



## TROUBADOURS OF PEACE REGION RESPONSIBILITIES ACCORDING TO LOCAL OFFICE

### LOCAL MINISTER

The Minister elected by the fraternity is he/she to whom is given the role of servant, who is the “person primarily responsible for the fraternity.” (Const. 51.1)

The Minister must first of all put into effect those acts which the norms of the Rule and Constitutions 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 and the Constitutions, know about the life of the Order, 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 the Franciscan spirituality and translate them into messages building a collective identity. The 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

- to know and follow the Rule, Constitutions, Statutes, and Guidelines of the Secular Franciscan Order;
- to convene all council meetings and fraternity gatherings;
- to work collaboratively with other members of the Council;
- to submit quarterly expense reports to the Treasurer for reimbursement/contribution.

### Specific Duties

- to see to the day to day responsibilities of the office of Minister (eg, attend to all correspondence, maintain files on all business, inspect the binders of the Council annually to assure that they are complete and up to date);
- to represent the fraternity on the Regional Fraternity Council;
- to maintain relations with the Region and assure the communication of all information and directives from NAFRA/ the Region to the local fraternity members;
- to be available telephonically to all members of the fraternity;
- to generate all responses for information to the Regional Ex- Council, especially the Annual Report;
- to provide a written contribution to the local fraternity newsletter;
- to request, with the consent of the Council, the pastoral and fraternal visits, at least once every three years;
- to advise the Vice-Minister if unavailable and arrange for coverage re: local fraternity matters.



TROUBADOURS OF PEACE REGION  
LOCAL FRATERNITY  
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 running of the fraternity and of working with the Council. **Also remember in case of the Minister having to leave office the Vice-Minister MUST be capable, ready, willing and able to be Minister of the fraternity.**

### General Duties

- to know and follow the Rule, Constitutions, Statutes, and Guidelines of the Secular Franciscan Order;
- to attend council meetings as required;
- to work collaboratively with other members of the Council;
- to replace the Minister on any occasion for his/her absence;
- to submit quarterly expense reports to the Treasurer for reimbursement /contribution.

### Specific Duties

- to serve as the fraternity infirmarian;
- to notify the Minister in advance if unable to attend a meeting or gathering.





## TROUBADOURS OF PEACE LOCAL FRATERNITY SECRETARY

The Secretary is the person responsible for the office work of the fraternity and also 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 all 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

- to know and follow the Rule, Constitutions, Statutes, and Guidelines of the Secular Franciscan Order;
- to attend council meetings as required;
- to work collaboratively with other members of the Council;
- to submit quarterly expense reports to the Treasurer for reimbursement / contribution.

### Specific Duties

- to maintain and update the telephone directory: providing copies of the newly updated directory to all members of the fraternity;
- to prepare draft agendas for all council meetings and see to their distribution;
- to take and provide copies of the minutes of all council meetings to attendees and those excused or absent;
- to take roll and see to the approval of /or corrections to the prior minutes submitted at meetings;
- to prepare and /or maintain files on all copies of correspondence submitted by the Minister;
- to serve as the fraternity Historian: entering pictures taken at events into the album, and forwarding a copy of the fraternity Newsletter to the Region;
- to notify the Minister in advance if unable to attend a meeting and assist in arranging for a Secretary Pro Tempore.





TROUBADOURS OF PEACE  
LOCAL FRATERNITY  
TREASURER

The Treasurer must have the competency and accuracy needed to hold and administer the funds of the fraternity. He/She must be the person who can hold a balance between the detail and the spirit, between the needs of the fraternity and its obligations to the needy and the fraternity of a higher level.

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

### General Duties

- to know and follow the Rule, Constitutions, Statutes, and Guidelines of the Secular Franciscan Order;
- to attend council meetings as required;
- to work collaboratively with other members of the Council;
- to submit quarterly expense reports for reimbursement /contribution.

### Specific Duties

- to receive, deposit, and account for all funds of the fraternity;
- to disburse funds in keeping with the Annual Budget and with the decisions of the Council in with *National Statutes and Regional Guidelines*;
- to make an annual report to the Council which will then be reported to the Regional Council;
- to send Per Capita payments to the Region according to the number of professed members reported on the annual report;
- to make arrangements for the Council meetings and gatherings( eg, contact facility, arrangements for attendees, equipment, deposits, full payment and accounting);
- to prepare certified annual statements of contributions received from individuals for tax purposes;
- to notify the Minister in advance if unable to attend a meeting and assist in arranging for a Treasurer Pro Tempore;





## TROUBADOURS OF PEACE LOCAL FRATERNITY 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 the initial and on-going formation. This sensitive task is undertaken in unity with and help from the Minister, Council and Spiritual Assistant. United with the Council, he/she is responsible for helping each member realizing his/her vocation.

The primary task of the Formation Director is that of accompanying and sustaining the brothers and sisters during the period of formation; of walking with them.

It must be remembered that the “formator” is someone who has the duty of making the person aware of what the Lord is calling him/her to, time and time again. He/She must take good care to pass on and teach Jesus Christ in the footsteps of St. Francis, not his/her own ideas and preferences. Not putting him/her self “in *cathedra*” then, but establishing an ongoing dialogue with the candidate, taking into consideration the social background and levels of learning as well as age, personality, and the different factors which have brought the candidate 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 from the National Fraternity and modern educational resources.

On him/her depends whether the candidate is able to perceive the importance of life in fraternity and the Franciscan charisms; 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 gospel

(Art. 4).

He/She must never show themselves to be not in full accord with the members of Council, the Minister and the Spiritual Assistant. It is good if the Formation Director and Spiritual Assistant are in regular contact in order to prepare for and conduct the monthly gatherings.

### **General Duties**

- to know and follow the Rule, Constitutions, Statutes, and Guidelines of the Secular Franciscan Order;
- to attend council meetings as required;
- to work collaboratively with other members of Council;
- to submit quarterly expense reports to the Treasurer for reimbursement / contribution.

### **Specific Duties**

- to prepare and present an on-going formation program at the fraternity gathering;
- to be available to members telephonically responding to questions regarding formation as they occur or being willing to get back to them in a timely fashion with researched information;
- to provide initial formation training as required;
- to serve as the local Formation Commissions Chair: 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;
- to notify the Minister in advance if unable to attend a meeting



## TROUBADOURS OF PEACE 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**

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

