

COUNCIL RESPONSIBILITIES FOR THE LOCAL FRATERNITY

"(As a council member) I am called in the first person to work for the good of the OFS and to be interested in every aspect of fraternal life, regardless of the service office covered. The style of service in the Council is that of the 'washing of the feet' (Jn. 13, 12-17), which is the biblical foundation of service, in the 'minority'."

"To do this we need a large 'openness of mind and heart,' or at the very least, a willingness to try, continually reminding us always that the first Law is the Word, the 'Holy Gospel'. The Rule, General Constitutions and particular Statutes... are the help to put it into practice in the style of Francis of Assisi."

Guidelines for OFS Council Members, (CIOFS, 2021)

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. The Minister must possess the capacity to co-ordinate all the activities of the Council and of the fraternity. 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)
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 from the Regional Minister, with the consent of the Council, the scheduling of chapter of Elections, at least once every three years
7. To request from the Regional Minister, with the consent of the Council, the pastoral and fraternal visits, at least once every three years
8. To advise the Vice-Minister if unavailable and arrange for coverage regarding local fraternity matters.
9. To maintain files on all business and compile a binder to be handed on to the succeeding elected Minister

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
6. To maintain files on all business and compile a binder to be handed on to the succeeding elected Vice-Minister

SECRETARY

The Secretary is the person responsible for the office work of the fraternity, 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. The Secretary must 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 roster: providing copies of the newly updated roster 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 council meetings
5. To prepare and /or maintain files on all copies of correspondence submitted by the Minister
6. If unable to attend a meeting or gathering, arrange for another person to take minutes
7. To maintain files on all business and compile a binder to be handed on to the succeeding elected Secretary

TREASURER

The Treasurer must have the competency and accuracy needed to safeguard and administer the funds of the 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 present a financial report at Council meetings
3. To disburse funds in keeping with the Annual Budget and with the decisions of the Council in accord with National Statutes and Regional Guidelines
4. 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
5. To prepare certified annual statements of contributions received from individuals for tax purposes
6. To arrange for the required financial audit to be shortly after the election of the Council
7. To maintain files on all business and compile a binder to be handed on to the succeeding elected Treasurer

FORMATION DIRECTOR

The person responsible for Formation is an important figure, because of the responsibility of guiding both 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. 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. 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.

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 Team: providing formation training for Team members assisting with formation, attending scheduled regional meetings, distributing pertinent formation information to fraternity members, and forwarding any relevant national or regional e-mail information to members
4. To maintain files on all business and compile a binder to be handed on to the succeeding elected Formation Director

COUNCILOR

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
3. Providing first-hand experience of serving on a Council. Particular areas of responsibility (JPIC, FY/YA, others) may be specified either prior to election or may be assigned following election

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