

A Lasallian Glossary

*Based on an original compilation by Brother Brendan Kneale, FSC.
Revised and published by the Office of Education, De La Salle Institute,
District of San Francisco New Orleans.*

This glossary provides brief definitions or explanations of some important terms in Lasallian usage.
The terms are listed in alphabetical order.
To see these terms grouped thematically rather than alphabetically, see the Appendix.

Action Plan: a set of guidelines for this District, renewed every several years, which contains a Context for Action and propositions for application of the *Rule*, timetables, etc.

Affiliated Member (AFSC): a person formally honored by the Institute of the Brothers of the Christian Schools for having served Lasallian ideals in some extraordinary way; the affiliated member of the Institute may use the initials 'AFSC' after his or her name.

Apostolate: an organization devoted to the mission of the Church.

Aspirant: a man who is seriously considering, usually in a non-residency program, whether or not he is called by God to become a Brother of the Christian Schools.

Assembly: name for a convention held for Brothers and Lasallian Partners from the entire Region, District, or more locally.

Association: a vow of the Brothers of the Christian Schools by which they promise to associate themselves for the service of the poor through education. The term also describes a present-day movement of Lasallians committed to the mission.

Association of Board Chairs (ABC): includes all the Chairs of the Boards of Trustees of the District of San Francisco New Orleans' schools.

Auxiliary Visitor: a Brother nominated by the Visitor and appointed by the Superior General to assist the Visitor and substitute for him in his absence. Also known as Auxiliary Provincial.

The Benilde Religious International Trust: a fund which provides financial support for the District of San Francisco New Orleans' educational work, including operational support for schools and other educational works.

Board of Trustees: a board of trustees is the body of duly appointed agents entrusted with oversight of the work of a trust (such as a School Corporation) and the direction of its mission. For each School Corporation in the District of San Francisco New Orleans, its Board of Trustees is appointed by the Lasallian Education Corporation or Louisiana Lasallian Education Corporation and serves to govern the school for mission and to provide oversight of the school through a President and CEO.

Brother: title given to vowed religious of the Brothers of the Christian Schools. Comparable to titles such as "Sister," "Father," "Reverend." Commonly used in other religious orders to denote a vowed religious who is not an ordained priest. The official religious habit worn by Brothers throughout the world, especially on formal occasions, but replaced by other approved garb in various locales, is a black robe with a white 'bib' called a 'rabat,' similar to that worn by judges and barristers in England.

Brothers of the Christian Schools: The English translation of "Fratres Scholarum Christianarum," the official name of the religious institute founded by Saint John Baptist de La Salle. Familiar shorter references to this Institute are to "the Christian Brothers" or – more distinctively – to "the De La Salle Christian Brothers."

Brothers' Formation: the initial formation of a Brother consists of a year or two of postulancy, a year of novitiate, and five to eight years in which he pronounces annual vows. After he pronounces final or perpetual vows, he is considered to be in continuing formation for the rest of his life.

Brother John Johnston Institute of Contemporary Lasallian Practice: a Regional, two-year formation program focusing on participants' understanding of De La Salle's story and vision, Lasallian pedagogy, and the Christian roots of Lasallian spirituality to address the signs and issues of our time in Lasallian ministry.

Buttimer Institute of Lasallian Studies: an intensive program, two weeks each summer over three consecutive years, of formation and education that studies the life and work of Saint John Baptist de La Salle.

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Canon Law: the *Code of Canon Law* (latest revision published in 2000) contains some 1680 canons, or official regulations, governing Roman Catholic cardinals, bishops, priests, Brothers, Sisters, institutes, laity, parishes, schools, sacraments, etc.

Canonical: an adjective used to describe any person or action that conforms to the requirements of Canon Law, such as a Visitor or a formal visitation.

Lasallian Catholic Assessment Process (LCAP): a process to evaluate the Lasallian Catholic character of the schools in the District of San Francisco New Orleans conducted at six-year intervals. The mandate to develop an evaluative process for the secondary schools was called for by the Legacy San Francisco District 1999 District Chapter. A similar process, inclusive of the Vincentian charism, takes place at Sacred Heart Cathedral Preparatory and De Marillac Academy, which are co-sponsored by the Brothers of the Christian Schools and the Daughters of Charity. It is called the Catholic Lasallian Vincentian Assessment Process (CLVASP).

Charism: a grace or spiritual gift given to those in apostolic or missionary work in the service of others; e.g., the gifts of preaching, prophecy and healing are charisms; the term is sometimes applied to entire institutes as well as to individuals.

Christian Brothers Charitable Trust: see Lasallian Christian Brothers Foundation (CBCT).

CIL (Centro Internazionale Lasalliano): acronym of the Italian phrase for International Lasallian Center, a program of Lasallian formation conducted at the Generalate in Rome, in which Brothers, Lasallian Sisters, and Lasallian Partners from around the world participate. The length of each CIL program varies from one month to nine months.

Contact: a man who indicates an interest in becoming a De La Salle Christian Brother and with whom the Brothers remain in contact as he discerns his life's vocation.

Declaration: The *Declaration on the Brothers of the Christian Schools in the World Today* (called for short "the *Declaration*") is a document prepared in 1966, prior to a revision of The Rule by the General Chapter, meant to provide, in common language, an understanding of the spirit, purpose, and work of the Brothers.

De La Salle Institute (DLSI): the headquarters, with offices in Napa, CA, and Covington, LA, and legal name of the Brothers of the District of San Francisco New Orleans. DLSI provides educational and financial support to District apostolates.

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Director: the local religious superior of a community with terms limited by Canon Law or by The Rule.

Director of Vocation Ministry: see “Vocation Director,” below.

Directors' Association: an official group composed of the directors of the District of San Francisco New Orleans' communities of De La Salle Christian Brothers.

District: a geographical area in a region containing enough Brothers to form an official, canonical, administrative unit in the Institute under the direction of a Visitor.

District Assembly on Mission (Mission Assembly): an assembly of Brothers and Lasallian Partners from across the District to propose directions and priorities for the District for the ensuing years.

District Chapter: a policy-shaping body of Brothers elected to formulate legislative acts adapting the *Rule* to local conditions; it normally meets every four years.

District Chapter Acts: legislative acts or directives coming forward from a District Chapter.

District Chief Administrators Association (DCAA): An association that includes all chief administrators of schools, meeting regularly for mutual benefit and support.

District Council: a canonically required board of Brothers, advisory to the Visitor and possessing certain canonical authority; a majority of its members are elected; the council meets several times each year.

District Leadership Team: the team that advises the Visitor and shares in the administration of the District of San Francisco New Orleans. Members of the District Leadership team currently are: the Visitor, Auxiliary Visitor, Chief Financial Officer, Director, Office of Education (Mont La Salle), Director of the Office of Education (Covington), Director, Mission Formation, Director of Communications, and Director of Board Formation.

District Twinning: a program overseen by the Region that pairs Districts for mutual support and assistance. The schools of the Lasallian Region of North America are twinned with schools and ministries in the District of Lwanga (Africa).

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DLSI: see “De La Salle Institute,” above.

Finance Office: the Finance Office manages the financial, legal, and other business issues of De La Salle Institute, and acts as the responsible steward with investment oversight of the various trusts and funds set up to help De La Salle Institute carry out its mission. It provides expertise to Lasallian ministries; it also manages the health benefits for the Brothers of the District and the employees of De La Salle Institute. The office is overseen by the Chief Financial Officer, who is a member of the District Leadership Team.

Five Percent Program (5% Program): an expectation set by the Legacy San Francisco District 1999 District Chapter and 2002 Mission Assembly that each school in the Legacy District of San Francisco enroll at least 5 percent of its students from families whose annual income is less than the federal freeand reduced lunch program standard

Formation: an expression for the training and education by a religious institute of its members and partners.

FSC: initials which follow a Brother's name to indicate membership in the Institute. In Latin, Fratres Scholarum Christianarum (Brothers of the Christian Schools).

General Chapter: The General Chapter; is conducted at the Generalate in Rome, and is representative of all Brothers worldwide; legislation is undertaken, and the Superior General is elected for a seven-year term. The General Chapter held in 2014 was the 45th in the history of the Institute.

General Council: a council that assists the Superior General in Rome. The Superior General and the Vicar General are members of the General Council. The other seven members are Brothers from throughout the world who are elected by the General Chapter or appointed by the Superior General.

General Councilor: a Brother chosen to assist the Superior General and his Vicar in administrative work of the Institute at the Generalate in Rome. He acts officially as a permanent advisor to the Superior General during his term.

Generalate: the De La Salle Christian Brothers' headquarters in Rome, often called the Center of the Institute or by its Italian name Casa Generalizia.

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Huether Lasallian Conference: a gathering of Brothers and Lasallian Partners from the Lasallian Region of North America, originally organized by Brother Frank Huether, FSC, to address educational concerns on an annual basis.

International Institute; or, Institute: The term “institute” is a term that is technically more correct than the traditional terms “congregation” and “order” to describe a canonical group of consecrated religious in the Church. The full name of the society founded by Saint John Baptist de La Salle is “The Institute of the Brothers of the Christian Schools.” In the Lasallian world, to refer to the “Institute” or the “international Institute” is to refer to the worldwide Lasallian mission in its totality.

Lasallian Association of College and University Presidents (LACUP): an association of heads of the Lasallian colleges and universities of the Lasallian Region of North America (RELAN).

Lasallian Association of Secondary School Chief Administrators (LASSCA): an association of the chief administrators, generally presidents and principals, of the secondary schools of the Lasallian Region of North America.

Lasallian Christian Brothers Foundation (LCBF): established in 2013 as a charitable corporation to fund two vital Christian Brothers’ operations:

- **Lasallian Education Fund (LEF):** was established as a charitable corporation to fund and distribute scholarships to the poorest students attending our schools in the San Francisco New Orleans District.
- **Christian Brothers Charitable Trust (CBCT):** provides for the well-being of the Brothers over their lifetimes and fosters vocations and young Brothers’ education.

Lasallian Education Corporation (LEC): The legal body that exercises reserved powers in all the school corporations in which it either shares membership or is the sole member in: Arizona, California, Oregon, Washington.

Lasallian Education Fund (LEF): see Lasallian Christian Brothers Foundation.

Lasallian Partner: see “Partner” below.

Lasallian Social Justice Institute (LSJI): Regional formation program to ground Lasallians experientially, practically, and spiritually in the Church’s option for the poor and in Lasallian association for the educational service of the poor. Programs focus on topics such as immigration, violence and peace, and homelessness.

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Lasallian Student Leaders: a one-week summer leadership formation program sponsored by the District of San Francisco New Orleans in which students explore themes of student and servant leadership in a Lasallian context.

Lasallian Volunteers: lay men and women, primarily recent graduates from Lasallian schools, who donate one or two years of service to Lasallian schools and works in various parts of the world.

Lasallian Youth: an international movement and formation program which empowers students to be examples of faith, service, and community through mission experiences, retreat programs, social justice education, and service-learning opportunities.

Lasallian Youth Assembly: an annual summer gathering of secondary school students sponsored by the District of San Francisco New Orleans with a focus on direct service to the community and on education in Catholic social teaching and service-learning.

Louisiana Lasallian Education Corporation (LLEC): The legal body that exercises reserved powers in all the school corporations in which it either shares membership or is the sole member in: Colorado, Louisiana, New Mexico.

Mission: from the Latin root meaning "send," the term includes the various works or apostolates to which the Church sends people and institutions. The briefest standard definition of the Lasallian educational mission is this: "The purpose of this Institute is to give a human and Christian education to the young, especially the poor, according to the ministry which the Church has entrusted to it."

Mont La Salle: a site in the hills west of Napa, California, housing De La Salle Institute offices, the Provinciate, the Holy Family Community, and the Christian Brothers Retreat and Conference Center.

Novice: a man in the Brothers vocation program who has completed the postulancy phase and enters the Novitiate. A Novice receives a Brother's robe and undertakes a year-long formation program prior to taking first (temporary) vows and proceeding with further academic and pedagogical training. (The term is used similarly in other institutes of consecrated women and men.)

Novitiate: the program (or building) in which the Novices receive their training.

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Novitiate Community: community of novices and Directors. The Lasallian Region of North America's Novitiate is located in Chicago.

Office of Education: In the District of San Francisco New Orleans, the Office of Education at De La Salle Institute in Napa and the Office of Education in Covington provide support for schools' educational programs as well as formation programs for Lasallian educators. They promote greater understanding across the District of the mission, heritage, and culture of Lasallian education, and the development of the identity of Lasallian educators as members of the District, Region, and international Institute.

Partner: the most common and preferred term used to describe people who are co-workers, associates, or colleagues of the Brothers in their schools and other enterprises. Non-Brothers formed in the Lasallian charism and working in the Lasallian mission are commonly called Lasallian Partners.

Perpetuity: a property of trust or endowment funds that allows an unending level of income that remains in spite of the effects of inflation. It is a fiduciary principle adhered to by the District of San Francisco New Orleans' Office of Finance.

Postulancy: community of postulants and Directors. RELAN postulancy is located in Philadelphia, PA.

Postulant: a man formally accepted as a candidate for entry into the De La Salle Christian Brothers.

Provincial: the title used in most institutes to denote the person whom the Brothers call Visitor.

Provincialate: the official name of the offices where the Visitor, Auxiliary Visitor, and their staffs work. It also refers to the community in which the Provincial (Visitor) resides.

Provincialate Community: In the District of San Francisco New Orleans, this is the community of Brothers at Mont La Salle which includes the Visitor and Auxiliary Visitor as well as a number of other Brothers, some of whom do work for De La Salle Institute.

Region (RELAN): a geographical area officially designated as a union of several districts and generally selected on the basis of contiguity and common languages. The District of San Francisco

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New Orleans is part of the Lasallian Region of North America. The Lasallian Region of North America is abbreviated as “RELAN” and can be referred to, in context, simply as “**the Region.**”

Regional Council of Christian Brothers (RCCB): a supervisory board of Brother Visitors and their Auxiliaries from the Districts of the Lasallian Region of North America.

Regional Finance Committee (RFC): a committee composed of finance representatives from all Districts in the Lasallian Region of North America. The RFC is advisory to the RCCB.

Regional Lasallian Educational Council (RLEC): An innovative structure to advance the Lasallian Mission in RELAN. RLEC exists to serve the Districts of RELAN by developing policies and programs focused on formation for mission, supporting and expanding the mission activities and ministries found throughout the Districts of the Region, and creating greater partnerships within and outside the Lasallian world to strengthen the vitality and viability of the heritage established by De La Salle. RLEC is a recognized Regional structure that allows for the shared responsibility for the Lasallian Mission among the Brothers of the Christian Schools and their Partners.

Regional Novitiate Postulancy Committee (RNPC): a committee who assists the Directors of the Regional houses of initial formation (postulancy in Philadelphia, PA, and novitiate in Chicago, IL) in their programs and work.

Regional Vocation Formation Committee (RVFC): a committee of vocation directors from all Districts and others working in vocation ministry in the Region. The purpose of the RVFC is to advise the Visitors on vision and direction for Brothers’ vocations and the Lasallian vocation.

Reserved Powers: rights and duties retained by the LEC/LLEC for itself according to the bylaws of those school corporations of which it is a member.

Retired Brothers’ Communities: a community of retired or convalescent Brothers of the District of San Francisco New Orleans (and their assisting Brothers). There are several communities: Holy Family Community is located at Mont La Salle in Napa, CA, Saint Paul’s Community in Covington, LA, and St. Michael’s Community in Santa Fe, NM.

Retreat House Endowment: monies from the sale of the Retreat House in St. Helena, California, used to support local retreat and formation programs across the District of San Francisco New Orleans.

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Rule: a canonically approved set of approximately 143 statements (along with sub-statements) pertaining to the mission, duties, and practices that the Brothers throughout the world adapt locally as directives for their communities and districts.

School Corporation: a separately incorporated entity that operates a given school. In the District of San Francisco New Orleans each school corporation is governed by a board of trustees. The Lasallian Education Corporation/Louisiana Lasallian Education Corporation (see definition above) is the member of each school corporation.

Secretariat: at the Generalate in Rome, secretariats promote and support the work of local leaders throughout the Institute in several areas of endeavor. There are four secretariats: Lasallian Educational Mission; Lasallian Family and Association; Solidarity and Development; Being Brothers Today.

SECOLI: Service de Coopération Lasallienne Internationale, an agency at the Generalate which coordinates contributions to various economically needy Districts and apostolates around the world.

Superior General: the highest officer of the Institute with canonical rights and duties; he works and resides at the Generalate in Rome, and is assisted by a Vicar and Councilors. In 2016, the Superior General is Brother Robert Schieler, FSC, of the USA.

VENAVER: Spanish for "Come and See," VENAVER is an immersion program, usually sponsored by campus ministries in Lasallian schools, which takes students to participate in other Lasallian ministries. It is always spelled in all capital letters as VENAVER.

Vicar General: second highest officer of the Institute. In 2016, the Vicar General is Brother Jorge Gallardo, FSC, of Mexico.

Visitor: the Religious Superior of a District, often called Provincial, and having canonical rights and duties.

Vocation Director: the Brother in charge of the District program for assisting young men and women to properly discern their calling in life and especially to prepare men interested in the Brothers' way of life to discern whether or not they are really called to it. He is supported by and works with a Vocation Team.

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Vocation Program: the program under the direction of the Brother Vocation Director in collaboration with a person in the District Offices of Education to assist young people in discerning their lifelong vocations. Phases of the program for high-school graduates are the Contact Program and the Aspirancy Program (see “Contact” and “Aspirant” above).

Vows: traditionally, the three vows taken by religious and members of other forms of consecrated life in which a formal promise is made to live in celibate chastity, in communitarian poverty, and in obedience, according to an approved Rule. Many institutes have additional vows, as do the Brothers, who also take a vow of stability and a vow of association for the educational service of the poor in accord with the same Rule. First vows, annual (or temporary) vows, and final (or perpetual) vows are terms that respectively describe vows taken for a single year at the end of the Novitiate, and vows taken for a single year which are renewable on an annual basis until the time for final vows (generally after at least five years of annual vows.)

Young Lasallians: Adolescents and young adults involved in the Lasallian Educational Mission. This includes young teachers and staff, Brothers, administrators, volunteers, as well as current and former students within the age range of 16-35. The Young Lasallian Movement aims at awakening awareness of the personal and collective vocational journey of adolescents and young adults involved in the Lasallian Educational Mission. This movement engages Young Lasallians on a personal, professional, and spiritual level to understand role and contribution in the Lasallian Family.

End of glossary

Appendix

Terms are given in the Glossary in alphabetical order;
Below, those same terms are grouped thematically

INTERNATIONAL structures and activities

International Institute (Institute)
Superior General (Brother Robert Schieler, FSC)
Vicar General (Brother Jorge Gallardo, FSC)
General Council
General Councilor
Generalate
Secretariats
General Chapter
Rule
Declaration
FSC
CIL
SECOLI
Lasallian Youth
Young Lasallians

LASALLIAN REGION OF NORTH AMERICA (RELAN)

Region (RELAN)
Regional Council of Christian Brothers (RCCB)
Regional Finance Committee (RFC)
Regional Lasallian Educational Council (RLEC)
Regional Novitiate Postulancy Committee (RNPC)
Regional Vocation Formation Committee (RVFC)
Brother John Johnston Institute for Contemporary Lasallian Studies
Buttimer Institute of Lasallian Studies
Huether Lasallian Conference
Lasallian Social Justice Institute (LSJI)
Lasallian Volunteers
Lasallian Association of College and University Presidents (LACUP)
Lasallian Association of Secondary School Chief Administrators (LASSCA)

CATHOLIC and LASALLIAN procedures and principles

Canon Law
Canonical
Apostolate
Mission
Charism
Formation
Association

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GOVERNANCE and the LASALLIAN WAY OF LIFE

District
Visitor
Auxiliary Visitor
District Council
Brother
Vows
Director
Provincial
Provincialate
Brothers' Formation and Vocations
Director of Vocation Ministry
Postulancy
Postulant
Novice
Novitiate
Contact
Aspirant
Partner
Affiliated Member (AFSC)
Assembly

DISTRICT-LEVEL STRUCTURES and ROLES

District Chapter
District Chapter Acts
District Assembly on Mission
District Leadership Team
Directors Association
Action Plan

PROVINCIAL ENTITIES

Mont La Salle
De La Salle Institute (DLSI)
Holy Family Community
Provincialate Community

EDUCATIONAL matters

Office of Education
District Chief Administrators Association (DCAA)
Lasallian Catholic Assessment Process (LCAP)
District Twinning
Five Percent Program (5% Program)
Lasallian Student Leaders
Lasallian Youth Assembly
VENAVER

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FINANCIAL and FIDUCIARY matters

Finance Office
The Benilde Religious International Trust
Lasallian Christian Brothers Foundation (LCBF)

- Lasallian Education Fund (LEF)
- Christian Brothers Charitable Trust (CBCT)

Perpetuity
Retreat House Endowment

SCHOOL GOVERNANCE matters

School Corporation
Lasallian Education Corporation (LEC)
Louisiana Lasallian Education Corporation (LLEC)
Boards of Trustees
Association of Board Chairs (ABC)
Reserved Powers

San Francisco New Orleans Lasallian Style & Publication Guide

Published by the Office of Education, District of San Francisco New Orleans

The following guidelines are provided to assist with proper use of published references to or representations of titles or graphics associated with the District of San Francisco New Orleans, as well as with the Institute of the Brothers of the Christian Schools. They are subject to revision. Items followed by asterisks () are discussed in the End Notes.*

THE INSTITUTE

The Institute of the Brothers of the Christian Schools is the official name of the religious institute founded by Saint John Baptist de La Salle. The term “institute” is technically more correct than the traditional terms “congregation” and “order” to describe a canonical group of consecrated religious in the Church.

In formal use, on first reference, use the full formulation:

[The Institute of the Brothers of the Christian Schools](#)

On second reference, or in informal use: use this formulation:

[the Institute](#)

When the context requires it, we often refer to **the international Institute**. Note that “international” is not part of the title and is not capitalized:

The Institute of the Brothers of the Christian Schools has its headquarters, or Generalate, in Rome. This international Institute is at work now in more than 80 countries.

Brothers of the Christian Schools also refers to the religious institute. In formal style, on first reference, use the full formulation. For example:

[Josephine Smith has been recognized for her service to Lasallian education by the Brothers of the Christian Schools.](#)

In the United States, a common informal reference has been **Christian Brothers**. For example:

[Brother John Doe, FSC, is a Christian Brother.
Three Christian Brothers attended the Conference.](#)

However, because other groups have similar names, it has become preferable to use the more distinctive and internationally common reference **De La Salle Christian Brothers**.^{*} For example:

[Brother John Doe, FSC, is a De La Salle Christian Brother.
Three De La Salle Christian Brothers attended the conference.](#)

Seal of the Institute



Signum Fidei (Latin for “Sign of Faith”) is the motto of the Institute of the Brothers of the Christian Schools. The Signum Fidei image (left) is the official Seal of the Institute.

In 1751, the Institute established that its Seal would be a silver five-pointed star on a blue shield which, together with the motto, would represent the primary spirit by which the Brothers would live their lives and exercise their ministry.

The use of the Seal is normally reserved for use by the Institute of the Brothers of the Christian Schools and its agents, i.e. Christian Brothers Conference and the District of San Francisco New Orleans Provincialate. All other uses may be subject to approval by these parties.

THE BROTHERS

The Titles Brother and FSC

The Latin name for Brothers of the Christian Schools is **Fratres Scholarum Christianarum**. These three words are abbreviated as **FSC**, without periods. In formal use, on first reference, use it after the Brother’s full name, preceded by a comma:

Brother John Doe, FSC

If the usage occurs in mid-sentence, it is also followed by a comma:

Brother John Doe, FSC, was the first speaker.

On second reference or in informal use, it is not necessary use it:

Brother John Doe, FSC, was the first speaker. Brother John’s remarks were well received.

Note that the second reference uses the Brother’s first name, as opposed to using the last name. When referring to a Brother, this is both the acceptable and preferred second reference style use as well as the acceptable and preferred informal reference use.**

In reference to a member of the Institute, always capitalize Brother, both for general reference and as the title of a specific Brother. For example:

At the liturgy, three Brothers spoke the prayers of intercession. The first to speak was Brother John Doe.

Brother also is capitalized when referring to a group. For example:

The Brothers were all gathered in the chapel at eight o’clock.

In formal use, Brother should be spelled out in full. However, in either informal use or confined use (i.e. photo caption, name tag, etc.), it may be abbreviated as either **Br.** or **Bro.**

In formal use, when referring to multiple Brothers in text, use the full formulation:

Among the guests were Brother John Doe, FSC, Brother James Smith, FSC, and Brother Joseph Jones, FSC.

In informal use, it is acceptable to simplify the reference in a manner that still clearly identifies them as members of the Institute:

Among the guests were De La Salle Christian Brothers John Doe, James Smith, and Joseph Jones.

AFSC

AFSC stands for Affiliated Brother of the Christian Schools. It is an honorary title conferred by the Institute on male or female non-Brothers who have served the Lasallian mission in an extraordinary manner. An Affiliated Member may use the initials **AFSC** after his or her name. In formal use, on first reference, use it after the person's full name, without periods, and preceded by a comma. For example:

Mr. William Sanchez, AFSC

If the usage occurs in mid-sentence, it is also followed by a comma:

Mr. William Sanchez, AFSC, was the first speaker.

In reference to a member of the Institute, always capitalize Affiliated Member, both for individual and collective references. For example:

At the conference, three Affiliated Members spoke. A fourth Affiliated Member signed for the hearing impaired.

Governance/Leadership Titles

Numerous Brothers throughout the Institute are either elected or appointed to positions of religious and/or canonical authority within the Institute.

The title of a Brother who holds a position of authority in the Institute is most commonly written as an appositive to the Brother's name.

Superior General refers to the leader of the Institute. He is a major superior with canonical authority over the entire Institute. In *either* formal use *or* informal use, on first reference, use this title as an appositive after the Brother's full name:

Brother Robert Schieler, FSC, Superior General, Institute of the Brothers of the Christian Schools

On second reference, the Brother may be referred to either as "the Superior General" or by his name. For example:

Brother Robert Schieler, FSC, Superior General, Institute of the Brothers of the Christian Schools, made the announcement. The Superior General stated that he would also issue a written statement.

OR

Brother Robert Schieler, FSC, Superior General, Institute of the Brothers of the Christian Schools, made the announcement. Brother Robert stated that he would also issue a written statement.

Here, the first example would generally be considered formal usage, while the second example would generally be considered informal usage.

General Councilor refers to a member of the Superior General's General Council. He is not a major superior and is delegated by the Superior General to assist him in overseeing one of the Regions of the Institute or other administrative area within the Institute. In *either* formal use *or* informal use, on first reference, use this title as an appositive after the Brother's full name:

Brother Timothy Coldwell, FSC, General Councilor, RELAN

Note that the title includes the acronym for the Region that the General Councilor has been delegated to help oversee.

On second reference, the Brother may be referred to either as "the General Councilor" or by his name. For example:

Brother Timothy Coldwell, FSC, General Councilor, RELAN, made the announcement. The General Councilor stated that he would also issue a written statement.

OR

Brother Timothy Coldwell, FSC, General Councilor, RELAN, made the announcement. Brother Timothy stated that he would also issue a written statement.

Visitor refers to the head of a District. He is a major superior and is delegated by the Superior General to administrate one of the Districts of the Institute. In *either* formal use *or* informal use, on first reference, use this title as an appositive after the Brother's full name:

Brother Donald Johanson, FSC, Visitor, District of San Francisco New Orleans

Note that the title includes the name of the Visitor's District.

On second reference, the Brother may be referred to either as "the Visitor" or by his name. For example:

Brother Donald Johanson, FSC, Visitor, District of San Francisco New Orleans, made the announcement. The Visitor stated that he would also issue a written statement.

OR

Brother Donald Johanson, FSC, Visitor, District of San Francisco New Orleans, made the announcement. Brother Donald stated that he would also issue a written statement.

Director refers to the head of a Brothers' Community. Directors are religious superiors and are delegated by the Visitor to administrate a Brothers' Community. In *either* formal use *or* informal use, on first reference, use this title as an appositive after the Brother's full name:

Brother John Doe, FSC, Director, La Salle Community

Note that the title includes the name of the Director's Community.

On second reference, the Brother may be referred to either as "the Director" or by his name.

For example:

Brother John Doe, FSC, Director, La Salle Community, made the announcement. The Director stated that he would also issue a written statement.

OR

Brother John Doe, FSC, Director, La Salle Community, made the announcement. Brother John stated that he would also issue a written statement.

Note: In many locales, it is common practice to add “Brother” in front of some these titles, i.e. Brother Visitor, Brother Director, etc. While this would be a redundant usage in formal use and on first reference, it is acceptable and often preferred on second reference and in informal use.

SAINT JOHN BAPTIST DE LA SALLE

Saint John Baptist de La Salle is the founder of the Institute of the Brothers of the Christian Schools and the Patron of Christian Teachers.

In formal use, on first reference, use:

Saint John Baptist de La Salle OR St. John Baptist de La Salle

Note that the words “de La Salle” are individual words always separated by spaces.

On second reference, or in informal use, use:

De La Salle OR Saint La Salle OR St. La Salle

Again, the words “de La Salle” are individual words always separated by spaces.

Note also that when De La Salle is written as part of the person’s full name, use “de” with a small “d”. However, when De La Salle is written as a stand-alone reference, use “De” with a capital “D”. For example:

When the Brothers commanded St. John Baptist de La Salle to return to Paris, De La Salle obeyed.

Avoid using “Saint De La Salle”.*** Spell all parts of the name in their English form. Avoid using “Jean” or “Baptiste”.

When generally referring to De La Salle as founder of the Institute, “founder” is lower-cased. However, when using “Founder” as either a second reference or an informal reference to Saint John Baptist de La Salle, then capitalize “Founder.” For example:

The founder of the Brothers of the Christian Schools is Saint John Baptist de La Salle.
The Founder is regarded as a model by all Lasallians.

Institute Variations on the Name of Saint John Baptist de La Salle

La Salle

This shorter version of De La Salle's name appears in the title of many Lasallian institutions, such as "Mont La Salle" or "La Salle High School." Usage in this particular manner is acceptable, but does not extend to references to referring to De La Salle himself.

In institutional title usage, La Salle is always written as two separate words. The spellings "LaSalle" or "Lasalle" are incorrect.****

Lasallian

This term is derived from the name De La Salle and refers to any person or entity associated in mission with the Institute. It is always printed as a single word, with only the first letter capitalized, and with no spaces:

Lasallian

The word may be used as an adjective with an expressed noun. For example:

There are four Lasallian schools in the city.

It also may be used as either a collective noun or a predicate nominative to refer to persons associated with the Lasallian mission. For example:

Many Lasallians from around the world took part in the meeting. I am proud to be Lasallian.

Lasallian Partner

This term is used to identify persons who are colleagues, associates, and supporters in mission with the Institute but who are not themselves De La Salle Christian Brothers. It is not an official title but is a formal reference and thus always capitalized. The term "Partner" can be used without "Lasallian" as a second reference. For example:

Attending the annual conference were twenty-two De La Salle Christian Brothers and one hundred Lasallian Partners. Of the Partners in attendance, half were first-time attendees.

THE REGION

A Region is an Institute geographical division that consists of a number of physically and linguistically proximate Districts within several countries and/or continents. The District of San Francisco New Orleans is part of the Institute called the **Région Lasallienne de l'Amérique du Nord**, or the **Lasallian Region of North America (RELAN)**. Because the use of acronyms to refer to the various Institute Regions is common practice, acronyms and full names are used interchangeably.

In formal usage, on first reference, use:

Lasallian Region of North America (RELAN)

On second reference or in informal usage, use:

RELAN

If the context requires repeated references and the reference would be clear, it is acceptable to shorten references to the Region (with a capital “R”).

Note that whenever the word Region is used to refer to either a Region or the Regions of the Institute, it is capitalized.

Lasallian Region of North America Central Office

Christian Brothers Conference
415 Michigan Avenue NE, Suite 300
Washington, DC 20017
202-529-0047

Website

www.lasallian.info

THE DISTRICT

A **District** is one of two levels of territorial divisions of the Institute. They consist of a number of geographically proximate cities and/or Lasallian ministries. Districts also are canonical jurisdictions of the Institute. Each District has a canonical superior called the Brother Visitor who reports directly to the Brother Superior General of the Institute. Districts in the same part of the world are grouped together into larger territories called Regions. Unlike Districts, Regions are not considered canonical entities.

District Name

The District composed of the states of Arizona, California, Colorado, Louisiana, New Mexico, Oregon, Texas, and Washington in the United States of America is the **District of San Francisco New Orleans**. This is the official name of the District.

In formal use, on first reference, use:

District of San Francisco New Orleans

Note capitalizations and the absence of hyphenation.

When using the official name of the District preceded by the article “the”, the article is not considered part of the title. Therefore, “the” would be capitalized only as the first word of a sentence or as part of a headline or logo with stylized capitalization. For example:

The District of San Francisco New Orleans was inaugurated on July 1, 2014.
Texas is one of the states in the District of San Francisco New Orleans.

THE DISTRICT OF SAN FRANCISCO NEW ORLEANS

On second reference, or in informal use, use:

San Francisco New Orleans District OR SFNO District

Again, note capitalizations and the absence of hyphenation.

If the context requires repeated references and the reference would be clear, it is acceptable to shorten references to **the District**.

Note that whenever the word District is used to refer to either a District or the Districts of the Institute, it is capitalized.

District Logo

This is the official logo of the District of San Francisco New Orleans:



No variations on this logo, other than proportional resizing, are permitted. For branding purposes, the logo's PMS color values are Blue 534 and Orange 124.

De La Salle Institute

De La Salle Institute is the corporation name of the Brothers of the Christian Schools in the District of San Francisco New Orleans. It also refers to the Provincialate, the District's administrative headquarters. For second reference or informal usage, it may be abbreviated to **DLSI**.

The Provincialate maintains two addresses:

Main Office

De La Salle Institute - Mont La Salle
4401 Redwood Road (mail and shipping)
P.O. Box 3720 (mail only)
Napa, California 94558
Telephone 707-252-0222

Louisiana Office

De La Salle Institute - Covington
104 W. 11th Avenue (mail and shipping)
Covington, Louisiana 70433
Telephone 985-892-2004

Website

www.delasalle.org

END NOTES

* *De La Salle Christian Brothers*. This formulation has been in international use for some time and is gradually replacing the older U.S. reference to “Christian Brothers.”, which often was confused with the Congregation of Christian Brothers (Ireland).

** *Brother-plus-first-name, not Brother-plus-surname*. Practices in regard to this usage do vary somewhat in different Regions. The usage of Brother-plus-first-name is the acceptable and preferred usage in the District of San Francisco New Orleans.

*** *Saint De La Salle*. Practices in regard to this usage do vary somewhat in different Regions, based on adding “Saint” to the Founder’s signature, but it is not widely used. The formulation “Saint La Salle” is the more common usage:

First reference: Saint John Baptist de La Salle
Second reference: Saint La Salle

**** *De La Salle is always written as three words*. On occasion, some institutions have used the specialized spellings – “LaSalle” or “DeLaSalle” – with no spaces between words, as a distinctive branding feature or trademark. However, it is not considered standard usage.