Every Regional Executive Councilor’s Job Description

The most important qualification for all positions is to love all members and a desire to serve the larger Franciscan Family.

It is the duty of the entire council:

a. to perform all the duties, which require time (Regional Executive Council meetings are 2 to 3 days long), travel, and the need for some form of independent transportation of a council such as, but not limited to, visitations, elections, etc.

b. to have good communication skills, especially the ability to use the internet;

c. to love all Franciscan members, to have a positive attitude, to establish a fraternal dialogue with members and the fraternities, and assist those in particular difficulties to incorporate corrective measures;

d. to decide on the destination of available funds and, in general, to deliberate on matters concerning financial management and the economic affairs of the fraternity;

e. to promote the Franciscan charism of love and joy within the executive council and with all the other professed members;

f. to perform other duties as are required by the Constitution or which are necessary to carry out its proper purposes.

g. to help the fraternity members with programs of continuing formation which help the brothers and sisters develop their vocation in fraternity and to follow the life of the Church by means of courses, meetings, experiences, etc.

h. to promote the initiatives necessary for fostering fraternal life, for improving the human, Christian, and Franciscan formation of its members and for sustaining their witness and commitment in the world;

i. to make concrete and courageous choices, appropriate for the situation of the fraternity, from among the numerous activities possible in the field of the apostolate.

j. all seculars should strive daily to live what they professed, and those in leadership should take this commitment very seriously.

Minister’s Job Description

The Fraternity Minister is the key person in the region to whom others will look to for guidance, direction, leadership, and unity. He/She is responsible for administering the regional fraternity, ensuring that the directions and decisions of the International, National, and Regional Fraternity are carried out. He/She needs adequate writing skills and the ability to speak in public. In addition, a regional minister needs to be organized yet flexible. Being regional minister is like having a part time job which includes the ability and willingness to travel. Finally, the regional minister must listen to the Holy Spirit.

The Minister also serves the Council and the region by the following specific duties:

 a. By keeping the Council informed of his or her activities;

 b. By calling, presiding at, and directing the meetings of the regional fraternity and council; convoking, every three years, the elective chapter of the fraternity;

 c. By preparing the annual report to be sent to the council of the higher level;

 d. By representing the fraternity in all its relations with ecclesiastical and civil authorities.

e. By requesting, with the consent of the council, the pastoral and fraternal visits, at least once every three years;

 f. By putting into effect those acts which the Constitutions refer to his or her competence;

 g. By delegating responsibilities within the elected Council, while maintaining the overall supervision and accountability of these assignments; the Minister is ultimately responsible for the effective functioning of all fraternity formation programs and apostolates;

 h. By insuring that the SFO Rule, Constitutions, and National Statutes in their most current form are available, understood, and implemented;

 i. By preparing adequately to chair both the executive council and regional fraternity meetings by obtaining reports and gathering sufficient information for each meeting’s agenda;

 j. By maintaining a spirit of fraternal dialogue with the higher levels of fraternity and with neighboring regional fraternities.

 k. By knowing adequately the structure of the SFO, from the local to the international level.

The Fraternity Minister must also:

 a. oversee that all executive council members are fulfilling their assigned duties.

 b. see that decision-making is shared, as much as possible, and that the common good of the fraternity is foremost in the minds of all. Each fraternity member in turn must accept and foster what is best for the entire fraternity.

 c. is the link with the higher level of fraternity and its Council, and has the responsibility to keep the local fraternities informed of activities and opportunities for strengthening the larger community, as well as acting as a channel of communication between all levels of fraternity.

 d. participate in meetings called by the National Council.

 e. make fraternal visits to the local fraternities, personally or through a delegate who is a member of the executive council.

Vice Minister’s Job Description

The vice-minister has the following specific duties:

 a. to collaborate in a fraternal spirit, to defend and to support the minister in carrying out his or her specific duties;

 b. to exercise the functions entrusted by the council and/or by the assembly or chapter;

 c. to substitute for the minister in person, competency, and in responsibility in case of absence or temporary incapacity or impediment of the Minister;

 d. to assume the functions of the minister if the office of Minister becomes permanently vacant;

 e. to maintain the Rule and Constitutions at all times;

Formation Director’s Job Description

 a. to co-ordinate, with the help of the other members of the council, the formative activities of the regional fraternity;

 b. to instruct and enliven the fraternity formation directors;

 c. to encourage those who mentor, to maintain the Formation Guidelines by keeping:

 1. a description of the Initial Formation Program for those in Orientation, for the Inquirers, and the Candidates, including texts used and length of each session;

 2. record of length of each phase in the formation process;

 3. copy of the application used which include the requirements for admission and profession;

 4. attendance record forms.

d. encourage meetings held in common with Candidates and Inquires from other fraternities whenever possible or practical;

e. offer guidance to study and meditate on Sacred Scripture, the Sacraments,

 the liturgical prayer of the Church (Liturgy of the Hours)

 the teachings of the Church,

 the SFO Rule and Constitutions, and the person and writings of St. Francis

 and Franciscan spirituality.

f. to encourage participation in the meetings of the local fraternity, so that the Inquirers and Candidates may enter more vitally into community prayer and fraternity life.

g. to offer guidelines to the council of the fraternity for evaluations concerning the suitability of the candidate for a commitment to live according to the Rule based on a continuous process of joint discernment by the Formation Minister, the Inquirer or Candidate, and the sponsor, formation team, or other fraternity members.

h. to encourage the practice that a Candidate meet with the entire Council, so that their mutual hopes and expectations may be shared openly and proper discernment may be made about the Candidate’s commitment to live the Gospel of our Lord Jesus Christ in the Secular Franciscan Order.

Secretary’s Job Description

The secretary will need the following skills:

* Organize paperwork, files, flash drives, notebooks, certificates, reports, minutes.
* Manage time well, make and follow through on short term and long term goals.
* Use a word processor and email.
* Have basic writing skills for letters, minutes, and other required written communication.
* Time and a means to travel for meetings and other REC obligations.
* Listen well, take minutes, compile them and send them to the other REC council members in a timely fashion.

Tasks that the Secretary is called on to do:

 a. to compile the official acts of the regional fraternity and of the council and to assure that they are sent to their respective recipients;

 b. to see to the updating and preservation of the records, especially Certificates of Establishment, Approval Letters for each Spiritual Assistant, Election Results and Visitation Reports;

 c. to maintain permanent attendance records for both the Executive Council and Regional Fraternity meetings

 d. to provide for membership lists, and other reports as directed by the Council;

 e. to maintain a binder and/or flash drives or CD’s (for viewing by National during visitation) with separate sections of the official record of the minutes taken at the Executive Council and Regional Fraternity meetings; and

 f. to maintain a separate binder which contains copies of fraternity correspondence, roster of members with name, address, telephone and email.

Treasurer’s Job Description

The person holding the position of Treasurer:

* Should have time available as the tasks involved can take several hours per week, especially the week before meetings.
* Should be willing and able to travel to attend council meetings, regional gatherings, etc.
* Should be able to organize records, files and time.
* Should understand financial record keeping, be a good record keeper and be good with arithmetic and reconciling accounts.
* Should be able to write reports.
* Should have some computer skills, especially spreadsheets.
* Should be able to send and receive email.
* Should be comfortable with online-banking.

Tasks that the Treasurer is called on to do:

* Record each item of income and expense in a cash record journal (a.k.a. detail cash register):

recording each receipt with the date on which it was given, the name of the contributor, or the one from whom it was collected and recording the items of expense, specifying the date and purpose, in conformity with the directions of the fraternity council (General Constitutions, Article 52).

* Deposit all funds in such bank accounts as the Regional Executive Council (REC) designates in the name of the Regional Fraternity. Record each bank deposit and check written in a bank’s check register. All checks of $300.00 or more require two signatures; or the Regional Treasurer will send an email to the Regional Minister for approval so it can be documented.
* Keep track of payments made or not made by fraternities for Fair Share and Visit/Election stipends and notify fraternities when payments are overdue; prepare and send statements to fraternities (to both ministers and treasurers) twice yearly to remind them of monies overdue.
* Keep track of income, disbursement and balance of restricted funds which may include the Franciscan Donor Fund.
* Pay reimbursement vouchers by check only (remind the REC members and RSA to turn in their vouchers); pay bills by check only (per capita to NAFRA, facilities payment to retreat centers, etc.
* Be open to communications and helping by phone, mail, email or in person with the treasurers and others of the fraternities; be willing to ask for help when needed.
* Submit financial reports for approval at each regular meeting of the Regional Fraternity and of the REC; these financial reports should show cash balances, income and expense according to the budgeted line items making sure totals balance between detail cash journal and check register.
* Prepare a proposed budget for the following fiscal year; when needed, the Regional Treasurer may be assisted by up to three members appointed by the REC. This tentative budget it then submitted to all of the Fraternity Ministers at the Annual Chapter; at this time, it may be adjusted and then voted on for approval by the Council of Ministers.
* For each REC meeting, write a report of the fiscal activities and contracts relating to the region since the last meeting.
* At the end of each fiscal year, prepare the annual financial statement and send it to the National Treasurer.
* Update and maintain the Regional Treasurer’s Binders and/or Flashdrives; upon leaving office, pass them on to the new treasurer.
* to guard diligently the contributions received, recording each receipt in the appropriate register, with the date on which it was given, the name of the contributor, or the one from whom it was collected;

Councilors Job Description

The Councilors have the following specific duties:

 -to deliver all communication from the Executive Council to the fraternity members

 -write a report on each of the specified fraternities for each REC meeting

- represent the interests of all fraternity members at the REC meetings

- participate in all discussions and voting in every decision

- assist the Minister and Council members in various duties

- perform the duties of any absent Council member, except the Minister

- be available for special assignments or projects

-to perform all the duties, which require either time and/or traveling, required of a council such as, but not limited to, visitations, elections, etc.