

Dear Brothers & Sisters



May 2015

Newsletter of the

Northwest Franciscan Community of the Immaculate Heart of Mary

Palatine, Illinois

Secular Franciscan Order

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Submission deadline is the last Tuesday of each month.

For privacy, all personal addresses, phone numbers, email, prayer intentions, and (for non-council members) last names are removed from this web version.

From the Minister

While last month's gathering was canceled due to the norovirus quarantine at St. Joseph's Home, we are good to go for this month! Looking forward to seeing everyone again after that unexpected time apart!


■ **Day of Recollection in August.** As you know, on **August 22 (Saturday)**, we will have a fraternity Day of Recollection at St. Colette's in Rolling Meadows. Our Spiritual Assistant, Brother Patrick, has arranged for our presenter to be Fr. Robert F. Pawell, OFM, who will speak on "Going from Gospel to Life and Life to Gospel: Secular Franciscans Celebrate the Year of Consecrated Life".

Fr. Robert was born in Chicago and grew up on the city's northwest side. He entered the Order of Friars Minor in 1959 and was ordained in 1966. Fr. Robert holds a Bachelor of Arts Degree in Philosophy and Psychology from Quincy University, Illinois; a Baccalaureate in Sacred Theology from the Pontifical University Antonianum, Rome; a Master's Degree in Pastoral Studies from Loyola University Chicago, Institute of Pastoral Studies; and a Certificate in Spiritual Direction from the Institute for Spiritual Leadership, Chicago.

After 20 years of working in a variety of ministries around the country, in 1996 he returned to Chicago, where he cofounded Holy Evangelists Friary on Ashland Ave. He is currently the Director of Programs at St. Peter's Church in the Loop, and also serves as confessor, preacher and Eucharistic minister. On weekends, he assists at St. Bonaventure Oratory in Chicago.

Fr. Robert is an experienced spiritual director, parish mission preacher, retreat director and preacher, and days of recollection speaker for priests, religious, and laity. In his preaching, he makes use of poetry and story, the wisdom of saints and mystics, and insights from contemporary psychology to illuminate the Good News of the Gospel.


As a reminder, **this event will replace our regular fraternity gathering**, so if, for whatever reason, you're unable to attend, you *must* call me.

■ **Council Elections in September.** Every three years we have fraternity elections, and we are due to have ours this September. **At this time, please start prayerfully considering if you are being called to serve in a council role:** Minister, Vice-Minister, Formation Director, Secretary, and Treasurer. To assist with discernment, I have compiled the council member descriptions and requirements that were listed in previous years' newsletters in "Council Elections" starting on page 2. 

At This Month's Gathering ...

■ **Ongoing Formation.** Professed brothers and sisters, please read **Reflections 49-50** in *To Live As Francis Lived*. Jot down your answers for all "Questions for Reflection" and "Application to Daily Life", and be sure to read the recommended scripture passages and Franciscan writings.

Please be aware that **all Professed** are to attend ongoing formation and our monthly gatherings. If, for whatever reason, you're unable to attend, you *must* call our Minister, Lisa.

■ **Franciscan Crown & Social Time.** Everyone, please join us at 7:30 p.m. for the Franciscan Crown, followed by a brief business meeting and social time (remember to bring your own mugs). 

Next Monthly Gathering:

Monday, May 11, 2015

St. Joseph's Home
80 W. Northwest Hwy., Palatine

6:30 p.m.: Professed brothers and sisters, please arrive at this time for Ongoing Formation. Candidates are encouraged to observe.

7:30 p.m.: Start of our Gathering with Franciscan Crown, followed by a business meeting and social time. All welcome!

* * *

You must call Lisa if you cannot attend.

* * *

Our gatherings are at 7:30 p.m. on the **second Monday** of each month.

Common Fund Report

■ **February** beginning balance: \$1,783.35, deposits: \$660, expenses: \$11.33, ending balance: \$2,432.02.

■ **March** beginning balance: \$2,432.02, deposits: \$320, expenses: \$1,025 (this includes our fraternity's annual Fair Share contribution to the Region), ending balance: \$1,727.02. ☒

Our Apostolates

■ **Bingo.** Meets one night per month at 6:30 p.m. in St. Joseph's activity room. Everyone, please see the sign-up sheet at our gathering and pick one month for which to volunteer. For more information, call Sisters Kay or Mary Kay.

■ **Franciscan Outreach.** We collect items for delivery to the guests at Franciscan Outreach's Marquard Center. Call Sister Stephanie for more information.

■ **Prayer & Praise Ministry.** For our brothers and sisters unable to attend our gatherings due to poor health or transportation issues. For more information, or if you're ill or know of someone who's ill, please call our Infirmarian, Sister Jackie.

■ **Prayer Shawl Ministry.** We interweave prayers along with God's love, care, and warmth into the stitches as we knit or crochet shawls for others. For more information, contact Sisters Sue or Cyndy.

■ **Support (Money, Materials).** Quarterly donations from our Common Fund of any excess funds available *after* fraternity costs go to the following: Franciscan Missionary Union, Franciscan Outreach, Poor Clares (Palos Park, IL), Amazon Relief.

■ **Youth Prayer Partners.** Coordinated by Brother Tom, this apostolate matches up fraternity members with children preparing for First Communion or Confirmation. We last prayed for Confirmands at St. Thomas of Villanova (Palatine), and will pray again for a new group of students when we have more details. For more information, call Brother Tom. ☒

Updated Member Directory

Enclosed with this month's newsletter is an updated *Member Directory*, which lists all Candidates, Professed, and our spiritual assistant.

Please check your listing for accuracy and let us know if there are any errors or updates needed. Thank you! ☒

Council Elections

Compiled from previous years' newsletters

All council positions must be filled, though Sister Sue, our Formation Director, is willing to serve for a third term (which is permissible, requiring "a majority of two-thirds of the votes of those present, which must be obtained on the first ballot", *General Constitutions*, Article 79). All Professed are encouraged to nominate a Professed brother or sister for an office, or run for an office themselves.

Note: Generally, a period of about two or three years should pass before newly-Professed serve on the council.

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Anniversaries This Month

08: **Ernest, Sue, and Lisa**, Professed in 2006.

13: **Geri and Kay**, Professed in 2013.

*God's blessings for your years of
Franciscan living!*

Calendar

May

11: Monthly Gathering

18: Council Meeting, 7 p.m., Arlington Heights Memorial Library

June

08: Monthly Gathering

22: Council Meeting, 7 p.m., Arlington Heights Memorial Library

Remember in Your Daily Prayers

- All infirm, shut-in, and deceased fraternity members.
- All Candidates, Aspirants, and their formation instructors.
- Our entire Franciscan Family, 1st, 2nd, and 3rd (Secular & Regular) Orders: For strength in commitments, increase in vocations, and the work we do, especially for Franciscan Outreach, Franciscan Missionary Union, the Poor Clares in Palos Park, and Amazon Relief.
- The guests of Franciscan Outreach's shelter and soup kitchen: That they know God's loving care and overcome the difficulties that keep them homeless.
- Little Sisters of the Poor and the residents of St. Joseph's Home.
- Our families and loved ones.

Please pray that our fraternity and all Franciscans:

- Live the Holy Rule we've professed,
- Bring the Gospel to Life, and Life to the Gospel in the spirit of Francis,
- Live simply so that others may simply live, and
- Are active and participate in the Franciscan apostolates.

Basic Requirements for All Council Positions

In order to properly fulfill their duties, all candidates for office must be able to meet the following basic requirements:

- Basic computer literacy. For example, experience using programs such as Microsoft Word and Excel.
- Basic Internet and email literacy. This is especially important for the Minister, who is responsible for our *minister@nwfranciscans.org* email account. All other council members must be able to respond to communication auto-forwarded to their personal email accounts via the *@nwfranciscans.org* email aliases.
- Regular access to the Internet and email. (*If you don't have Internet access at home, you can use the free Internet stations at your local library.*)
- The ability to drive or otherwise obtain transportation to council meetings.

General Duties of All Council Members

from our *General Constitutions*, Article 50

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 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 sisters;
- b. to establish a fraternal dialogue with members in particular difficulties and to adopt consequent 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 destination of available funds and, in general, to deliberate on matters concerning financial management and the economic affairs of the fraternity;
- f. to assign duties to the councilors 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.

Other Duties of All Council Members

- Guide the fraternity in observing the Gospel and the Rule in the spirit of St. Francis.
- Offer encouragement and support of the fraternity members' vocations.
- Exercise the functions entrusted by the council and/or by the assembly.
- With the assistance of the other councilors, the minister sets goals for the fraternity, and the entire council works to implement them.

Duties of the Minister

- Provide leadership and see that each council member fulfills his or her responsibilities.
- Preside at and direct the meetings of the fraternity and council.
- Coordinate and preside at all fraternity rites, including the rites of Welcoming, Admission, Profession, and Remembrance; wake services; and Profession anniversaries.
- Create a sense of community in the fraternity.
- Get all to share in the planning of the fraternity.
- Share all official correspondence with the fraternity council and others.
- Provide monthly newsletters to fraternity members to keep them abreast of events and happenings in the Order. (*Our Sister Lisa is willing to continue in the non-council role of Newsletter Editor.*)
- Keep records faithfully and adequately.
- See to the updating and preservation of the Fraternity Register, noting admissions, professions, deaths, withdrawals, and transfers from the fraternity.
- Inform the Regional and National fraternities of all Professions, and deaths of Professed members.
- Collaborate with the secretary to maintain and distribute a Member Directory to all Candidates, Professed, and the spiritual assistant twice a year.
- Maintain and distribute a Phone Tree to the council for communicating vital information to fraternity members. Activate the Phone Tree as needed.
- Financial planning according to the Franciscan values.
- Increase vocations to the OFS.
- Participate in Regional-level meetings and projects. This includes attending the Regional Chapter of Ministers held each May.
- Prepare the annual report to be sent to the Regional fraternity after it has been approved by the local council.

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Duties of the Vice-Minister

- Collaborate in a fraternal spirit and support the minister in carrying out his/her specific duties.
- Take the place of the minister in both duties and responsibilities in case of absence or temporary impediment.
- Assume the functions of the minister when the office remains vacant.
- Create a sense of community in the fraternity.


Duties of the Formation Director

- With the help of the other council members, coordinate the formative activities of the fraternity.
- Instruct and enliven the Aspirants during Orientation, Inquirers during the time of Initiation, Candidates during the period of Initial Formation, and – with the spiritual assistant – Professed during Ongoing Formation.
- Provide information to guests about the Franciscans and our way of life, and respond to vocational inquiries received by email, postal mail, and phone.
- Oversee the team of formation instructors.
- On occasion, meet with the team of formation instructors to share tips and discuss ideas and problems.
- On occasion, visit the formation sessions of Aspirants, Inquirers, and Candidates.
- Recruit new formation instructors to lead groups, and possibly lead a group directly.
- Order formation books and supplies, as well as supplies needed for Rite of Admission ceremonies and Profession Masses.
- Keep records of all Aspirants, Inquirers, and Candidates. Upon Profession, transfer Candidates' records to the secretary.
- Along with the council, interview those in formation moving on to the next phase.
- Prior to Profession of Candidates, inform the fraternity council about the suitability of the Candidates for a commitment to live according to the Rule.
- Keep the council, as well as the fraternity as a whole, abreast of the progress of all groups of Aspirants, Inquirers, and Candidates.
- With the spiritual assistant, consider ideas for Ongoing Formation and implement or delegate them to others.

Duties of the Treasurer

- 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.
- Record in the same register the items of expense, specifying the date and the purpose, in conformity with the directions of the fraternity council.
- Render an account of his or her administration to the assembly and to the council of the fraternity according to the norms of the national statutes.
- Prepare the annual treasurer's report to be sent to the Regional fraternity after it has been approved by the local council.
- Send the fraternity's annual Fair Share contribution to the Regional fraternity.

Duties of the Secretary

- Compile the official acts of the fraternity and of the council and to assure that they are sent to their respective proper recipients. This includes taking and maintaining the council meeting minutes.
- Keep records of all Professed.
- 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.
- Each month, photocopy and mail our newsletters via postal mail. (*The non-council role of Newsletter Editor handles distribution via email.*)
- Provide name tags, attendance sheets, and other sign-up forms at monthly fraternity gatherings.
- Collaborate with the minister to maintain and distribute a Member Directory to all Candidates, Professed, and the spiritual assistant twice a year.
- Send out notification of acceptance letters to Candidates seeking Profession, and assist with any other correspondence as requested by the minister. 

Reflections on Leadership

from our *General Constitutions*, Articles 30:1, 31:2

The brothers and sisters are co-responsible for the life of the fraternity to which they belong and for the OFS as the organic union of all fraternities throughout the world. ...

The office of minister or councilor is a fraternal service, a commitment to hold oneself available and responsible in relation to each brother and sister and to the fraternity so that each one will realize his or her own vocation and each fraternity will be a true community, ecclesial and Franciscan, actively present in the Church and in society. 