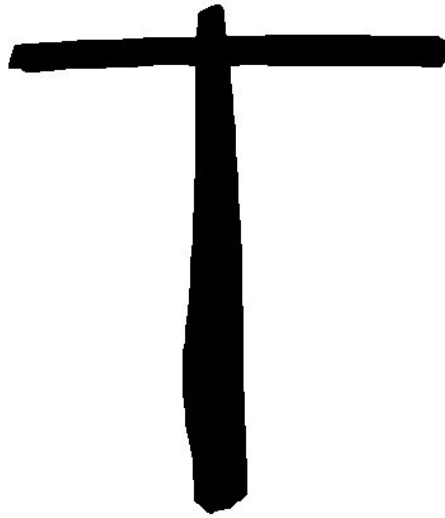


**The Third Order of the Society of Saint
Francis
(European Province)**



Area Team Handbook V.3

(Revised June 2017)

This document has been revised by Rona Duncan for the European Provincial Chapter of TSSF in 2017.

Introduction to the Area Team Handbook

This is the third edition of the Area Team Handbook which is a substantial update to the Handbook issued in 2003.

It is a reference resource for Area Teams with regard to statutory obligations and their responsibilities and roles. Also, to provide a knowledge base to assist in dealing with issues that the Area Teams frequently need to deal with.

We have tried to balance between the desire for simplicity and the need to keep a light touch on processes and procedures with some formality and light guidance for Area Teams.

The Handbook should be part of the induction for new members of the Area Team. Please pass on to your successor when they take over.

Handbook Sections

- Part A - Area Team
- Part B - Statutory Obligations and guidance
- Part C - Tertiaries
- Part D - Appendices

Note: Underlined words in blue denote clickable hyperlinks (within the document), e.g. from the index to each section and from each section back to the index.

CONTENTS

Part A - Area Team

1. Area Team Elected Members, Appointed Officers and Sub Groups.....	5
1.1. Office Vacancies.....	6
1.2. Handover and Induction of Area Team Officers.....	9
1.3. Elected Members	
1.3.1. Area Minister.....	10
1.3.2. Area Formation Guardian.....	11
1.4. Appointed Posts.....	12
1.4.1. Area Novice Guardian.....	13
1.4.2. Area Treasurer.....	15
1.4.3. Area Secretary.....	16
1.4.4. Local Group Convenor.....	17
1.4.5. Area Safeguarding Representative.....	18
1.4.6. Area Retreats Secretary.....	19
1.4.7. Area Pastoral Co-Ordinator.....	21
1.4.8. Area JPIC Representative.....	22
2. Area Team Meetings Topics, Responsibilities and Frequency.....	23
2.1. Model Agenda.....	24
2.2. Planning an Area Day.....	25
3. Province – Information and reporting	
3.1. Area Annual Report to your Link Tertiary.....	26
3.2. Area Reporting to the Provincial Formation Guardian.....	27
3.3. Provincial Chapter Members.....	28
3.4. Link Tertiary.....	29

Part B – Statutory Obligations and Guidance

4. Finance Guidance for Area Treasurers.....	32
5. Guidance for the Area Formation Guardian on Annual Tertiary Reviews .	36
6. Failure to Complete an Annual Review.....	41
7. Absence from Renewal.....	42
8. Non-Renewal Release and Leave of Absence.....	44
8.1. Procedures.....	44
8.2. Reasons for Release from Vows.....	47
8.3. Re-Admission.....	49
9. Conduct Confidentiality and Discipline	50

9.1. Non Attendance and Area and Local Group Meetings.....	55
10.Safeguarding Guidance for Areas.....	56
11.Pastoral	58
12. Local Groups.....	62

Part C – Tertiaries

13.Tertiaries within the UK Outside of Community life.....	63
14.Tertiaries and Areas in Mainland Europe	
14.1. Communication with Expats.....	68

Part D

15.Appendices.....	72
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Section A

Introduction

Area Team Elected Members, Appointed Officers and Sub Groups

An Area Team will work at its best by developing a strong sense of mutual support and the sharing of tasks which inevitably will sometimes overlap. The Team has a corporate responsibility for the on-going life of the Third Order family in its Area.

It is important that when tertiaries stand for election to office or for appointment that they are given a copy of the Job Description of the particular role.

The various roles of the members of the Area Team are specified in the following Job Descriptions. It is recognised that each individual will develop their role accordingly to their particular abilities.

Elected Officers

The two Officers who are elected by the Area are the Area Minister (AM) and the Area Formation Guardian (ANG)

Compulsory Appointed Officers

The tenure for Compulsory Appointed Officers should be in line with those set out for Elected Officers and are required to attend Area Team Meetings.

They are: -

Area Novice Guardian, Area Treasurer, the Area Secretary and Local Convenors.

Optional Appointed Officers

These officers attend Area Team meetings only by invitation with the Agreement of the Area Team and the approval of the Area Minister. It is recommended that tenure is in line with those set out for Elected Officers.

Sub Groups

These should only be constituted for a specific task and timeframe. Care should be taken to give such a group a clear Remit, timescales, reporting requirements and if relevant a cost budget.

Statutes References

Statutes 5.1 and 5.2 for details of Election and Appointment of Office Holders.

Statutes 2.4 ff. for the Responsibilities of the Area Team as a whole.

The following breakdown of various Team Members' tasks should always be seen in the light of 2.4 ff. guidelines.

Office Vacancies

A vacancy will occur at the end of the term of office or when an officer resigns during their term for both appointed and elected officers.

1. End of Term of Office

The Area Team should commence the process of finding a successor in time to enable a handover period to the new officer which should include as a minimum attendance at one Area Team Meeting, in the case of officers who are required to attend the Area Team Meeting.

2. Casual Vacancy

Where an officer resigns during their term of office the Area Team should ensure that a successor is found as soon as possible. Where a handover is not possible the Area Minister should ensure that additional support and training is given.

3. Long Term Vacancies

Areas can be faced with long term vacancies on the Area Team which can lead to difficulties in carrying out the particular responsibilities of the officer when there is no one in post.

Officer	Assigned Deputy	Comments
Area Formation Guardian	Area Novice Guardian	
Area Novice Guardian	Area Formation Guardian	
Area Treasurer	Area Minister	Or another bank signatory
Area Safeguarding Representative	Area Minister	
Local Convenor		See separate note
Area Minister		See separate note

3.1. Local Convenor

If the Local Group cannot find a Convenor then they should apportion out the tasks of the Convenor. There should be a contact person, a nominated representative to attend the Area Team Meetings (ATM), an agreement within the Local Group on their programme as a minimum.

3.2. Area Minister

Where an Area Minister vacancy occurs either at the end of term or as in a casual vacancy and there is no immediate successor the Area Team must decide how to administer the Area.

The definition of immediate successor is that no one has been appointed for three months following the vacancy and that there appears to be no prospect of a successor.

The solution should be one that is practical for the particular Area and their needs.

The Link Tertiary(LT) should be informed and is there to offer advice,

training and support. In certain circumstances, it may be helpful for the LT to attend and/or be a neutral chair to discuss the best solutions for the Area.

3.2.1. Suggestions are made below: -

- Appoint a caretaker Area Minister for a maximum period of one year
This person may be on the Area Team or another suitable Tertiary.
This would not entail an election but an acceptance from the majority of the Area Team.

If this is not possible then the Area Team should consider breaking up the responsibilities to various members of the Team.

- Area Team Meetings Chair
The Area Team agree for one of their number to chair the ATM meetings and to agree the Agenda with the Secretary.

- Area Days
Planning can continue in the ATM with regard to dates and themes and responsibility for arranging speakers could be delegated to the Secretary. It is assumed that the Secretary already books the venue.

- Liaison and reporting to Link Tertiaries and Province
The Area Team agree for one of their number to be named as the contact and take this responsibility.

- Safeguarding
If the Area Minister is currently carrying out this role as there is no designated officer then the Area Formation Guardian should take responsibility.

- Other responsibilities
These should be addressed as required and delegated appropriately.

3.3. Unfilled Vacancies in Other Roles

The table gives recommendations as to assigning responsibilities on a temporary basis. It is also possible to appoint a caretaker to a post with the recommended guideline that such a tertiary is appointed for a maximum period of one year. Every effort should be made to find a permanent officer holder during the period.

Handover and Induction of Area Team Officers

Area Team members change on a regular basis and it is important that the changeover is managed in the best possible way available. This will vary according to the circumstances of succession.

At Change of Officers ensure that any Tertiary standing for a given post is in possession of the Job Description for the role and they are also directed to obtain a copy of the Area Team Handbook from the TSSF Website.

Handover

- If a tertiary is completely new to the Area Team then it is advisable for them to attend a meeting as an observer before taking up the role as an observer. This helps the Officer Elect to understand how the meetings function and their own role within it.
- If a tertiary has previously served on the Area Team in another role this handover is useful in that he/she can get up to date on current matters before the Area Team meeting, but this is not essential.

Induction

- With the exception of Local Convenors there should be a meeting with the previous incumbent to hand over current documents and files. These can be electronic as well as paper.
- This could also, for the ANG, include training materials and Novice notes
- The Area Treasurer will need to handover the Cash Book and update to date Bank Statements. The Bank Statements should have been fully reconciled with the Cash Book before or at Handover.
- The current Area Treasurer should obtain a new Bank Mandate
- The Officer Elect must be fully briefed on the way the role has been previously conducted and any current problems or arrangements.
- The local Convenor should brief the incoming Convenor of any pastoral or particular needs of the Local Group.
- The Area Safeguarding Officer should brief the Officer Elect about any outstanding training required and any liaison ongoing with the Provincial Safeguarding Team
- The Area Safeguarding Officer elect should have, or immediately process a Disclosure and Barring Service (DBS) check, and arrange for any necessary training.

Notifications and Actions

- The Areas Secretary should: -
Provide the Diary Dates of Area Team Meetings and any relevant Provincial meetings to the Officer Elect.
Notify the changes in Officers to the TSSF Membership Secretary
Notify both the Justice, Peace and the Integrity of Creation (JPIC) co-ordinator and the Provincial Safeguarding Representative of the change in appointed officers.
- Current Area Treasurer should; -
Obtain a new Bank Mandate for the changeover and also at the first available meeting of the new Treasurer a Area Team Minute must be passed and a copy provided to the incoming Treasurer to take to the bank with the Mandate.

Area Minister

The Area Minister has overall responsibility for the life of the Area.

Accountability

To the Area Team and via the Link Tertiary to Chapter

To be elected for a period of three years with the option after discernment to serve for six years

Tasks

- Area Team
 - To lead the Area Team.
 - To support and enable all the members of the Area Team in their roles.
 - To hold regular Area Team Meetings
 - To provide the Agenda of Area Team Meetings in consultation with the Area Team
 - To lead the Area Team in an annual Area Review following Francis-tide.
 - To Act as Safeguarding Representative if the post is vacant.
- Area Meetings
 - With the Area Team to agree on the frequency of Area Meetings and to plan and facilitate them.
 - To ensure that the Area meets together at least once a year at Francis-tide with, as far as possible, all Tertiaries present, for the annual renewal of vows.
 - With the Area Formation Guardian to ensure that corporate worship is integral to the life of the Area.
 - With, and as one of, the Area Team to foster the pastoral care of all Tertiaries, postulants and aspirants in the Area.
- Novicing and Professions
 - To ensure that opportunities are provided for the novicing and profession of new Tertiaries.
 - With the Area Team to approve Novicings, Professions, Leave of Absence, and Release from Vows, subject to Provincial Chapter's ratification.
- Local Groups
 - With the Area Team, to encourage creative life in the Local Groups, and to deal with any problems which arise.
 - With the Area Team to approve the splitting, or amalgamation of Local Groups.
- Cluster and Province
 - To Liaise with the Link Tertiary as follows: -*
 - Provide the Link Tertiary with a written Annual Area report for the attention of Chapter as requested by the Link Tertiary, and liaise as necessary verbally or in writing.
 - To make contact with neighbouring Area Ministers, whether or not in the same Cluster, to plan joint events and share resources where appropriate and beneficial.
 - To ensure that there is a designated member of the Area Team with responsibility to see that information of interest from the Area and Local Groups is included in Third Order News (TON).

Area Formation Guardian

Has the responsibility for furthering the growth and formation of all Tertiaries in the Area in the ways of Franciscan spirituality.

Accountability

To the Area Team and Provincial Formation Guardian

To be elected for a period of three years with the option after discernment to serve for six years

Tasks

- To work with the Area Minister to ensure that corporate worship is integral to the life of the Area.
- To take pro-active steps to encourage the growth and formation of all Tertiaries in the Area.
- To keep in touch with the Provincial Formation Guardian on formation matters and encourage the use of any material which might be produced.
- To produce the content for Section B of the Annual Area Report to the Link Tertiary.
- When 'release' from the Third Order is under consideration, to ensure an adequate and prayerful review of the matter and present the names, when appropriate, to the Area Team.
- In consultation with the Area Minister, Area Novice Guardian and appropriate Local Group Convenor to present the names of any in need of pastoral support to the Area Team for decision and action.
- To ensure that all Tertiaries in the Area make an annual review of their life and Rule, receiving reports as appropriate.
- To ensure that all Tertiaries present themselves and their Rule of Life for their annual renewal and when this cannot be done at the appropriate Area Meeting to ensure it is done in the company of other Tertiaries at some other time.
- To ensure the provision of Retreats and Quiet Days as appropriate.
- When necessary to assist Tertiaries in finding an appropriate Spiritual Director.

Appointed Posts

The following role descriptions are for posts which are appointed by the Area Team.

Compulsory Appointed Posts

Area Novice Guardian
Area Treasurer
Area Secretary
Local Convenors
Area Safeguarding Representative **

These Appointed Members must attend the Area Team Meeting with the exception of the Area Safeguarding Representative who can attend as necessary.

Optional Appointed Posts

These are optional and report at or to the Area Team as appropriate.

Area Novice Guardian

Ensures the appropriate growth and formation in the ways of Franciscan spirituality of all Aspirants, Postulants and Novices in the Area, and is responsible for their care.

Accountability

To the Area Team and Provincial Novice Guardian

To be appointed for a period of three years with the option after discernment to serve for six years.

The Area Formation Guardian is expected to recommend to the Area Team a tertiary suitable for the post.

Tasks

- Enquirers
To be the focal point to whom Enquirers are directed.
To interview the Enquirer to ascertain if they have a vocation to the Order.
To arrange with the appropriate Local Group Convenor for the candidate to visit, and subsequently be attached to, a Local Group.
To liaise with the Convenor over the appointment of someone within the Local Group to act as a 'friend' to the candidate, when thought necessary.
To allocate Enquirers to an appropriate Novice Guardian.
To approve the selection of an appropriate Spiritual Director for each candidate.
- Novice Guardians
In consultation with the Area Team to appoint Novice Guardians as necessary and encourage and support their ministry.
To arrange occasional meetings of all Novice Guardians and when appropriate of Novices.
- Postulants, Novices
With the Area Formation Guardian to plan adequate training opportunities for Novices, including at least an annual meeting on St. Francis and St. Clare, which all professed may also come to.
To consult with the Novice Guardian and present the names of those thought ready to go forward as Postulants and as Novices to the Area Team.
- Profession
To consult with the Convenor and then with the Novice Guardian to present the names of those thought ready to go forward to profession to the Area Team.
In consultation with the Area Formation Guardian to approve the Rules of Life of those ready for profession.
On the Area Team approving a name for Profession, to forward that name to the Link Tertiary for ratification by Provincial Chapter.

If ratified, subsequently to notify the Administrator of the Profession having taken place.

- Record Keeping

To record all details of Aspirants

To record details of Postulants, pass the information to the Area Secretary for the Area Address list, and then to send the form on to the Provincial Database Administrator. (membership Secretary)

To record details of Novices pass the information to the Area Secretary for the Area Address list, and then to send the form on to the Administrator.

- Training materials

To order and hold adequate stocks of information material and training material.

(See Website Appendix)

Area Treasurer

To manage the Area Finances

Accountability

To the Area Team and Provincial Treasurer

To be appointed for a period of three years with the option after discernment to serve for six years

Tasks

- As a full member of the Area Team to share in all decision-making and pastoral care.
- Area Treasurers Guidelines
To carry out the duties below according to the parameters set up in the above Guidelines.
- To receive all income in the Area which will include Area Day donations, Retreat income and requested income from the Provincial Treasurer.
- To administer the Area's Bank Account ensuring that all cheques drawn on the account require two signatures as authorised by the Area Team, excluding the person in whose favour the cheque is drawn.
- To have authority to process financial transactions by internet banking.
- To reimburse expenses incurred by Area Team members, against written and signed claims, where possible supported by appropriate documents.
- To draw up a yearly budget with the Area Team and at least twice yearly provide a short statement to allow monitoring by the Team.
- To prepare an annual account each year in the form prescribed by the Provincial Treasurer by the due date requested by the PT.

Area Secretary

To provide Secretarial assistance to both the Area Minister and the Area Team

Accountability

To the Area Team and the Area Minister

To be elected for a period of three years with the option after discernment to serve for six years

Tasks

Area Meetings

- To liaise with the Area Minister with regards to the Agenda for Area Team meetings and produce the Agenda and circulate if the AM requires.
- To produce minutes of every Area Team Meeting and after AM approval circulate to Area Team Members.
- As a full member of the Area Team to keep full records of decision making and pastoral care, when appropriate.

Records and Notifications

- To keep up to date full records of all Tertiaries in the Area and to produce an intercession sheet of their names.
- To notify the Provincial Database Administrator (Membership Secretary) of any changes of detail, name, address etc of Tertiaries in the Area.
- To notify the Provincial Safeguarding Officer of the appointment of the Area Safeguarding Officer. If the post is vacant the PSO must be informed that the Area Minister is acting in this capacity.

Circulation

- To circulate all necessary documentation to the Area including TON, election papers and address lists.
- To circulate the Link Tertiary's Chapter reports to the Area Team.
- To book Area Day Venues if required.
- Where possible to assist Tertiaries moving out of the Area to make swift contact with their new Area.

Local Groups Convenor

To lead the local group and support the members pastorally

Accountability

To the Area Team

To be appointed for a period of three years with the option after discernment to serve for six years

Tasks

- Area Team
A Full member of the Area Team and to participate in all decisions and attend all meetings
To report to the Area Team on the Local Group as to activities and pastoral concerns.
- Local Group
To keep in touch with all members of the Local Group.
To arrange for the Local Group to meet regularly and as frequently as they together deem fit.
- Local Group Meetings planning
Work with all Local Group members to:-

Arrange a venue which is warm, large enough, and accessible.
Plan the programme with sufficient Franciscan content.
Include time for prayer, for socialising and the exchange of news.
To help the Group to grow in mutual support, nurture and formation.
Facilitate smooth running and time keeping.
Build up trust, and growth.
To welcome newcomers, enquirers and postulants and ensure that, where necessary, they have a 'friend' in the Group.
To ensure that members absent for whatever reason are cared for and encouraged to feel that they belong.
To help the distribution of TON and the inclusion in it of local news.
To pray for the Local Group members and encourage an atmosphere of mutual prayerful support.

Area Safeguarding Representative

Accountability

To the Area Team

This is an appointed post by the Area Team and subject to the approval of the Provincial Safeguarding Team

It is recommended that the Representative be appointed for a period of three years with the option after discernment to serve for six years.

Training

The Area SGR will have /had suitable training supported with guidance from the Provincial SG Team

The Area SGR must undertake a Disclosure and Barring Service (DBS) check to show they that they have no previous relevant convictions.

Tasks

- To use all best endeavours in promoting safe working practice across the Area as described by the Provincial Safeguarding Policy
- To raise general awareness of risks and possibility of abuse so that everyone is confident and secure in all settings with sisters and brothers.
- To inform and give guidance to Local Convenors and Area Officers
- To assure all members of the Area that if any safeguarding concerns arise, or disclosures about abuse are made, all such issues must be passed direct to the Provincial Safeguarding Officer or Chapter Lead who will offer advice and support. No investigation, review or reporting should be considered in the Area.
- To be responsible for ensuring that Tertiaries expected to apply for DBS or in the Irish Republic Garda Vetting clearance check do so.
- To be a regular attender at Area Team Meetings so that advice and awareness are a full part of practice in the Area.

Area Retreats Secretary

Has the responsibility for organising, booking and collecting payments for Area Retreats

Accountability

To the Area Formation Guardian, the Treasurer and the Area Team

This is an appointed post by the Area Team.

It is recommended that the Secretary be appointed for a period of three years with the option after discernment to serve for six years.

Tasks

- To research and suggest a retreat giver and programme, venue and date for an Area Retreat for the approval of the AFG and the Area Team.
- To publicise the Area Retreat
- To maintain a list of the Retreatants and payments received.
- To maintain a waiting list if required

- **Financing a Retreat**

The following responsibilities may be carried out by the Area Retreats Secretary or the Area Treasurer.

- Deposits and balances

A deposit must be paid by all retreatants by a specified date which is generally non – refundable.

The Balance must be paid by the agreed date

- Payment of deposits and balances

May be made by the following ways

By cheque

in which case they must be recorded and paid into the Area Bank account by arrangement with the Area Treasurer.

By bank transfer

paid directly into the Area Bank account. If so they must be clearly marked in an agreed Reference format e.g. Surname and name of Retreat. In the case of a common surname the first initial should also be on the reference.

By payment direct to the retreat house

If payment is made either by bank transfer or direct to the retreat house then the retreatant should notify the Area Retreats Secretary and the Treasurer preferably by email of the payment.

Deposit or balances held in the Area Bank Account

Payments to the Retreat House should be made by the Area Treasurer on request of the Area Retreats Secretary either by cheque or bank transfer.

- Cancellations – deposit paid only

If only the deposit has been paid and a replacement Retreatant is found then the deposit can be refunded.

If no replacement is found and the deposit has already been paid to the Retreat house it is not refundable.

- Cancellations – full balance paid

Refunds can only be made if either the Balance has not yet been paid over to the Retreat House or the Retreat House is willing to refund the Balance Payment.

However, it is recognised that there can be exceptional circumstances due to ill health, personal circumstances and death where it is appropriate for the Area to refund monies even if the payments are not refundable by the Retreat House. The emphasis is that it must be a serious issue and not a cancellation due to simple ailments or circumstances.

Further guidance on deposit and balance payments may be found in Section B under Finance Guidance for Area Treasurers.

Area Pastoral Co-Ordinator

Has the responsibility for pastoral matters as delegated by the Area Team

Accountability

To the Area Formation Guardian and the Area Team

This is an appointed post by the Area Team.

It is recommended that the Representative be appointed for a period of three years with the option after discernment to serve for six years.

Training

The Area Pastoral Co-ordinator must have /had suitable training in Safeguarding awareness from the Area Safeguarding Officer.

The APC must have some recognised pastoral skills and or some formal training in pastoral work.

The APC must undertake a Disclosure and Barring Service check to show they that they have no previous relevant convictions.

Tasks

- To be guided by the provisions and practice of the Provincial Safeguarding Policy and the Area Safeguarding Officer.
- To notify the ASGO of any tertiary who is involved in pastoral work who requires a DBS.
- To report and document to the Area Safeguarding Officer any disclosure or concern
- To form a team of Tertiaries to undertake pastoral care.
- To maintain a list of the Pastoral Team with their availability and where appropriate their particular responsibilities with regard to any individuals.
- Pastoral Care
Tertiaries needing pastoral care should be passed to the Pastoral Co-ordinator by the Area Team or the Area Formation Guardian.
Any names passed by other individual should be verified with the Area Team.
- Ensure all tertiaries who require pastoral care from the Pastoral Team are visited and cared for according to their needs regularly.
- To inform and give guidance to Local Convenors in pastoral care.
- Report to the Area Formation Guardian and the Area Team as required

Area JPIC Representative

Has the responsibility for ensuring that the issues of Justice Peace, Integrity and Creation (JPIC) are appropriately highlighted to the in the Area.

Accountability

To the Area Team

This is an appointed post by the Area Team.

It is recommended that the Representative be appointed for a period of three years with the option after discernment to serve for six years.

Tasks

- To attend Area Team Meetings at the discretion of the Area Minister. The JPIC Steering Group recommends that the Representative is included with the Area Team so that matters of justice, peace and the community of creation are integrated with the work of formation, ministry and The Principles.
- To circulate via Area Convenors, and others, matters of interest highlighted by the JPIC Steering Group.
- To take pro-active steps enabling all Tertiaries to stand for justice and peace with all creation in faithfulness to our Franciscan Rule, personal and community.

Area Team Meetings - Topics, Responsibilities and Frequency

The Agenda for meetings will vary in terms of what is needed to be reported on or to be discussed. A model Agenda is included for an example. It is important that each member understands who reports on what and the general topics for mutual decision/discussion. See below for a guide.

<p>Area Minister <i>To agree the agenda prior to the meeting</i> <i>To conduct the meeting</i> <i>Current and ongoing events and issues</i> <i>Chapter Report from Link Tertiary</i> <i>Requirements/reports from Province</i></p>	<p>Area Team <i>Review of minutes of meetings</i> <i>Planning for future Area meetings</i> <i>Special events</i> <i>Area Retreats</i> <i>Safeguarding</i> <i>JPIC issues</i></p>
<p>Area Formation Guardian <i>Annual reviews, reports and renewals</i> <i>Outstanding annual reports</i> <i>Tertiaries whose pledge has lapsed</i> <i>Authorisation of absence</i> <i>Review of leave of absence</i> <i>Request for Withdrawal</i></p>	<p>Treasurer <i>Finance</i></p> <p>Secretary <i>Take Notes of the Area Team Meetings</i> <i>Booking Area Meeting Venues</i> <i>Forthcoming elections</i> <i>Correspondence</i></p>
<p>Area Novice Guardian <i>Enquirers</i> <i>Discernment of admissions to Postulancy</i> <i>Discernment of admissions to novitiate</i> <i>Progress of novices</i> <i>Training for novices and guardians</i> <i>Elections to profession</i></p>	<p>Convenors <i>Local group programmes and initiatives</i> <i>Changes of group membership</i> <i>Pastoral concerns and celebrations</i></p>

Frequency

There should be a minimum of two Area Team Meetings and preferably three per year if possible. It is difficult in some Areas because of the distances Officers have to travel but if there is not enough time to discuss matters properly then there is a considerable danger of a very heavy and unreasonable burden falling on the Area Minister to ensure the Area is administered properly.

TSSF – AREA TEAM MEETING
to be held at
LOCAL
on
DATE AND TIME

A G E N D A

1. Welcome and prayer
2. Apologies:
3. Matters arising from Team Meeting held # date
4. Reports:
 - 4.1. AFG
 - 4.2. ANG
 - 4.3. Treasurer
 - 4.4. JPIC
 - 4.5. Convenors
 - 4.6. AM
5. Planning for Area Day
6. Other business
7. Next meeting:
8. Close meeting

Planning an Area Day

The Area Team should plan the Area Day and delegate tasks as necessary.

Frequency

Most Areas have two meetings, some have three and exceptionally some may have four per year. Two Area Days is regarded as a minimum usually one in the Spring and one at Francistide. It is up to the Area Team what they judge as suitable for their Area taking into account distances and resources for organising the meeting.

Venue

•Location

This can be a central one or the Area may choose to vary the location to differing parts of the Area. In addition, consideration of parking, access and sound systems (where relevant) should be made. It is also recommended that churches with fixed pews should be avoided if possible.

•Layout

This is important as consideration of hearing difficulties and ease of participation should be made. Changing the layout of seating for different types of meetings can make a major difference in atmosphere and flexibility on the day.

Content

This is entirely flexible but generally should include the following: -

- The Area Minister should conduct the Meeting and in addition give any news or notices for the Area
- Sharing of news from Local Groups
- Celebration of the Eucharist
The format of the liturgy can be a local one. If so please ensure that all tertiaries have copies and that there are spares at the Area Day
- Renewal of Vows of Professed tertiaries should take at the Francistide meeting.
- Speaker or an activity or topic
- Refreshments available at the beginning of the day, lunchtime and if appropriate at the end of the meeting.

Content Suggestions

- A Speaker
Invitations to Speakers should always include clear guidance on length of talk required and also obtain from the Speaker any special requirements they may have. Try also to have a variety in the topics the Speakers cover.
- Discussion
This could be on a current Franciscan topic or Provincial or Area matters
- Activity/Workshop
Occasionally an Area meeting which is creative is very fruitful. Organising a Prayer group, a music group, a craft group etc. to come together in the Eucharist can be very rewarding.

Area Annual Report to your Link Tertiary

Area Teams are required to submit an Annual Report following each Francistide. It is expected that all members of the Area Team will contribute and agree the Annual report.

It is the responsibility of the Area Minister to collate and submit the report to their Link Tertiary. If there is a change of Area Minister then it is the responsibility of the AM who was in charge during the year to complete. This will also apply to the Area Formation Guardian if there is a change in post with regard to Part B.

An annual review benefits both the Area and Chapter. It helps the Area Team learn and plan, and shared with Tertiaries locally it enables everyone to be kept informed. From Chapter's point of view, the report enables us to respond to the needs and opportunities you draw to our attention, so that we serve and support Areas and the Order at large.

Your Link Tertiary will contact you prior to Francistide to remind you of your obligation and also to outline any particular items that either Province or they would like you to comment on.

Province will return the compliment each Spring in an Annual Provincial Report, summarising the overall picture of events and issues throughout the previous year. This will be published in TON.

The Area Annual Report now consists of two Parts.

- Part A is the general report and in addition will contain any additional questions your Link Tertiary may ask.
- Part B is the report on formation in the Area. This should be completed by the Area Formation Guardian. This section will be passed on to the Provincial Formation Guardian for information.

Part A

General Reporting on the Area.

The Area's review is an opportunity to:

- evaluate the general picture emerging from local groups, and the Area Team's own work over the past year.
- recognise and give thanks for good things
- identify where there is scope for development
- mention noteworthy initiatives and developments in local groups and Area events
- share good practice and successes which might benefit other groups and Areas
- agree action for the Area Team to take (outlined in Statute 2.5)
- make recommendations or raise issues which Chapter should address.
- Respond to additional questions as requested by your Link Tertiary in their annual guidance and reminder letter to the Area Minister.

Part B

Reporting on Formation

The following Statistics are requested.

- the number of professed who have made their annual report
- The Number of professed who have renewed
- Number of Professed, Novices, Postulants and Enquirers in the Area

- evaluate formation in the Area emerging from the reports from individual Tertiaries.
- Share any formation issues and developments of importance.

The Area Team should meet after Francistide to discuss their review so that the Area minister can complete it in good time

Submission Date -

Please let your Link Tertiary have your report by the end of November each year.

Your Link Tertiary uses your contributions to produce a Cluster Summary Report for Chapter.

Provincial Chapter Members

All Provincial Chapter members are elected for a period of three years with an option to continue for a further three years.

Details of all members of Provincial Chapter and other contacts can be found on the TSSF website.

Link Tertiary

Your LT is your primary representative on Chapter and is elected by the Cluster. Your LT should be your primary contact for support and advice on Area Team matters. He/she is expected to attend an Area Team meeting in your Area or come to an Area Day once a year to keep in touch as a minimum.

The job Description for the LT is included in this Handbook, so Areas can be clear as to the responsibilities of their representative on Chapter.

Chapter Officers

- Provincial Novice Guardian
The PNG is also available to be consulted on Novice issues if required.
- Provincial Formation Guardian
The PFG is also available to be consulted on Formation issues if required.
- Provincial Treasurer
The Area Treasurer liaises with the PT as stated in the Financial Guidelines.
- Chapter Lead on Safeguarding
- Chapter Lead on JPIC

Link Tertiary

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

Accountability

To the Area Ministers, Minister Provincial and to the Chapter

Conditions of election

- Elected by professed Tertiaries within the Areas represented.
- Elected for six years subject to a review by the office holder and the Chapter after three years in office. After this time he/she cannot hold the same office for at least three years.
- The office should be held by a professed Tertiary who is not at the same time a Provincial office holder, an Area Minister or hold any other post on an Area Team.

Responsibilities

- To act as a member of the Chapter and Trustee of the Order, attending meetings of the Chapter regularly
- To share with the Chapter ideas, examples of good practice and matters of concern from the Areas represented.
- To communicate personally the vision, decisions and proposals of Chapter to the Area Ministers whom he/she represents.
- To refer to the Chapter any proposals for changing the Cluster of Areas which he/she represents.
- To exercise a ministry of encouragement in their Areas and support Area Ministers in their responsibilities to implement the constitution, statutes and formal decisions of the Chapter.
- To attend at least annually an Area Team Meeting or an Area Day in each of his/her Areas.
- When invited to do so, to assist Area Ministers in resolving any difficulty within their Areas.