

Role Description - TSSF Minister Provincial

OVERVIEW

(Extracted from Provincial Review, consultation Document, October 1998)

In an emerging and expanding organization a particular question arises about the roles and responsibilities of Provincial Office bearers.

In a religious organization, and particularly in a Religious Order, history and theology need to be brought to bear.

The Minister Provincial (MP) has a series of tasks to perform, some of these are to do with the admission and withdrawal of the professed, some are representative and are undertaken on behalf of all those in the Order, while others are administrative.

The over-arching concept is that of *episcopate* or pastoral oversight and of a person who both 'holds' the vision for the moment and who re-creates a renewed vision by shared debate.

The particular task of any senior person is to re-focus an organization, to unite the members around an agreed set of tasks and to guide them forward. In the case of the Third Order many responsibilities are shared ones. Particularly, the MP has a duty in a 'shared responsibility' way with Provincial office bearers, whilst retaining the appropriate authority of the role.

PURPOSE OF OFFICE

As a member of the Chapter and a Trustee of the Order to be responsible for leading the European Province of the Order in following the way of St Francis. (*Constitution 3.3.a*)

ACCOUNTABILITY

To the Bishop Protector of the Province and to the Chapter.

CONDITIONS OF ELECTION

A professed Tertiary elected by all professed Tertiaries in the Province for a period of six years with a review by the office holder and the Bishop Protector after three years. Not eligible for re-election to the same office for three years. The office holder may not at the same time hold another Provincial office, or be the holder of an Area office. When the position of Minister Provincial is vacant the Provincial Formation Guardian will deputise.

RESPONSIBILITIES

1. Maintaining the Vision

- 1.1 To encourage and support members of the Order in following the principles of the Order
- 1.2 With the Chapter, to safeguard the Vision of the Order and to plan strategically for the development of the Order and the regular review of its corporate life.
- 1.3 To ensure that the Order in the Province confronts the actuality of its life with its ideals.
- 1.4 To oversee the formation and pastoral needs of the province

2. Representative

- 2.1 To maintain links with the Bishop Protector and keep the incumbents apprised of key events, aspirations and problems.
- 2.2 To attend Inter-Provincial Chapter and meetings of Provincial Ministers of the Third Order; to encourage the exchange of ideas, understanding a support between provinces.

- 2.3 To meet with the Ministers Provincial of the First Order Brothers and Sisters and the Abbess of the Second Order to maintain the unity and common purpose of the Society of St. Francis.
- 2.4 To maintain links with the world-wide Franciscan movement
- 2.5 To encourage ecumenical initiatives on the part of the Order and in particular to liaise with Franciscan orders in other denominations.
- 2.6 To represent the Third Order to other Religious Orders and to the wider church
- 2.7 To be a trustee of Franciscan Aid.

3. Administration

- 3.1 To preside at meetings of the Chapter and to have a casting vote when required.
- 3.2 To ratify, with Chapter and on advice from Area Teams, Elections to Profession, and the granting of Releases from Vows and of temporary leave of absence.
(*Statutes 2.4.13: 4.5.2 and Constitution 2.4.a*)
- 3.3 In co-operation with the Chapter and Area office-holders, to ensure that the organisation for the Province works effectively towards achieving the three aims of the order
(*as set out in the Third Order Rule pp3 -5*)
- 3.4 As Chair of the Trustees, to ensure that the Order meets the requirements of Charity Law.
- 3.5 To give support to the other members of the Chapter in carrying out their duties.
- 3.6 In consultation with the Provincial Formation Guardian, to appoint members of Chapter to hear appeals from individual Tertiaries or employees
(*as laid down in the Chapter Handbook – approved June2014*).
- 3.7 To appoint the Bishop Protector of the Province in consultation with the Ministers Provincial of SSF and CSF and the Abbess of the Second Order in the European Province.
- 3.8 To maintain a pastoral overview of Safeguarding issues and convictions, as appropriate, with the Chapter member who has the safeguarding lead role.