-REMUNERATION

I, [*Legal/Baptismal Name,*] otherwise known in religion as Father/Brother [*Religious Name,*], candidate/postulant/novice/oblate of the Benedictine Order of Cleveland, Cleveland, the county of Cuyahoga and the State of Ohio:

IN CONSIDERATION of the law of the Roman Catholic Church concerning the remuneration of candidates, postulants, novices and members of a religious community acknowledged by the Roman Catholic Church and in consideration of the proper law of the American-Cassinense Congregation of Benedictine Monasteries, which law I fully know and deliberately acknowledge and to which I voluntarily submit myself, and

FOR AND IN CONSIDERATION of the benefits accruing to me as a candidate, postulant, novice, oblate or member of St. Andrew Abbey, the approved religious community, incorporated as The Benedictine Order of Cleveland, Inc., existing under and by the virtue of the laws of the State of Ohio,

DO SOLEMNLY STATE AND DECLARE that I shall never claim or demand, directly or indirectly, any wages, compensation, remuneration or reward, either in specie or by way of annuity or pension, for the time or for the services or work that I devote for or with the Benedictine Order of Cleveland during the time I may remain there or elsewhere in the name of or upon commission from St. Andrew Abbey.

In witness whereof I have subscribed my name this _____ day of _____
in the year _____

Signature _____

Witness 1 _____

Witness 2 _____

AGREEMENT CEDING ADMINISTRATION OF TEMPORAL GOODS

BEFORE TEMPORARY PROFESSION

An agreement between [*Full legal name of novice to be professed,*] party of the first part, and The Benedictine Order of Cleveland, party of the second part.

The party of the first part, for and in consideration of being admitted to temporary profession by the party of the second part and of receiving the necessities of life from the latter during this period, hereby mutually agrees and covenants with the party of the second part as follows:

1. That the first party agrees to render his service and labor gratis to the party of the second part.
2. That the first party retains ownership of all his property, real and personal. However, the party of the first part makes a provision for such property ownership as follows:
 - a) Party of the first part hereby cedes the administration and possession of all his property, real and personal, that he now owns and that shall come to his ownership during the time of his temporary profession, and hereby appoints Abbot _____ or his successors as the administrator.
 - b) The use of said property shall be disposed of as follows:
(Here indicate provisions)
 - c) The accumulations, income and interest of said property shall be disposed of as follows:
(Here indicate provisions)
 - d) If temporary vows cease in any way whatsoever, this agreement becomes ipso facto null and void.

The parties hereto state that they intend to be legally bound by this agreement.

Party of the first part

President of party of the second part

Secretary of party of the second part

I hereby accept the administration of the property listed on "Addendum A" attached hereto.

Administrator

Date

DECLARATION CONCERNING RENUNCIATION OF GOODS

I, [*Legal/Baptismal name,*] otherwise known in religion as Father/Brother [*Religious name,*] of St. Andrew Abbey in Cleveland, Ohio,

in consideration of my profession of solemn vows and in consideration of the law of the Roman Catholic Church and of the law of the American-Cassinense Congregation of Benedictine Monasteries concerning the renunciation of goods, hereby renounce all of my goods and all goods that I may acquire in the future.

This declaration is to be effective from the date of my solemn monastic profession, [*Date*].

Signature _____

Witness 1 _____

Witness 2 _____

Date _____

State of Ohio
Health Care Power of Attorney
of

(Print Full Name)

(Birth Date)

I state that this is my Health Care Power of Attorney and I revoke any prior Health Care Power of Attorney signed by me. I understand the nature and purpose of this document. If any provision is found to be invalid or unenforceable, it will not affect the rest of this document.

This Health Care Power of Attorney is in effect only when I cannot make health care decisions for myself. However, this does not require or imply that a court must declare me incompetent.

Definitions. Several legal and medical terms are used in this document. For convenience they are explained below.

Agent or attorney-in-fact means the adult I name in this Health Care Power of Attorney to make health care decisions for me.

Anatomical Gift means a donation of all or part of a human body to take effect upon or after death.

Artificially or technologically supplied nutrition or hydration means the providing of food and fluids through intravenous or tube "feedings."

Cardiopulmonary resuscitation or CPR means treatment to try to restart breathing or heartbeat. CPR may be done by breathing into the mouth, pushing on the chest, putting a tube through the mouth or nose into the throat, administering medication, giving electric shock to the chest, or by other means.

Comfort care means any measure taken to diminish pain or discomfort, but not to postpone death.

Donor Registry Enrollment Form means a form that has been designed to allow individuals to specifically register their wishes regarding organ, tissue and eye donation with the Ohio Bureau of Motor Vehicles Donor Registry.

Do Not Resuscitate or DNR Order means a medical order given by my physician and written in my medical records that cardiopulmonary resuscitation or CPR is not to be administered to me.

Health care means any medical (including dental, nursing, psychological, and surgical) procedure, treatment, intervention or other measure used to maintain, diagnose or treat any physical or mental condition.

Health Care Power of Attorney means this document that allows me to name an adult person to act as my agent to make health care decisions for me if I become unable to do so.

Life-sustaining treatment means any health care, including artificially or technologically supplied nutrition and hydration, that will serve mainly to prolong the process of dying.

Living Will Declaration or **Living Will** means another document that lets me specify the health care I want to receive if I become terminally ill or permanently unconscious and cannot make my wishes known.

Permanently unconscious state means an irreversible condition in which I am permanently unaware of myself and surroundings. My physician and one other physician must examine me and agree that the total loss of higher brain function has left me unable to feel pain or suffering.

Principal means the person signing this document.

Terminal condition or **terminal illness** means an irreversible, incurable and untreatable condition caused by disease, illness or injury. My physician and one other physician will have examined me and believe that I cannot recover and that death is likely to occur within a relatively short time if I do not receive life-sustaining treatment.

[Instructions and other information to assist in completing this document are set forth within brackets and in italic type.]

Naming of My Agent. The person named below is my agent who will make health care decisions for me as authorized in this document.

Agent's Name: _____

Agent's Current Address: _____

Agent's Current Telephone Number: _____

Naming of Alternate Agents. *[Note: You do not need to name alternate agents. You also may name just one alternate agent. If you do not name alternate agents or name just one alternate agent, you may wish to cross out the unused lines.]*

Should my agent named above not be immediately available or be unwilling or unable to make decisions for me, then I name, in the following order of priority, the following persons as my alternate agents:

First Alternate Agent: Second Alternate Agent:

Name: _____ Name: _____

Address: _____ Address: _____

Telephone: _____ Telephone: _____

Any person can rely on a statement by any alternate agent named above that he or she is properly acting under this document and such person does not have to make any further investigation or inquiry.

Guidance to Agent. My agent will make health care decisions for me based on the instructions that I give in this document and on my wishes otherwise known to my agent. If my agent believes that my wishes as made known to my agent conflict with what is in this document, this document will control. If my wishes are unclear or unknown, my agent will make health care decisions in my best interests. My agent will determine my best interests after considering the benefits, the burdens, and the risks that might result from a given decision. If no agent is available, this document will guide decisions about my health care.

Authority of Agent. My agent has full and complete authority to make all health care decisions for me whenever I cannot make such decisions, unless I have otherwise indicated below. This authority includes, but is not limited to, the following: *[Note: Cross out any authority that you do **not** want your agent to have.]*

1. To consent to the administration of pain-relieving drugs or treatment or procedures (including surgery) that my agent, upon medical advice, believes may provide comfort to me, even though such drugs, treatment or procedures may hasten my death. My comfort and freedom from pain are important to me and should be protected by my agent and physician.
2. If I am in a terminal condition, to give, to withdraw or to refuse to give informed consent to life-sustaining treatment, including artificially or technologically supplied nutrition or hydration.
3. To give, withdraw or refuse to give informed consent to any health care procedure, treatment, intervention or other measure.
4. To request, review, and receive any information, verbal or written, regarding my physical or mental health, including, but not limited to, all my medical and health care records.
5. To consent to further disclosure of information, and to disclose medical and related information concerning my condition and treatment to other persons.
6. To execute for me any releases or other documents that may be required in order to obtain medical and related information.
7. To execute consents, waivers, and releases of liability for me and for my estate to all persons who comply with my agent's instructions and decisions. To indemnify and hold harmless, at my expense, any third party who acts under this Health Care Power of Attorney. I will be bound by such indemnity entered into by my agent.
8. To select, employ, and discharge health care personnel and services providing home health care and the like.
9. To select, contract for my admission to, transfer me to, or authorize my discharge from any medical or health care facility, including, but not limited to, hospitals, nursing homes, assisted living facilities, hospices, adult homes and the like.
10. To transport me or arrange for my transportation to a place where this Health Care Power of Attorney is honored, should I become unable to make health care decisions for myself in a place where this document is not enforced.

11. To complete and sign for me the following:

- (a) Consents to health care treatment, or the issuance of Do Not Resuscitate (DNR) Orders or other similar orders; and
- (b) Requests for my transfer to another facility, to be discharged against health care advice, or other similar requests; and
- (c) Any other document desirable to implement health care decisions that my agent is authorized to make pursuant to this document.

Special Instructions. By placing my initials at number 3 below, I want to specifically authorize my agent to refuse, or if treatment has commenced, to withdraw consent to, the provision of artificially or technologically supplied nutrition or hydration if:

- 1. I am in a permanently unconscious state; and
- 2. My physician and at least one other physician who has examined me have determined, to a reasonable degree of medical certainty, that artificially or technologically supplied nutrition and hydration will not provide comfort to me or relieve my pain; and
- 3. I have placed my initials on this line: _____

Limitations of Agent's Authority. I understand that under Ohio law, there are five limitations to the authority of my agent:

- 1. My agent cannot order the withdrawal of life-sustaining treatment unless I am in a terminal condition or a permanently unconscious state, and two physicians have confirmed the diagnosis and have determined that I have no reasonable possibility of regaining the ability to make decisions; and
- 2. My agent cannot order the withdrawal of any treatment given to provide comfort care or to relieve pain; and
- 3. If I am pregnant, my agent cannot refuse or withdraw informed consent to health care if the refusal or withdrawal would end my pregnancy, unless the pregnancy or health care would create a substantial risk to my life or two physicians determine that the fetus would not be born alive; and
- 4. My agent cannot order the withdrawal of artificially or technologically supplied nutrition or hydration unless I am terminally ill or permanently unconscious and two physicians agree that nutrition or hydration will no longer provide comfort or relieve pain and, in the event that I am permanently unconscious, I have given a specific direction to withdraw nutrition or hydration elsewhere in this document; and
- 5. If I previously consented to any health care, my agent cannot withdraw that treatment unless my condition has significantly changed so that the health care is significantly less beneficial to me, or unless the health care is not achieving the purpose for which I chose the health care.

Additional Instructions or Limitations. I may give additional instructions or impose additional limitations on the authority of my agent. [Note: On the lines below you may write in additional instructions or limitations. Here you may include any specific instructions or limitations you consider appropriate, such as instructions to refuse specific types of treatment that are inconsistent with your religious beliefs or unacceptable to you for any other reason. If the space below is not sufficient, you may attach additional pages. If you include additional instructions or limitations here and your wishes change, you should complete a new Health Care Power of Attorney and tell your agent about the changes. If you do not have any additional instructions or limitations, you may wish to write "None" below or cross out the unused lines.]

No Expiration Date. This Health Care Power of Attorney will have no expiration date and will not be affected by my disability or by the passage of time.

Guardian. I intend that the authority given to my agent will eliminate the need for any court to appoint a guardian of my person. However, should such proceedings start, I nominate my agent to serve as the guardian of my person, without bond.

Enforcement by Agent. My agent may take for me, at my expense, any action my agent considers advisable to enforce my wishes under this document.

Release of Agent's Personal Liability. My agent will not incur any personal liability to me or my estate for making reasonable choices in good faith concerning my health care.

Copies the Same as Original. Any person may rely on a copy of this document.

Out of State Application. I intend that this document be honored in any jurisdiction to the extent allowed by law.

Living Will. I have completed a Living Will: _____ Yes _____ No

Anatomical Gift(s). I have made my wishes known regarding organ and tissue donation in my Living Will: _____ Yes _____ No

Donor Registry Enrollment Form. I have completed the Donor Registry Enrollment Form: _____ Yes _____ No

SIGNATURE

[See next page for witness or notary requirements.]

I understand the purpose and effect of this document and sign my name to this Health Care Power of Attorney on _____, 20_____, at _____, Ohio.

PRINCIPAL

[You are responsible for telling members of your family and your physician about this document and the name of your agent. You also may wish, but are not required to tell your religious advisor and your lawyer that you have signed a Health Care Power of Attorney. You may wish to give a copy to each person notified. You may choose to file a copy of this Health Care Power of Attorney with your county recorder for safekeeping.]

WITNESSES OR NOTARY ACKNOWLEDGMENT

[Choose one.]

[This Health Care Power of Attorney will not be valid unless it either is signed by two eligible witnesses who are present when you sign or are present when you acknowledge your signature, or it is acknowledged before a Notary Public.]

*[The following persons **cannot** serve as a witness to this Health Care Power of Attorney: the agent; any successor agent named in this document; your spouse; your children; anyone else related to you by blood, marriage or adoption; your attending physician; or, if you are in a nursing home, the administrator of the nursing home.]*

Witnesses. I attest that the Principal signed or acknowledged this Health Care Power of Attorney in my presence, that the Principal appears to be of sound mind and not under or subject to duress, fraud or undue influence. I further attest that I am not an agent designated in this document, I am not the attending physician of the Principal, I am not the administrator of a nursing home in which the Principal is receiving care, and I am an adult not related to the Principal by blood, marriage or adoption.

_____ residing at _____

Signature

_____ , _____

Print Name

Dated: _____, 20_____

_____ residing at _____

Signature

_____ , _____

Print Name

Dated: _____, 20_____

OR

Notary Acknowledgment.

State of Ohio

County of _____ ss.

On _____, 20_____, before me, the undersigned Notary Public, personally appeared _____, known to me or satisfactorily proven to be the person whose name is subscribed to the above Health Care Power of Attorney as the Principal, and who has acknowledged that (s)he executed the same for the purposes expressed therein. I attest that the Principal appears to be of sound mind and not under or subject to duress, fraud or undue influence.

Notary Public

My Commission Expires: _____

[This notice is included in this printed form as required by Ohio Revised Code § 1337.17.]

NOTICE TO ADULT EXECUTING THIS DOCUMENT

This is an important legal document. Before executing this document, you should know these facts:

This document gives the person you designate (the attorney in fact) the power to make MOST health care decisions for you if you lose the capacity to make informed health care decisions for yourself.

This power is effective only when your attending physician determines that you have lost the capacity to make informed health care decisions for yourself and, notwithstanding this document, as long as you have the capacity to make informed health care decisions for yourself, you retain the right to make all medical and other health care decisions for yourself. You may include specific limitations in this document on the authority of the attorney in fact to make health care decisions for you. Subject to any specific limitations you include in this document, if your attending physician determines that you have lost the capacity to make an informed decision on a health care matter, the attorney in fact GENERALLY will be authorized by this document to make health care decisions for you to the same extent as you could make those decisions yourself, if you had the capacity to do so.

The authority of the attorney in fact to make health care decisions for you GENERALLY will include the authority to give informed consent, to refuse to give informed consent, or to withdraw informed consent to any care, treatment, service, or procedure to maintain, diagnose, or treat a physical or mental condition.

HOWEVER, even if the attorney in fact has general authority to make health care decisions for you under this document, the attorney in fact NEVER will be authorized to do any of the following:

- (1) Refuse or withdraw informed consent to life-sustaining treatment (unless your attending physician and one other physician who examines you determine, to a reasonable degree of medical certainty and in accordance with reasonable medical standards, that either of the following applies:
 - (a) You are suffering from an irreversible, incurable and untreatable condition caused by disease, illness, or injury from which (i) there can be no recovery and (ii) your death is likely to occur within a relatively short time if life sustaining treatment is not administered, and your attending physician additionally determines, to a reasonable degree of medical certainty and in accordance with reasonable medical standards, that there is no reasonable possibility that you will regain the capacity to make informed health care decisions for yourself,
 - (b) You are in a state of permanent unconsciousness that is characterized by you being irreversibly unaware of yourself and your environment and by a total loss of cerebral cortical functioning, resulting in you having no capacity to experience pain or suffering, and your attending physician additionally determines, to a reasonable degree of medical certainty and in accordance with reasonable medical standards, that there is no reasonable possibility that you will regain the capacity to make informed health care decisions for yourself);
- (2) Refuse or withdraw informed consent to health care necessary to provide you with comfort care (except that, if the attorney in fact is not prohibited from doing so under (4) below, the attorney in fact could refuse or withdraw informed consent to the provision of nutrition or hydration to you as described under (4) below).
- (You should understand that comfort care is defined in Ohio law to mean artificially or technologically administered sustenance (nutrition) or fluids (hydration) when administered to diminish your pain or discomfort, not to postpone your death, and any other medical or nursing procedure, treatment, intervention, or other measure that would be taken to diminish your pain or discomfort, not to postpone your death. Consequently, if your attending physician were to determine that a previously described medical or nursing procedure, treatment, intervention, or other measure will not or no longer will serve to provide comfort to you or alleviate your pain, then, subject to (4) below, your attorney in fact would be authorized to refuse or withdraw informed consent to the procedure, treatment, intervention, or other measure.);**
- (3) Refuse or withdraw informed consent to health care for you if you are pregnant and if the refusal or withdrawal would terminate the pregnancy (unless the pregnancy or health care would pose a substantial risk to your life, or unless your attending physician and at least one other physician who examines you determine, to a reasonable degree of medical certainty and in accordance with reasonable medical standards, that the fetus would not be born alive);
- (4) Refuse or withdraw informed consent to the provision of artificially or technologically administered sustenance (nutrition) or fluids (hydration) to you, unless:**
 - (a) You are in a terminal condition or in a permanently unconscious state.**

- (b) **Your attending physician and at least one other physician who has examined you determine, to a reasonable degree of medical certainty and in accordance with reasonable medical standards, that nutrition or hydration will not or no longer will serve to provide comfort to you or alleviate your pain.**
- (c) **If, but only if, you are in a permanently unconscious state, you authorize the attorney in fact to refuse or withdraw informed consent to the provision of nutrition or hydration to you by doing both of the following in this document:**
- (i) **Including a statement in capital letters or other conspicuous type, including, but not limited to, a different font, bigger type, or boldface type, that the attorney in fact may refuse or withdraw informed consent to the provision of nutrition or hydration to you if you are in a permanently unconscious state and if the determination that nutrition or hydration will not or no longer will serve to provide comfort to you or alleviate your pain is made, or checking or otherwise marking a box or line (if any) that is adjacent to a similar statement on this document;**
 - (ii) **Placing your initials or signature underneath or adjacent to the statement, check, or other mark previously described.**
- (d) **Your attending physician determines, in good faith, that you authorized the attorney in fact to refuse or withdraw informed consent to the provision of nutrition or hydration to you if you are in a permanently unconscious state by complying with the above requirements of (4)(c)(I) and (ii) above.**
- (5) **Withdraw informed consent to any health care to which you previously consented, unless a change in your physical condition has significantly decreased the benefit of that health care to you, or unless the health care is not, or is no longer, significantly effective in achieving the purposes for which you consented to its use.**

Additionally, when exercising authority to make health care decisions for you, the attorney in fact will have to act consistently with your desires or, if your desires are unknown, to act in your best interest. You may express your desires to the attorney in fact by including them in this document or by making them known to the attorney in fact in another manner. When acting pursuant to this document, the attorney in fact GENERALLY will have the same rights that you have to receive information about proposed health care, to review health care records, and to consent to the disclosure of health care records. You can limit that right in this document if you so choose. Generally, you may designate any competent adult as the attorney in fact under this document. However, you CANNOT designate your attending physician or the administrator of any nursing home in which you are receiving care as the attorney in fact under this document. Additionally, you CANNOT designate an employee or agent of your attending physician, or an employee or agent of a health care facility at which you are being treated, as the attorney in fact under this document, unless either type of employee or agent is a competent adult and related to you by blood, marriage, or adoption, or unless either type of employee or agent is a competent adult and you and the employee or agent are members of the same religious order.

This document has no expiration date under Ohio law, but you may choose to specify a date upon which your durable power of attorney for health care will expire. However, if you specify an expiration date and then lack the capacity to make informed health care decisions for yourself on that date, the document and the power it grants to your attorney in fact will continue in effect until you regain the capacity to make informed health care decisions for yourself. You have the right to revoke the designation of the attorney in fact and the right to revoke this entire document at any time and in any manner. Any such revocation generally will be effective when you express your intention to make the revocation. However, if you made your attending physician aware of this document, any such revocation will be effective only when you communicate it to your attending physician, or when a witness to the revocation or other health care personnel to whom the revocation is communicated by such a witness communicates it to your attending physician. If you execute this document and create a valid durable power of attorney for health care with it, it will revoke any prior, valid durable power of attorney for health care that you created, unless you indicate otherwise in this document.

This document is not valid as a durable power of attorney for health care unless it is acknowledged before a notary public or is signed by at least two adult witnesses who are present when you sign or acknowledge your signature. No person who is related to you by blood, marriage, or adoption may be a witness. The attorney in fact, your attending physician, and the administrator of any nursing home in which you are receiving care also are ineligible to be witnesses. If there is anything in this document that you do not understand, you should ask your lawyer to explain it to you.

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