

**2014–2017 REGIONAL  
EXECUTIVE COUNCIL**

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# SECULAR FRANCISCAN ORDER

## OUR LADY OF THE ANGELS REGIONAL FRATERNITY

April 1, 2017

Dear Fraternity Ministers:

Peace and all good!

Every three years it is the responsibility of the Regional Minister to announce the **Regional Chapter of Elections** (see GC article 51.2a). Our elective chapter will be held on November 11, 2017.

The nominating procedure is lengthy so we must begin the process now. The Regional Executive Council has appointed **Pat Spana, OFS, to chair** the Nominating Committee. Pat has prepared the **enclosed packet** to request nominations from every fraternity. We thank Pat for the work already accomplished and for the work yet to come.

We are counting on your **prayer and collaboration** to help your members discern if they will be able to serve our region. Our **2017 election is particularly important** since three members of the present Council must retire after having served three consecutive terms. The offices affected are Secretary, Treasurer and Westchester Councilor. Of course, we are hoping that many of our members will choose to accept nominations for any and all offices!

In the packet you will find descriptions of the **duties of the officers from the General Constitutions** and our Regional Guidelines. However, I also want to share with you some of the **outstanding servant leadership characteristics** demonstrated by our present council members.

Please **keep these in mind** as you consider possible candidates.

- **Trust** in the Holy Spirit
- **Excellent Franciscan formation** and eagerness to deepen their **commitment** to our Order
- Deep awareness of **what they promised at Profession**
- **Positive attitude**
- **Readiness to move the Region forward**—without promoting a personal agenda
- Willingness to **make the time to attend monthly meetings** of the Regional Executive Council (usually held in Paterson, NJ on the second Saturday of the month)
- Willingness to **collaborate** with their brothers and sisters
- Willingness to **LISTEN** to one another
- **Fulfillment of the responsibilities** for which they were elected and **creativity** with new ideas
- **Excellent communication skills**
- Ability to use **digital communications**—we communicate **OFTEN** by e-mail
- Have the means to **provide their own transportation** to REC meetings
- Willingness to **assist with elections and visitations**
- Willingness to **attend other Regional gatherings**, workshops and the Regional Retreat
- **Experience in serving the Order** because they have **held office on the local level**

Please pray that the Holy Spirit will inspire everyone one in our Region to nominate and or be nominated. Let's get another great team together to serve our Region!

Blessings,

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



## Secular Franciscan Order

### Our Lady of the Angels Regional Fraternity

April 1, 2017

Dear Ministers,

- May the Lord give you peace! Please circulate this information among the members of your Fraternities and publish it in your Fraternity Newsletters.
- The Chapter of Elections for Our Lady of the Angels Region is scheduled for November 11, 2017 at St. Francis Church, 50 Lodi Street, Hackensack, N.J.
- All professed members of the Fraternities within Our Lady of the Angels Region are eligible to nominate someone for election to serve on the Regional Executive Council.

#### **TIMELINE:**

April 1, 2017	Notice of Election published; Call for Nominations
May 30, 2017	Absolute deadline for submitting nominations
June	Nominating Committee contacts Nominees, advises them of their nomination, and provides forms for return by August 1 <sup>st</sup>
August 1, 2017	Deadline for return of nomination acceptance forms from nominees
September 9, 2017	List of nominees and resumés to Region Executive Council
September 25, 2017	Resumés of nominees sent to voting members of the Elective Chapter

#### **ELIGIBILITY FOR NOMINATION:**

As stated in our Regional Guidelines:

- Nominees must be permanently professed for three (3) years
- A local Minister may not serve as Regional Minister – if he/she is nominated and then elected, he/she must resign from office as local Minister
- Present Regional Executive Council Members may not serve more than three (3) terms

For a description of the responsibilities for each position, please refer to the attached.

**PROCEDURE:**

Please **fill out and return** the completed nomination form (attached), including all requested information, via snail-mail **OR** e-mail (attached to an email if possible) to **BOTH Pat Spana**, Nominating Committee Chair, and **RoseAnn Cerbone**, Co-Chair—make copies as necessary. (Nominations are sent to BOTH committee members to avoid a nomination being lost. We will continually cross reference nominations.)

Pat Spana, OFS  
170 E. Hartsdale Avenue, 1F  
Hartsdale, NY 10530  
[spanap@aol.com](mailto:spanap@aol.com)

RoseAnn Cerbone, OFS  
40 Fowler Avenue  
Yonkers, NY 10701  
[rcerbone@aol.com](mailto:rcerbone@aol.com)

Nominations are Confidential.

Peace and good,

Pat Spana, OFS Chair  
RoseAnn Cerbone, OFS Co-Chair

## REGIONAL OFFICES

### MINISTER

#### General Constitutions Articles 63.1 and 63.2

1. While firmly preserving the co-responsibility of the council for the animation and guidance of the regional fraternity it is the duty of the minister, who has the primary responsibility, to see that the directions and decisions of the council are put into practice. He or she will keep the council informed concerning his or her activities.
2. In addition, the regional minister has the duty:
  - a. to convoke and preside at the meetings of the regional council; to convoke every three years the elective chapter of the fraternity after having listened to the council on the formalities of the convocation;
  - b. to preside at and to confirm the elections of the local fraternities either in person or through a delegated member of the regional council, with the exception of the spiritual assistant;
  - c. to make fraternal visits to the local fraternities, personally or through a delegate who is a member of the council;
  - d. to participate in the meetings called by the national council;
  - e. to represent the fraternity whenever it has acquired a juridical personality in the civil order;
  - f. to prepare the annual report to the national council;
  - g. to request the pastoral and fraternal visits with the consent of the council, at least once every three years.

### VICE MINISTER

#### General Constitutions Article 52.1

1. The **vice-minister** has the following duties:
  - a. to collaborate in a fraternal spirit and to support the minister in carrying out his or her specific duties;
  - b. to exercise the functions entrusted by the council and/or by the assembly or chapter;
  - c. to take the place of the minister in both duties and responsibilities in case of absence or temporary impediment;
  - d. to assume the functions of the minister when the office remains vacant. (See article 81.1 GC)

### SECRETARY

#### Article 52.2

2. The **secretary** has the following duties:
  - a. to compile the official acts of the fraternity and of the council and to assure that they are sent to their respective proper recipients;
  - c. to 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.

### DIRECTOR OF FORMATION

#### Formation Directors Handbook

3. The **director of formation** has the following duties:
  - Liaison from the region to the National Formation Commission. Questions and concerns that arise in your region can be directed, through you, to the National Formation Commission.
  - Attend Executive Council Meetings working to serve the needs of your regional fraternity as part of a team.
  - Establish a regional formation team.
  - Work with formation team to provide initial formation sessions in the Clusters.
  - Insure that ongoing formation is presented at all regional gatherings.
  - Provide ongoing formation for the Regional Executive Council.
  - Work with the Retreat planning team to provide breakout sessions for those in Initial Formation who attend.
  - Prepare an annual report.

## TREASURER

### Article 52.4

4. The **treasurer**, or bursar, has the following duties: *(Also see below from Regional Guidelines, 19-22)\**
  - a. to 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;
  - b. to record in the same register the items of expense, specifying the date and the purpose, in conformity with the directions of the fraternity council;
  - c. to 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.

## \*TREASURER

### Regional Guidelines, 19-22

19. 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 Regional Executive Council designates and in the name of the Regional Fraternity.
20. The Regional Treasurer shall make Financial Reports for approval at each regular meeting of the Regional Executive Council and Regional Fraternity Council.
21. The Regional Treasurer pays out money, by check only, as the business of the Regional Fraternity may require, on the order of the Regional Executive Council. All checks over \$500.00 need two signatures.
22. An audit shall be conducted once a year by at least two competent professed members selected by the Regional Executive Council and who do not currently serve on the Executive Council. The results of the audit shall be presented at the annual Regional Fraternity Council meeting.

## ARTICLE 52.5

5. The provisions regarding the rights and duties of the vice-minister, the secretary and the treasurer apply, with the appropriate adaptations, to all levels.

## COUNCILORS

### Regional Guidelines Appendix A, Resolution #1

In our Region, we also elect **four Councilors to represent the Clusters**: North Jersey, Central Jersey, Manhattan and Westchester.

In addition to their role as members of the Regional Executive Council we expect that they “will ensure that the needs and concerns of each member fraternity within their Cluster will be brought to the attention of the Regional Executive Council. In turn, these councilors will bring to the attention of the member fraternities whatever the Regional Executive Council has approved for the Regional Fraternity.”

The Guidelines go on to say that it is expected that these councilors will be from the Cluster which they will serve.

**Our Lady of the Angels Region  
Secular Franciscan Order**

**Chapter of Elections 2017  
NOMINATION FORM**

Date \_\_\_\_\_

Full Name of the Perpetually Professed person you wish to Nominate

\_\_\_\_\_

Full mailing address, phone number, and email address of this Nominee

\_\_\_\_\_

\_\_\_\_\_

Fraternity where this Nominee is a Professed Member \_\_\_\_\_

Fraternity City \_\_\_\_\_ State \_\_\_\_\_

For which of the following one or more position(s) are you nominating this person?

Please clearly **circle or highlight**

**Regional Minister**   **Regional Vice Minister**   **Regional Secretary**   **Regional Treasurer**

**Regional Formation Director**   **Councilor: North Jersey**   **Councilor: Central Jersey**

**Councilor: Manhattan**   **Councilor: Westchester**

Name of Nominator: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email address: \_\_\_\_\_

Please return this completed nomination form, including all requested information, via snail-mail or e-mail to **BOTH** of the following members of the Regional Nominating Committee:  
(make copies if necessary)

Pat Spana, OFS  
170 E. Hartsdale Ave, 1F  
Hartsdale, NY 10530  
[spanap@aol.com](mailto:spanap@aol.com)

RoseAnn Cerbone, OFS  
40 Fowler Avenue  
Yonkers, NY 10701  
[rcerbone@aol.com](mailto:rcerbone@aol.com)

**All written Nomination forms are to be returned to the Nominating Committee by:**

**May 30, 2017**