

ROLE DESCRIPTION – LINK TERTIARY

1. PURPOSE OF OFFICE

As a member of Provincial Chapter and Trustee of the Order, to provide a personal link between Tertiaries in an agreed cluster of Areas and the Chapter.

2. ACCOUNTABILITY

To the Area Ministers, the Minister Provincial and Provincial Chapter.

3. CONDITIONS OF ELECTION

Elected by all professed Tertiaries in the Cluster for an initial period of tenure of three years, with the option of extending for a further three years by mutual agreement. Not eligible for re-election to the same office for three years after serving for six years (Statute 5.7.1). See also section III(iv)(e), "Office holder discernment at the three year stage" in the draft Chapter Handbook (on the web). The office should be held by a professed tertiary who is not at the same time a Provincial office holder or the holder of any office in their own Area. Attendance at Area Team meetings at the invitation of the Area Minister is permitted.

4. RESPONSIBILITIES

- 4.1. To pray regularly for the cluster in his/her care.
- 4.2. To act as a member of the Provincial Chapter and Trustee of the Order attending meetings of the Chapter regularly.
- 4.3. To communicate personally the vision, decisions and proposals of Provincial Chapter to the Area Ministers in the Areas which he/she represents.
- 4.4. To write a report for each Provincial Chapter and to share with the Chapter ideas, examples of good practice and matters of concern from the Areas represented.
- 4.5. To bring to Provincial Chapter the names of those seeking profession or release from vows, and to communicate Chapter's decisions to the Area Teams. To write a personal letter to anyone released from vows. To hold a supply of profession crosses and cards.
- 4.6. To exercise a ministry of encouragement in his/her Areas and support Area Ministers in their responsibilities to implement the constitution, statutes and formal decisions of Provincial Chapter.
- 4.7. When invited to do so, to assist Area Ministers in resolving any difficulty within their Areas.
- 4.8. To refer to Provincial Chapter any proposals for major changes within the cluster of Areas which s/he represents, or between clusters.