

Queen of Peace Region



Secular Franciscan Order

# QUEEN OF PEACE REGIONAL GUIDELINES

# Queen of Peace Regional Fraternity

## Vision and Mission Statements

### Vision

That our fraternities become centers of holiness in union with the total Franciscan family and our Holy Mother, the Catholic Church.

### Mission

That we follow our Rule and the spirit of the following admonitions of Our Lord and St. Francis in our daily lives, and seek union with the Spirit of God and His will as true brothers and sisters of penance.

“If you wish to be perfect, go, sell all you have, and give to the poor, and you will have treasure in heaven, and come follow Me.” (Luke 18:22)

“Take nothing for the journey, neither staff, nor wallet, nor bread, nor money.” (Mark 6:8)

“If anyone wishes to come after Me, let him deny himself, and take up his cross, and follow Me.” (Luke 9:23)

“...Go, and repair My house, for you see it is falling completely to ruin.” (2 Celano VI)

“No one who puts his hand to the plow and looks back is fit for service in the Kingdom of God.” (Luke 9:62)

“St. Francis said to the Bernard: ... So go and do perfectly what you have heard. And blessed be Our Lord Jesus Christ Who has deigned to show us His Gospel way of life.” (Little Flowers of St. Francis)

## Queen of Peace Regional Guidelines

### **Article 1 - Queen of Peace Regional Fraternity**

1. The Queen of Peace Regional Fraternity of the Secular Franciscan Order of the United States of America:

- a) is the organic union of all of the local fraternities in the areas of Minnesota, Western Wisconsin, Iowa, Nebraska, and North and South Dakota as defined and approved by the National Fraternity (NAFRA) October 1992; see National Statutes Article 3.7, Appendix A, Composition of the Regional Fraternities.
- b) is animated and guided by the Minister and the Executive Council which is duly elected;
- c) is organized and functions in conformity with the Rule, the General Constitutions, the National Statutes, the Ritual and these Guidelines.

### **Article 2 - Governing Bodies**

1. The governing bodies of the Queen of Peace Regional Fraternity are:

- a) the Regional Fraternity Council
- b) the Regional Executive Council
- c) the Conference of Regional Spiritual Assistants

2. The Conference of Regional Spiritual Assistants (CRSA) is composed of one Regional Spiritual Assistant for each of the friar obediences represented in the Queen of Peace Regional Fraternity. The CRSA shall coordinate the pastoral and canonical procedures for spiritual assistance to local fraternities with the Provincial Spiritual Assistant, or Minister Provincial, of the province which established the fraternity.

### **Article 3 - Regional Fraternity Council**

1. The Regional Fraternity Council is composed of:

- a) the ministers of all the local fraternities
- b) the Regional Executive Council
- c) the members of the Conference of Regional Spiritual Assistants;

2. shall ordinarily meet once a year to promote the life of the Region. It may meet at other times during the year if considered necessary by the Regional Executive Council, or when at least one-third of the ministers of the local fraternities request it;

3. suggests and approves policies to be implemented by the Regional Executive Council;

4. suggests and approves the amount of the annual financial contribution to the Regional Fraternity from the local fraternities within the area of the Regional Fraternity;

5. approves the annual budget for the Regional Fraternity;

6. pays, from the common fund of the Regional Fraternity, the travel expenses of :

- a) the Regional Minister, or the elected delegate, to the annual meeting of the NAFRA;
- b) members of the Regional Executive Council and others when on official business for the Regional Fraternity;

7. pays, from the common fund of the Regional Fraternity, the room and board for local fraternity ministers, or elected delegates, and appointed Spiritual Assistants to the local fraternities, to the annual meeting of the Regional Fraternity Council;

8. pays to NAFRA, from the common fund of the Regional Fraternity, its required annual fair share;

9. elects a delegate to attend the annual meeting of the NAFRA should the Regional Minister, or the Vice Minister, be prevented from attending;

10. is the elective body for the Queen of Peace Chapter of Elections to be held every three years;

11. may recommend the establishment of new local fraternities according to the provisions of the General Constitutions and National Statutes;

12. may amend these guidelines at the annual meeting of the Regional Fraternity, by an absolute majority vote of those present.

#### **Article 4 - Regional Executive Council**

1. The Regional Executive Council must be composed of at least eight elected professed members and shall include at least the following:

- a) Regional Minister
- b) Regional Vice Minister
- c) Regional Secretary
- d) Regional Treasurer
- e) Regional Formation Director
- f) One Councilor for the Minnesota/Wisconsin/North Dakota and South Dakota Cluster
- g) One Councilor for the Nebraska Cluster
- h) One Councilor for the Iowa Cluster
- i) The President of the Conference of Regional Spiritual Assistants (CRSA) [appointed]

The CRSA provide for the spiritual welfare of the Regional Fraternity, assist in achieving the purpose of the Regional Fraternity and provide such other assistance and advice as may be requested. The President of the CRSA does not have voting rights on any question concerning financial matters or elections.

2. The purpose of the Regional Executive Council (REC) is:

- a) to prepare the celebration of the elective Chapter;
- b) to promote, animate, and coordinate the life and activities of the Secular Franciscan Order and its insertion into the local Church within the regional area;
- c) to elaborate the program of the Secular Franciscan Order within the region and to

- publicize it among the local Fraternities according to the directives of NAFRA and in collaboration with it;
- d) to communicate the directives of the NAFRA and of the Church to the local fraternities;
- e) to provide for the formation of those responsible for animation;
- f) to approve the formation program for the instruction of Inquirers and Candidates in the local fraternities;
- g) to provide a forum for the discussion of common issues and goals;
- h) to discuss and approve the annual report to NAFRA;
- i) to make decisions concerning the fraternal visitations of the local Fraternities when the circumstances warrant it, even when not requested;
- j) to make decisions regarding the disbursement of available funds and, in general, to deliberate on matters regarding financial conduct and the economic affairs of the Regional Fraternity including stipends to National Visitors and Election witnesses;
- k) to perform such other duties as are indicated by the General Constitutions or are necessary to achieve its own aims.

3. The REC meets at least twice a year at a time and in a place determined by its membership.

4. Special meetings may be called by the Regional Minister, or at the written request of two or more elected members of the Regional Executive Council.

5. The REC may appoint additional Regional Councilors to facilitate the work of the Council. Appointed Councilors do not have voting privileges.

### **Article 5 - The Regional Officers**

1. The Regional Minister:

- a) has the primary responsibility to see that the directions and decisions of the Regional Fraternity are put into practice. He/she keeps the Regional Fraternity Council and the REC informed concerning his/her activities.
- b) calls and presides at the meetings of the Regional Fraternity, the Regional Fraternity Council and the REC;
- c) calls the regional elective Chapter every three years and notifies the National Minister of the date of the election;
- d) presides at and confirms the election of the local fraternities, personally or through an appointed delegate;
- e) makes fraternal visitation of the local fraternities, personally or through an appointed delegate;
- f) participates in the meetings called by NAFRA;
- g) represents the Regional Fraternity in the civil order wherever it has acquired a juridical personality;
- h) prepares the annual report to NAFRA;
- i) requests National Pastoral and Fraternal Visitations, with the consent of the REC, at least once every three years.

2. The Regional Vice Minister:
  - a) shall substitute for the Regional Minister when he/she is unable, for good reason, to fulfill his/her responsibilities;
  - b) will succeed to the office of Regional Minister if the office becomes vacant in accordance with Article 81 of the General Constitutions;
  - c) performs such duties as the REC designates.
  
3. The Regional Secretary:
  - a) keeps all records of the minutes of both the Regional Fraternity and the REC and distributes them;
  - b) preserves the important documents and correspondence of the Regional Fraternity Council and REC;
  - c) sends out announcements of forthcoming meetings;
  - d) performs such other duties as the REC requests.
  
4. The Regional Treasurer:
  - a) keeps accounts of all money and makes reports of all financial activity at each regular meeting of the Regional Fraternity Council and the REC;
  - b) deposits all funds in one or more Queen of Peace bank accounts;
  - c) issues checks for payments of services rendered, supplies purchased, and travel reimbursements;
  - d) performs financial audits on the local fraternities so that each is audited once every three years;
  - e) prepares and provides reports to the REC and NAFRA as required.
  
5. The Regional Formation Director:
  - a) appoints a Regional Formation Team with the appointments oriented to the three clusters in the region: Minnesota/Wisconsin/North Dakota and South Dakota Cluster; Iowa Cluster; Nebraska Cluster. The Formation Director is the Chairperson of the Formation Team.
  - b) is responsible for the development and animation of the formation throughout the Region, and answers solely to the Regional Executive Council.
  - c) prepares and provides reports to the REC and NAFRA as required.
  
6. The Councilors:
  - a) perform such duties as the REC designates.

## **Article 6 - Regional Fraternity Elections**

1. A minimum of three months prior to the date of elections:
  - a) the Regional Minister, together with the Regional Executive Council, shall appoint a Nominating Committee of at least three members. One member of the Nominating Committee shall be appointed as Chairperson.
  - b) the Regional Minister shall notify the National Minister and/or other appropriate person(s) in the National Fraternity of the time, date and location of the election.
  
2. Responsibilities of the Nominating Committee:

- a) elicit from the members of the Regional Fraternity Council recommendations for nomination for the offices to be filled. These recommendations should be submitted to the Nominating Committee in writing;
- b) confirm the qualifications and willingness of the nominees to serve;
- c) keep the Regional Minister and the Regional Executive council informed of the progress of the nomination process, especially of any difficulties encountered.

3. The responsibilities of the Nominating Committee are utilitarian. Members of the Nominating Committee may be nominated for and elected to office.

4. Prior to the chapter of elections, ministers from the fraternities in the Nebraska Cluster shall make nominations for the position of Councilor for the Nebraska Cluster. Likewise, ministers from the fraternities in the Iowa Cluster shall make nominations for the position of Councilor for the Iowa Cluster and the Minnesota/Wisconsin/North Dakota/South Dakota ministers shall make nominations for the position of Councilor for the Minnesota/Wisconsin/North Dakota/South Dakota Cluster.

- a) should no nominations be made and accepted for the positions by a time two weeks before the publication deadline for advance nominations, the Regional Nominations Committee shall contact each minister in the affected cluster to ask for nominations and to remind the minister of the deadline.
- b) during the chapter of elections, when nominations are accepted from the floor, ministers of fraternities in their respective cluster may make additional nominations.
- c) if no nominations are made for the positions no election for the position will take place and the position shall remain vacant until the next chapter of elections.
- d) elections for these positions shall take place during the chapter of elections in the same manner as elections for all other offices. Everyone eligible to vote in the chapter of elections is eligible to vote for each of these positions. The number of votes needed to elect a councilor is determined based on the total number of eligible voters. While someone from another area might wish to abstain from voting in these elections, they should be aware that it does not affect the total number of votes needed for election.
- e) Should one of these positions become vacant during the term of the REC, the REC shall ask ministers from the affected cluster for nominations of candidates to fill out the incomplete term. At the next meeting of the REC, it shall elect one of the nominees to fill the remainder of the term. If no nominations have been received, the office shall remain vacant at least until the next meeting of the REC.

5. No member may simultaneously hold two elected offices in the same fraternity at any level.

6. All Regional officers, except the Regional Minister, may also hold positions concurrently in their local fraternities. A local minister must vacate their position of minister if elected Regional Minister.

7. The Regional Minister may not hold any other elected or appointed position within the region and must vacate the position of Regional Minister if elected or appointed to any national fraternity office. See National Statutes, Article 11.4

8. All election procedures are to be carried out according to the General Constitutions, the

National Statutes and these Guidelines.

### **Article 7 - Transfers**

1. If a brother or sister, for any reasonable cause, desires to transfer to another Fraternity, he/she first informs the council of the Fraternity to which he/she belongs and then makes the request, including the reasons for the transfer, to the minister of the fraternity to which he/she wishes to belong. The local council makes its decision after having received the official transfer form and all necessary background information in writing from the Fraternity of origin and a period of probation of one year, to help determine the suitability of the transfer for both the brother and sister wishing to transfer and the Fraternity to which he or she wishes to transfer.
2. A member on probation does not have active or passive voice in the receiving fraternity. See General Constitution, Article 77.1
3. The Fraternity that receives the transfer pays fair share on the transferee, while that member is on probation.

### **Article 8 Bequest and Extraordinary Income**

1. The Region and Fraternities should hold in remembrance and deep appreciation those deceased members and active members that have bequeathed to the Region or their Fraternity special funds.
2. All such monies shall be dispersed according to the written wishes of those benefactors.
3. When no such stipulation is given, all monies shall be dispersed in prudent manner to benefit the poor and disenfranchised, preferably, within the immediate local area of the Fraternity.
4. These funds are never to be used for the day-to-day expenses of the Region or Fraternity and are to be recorded and held in a separate account for auditing purposes by the Region.
5. It is the obligation of the Region or Fraternity to recognize these benefactors by holding a special service of remembrance to memorialize their life and support to the Secular Franciscan Order.

### **Article 9 - Annual Report Guidelines**

1. Local fraternities in the Secular Franciscan Order are to prepare a written report for the region annually. The report is to include specific information about the fraternity. In the Queen of Peace Region each fraternity minister will prepare and distribute the report within the first three months of the calendar year. The report must be approved by the fraternity council who will also assist the minister in the report preparation. The report, with a letter of explanation if necessary, is to be sent to the Regional Minister, the Provincial Spiritual Assistant of the



obedience to which the fraternity is bound and to the Bishop of the Diocese in which the fraternity is located.

### **Article 10 - Guidelines Regarding the Secular Franciscan Order Affiliates**

1. The National Statutes of the Secular Franciscan Order provide for the acceptance of affiliates into local fraternities. Regional Councils may establish their own guidelines for the acceptance of affiliates. The number of affiliates is limited to 40% of the active professed members of a fraternity.
2. Affiliates do not belong to a Secular Franciscan Order fraternity but can participate in its life and activities according to the Franciscan charism. People wishing to become affiliates must request admission, in writing to the local fraternity council, who will make the decision. Affiliates do not have the right to vote.
3. The above information is taken directly from the applicable portions of the Secular Franciscan Order Rule, Article 13, General Constitutions, Article 53 and 103, and the National Statutes of the Secular Franciscan Order, Article 18.13.
4. The reception of an affiliate into a fraternity is a commitment that will be renewed annually.
5. A fraternity council, at its discretion, may appoint an affiliate to a non-elected position. Affiliates may not hold an elected office in the fraternity.

### **Article 11 - Guidelines and Suggestions for Fraternal/Pastoral [Canonical] Visitations.**

1. The Fraternal/Pastoral Visitation should be made every three years.
2. "To promote fidelity to the charism as well as observance of the rule and to receive greater support in the life of the fraternity, the minister, with the consent of the council, should take care to ask for a regular pastoral visit by the competent religious superiors, as well as for a fraternal visit from those of the higher fraternities, according to the norm of the constitutions." Rule, Article 26.
3. The Fraternal Visitation is carried out by the Regional Minister or his/her delegate, jointly with a Pastoral Visit. Due to the geographical size of the Queen of Peace Region there will be, at times, teams of fraternal visitors, as delegates of the Regional Minister, who will be appointed to conduct Visitations.
4. The fraternal visitor will not conduct a visitation of his or her own fraternity and the fraternal visitation is ordinarily carried out in conjunction with the pastoral visitation.
5. The Fraternity Minister should make a written request for a Visitation at least three months in advance. When the date is confirmed by the Regional Minister the following forms will be sent:
  - a) Check Off Sheet for Fraternity Ministers in Preparation for a Visitation;
  - b) Fraternity Council Self Evaluation Form;

c) Pre-Visitation Questionnaire.

6. Two months before the Visitation the Fraternity Minister will meet with the Council and fill out the Fraternity/Council Self Evaluation Form.

7. Two months before the Visitation the Fraternity Minister will have the Fraternity members, preferably during the regular Fraternity meeting, fill out the Pre Visitation Questionnaire. The Pre Visitation Questionnaire may be collected by the Fraternity Minister or the members have the option of mailing this questionnaire directly to the Fraternal Visitor.

8. The Fraternal and Pastoral Visitors will:

a) open with a prayer from the Ritual of the Secular Franciscan Order;

b) with the Fraternity Secretary check over the following records:

1. Canonical Establishment certificate or a document of recorded proof that is exactable to the Four Ministers General of the Franciscan Family.
2. The Fraternity Register.
3. Attendance records.
4. The minutes of the fraternity meetings to see the organizational style of the fraternity.
5. Records of Elections.
6. Newsletters and the fraternity Archives/Scrapbook of activities and events.

c) with the Fraternity Historian:

1. Strive to collect and preserve the history of Franciscan charism within the area.

d) with the Treasurer:

1. Examine the financial accounts of the Fraternity and evaluate the fiscal status of the Fraternity. This includes an inventory listing of all items within the Fraternity. The Visitor may obtain the assistance of Regional Treasurer in these aspects of the accounting of funds.

e) with the Formation Director:

1. Examine books and instruction material used for all periods of formation of the Aspirants. Evaluate the On-going formation program for the professed members. Verify the Formation Director is utilizing the F.U.N. Manual.
2. Examine and evaluate the attendance records of all those in formation.
3. Evaluate the manner in which the local fraternity promotes new membership.

f) with the Minister and Vice Minister:

1. Examine the inventory and "sign over" sheets that indicate where all records - which includes all keys and safe box combinations - for the Fraternity are.
2. Dialogue about the structure and effect of the monthly meeting; appraising the style and quality of socializing, the communication and community building of the Fraternity. Dialog in regards to the fraternity's participation in Regional activities and the manner in which the fraternity promotes new membership and informs local media and parishes about the life and activities of the Secular Franciscan Order. Dialog about the Franciscan charism and apostolates within the Fraternity that serve the local community.

g) with the full Council discuss what is happening in the Region. Review what help the Region can offer. Identify and address any lack of communications between the fraternity and the Region. The Fraternal and Pastoral Visitors will work with the

Fraternity Council to set at least one organizational goal and one spiritual goal for the coming year that is appropriate for the local needs, along with a method of accountability in achieving such goals.

h) During the Fraternal/Pastoral Visitation the Visitors will agree beforehand on the program, in a way most consonant with the mission of each of them. During the visitation, the Fraternity Minister will conduct the regular Fraternity monthly meeting. The Visitors will allow ample time after the Fraternity meeting to be available to discuss concerns with members.

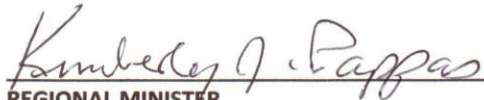
## 9. Reporting

a) the Queen of Peace Regional Minister will send a written report in regards to the Visitation to the Fraternity Minister and the Fraternity Spiritual Assistant. The exception will be when the Queen of Peace Regional Minister has delegated, by appointment, a team to conduct a Visitation. When this takes place the delegated Visitors will file their report with the Regional Minister. The Regional Minister, in cooperation with the Regional Spiritual Assistant, will jointly file their reports to the Fraternity Minister and the Fraternity Spiritual Assistant.


b) The report will contain an evaluative summary of:

1. The quality of the spiritual growth and Franciscan awareness through prayer, community life, and ministries within the Franciscan Community.
2. The quality of formation and continuing education.
3. The quality of rapport with higher fraternities, local fraternities, and the local Catholic faith Community.
4. Integration of the life and work of the fraternity.

**ATTESTED AS AMENDED ON JUNE 2, 2013 BY THE QUEEN OF PEACE REGIONAL FRATERNITY OF  
THE SECULAR FRANCISCAN ORDER OF THE USA.**



**REGIONAL MINISTER**  
Kimberly Pappas, OFS



**REGIONAL SECRETARY**  
Pauline Cahalan, OFS