

Secular Franciscan Order
Our Lady of the Angels Regional Fraternity

October 26, 2018



Dear Fraternity Minister:

Peace and all good!

With this letter, I **officially convoke the 2018 Chapter** of Our Lady of the Angels Regional Fraternity Council. All local Ministers/delegates and the Regional Executive Council will gather on **Saturday, November 10, 2018, at St. Francis Church Hall, 50 Lodi Street, Hackensack, NJ.**

This year's Chapter gathering is important because, in addition to voting on our budget, we will also vote on the newly revised Regional Guidelines (enclosed). **Please read the Guidelines carefully** and be prepared to ask questions and vote. **It is the serious responsibility of every fraternity minister to be present or to send the fraternity vice minister or a professed delegate to the Chapter meeting in his or her place.** We always welcome observers, both professed and candidates, to experience fraternity at the regional level.

Registration and coffee will be at 9 a.m., and the meeting will begin PROMPTLY at 9:30 a.m. with prayer. Proposed adjournment is at 3:00 p.m.

Please plan to participate again in the **"Winter Apostolate for the Homeless"** sponsored each year by our host fraternity, St. Francis, by bringing **hats, gloves, scarves, white socks and travel-size toiletries** for distribution at the shelter in Hackensack and at the Dwelling Place in New York City. **(Note: Both groups require that all items be new.)**

We look forward to the time we will spend together in fraternity and of course, to accomplishing the important business that will come before the Chapter, including the Regional Budget and the vote on the Guidelines.

To prepare yourself for the business session, please review (and **bring with you**) the enclosed documents:

1. Proposed agenda/schedule of the day (*If you have an item to propose for the agenda, please send it to me by Nov. 3rd.*)
2. Minutes of the 2017 Chapter of Ministers
3. Treasurer's report
4. Proposed 2019 budget
5. Revised Regional Guidelines

Many of you have already told me that you plan to attend. However, **we need the information requested on the enclosed response form** for a complete count including the names of **observers** and of **any delegate** chosen to represent your fraternity. This form should be returned to me via mail or email no later than **November 5th**.

Coffee, breakfast items and snacks will be provided. We ask that you bring a **brown bag lunch**.

I am looking forward to seeing you on November 10th in Hackensack. Please ask the Holy Spirit to guide us in our deliberations.

As always, you are in our prayers, and we wish you peace and blessings,

Diane F. Menditto, OFS
Minister, Our Lady of the Angels Region

Enclosed: 1-Agenda; 2-2017 Chapter Minutes; 3/4-Treasurer's report and proposed 2019 budget;
5-Revised Regional Guidelines **(PLEASE BRING COPIES WITH YOU TO CHAPTER ON NOVEMBER 10TH)**

Directions to St. Francis Hackensack, NJ

50 Lodi Street (enter Church Hall on Holt Street)
Hackensack, NJ 07601
Church phone: 201-343-6243 (Diane's mobile: 201-446-0667)

From GW Bridge (or exiting the Turnpike onto Route 80 West):

Take I-95 to I-80 west local exit 66 Hudson St., Hackensack.
Get off Route 80 at exit 66 (Hudson Street/Hackensack/Little Ferry),
at the end of the ramp continue to the light and turn left onto Hudson Street.
Proceed to the third light and make a left onto Broadway.
Proceed one block and make a left onto Holt Street. You will see the church.
Park on Holt Street.

From I-80 East:

Take the Hudson Street, Hackensack/Little Ferry exit (66).
From the ramp, make a left onto Vreeland Ave. At the light turn left onto Hudson Street. Go
under I-80 and proceed to the fourth light (the light before going under Route 80 counts as #1)
and make a left onto Broadway. Proceed one block and make a left onto Holt Street. You will
see the church. Park on Holt Street.

From Route 17 South:

Exit onto I-80 East in Hasbrouck Heights/Lodi area. Follow the above directions from I-80 East.

From NJ Turnpike:

Stay on the Turnpike past the final toll booth. Take I-80 West LOCAL and follow the GW
Bridge directions.

From Route 46:

Exit at Teterboro Airport, Huyler Street, South Hackensack. Stay on Huyler Street to the
second light. (Huyler Street becomes State Street.) At the second light, turn right onto Lodi
Street. Proceed four blocks on your left to the second church at the corner of Lodi and Holt
Streets.

Mass Transit:

From Port Authority bus terminal

Public Service 165 bus

Get off at Hudson Street and East Broadway in Hackensack
Cross Hudson Street and walk one block in on East Broadway
You will see the church in front of you on the left.
Enter on Holt Street (look for signs announcing the meeting)

PLEASE BRING ALL COPIES IN YOUR PACKET WITH YOU TO THE MEETING

Our Lady of the Angels Regional Fraternity

Agenda: Chapter of Ministers November 10, 2018

St. Francis of Assisi Church

50 Lodi Street, Hackensack, NJ 07601 (enter on Holt Street)

9:00 AM: Registration and coffee

9:30: Opening Prayer—Morning Prayer

9:45: Roll Call—Frances Acosta, OFS, Regional Secretary

Welcome—Diane Menditto, OFS, Regional Minister

10:00: Ongoing Formation—Very Reverend John Gordon, V. F., OFS

Interim Vicar for Pastoral Life and the Coordinator of Evangelization for the Archdiocese of Newark

“For Such a Time as This: How Our Franciscan Vocation is Needed Today”

11-11:15: break

11:15: Approval of Minutes of Chapter 2017

Reports

- State of the Region—Diane Menditto, OFS
- Spiritual Assistant’s remarks—Fr. Frank McHugh, OFM & Bro. Lombardo D’Auria, OFM Cap.
- Treasurer’s Report—Debbie Wickham, OFS
- Formation Report—Ed Wojciechowski, OFS
- JPIC Report—Chris Leone, OFS
- Questions and approval of updated Regional Guidelines

11:45: Break (Prepare for Mass)

12:00: Mass—Celebrant and Homilist—Fr. Frank McHugh, OFM

12:45-1:30: Lunch

1:30: Remaining business

- 2019 Budget Review and Approval

2:00-2:45: New Business

Open Forum—Local Fraternity Needs and challenges

Closing Prayer—Brother Lombardo

3:00: Adjournment

RESPONSE FORM: Please return via mail or e-mail by November 5th.

Fraternity _____

Location _____

Minister's name _____ (I plan to attend: yes ___ no ___)

Spiritual Assistant's name _____ (Attending yes ___ no ___)

If **no**, please indicate the name of the person who will attend in your place.

Vice Minister _____ (no letter required)

OR

Other **Professed member** to serve as delegate _____

(Requires a letter from you indicating that he or she is your delegate.)

Observers are welcome but have no vote – list names below

Please Return to:

Diane Menditto, OFS
160 Overlook Avenue 16F
Hackensack, NJ 07601

Or via email
dianefmdfm@aol.com

Our Lady of the Angels Regional Fraternity

Treasurer's Report

For the Period October 1 through October 30, 2018

	Beginning Balance	Deposits	Disbursements /Withdrawals	Ending Balance		
Cash Balance						
Checking Account	\$ 3,701.43	\$ 5,182.00	\$ 4,562.65	\$ 4,320.78		
Interest						
Misc. Income						
Cash held on behalf of the						
N. Jersey Cluster	\$ 151.92			\$ (151.92)		
Available Regional balance 9/30/2018				\$ 4,168.86		
		Transfers	Interest Earned			
Savings Account	\$ 22,084.38	\$ (5,000.00)		\$ 17,084.38		

Income Statement:		Opening Balance	October	Closing Balance		Budget
Income:						
#1110	Per Capita Income	\$ 35,697.00		\$ 35,697.00		\$ 36,900.00
#1160	Chapter Income			\$ -		
#1170	Misc. Income	\$ 50.00		\$ 50.00		
	Venezuela Contributions	\$ 850.00		\$ 850.00		
#1180	Retreat Deposit/Fees	\$ 10,650.00		\$ 10,650.00		
	Total Income	\$ 47,247.00		\$ 47,247.00		\$ 36,900.00
Expenses:				\$ -		
#2110	Per Capita Exp. NAFRA	\$ 13,770.00		\$ 13,770.00		\$ 13,940.00
#2120	Spiritual Assistants	\$ 2,500.00		\$ 2,500.00		\$ 5,000.00
#2130	Regional Minister	\$ 402.34	\$ (195.24)	\$ 207.10		\$ 400.00
#2140	Regional Council	\$ 935.83	\$ 94.29	\$ 1,030.12		\$ 1,000.00
#2150	Office Operating Exp.	\$ 226.72		\$ 226.72		\$ 210.00
#2170	Meeting Place/Storage Space			\$ -		\$ 300.00
#2180	Newsletter	\$ 3,180.00	\$ 2,955.00	\$ 6,135.00		\$ 5,000.00
#2190	Retreat	\$ 13,411.85		\$ 13,411.85		\$ 1,500.00
#2200	Unity Day/Convivenza	\$ 664.80		\$ 664.80		\$ 1,000.00
#2210	JPIC Committee			\$ -		\$ 500.00
#2220	National Visitation/Election			\$ -		\$ 500.00
#2230	YOUFRA			\$ -		\$ 100.00
#2300	Formation	\$ 280.64	\$ 58.80	\$ 339.44		\$ 1,000.00
#2400	Vocations/Retired Friars	\$ 111.21	\$ 49.34	\$ 160.55		\$ 400.00
#2600	Miscellaneous Expense			\$ -		\$ 200.00
#2800	Contributions	\$ 700.00		\$ 700.00		\$ 600.00
#2900	Travel	\$ 1,052.80	\$ 1,650.46	\$ 2,703.26		\$ 2,450.00
#3000	Savings	\$ 10,000.00		\$ 10,000.00		\$ 2,800.00
	N. Jersey Cluster					
	Total Expenses	\$ 47,236.19	\$ 4,612.65	\$ 51,848.84		\$ 36,900.00

Our Lady of the Angels Regional Fraternity

Chapter of Ministers Meeting and Regional Executive Council Election

MINUTES

St. Francis of Assisi Church
Hackensack, NJ
November 11, 2017

REC MEMBERS ATTENDING: Fr. Frank McHugh, OFM, Spiritual Assistant; Diane Menditto, OFS, Minister; Nancy Conroy, OFS, Vice-Minister; Kate Asselin, OFS, Secretary; Ed Wojciechowski, OFS, Formation Director; Richard Spana, OFS, Treasurer; Ron Pihokker, OFS, Councilor, North Jersey Cluster; Mary Frances Reavey, OFS, Councilor, Central Jersey Cluster; Sheila Tuohy, OFS, Councilor, Westchester Cluster; Pat Clayton, OFS, Councilor, Manhattan Cluster; Chris Leone, OFS, JPIC Coordinator.
Excused: Bro. Doug Soik, OFM Cap., Spiritual Assistant
National Presider: Joan Geiger, OFS, National Councilor,
Friar Witness: Fr. Frank McHugh, OFM, Spiritual Assistant

- **Morning Prayer** [Ed Wojciechowski]
The Chapter opened with a service in prayer and song, led by Ed.
- **Roll Call** [Kate Asselin]
The Secretary read the roll of all fraternities in Our Lady of the Angels Region. A total of 26 fraternities were represented at the meeting with four fraternities excused.
- **Welcome Regional Minister** [Diane Menditto]
Diane welcomed all present and reviewed the agenda for the day. She introduced National Councilor Joan Geiger, presider and thanked Fr. Frank McHugh, OFM, Region Spiritual Assistant, who agreed to serve as the friar witness for this meeting. She expressed appreciation for the continuing hospitality provided by St. Bonaventure Church, where the REC regularly meets. Diane also recognized the members of the Regional Executive Council and thanked everyone for their service, with special appreciation to outgoing members Nancy, Kate, Rick, Pat, Mary Frances and Sheila. She asked that we keep Bro. Doug Soik, OFM cap. in prayer.
- **Presider's Remarks** [Joan Geiger]
Joan introduced herself and mentioned that she resides in the nearby Tau Cross Region. She was complimentary about our Region, with which she is familiar, having attended the NAFRA Chapter and Election held in New Jersey last year, where she was elected National Councilor.

In regard to our election, she noted that there are some Council positions without nominees, and called on the assembled ministers to consider how each one of us might serve. She referred to the "Jesus called" prayer and acknowledged that we may feel that we are lacking or not ready. But Jesus doesn't call the ready—he calls the *willing*. Joan encouraged everyone to listen to the Holy Spirit and "be not afraid" to accept a nomination, just be willing to serve.

In conclusion, Joan expressed gratitude to all members of the outgoing Regional Executive Council.

- **2016 Chapter Minutes** [Kate Asselin]

The minutes from the 2016 Chapter of Ministers' meeting were distributed prior to the meeting and reviewed by the membership. There was no discussion and no corrections. Hugo Bader made a motion to accept the minutes, Richard Spana seconded the motion, and the minutes of the 2016 Chapter of Ministers Meeting were accepted as presented.

- **Minister's Report** [Diane Menditto]

- Region Visitation Diane referenced the report from the National Visitation last year, which was also distributed to the ministers prior to this Chapter Meeting. She commented on the various suggestions and commendations.

- Region Update:

- The number of fraternities are decreasing: two fraternities were deactivated this year, reducing the total to 30.
- The membership is growing! In formation we have more than 53 candidates; 20 individuals in Orientation; and 52 Inquirers. (*Figures are as of December 2016; these have undoubtedly increased in the last 10+ months.*)
- Twelve of our professed brothers and sisters have died since the last Chapter meeting.
- We are multilingual! 72% of us speak English; 22% Korean; 2% Spanish; 3% Polish; and 1% Italian.
- Spiritual Assistants serve 27 of our fraternities; there are three in need of an SA.
- Our Region gave \$13,532 to NAFRA with 100% of fraternities contributing their 'fair share' !

- Fraternity Life

The hallmarks of healthy fraternity at all levels are: *communication, collaboration, community and outreach*. These are animated and nourished by initial and ongoing formation and prayer life in the fraternity.

- Visitations and Elections

Over the past three-year term, Council members have conducted 33 fraternity visitations and 29 elections! In the year ahead, there will be 8 visitations and 15 elections. Please note that the Council is willing to meet with fraternity councils or formation teams as needed, regardless of the visitation schedule.

Special thanks to the Cluster Councilors, who have been stepping up to help the fraternities. *Ministers, please check the Region Directory for your fraternity election and visitation due dates.*

- Programs

In the past three years, the REC has sponsored three special formation sessions held in the Clusters, as well as the annual Convivenza and Regional Retreat; all programs have been very well attended.

At Convivenza, held in Manhattan, we were honored to learn about the Dwelling Place that ministers to homeless women. Special thanks to Dolores Jules, who makes our Franciscan "save the date" cards for these larger gatherings.

Kudos to Vice Minister Nancy for coordinating an outstanding Retreat and building a robust Retreat Team! We are thankful that Nancy has agreed to continue as retreat coordinator

(until she can put herself out of a job)! *All fraternity members interested in helping with retreat programs, music or anything else are invited to step up!*

- Communications

The *Troubadour* is our outstanding regional newsletter, produced four times each year (2 print issues and 2 online versions). Kudos to Editor Anna Geraci, who singlehandedly manages our publications, as well as the critically important Region database. Everyone is encouraged to submit articles (deadline is the 15th of each month).

Ministers are also encouraged to share fraternity news and events through "E-vents," emailed at the beginning of each month. Keep in mind that your fraternity is not only the local fraternity! Share news and go to other Region events. Get to know your brothers and sisters!

Our presence on the Web is growing: the Region site has logged 25,258 visits and Facebook has 8,410 and counting! Special thanks goes to Peggy Ledger for running the Region List Serve!

Diane reminded ministers to please reply to requests from the Region in a timely fashion and added that comments are always welcome! Thank you to those who have sent copies of their fraternity newsletters; *keep 'em coming!*

- National Fraternity Update

In October, Diane attended National Chapter at Mt. St. Francis in Indiana. She was proud to use OLA Region as a positive example of reviving fraternities; successful vocations outreach; celebrating the diversity of language and culture; developing formation programs at the Cluster level.

Diane continues to serve on the national Formation Commission and National Vocations Committee, and has represented the Region at all National meetings and workshops. Regional Formation Director Ed Wojciechowski attended the National Formation Workshop in August and JPIC Coordinator, Chris Leone attended the National JPIC Workshop in July. And Candidate Kelly Moltzen was invited to attend the Youth brainstorming gathering, also held in July.

Diane and National Minister Jan Parker were invited to speak at the annual Korean Congress held in Huntington, Long Island. Some 200 Korean fraternities from both North and South America, including our own Korean Martyrs Fraternity and St. Louis Fraternity, were represented.

Diane was also honored to speak at the Provincial Chapter of Stigmata Province, where she took the opportunity to promote the OFS cause.

- Outreach

The Committee to reach out to retired and infirm friars is up and running! We thank the three coordinators, Pat Franz, Maddie Romaine, and Jody Pihokker. The friars really appreciate the greeting cards, which many fraternity members helped write. Special thanks to Peggy Ledger, who has been stitching needlepoint bookmarks for the friars!

This year, OLA Region contributed \$7,125 to Gulf States Flood appeal. Thanks to everyone for your generosity and prayers for brothers and sisters in this devastated area!

- **Goals**

The Region has met a number of important goals established at the beginning of the last term, including sponsoring initial formation programs at the Cluster level; appointing a new Region JPIC Coordinator; and launching an outreach effort to retired friars.

We are pleased to report that *all* required fraternity elections and visitations have been completed!

Communication in our Region is multi-channel, robust and effective! As a result, fraternity activity, member participation and new vocations are growing!

Thanks to each and every minister who have submitted the annual Minister's Reports and to every fraternity for contributing its *fair share*, which has enabled the Region to meet its obligations to all of you and to the Order.

Future goals include a focus on vocations (National is building a vocation 'tool box' to share); expansion of Cluster Workshops; a JPIC 'Roadshow' fraternity tour; and revised Region Governance Guidelines and 'How to' Handbook.

Your ideas, questions and sharing are always welcome! Please pray that the Holy Spirit will guide the Region Council.

- **Spiritual Assistant's Remarks** [Fr. Frank McHugh]

Fr. Frank told the inspiring story of St. Martin of Tours, with whom he shares a given name and whose feast day is celebrated November 11th. St. Martin (Died: 397) is a patron of the poor, and conscientious objectors, among others. He is considered an extraordinary evangelist; through the ages many converts have been inspired by him. Fr. Frank encouraged us to rejoice in the goodness of God; strive for nothing more or less than to live our joy and share it with others.

- **Formation Report** [Ed Wojciechowski]

Ed expressed appreciation to all the fraternities he has visited and thanked the ministers for their confidence and cooperation. He spoke about the new Cluster-level and Retreat initial formation sessions; all been well attended and received. Good formation makes good Franciscans! Good formation is vital for the future of our Order. Ongoing formation is also very important and should be a part of every fraternity gathering.

Ed also attended the NAFRA-sponsored Formation Workshop; collaboration among regional formation directors is growing, and this will benefit everyone. For the future, Ed plans to continue to reach out to the fraternities and to work on improving computer communication, including YouTube taping of events to share. Ed closed with thanks to the Council and for the opportunity to serve the Region as Formation Director.

- **Treasurer's Report** [Richard Spana]

- **Report:** Rick reviewed the Treasurer's Report as of October 31, which the ministers had received in advance. Region bank balances were reported as follows: checking \$3,072; savings: \$17,078. Rick explained income and expenses as shown on this Report. John Trause made a motion to accept the Report; which Sheila Touhy seconded and the October 31 Treasurer's Report was accepted as presented.

- **Fair Share:** Rick expressed gratitude to all fraternities for contributing their 'fair share'. There has been 100% participation for the past two years! With all fraternities contributing

what they can, we are better able to help those in need and serve the whole Region and the Order.

- **Ongoing Formation** [Chris Leone]

Region JPIC Coordinator, Chris Leone, led ongoing formation using a power point on the "Two Feet of Love in Action". [Click link to see all USCCB resources and video:

<http://www.usccb.org/beliefs-and-teachings/what-we-believe/catholic-social-teaching/two-feet-of-love-in-action.cfm>]

We begin with prayer, but prayer should lead us into action. Prayer that does not lead us to action is prayer unfulfilled. The idea that 'God is Love' should move us to love our neighbors in whom God dwells. What should this action look like? We can think of this as 'two feet' and both are needed to move the 'body of Christ,' that is, to put love in action:

Social Justice: seeking the root causes of problems, changing the social structure, action taken to address injustice. One example is action to neutralize economic disadvantage so that *a//*families, regardless of income, can send their children to pre-school. This might involve supporting an increase in the minimum wage or increasing funding for pre-school education. The Catholic Church supports this kind of action for social justice.

Charity: meeting immediate needs of our brothers and sisters, as we are all familiar with from Scripture. Feeding the hungry, clothing the naked, healing the sick and visiting those in prison are examples for all ages. Contemporary actions might include: outreach to migrants and immigrants; stocking food pantries or staffing emergency "help lines" for troubled people in desperate need of someone to talk to.

No doubt as Franciscans living in fraternity, we all exercise our "charitable foot;" we are all involved in this kind of 'love in action': helping others, in direct ways, and that is good! But what about the 'other foot'? Action for social justice tends to be our "weaker foot" and we need to focus on strengthening it, because changing the system is always more challenging. The message is that both 'feet' are needed for the love of God to be fulfilled in us and for the transformation of the world.

After the formation presentation and some sharing, Chris spoke about JPIC plans for the future, which include developing a JPIC "Roadshow" that will 'tour' the fraternities. A Committee of ten members, representing every Cluster, will be contacting fraternities about this in the year ahead. Chris closed the presentation with a prayer.

- **Proposed 2018 Budget** [Richard Spana]

Rick reviewed the proposed budget for 2018, which was provided to all ministers in advance. The budget is based on the fair share contributed from 30 fraternities with 820 professed members (active and excused), plus candidates. To adequately fund the 2018 budget, it will be necessary to increase the fair share to \$45 per capita. There are two major reasons for this increase: first, increased travel costs and second, savings requirements. A substantial increase in the travel budget was needed because National is asking Council members to attend more meetings and workshops. Secondly, to ensure financial security, the Region has been advised to maintain a minimum of one year's funding in savings. The 2018 budget was increased to ensure that we will not need to borrow from savings and can maintain this account as required.

After the review, Rick invited questions and there was some discussion. John Trause and others shared ways fraternities can raise money to meet their fair share obligation.

Sheila Touhy made a motion to accept the proposed 2018 Budget, which Barbara Lyne seconded. The ministers voted and passed the 2018 Budget unanimously.

- **REC Election** [Joan Geiger]

National Executive Council member Joan Geiger presided over the election, conducted according to established form. The official recorders were Region members Joe Wickham, OFS; Lucy Stamilla, OFS; and Laura Buda, OFS. There were 34 ministers or delegates and Executive Council members present and confirmed for voting. The number of votes required for election was initially 18. Results are shown in the table below.

REC Position	Nominations	Votes	Elected	Notes
Minister	Diane Menditto	34	Diane Menditto	
Vice Minister	Richard Spana	34	Richard Spana	
Secretary	Frances Acosta	19	Frances Acosta	F. Acosta became voting member; 19 votes now required for election
	Ron Pihokker	8		
	Chris Leone	7		
Treasurer	Debbie Wickham	19	Debbie Wickham	D. Wickham became voting member; total voting members now 36
	Chris Leone	16		
Formation Director	Ed Wojciechowski	36	Ed Wojciechowski	
Councilor: North Jersey	Ron Pihokker	24	Ron Pihokker	
	Chris Leone	12		
Councilor: Central Jersey	Chris Leone	20	Chris Leone	M.F. Reavey nominated for 3 rd term; required 24 votes for election
	Mary Frances Reavey	16		
Councilor: Manhattan	Barbara Lyne	36	Barbara Lyne	
Councilor: Westchester	Everlyn Pacheco-York	23	Everlyn Pacheco-York	
	Mary Frances Reavey	13		

Joan gathered the newly elected members of the Regional Executive Council together at the front of the room. Minister Diane Menditto read the Apostle's Creed. The new Council members read the acceptance statement together. All of the assembled ministers came forward to congratulate the new Council members.

- **Closing Prayer** Joan concluded the meeting with a prayer and singing of "The Servant Song."
- **Adjournment** The Chapter of Ministers meeting concluded at 3:55pm with thanks to the ministers and all in attendance.

Faithfully Submitted
Kate Asselin OFS, Secretary
January 3, 2018

OUR LADY OF THE ANGELS REGIONAL FRATERNITY

SECULAR FRANCISCAN ORDER – USA

ORDO FRANCISCANUS SAECULARIS



REGIONAL FRATERNITY GOVERNANCE GUIDELINES

2018

TABLE of CONTENTS

Page

Mission Statement.....	3
Chapter One - The Regional Fraternity.....	4
Chapter Two – The Regional Fraternity Council.....	5
Chapter Three – The Regional Executive Council.....	6
Chapter Four– The Regional Offices.....	8
Chapter Five– Relations with the National Fraternity.....	10
Chapter Six – Local Fraternities.....	11
Chapter Seven – Finances.....	12
Chapter Eight – Regional Elections.....	13
Chapter Nine – Interpretation of the Guidelines.....	14

MISSION STATEMENT

Our Lady of the Angels Regional Fraternity is a union of the Secular Franciscan fraternities, reflecting a rich diversity of ethnic heritage, located in Northern and Central New Jersey and Staten Island, Manhattan, and Southern Westchester in the state of New York.

We seek to build a community among fraternity members, along with the entire Franciscan family, in our home and work situations, in our service to the Roman Catholic Church, and in the public arena. We strive to promote a life of prayer and simplicity, peace and justice, and respect for all creation. Members pledge themselves, “through their baptism and profession to proclaim the ‘good news’ by their life and words,” going from “gospel to life and life to gospel.”

Our Lady of the Angels Regional Fraternity of the Secular Franciscan Order – USA follows the Rule of St. Francis of Assisi as approved by the Roman Catholic Church, the General Constitutions, the International Statutes (henceforth called “OFS governing documents”), the Ritual and the Code of Canon Law. We are brothers and sisters of penance, working as a force for the good of the Church and the human community.

These Regional Fraternity Guidelines, which may be amended from time to time by a simple majority vote of all the members of the Regional Fraternity Council, function in conformity with the OFS governing documents and apply to the Local Fraternities as well as the Regional Fraternity unless otherwise stated. These Guidelines are subordinate to the OFS governing documents.

With the help of **Our Lady of the Angels**, our titular patroness, we promote our member fraternities by providing direction and resources for their understanding of our Rule, our Constitutions, our National Statutes, and our Regional Guidelines.

CHAPTER ONE
THE REGIONAL FRATERNITY

- 1) The Regional Fraternity of **Our Lady of the Angels** is an organic union of all the local Fraternities officially established by the National Fraternity Council in the geographical area of Northern and Central New Jersey and Staten Island, Manhattan, and Southern Westchester in the state of New York.

- 2) The Regional Fraternity shall have a Regional Fraternity Council made up of a Regional Executive Council and ministers or authorized delegates of the canonically established local fraternities of the Region.

- 3) The Regional Fraternity shall have a Regional Executive Council made up of its officers and the Regional Spiritual Assistants.

- 4) The Regional Fraternity of **Our Lady of the Angels** may recommend the establishment of new local Fraternities (to sponsoring Friar Provinces), according to the provisions of the General Constitutions and the General National Statutes.

CHAPTER TWO
THE REGIONAL FRATERNITY COUNCIL

- 5) The Regional Fraternity is governed by the Regional Fraternity Council. The Regional Fraternity Council has legislative, deliberative, and elective powers.
 - a) The Regional Fraternity Council is composed of the Regional Executive Council and ministers or authorized delegates from each local Fraternity and the Conference of Regional Spiritual Assistants;
 - b) The Regional Fraternity Council shall meet at least once a year to promote the life of the Regional Fraternity and the local Fraternities;
 - c) The Regional Fraternity Council recommends and approves policies to be implemented by the Regional Executive Council.
- 6) Fifty percent plus one of the membership of the Regional Fraternity Council constitutes a quorum for conducting official business at any meeting.
- 7) The common fund of the Regional Fraternity is supported financially by its canonically established local Fraternities. The Regional Fraternity Council shall determine the annual contribution made from the common fund of each local Fraternity for each of those professed members as delineated in Chapter 7, Article 31 of the present guidelines.

CHAPTER THREE

THE REGIONAL EXECUTIVE COUNCIL (REC)

- 8) The Regional Fraternity is animated and guided by the Regional Executive Council. The Regional Executive Council (REC) is composed of a duly elected Minister, Vice-Minister, Secretary, Treasurer, Formation Director, and four Cluster Councilors, representing Manhattan, Northern New Jersey, Central New Jersey and Staten Island, and Westchester. The Regional Spiritual Assistant/s, Justice, Peace and the Integrity of Creation (JPIC) and YouFra animators are non-voting members.

- 9) Among the responsibilities of the REC are the following:
 - a) Animate and guide the Regional Fraternity;

 - b) Promote knowledge of the Franciscan way of life and commitment to it;

 - c) Foster cooperation, proper functioning, and communion among the Local Fraternities and with other branches of the Franciscan family within the Region;

 - d) Represent properly and respectfully the multiplicity of interests and aspirations of our culturally diverse local Fraternities in accordance with the Franciscan vocation;

 - e) Recommend the formation program for the instruction of Inquirers and Candidates in the Local Fraternities;

 - f) Provide a forum for discussion of common problems and goals;

- g) Assist in the resolution of difficulties within the Local Fraternities in a spirit of reconciliation, when requested to do so or when it becomes clear that intervention is necessary;
 - h) Represent the Secular Franciscan Order in the public forum and in contacts with other church or civil organizations, and promoting mutual relationships with such other organizations when appropriate;
 - i) Convene an Annual Meeting and prepare the agenda;
 - j) Implement the decisions of the Regional Fraternity Council;
 - k) Administer the financial affairs of the Region;
 - l) Prepare an annual budget for presentation to the Regional Fraternity Council at the Annual Meeting;
 - m) Conduct the Chapter of Elections for the Local Fraternities;
 - n) Schedule regular Fraternal and Pastoral Visits to Local Fraternities in accordance with the provisions of general and particular laws; and
 - o) Schedule an audit of the Regional Fraternity's financial status to be conducted by two competent professed members, selected by the REC, who are not currently on the REC, prior to the expiration of the REC's term of office and the Chapter of Ministers.
- 10) The REC meets monthly (except in August), at a time and place determined by the Regional Minister, in consultation with other members of the REC. Notice shall be given, in writing,

by the Regional Minister, at least one month prior to the meeting. When not in session, the REC may conduct business electronically or by conference call provided that any decisions and/or determinations made in this way are reviewed and ratified at the next regular meeting of the REC. Special meetings of the REC may be called at the request of the Regional Minister or at the written request of two or more members of the REC.

CHAPTER FOUR

THE REGIONAL OFFICERS

- 11) The Regional Minister is the chief executive officer of the Regional Fraternity.
 - a) The Regional Minister shall carry out the duties of his/her Office as determined by the provisions of the general and particular law.
 - b) In addition to the duties prescribed by the General Constitutions of the Secular Franciscan Order, the Regional Minister shall preside at the meetings of the Regional Executive Council and the Regional Fraternity Council. The Regional Minister is the spokesperson for the Regional Fraternity in all contacts with other church and civil organizations as well as with the general public.

- 12) In addition to the duties assigned by general and particular law, the Regional Vice Minister performs such duties as delegated by the Regional Minister.

- 13) The Regional Secretary distributes, maintains and preserves the minutes of both the Regional Executive Council and Regional Fraternity Council; preserves the important documents and correspondence of the Regional Fraternity; assists the Regional Minister in sending out announcements of forthcoming meetings of the REC; and performs such other duties as the REC requests.

- 14) The Regional Treasurer keeps accounts of all money and has the oversight of the property of the Regional Fraternity, unless otherwise determined by the Regional Executive Council. The Treasurer deposits all funds of the Regional Fraternity in such bank accounts as the REC designates and in the name of the Regional Fraternity.
- 15) The Regional Treasurer shall prepare financial reports for each regular meeting of the REC and Regional Fraternity Council.
- 16) The Regional Treasurer disburses funds, by check or debit card, as the business of the Regional Fraternity may require or on the order of the REC. All checks over \$500.00 require two signatures. Purchases over \$500 made by debit card require the prior approval of at least two signatories.
- 17) An audit of the Regional Fraternity's financial status shall be conducted by at least two competent professed members, selected by the REC, who are not currently on the REC, prior to the expiration of the REC's term of office and the Chapter of Ministers.
- 18) The Regional Formation Director shall coordinate the formative activities according to the procedures outlined in the General Constitutions and other appropriate directives from the International and National levels.
- 19) The Regional Councilors shall participate in deliberations of the REC and shall carry out such other duties as assigned by the Regional Minister or the Council. Councilors who represent either New York or New Jersey shall also coordinate their area meetings and assist with visitations and elections as requested.

CHAPTER FIVE

RELATIONS WITH THE NATIONAL FRATERNITY COUNCIL

- 20) Once every three years, the Regional Minister and Executive Council shall invite the National Minister to make a Fraternal Visit to the Regional Fraternity and shall request a Pastoral Visit from the National Conference of Spiritual Assistants.

- 21) The Regional Minister is a member of the National Fraternity Council and is to attend its meetings. If he/she is impeded from attending the annual meeting of the National Fraternity Council, he/she shall be represented by the Regional Vice Minister or, if the Regional Vice Minister is unavailable, by another elected member of the Regional Executive Council or a duly authorized delegate of the Regional Minister.

- 22) The common fund of the Regional Fraternity shall reimburse the travel expenses of the Regional Executive Council when on official business.

- 23) The Regional Fraternity contributes annually to the common fund of the National Fraternity as established by the National Fraternity Council.

CHAPTER SIX

LOCAL FRATERNITIES

- 24) An active Professed member has made an act of profession as defined in the Rule and the General Constitutions of the Secular Franciscan Order. An active member is:
- a) One who participates both by attending fraternity meetings and by providing financial support to the fraternity according to his/her means;
 - b) One who has been excused from attending fraternity meetings, either on a temporary or permanent basis, but does provide financial support to the fraternity;
 - c) One who neither attends meetings nor supports the fraternity financially, but whom the fraternity has excused from such obligations.
- 25) An Excused member is excused from the obligation to attend regular fraternity meetings due to age, infirmity or other reasonable cause as determined by the fraternity council. Excused members are still obliged to fulfill the other responsibilities of profession. The fraternity and the excused member are mutually obliged to remain in contact with one another. The fraternity council may additionally excuse a member from the responsibility of financial support to the common fund.
- 26) The fraternal transfer, withdrawal, suspension, or dismissal from a fraternity are done according to the General Constitutions, Articles 55 to 60. Professed members who do not attend meetings, nor support the fraternity financially for a period of a year, and who, after personal invitations to return to the fraternity, reject or ignore the invitation, will be termed 'lapsed' and will not be counted for the financial contribution to the Regional Fraternity.

Normally, after lapsed status for one year, action by the fraternity council should be taken according to the General Constitutions.

- 27) Candidates will be counted as active members for the purposes of inclusion in the financial contribution (Fair Share) calculation of the fraternity.
- 28) When a fraternity is deactivated/suppressed, its records shall be distributed in accordance with the General Constitutions, Article 48, Paragraph 1 and the Conference of the National Spiritual Assistants Guidelines.

CHAPTER SEVEN

FINANCES

- 29) It is the Treasurer's responsibility, at the local and regional level, to keep records in accordance with general accounting principles. A cash journal check register and expense ledger by individual expense accounts should be maintained.
- 30) A tentative budget will be prepared by the Regional Treasurer and presented to the Regional Executive Council who approves it. When approved it is then submitted to the Regional Fraternity Council at its annual meeting for amendment or adjustment and is then ratified by vote of the Regional Fraternity Council.
- 31) The amount of a fraternity's contribution is determined by its number of professed members and candidates on a per capita basis as of December 31st of the prior year. The per capita donation is determined by dividing the regional budget by the number of professed and candidates in the region. The fraternity donation is determined by multiplying the per capita donation by the number of professed and candidates in the individual fraternity. The fraternity's contribution is made from the Fraternity's Common Fund.

CHAPTER EIGHT

REGIONAL ELECTIONS

- 32) The Regional Fraternity Council meets for the purpose of elections once every three years as the Chapter of Elections. The Regional Fraternity Council shall determine nomination procedures in accordance with the provisions of general and particular law.
- 33) All members of the Regional Fraternity Council, with the exception of the Spiritual Assistant(s) have active voice and may vote.
- a) In the event a Local Fraternity Minister is impeded from attending the Chapter of Elections, a duly authorized delegate may participate in the election process. Such delegate must present written authorization to represent the local fraternity.
 - b) No Local Fraternity Minister may cast more than a single vote on any issue or any office.
 - c) An individual voter may cast only one vote. Should an individual hold multiple offices each entitled to a vote, they may cast only one vote.
- 34) Regional elected officers shall consist of a Minister, Vice Minister, Secretary, Treasurer, Formation Director, plus four (4) Councilors. Any candidate for office at the regional or local level must be professed at least three years and have been a member of their fraternity for three years. For the office of Minister, Vice Minister and Formation Director, this is absolute. For the other council officers this can be waived at the discretion of the presider. They shall be installed and take office at the conclusion of the Chapter of Elections.
- 35) Elections shall be governed by the norms of Canon Law, the General Constitutions, the National Statutes and the present guidelines.
- 36) The convocation of the Regional Fraternity Council for the purpose of elections shall be governed by the provisions of Article 76 of the General Constitutions.

- 37) Office vacancy, resignation, and dismissal shall be governed by the General Constitutions, Articles 81 to 84.

CHAPTER NINE
INTERPRETATION OF THE GUIDELINES

- 38) Interpretation of these Guidelines shall follow the rules of Canon Law, civil law where applicable, and may have recourse to Robert's Rules of Order regarding procedural matters, with the understanding that in the event of any dispute the most cogent resource is prayerful consideration of our Father and Founder St. Francis, that most courteous and peace-loving man. Collaborative decision making is the preferred method.
- 39) The Regional Guidelines may be amended as the need arises by an absolute majority vote of the full Regional Fraternity Council.

Date: November 10, 2018

Submitted by the Regional Executive Council of Our Lady of the Angels Regional Fraternity