

## *Navigating the Capuchin Communications' Website*

*The Capuchin Communications' website is primarily intended for friars of the province and our partners in ministry. It is designed to offer helpful resources and information that can be accessed easily. If you have any difficulty in accessing information or documents, please contact us and we will be happy to assist you.*

Depending on the type of device you are using (PC, smart phone, tablet, etc.), you may see a different page initially. If you see our "home" page, you will see a list of links at the top. If you see an icon with 3 horizontal lines ☰, click on that icon for a pull-down menu.

Please also note that many of our provincial websites incorporate a similar design. So it is important to make sure that you have accessed the *desired* site. The Capuchin Communications' website address is: [www.sjpcommunications.org](http://www.sjpcommunications.org).

*Nota bene: Some documents on our website require a password. If you are a friar or a Capuchin Partner, and you need the password, contact us by phone (414.803.4449) or email ([tlauman@thecapuchins.org](mailto:tlauman@thecapuchins.org)) and we will provide you with the specific password needed.*

Under the "Welcome to Capuchin Communications" banner, there is a "Sign Up" button that you can use to subscribe to various publications (Weekly re:Cap, prayer requests, etc.).

**"Safe Environment:"** Clicking this icon will take you to the Office of Pastoral Care & Conciliation page of our website. Once there, you can then choose from the menu on the right for various documents, policies and practices, and information on where to get help related to sexual misconduct.

**"Contact:"** Clicking on this link will provide you with contact information for Capuchin Communications and provincial offices, as well as links to various provincial ministry websites.

**"Friars Login:"** Click this link to enter the "Friars Only" page. You will then need to enter the username and password to access various documents (*Note: We provide the username and password to friars when sending messages with a link to this page*).

**"Documents:"** This link will offer you several options:

"Official Documents" includes the Provincial Policy Handbook, the pastoral plan of the province, and other materials.

"Weekly re:Cap Newsletter" includes an archive of past issues of our newsletter.

*"Forms"* offers various resources for medical records, funeral planning, etc., as well as other forms (e.g., ordering a new habit).

*"Other Documents"* includes various essays and documents on a variety of topics related to Capuchin-Franciscan life.

*"Minutes"* includes the most recent minutes of the Provincial Council and other provincial entities.

**"Resources"** offers several options:

*"Liturgy & Prayers"* provides various documents related to liturgy and prayer resources for special events, liturgical seasons, etc.

*"Local Ministers"* includes a listing of the local ministers of the province, as well as documents related to the maintenance of medical records that need to be updated regularly. There are also various resources regarding the death of a friar, obituaries, funeral planning, etc.

*"Necrology"* is an archive of the published necrologies for deceased friars, as well as a resource guide for the composition of necrologies.

*"Chapter Resources"* offers various materials related to our upcoming provincial chapter.

**"Directories:"** This page includes the Provincial Personnel Directory, "Oremus" (listing of friars' birthdays, namedays and death anniversaries, and other directories related to provincial ministries or offices.

**"Calendar":** This page includes a listing of all official provincial events and meetings, as well as a monthly schedule of the provincial minister.

You can also "search" for various resources using the "Search the site" option which appears on all pages of the website.

***We are constantly updating our website. If you notice anything which needs to be corrected, or if you would like to suggest additional resources to be posted, please contact us!***