

## Job Description for Local Ministers

Our provincial plan states that the local minister's "main role is to facilitate Franciscan gospel life and sharing within the fraternity..." Based on this direction of the plan and the experience of ministers, three areas of leadership and responsibility of a local minister are outlined for clearer guidance of ministers and understanding in each community.

Each community in the province is unique in terms of numbers, age, composition of friars and laity, etc. This will impact on how the responsibilities listed will be implemented. There are certain elements in the description which are more apropos for some communities, and other elements which would be of interest or help in a different community. The many factors of personality, ministry, needs, and location will impact on the responsibilities of the local minister and the community members.

While the job description lists responsibilities of the minister, it is presumed that these responsibilities will be shared. Even though they are listed as a job description for a local minister, the points are the responsibility of the whole community.

In preparation for the next gathering of local ministers, friars are asked to read the following carefully, and to offer to their local ministers any reflections or suggestions regarding the revision of this job description.



### *Local minister as facilitator:*

Facilitation involves convening, assigning, leading, encouraging, organizing, delegating in the following areas:

1. Community prayer
2. Local chapters
3. Review of life
4. Days of reflection
5. Community cleaning tasks
6. Gathering for meals
7. Care of buildings
8. Finances of the community

### *Local minister as the primary source of communication:*

1. The liaison between the provincial and local level for ongoing communication;
2. Maintains medical information and power of attorney records of friars in the community;
3. Makes himself available as a primary "listener" for community members; and

4. Is responsible for any necessary interventions because of certain behaviors or attitudes.

*Local minister as creator of hospitality:*

1. Helps to create a welcoming atmosphere and tone for visitors;
2. Creates a “safe” atmosphere within the community to allow for openness and sharing; and
3. Strives for a healthy relational atmosphere among members of the community.