

Model Living Agreement Between a Local Community and a Non-Provincial Member

(Revised: January 2015)

As a rule, only Capuchin friars and resident candidates live in Capuchin communities. By way of exception non-provincial members may be invited to live in a Capuchin community. The local minister shall consult the members of the community and receive consent of the provincial minister before inviting a non-member of the Province of St. Joseph to live in a provincial community.

Whenever a non-member of the Province of St. Joseph lives in a provincial community, the individual and the local community should execute a written agreement, which should be retained by the local minister and the individual. A copy should be forwarded to the provincial minister. The agreement should include a list of what the Capuchin community will provide to the guest and what the guest shall provide to the Capuchin community. The agreement should include the projected length of residence and a clause stating that the Capuchin community or the guest can terminate the agreement at any time for any reason. It should explicitly state that the Capuchin community and/or the province shall never be considered financially liable for services rendered by the guest. In all cases, a criminal background check on the prospective guest should be executed before the individual moves into the Capuchin community. A model agreement follows.

Agreement Parties: [Guest]
and
[Name] Capuchin Community

The following is an agreement between [Guest] and [Name] Capuchin Community ("the Community"), located at [Street, City, State] describing the terms under which [Guest] shall be welcomed as a guest of the community.

The community shall provide the following to [Guest]:

- Room and board.
- Opportunity to participate in community prayer and social life.

[Guest] shall provide to the community:

- Participation in community prayer and social life, as much as possible in light of work, school and other commitments.
- Help in cleaning and maintaining the building.
- Participation in community meetings and planning as the local minister deems prudent.
- Where applicable a monthly payment of \$____ to help defray the costs of non-members room and board may be negotiated. This payment shall be made in the form of a check payable to the Province of St. Joseph of the Capuchin Order.

By signing this agreement, [Guest] further consents to participating to a criminal background check. The check shall be paid for and executed by the provincialate and must be successfully completed before [Guest] is permitted to move into the community. The [Guest] also agrees to complete the required (arch)diocesan program for the protection of children and vulnerable adults. A certificate of completion of this program will be forwarded by the local minister to the provincialate.

Neither the Province of St. Joseph nor the community assumes any financial responsibility for [Guest] other than room and board. [Guest] is responsible for all other personal and living expenses, including but not limited to: education, transportation, health care, insurance, and recreation. [Guest] will receive no payment for any work he does at the community.

[Guest's] other responsibilities and commitments are recognized and respected within this agreement. These include: [List]. [Guest] and the local minister shall work out an arrangement that allows [Guest] to continue these activities while living and participating in the life of [Name] Capuchin Community.

This agreement shall commence on [Date] and will end on [Date]. However, each party reserves the right to terminate this agreement for any reason and at any time.

/s/ [Guest], date

/s/ Friar representative, [Name] Community, date