

**Secular Franciscan Order (OFS)**  
***Juan de Padilla Region Guidelines***  
**Mission Statement**

Following the Rule of the Secular Franciscan Order (the OFS), our Juan de Padilla Region (consisting of the states of Kansas and Oklahoma plus the immediate area of Kansas City, Missouri) cooperates with all of the local fraternities within our region, and with the national and international levels of our order, to minister to one another and to those we encounter in our daily lives through both prayer and actions, living the gospel life as exemplified by Jesus Christ and our holy father St. Francis of Assisi. Some of the key values we strive to practice, in accordance with the Bible and our OFS Rule, are humility, simplicity, charity, social justice, respect for all God's creation especially human life, and detachment from worldly possessions as appropriate for lay persons living in the world.

**Chapter One: The Regional Fraternity**

1. The Regional Fraternity shall consist of all professed members within the local fraternities of the region.
2. The Regional Fraternity shall have a Regional Council and a Regional Executive Council.
3. From time to time, the Regional Fraternity may grow by canonical establishment of new local fraternities (see below), and some local fraternities may become defunct.

**Chapter Two: The Regional Council**

1. The Regional Council shall meet at least once a year to promote the life of the Regional Fraternity and the local fraternities.
2. The Regional Council consists of one voting representative from each local fraternity, either the local fraternity minister, vice minister, or else a member of that local fraternity designated in writing by the minister, plus those officers elected to the Regional Executive Council.
3. At the time of the election of the officers of the executive council (every three years), the Regional Council shall function as the Chapter of Elections. Presiding at this election shall be the National Minister or another national official appointed by the National Minister. A regional executive officer may hold only one regional office at a time.
4. The Regional Council shall determine nomination procedures and election procedures in accordance with the General Constitutions and the National Statutes currently approved by the order.
5. Fifty percent plus one of the membership of the Regional Council constitutes a quorum for doing official business at any meeting.
6. The Regional Council suggests and approves policies to be implemented by the Regional Executive Council.

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7. Regional Guidelines may be amended from time to time, by an absolute majority vote of all of the members of the Regional Council.

8. The Regional Fraternity is supported financially by contributions made annually by the local fraternities based on the number of professed members. The Regional Council shall determine the amount paid. This is called "Fair Share or Per Capita," and is paid through each local fraternity to the Regional Treasurer. Part of this money is then forwarded to the national and international levels.

9. Each local fraternity shall submit to the Regional Treasurer, through its local minister, a written annual Fraternity Report, as well as its Fair Share report. The Regional Treasurer, in turn, ensures that each member of the Regional Executive Council receives both the annual report and the Fair Share Report to enable it (the Regional Executive Council) to see if any fraternity is in need of special assistance, guidance, or advice.

**Chapter Three: The Regional Executive Council**

1. The Regional Fraternity is animated and guided by the Regional Executive Council, which consists of the following officers, who are professed and elected members (with the exception of the Regional Spiritual Assistant): Regional Minister, Regional Vice Minister, Regional Secretary, Regional Treasurer, Regional Formation Director, Three Regional Councilors, and the Regional Spiritual Assistant(s). These are servant leaders who accept these positions in a spirit of humility.

2. In order to be eligible for nomination for a position on the Regional Executive Council, it is recommended that a member be professed for at least three years at the time of the elections and must have served or is currently serving on a local fraternity council. If professed for less than three year a written recommendation from the local fraternity council is needed. In accepting a nomination a member should provide; a brief autobiography which includes the member's Franciscan Servant Leadership position(s), activities, apostolates and any other applicable experience(s).

3. The duties of the Regional Executive Council are as follows:

- To foster cooperation among the local fraternities, to suggest policies to the Regional Council, and to carry out the decisions and policies of that body;
- To foster contact with other branches of the Franciscan family in the region;
- To promote knowledge of, and commitment to, the Franciscan way of life;
- To approve the formation program for the instruction of Inquirers and Candidates in the local fraternities;

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- To be a voice in the public forum for Secular Franciscans;
- To make Fraternal and Pastoral Visits to local fraternities every three years;
- To present the agenda for all Regional Council meetings.

3. The Regional Executive Council meets at least three times a year, at a time and a place determined by its membership. Special meetings may be called by the Regional Minister or at the written request of two or more of the Council members.

4. Fifty percent plus one of the Regional Executive Council members is a quorum for doing official business at any meeting.

5. Expenses of the Regional Executive Council and those individuals designated by them to serve the Regional Fraternity shall be borne by the Regional Fraternity.

**Chapter Four: The Regional Officers**

In order to be eligible for nomination for a Regional Executive Council position, a person should be professed for at least 3 years at time of the elections. A written recommendation from the individual's fraternity council and/or the fraternity's spiritual assistant is required. In accepting a nomination, the individual should provide a brief biography, a synopsis of OFS positions and activities and apostolates, and employment history if applicable.

**Regional Minister**

The Regional Minister is the chief executive officer of the Regional Fraternity and carries out duties determined by the General Constitutions and the National Statutes. The Regional Minister shall preside at the meetings of the Regional Executive Council and the Regional Council, and is the spokesperson for the Regional Fraternity in all contacts with all other church and civil organizations and the general public.

**Regional Vice Minister**

In the absence of the minister, the vice minister functions in his or her place and performs such duties as the Regional Executive Council may designate.

**Regional Secretary**

The Regional Secretary keeps and distributes all records of the minutes of both the Regional Executive Council and the Regional Council, preserves the important documents and correspondence of the Regional Fraternity, assists the Regional Minister in sending out

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announcements of forthcoming meetings, and performs such duties as the Regional Executive Council requests.

**Regional Treasurer**

The Regional Treasurer keeps accounts of all money and assets of the Regional Fraternity, deposits all funds in bank accounts the Regional Council designates, and makes financial reports for approval at all official meetings. 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.

**Regional Spiritual Assistant(s)**

The Regional Spiritual Assistant(s) are members of the Regional Executive Council. They provide for the spiritual welfare of the Regional Fraternity, and they make pastoral visits, as noted above, to the local fraternities. One designated Spiritual Assistant will vote on all matters except finance and elections.

**Regional Formation Director**

The Regional Formation Director will keep current on resources, workshops, and services for both initial and ongoing formation, and will attend appropriate meetings and workshops when so approved to do so by the Regional Executive Council. The director will ensure that ongoing formation is presented at all Executive Council and Council meetings, and will contribute to the regional newsletter. The director will keep in regular contact with the local fraternity formation directors and will make recommendations on formation to the local fraternities and to the Regional Fraternity.

**Regional Councilors**

The Regional Councilors shall visit local fraternities as directed by the Regional Minister and may represent the minister at local fraternity elections. The Regional Councilors shall perform other duties as assigned by the Regional Executive Council.

**Chapter Five: Relations with the National Level**

1. Once every three years, the Regional Minister and Executive Council must invite the National Minister to make a Fraternal Visit and the National Conference of Spiritual Assistants to make a Pastoral Visit to the region.

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2. The Regional Minister is a member of the National Fraternity Council and is to attend its annual meeting, or shall be represented by another elected official.

**Chapter Six: Other Appointed Offices the Regional JPIC Animator**

The Regional JPIC Animator serves the Region by concentrating on the areas of justice, peace, and the integrity of creation by calling forth the passion of the members so that they may develop, embrace, and enhance our Franciscan spirituality. To animate and challenge the members in their efforts to re-explore and re-think the basics of justice, peace, and integrity of creation from the perspective of the four pillars--Spirituality, Formation, Fraternity and Apostolate.

The Animator serves the region as a liaison to the Regional Executive Council by periodically reporting JPIC activities via the regional newsletter and attending council meetings when invited and when deemed necessary. In addition, he or she acts as a liaison between the National Fraternity by forwarding information from the National JPIC Animator.

The Regional JPIC Animator assumes the following responsibilities:

1. To develop a vision and common guidelines for the regional JPIC activities.
2. To promote the apostolic expression of justice, peace, and integrity of creation in accordance with Articles 12-19 of the Rule and Articles 15-23 of the General Constitutions.
3. To animate by giving encouragement, guidance, and information to the local fraternities and groups to enhance the spirit and life of their JPIC programs.
4. To communicate with National JPIC Animator(s) and distribute information to local JPIC contacts, members of the Regional Council, and local leaders.
5. To affirm and challenge the members to recognize, understand, and embrace peace and justice ministry as an essential element of their Franciscan evangelical vocation through the process of initial and ongoing formation.