

RELIGIOUS AND CULTURAL HERITAGE CENTER

**Establishment, Management
and Conservation Manual**



**Province of St. Ezekiel Moreno
Order of the Augustinian Recollects**

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Foreword

Since 1606, the first time the Augustinian Recollects set foot on the Philippines shores up to the present time, the Order has helped to develop the Philippines' social, cultural and religious landscape. Much of the contributions and influence of the Recollects are etched in the memories of peoples and land, others are written in books and publications, still others are inscribed in memorials, historical markers and monuments.

As the Province of St. Ezekiel Moreno continues to serve the Philippine society and the surrounding nations seeking for relevance, striving for innovations, and yet remaining faithful to the founding spirit and charismatic gift received from the mother church, there is a need to realign, re-organize and set procedures to its existing cultural and religious heritages and likewise set criteria in the construction and creation of future heritage sites and monuments.

The following manual is written for the said purpose. It is to set goals and objectives, organize endeavors, strategize management and plan conservation works so these cultural and religious heritages of the Order of the Augustinian Recollects continue to instruct people, recollect events and circumstances, and honor those who have shed sweat and blood for the nation, the Province of St. Ezekiel and for the mother Church.

CoHCH-R

November 2, 2018

All Souls Day

Laying the Ground Works for a Religious and Cultural Heritage

Cultural and religious heritage titles are awarded to institutions due to long years of the significant existence and profitable contributions to society rather than being planned and thought of from the initial stage of inception. Impact to society, influence to tourism and economy, importance to cultural development of the locality, and significance to religious and value systems of the people are qualities that are achieved through space and time and not simply being thought out or dreamt of from the initial founding stage.

However, we belong to a time in history, where we can review our story with much ease and facility and even preserve technologically the present events and circumstances so these may be viewed and understood by future generations virtually as though living in our present time. In this time capsule, we can easily think in the present with a view to the future. We can establish centers of humble beginnings but cognizant to their prospective contribution and influence, we can organize endeavors and visions constantly innovating and sustaining for a forward-looking heritage.

Identifying or Establishing a Cultural and Religious Heritage Site or Monument

To envision a Religious and Cultural Heritage, the following have to be considered: (a) Historicity and (b) Purpose and significance.

Historicity refers to the place, monument, or event's rootedness in the past narrative of the locality. It also means

the popular recognition by the people in their socio, cultural and most specially spiritual and religious transformation and development. It also refers to survival in the ebb and flow of favorable and unfavorable circumstances thus giving mystic, mystery and sacredness.

Purpose and Significance refer to the continuing present recognition of the people and locality. It is a landmark for the historical consciousness of the people. It reminds them of their connectedness with the distant past, giving them a sense of identity and authenticity. It could also refer to present contributions to the influx of people for religious or cultural tourism purposes, thus spreading the name and consciousness of the place in other parts of the province or archipelago.

Research and Study

It is always wise that a full research and study be made prior to any action relative to creation and declaration of heritage sites and monuments. There is a need to study tracing its name, nature, circumstances for its birth and influences on personalities who have contributed to or were affected by the to-be-named cultural heritage.

This study may be coursed through the program of the Recoletos School of Theology. Recollect theology students taking specializations in History may be encouraged to do their thesis works on the possible culture and heritage project (e.g. *Balon Pari*, *La Salud*, St. Vincent Ferrer, *Ina Poon Bato* etc.). Recollect historians and other avid history buffs may be encouraged through incentive programs to do special studies and research works.

The findings of the research and study become the basis for information dissemination, planning and design (topography, physical structures), promotion and sustainability programs, and the construction and creation of cultural and religious heritage sites and monuments.

Construction of Historical Sites and Monuments

This phase in the development of cultural and religious heritages, in recent history, has been contentious and controversial. At times, plans are neither comprehensive nor long term; other times donors demand and construct according to their likings. This manual sets the following criteria in the run up to the construction of cultural and religious heritages:

- Consider the results of the study or research in the planning and design implementation,
- Identify the religious services and activities and articulate the cultural programs as basis for the physical development of the site or edifice,
- Consult the local residents and respect the religious and cultural traditions of the place,
- Create a comprehensive and long-term program planning, but implement what is immediate, needed and demanded by the present circumstances,
- Consider future innovations, possibilities and development in the program design,
- Consider what best serves the local society in terms of spiritual, moral, and cultural development,
- Create a sustainability program of development for the heritage site or monument,
- Consult experts in various fields (architect, cultural heritage learned, engineer etc).
- Secure proper permissions and canonical requirements from the local ordinary and civil authorities.

Promotion of and Fundraising for Historical Sites and Monuments

Promotion of the cultural and religious heritage commences after the study or research is established and after the approval of the Provincial and his council is given.

In this way the promotion and information dissemination is based on facts and study not on hearsay, simple tradition and conjectures. It is a form of sincerity to promote what is authentically historical and expressive of the charism and traditions of the Province and the Order.

In the promotion of the heritage sites the following are to be given considerations:

- Craft promotional materials based on the result of the study;
- Choose the highlights of the research as best inputs for the publication of promotional materials,
- Include the comprehensive developmental programs for the heritage site or monument,
- Articulate the best services, i.e., cultural, spiritual renewal, moral offered by the heritage site or monument,
- Give particular emphasis to the spiritual contribution, moral articulation, and cultural contribution of the heritage site or monument,
- Create linkages with governmental and non-governmental organization to maximize exposure,
- Use social media in the dissemination of promotional materials (website, facebook, twitter, instagram etc)

Fundraising activities for the construction of the heritage site or monument are very necessary endeavors. While, on the one hand, the Province and the Order have the primary obligation, on the other hand, it also behooves on those tasked for the heritage site and monument to conduct promotional and fundraising activities to supplement the construction expenses. All avenues are to be explored. Seeking for benefactors both national and international

Maintenance and Conservation

All structures and sites have their own lifespan. Their continued existence and service to humanity depend

on how people take care of them. Their lifetime may be shortened by lack of prudent maintenance planning or may be extended through a well-thought maintenance procedure, periodic upkeep, and scheduled or planned intervention program.

Maintenance Program

Although heritage sites and monuments are under the direction of the Prior Provincial and council through the Commission on History, Culture and Heritage (CoHCH-R), as a general rule, the Recollect community closest to the heritage site or monument is directly responsible for the regular upkeep and periodic maintenance.

In instances where the heritage site or monument is the main apostolate or the locus of the apostolate of the community, the Prior of the House is directly responsible for the heritage site, unless otherwise determined by the Prior Provincial by especial communication through a letter of appointment.

A regular program of maintenance must be crafted so as to ensure the preservation of the heritage site or monument. Maintenance personnel must be chosen based on competence and skill as demanded by the maintenance operations. Trainings and coachings must be programmed regularly so as to maintain high level of maintenance competency.

An operational maintenance manual has to be crafted to ensure periodic maintenance procedures and thus preserve the cultural and religious heritage of the Province.

Conservation and Restoration

Although maintenance and conservation are technically synonymous, (they belong to the post construction phase) in this manual, conservation refers to a major rehabilitation intervention program due longevity,

dilapidation, simple prolonged remiss or inappropriate maintenance procedures or extreme damage caused by natural or man-made disaster. In such a case, a special Technical Working Committee needs to be organized. This committee may be made up of Religious and lay. Its membership is to be based on competencies, skills, technical knowledge, and loyalty to the project and the Province. This TWC is to perform the following:

- Create a comprehensive conservation and restoration intervention program,
- Identify specific problems, issues, deficiencies of the heritage site or monument needing specific conservation interventions,
- Identify specific competencies and skills needed in the conservation and restoration project,
- Articulate the specific time-table for the completion of the conservation and restoration works,
- Invite experts as demanded by the restoration program schedule,
- Define the scope and delimitations of the restoration and conservation activities so as not to disrupt or overstep on the juridical function of the community and other related offices,
- Create specific sub-committees i.e. ways and means, finance, secretarial, etc so as to divide and share responsibilities,
- Craft a manual of operations to determine the committee responsibilities and the areas of collaborations, and to establish processes and procedures of the operation,
- Fulfill the conservation and restoration works within the specific timeframe.

At the end of the conservation and restoration project, a full report of conservation and restoration activities has to

be made to the Prior Provincial and Council, a copy of which is to be handed over the Historical Section of the CoHCH-R.

Sustainability

A post construction concern for heritage projects, beyond maintenance, conservation and restoration, is the issue of sustainability. Religious and cultural heritage march forward to extinction if there is no built-in sustainable programs generating relevance, purpose and innovation. Thus, a most important component in the heritage set up is a feasible, practical and profitable sustainability program.

Expertise and Professionalism

Religious to be assigned in heritage centers are to have a degree of expertise and knowledge about the particular apostolate. Thus, it is important for the Prior Provincial to constantly send religious for further studies and trainings in the area of Church Cultural Heritage, Heritage Studies, Heritage Management, Church History and other related courses. Heritages are to be treated with utmost professionalism and expertise.

Innovative Programs

There is the natural tendency and danger for cultural and religious heritages to petrify and fossilize in the grandeur of and rootedness in the past. To steer clear from possible stagnation and demise, those in-charge are to constant respond to the challenges New Evangelization so as to remain relevant, meaningful and significant for the society, Province and the Universal church.

Cultural and Social Responsibility

Heritages are to contribute to the development not only of the spirit but also of the social and cultural aspect of people. It is to become a powerful instrument to promote

faith, the social life of the society, the values of the Kingdom, and the cultural identification and individuation of people and locality.

Economic Development

Through promotion, innovative services, and evangelizing activities heritage centers are to strive for economic development. It is to find ways to contribute not only for self-sustenance but also for the improvement of the economics of the Province. Likewise, it is to find ways have its own catalogue of sponsors, benefactors and donors of the upkeep of its facilities, programs and operations.

Processes and Procedures for the Establishment of Religious and Cultural Heritage

Based on the general principles stated above, the following processes and procedures are drawn in the run-up to the creation of a heritage center.

Local Community and CoHCH-R: Program Proposal

The local community by itself, through the Prior of the house or in collaboration with the Commission on History Culture and Heritage-Recoletos (CoHCH-R) may initially work out, through meetings, the possibility of establishing a cultural and/or religious heritage center.

When a consensus is achieved and the possibility of success is within reach, the community together with the Chairman or any of the members of the CoHCH-R may come up with a program proposal for the initiation of a possible heritage center.

The program proposal, signed by the Local Prior and other member of the Community and some representatives from the CoHCH-R, is to be addressed and submitted to the Prior Provincial and Council for deliberation and approval.

Approval by the Prior Provincial and Council of the Program Proposal

If the Prior Provincial and Council find the program proposal beneficial to the Province and to the Order and of service to the local and universal church, they may approve the program proposal and commission the local community

to perform the feasibility study or a case study or conduct a thorough research relative to the program proposal.

The research is to shed light on some following areas: historical authenticity, connectedness to the Recollect Movement in the Province or on the level of the order, significant contribution to the advancement of New Evangelization efforts, Rootedness in the traditions of the locality and close to the hearts of the people, advancement of culture, spirituality and morals.

It is within the jurisdiction of the Prior Provincial, the Commission and the Community to determine the researcher as well as the budget for the study.

Feasibility Study and/or Research

This is a vital phase in any heritage establishment project. Consequently, this may take a year or two so as to determine the importance, significance and feasibility fo the project.

The research may be coursed through the research program of Recoletos School of Theology. A student resident or the place, or an avid fan of the theme may be tapped to do his masteral thesis on the matter. Or a professional historian of researcher may be commissioned to perform a more exhaustive research study. A financial and otherwise incentive program has to be drawn to attract researchers. Likewise, a specific time-table for the study has to be drawn so as not to prolonged and delay the heritage project. A maximum of two years may be set for the research phase.

Publication of the Research in Quaerens or Recollect Series

The outcome of the research has to be published either in *Quaerens* the official journal publication of RST or in the Recollect Series the publication outlet of CoHCH-R. The

publication will allow public dissemination of information, debate, and interest not only among the Recollects.

Local Community and CoHCH-R: Project Proposal

If the result of the study is convincing enough, and that feasibility of success and acceptance are at a very high indication, the community with the CoHCH-R may use the result of the study to make a Project Proposal to the Prior Provincial and Council.

To be indicated in the project proposal, among others are the title of the project, vision and mission of the heritage center, the goals and objectives, core values espoused by the center, the possible program of activities, spiritual and renewal services, cultural contribution and intervention programs, sustainability.

The project proposal is to be submitted to the Prior Provincial and Council.

Approval by the Provincial and Council of the Specific Project Proposal

If the Prior Provincial and Council find the project proposal well thought of, studied, and will have considerable impact to society and nation building, he may approve it. The approval comes in the form of creating a Heritage project committee.

The Heritage Project Committee

Appointed by the Prior Provincial and Council, the Heritage Project Committee is tasked to perform the following responsibilities:

- To create a comprehensive facility plan appropriate for the vision-mission, programs and service, projections and plans of the heritage project,

- To draft the financial requirements of the Heritage Project Proposal,
- To work with the Finance Committee of the Province in the conduct of Bids and Awards,
- To create ways and means to augment the finance requirements of the project,
- To create a timetable for the full accomplishment of the said project (permits, building plans, financial projections, construction implementation, turn-over of the project),
- To create a program of promotion for the heritage to drum beat consciousness, disseminate information, create interest, and enthuse commitment.
- To implement the heritage project within the given or proposed timeframe,
- To monitor the progress of the project and
- To submit a regular report (weekly or monthly) as desired by the Prior Provincial and council.

Final Approval of the Project Design Program and Implementation

After the Heritage Project Committee has done its homework from the facility planning down to the crafting of promotional material and activities for information and fundraising purposes, these have to be submitted to the Prior Provincial and Council for the Final Approval of the Project.

The Prior Provincial and Council, seeing no objections to the submitted documentations, approve the project through the commissioning of the same Heritage Project Committee to implement the Heritage Project.

The Heritage Project Committee is to religiously monitor the project schedules so it be completed within the planed time frame.

Turn-Over and Inauguration of the Facility

After the completion of the desired Heritage Center, a turn-over ceremony and the consequent inauguration and blessing are to be organized. The inaugural rites signal the beginning of the life of service of the religious and heritage center.

The Augustinian Recollect Community

The religious assigned to such cultural and religious heritage centers are to excel in the life of spirituality, openness to cultures, and dedication to the mission of the center. They are to be models of charism of the Order which the mother church has ordained to manifest, share and celebrate.

Possible Cultural and Religious Heritage Projects

- *Balon Pari*: St. Ezekiel Moreno Center for Culture and Religion of Palawan
- La Salud: A Spiritual Healing Center