

**Franciscans of the Prairie
Regional Fraternity
Secular Franciscan Order**

**Established October 20, 1994 by
Decree of the National Fraternity Council**

***REGIONAL GUIDELINES
for Governance***



*Approved by vote of the Regional Fraternity Council, March 12, 2017
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Franciscans of the Prairie Regional Fraternity

Regional Guidelines for Governance

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Franciscans of the Prairie Regional Fraternity

Secular Franciscan Order

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REGIONAL GUIDELINES for Governance

21
22 Franciscans of the Prairie Regional Fraternity is an organic union of the local Secular Franciscan
23 Fraternities canonically established in the Illinois Dioceses of Springfield and Peoria. Its seat is
24 listed as Springfield, IL (*General Constitutions*, article #61.3). The Region is organized and
25 functions in conformity with *The Rule of the Secular Franciscan Order*, *General Constitutions of*
26 *the Secular Franciscan Order*, *Statutes of the National Fraternity of the Secular Franciscan*
27 *Order in the United States of America*, *Ritual of the Secular Franciscan Order* and these
28 *Regional Guidelines*.
29

30 **REGIONAL MISSION STATEMENT**

31 *We, the Secular Franciscans of Franciscans of the Prairie Regional Fraternity, are called by the*
32 *sacraments of Baptism and Confirmation to holiness. We are committed by profession to living*
33 *the Gospel values of our Lord Jesus Christ in our time according to the spirit of St. Francis of*
34 *Assisi for the rebuilding of the Church. With the Holy Spirit as our guide, and by following the*
35 *simple example of St. Francis of Assisi, we intend to spread, like the prairie fire of old, cleansing*
36 *the earth and nourishing the land with His Word. The Regional Fraternity Council will provide*
37 *direction and resources to local fraternities for understanding and implementing the Rule, the*
38 *General Constitutions, and the National Statutes of the Secular Franciscan Order.*
39

40 **Abbreviations used in these Guidelines**

41 *The Rule of the Secular Franciscan Order (Rule)*
42 *General Constitutions of the Secular Franciscan Order (GC)*
43 *Statutes of the National Fraternity of the Secular Franciscan Order*
44 *in the United States of America (NS)*
45 *Ritual of the Secular Franciscan Order (Ritual)*
46 National Fraternity of the Secular Franciscan Order (NAFRA)
47 Regional Fraternity Council (RFC)
48 Regional Executive Council (REC)
49

50 **Terms and Definitions used in these Guidelines**

51 Regional Fraternity – all Professed members and Candidates of all the local fraternities in the Region
52
53 RFC – all the local Ministers and elected members of the Regional Executive Council and the
54 Regional Spiritual Assistant or Conference of Regional Spiritual Assistants
55
56

57 REC – Regional Minister; Regional Vice-Minister; Regional Secretary; Regional Treasurer;
58 Regional Formation Director; Regional Councilor(s) [“at least one elected Councilor”
59 (NS, article #23.2)]; Regional Spiritual Assistant [appointed by the major Superiors of the
60 First Order or Third Order Regular, or their delegates] or President of the Conference of
61 Regional Spiritual Assistants
62

63 **Regional Organization and Structure**

64 “The regional fraternity is the organic union of all the local fraternities existing in a territory or
65 which can be integrated into a natural unity, either by geographic proximity, or by common
66 problems and pastoral circumstances” (GC, article #61.1). The Franciscans of the Prairie
67 Regional Fraternity shall have a RFC and a REC as directed by the GC, articles #62 – #64 and
68 the NS, articles #22 and #23. “The Regional Fraternity Council is composed of the Ministers of
69 the Local Fraternities that together form the Regional Fraternity, the Regional Executive
70 Council, and the Regional Spiritual Assistant or the Conference of Regional Spiritual Assistants,
71 each of whom may vote. Regional Spiritual Assistants, however, do not vote in financial matters
72 and in elective chapters” (NS, article #22.1; cf. also *Statutes for Spiritual and Pastoral*
73 *Assistance to the Secular Franciscan Order*, article #12.3).
74

75 **Regional Fraternity Council [RFC]**

76 The Regional Fraternity is most fully represented by its RFC. In Franciscans of the Prairie
77 Region the RFC has all the duties and responsibilities found in the GC, articles #61 – #63.1 and
78 #64; and the NS, articles #21 and #22.
79

80 The RFC shall elect the REC at a triennial Chapter of Elections in accordance with the GC,
81 articles #76 – #80, #82; and the NS, articles #8 – #14 and article #23.4. At a meeting prior to the
82 Elective Chapter, the RFC may also decide upon the number of additional Councilors to be
83 elected and any specific responsibilities to be assigned to them.
84

85 If a local Fraternity Minister concurrently serves as a member of the REC, s/he should habitually
86 have the Vice-Minister of the local Fraternity or an agreed-upon elected member of the local
87 Fraternity Council attend RFC meetings to represent that local Fraternity. The REC member
88 looks out primarily but not exclusively for the interests of the Region and the Vice-Minister of
89 the Fraternity looks out primarily but not exclusively for the interests of the local Fraternity. This
90 requirement will help ensure the broadest possible representation at RFC meetings and will
91 provide other members of local Fraternity Councils with first hand experience of the workings of
92 the RFC.
93

94 If the local Minister is unable to attend an RFC meeting: “The vice-minister has the following
95 duties: c. to take the place of the minister in both duties and responsibilities in case of absence or
96 temporary impediment” (GC, article #52.c). If both the Minister and the Vice-Minister are
97 impeded, then an elected member of the Council selected by that Council shall attend and
98 exercise all of the powers of a delegate for that Fraternity (cf. NS, article #8.3.b). The delegate
99 should receive from the local Minister the materials relevant to the meeting or task to be
100 performed. Prior to the RFC meeting, a letter explaining the delegation of any elected Council
101 member other than the Vice-Minister must be sent electronically by the local Minister to the
102 Regional Minister.

103 Given the provision that “The Regional Fraternity Council shall meet at least once a year” (*NS*,
104 article #22.3), the Franciscans of the Prairie RFC has chosen to meet twice a year: ordinarily for
105 a weekend in the Spring (Saturday morning through Sunday early afternoon) and immediately
106 following the annual Regional Retreat in the Fall (Sunday, 11:00 A.M. to 1:00 P.M.). Recurring
107 major items of business include: for the Spring meeting, discussion and approval of the Annual
108 Report from the Region to NAFRA; for the Fall meeting, discussion and approval of the Annual
109 Regional Budget, including setting the coming Fiscal Year’s “fair share” amount and
110 determining the amount of mileage reimbursement for the year. The Region’s triennial Elective
111 Chapter and triennial Fraternal and Pastoral Visitation by NAFRA are ordinarily scheduled to
112 occur during the Spring RFC meeting.

113
114 Special RFC meetings may be called at the request of the Regional Minister or at the written
115 request of two or more elected members of the REC or one-third of the local Ministers (cf. *NS*,
116 article #3.6).

117
118 No official business may be transacted at a RFC meeting unless a quorum of members is present.
119 A quorum is defined as the presence of more than half of the number (50% + 1) of those having
120 the right to vote (cf. *NS*, article #9.1).

121
122 The RFC discusses and approves the Annual Report of the Region as prepared by the Regional
123 Minister before it is sent to NAFRA (cf. *GC*, article #62.2.g).

124
125 The RFC determines the annual “fair share” (also known as “stewardship” or “per capita”)
126 contribution made to the Regional Fraternity from the common fund of each local Fraternity for
127 each of its active Professed Members (active, active/excused) and its Candidates (cf. *Rule*, article
128 #25; *GC*, article #30.3; and *NS*, article #18.7).

129
130 Annually, the RFC will remember the deceased members of each local Fraternity who have died
131 since the last Regional Memorial Service. This Memorial Service is typically observed during
132 the Annual Regional Retreat. Also during the Retreat, the Professed members have the
133 opportunity to renew their Secular Franciscan Commitment in a ceremony patterned on the one
134 found in the *Ritual*, pages 30 – 32.

135
136 In general, the RFC suggests and approves policies to be implemented by the REC.

137
138 **Regional Executive Council [REC]**
139 In Franciscans of the Prairie Region, the REC has all the duties and responsibilities found in the
140 *GC*, article #62.1; and *NS*, articles #5.5; #21.2, #21.3 and #23 – #26.

141
142 The REC is entrusted with the role of animating and guiding the Region in Franciscan life and
143 growth. Each of the officers of the REC contributes to that goal. Collaboratively they work to
144 achieve the purpose and goal of their servant leadership to the Region. Each member of the REC
145 not only fulfills his/her own responsibilities, but also contributes to the servant ministry and
146 dialogue that enriches the Franciscan life of the Region.

147

148 The RFC shall elect the REC at a triennial Chapter of Elections in accordance with the GC,
149 articles #76 – #80, #82; and NS, articles #8 – #14 and article #23.4.

150
151 Since the NS (article #23.2) allow for either the election or the appointment of the Regional
152 Formation Director, Franciscans of the Prairie Region has chosen to elect the Regional
153 Formation Director. Subsequently, s/he serves as an elected member of the REC with full voting
154 rights.

155
156 The REC is composed of the following elected persons: Regional Minister, Regional Vice-
157 Minister, Regional Secretary, Regional Treasurer, Regional Formation Director, and at least one
158 Regional Councilor (cf. NS, article #23.2). More Councilors may be added when, prior to the
159 RFC’s meeting for elections, the REC recommends a number of additional Councilors and
160 specifies the need for adding them. The RFC makes the final determination of the number of
161 Councilors to be elected in any given election. Only those persons duly elected to office shall
162 have voting rights within the REC. A Regional Elected officer may hold only one Regional
163 office at a time. The Regional Spiritual Assistant or the President of the Conference of Regional
164 Spiritual Assistants is also a member of the REC.

165
166 A comprehensive listing of the *Responsibilities According To Regional Office* is appended to
167 these *Regional Guidelines* as Appendix A. This list should be reviewed annually and updated by
168 the REC as required. Any such updates and revisions will be distributed to the RFC in a timely
169 manner.

170
171 In accordance with the provisions of article #23.5 of the NS, the REC may appoint persons to
172 positions of service as deemed necessary. However, only those persons duly elected to office
173 shall have voting rights within the REC; all others shall act in consultative roles. Such
174 appointments will include the Regional Webservant and the Regional Newsletter Editor; they
175 may include the Regional JPIC (Justice, Peace and Integrity of Creation) Animator, the Regional
176 YouFra (Franciscan Youth and Young Adult) Animator, etc. Appointments are ordinarily made
177 at the Fall REC meeting following the Region’s Spring Elective Chapter. This timing is to help
178 ensure continuity following an election and a smooth transition when new appointments are
179 made. Appointments may be provisionary or until otherwise revoked by the REC. These
180 appointments are made by the REC, but not from among members of the REC. Appendix B of
181 these *Regional Guidelines* contains a listing of “job descriptions” for these appointments. This
182 list should be reviewed annually by the REC in collaboration with the respective Appointee and
183 updated as required. Any such updates and revisions will be distributed to the RFC in a timely
184 manner. In regard to Regional Commissions/Committees, the establishment and directing of
185 activities of all commissions and committees of the Region are subject to and need approval of
186 the REC.

187
188 In accord with the NS, article #23.7, “The Regional Executive Council shall meet at least twice a
189 year, at times and places to be determined by its members. The Regional Minister shall give
190 written notice of meetings at least two months in advance.” The Franciscans of the Prairie REC
191 ordinarily meets following the regularly scheduled meetings of the RFC. Other meetings are
192 determined by consensus of the REC members, keeping in mind the provisions of the current
193 Regional Budget. Special REC meetings may be called at the request of the Regional Minister or

194 at the written request of two or more elected members of the REC (cf. *NS*, Article #3.6). After
195 three unexcused absences from RFC/REC meetings, the REC member will be asked to resign.

196
197 No official business may be transacted at a REC meeting unless a quorum of members is present.
198 A quorum is defined as the presence of more than half of the number (50% + 1) of those having
199 the right to vote (cf. *NS*, article #9.1).

200 When not in session and for reasons of efficiency and economy, the Franciscans of the Prairie
201 REC actively embraces the option of conducting business electronically (i.e., via e-mail,
202 conference calls, Skyping, etc.), provided that any decisions and determinations made in this way
203 are reviewed and ratified at the next “in person” meeting of the REC (cf. *NS*, article #23.6).

204
205 In order that the REC may more dutifully discharge its fiduciary responsibilities with regard to
206 the Regional common fund and investments, the Regional Treasurer is to be bonded within a
207 reasonable period of time following his/her election to the office.

208

209 **Communications**

210 Franciscans of the Prairie Region, patterning itself after NAFRA, sends all official
211 correspondence and materials electronically to each member of the RFC. If the member of the
212 RFC is a local Minister not wishing to receive such communication electronically, s/he must
213 delegate a member of his/her Council as the Fraternity’s contact person. The local Minister must
214 ask the person to accept this responsibility. The person is then responsible for receiving all
215 communications, transmitting them to the local Minister and responding in a timely manner
216 according to the local Minister’s direction. REC members must make provisions to receive
217 materials electronically and respond in a timely manner, respecting the confidentiality of the said
218 materials.

219

220 All reports authored by Regional Officers, Commissions, Committees and Appointees to both the
221 RFC and the REC must be sent electronically in a timely manner for everyone to have the
222 opportunity to read, preferably seven days prior to said meetings of the RFC and/or REC.
223 Reports are not to be read at meetings. Questions will always be entertained on any reports thus
224 submitted.

225

226 **Newsletter**

227 In Franciscans of the Prairie Region, the Regional Newsletter bears the name *The Portiuncula*.
228 The REC will appoint someone as the Regional Newsletter Editor. The Newsletter shall be
229 issued on a regular basis as determined by the REC in consultation with the Editor. It shall be
230 sent to all members listed in the current edition of the *Regional Directory* who have e-mail
231 addresses. The local Ministers are to make sure that all members of their fraternities receive
232 either an electronic or a paper copy of each issue of the Regional Newsletter in a timely fashion.

233

234 **Website**

235 Franciscans of the Prairie Region maintains an active and up-to-date presence on the World
236 Wide Web by means of a Regional website. The Regional Webservant is appointed by the REC.

237

238

239

240 **Common Fund**

241 The Common Fund of the Regional Fraternity is supported financially by its canonically
242 established local Fraternities. As previously defined in these *Regional Guidelines*, the RFC
243 determines the annual “fair share” (also known as “stewardship” or “per capita”) contribution
244 made to the Regional Fraternity from the common fund of each local Fraternity for each of its
245 active Professed Members (active, active/excused) and its Candidates (cf. *Rule*, article #25; *GC*,
246 article #30.3; and *NS*, article #18.7).

247
248 “Particular note should be taken that expenses of the Regional Executive Council and those
249 individuals invited by this Council to serve the Regional Fraternity in some capacity shall be
250 borne by the Regional Fraternity for attendance at required meetings” (*NS*, article #25.2).

251
252 “The Regional Fraternity is responsible for contributing to the National Fraternity on a fair share
253 basis from its treasury to help provide for the expenses of NAFRA” (*NS*, article #25.3).

254
255 The Regional Common Fund covers the expenses of sending the Regional Minister (or his/her
256 delegate) to the annual meeting of the National Fraternity Council and also the expenses of the
257 Regional Spiritual Assistant(s) attending meetings of Regional Spiritual Assistants/Provincial
258 Spiritual Assistants sponsored by the Conference of National Spiritual Assistants.

259
260 **Mileage Reimbursement**

261 In Franciscans of the Prairie Region, the local Fraternities will pay not more than \$100 or the
262 cost of the actual mileage total if less than \$100 for Fraternal and Pastoral Visitations or
263 Elections. Any additional cost over \$100 is the responsibility of the Region. The local
264 Fraternity’s portion would go directly to the Visitor, who would then report it to the Regional
265 Treasurer if more mileage would be due to the Visitor. The intention is to assist smaller
266 Fraternities with this expense. However, the stipend (cf. Stipends below) is an independent gift
267 that the local Fraternity is responsible for presenting to the Visitor.

268
269 Mileage reimbursement is available to all members of the RFC (or the local Minister’s delegate)
270 as well as Regional Appointees for attendance at required meetings at a per-mile rate determined
271 annually by the RFC when adopting the Regional Budget for each fiscal year. Request for
272 reimbursement is made to the Regional Treasurer. RFC members may opt to donate their
273 reimbursement back to the Region. In such instances, the Regional Treasurer makes the notation
274 of such action.

275
276 **Stipends**

277 A stipend is a financial offering freely given as a token of appreciation for a service rendered.
278 Franciscans of the Prairie Region has adapted the general NAFRA guidelines governing the issue
279 of stipends. Specifically:

- 280
281 1. The cost of travel, room and board and other legitimate expenses should always be covered for
282 those who are serving the Secular Franciscan Order in an official capacity.
283
284 2. Spiritual Assistants conducting Pastoral Visitations or Witnessing Elections should receive
285 reimbursement for the cost of travel, room and board and other legitimate expenses related to

286 their ministry. Additionally, they should be offered a stipend over and above expenses in an
287 amount “appropriate to the journey made and the length of stay required” (cf. *NS*, articles #18.8
288 and #26.2).

289
290 3. Local Spiritual Assistants should always be offered a stipend for the regular meeting of the
291 Fraternity, a meeting of the Fraternity Council or other events where their presence is requested.

292
293 4. Secular Franciscan Spiritual Assistants should be treated in the same manner as Friar Spiritual
294 Assistants and other non-O.F.S. Spiritual Assistants. Their expenses should be covered and a
295 stipend offered, as above.

296
297 5. O.F.S. members conducting Fraternal Visitations or Presiding at Elections should be offered a
298 stipend over and above expenses in an amount “appropriate to the journey made and the length
299 of stay required” (cf. *NS*, articles #18.8 and #26.2).

300
301 6. Since O.F.S. Regions are free to suggest to their local fraternities the amount of the stipend
302 offered over and above expenses, in Franciscans of the Prairie Region, each local Fraternity
303 Council prior to the event has the responsibility of prayerfully determining the specific amount
304 of the stipend offered.

305
306 7. O.F.S. members who serve the Order in capacities other than Spiritual Assistance, such as
307 presenting at a retreat or workshop, etc., should be offered a stipend over and above expenses. *It*
308 *is important to note:* O.F.S. members who receive stipends, over and above expenses, may opt to
309 donate back to the Region, to NAFRA, or to a charity. It is recognized that all O.F.S. members
310 who volunteer time to serve the Order in a variety of ways do so in a spirit of generosity and
311 fraternal service. This expression of our charism is a gift to the Order.

312
313 **Definitions of Membership**
314 Franciscans of the Prairie Region employs the definitions for active, active/excused and lapsed
315 members of the Order as found in the *NS*, article #18.7. The Region also embraces the
316 descriptions for Orientation, Inquiry, and Candidacy as found in the *NS*, articles #19.1, #19.2.a
317 and #19.2.b along with the Newly Professed outlined in the *GC*, article #44.2.

318
319 **Fraternity Meeting/Gathering**
320 Franciscans of the Prairie Region actively embraces the conviction expressed in the *Handbook*
321 *for Secular Franciscan Servant Leadership*, Leader Guide 12, that every Fraternity
322 Meeting/Gathering should contain at least these four elements: 1) Prayer; 2) Ongoing Formation;
323 3) Business; and 4) Social Time. Although the amount of time allotted to these elements may
324 vary from one Meeting/Gathering to the next, each of these elements should be present at every
325 Meeting/Gathering of the Fraternity and of the Council at the Regional level. Priority of
326 placement and time allocation in the agenda/schedule should ordinarily be given to Ongoing
327 Formation to help the brothers and sisters grow in their Franciscan vocation (cf. *GC*, article
328 #44.3).

329
330
331

332 **Nominations Procedure for Regional Elections**

333 1. Approximately six months prior to the Elective Chapter, REC shall appoint Nominations Co-
334 Chairs who will be responsible for implementing the procedures which follow. The Nominations
335 Co-Chairs may be nominated for and elected to office. The Co-Chairs may not be members of
336 the current REC. If either of the Co-Chairs is unable to serve, the REC shall appoint a
337 replacement.

338
339 2. Beginning four months prior to the Elective Chapter, the Nominations Co-Chairs will send out
340 electronically to the RFC a series of Calls for Nominations specifying the closing date for the
341 Co-Chairs to receive names and either e-mail addresses or postal addresses and office(s) for
342 which the person is being nominated. If address information is unknown, the name only may be
343 submitted.

344
345 3. The local Ministers are required to discuss the Regional nominations process with their
346 members, letting them know that all Permanently Professed members of the Region are eligible
347 to be nominated and to nominate others. Nominations from a local Fraternity should encompass
348 the entire Region so that any Fraternity can nominate anyone from their own Fraternity or from
349 the other local Fraternities. Self-nominations are acceptable. Also, all Professed members of the
350 Region are permitted/encouraged to submit nominations (electronically or by hardcopy) and may
351 do so directly to the Nominations Co-Chairs.

352
353 4. By the given deadline, each Minister will electronically submit to the Nominations Co-Chairs
354 a list of the Fraternity's nominees including e-mail or postal address and the office(s) for which
355 they are being nominated. Note: if a Fraternity chooses to submit no nominations for any
356 Regional Office, the Minister should inform the Co-Chairs of that choice.

357
358 5. After the closing date, the Nominations Co-Chairs will work with an authorized person who
359 has access to the NAFRA database to verify all nominees' date of Profession into the Secular
360 Franciscan Order and to procure any needed contact information.

361
362 6. Approximately two weeks after the deadline for receiving nominations, one of the
363 Nominations Co-Chairs will send the Regional Elective Chapter Nomination Packet (consisting
364 of Elective Chapter Nomination Form, Résumé Form and Active Member Status Form) via e-
365 mail (or regular mail for those lacking e-mail addresses) to those nominated, specifying the
366 deadline for completed materials to be returned to the Nominations Co-Chairs. This Packet is
367 attached to these *Regional Guidelines* as Appendix C.

368
369 7. By the specified deadline, the Nominations Co-Chairs must have via e-mail (or regular mail in
370 hand) a response from each nominee. Nominees who decline all offices need only notify the
371 Nominations Co-Chairs of their decision via e-mail. Nominees accepting one or more offices
372 should send via e-mail their completed Elective Chapter Nomination Form and Résumé Form.
373 Nominees accepting nomination for office must also have their local Fraternity Minister, or
374 another Fraternity officer if the nominee is a local Minister, send electronically the completed
375 Active Member Status Form to the Nominations Co-Chairs by the specified deadline. The
376 Nominations Co-Chairs have no obligation to follow-up with nominees who fail to respond; a
377 lack of response will be understood to mean that the nominee has declined all nominations.

378 8. Approximately six weeks prior to the Elective Chapter, one of the Nominations Co-Chairs will
379 e-mail the Slate of Nominees and their résumés to the NAFRA Presider and the Electors (i.e., the
380 Local Fraternity Ministers, or their authorized delegates, and elected members of the REC) for
381 their prayerful review and consideration. Nominations must be taken from the floor as well. The
382 Nominations Co-Chairs will be invited to attend the Regional Elective Chapter at the Region's
383 expense. All nominees will be invited to be present for the Regional Chapter of Elections at their
384 own expense.

385
386 The Nominations Co-Chairs will keep the Regional Minister informed of the progress of the
387 nomination process, especially of any difficulties encountered. The Regional Minister will
388 update the REC as appropriate.

389
390 **Regional Elections**

391 "Election of the Secular members of the Regional Executive Council shall follow the model set
392 forth in Section II of these *National Statutes* which deals with the National Fraternity insofar as it
393 may be adapted to the needs and circumstances of the Regional Fraternity" (*NS*, article #23.4).

394
395 The RFC shall elect the REC at a triennial Chapter of Elections in accordance with the *GC*,
396 articles #76 – #80, #82; and the *NS*, articles #8 – #14 and article #23.4. In preparation for the
397 Elective Chapter, all Regional Fraternity members are to be encouraged to pray the prayer on
398 page 41 of the *Ritual* during the months leading up to the Elective Chapter.

399
400 No one person may be elected to more than one position on the REC. "The following are
401 incompatible: a. the office of minister at two different levels; b. the offices of minister, vice-
402 minister, secretary and treasurer at the same level" (*GC*, article #82). However, "A member of a
403 regional council may also be a member of a local fraternity council" (*NS*, article #28).

404
405 The Regional Minister and Regional Vice-Minister may be elected for two consecutive terms of
406 three years each. For a third and final successive election to the office of Regional Minister or
407 Regional Vice-Minister, a majority of two-thirds of the votes of those present, which must be
408 obtained on the first ballot, will be necessary (modeled on *GC*, article #79.1). Also, "The out-
409 going minister cannot be elected vice-minister" (*GC*, article #79.2).

410
411 The Regional Councilors (which include every elected office except those of Regional Minister
412 and Regional Vice Minister) may be elected for additional successive terms of three years.
413 Beginning with the third successive election, a majority of two-thirds of the votes of those
414 present, which must be obtained on the first ballot, will be necessary (modeled on *GC*, article
415 #79.3).

416
417 The Minister of each local Fraternity has the primary responsibility for casting the vote of the
418 Fraternity. In the event a Minister (or Vice-Minister) is unable to attend the Chapter of Elections,
419 an elected member of the local Fraternity Council may be selected by the Council and serve as
420 the duly authorized delegate and may cast the Fraternity's vote. Such delegate must present
421 written authorization from the Local Minister to the Regional Minister to represent the Fraternity
422 (cf. *NS*, article #8.3).

423

424 No member of the RFC can cast more than a single vote even if s/he holds more than one title.
425 Neither absentee ballots nor proxy votes are permitted. Absentee nominees are permitted
426 provided they have submitted in writing their willingness to accept nomination for a specific
427 position(s) and their willingness to serve, if elected.

428
429 Given the various interpretations of article #8.6 of the *NS*, “during those meetings of the
430 [National] Fraternity Council at which elections occur, the members of the outgoing and of the
431 incoming [National] Executive Council, *upon election and even prior to formal installation*, are
432 members with full rights of the [National] Fraternity Council until the end of said meeting.”
433 Franciscans of the Prairie Region holds that the number of Electors in a given election is never
434 increased by the addition of those who will have the right to vote in a future Elective Chapter.
435 This provision means that anyone newly elected who is not currently a member of the RFC
436 Elective Chapter may not vote in the present Election.

437
438 **Fraternal and Pastoral Visits to the Regional Fraternity**
439 Every three years the Regional Minister with the consent of the REC requests fraternal and
440 pastoral visits (cf. *GC*, #92.2.a). Such requests are directed to the National Executive Council
441 and the Conference of National Spiritual Assistants respectively. In preparation for the Fraternal
442 and Pastoral Visitation, all Regional Fraternity members are to be encouraged to pray the prayer
443 on pages 50 – 51 of the *Ritual* during the months leading up to the Visitation.

444
445 The official reports received from the NAFRA Fraternal and Pastoral Visitors will be shared with
446 all the members of the RFC.

447
448 **Local Fraternities**
449 Fraternity Meeting/Gathering
450 Franciscans of the Prairie Region actively embraces the conviction expressed in the *Handbook*
451 *for Secular Franciscan Servant Leadership*, Leader Guide 12, that every Fraternity
452 Meeting/Gathering should contain at least these four elements: 1) Prayer; 2) Ongoing Formation;
453 3) Business; and 4) Social Time. Although the amount of time allotted to these elements may
454 vary from one Meeting/Gathering to the next, each of these elements should be present at every
455 Meeting/Gathering of the Fraternity and of the Council at the local level. Priority of placement
456 and time allocation in the agenda/schedule should ordinarily be given to Ongoing Formation to
457 help the brothers and sisters grow in their Franciscan vocation (cf. *GC*, article #44.3).

458
459 Annual Report
460 Each local Fraternity in Franciscans of the Prairie Region is required to submit an Annual Report
461 to the Regional Minister. In January of each year, the Regional Minister will electronically send
462 the Annual Report form to the local Ministers specifying the deadline by which the completed
463 report is due. The local Minister is responsible for preparing the Annual Report and submitting it
464 to the Regional Minister “after it has been approved by the Council of the Fraternity” (*GC*,
465 article #51.2.b). The Annual Report includes a page detailing the calculation of the annual “fair
466 share” due to the Regional Fraternity which should be sent directly to the Regional Treasurer.

467
468
469

470 Elections

471 Elections in the local Fraternities of Franciscans of the Prairie Region are held every three years
472 and follow the procedures stipulated in the *GC*, articles #76 – #80, #82; and the *NS*, articles #8 –
473 #14 as adapted to the local level. A comprehensive listing of the *Responsibilities According To*
474 *Local Office* is appended to these *Regional Guidelines* as Appendix D.

475
476 Approximately six months (preferably longer) before elections are due, the local Minister should
477 request in writing to the Regional Minister that an Elective Chapter be held. The local Minister
478 and the Regional Minister will collaboratively schedule the elections. At least six months
479 (preferably longer) before elections, a Nominations Committee (Chair with at least one other
480 member, preferably not members of the current Council) should be appointed by the Council; in
481 smaller Fraternities, this responsibility may be entrusted to a single member of the Fraternity,
482 preferably not a member of the current Council. As soon as the Nominations Committee is
483 formed, each member of the Fraternity should be asked to submit his/her nominations for the
484 various offices of the Fraternity Council, namely: Minister; Vice-Minister; Secretary; Treasurer;
485 Formation Director; and Other Elected Councilors, if any. Eligibility requirements need to be
486 verified. All eligible voting members of the Fraternity must receive the résumés of all the
487 nominees for the various offices in a timely manner.

488
489 “The Minister and Vice-Minister may be elected for two consecutive terms of three years each.
490 For a third and final successive election to the office of Minister or Vice-Minister, a majority of
491 two-thirds of the votes of those present, which must be obtained on the first ballot, will be
492 necessary” (*GC*, article #79.1). Also, “The out-going minister cannot be elected vice-minister”
493 (*GC*, article #79.2).

494
495 The Councilors (which include every elected office except those of Minister and Vice Minister)
496 may be elected for additional successive terms of three years. Beginning with the third
497 successive election, a majority of two-thirds of the votes of those present, which must be
498 obtained on the first ballot, will be necessary (modeled on *GC*, article #79.3).

499
500 No one person may be elected to more than one position on the local Fraternity Council. In truly
501 exceptional circumstances and after having consulted with the REC, the Regional Minister may
502 choose to assist a struggling fraternity: “Only by way of exception or in the first phase of their
503 establishment may fraternities exist without a regular council. The council of the higher level
504 will make the arrangements necessary for this inadequate situation only for the specific amount
505 of time it takes to get a fraternity back on sure footing or to establish a new fraternity; to give its
506 leaders the proper formation and to carry out the elections” (*GC*, article #31.1). However, there
507 are no exceptions to the following statements from the *GC*: “The following are incompatible: a.
508 the office of minister at two different levels; b. the offices of minister, vice-minister, secretary
509 and treasurer at the same level” (*GC*, article #82) and “The out-going minister cannot be elected
510 vice-minister” (*GC*, article #79.2). However, “A member of a regional council may also be a
511 member of a local fraternity council” (*NS*, article #28).

512
513 Neither absentee ballots nor proxy votes are permitted. Absentee nominees are permitted
514 provided they have submitted in writing their willingness to accept nomination for a specific
515 position(s) and their willingness to serve, if elected.

516 In preparation for the Elective Chapter, Fraternity members are to be encouraged to pray the
517 prayer on page 41 of the *Ritual* in the months leading up to the elections. The Fraternity also
518 should review the *Celebration of the Fraternity's Chapter of Elections*, pp. 41 – 43 in the *Ritual*
519 and decide how the newly elected Council will be installed. The Presider should be informed of
520 this choice in advance of the Election.

521
522 Two weeks prior to the Elective Chapter, a copy of the Slate of Nominees for each elective office
523 should be sent electronically to the Regional Minister. Nominations must be taken from the floor
524 as well. If a person accepts nomination for a third consecutive term, two-thirds votes will be
525 required on the first ballot (cf. *GC*, #79) for re-election.

526
527 The Fraternity is responsible for providing ballots and writing instruments unless the Presider of
528 the Elections indicates in advance that s/he will do this. The Fraternity should have a white/chalk
529 board, markers and eraser or an easel pad with markers available for tabulations as well as a
530 basket or container for collecting ballots. A stipend is offered to the Presider and to the Ecclesial
531 Witness in accordance with these *Regional Guidelines*.

532 Fraternal Visitation

533 In Franciscans of the Prairie Region, regular Fraternal Visits are conducted in accord with the
534 requirements of the *Rule*, article #26 and the *GC*, articles #92 – #94. The general goals are to
535 promote fidelity to the Franciscan charism, to promote observance of the *Rule*, to help the
536 Fraternity evaluate itself and to provide support for the life of the Fraternity.

537
538 Every three years, the local Minister with the consent of the Council is to make the request for a
539 Fraternal Visitation to the Regional Minister (cf. *GC*, articles #51.2.d and #92.2.a). The local
540 Minister and the Regional Minister will collaboratively determine the date for the Visitation. In
541 preparation for the Fraternal Visitation, Fraternity members are to be encouraged to pray the
542 prayer on pages 50 – 51 of the *Ritual* during the months leading up to the Visitation.

543
544 Council should complete the *Pre-Visitation Questionnaire* received from the Regional Minister
545 and send it to the Fraternal Visitor at least three weeks prior to the scheduled Visit. A stipend is
546 offered to the Fraternal Visitor in accordance with these *Regional Guidelines*.

547
548 A written report from the Fraternal Visitor will be sent electronically to the Minister and
549 Fraternity Council members with e-mail addresses within six weeks of the Visitation. The
550 substance of the report is to be shared with the entire Fraternity.

551 Pastoral Visitation

552 In Franciscans of the Prairie Region, regular Pastoral Visits are conducted in accord with the
553 requirements of the *Rule*, article #26 and the *GC*, articles #92, #93, and #95. The general goals
554 are to “guarantee and promote the observance of the *Rule* and the *Constitutions* and fidelity to
555 the Franciscan charism” (*GC*, article #95.1).

556
557 Every three years, the local Minister with the consent of the Council is to make the request for a
558 Pastoral Visitation to the Regional Spiritual Assistant (cf. *GC*, articles #51.2.d and #92.2.a). The
559 local Minister and the Regional Spiritual Assistant will collaboratively determine the date for the
560
561

562 Visitation. In preparation for the Pastoral Visitation, Fraternity members are to be encouraged to
563 pray the prayer on pages 50 – 51 of the *Ritual* during the months leading up to the Visitation.

564
565 Council should complete the Pre-Visitation materials received from the Pastoral Visitor. A
566 stipend is offered to the Pastoral Visitor in accordance with these *Regional Guidelines*.

567
568 A written report from the Pastoral Visitor will be sent to the Minister within six weeks of the
569 Visitation. The substance of the report is to be shared with the entire Fraternity.

570
571 Local Fraternity Guidelines

572 Local Fraternities of Franciscans of the Prairie Region may choose to adopt their own local
573 Guidelines to assist with the management of Fraternity issues. However, the provisions of such
574 local Fraternity Guidelines must be in conformity with *The Rule of the Secular Franciscan*
575 *Order*, the *General Constitutions of the Secular Franciscan Order*, *Statutes of the National*
576 *Fraternity of the Secular Franciscan Order in the United States of America*, the *Ritual of the*
577 *Secular Franciscan Order* and these *Regional Guidelines*.

578
579 **Interpretation of these *Regional Guidelines***

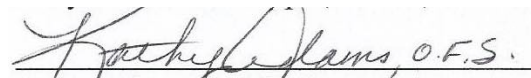
580 The *General Constitutions* and the *National Statutes* will govern all other procedures relative to
581 the Regional Fraternity. Interpretation of these *Regional Guidelines* shall follow O.F.S. legal
582 instruments, the Church's *Code of Canon Law*, and civil law, where applicable, and may have
583 recourse to *Robert's Rules of Order* in regard to procedural matters, with the understanding that,
584 in the event of any dispute, a pastoral point of view should prevail in keeping with the spirit of
585 our Father and Founder, St. Francis of Assisi, a most peace-loving and courteous person.

586
587 These *Regional Guidelines* are in conformity with *The Rule of the Secular Franciscan Order*, the
588 *General Constitutions of the Secular Franciscan Order*, *Statutes of the National Fraternity of the*
589 *Secular Franciscan Order in the United States of America* and the *Ritual of the Secular*
590 *Franciscan Order*. These *Regional Guidelines* apply to the Local Fraternities as well as to the
591 Regional Fraternity unless otherwise stated. Should any provision of these *Regional Guidelines*
592 become *less restrictive* in whole or in part than the O.F.S. governing documents, for whatever
593 reason, then these *Regional Guidelines* are subordinated to the O.F.S. governing documents until
594 such time as the Regional Fraternity Council can revise them appropriately.

595
596 These *Regional Guidelines* abrogate those approved by the Franciscans of the Prairie Regional
597 Fraternity Council on May 6, 2006 and all previous versions of the same document. They may be
598 amended at a Regional Fraternity Council meeting by an absolute majority, i.e., 50% + 1 of the
599 RFC members present (cf. *NS*, article #9.2). Proposed amendments must be submitted
600 electronically to the RFC at least two months prior to the meeting at which they will be
601 considered.

602
603 These *Regional Guidelines* were adopted by unanimous vote of the RFC on March 12, 2017.

604
605
606 

607
608 

609
610 Deacon Dave Ream, O.F.S., Regional Minister

Kathy Adams, O.F.S., Regional Secretary

Appendix A

Responsibilities

According To

Regional Office



REGIONAL MINISTER

The Regional Minister must first of all put into effect those acts which *The Rule of the Secular Franciscan Order (Rule)*; *General Constitutions of the Secular Franciscan Order (GC)*; *Statutes of the National Fraternity of the Secular Franciscan Order in the United States of America (NS)*; *Ritual of the Secular Franciscan Order (Ritual)* and the *Regional Guidelines (RG)* refer to his/her competence and must put into practice the directions and decisions of both the Regional Fraternity Council (RFC) and the Regional Executive Council (REC). The Regional Minister must have knowledge of said documents mentioned above and the ability to interpret and implement said documents for the good of the Order.

“While firmly preserving the co-responsibility of the council for the animation and guidance of the regional fraternity, it is the duty of the minister, who has the primary responsibility, to see that the directions and decisions of the council are put into practice. He or she will keep the council informed concerning his or her activities” (*GC*, article #63.1).

The Regional Minister must possess the capacity to co-ordinate all the activities of the RFC and the REC and at the same time lead all the members into Secular Franciscan ideals, while respecting personalities and different rates of progress. Among the members, the Regional Minister must act like “father and mother,” attentive to the needs of all the members of the fraternity.

The Regional Minister must be well formed as a Catholic and as a Franciscan, 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. S/he 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 Regional Minister has need of the prayers and whole-hearted support of all the members of the Region.

The Regional Minister must be in contact with the Regional Spiritual Assistant(s) and work collaboratively with both the RFC and the REC. S/he will keep the Councils informed concerning his/her activities.

The specific duties of the Regional Minister are (*GC*, article #63.2; *NS*, articles #3.1, #7.5 and #8.2):

- a) to convoke and preside at the meetings of both the REC and the RFC;
- b) to convoke every three (3) years the Elective Chapter of the RFC after having listened to the REC on the formalities of the convocation;
- c) to preside at and to confirm the elections of the local fraternities either in person or through a delegated member of the REC, with the exception of the Spiritual Assistant;
- d) to make fraternal visits to the local fraternities, in person or through a delegated member of the REC, with the exception of the Spiritual Assistant;
- e) to represent the Region and participate in the meetings called by the National Fraternity Council or the National Executive Council (NEC);
- f) to represent the Regional Fraternity whenever it has acquired a juridical personality in the civil order;



- g) to prepare the Region's annual report to the NEC to be discussed and approved by the RFC;
- h) to request the pastoral and fraternal visits of the Region by NAFRA with the consent of the REC, at least once every three (3) years;
- i) to request from the NEC someone to preside at the Region's Triennial Elective Chapter and from the Conference of National Spiritual Assistants someone to serve as the ecclesial witness of the elections; and
- j) to give written notice of both the REC and RFC meetings at least two months in advance (*NS*, article #23.7) and provide an agenda prior to said meetings.

In addition, the Regional Minister will:

1. work collaboratively with the REC and the RFC;
2. maintain confidentiality concerning individuals and business of a sensitive nature;
3. perform such other duties as the REC and RFC may request;
4. advise the Regional Vice-Minister if unable to attend either a REC or RFC meeting and provide materials for such meeting and/or arrange for coverage concerning Regional matters;
5. see to the daily responsibilities of the office (e.g., attend to pertinent correspondence, maintain files on all business, inspect the binders/filing system of the REC members annually to assure that they are complete and up to date);
6. be available via telephone and/or e-mail to all RFC members;
7. coordinate the Fraternal Visitation and Elections schedule and forward all required materials to the local Fraternity Ministers (the Regional Minister may delegate this responsibility to another REC member);
8. forward copies of the Fraternal Visitation/Election reports to all of the designated recipients in a timely manner (i.e., within 4 to 6 weeks of the event);
9. contribute an article to the Regional Newsletter on a regular basis;
10. submit expense requests for reimbursement or report expenses as "contributed services" to the Regional Treasurer;
11. maintain relations with NAFRA through the NAFRA-L and NAFRA-RM lists;
12. maintain relations with the Region and assure the communication of all pertinent information and directives from NAFRA and the Region to the RFC; and
13. serve as the spokesperson for the Regional Fraternity in all contacts with other church and civil organizations as well as with the general public.



REGIONAL VICE-MINISTER

The Regional Vice-Minister must first of all put into effect those acts which *The Rule of the Secular Franciscan Order (Rule)*; *General Constitutions of the Secular Franciscan Order (GC)*; *Statutes of the National Fraternity of the Secular Franciscan Order in the United States of America (NS)*; *Ritual of the Secular Franciscan Order (Ritual)* and the *Regional Guidelines (RG)* refer to his/her competence and must put into practice the directions and decisions of both the Regional Fraternity Council (RFC) and the Regional Executive Council (REC). The Regional Vice-Minister must have knowledge of said documents mentioned above and the ability to interpret and implement said documents for the good of the Order.

The Regional Vice-Minister is the person elected to assist, support and substitute for the Regional Minister in his/her duties. As such, s/he must possess the same qualities as the Regional Minister. Collaboration with the Regional Minister is necessary. The Regional Vice-Minister should be ready to take on definite tasks in the day-to-day service of both the RFC and the REC and of working with said Councils. **Remember that, in case of the Regional Minister having to leave office or being unable to fulfill the duties of the office temporarily or permanently, the Regional Vice-Minister MUST be capable, ready, willing and able to serve as Regional Minister.**

“The provisions regarding the rights and duties of the Vice-Minister, the Secretary and the Treasurer apply, with the appropriate adaptations, to all levels” (*GC*, article #52.5). “The duties of the Regional Vice-Minister, Secretary, and Treasurer shall follow the model set forth in that portion of these *National Statutes* which deals with the National Fraternity insofar as it may be adapted to the needs and circumstances of the Regional Fraternity” (*NS*, article #24.2).

The specific duties of the Regional Vice-Minister are (*GC*, articles #52.1, #52.5 and #81.1; *NS*, article #8.3.a):

- a) to collaborate in a fraternal spirit and to support the Regional Minister in carrying out his/her specific duties;
- b) to exercise the functions entrusted by the REC and RFC;
- c) to be responsible for **leadership development** efforts within the Region, including:
 - ensuring that each newly-elected local Fraternity Council implement the *Local Minister's Orientation upon Election* ongoing formation guide (distributed at the April 2015 RFC meeting and available on the Regional Website under “Council Formation/Minister Orientation”);
 - working collaboratively with local Fraternities in assessing the strengths and opportunities for servant leadership development;
 - conducting leadership development programs with local Fraternity Councils as requested and/or needed;
 - providing regular reports on these activities to the REC;
- d) to take the place of the Regional Minister in both duties and responsibilities in case of absence or temporary impediment; and
- e) to assume the function of the Regional Minister when the office becomes vacant.



In addition, the Regional Vice-Minister will:

1. work collaboratively with the REC and the RFC;
2. maintain confidentiality concerning individuals and business of a sensitive nature;
3. attend all REC and RFC meetings;
4. serve as the delegate, if asked by the Regional Minister, in conducting Fraternal Visits and/or presiding at Elections for the local fraternities; forward copies of the Fraternal Visitation/Election reports to all of the designated recipients in a timely manner (i.e., within 4 to 6 weeks of the event);
5. notify the Regional Minister on any occasion in the event of his/her absence;
6. submit expense requests for reimbursement or report expenses as “contributed services” to the Regional Treasurer; and
7. perform such other duties as the REC and RFC may request.



REGIONAL SECRETARY

The Regional Secretary must first of all put into effect those acts which *The Rule of the Secular Franciscan Order (Rule)*; *General Constitutions of the Secular Franciscan Order (GC)*; *Statutes of the National Fraternity of the Secular Franciscan Order in the United States of America (NS)*; *Ritual of the Secular Franciscan Order (Ritual)* and the *Regional Guidelines (RG)* refer to his/her competence and must put into practice the directions and decisions of both the Regional Fraternity Council (RFC) and the Regional Executive Council (REC). The Regional Secretary must have knowledge of said documents mentioned above and the ability to interpret and implement said documents for the good of the Order.

The Regional Secretary is the reference point for all communications. Speed, accuracy, timeliness and faithfulness are necessary in the tasks to be done. The Regional Secretary is the person responsible for the “office work” of the REC and the RFC and the communication of the said Councils with the local fraternities. The Regional Secretary, when appropriate, will communicate with the National Executive Council. The Regional Secretary is the right hand of the REC and the Regional Minister.

“The provisions regarding the rights and duties of the Vice-Minister, the Secretary and the Treasurer apply, with the appropriate adaptations, to all levels” (*GC*, article #52.5). “The duties of the Regional Vice-Minister, Secretary, and Treasurer shall follow the model set forth in that portion of these *National Statutes* which deals with the National Fraternity insofar as it may be adapted to the needs and circumstances of the Regional Fraternity” (*NS*, article #24.2).

The specific duties of the Regional Secretary are (*GC*, article #52.2, #52.5; *NS*, articles #6.3, #8.3.b):

- a) to compile and preserve the official acts [minutes] of the REC and RFC and to assure that they are sent to their respective proper recipients in a timely fashion (i.e., within 4 to 6 weeks of the event);
- b) to see to or oversee the updating and preservation of the membership records, noting admissions, professions, deaths, withdrawals, and transfers, etc. from the fraternities;
- c) to provide for the communication of the more important facts to the various levels and, if appropriate, to provide for their dissemination through the mass media;
- d) to maintain or to oversee the maintenance of the archives of the RFC in accordance with instructions of the REC; and
- e) to be available to attend the National Fraternity Council (NAFRA) meeting as the delegate of the Regional Minister, “if both the Regional Minister and the Regional Vice-Minister are so impeded, then a member of the REC selected by that body shall attend and exercise all of the powers of a delegate for the Regional Fraternity” (cf. *NS*, article #8.3.b).



In addition, the Regional Secretary will:

1. work collaboratively with the REC and the RFC;
2. maintain confidentiality concerning individuals and business of a sensitive nature;
3. attend all REC and RFC meetings;
4. take roll call at official meetings and see to the approval of/or corrections to the previous minutes; agendas and minutes will be distributed electronically at least one (1) week prior to the meeting of the respective council;
5. preserve the important documents and correspondence of the REC and RFC;
6. see to or oversee the updating of the NAFRA database and the Regional Directory and its dissemination;
7. update/revise Regional Forms as instructed by the REC;
8. see to or oversee that meeting materials are prepared and distributed, such as name badges, room assignments, etc.
9. serve as the delegate, if asked by the Regional Minister, in conducting Fraternal Visits and/or presiding at Elections for the local fraternities; forward copies of the Fraternal Visitation/Election reports to all of the designated recipients in a timely manner (i.e., within 4 to 6 weeks of the event);
10. notify the Regional Minister on any occasion in the event of his/her absence and provide for a Secretary Pro Tempore;
11. submit expense requests for reimbursement or report expenses as “contributed services” to the Regional Treasurer; and
12. perform such other duties as the REC and RFC may request.



REGIONAL TREASURER

The Regional Treasurer must first of all put into effect those acts which *The Rule of the Secular Franciscan Order (Rule)*; *General Constitutions of the Secular Franciscan Order (GC)*; *Statutes of the National Fraternity of the Secular Franciscan Order in the United States of America (NS)*; *Ritual of the Secular Franciscan Order (Ritual)* and the *Regional Guidelines (RG)* refer to his/her competence and must put into practice the directions and decisions of both the Regional Fraternity Council (RFC) and the Regional Executive Council (REC). The Regional Treasurer must have knowledge of said documents mentioned above and the ability to interpret and implement said documents for the good of the Order.

The Regional Treasurer must have the competency and accuracy needed to safeguard and administer the funds of the Regional Fraternity. Because of the special responsibility s/he has as chief steward of the Region's financial assets, s/he must be eligible to be bonded. S/he must be a person who can maintain a balance between the detail and the spirit, between the needs of the Regional Fraternity and its obligations to the needy and to the Fraternity of a higher level. The Regional Treasurer's work is carried out with understanding and prudence, and s/he must encourage everyone to give their "fair share" for the life, works and duties of the Regional Fraternity.

"The provisions regarding the rights and duties of the Vice-Minister, the Secretary and the Treasurer apply, with the appropriate adaptations, to all levels" (*GC*, article #52.5). "The duties of the Regional Vice-Minister, Secretary, and Treasurer shall follow the model set forth in that portion of these *National Statutes* which deals with the National Fraternity insofar as it may be adapted to the needs and circumstances of the Regional Fraternity" (*NS*, article #24.2).

The specific duties of the Regional Treasurer are (*GC*, articles #52.4, #52.5, #54.3 and *NS*, articles #4.5, #6.4, #8.3.b and #24.2):

- a) to guard diligently the contributions received, recording each receipt in the appropriate electronic format/register, with the date on which it was given, the name of the contributor, or the one from whom it was collected;
- b) to ensure the deposit of all funds of the Regional Fraternity which may come into the hands of the Regional Treasurer into such bank accounts in the name of the Regional Fraternity as the REC shall designate;
- c) to provide for the timely payment of monies as the business of the RFC may require as approved in the annual budget or on the order of the Regional Minister or the REC, recording in the appropriate electronic format/register the items of expense, specifying the date and the purpose, in conformity with the directions of the REC; all payments are to be made by check signed by one of the authorized signatories;
- d) to prepare and submit an annual budget to the REC for its review, and to the RFC for its review and approval at the annual meeting;
- e) to be responsible for the financial books and records of the Regional Fraternity; upon the written request of any member of the RFC, these financial records shall be open for inspection;
- f) to provide the REC and RFC with financial reports of receipts, expenditures, and balances in the Regional Fraternity treasury throughout the year, and at the beginning of each year, to



- provide a written statement of receipts, expenditures and balances in the Regional Fraternity treasury for the preceding year;
- g) to make all financial records available for a financial review which must be done every three (3) years, just prior to the end of the REC's term of office; this review may be conducted by a competent person(s) who is not currently a member of the REC; a written report of such review must be given to each member of the RFC; and to the NAFRA Presider prior to the Regional Elections; with a copy being retained in the official records of the Regional Fraternity; and
 - h) to be available to attend the National Fraternity Council (NAFRA) meeting as the delegate of the Regional Minister, "if both the Regional Minister and the Regional Vice-Minister are so impeded, then a member of the REC selected by that body shall attend and exercise all of the powers of a delegate for the Regional Fraternity" (cf. *NS*, article #8.3.b).

In addition, the Regional Treasurer will:

1. secure, with the advice of the REC, at least one other member of the REC in addition to him/herself as an authorized signatory for every Regional Fraternity account;
2. work collaboratively with the REC and the RFC;
3. maintain confidentiality concerning individuals and business of a sensitive nature;
4. attend all REC and RFC meetings;
5. receive "fair share" payments from each local Fraternity, and take follow-up action on delinquent accounts in a spirit of fraternal charity;
6. send per capita/fair share payments to NAFRA according to the number of professed (active and active/excused) members and candidates reported on the annual report and also provide the financial portion of the Region's annual report to NAFRA;
7. see to or oversee the financial arrangements for the REC and RFC meetings and other Regional events such as the annual retreat (e.g., facility contract, attendees, meals, sleeping arrangements, equipment, deposits, etc.);
8. prepare certified annual statements of contributions received from individuals for tax purposes if requested;
9. serve as the delegate, if asked by the Regional Minister, in conducting Fraternal Visits and/or presiding at Elections for the local fraternities; forward copies of the Fraternal Visitation/Election reports to all of the designated recipients in a timely manner (i.e., within 4 to 6 weeks of the event);
10. notify the Regional Minister on any occasion in the event of his/her absence;
11. submit expense requests for reimbursement or report expenses as "contributed services";
12. perform such other duties as the REC and RFC may request; and
13. act as a good steward of funds that are being held for future uses, including investing of such funds in a manner that is consistent with priorities set by the REC and RFC.



REGIONAL FORMATION DIRECTOR

The Regional Formation Director must first of all put into effect those acts which *The Rule of the Secular Franciscan Order (Rule)*; *General Constitutions of the Secular Franciscan Order (GC)*; *Statutes of the National Fraternity of the Secular Franciscan Order in the United States of America (NS)*; *Ritual of the Secular Franciscan Order (Ritual)* and the *Regional Guidelines (RG)* refer to his/her competence and must put into practice the directions and decisions of both the Regional Fraternity Council (RFC) and the Regional Executive Council (REC). The Regional Formation Director must have knowledge of said documents mentioned above and the ability to interpret and implement said documents for the good of the Order.

The Regional Formation Director 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, the Regional Formation Director seeks to establish an ongoing dialogue with the brothers and sisters, taking into consideration social backgrounds, levels of learning, ages and personalities.

The Regional Formation Director is an elected member of the REC (*NS*, article #23.2.) and shall carry out the duties of the office as determined by the needs and circumstances of the Regional Fraternity. In particular, the Regional Formation Director shall animate and guide those responsible for formation at the local fraternity level.

The specific duties of the Regional Formation Director are:

- a) to chair the Regional Formation Team;
- b) to ensure that ongoing formation is experienced at all REC and RFC meetings;
- c) to collaborate with the Regional Spiritual Assistant(s);
- d) to forward relevant national or regional information to local Formation Directors;
- e) to communicate on a regular basis with all local Formation Directors;
- f) to develop a system in which the local Formation Directors communicate regularly with the Regional Formation Director;
- g) to assist and/or train local Formation Directors so they can do their jobs more effectively;
- h) to facilitate the implementation of all formation or continuing education in the local fraternities, from orientation through newly professed and ongoing;
- i) to evaluate the quality of formation in local fraternities;
- j) to be a resource for formation materials;
- k) to provide formation-related information as requested;
- l) to ordinarily meet with the local Formation Directors yearly;
- m) to contribute an article to the Regional Newsletter on a regular basis;
- n) to establish model programs for initial formation and ongoing formation in conformity with those established at the National and International levels (e.g., *FUN Manual*); and
- o) to be available to attend the National Fraternity Council meeting as the delegate of the Regional Minister, “if both the Regional Minister and the Regional Vice-Minister are so impeded, then a member of the REC selected by that body shall attend and exercise all of the powers of a delegate for the Regional Fraternity” (cf. *NS*, article #8.3.b).



In addition, the Regional Formation Director will:

1. work collaboratively with the REC and the RFC;
2. maintain confidentiality concerning individuals and business of a sensitive nature;
3. attend all REC and RFC meetings;
4. serve as the delegate, if asked by the Regional Minister, in conducting Fraternal Visits and/or presiding at Elections for the local fraternities; forward copies of the Fraternal Visitation/Election reports to all of the designated recipients in a timely manner (i.e., within 4 to 6 weeks of the event);
5. notify the Regional Minister on any occasion in the event of his/her absence;
6. submit expense requests for reimbursement or report expenses as “contributed services” to the Regional Treasurer; and
7. perform such other duties as the REC and RFC may request.



REGIONAL COUNCILOR FOR DATABASE MANAGEMENT

The Regional Councilor must first of all put into effect those acts which *The Rule of the Secular Franciscan Order (Rule)*; *General Constitutions of the Secular Franciscan Order (GC)*; *Statutes of the National Fraternity of the Secular Franciscan Order in the United States of America (NS)*; *Ritual of the Secular Franciscan Order (Ritual)* and the *Regional Guidelines (RG)* refer to his/her competence and must put into practice the directions and decisions of both the Regional Fraternity Council (RFC) and the Regional Executive Council (REC). The Regional Councilor must have knowledge of said documents mentioned above and the ability to interpret and implement said documents for the good of the Order.

According to the *National Statutes* (cf. article #23.2), the REC must include “at least one elected Councilor” in addition to the other offices of Minister, Vice-Minister, etc. More Councilors may be added when, prior to its Chapter of Elections, the Regional Fraternity Council determines a number of additional Councilors and specifies the need for adding them, including the duties expected of that specific Councilor.

Regional Councilors may be elected to office for the following purposes: 1) assuring the performance of a responsibility deemed critical by the RFC; 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.

The specific duties of the Regional Councilor for **Database Management** are:

- a) to update the Regional Directory and Regional database as necessary and communicate changes to all REC and RFC members;
- b) to establish contact and maintain relations with each local fraternity to ensure timely communication of all pertinent information;
- c) to promote networking and collaboration among all members of the Regional Fraternity;
- d) to maintain relations with the NAFRA Database Administrator to ensure communication of all pertinent information;
- e) to alert the REC to any potential problems related to membership status issues in the local fraternities; and
- f) to protect the database content from a compromise of members’ confidentiality;
- g) to maintain a copy of all pertinent Regional website project information (usernames, passwords, setup, design, account hosting and billing figures) needed in the event that the Webservant is unable to manage the website [REC revised, February 15, 2017]

In addition, the Regional Councilor for **Database Management** will:

1. work collaboratively with the REC and the RFC;
2. maintain confidentiality concerning individuals and business of a sensitive nature;
3. attend all REC and RFC meetings;
4. accept the REC’s appointment as a substitute for one of the other designated council offices (i.e., Vice-Minister, Secretary, Treasurer, Formation Director) should the need arise and the councilor is competent to do so;



5. serve as the delegate, if asked by the Regional Minister, in conducting Fraternal Visits and/or presiding at Elections for the local fraternities; forward copies of the Fraternal Visitation/Election reports to all of the designated recipients in a timely manner (i.e., within 4 to 6 weeks of the event);
6. notify the Regional Minister on any occasion in the event of his/her absence;
7. submit expense requests for reimbursement or report expenses as “contributed services” to the Regional Treasurer;
8. be available to attend the National Fraternity Council meeting as the delegate of the Regional Minister, “if both the Regional Minister and the Regional Vice-Minister are so impeded, then a member of the REC selected by that body shall attend and exercise all of the powers of a delegate for the Regional Fraternity” (cf. *NS*, article #8.3.b); and
9. perform such other duties as the REC and RFC may request.



REGIONAL COUNCILOR FOR VOCATIONS PROMOTION

The Regional Councilor must first of all put into effect those acts which *The Rule of the Secular Franciscan Order (Rule)*; *General Constitutions of the Secular Franciscan Order (GC)*; *Statutes of the National Fraternity of the Secular Franciscan Order in the United States of America (NS)*; *Ritual of the Secular Franciscan Order (Ritual)* and the *Regional Guidelines (RG)* refer to his/her competence and must put into practice the directions and decisions of both the Regional Fraternity Council (RFC) and the Regional Executive Council (REC). The Regional Councilor must have knowledge of said documents mentioned above and the ability to interpret and implement said documents for the good of the Order.

According to the *National Statutes* (cf. article #23.2), the REC must include “at least one elected Councilor” in addition to the other offices of Minister, Vice-Minister, etc. More Councilors may be added when, prior to its Chapter of Elections, the Regional Fraternity Council determines a number of additional Councilors and specifies the need for adding them, including the duties expected of that specific Councilor.

Regional Councilors may be elected to office for the following purposes: 1) assuring the performance of a responsibility deemed critical by the RFC; 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.

The specific duties of the Regional Councilor for **Vocations Promotion** are:

- a) to work collaboratively with local Fraternities in developing basic Secular Franciscan vocational materials, overseeing the production, distribution and maintenance of electronic, social and printed media and providing them to the Fraternities;
- b) to develop, plan, coordinate and assist with implementation of vocations programs and events for the local Fraternities as requested;
- c) to work collaboratively with Fraternities to distribute vocation materials to local parishes and religious organizations;
- d) to educate about vocations to the Secular Franciscan way of life and advocate conscious and prayerful awareness of their promotion within all local Fraternities;
- e) to serve as the Region’s point of contact between the NAFRA Vocations Committee and the local Fraternities;
- f) to initiate and maintain regular contact with Diocesan Vocations Offices as well as with the Vocation Directors of Franciscan Religious; and
- g) to provide regular reports on activities to the REC.

In addition, the Regional Councilor for **Vocations Promotion** will:

1. work collaboratively with the REC and the RFC;
2. maintain confidentiality concerning individuals and business of a sensitive nature;
3. attend all REC and RFC meetings;
4. accept the REC’s appointment as a substitute for one of the other designated council offices (i.e., Vice-Minister, Secretary, Treasurer, Formation Director) should the need arise and the councilor is competent to do so;



5. serve as the delegate, if asked by the Regional Minister, in conducting Fraternal Visits and/or presiding at Elections for the local fraternities; forward copies of the Fraternal Visitation/Election reports to all of the designated recipients in a timely manner (i.e., within 4 to 6 weeks of the event);
6. notify the Regional Minister on any occasion in the event of his/her absence;
7. submit expense requests for reimbursement or report expenses as “contributed services” to the Regional Treasurer;
8. be available to attend the National Fraternity Council meeting as the delegate of the Regional Minister, “if both the Regional Minister and the Regional Vice-Minister are so impeded, then a member of the REC selected by that body shall attend and exercise all of the powers of a delegate for the Regional Fraternity” (cf. *NS*, article #8.3.b); and
9. perform such other duties as the REC and RFC may request.



REGIONAL COUNCILOR – Unspecified

The Regional Councilor must first of all put into effect those acts which *The Rule of the Secular Franciscan Order (Rule)*; *General Constitutions of the Secular Franciscan Order (GC)*; *Statutes of the National Fraternity of the Secular Franciscan Order in the United States of America (NS)*; *Ritual of the Secular Franciscan Order (Ritual)* and the *Regional Guidelines (RG)* refer to his/her competence and must put into practice the directions and decisions of both the Regional Fraternity Council (RFC) and the Regional Executive Council (REC). The Regional Councilor must have knowledge of said documents mentioned above and the ability to interpret and implement said documents for the good of the Order.

According to the *National Statutes* (cf. article #23.2), the REC must include “at least one elected Councilor” in addition to the other offices of Minister, Vice-Minister, etc. More Councilors may be added when, prior to its Chapter of Elections, the Regional Fraternity Council determines a number of additional Councilors and specifies the need for adding them, including the duties expected of that specific Councilor.

Regional Councilors may be elected to office for the following purposes: 1) assuring the performance of a responsibility deemed critical by the RFC; 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.

The duties of the Regional Councilor are:

1. to work collaboratively with the REC and the RFC;
2. to maintain confidentiality concerning individuals and business of a sensitive nature;
3. to attend all REC and RFC meetings;
4. to accept the REC’s appointment as a substitute for one of the other designated council offices (i.e., Vice-Minister, Secretary, Treasurer, Formation Director) should the need arise and the councilor is competent to do so;
5. to serve as the delegate, if asked by the Regional Minister, in conducting Fraternal Visits and/or presiding at Elections for the local fraternities; forward copies of the Fraternal Visitation/Election reports to all of the designated recipients in a timely manner (i.e., within 4 to 6 weeks of the event);
6. to notify the Regional Minister on any occasion in the event of his/her absence;
7. to submit expense requests for reimbursement or report expenses as “contributed services” to the Regional Treasurer;
8. to be available to attend the National Fraternity Council meeting as the delegate of the Regional Minister, “if both the Regional Minister and the Regional Vice-Minister are so impeded, then a member of the REC selected by that body shall attend and exercise all of the powers of a delegate for the Regional Fraternity” (cf. *NS*, article #8.3.b); and
9. to perform such other duties as the REC and RFC may request.

Appendix B

Job

Descriptions Of

Regional

Appointees



Regional Justice, Peace and Integrity of Creation (JPIC) Animator

In accordance with the provisions of article #23.5 of the *National Statutes*, the Regional Executive Council (REC) may appoint positions as deemed necessary; however, only those persons duly elected to office shall have voting rights within the REC; all others shall act in consultative roles. Such appointments may be provisional or valid until the Fall REC meeting following the Region's Spring elective chapter or until otherwise revoked by the REC. These appointments are made by the REC, but not from among members of the REC. One such appointment is the Regional JPIC Animator.

The Regional JPIC Animator serves the Region by calling forth the passion of the members of the local fraternities with regard to the areas of justice, peace, and the integrity of creation and promoting their apostolic expression in accordance with articles #12 – #19 of the *Rule of the Secular Franciscan Order* and articles #15 – #23 of the *General Constitutions*. The Animator develops and articulates the vision which guides Regional JPIC activities, giving encouragement, guidance and information to the local fraternities to enhance the spirit and life of their JPIC programs. The Animator affirms and challenges the Fraternity members to recognize, understand and embrace peace and justice ministry as an essential element of their Franciscan evangelical vocation through the process of initial and ongoing formation.

The Regional JPIC Animator assumes the following responsibilities:

1. To serve as the Region's official contact person with the National Fraternity's (NAFRA) JPIC Commission;
2. To forward to each local JPIC contact person and the members of the Regional Fraternity Council (RFC, i.e., local Fraternity Ministers and REC) pertinent materials from the NAFRA JPIC Commission;
3. To translate the information from the NAFRA JPIC Commission into usable suggestions for practical implementation in the local fraternities;
4. To be proactive in developing, planning, coordinating and assisting with implementation of JPIC programs and events for the local fraternities;
5. To submit a Regional JPIC-themed article for each issue of the Regional Newsletter;
6. To submit a written report on Regional JPIC activities for each meeting of the REC and the RFC, and annually provide the RFC with a written report that would include proposed changes to the JPIC Animator's Job Description;
7. To submit, within one month of the event, a specific written report to the REC on any NAFRA-sponsored activity attended as the Regional JPIC Animator if attendance is funded by the Region;
8. To get approval from the REC for expenses and receive reimbursement, including travel to local fraternities within the Region to present JPIC programs, etc.; and
9. To attend, at the Region's expense, the Spring RFC meeting and any other REC and/or RFC meetings when invited or when deemed necessary.

This job description will be reviewed periodically by the Regional JPIC Animator and the REC to insure that the agreed upon responsibilities are being met.

+ Adopted and approved by vote of the Regional Executive Council, May 5, 2016; revised 3/27/18.



Regional Newsletter Editor

In accordance with the provisions of article #23.5 of the *National Statutes*, the Regional Executive Council (REC) may appoint positions as deemed necessary; however, only those persons duly elected to office shall have voting rights within the REC; all others shall act in consultative roles. Such appointments may be provisional or valid until the Fall REC meeting following the Region's Spring elective chapter or until otherwise revoked by the REC. These appointments are made by the REC, but not from among members of the REC. One such appointment is the Regional Newsletter Editor.

Franciscans of the Prairie Regional Fraternity is proud of its Regional Newsletter, *The Portiuncula*, published quarterly primarily for the benefit of all the brothers and sisters of the Region. The Regional Newsletter Editor has the responsibility of receiving articles and pictures for publication, composing each issue of the Newsletter in an attractive, widely readable format, and publishing it electronically in a timely manner to a specified audience.

The Regional Newsletter Editor assumes the following responsibilities:

1. To maintain an up-to-date Newsletter recipient list, which should at least include all names in the current Regional Directory, the National Executive Council liaison to our Region, and the Provincial Spiritual Assistants of the friar provinces having local Fraternities bonded to them;
2. To distribute electronically the Regional Newsletter to the specified recipients in a timely manner according to the designated schedule of publication;
3. To include in every issue the dates of article submission and send one month prior to the submission date for each issue an electronic message reminding potential contributors about the submission deadline;
4. To submit at least one week in advance of the scheduled publication date a draft of the pending issue of the Newsletter to the REC for comment and review, with a deadline of two days for any such comments to be returned to the Editor;
5. To insure that all Regional events (e.g., Regional Retreat, Picnic, etc.) are properly advertised and promoted, and that each issue features an updated Regional Calendar;
6. To maintain communications with the REC personally or through a designated REC liaison;
7. To make recommendations to the REC with regard to the Newsletter and to communicate important questions/requests/comments to the REC personally or through the liaison for review by REC;
8. To get approval from the REC for expenses and receive reimbursement;



9. To work collaboratively with the REC and the RFC, and to perform such other duties as they may request;
10. To respond to questions, comments and requests from readers of the Newsletter;
11. To provide a written annual report to REC;
12. To submit, within one month of the event, a specific written report to the REC on any activity or program attended as the Regional Newsletter Editor if attendance is funded by the Region; and
13. To attend, at the Region's expense, the Spring RFC meeting and any other REC and/or RFC meetings when invited or when deemed necessary.

This job description will be reviewed periodically by the Regional Newsletter Editor and the REC to insure that the agreed upon responsibilities are being met.

+ Adopted and approved by vote of the Regional Executive Council, May 18, 2016; revised 3/27/18.



Regional Webservant

In accordance with the provisions of article #23.5 of the *National Statutes*, the Regional Executive Council (REC) may appoint positions as deemed necessary; however, only those persons duly elected to office shall have voting rights within the REC; all others shall act in consultative roles. Such appointments may be provisional or valid until the Fall REC meeting following the Region's Spring elective chapter or until otherwise revoked by the REC. These appointments are made by the REC, but not from among members of the REC. One such appointment is the Regional Webservant.

The Regional Webservant is preferably a professed Secular Franciscan, but another qualified person could be appointed if necessary. The Webservant must give evidence of the skills needed to perform this service, i.e., computer skills, skills in developing, designing, and updating the Regional website in a competent manner. The Webservant must have access to a computer, e-mail and the Internet. The computer needs to be capable of the programming necessary to design, maintain and update the Regional website. Special attention must be given to copyright restrictions, knowledge about the website host and its reliability, how large the website can be and any other matters relating to website maintenance.

The Regional Webservant assumes the following responsibilities:

1. To maintain the host (server) contract and provide the Regional Minister, Regional Treasurer and Regional Secretary with a copy of the contract and also the administrator username and password for the account (needed in the event that the Webservant is incapacitated);
2. To periodically or at least annually review the contract and make recommendations to the REC concerning the contract as needed;
3. To maintain communications with the REC personally or through a designated REC liaison; the liaison from REC communicates approved changes the REC may choose to add to or delete from the website;
4. To make recommendations to the REC with regard to the website and to communicate important questions/requests/comments to the REC personally or through the liaison for review by REC;
5. To get approval from the REC for expenses and receive reimbursement;
6. To assist the members of the Regional Fraternity Council (RFC, i.e., local Fraternity Ministers and REC) with website log-in and passwords which are kept confidential [the Regional Minister and other REC members may receive the log-in and password as the REC designates and this information may be shared only with the approval of the REC];
7. To work collaboratively with the REC and the RFC, and to perform such other duties as they may request;



8. To respond to questions, comments and requests from users of the website;
9. To keep web information up-to-date;
10. To provide a written annual report to REC;
11. To submit, within one month of the event, a specific written report to the REC on any activity or program attended as the Regional Webservant if attendance is funded by the Region; and
12. To attend, at the Region's expense, the Spring RFC meeting and any other REC and/or RFC meetings when invited or when deemed necessary.

This job description will be reviewed periodically by the Regional Webservant and the REC to insure that the agreed upon responsibilities are being met.

+ Adopted and approved by vote of the Regional Executive Council, May 31, 2016; revised 3/27/18.



Franciscan Youth/Young Adult (FY/YA) Animator

In accordance with the provisions of article #23.5 of the *National Statutes*, the Regional Executive Council (REC) may appoint positions as deemed necessary; however, only those persons duly elected to office shall have voting rights within the REC; all others shall act in consultative roles. Such appointments may be provisional or valid until the Fall REC meeting following the Region's Spring elective chapter or until otherwise revoked by the REC. These appointments are made by the REC, but not from among members of the REC. One such appointment is the Regional FY/YA Animator.

The Regional FY/YA Animator serves the Region by calling forth the passion of the members of the local fraternities with regard to the area of sharing our Franciscan charism with youth and young adults in accordance with article #24 of the *Rule of the Secular Franciscan Order*, articles #96 – #97 of the *General Constitutions* and article #27 in the *National Statutes*. The Animator develops and articulates the vision which guides Regional FY/YA activities, giving encouragement, guidance and information to the local fraternities to enhance the spirit and life of their FY/YA programs. The Animator affirms and challenges the Fraternity members to recognize, understand and embrace FY/YA initiatives as an essential element of their Franciscan evangelical vocation through the process of initial and ongoing formation.

The Regional FY/YA Animator assumes the following responsibilities:

1. To serve as the Region's official contact person with the National Fraternity's (NAFRA) FY/YA Commission;
2. To forward to each local FY/YA contact person and the members of the Regional Fraternity Council (RFC, i.e., local Fraternity Ministers and REC) pertinent materials from the NAFRA FY/YA Commission;
3. To translate the information from the NAFRA FY/YA Commission into usable suggestions for practical implementation in the local fraternities;
4. To be proactive in developing, planning, coordinating and assisting with implementation of FY/YA programs and events for the local fraternities;
5. To submit a Regional FY/YA-themed article for each issue of the Regional Newsletter;
6. To submit a written report on Regional FY/YA activities for each meeting of the REC and the RFC, and annually provide the RFC with a written report that would include proposed changes to the FY/YA Animator's Job Description;
7. To submit, within one month of the event, a specific written report to the REC on any NAFRA-sponsored activity attended as the Regional FY/YA Animator if attendance is funded by the Region;
8. To get approval from the REC for expenses and receive reimbursement, including travel to local fraternities within the Region to present FY/YA programs, etc.; and
9. To attend, at the Region's expense, the Spring RFC meeting and any other REC and/or RFC meetings when invited or when deemed necessary.

This job description will be reviewed periodically by the Regional FY/YA Animator and the REC to insure that the agreed upon responsibilities are being met.

+ Adopted and approved by vote of the Regional Executive Council, May 3, 2018.

Appendix C

Regional

Elective Chapter

Nomination

Packet



Franciscans of the Prairie Region Secular Franciscan Order

ELECTIVE CHAPTER NOMINATION

Regional Elections will be held **Day, Date** at the Regional Fraternity Elective Chapter at the **Place**. The Local Fraternity Ministers, or their authorized delegates, and elected members of the Regional Executive Council are voting members of the Regional Fraternity Council.

Nominee: _____

You have been nominated for the following office(s). Please indicate if you accept or decline the nomination:

[] I accept [] I decline the nomination for the office of: _____

[] I accept [] I decline the nomination for the office of: _____

[] I accept [] I decline the nomination for the office of: _____

Date _____

INSTRUCTIONS: ABSOLUTE DEADLINE TO RESPOND IS DATE

If you decline all the nomination(s), please return this page only to the Nominations Co-Chairs, _____, **O.F.S.** and _____, **O.F.S.** Thank you!

If you accept the nomination for any or all of the offices as indicated above, please complete this Form and your Résumé and send them to _____, **O.F.S.** and _____, **O.F.S.** Also, please submit the Active Member Status Form to your Local Fraternity Minister for completion. If you are the Local Fraternity Minister, please see instructions on the Active Member Status Form. Thank you!

_____, **O.F.S.**
Nominations Co-Chair
Email
Postal Address
City, State, Zip

_____, **O.F.S.**
Nominations Co-Chair
Email
Postal Address
City, State, Zip

Digital response is preferred.



**FRANCISCANS OF THE PRAIRIE REGIONAL FRATERNITY COUNCIL
CHAPTER OF ELECTIONS – DATE
RÉSUMÉ**

I _____ (NOMINEE – PRINT YOUR NAME) Professed into the Secular Franciscan Order on _____ (DATE) have read the document **RESPONSIBILITIES ACCORDING TO OFFICE** (with the footer *Revised DDR, 1/27/2017*) and understand the job description of the duties of the office(s) for which I am accepting nomination. I further agree that, if elected, I will accept the election and, to the best of my ability, fulfill the duties of this office.

1. OCCUPATION/EDUCATION

2. COMMUNITY ACTIVITIES Diocese/Parish/Civic (Past and Present)

3. O.F.S. POSITIONS AND ACTIVITIES National/Regional/Local (Past and Present)

4. FAMILY

5. IF ELECTED – How do you feel that you can serve the Order? Please respond specifically for each position for which you have accepted nomination.

Digital response is preferred.



ACTIVE MEMBER STATUS

NAME OF NOMINEE (PRINT) _____

I hereby certify that the above person is a Professed Secular Franciscan who was Professed on _____ (Date). I further confirm that s/he is a member of our Fraternity in good standing and actively involved in the life of our Fraternity.

FRATERNITY MINISTER _____ DATE _____

FRATERNITY _____

In the case in which the Fraternity Minister is the nominee, another fraternity officer must complete the form and indicate his/her position on the Council.

COUNCIL MEMBER _____ DATE _____

COUNCIL POSITION _____

FRATERNITY _____

_____, **O.F.S.**
Nominations Co-Chair
Email
Postal Address
City, State, Zip

_____, **O.F.S.**
Nominations Co-Chair
Email
Postal Address
City, State, Zip

Digital response is preferred.

Appendix D

Responsibilities

According To

Local Office

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.

