

APPENDIX 20: Letter of appointment of a conventual prior
(LCO 474; 481, II; 482)

I, Brother _____, prior provincial of the Province of _____, to our beloved Brother _____.

Since the office of prior at our Convent of _____ remains vacant after seven futile scrutinies (or, **because of some other reason**), and since it now pertains to me to provide a prior for the aforesaid convent, I have been anxious to make the necessary appointment as soon as possible. Wherefore, with the consent of the council of the province, I have chosen you, Brother _____, for this task.

Consequently, by virtue of this document, I appoint you, Brother _____, as prior of the aforesaid convent of _____ and order you in virtue of obedience to accept this office of prior within five days and prepare yourself for its execution or to refuse the same office. By the same order each and every brother assigned to the aforesaid convent is to receive you, after your acceptance, as their true and legitimate prior.

In the name of the Father, and of the Son, and of the Holy Spirit. Amen.

Given at _____, in the Convent of _____, under the seal of the Province, on the ___ day of the month of _____ in the year of our Lord _____.

(seal of the Province) Brother Prior Provincial, O.P.

Brother Secretary, O.P.

Subsequently, this document is signed in the following manner:

I have _____
accepted
this appointment on the _____ day of the month of _____
refused

in the year of our Lord _____.

Brother _____, O.P.

Brother witness, O.P. Brother witness, O.P.

The letter appointing a regional prior or vicar provincial is prepared and signed in the same way (with appropriate modifications).