

LOCAL MINISTER

The Minister elected by the fraternity is given the role of servant as the “person primarily responsible for the fraternity.” (*General Constitutions*, art. #51.1)



The Minister must first of all put into effect those acts which the norms of the *Rule*, *General Constitutions* and *National Statutes* refer to his/her competence and must put into practice the directions and decisions of the Fraternity and the Council.

Among the members, the Minister must act like “father and mother,” attentive to the needs of all the members of the fraternity.

The Minister must possess the capacity to co-ordinate all the activities of the Council and of the fraternity, and at the same time lead all the members into Secular Franciscan ideals, while respecting personalities and different rates of progress.

The Minister must be well formed as a Christian and as a Franciscan; know the *Rule*, *General Constitutions* and *National Statutes*, know about the life of the Order, and know how to conduct and animate the meetings and gatherings. His/her life must inspire confidence and credibility. He/she must know how to grasp and live the key values of Franciscan spirituality and translate them into messages building a collective identity. This means also that the Minister has need of the prayers and whole-hearted support of all the members.

The Minister must have continual contact with the Spiritual Assistant and make use of the help of the Council.

General Duties

1. To know and follow the *Rule*, *General Constitutions* (art. #51), *National Statutes*, *Ritual* and *Regional Guidelines* of the Secular Franciscan Order;
2. To convene all Council meetings and fraternity gatherings;
3. To work collaboratively with other members of the Council.

Specific Duties

1. To see to the day to day responsibilities of the office of Minister (e.g., attend to pertinent correspondence, maintain files on all business, inspect the binders of the Council annually to assure that they are complete and up to date);
2. To represent the fraternity on the Regional Fraternity Council as a member of that Council;
3. To maintain relations with the Region and assure the communication of all information and directives from NAFRA/the Region to the local fraternity members;
4. To be available via e-mail or telephone to all members of the fraternity;
5. To generate all responses for information to the Regional Executive Council, especially the Annual Report;
6. To request, with the consent of the Council, the pastoral and fraternal visits, at least once every three years;
7. To advise the Vice-Minister if unavailable and arrange for coverage re: local fraternity matters.

LOCAL VICE MINISTER

The Vice-Minister is the person elected to assist, support and substitute for the Minister in his/her duties. As such, he/she must possess the same qualities as the Minister. For this role, loyalty and collaboration with the Minister are necessities, and the Vice-Minister should be ready to take on definite tasks in the day-to-day service of the fraternity and of working with the Council. **Also remember that, in case of the Minister having to leave office, the Vice-Minister MUST be capable, ready, willing and able to become Minister of the fraternity.**

Duties

1. To know and follow the *Rule, General Constitutions* (art. #52.1), *National Statutes, Ritual* and *Regional Guidelines* of the Secular Franciscan Order;
2. To attend Council meetings as required;
3. To work collaboratively with other members of the Council;
4. To substitute for the Minister on any occasion in the event of his/her absence;
5. To notify the Minister in advance if unable to attend a meeting or gathering.



LOCAL SECRETARY

The Secretary is the person responsible for the office work of the fraternity and the communication of the fraternity with other fraternities and with the Council of the next higher fraternity level. The Secretary is the right hand of the Council and the Minister, and has a special role of keeping in contact with fraternity members.



The Secretary is the reference point for all communications, keeping the historical records of the fraternity, maintaining information for the directory and national database and scrupulously preserving the documents. Speed, accuracy and faithfulness in the tasks to be done can contribute to making the fraternity more dynamic, i.e., responsible and creative. The Secretary must be known for his/her reserve and maintain the privacy of everything concerning individual members and confidential business.

General Duties

1. To know and follow the *Rule, General Constitutions* (art. #52.2), *National Statutes, Ritual* and *Regional Guidelines* of the Secular Franciscan Order;
2. To attend Council meetings as required;
3. To work collaboratively with other members of the Council;
4. To notify the Minister in advance if unable to attend a meeting or a gathering.

Specific Duties

1. To maintain and update the fraternity directory: providing copies of the newly updated directory to all members of the fraternity;
2. To prepare draft agendas for all Council meetings and see to their distribution;
3. To take and provide copies of the minutes of all Council meetings to attendees and those excused or absent;
4. To take roll and see to the approval of /or corrections to the prior minutes submitted at meetings;
5. To prepare and /or maintain files on all copies of correspondence submitted by the Minister;
6. To serve as the fraternity Historian: entering pictures taken at events into the album, and forwarding copies of the fraternity Newsletter to the entire Regional Fraternity Council (i.e., Regional Executive Council & local Fraternity Ministers);
7. If unable to attend a meeting or gathering, arrange for a Secretary Pro Tempore.

LOCAL TREASURER

The Treasurer must have the competency and accuracy needed to safeguard and administer the funds of the fraternity. He/she must be a person who can maintain a balance between the detail and the spirit, between the needs of the fraternity and its obligations to the needy and to the Regional Fraternity.

The Treasurer's work is carried out with understanding and prudence, and he/she must encourage everyone to give their fair share for the life, works and duties of the fraternity.

General Duties

1. To know and follow the *Rule, General Constitutions* (art. #52.4), *National Statutes* (art. #4.5), *Ritual* and *Regional Guidelines* of the Secular Franciscan Order;
2. To attend Council meetings as required;
3. To work collaboratively with other members of the Council;
4. To notify the Minister in advance if unable to attend a meeting or a gathering.

Specific Duties

1. To receive, deposit, and account for all funds of the fraternity;
2. To disburse funds in keeping with the Annual Budget and with the decisions of the Council in accord with *National Statutes* and *Regional Guidelines*;
3. To send Per Capita/Fair Share payments to the Region according to the number of Professed (Active & Active/Excused) members and Candidates reported on the Annual Report;
4. To prepare certified annual statements of contributions received from individuals for tax purposes;
5. To arrange for the required financial audit to be done prior to the end of the Council's term of service.



LOCAL FORMATION DIRECTOR



The person responsible for Formation is an important figure, even if it could seem superfluous to underline it, because of the responsibility the fraternity gives him/her for guiding initial and ongoing formation. This sensitive task is undertaken in unity with and help from the Minister and other Council members, especially the Spiritual Assistant. United with the Council, he/she is responsible for helping each member realize his/her vocation. The primary task of the Formation Director is that of accompanying and sustaining the brothers and sisters during their formation, both initial and ongoing, and of journeying with them.

It must be remembered that the Formation Director is someone who has the duty of assisting each person to be more aware of what the Lord is calling him/her to, time and time again. He/she must take good care to transmit and teach Jesus Christ in the footsteps of St. Francis, not his/her own ideas and preferences. Not putting him/herself “in *cathedra*” then, but establishing an ongoing dialogue with the brothers and sisters, taking into consideration the social background and levels of learning as well as age, personality, and the different factors which have brought them to the Secular Franciscan Order.

The person responsible for formation must have the ability to interpret and put into practice the program adopted by the Council and to collaborate closely with the Spiritual Assistant. He/she must be capable of undertaking these important activities, having the spiritual and natural gifts and, at the same time, be familiar with formation program guidelines and resources (e.g., the *FUN Manual*) from the National Fraternity and modern educational resources.

On him/her depends whether the brothers and sisters are able to perceive the importance of life in fraternity and the Franciscan charism; whether the fraternity members are “fed” in Franciscan spirituality and actions; whether all in the fraternity live out the objective of our *Rule* to “go from gospel to life and life to the gospel” (art. #4).

General Duties

1. To know and follow the *Rule*, *General Constitutions* (art. #52.3), *National Statutes*, *Ritual* and *Regional Guidelines* of the Secular Franciscan Order;
2. To attend Council meetings as required;
3. To work collaboratively with other members of Council;
4. To notify the Minister in advance if unable to attend a meeting or a gathering.

Specific Duties

1. To coordinate an ongoing formation program at the fraternity gathering;
2. To provide formation related information as requested;
3. To chair the local Formation Commission/Team: providing formation training for Team members assisting with formation, attending scheduled regional meetings, distributing pertinent formation information to local fraternity members, and forwarding any relevant national or regional e-mail information to local members.

LOCAL COUNCILOR (if deemed necessary by the Fraternity)

Councilors may be elected to office for the following purposes: 1) assuring the performance of a responsibility deemed critical by the Fraternity; 2) assuring that an elected official be available should a replacement be needed for one of the other designated Council offices; and/or 3) providing first hand experience of serving on a Council. Particular areas of responsibility may be specified either prior to election or may be assigned following election.

Duties

1. To know and follow the *Rule, General Constitutions, National Statutes, Ritual and Regional Guidelines* of the Secular Franciscan Order;
2. To attend Council meetings as required;
3. To work collaboratively with other members of the Council;
4. To notify the Minister in advance if unable to attend a meeting or gathering.

