

Secular Franciscan Order (OFS)

Juan de Padilla Region Guidelines

Revised September 25, 2021

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 Juan de Padilla Regional Fraternity shall consist of all local fraternities of the Secular Franciscan Order in Kansas, Oklahoma and the immediate area of Kansas City, Missouri.
2. The Regional Fraternity shall be governed by a Regional Council and a Regional Executive Council.
3. The Regional Fraternity may grow by the canonical establishment of new local fraternities and in the growth of membership in the local fraternities of the Region.
4. The Regional Fraternity is supported financially by contributions submitted annually by the local fraternities to the Regional Executive Treasurer. The amount of the contribution of each local fraternity is based on the number of its professed members and candidates. These annual contributions are called Fair Share. This Fair Share will also include the contributions the Regional Fraternity must submit to both the National Fraternity (NAFRA) and the International Fraternity (CIOFS) for their support and operating expenses.

Chapter Two: The Regional Council

1. The Regional Council consists of the officers elected to the Regional Executive Council, the Regional Spiritual Assistant(s), and one voting representative from each local fraternity. The latter must be either the local fraternity minister, vice minister, or else a member of that local fraternity designated in writing by the minister.
2. The Regional Council suggests and approves policies to be implemented by the Regional Executive Council. This includes maintaining and upholding the Regional Guidelines. These Regional Guidelines may be amended by an absolute majority vote of all the members of the Regional Council.

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3. The Regional Council shall meet at least once a year to promote the life of the Regional Fraternity and the local fraternities. A voting representative from each local fraternity (as per section 1 above) and the members of the Regional Executive Council are required to attend. This annual meeting is known as Regional Chapter.
4. A quorum is required for doing all official business at any Regional Chapter or meeting of the Regional Council. Any number more than fifty percent of its members constitutes a quorum of the Regional Council.
5. The Regional Council shall determine the amount of Fair Share required per member of the Regional Fraternity to cover operating expense for the Regional Fraternity and the Fair Share required of the region from NAFRA and CIOFS.
6. Each local fraternity, through its local minister and treasurer, shall submit to the Regional Executive Council (REC) a written Annual Report of its fraternity, as well as its Fair Share contribution, at the end of each calendar year. The form of the Annual Report is the responsibility of the REC and must be approved by the Regional Council.
7. The Regional Council shall determine nomination and election procedures for filling the positions on the Regional Executive Council in accordance with the General Constitutions and the National Statutes currently approved by the order. These Regional Nomination and Election Procedures must be written and included as an appendix to the Regional Guidelines.
8. A regional executive officer may hold only one regional office at a time.

Chapter Three: The Regional Executive Council

1. The Regional Fraternity is animated and guided by the Regional Executive Council. These are professed members of the OFS, duly elected according to the conditions of sections 2 and 3 below. They are elected for a term of three years with an option of a second term. A third term option is contingent on receiving two-thirds of the votes on the first ballot.
2. The positions of the Regional Executive Council are: Regional Minister, Regional Vice Minister, Regional Secretary, Regional Treasurer, Regional Formation Director, Three Regional Area Councilors (Oklahoma Councilor, West Kansas Councilor and East Kansas and Missouri Councilor). In addition, each Regional Executive Council shall have (a) Regional Spiritual Assistant(s) who is/are appointed by the Spiritual Minister of the Franciscan First Order and/or the TOR which has/have jurisdiction of the altius moderamen in the Juan de Padilla territory. Regional Spiritual Assistants are servant leaders who accept these positions in a spirit of humility. (GC 85.2)

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3. Every three years at Regional Chapter, the Regional Council will elect the officers of the Regional Executive Council (REC). This is known as Regional Elective Chapter. The National Minister, or another member of the National Executive Council (NEC) delegated by the National Minister, shall preside over the Regional Elective Chapter. A member of the Council of National Spiritual Assistants (CNSA), or a Regional Spiritual Assistant delegated by the CNSA shall be the Friar Witness to these Elections.

3. To be eligible for nomination as an office on the REC the member must:

- Be a member of a local fraternity in the Juan de Padilla Region
- Served or is currently serving on a local fraternity council.
- Been Professed as an OFS for a minimum of 3 years at the time of elections or must submit written recommendations from his/her local fraternity council and the local Spiritual Assistant supporting the nomination.

4 The animation and guidance of the Regional Fraternity are carried out by the REC 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 as well as with the local bishops or archbishops of the dioceses 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 of the region.
- To be a voice in the public forum for Secular Franciscans.
- To make Fraternal and Pastoral Visits to local fraternities every three years.
- To preside over local fraternity elections of their Executive Councils.
- To present a proposed agenda for all Regional Council meetings.
- To assist in the organization, promotion, and execution in region-wide events.

5. The Regional Executive Council must meet 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.

6. A quorum is required for doing all official business at any Regional Executive Council meeting. Any number more than fifty percent of the voting members of the REC constitutes a quorum.

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7. All Expenses for carrying out the business of the Regional Fraternity as approved by the Regional Council, or the Regional Executive Council shall be borne by the Regional Fraternity.

Chapter Four: The Regional Officers and Duties

1. Regional Minister

- a. The Regional Minister is the chief executive officer of the Regional Fraternity and carries out duties determined by the Rule, the General Constitutions, and the National Statutes of the Secular Franciscan Order.
- b. 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.

2. Regional Vice Minister

- a. In the absence of the Regional Minister, the Regional Vice Minister functions in his or her place.
- b. The Regional Vice-Minister will perform such duties as the Regional Executive Council may designate.

3. Regional Secretary

- a. The Regional Secretary keeps and distributes all records of the minutes of both the Regional Executive Council and the Regional Council meetings.
- b. The Regional Secretary will preserve the important documents and correspondence of the Regional Fraternity.
- c. The Regional Secretary will assist the Regional Minister in sending out announcements of forthcoming meetings.
- d. The Regional Secretary will perform such duties as the Regional Executive Council requests.

4. Regional Treasurer

- a. 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 Regional Council and Regional Executive Council meetings.
- b. 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.

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5. Regional Spiritual Assistant(s)

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

6. Regional Formation Director

- a. 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.
- b. The Regional Formation Director will ensure that ongoing formation is presented at all Regional Executive Council and Fraternity Council meetings.
- c. The Regional Formation Director will contribute regularly to the regional newsletter.
- d. The Regional Formation 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.

7. Regional Area Councilors

- a. There shall be a minimum of three Regional Area Councilors on the Regional Executive Council: A. Western/Central Kansas Area Councilor; B. Kansas City Metro Area Councilor; C. And the Oklahoma Area Councilor.
- b. The Regional Area Councilors are responsible for maintaining two-way communication between the REC and the local fraternities. Each Area Councilor is responsible for the local fraternities in their designated areas. Each Councilor shall contact each of the local fraternity ministers quarterly and report on activities, issues and problems that may arise in their local fraternities at each REC meeting or more often if the situation should arise.
- c. The Regional Area Councilors may be delegated as Presiders over Elections or as Fraternal Visitors at Visitations to their area local fraternities as directed by the Regional Minister.
- d. The Regional Area Councilors shall perform other duties as assigned by the Regional Executive Council.

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Chapter Five: Relations with the National Level

1. As per the General Constitutions and the National Statutes, once every three years, the Regional Minister with the approval of the 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.
2. The Regional Minister is a member of the National Fraternity Council and is required to attend its annual National Chapter or, if the Vice-Minister is not available, shall appoint another elected official to attend the National Chapter as the region's representative.

Chapter Six: Appointed Offices

Each newly elected Regional Executive Council will appoint a chairperson for each committee that is suggested by National Executive Council as need in the Region and as interest in the committee becomes evident in the Region. Each term of committee chairpersons shall be three years with the option of reappointment. It is suggested that no person should serve as chairperson/animator for more than 3 terms for a total of 9 years.

1. Regional JPIC Animator and Regional JPIC Team

The Regional JPIC Animator assumes the following responsibilities:

- A. To affirm, animate, and challenge the members of the region to recognize, understand and embrace the apostolic expression of Justice, Peace, and the Integrity of Creation as an essential ministry of their Franciscan vocation as laid out in our Rule (Art. 12-19) and General Constitution (Art. 15-23)
- B. To assist in developing a JPIC vision for the region
- C. To assist in developing common guidelines for the regional JPIC activities.
- D. To serve as liaison between the National JPIC Commission and the Region by communicating with National JPIC Animator(s). keeping current on JPIC issues and programs promoted by NAFRA and CIOFS and to distribute this information to local JPIC contacts, members of the Regional Council, and local leaders.
- E. To serve as the liaison between the region and the National JPIC Animator and Commission.
- F. To attend appropriate JPIC meetings and workshops when so approved to do so by the REC.
- G. To follow and uphold the guidelines and values set down in the Handbook for Animators of Justice, Peace, and Integrity of Creation (JPIC) developed by the National JPIC Commission

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H. Each Regional JPIC Animator may appoint a Regional JPIC Team to assist in carrying out the duties of the committee.

2. Regional YouFra Animator and Regional YouFra Team

As defined in the Guidelines for Fraternal Animation from CIOFS the role and tasks of the Regional YouFra Animator are:

- A. To accompany the youth in their journey of human and spiritual growth to reach their personal maturity.
- B. To promote the Franciscan way of life among the youth, by appropriate and dynamic initiatives.
- C. To provide adequate Franciscan formation which will help the young people to center their project of life on the person and on the following of Christ.
- D. To foster a close communion with the OFS with which they share the same charism: Franciscan and secular.
- E. To promote YouFra in the OFS fraternities as well as in the Franciscan and ecclesial communities where it does not exist as an option for young people
- F. To serve as liaison between the region and the National YouFra Animator and Commission.
- G. To attend appropriate YouFra meetings and workshops when so approved to do so by the REC.
- H. To follow the statutes and guidelines for creating and supporting YouFra groups as defined by the National Fraternity and the Presidency.
- I. Each Regional YouFra Animator may appoint a Regional YouFra Team to assist in carrying out the duties of the committee,

3. Regional Ecumenical and Interfaith Chairperson and Regional Ecumenical and Interfaith Team

The Regional Ecumenical and Interfaith Chairperson assumes the following responsibilities as set down by the National Ecumenical and Interfaith Commission:

- A. To educate and to raise awareness of our Franciscan sisters and brothers in our Region to the ecumenical and Interfaith movements in the Church.
- B. To strengthen our collaboration with non-Eastern and Latin Rite Catholic Secular Franciscans through our participation in the Joint Committee on Franciscan Unity.
- C. To serve as liaison between the region and the National Ecumenical and Interfaith chairperson and Commission.
- D. To attend appropriate Ecumenical and Interfaith meetings and workshops when so approved to do so by the REC.

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- E. To follow the statutes and guidelines for Ecumenical and Interfaith activities as defined by the National Fraternity and the Presidency.
- F. Each Regional Ecumenical and Interfaith chairperson may appoint a Regional Ecumenical and Interfaith Team to assist in carrying out the duties of the committee

4. Regional Multi-Cultural Chairperson and Regional Multi-Cultural Team

The Regional Multi-Cultural Chairperson assumes the following responsibilities:

- A. To assist multi-Cultural members in the Region to find needed resources.
- B. To assist local fraternities to navigate language and cultural differences of their members.
- C. To serve as liaison between the region and the National Multi-Cultural chairperson and Commission.
- D. To attend appropriate multi-Cultural meetings and workshops when so approved to do so by the REC.
- E. To follow any statutes and guidelines for multi-Cultural activities as defined by the National Fraternity and the Presidency.
- F. Each Regional Multi-Cultural chairperson may appoint a Regional Multi-Cultural Team to assist in carrying out the duties of the committee