



Dear Brothers & Sisters

Congratulations to our Newly Professed

It is with great joy that I welcome our newly professed, **Mary Anita, Suzanne, Marion, and RoseAnn**, into our fraternity. Know that our love, prayers and support surround you as you walk in the footsteps of our Father Francis who walked in the footsteps of Jesus.

Fraternity Elections

With a very good possibility of our fraternity being able to have its council elections in September, I write my first From the Minister message. The six council positions are: Minister, Vice Minister, Formation Director, Secretary, Treasurer, Councilor-at-Large. Our first step is to accept nominations for a slate from those interested in running or from fraternity members nominating someone else. I am asking each of you to consider these council positions and contact me if you are feeling called. We would love to have a slate by our next council meeting on July 25th.

A nominated person can be someone who is currently holding that position or someone new. The one position on the council that can only be held for two terms is that of Minister.

I would like each and every one of you to look at this opportunity to be servant leader...to animate and guide our fraternity. It is always better to have more choices to choose from for each office, rather than just one person's name in each position. "I did not come to be served, but to serve," says the Lord. (Mt. 20:28)

At the end of this newsletter, you will find the job responsibilities/description of each council position. Please look and pray over these. Consider yourself or someone you think would fill this position.

Stephanie has left BIG shoes to fill. So I ask you to pray for our Stephanie, our newly professed, the current council and our entire fraternity as we all journey together in our Franciscan charism. Let us continue to be joyful, hopeful, faithful and caring with all we encounter as we work together...not in perfection, but in compassion.

Thank you, my brothers and sisters. Peace always. Sue G. OFS

Our Monthly Gathering

Our monthly gathering will be on **Sunday, July 11, 2021**, in Brother Jerry's side yard. It will begin at **1:00 p.m.** This will our first official monthly gathering as fraternity with formation, liturgy and hospitality. Our Spiritual Assistant, Brother Jerry will lead us in formation and in liturgy.

Profession Anniversaries

Congratulations to **Sister Jackie** who was professed on July 11, 1999.

God's Abundant Blessings be Yours!

And So We Pray ...

PAPAL INTENTIONS FOR JULY

Social friendship

We pray that, in social economic and political situations of conflict, we may be courageous and passionate architects of dialogue and friendship.

LET US PRAY...

For our **Newly Professed – Mary Anita, Suzanne, Marion, RoseAnn** – we pray in gratitude for their vocations as they join us in full fraternity, we pray to the Lord...

For all **professed secular Franciscans** throughout the world, that each day they will bring the Gospel to life and life to the Gospel, we pray to the Lord...

For all **Inquirers and Candidates** throughout the world, that they will be given the support and knowledge they need to discern their vocation, we pray to the Lord,

For our **shut-in fraternity members**, that their health and isolation will be relieved by our prayers, we pray to the Lord...

For **those throughout the world** who have never experienced democracy and freedom, we pray that they will be given those opportunities which we take for granted, we pray to the Lord,

For **all of us** who will celebrate the birth of our democratic nation, that we will remember that its freedoms have been won by hard work and sacrifice, we pray to the Lord,

Common Fund

Please remember the Common Fund donation each month. This is the only source of income for the fraternity. Thank You.

Calendar of Fraternity Gatherings

July 11, 2021	Monthly gathering will be held at 1:00 pm in Brother Jerry's side yard
July 25, 2021	Council meeting, minister's home at 1:00 pm
August 8, 2021	Monthly gathering will be held at 1:00 pm in Brother Jerry's side yard
September 12, 2021	Monthly gathering will be held at 1:00 pm in Brother Jerry's side yard If the region approves, we will have our triennial Elections on this day. It will be important for all professed to attend this meeting

Council Members

Minister	Susan Gribbon, OFS	<i>minister@nwfranciscans.org</i>
Formation Director	Jackie Leo, OFS	<i>formation@nwfranciscans.org</i>
Secretary	Tim Panzica, OFS	<i>secretary@nwfranciscans.org</i>
Treasurer	Kathy Fischer, OFS	<i>treasurer@nwfranciscans.org</i>
Spiritual Assistant	Jerry Stecker, OFS	<i>sa@nwfranciscans.org</i>
Councilor-at-Large	Kay Crnich, OFS	

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

Important Information

While the lists of duties printed below may look daunting, they were written for *all* fraternities of *all* sizes. Ours is small. With the exception of the Minister and the Formation Director, in reality, there is a minimum commitment of time to each of the other four council positions. A commitment to attend the council meeting which currently is every other month and lasts two to three hours.

And in the case of the secretary and treasurer, a commitment to a small amount of time to keep records. In our fraternity, the secretary isn't typing out meeting minutes every day or keeping the files on our hundreds of members. In our fraternity, the treasurer isn't writing out checks every day or depositing huge amounts of money that just keep pouring in to the Common Fund.

We are all familiar with the story about the job that had to be done. Everybody was positive that Somebody would do it. The job never got done because Nobody did it.

Secular Franciscans are not Nobodies.

*I have done what was mine to do, may Christ teach you what is yours.
St. Francis of Assisi*

Council Positions

Our Council consists of the **elected** offices of Minister, Vice Minister, Formation Director, Secretary, and Treasurer, and the **appointed** office of Spiritual Assistant. We will also be electing a Councilor-at-Large who can replace a council member, if it becomes necessary.

General Duties for All Council Positions

As listed in the General Constitutions, Article 50:

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.

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.

Particular to our fraternity

- with the assistance of the other councilors, the minister sets goals for the fraternity, and the entire council works to implement them;
- every council member must sit in on at least one initial formation session with the Candidates to offer encouragement and support, and to better discern the Candidates' vocational progress;
- each November, the spiritual assistant plans and provides to the council the liturgical schedule for the upcoming year, after which the council reviews and approves the schedule. The minister ensures its publication in the fraternity's December or January newsletter.

Minister

As listed in the General Constitutions, Article 51

- Preside at and direct the meetings and all events of the fraternity and council. This includes creating and distributing council meeting agendas, and keeping track of action items.
- Coordinate and preside at all fraternity rites of Welcoming, Admission, Profession and Remembrance; wakes services; and Profession anniversaries. This includes preparing all worship aids and materials (such as Profession or Jubilee certificates) as appropriate.
- Prepare the annual report to be sent to the Regional Fraternity after it has been approved by the local council.
- Participate in Regional-level meetings and projects. This includes attending the Regional Chapters of Ministers held each May, and the Regional Chapter of Elections held every three years in December.

Particular to our fraternity

- Provide leadership and see that each council member fulfills his or her responsibilities.
- Create a sense of community in the fraternity.
- Get all to share in the planning of the fraternity.
- Keep records faithfully and adequately.
- Share all official correspondence with the fraternity council and others as needed.
- Provide monthly newsletters to fraternity members to keep them abreast of events and happenings in the order.
- See to the updating and preservation of the Fraternity Register, noting admissions, professions, deaths, withdrawals, and transfers from the Fraternity.

- Inform the Regional National fraternities of all Professions, and deaths of Professed members.
- Inform the National fraternity when Candidates are admitted so that they can start receiving the *TAU-USA*.
- Collaborate with the secretary to maintain and distribute a Member Directory to all Candidates, Professed, and the spiritual assistant twice a year. We do *not* distribute the Directory to guests, Aspirants, Inquirers or anyone else on our newsletter list.
- Maintain and distribute a Phone Tree to the council for communicating vital information to fraternity members. Activate the Phone Tree as needed. When a new council is elected, one of the first tasks of the minister is to update the Phone Tree with the new council members' assignments.

Vice Minister

As listed in the General Constitutions, Article 52.1

- 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.

Particular to our fraternity

- Create a sense of community in the fraternity.

Formation Director

As listed in the General Constitutions, Article 52.3

- With the help of the other council members, coordinate the formative activities of the fraternity.
- With the spiritual assistant, instruct and enliven the Aspirants during Orientation, Inquirers during the time of Initiation, Candidates during the period of Initial Formation, and Professed during Ongoing Formation.
- Prior to Profession of Candidates, inform the fraternity council about the suitability of the Candidates for a commitment to live according to the Rule.

Particular to our fraternity

- Maintain fraternity library. Bring 3-4 books to our monthly gatherings so that members may borrow them if desired.
- Order formation books and supplies, as well as supplies needed for Rite of Admission ceremonies and Profession Masses.
- Oversee the team of formation instructors
- On occasion, meet with the team of formation instructors to share tips and discuss ideas and problems.
- Recruit new formation instructors to lead groups, and possibly lead a group directly.
- Provide information to priests about the Franciscans and our way of life, and respond to vocational inquiries received by email, postal mail, and phone..
- Keep the council, as well as the fraternity as a whole, abreast of the progress of all groups of Aspirants, Inquirers, and Candidates.
- Upon Profession, asks the newly Professed to complete the *Franciscan Wake & Burial Instructions* form, and give the form to the secretary.

Secretary

As listed in the General Constitutions, Article 52.2

- Compile the official acts of the fraternity and of the council and ensure that they are sent to their respective proper recipients. This includes taking and maintaining the council meeting minutes.
- Keep records of all members, which includes:
 - Letters of intent (Candidacy, Profession)
 - Letters of recommendation from clergy
 - Correspondence between the council and members (for example, copies of letters sent to Candidates notifying them of the Profession acceptance)
 - Transfer forms
 - Official copies of sacramental records
 - *Franciscan Wake and Burial Instruction* forms
- 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.

Particular to our fraternity

- See that the monthly newsletter is posted on the fraternity website: *nwfranciscans.org*
- Provide name tags, attendance sheets, and other sign-up forms at fraternity gatherings.
- Collaborate with the minister to maintain and distribute a Member Directory to all Candidates, Professed, and the spiritual assistant twice a year. We do *not* distribute the Member Directory to guests, Aspirants, Inquirers, or anyone else on our newsletter list.
- Send out notification of acceptance letters to Candidates seeking Profession, and assist with any other correspondence as requested by the minister.

Treasurer

As listed in the General Constitutions, Article 52.4

- 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. This includes bringing collection baskets/containers to fraternity gatherings to collect Common Fund donations.
- 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.

Particular to our fraternity

- Together with the council, approve quarterly donations to be sent to various recipients as funds allow. Because they do no charge us to use their facilities for our gatherings and events, our donation to the Little Sisters of the Poor may *never* be withheld, as we consider it rent. (Pre-COVID).

Councilor-at-Large

The Councilor-at-Large is a person who is a member of the council without all the duties of the specific members of the council. The sole duty of the Councilor-at-Large is to attend the council meetings so that he or she is fully informed of the workings of the council. In a rare circumstance, a nominated Councilor-at-Large could fill a vacated position on the council with full knowledge of current fraternity happenings. Unlike the five members of the council, the Councilor-at-Large does not cast a vote in those situations in which the council must vote. However, the thoughts, suggestions and observations of the Councilor-at-Large are highly valued in general discussions at the council meetings.