

## **The Offices in the Fraternity** **From the OFS General Constitutions**

### **Article 51**

#### **The Minister:**

1. While firmly upholding the co-responsibility of the Council to animate and guide the Fraternity, the Minister, as the primary person responsible for the Fraternity, is expected to make sure that the directions and the decisions of the Fraternity and of the Council are put into practice and that he or she will keep the Council informed about the work being done.

2. The Minister also has the following duties:

a) to call, to preside at, and to direct the meetings of the Fraternity and Council; to convoke every three years the Elective Chapter of the Fraternity, having complied with the requests of the Council on the formalities of the convocation;

b) to prepare the annual report to be sent to the Council of the higher level after it has been approved by the Council of the Fraternity;

c) to represent the Fraternity in all its relations with ecclesiastical and civil authorities. When, and if, the Fraternity acquires a juridical personality in the civil order, the Minister becomes, when possible, its legal representative;

d) to request, with the consent of the Council, pastoral and fraternal visits, at least once every three years. e) to put into effect those acts which the Constitutions refer to his or her competence as Minister. Article 52 1.

### **Article 52**

**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 to him or her by the Council and/or by the Assembly or Chapter;

c) to substitute for 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<sup>34</sup>.

**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;

b) to keep the records and the registers up to date and file them, noting admissions, professions, deaths, withdrawals, and transfers from the fraternity <sup>35</sup>;

c) to provide any communication of relevant facts to the various levels and, if appropriate, to disseminate through the mass media.

**3. The Teacher of Formation** has the following duties:

a) to co-ordinate, with the help of the other members of the Council, the Formation activities of the fraternity;

- b) to instruct and animate the aspiring members during the time of initiation (before admission), the candidates during the period of initial formation, and the newly professed;
- c) to inform the Council of the Fraternity prior to Profession, concerning the suitability of the candidate for a commitment to live according to the Rule.

**4. The Treasurer**, or Bursar, has the following duties:

- 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 person who collected it.
- 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.

5. The provisions regarding the rights and duties of the Vice-Minister, the Secretary and the Treasurer apply, with the appropriate adaptations, at all levels.