Sewardship: Sharing the Gifts We Have Been Given

**Duties of the Local Fraternity Minister:**

**OFS General Constitutions Article 50** **(Whole Council)**

1. It is the duty of the Council of the local Fraternity: - to promote the initiatives necessary for fostering fraternal life, for improving the human, Christian, and Franciscan formation of its members and for sustaining them in their witness and commitment in the world; - 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.

2. The duties of the Council are also:

a) to decide on the acceptance and admission to Profession of new brothers and sisters33;

b) to establish a fraternal dialogue with members in particular difficulties and to adopt subsequent measures;

c) to receive the request for withdrawal and to decide on the suspension of a member from the Fraternity;

d) to decide on the establishment of sections or groups in conformity with the Constitutions and the Statutes;

e) to decide on the use of available funds and, in general, to deliberate on matters concerning financial management and economic affairs of the Fraternity;

f) to assign duties to the Councillors and to the other professed members;

g) to request from the competent Superiors of the First Order and the TOR suitable and prepared religious as Assistants;

h) to perform such other duties as are required by these Constitutions or which are necessary to carry out its proper purposes.

**OFS General Constitutions Article 51: Minister**

1. While firmly upholding the co-responsibility of the Council to animate and guide the Fraternity, the Minister, as the primary person responsible for the Fraternity, is expected to make sure that the directions and the decisions of the Fraternity and of the Council are put into practice and that he or she will keep the Council informed about the work being done.

2. The Minister also has the following duties:

a) to call, to preside at, and to direct the meetings of the Fraternity and Council; to convoke every three years the Elective Chapter of the Fraternity, having complied with the requests of the Council on the formalities of the convocation;

b) to prepare the annual report to be sent to the Council of the higher level after it has been approved by the Council of the Fraternity;

c) to represent the Fraternity in all its relations with ecclesiastical and civil authorities. When, and if, the Fraternity acquires a juridical personality in the civil order, the Minister becomes, when possible, its legal representative;

d) to request, with the consent of the Council, pastoral and fraternal visits, at least once every three years.

e) to put into effect those acts which the Constitutions refer to his or her competence as Minister.

**Minister’s Permanent Files:** All of these records must be kept as part of Fraternity History & passed to new Minister!

Document of Fraternity Establishment

OFS Governing Documents: OFS Rule, OFS General Constitutions, OFS-USA National Statutes

SKDRF Guidelines with Policies & Procedures, etc. (*Please keep up to date)*

Important Council Decisions, e.g. decisions re Admissions, Professions,

Transfers, Deaths of Members, etc.

Important Correspondence, e.g. re Withdrawals/Suspensions, etc.

Updates to Regional Policies, Procedures, and Forms attached to Regional

Guidelines

NAFRA Database Information

Transfer Forms

Annual Reports to Regional Fraternity

Fraternal-Pastoral Visitation Reports by Regional Fraternity

Notes re Regional Gatherings

Summaries of Regional Workshops

**Agendas/Minutes of General Fraternity Gatherings**

**Agendas/Minutes of Fraternity Council Gatherings**

Fraternity Newsletters

Formation Guidelines & Resources (Minister’s copy)

Handbook for Servant Leaders (Minister’s copy)

CD’s from SKDREC: F.U.N. Manual

Spiritual Asst.’s Handbook (rev. 2012) (Minister’s copy)

SKDRF Annual Meetings 2009, 2010, 2011, 2013 +

Photos (labeled) from Fraternity & Regional Events & from Quinquennial Congresses, if any