



# Up to Now

Newsletter of the St. Margaret of Cortona Region of the Secular Franciscan Order  
Covering the District of Columbia, Maryland, Delaware, Virginia,  
and portions of West Virginia and Pennsylvania

Volume 26 Issue 4

Let us begin again, for up to now we have done nothing.

May 2023

## Regional Minister's Message

### A Contemplative Prayer Life

We just experienced the holy seasons of Lent and Easter but this does not mean we should put our prayer life on the shelf. During these sacred times on the Church calendar, we have been given the opportunity to get to know God better. Hopefully, our prayers increased, and we even experienced changes in our prayer life. Some of us may have developed a deeper contemplative prayer life while meditating on the passion and death of our Lord, Jesus Christ.

As followers of St. Francis, our prayer life is both active and contemplative, which makes up part of our Franciscan charism. In my November 2022 message in the Up to Now regional newsletter, I touched on contemplative prayer and now I would like to delve more into how St. Francis, through the words of Thomas of Celano, teaches us how to develop a deeper contemplative prayer life.

Thomas of Celano writes:

And after he had remained some time while there and by continual prayer and frequent contemplation had in an unspeakable manner attained intimacy with God, he longed to know what was or might be most acceptable to the Eternal King in and concerning himself. Most carefully did he search out and most tenderly did he long to know in what manner, by what way, or by what desire, he might most, perfectly cleave to the Lord God.

(See "Regional Minister's Message" on page 2)

## Regional Council St. Margaret of Cortona Region

<b>Regional Minister:</b> Bob Longo, OFS	<b>Regional Spiritual Assistants:</b> Fr. Russel Murray, OFM
<b>Vice Minister:</b> Michael Huether, OFS	Br. Michael Meza, OFM Cap Anne Mulqueen, OFS, (OFM Conv delegated)
<b>Secretary:</b> Mary Rohde, OFS	<b>Regional Youth and Young Adult Commission Chair:</b> Denis Castillo, OFS
<b>Treasurer:</b> Peter Noyes, OFS	<b>Regional JPIC Chair:</b> Gil Donahue, OFS
<b>Formation Director:</b> Rita Colleran, OFS	<b>Regional Interfaith Ecumenical Committee Chair:</b> Mike Huether, OFS
<b>Area Councilor (MD/PA):</b> Tobias Harkleroad, OFS	<b>Regional Multicultural Chair:</b> Sita Chakrawarti, OFS
<b>Area Councilors (VA):</b> Randy Bender, OFS Sita Chakrawarti, OFS	<b>Regional Archivist:</b> Bob Longo, OFS
<b>Aera Councilor (MD/DE):</b> Mary Tchida Badjo, OFS	<b>Regional Newsletter Editor:</b> Bob Longo, OFS
<b>Area Councilor (DC/Metro):</b> Janice Benton, OFS	

## In this Issue...

Regional Ministers Message.....	2
Around the Region.....	3
Article on Mary Lou Coffman.....	4
Franciscans Helping the Homeless.....	5
Effective Interreligious Dialogue.....	7
Regional Elections 2024.....	8
Regional Minister's Duties.....	8
Regional Vice Minister's Duties.....	10
Regional Secretary's Duties.....	10
Regional Treasurer's Duties.....	11
Regional Formation Director's Duties.....	12
Regional Area Councilor's Duties.....	13
Loyola Region Retreat.....	15
Regional Retreat Facilitator Fr. Charley Miller, OFM.....	16

*("Regional Minister's Message" from page 1)*

Since according to Nature's laws and the manner of man's condition, the outward man must perish from day to day (though the inward be renewed) that most precious vessel wherein was hidden a heavenly treasure, began on all sides to be shattered and to suffer the loss of all its strength.

\* \* \*

Our Lord has given us the wonderful gift of adoration. This is a special time to spend in contemplative prayer where we open our minds and hearts and turn ourselves over to God, have conversations with Him, and a time to listen to Him to develop a deeper relationship with the Father.

I think of adoration as being on a date with God, we enjoy His company. We have so much to share and He has so much he wants to share with us. As in dating, we want to know all about the person we are with and vice versa.

At adoration, an interior transformation takes place, and contemplative prayer takes on a spiritual life of its own, just as it did with our father Francis. During those few years in the cave at Mt. La Verna, Francis found what he was seeking throughout his life, he found his true love, thus, according to Thomas of Celano, "the presence of God transfigured him until He made him another Christ."



As we grow in our contemplative prayer life it becomes less about us and more about God. Our desire (love) for God becomes our main focus and we see changes taking place, especially in our way of thinking. So, it takes time to get to know God, therefore, to love God is to better understand Him in all His goodness.

Father Gilles Emery, O.P. in his essay, [Trinitarian Theology as a Spiritual Exercise in Augustine and Aquinas](#) tells us, "Our efforts to understand God must be informed by love because "the more one loves God, the more one sees him". I believe this is how St. Francis saw God, through the love of the Father.

\* \* \*

Just as St. Francis spent his time alone with God in a cave, I invite you to spend time alone at adoration, in silence. At first, if you find contemplative prayer difficult, start by praying the rosary and meditating on its mysteries, you will develop a deeper prayer life.

You could also attend Mass earlier and spend time in His presence in front of the Tabernacle; you would be amazed by the changes that take place.

Your Franciscan brother in Christ,  
*Bob Longo, OFS*

St. Margaret of Cortona Regional Minister  
<http://saintmargaretofcorona.org/>

### **2023 Loyola Regional Retreat - July 21 – 23, 2023**



**More information on pages 15 and 16**

*Around the Region*

*Congratulations to Newly Elected Councils*

**Companions of Francis and Clare Fraternity**



- L-R Minister: Mike Warnalis, OFS
- Vice-Minister: Tom Ryan, OFS
- Secretary: Susan Ryan, OFS
- Treasurer: Bryan Boggs, OFS
- Formation Director: Gail Danielsen, OFS
- Councilor 1: Georgene Bramlage, OFS
- Councilor 2: Luisa Perkins, OFS
- Councilor 3: Paul Wyar, OFS

**Our Lady of the Rosary Fraternity**



- L- R Minister: Peg Crews, OFS
- Vice-Minister: Carol Murphy, OFS
- Secretary: Eileen Murray, OFS
- Treasurer: Paul Reardon, OFS
- Formation Director: Donna Kendall, OFS
- Councilor-at-Large: Barbara Massey, OFS
- Councilor-at-Large: Cindy Holland, OFS

*Celebrating 25 years as a Franciscan*

**Tom Fame**, OFS, professed on June 21 1998 – St. Conrad (Hanover) Fraternity

**Cathy Griffin**, OFS, professed on June 21, 1998 – St. Conrad (Hanover) Fraternity

*Congratulations to Our New Candidates*

**Little Flower Fraternity**

Donna Dellaglio, OFS

\*\*\*\*\*

**St. Francis of Assisi Triangle Fraternity**

On Saturday, March 11, 2023, the Saint Francis of Assisi Fraternity in Triangle, Virginia held a Rite of Admission for three new Candidates who are progressing through the Initial Formation.



- L-R Raphaelle Lawson-Jackson, OFS,
- Erin Snow, OFS, and Rosita Pugsley, OFS,
- Picture on the right is Fraternity Spiritual Assistant, Father Jim Scullion, OFM

\*\*\*\*\*

*Congratulations to Our Newly Professed*

**Del Camino Fraternity**

- Frans Machicado, OFS
- Maria Lobo, OFS
- Rosa Jordan, OFS
- Israel Lobo, OFS
- Jenny Zairi, OFS
- Asuncion Castellano, OFS
- Sonia Dopico, OFS
- Clara Mata Melendez, OFS
- Yolanda Escobar, OFS
- Santiago Gomez, OFS
- Glenda Contreras, OFS
- Cesar Contreras, OFS



## *Congratulations to Our Newly Professed*

(continued)

### **St. Conrad (Hanover) Fraternity**

Emory Appleby, OFS,  
Mary Blickenstaff, OFS  
Phil Pascoe, OFS

### **St. Francis of Assisi DC Fraternity**

Carola Cerezo-Allen, OFS

\*\*\*\*\*

### *Losses in the Family*

**Maria E. Cassidy**, OFS, passed on February 11, 2023. She was professed on June 11, 1989, and was a member of the St. Thomas More (Arlington) Fraternity

Candidate, **Dolores Miller**, OFS, passed away on February 18, 2023, and was a member of Portiuncula Fraternity

**Hendrika "Henny" Strathmeyer**, OFS, passed away on December 22, 2022. She was professed on June 27, 1982, and was a member of the St. Conrad (Hanover) Fraternity

### **Mary Lou Coffman, OFS**



On April 26, 2023, we said goodbye to our dear sister Mary Lou Coffman who made her Transitus to eternal life. Mary Lou has touched many of us either directly or indirectly through her selfless support of her local fraternity (Saint Francis of Assisi Fraternity in Triangle, Virginia), the region, NAFRA, and the Order as a whole. She leaves behind a legacy of love, mercy, and commitment in her many roles as mother, grandmother, Secular Franciscan, local fraternity Minister, Formation Director, Treasurer, Regional Council Member, Administrator of the regional database, and Editor of our regional newsletter.

Serving as Formation Director of her local fraternity, Mary Lou became close friends with many. After moving to Florida to live with her daughter, she was contacted daily by those close friends from Virginia to help her feel more connected to her fraternity, despite the physical distance. They would speak of their love for Saint Francis and discuss spiritual matters and reflections to maintain that sense of fraternity.

Even though small in stature, Mary Lou was driven by the Holy Spirit and was a powerhouse of faith and energy. She didn't like to be idle or bored and spent her time doing computer work for the region and some national projects. On her own she created

a data base of Franciscan saints and a Catholic version of reading the entire bible in a year. She was an avid reader and would often read a book a day. This would prepare her for discussions with her friends and fraternity and delivery of formation when called upon to do so.

Memories include her playing the piano at every children's mass at Saint Francis of Assisi Parish for the Friday morning school celebration of the Eucharist; participating on the 50th anniversary parish trip to Assisi; her constant smile despite the hardships she endured physically and her determination to be as independent as she could despite her limitations; her compassion for her daughter Alice as she struggled with addiction and her determination to secure the best medical and mental health care for her as possible. Her very dry sense of humor and her unwavering love of Saint Francis and Saint Clare. She was intelligent yet humble, and a strong apologist of the Catholic faith and her Franciscan vocation. She often said that she left the Church for a very short while but came back with a vengeance. The way she lived her life was proof of that. (*"See Mary Lou Coffman" on page 5*)

*("Mary Lou Coffman" from page 4)*

She very much loved her family and is survived by three of her four children, nine grandchildren, and five great grandchildren with another on the way. Mary Lou was admitted to the Secular Franciscan Order on September 27, 1997, and Professed on October 17, 1998. We as Secular Franciscans know that Sister Death is the gateway to the ultimate encounter with God and that our sister, Mary Lou, will hear the voice of God say, "Well done my good and faithful servant... Come and enter my rest (Matt. 25:23)." - Gary Burton, OFS, Minister of St. Francis of Assisi (Triangle) Fraternity

\*\*\*\*\*

## **Franciscans Helping the Homeless**

Secular Franciscans in the Greater Washington Area are being asked to prayerfully consider being a part of a call to help the homeless. Join fellow Franciscans in a ministry that includes helping support the efforts of the Missionaries of Charity Gift of Peace House in Washington, DC.

The group invites you to join them in their work, or better yet grow your own ministry, including preparing meals, performing gardening and landscaping work, and providing other assistance to the Sisters and patients at the Washington, DC based home to as many as 60 long-term care patients. The house serves otherwise homeless individuals with no place else to turn as they face a terminal illness or the aftermath of a stroke or other serious situation.

Sometimes a patient referral comes from a local hospital. Homeless across our nation are regularly "dumped" to the streets after a hospital stay. But what does one do with a patient too ill to care for themselves in that way, perhaps someone with Stage IV cancer? At least in the Washington, DC area, the Sisters fill a critical need.

## **Carrying on Joe's Work**

Bringing together Franciscans from different Fraternities, the apostolate grew out of the work of our Franciscan brother, Joe Messina, OFS. Many of us in the St Margaret of Cortona Region remember Joe and prayed for him as he battled cancer in his last days. Joe went to be with the

Lord in September 2021. More than a year later, Joe's work with the homeless continues to grow.

Always the planner, Joe was concerned that the ministry continues on after he was gone. Together with Pat Boye, OFS, they created a series of templates and notes on many aspects of this apostolate with the homeless. . .

- lists of wholesalers where to buy bulk food,
- notes on how to leverage a Fraternity's non-profit status,
- how to grow and manage both Secular Franciscan and other volunteers (a chapter humorously called "herding cats"),
- how to attract funding from local parishes and other groups,
- menus and recipes appropriate for those who are ill,
- other ways to support the ministry, including a group of Secular Franciscans who pray for the Sisters, patients, and volunteers on days volunteer work is being performed, and even some inexpensive but fun ideas to help hospice patients feel special perhaps on a holiday, like their easy-to-make chocolate covered strawberries on Valentine's Day.

It was Joe's idea for Pat to reach out to other Fraternities after he passed, to not just continue but expand the work. And leadership in the region over the past year have been extremely receptive to the effort. (*"Franciscans Helping the Homeless" on page 6*)

## **How it Started**

Joe and Pat first learned about the Missionaries of Charity as volunteers with a group started by St John Neumann Church in Reston, Virginia. One of the long-term volunteers was a woman in the Tau Fraternity who had organized fellow Secular Franciscans to help with the church's cooking ministry at the Gift of Peace House, going six times a year to cook a meal for the patients. As time passed and she became unable to attend herself, she asked Joe and Pat to step in and start doing the shopping, soliciting volunteers, and other things needed to keep the work going.

When in 2017 she planned to abandon the apostolate, a number of volunteers stuck with it. Joe had already recruited a lot of new members, including sometimes their wives and kids and new Inquirers. So, with the support and encouragement of other volunteers, that's when Joe came forward and vowed to not just keep up the cooking ministry but to expand the work into other areas. Although the church covered only half of their expenses, Joe and some of the other volunteers started donating not just food but laundry detergent, toilet tissue, and other needed items. Coincidentally, at the same time this was happening, the convent's Mother Superior asked Joe and Pat if the group could do even more kinds of work, and maybe come even more frequently. For Joe, it all came together as something he was being called to do.

"Seeing how much the Sisters and patients need us, we are going to make this happen," he said again and again. In his last several years of life, Joe and other volunteers spent Christmas Eve with the patients, and could be seen dishing food and doing clean up at the Sisters' Professions twice a year. Joe loved speaking with the patients and was a good listener.

## **Growing the Apostolate**

At which point Joe was diagnosed with a terminal illness, and knew he only had a couple years left with us, he worked even harder to help the patients. Donors included grocers,

wholesalers, and some of the volunteers themselves who donated food and other items. Joe left behind some funds to sustain the ministry after he passed. Sure enough, several months after his death, the church was no longer able to provide funding. But the volunteers continued to grow, with many of them still coming from his old Tau Fraternity, even though Joe had been a member of the Immaculata Fraternity in Fredericksburg, Virginia, at the time of his death. And true to Joe's vision of seeing the work grow, other Franciscans have since also started cooking meals for the patients. Undoubtedly, Joe is by their side.

One of everyone's favorite stories about the Missionaries of Charity involved the volunteers' gardening work. Mother Superior had asked Joe to trim one of their trees. He thought he was done, but she asked him to trim it some more. Finally, she said "Any chance you could just cut it down?"

"You do realize I am a Franciscan, Sister? You are asking a FRANCISCAN to kill his Brother Tree!" Yes, Joe and some fellow Franciscans cut down the tree for her that day!

## **Helping Others Get Started**

So, if any of the Fraternities in the Region, especially those in the Greater Washington area, want to brainstorm any of this. . . from a one-time visit to cook a meal at the Missionaries of Charity Gift of Peace House, to a full fledged apostolate. . . Pat is happy to share ideas, answer questions, and perhaps even have a current volunteer tag along on a first visit to the Missionaries of Charity Gift of Peace House. The Sisters also appreciate the group helping "show the ropes" to others. Pat also has notes on the group's larger ministry with the homeless in both Washington, DC and Northern Virginia. Whatever you need! "You don't need to commit," Pat says. "Contact us even just to brainstorm."

You can reach Pat at

[pboye@franciscan.community](mailto:pboye@franciscan.community)

*("Franciscans Helping the Homeless" on page 7)*

*("Franciscans Helping the Homeless" from page 6)*

Finally, you do not need to be able to even go in-person to participate. Among the ministry's most active volunteers are Secular Franciscans who support the ministry in prayer. So please, pray for the Sisters and patients, other homeless, and the efforts of volunteers to respond to this call for help.

\*\*\*\*\*

## **EFFECTIVE INTERRELIGIOUS DIALOGUE**

May the Lord give you peace, my Franciscan sisters and brothers!

Starting with this article and for the next three, we will look at an article entitled, "What Makes Dialogue Effective? Three Kinds of Interreligious Dialogue" by Devorah Schoenfeld, PhD. She is associate Professor of Theology at Loyola University of Chicago. Her research includes medieval Bible commentaries and Jewish-Christian relations. This article was published in the September 2019 issue of "Ecumenical Trends" of the Graymoor Ecumenical and Interreligious Institute, a ministry of the Franciscan Friars of the Atonement.

What is the purpose of coming together in dialogue? Those who engage in interreligious dialogue are always striving to make them better, but we need to know specifically what we are trying to accomplish. Interreligious dialogue implicitly has at least three different goals. We will take a look at one of these three goals here. Designing a dialogue for specific purposes agreed upon by each party involved can prevent frustration.

For the purpose of understanding each other better by sharing each other's faiths, practices, and beliefs is one goal. Learning about each other can help in understanding each other better. This could be for practical reasons such as in medical professionals learning how to accommodate different needs in a hospital setting. Another example could involve students and scholars studying other religions and the practices of religious communities in order to better understand the diversity of different human cultures. The academic discipline involved in various religious studies often is

offered as a discipline in the topic of humanities. This kind of goal promotes a devotion to the interests of others in the hopes of finding common ground among the parties involved.

But what does it mean to understand another religious concern better? One approach is practical. If you desire for Christians to understand the diversity of contemporary Jewish experience., you need to involve Jews who represent a diverse range of experiences. If you wish for Jews to learn more about how Christian thought on Judaism has changed over the recent decades, you would need those who can explain from experience this thinking. Many dialogues are not successful because they proceed on the assumption that simply placing differing religions together without identifying what needs to be better understood or determining that the people dialoguing are qualified to help enhance this understanding, will promote a mutual understanding anyway.

Who defines the religion of a religious community that we are trying to understand through dialogue? Authoritative pronouncements of theologians? The practices of its laity? Can answers to these questions be had by inviting them to a dialogue and by their experiences, name them as teachers of their religion to others? For instance, can a dialogue of Catholic priests and Jewish lay leaders have the authority to state the differing natures of the two religions? Will college students who have no formal qualifications in their different religions other than their experiences be capable of dialoguing about their tradition to other minimally affiliated people.

Another consideration is: what religious minority is important enough for members of a more predominant majority to learn about? (*"Effective Interreligious Dialogue" on page 8*)

Is it more important for a Catholic student to minor in Jewish studies or in Islamic studies? On what basis can they make a decision? These are all questions which should be researched in order to make our dialogue more productive. In my next article, we will take a look at a second goal of effective interreligious dialogue: that of forming an alliance of partnership among different religious affiliations.

Mike Huether  
Ecumenical/Interfaith Chairman  
May 2023



## Regional Elections in April 2024

Sisters and brothers in Francis and Clare,

The St. Margaret of Cortona Regional Council is preparing for our April 2024 Regional Council Elections. Our National Area Councilor, Joshua Molidor, OFS, is on board and we already have a venue to hold the elections.

It's incredible to think that 2024 will be here before we know it. Therefore, I am asking our sisters and brothers who are two years or more professed, to discern placing your name on the 2024 – 2027 nomination slate for a position on the regional council. A nomination committee will be set up soon for you to contact for your questions.

In the meantime, below are the positions on the council and the duties for each office:  
Bob Longo

### Regional Minister

#### Article 51 General Constitutions

1. While firmly upholding the co-responsibility of the council to animate and guide the fraternity, the minister, as the primary person responsible for the fraternity, is



expected to make sure that the directions and the decisions of the council are put into practice and will keep the council informed about what he or she is doing.

2. The minister also has the following duties:
  - a. to call, preside at, and direct the meetings of the regional council; to convoke, every three years, the elective chapter of the fraternity, having heard the council on the formalities of the convocation;
  - b. to prepare an annual report to be sent to the national council after it has been approved by the council of the fraternity;
  - c. represent the [council] in all its relations with ecclesiastical and civil authorities. When the [council] acquires a juridical personality in the civil order, the minister becomes, when possible, its legal representative;
  - d. to request, with the consent of the council, the pastoral and [national] visits, at least once every three years;



- e. to put into effect those acts which the Constitutions refer to his or her competence;

**The regional minister also has the following additional responsibilities:**

- to read, study and implement the Rule, Constitutions, and Statutes;
- to set setting goals, resolve issues, and accomplish tasks for the good of the region;
- to set parameters on how the council meetings will be conducted;
- to inform the council members of their reporting responsibilities;
- to oversee that all regional council members are fulfilling their assigned duties;
- when needed, to delegate responsibilities to appropriate regional council member(s);
- along with the council, to set goals for the next three years;
- to make sure that the directions and the decisions of the regional council are put into practice;
- to keep the regional council informed concerning activities and information at the national level and inform (if needed) the local fraternities;
- to keep the regional council informed about local fraternity activities;
- to encourage area councilors to request local fraternity ministers to attend or send a local council representative to regional meetings and other regional activities;
- to ensure that communication is maintained between the region and the local fraternity;
- to ensure that TAU-USA National Newsletter and Up-to-Now Regional Newsletter are sent to local fraternities by the region's secretary or others assigned to do so;
- to make sure periodic updates are made to the region's directory of local councils;
- to convene a yearly Chapter of Ministers meeting;
- to offer a yearly regional retreat to local fraternities;
- to perform such other duties as are required by the SFO Constitutions and Statutes;
- to carry out the proper purposes of the council;
- to update and maintain the Regional Minister's Binder;
- upon leaving this position, to pass the Regional Minister's Binder to the newly elected regional minister;
- to make arrangements to hand over all regional documents to the newly elected regional minister;
- as an outgoing regional minister, to make him or herself available to help the incoming regional minister become acquainted with urgent and pending matters;
- to hold regional council meetings at least four times a year. (If the regional minister is unable to be present at a council meeting, the meeting may be held with the regional vice minister conducting the business; (see Article 52.1(c) General Constitutions.)

## *Regional Vice Minister*

### **Article 52 General Constitutions**

1. The regional vice-minister has the following duties:
  - a. collaborate in a fraternal spirit and support the regional minister in carrying out his or her specific duties;
  - b. exercise the functions entrusted by the council and/or by the assembly or chapter;
  - c. take the place of the regional minister in both duties and responsibilities in case of absence or temporary impediment; (*Also, see Article 81 GC*)
  - d. assume the functions of the regional minister when the office remains vacant;

#### **Additional Duties:**

- read, study, and implement the Rule, Constitutions, and Statutes;
- perform such other duties as

- are required by the SFO Constitutions and Statutes;
- assist the regional minister upon request;
- exercise all functions assigned by the regional council;
- update and maintain the Regional Vice Minister's Binder;
- upon leaving this position, pass the Regional Vice Minister's Binder to the newly elected regional vice minister;
- make arrangements to hand over all regional documents to the new regional Vice Minister;
- the outgoing regional vice minister should make himself/herself available to help the incoming regional vice minister become acquainted with and brought up-to-date on pending matters;

## *Regional Secretary*

### **Article 52.2 General Constitutions**

2. The secretary has the following duties:
  - a. compiles the official acts of the regional fraternity and the council and assures that they are sent to their respective proper recipients;
  - b. to see to the updating and preservation of the records and the registers, noting admissions, professions, deaths, withdrawals, and transfers to and from the fraternities;
  - c. provide for the communication of the more important facts to the various levels and, if appropriate, to provide for their dissemination through the mass media;

#### **The secretary also has the following responsibilities:**

- if elected, holds voting privileges and is accountable for all decisions made by the fraternity council; if appointed, does not have voting rights on the council;
- compile the official minutes of regional council meetings. The council minutes are extremely important and must be maintained; they contain valuable and sometimes personal information. Every decision the regional council makes should be documented;

**Please Note:**

1. In the event one of the council members resigns, the council must vote on his or her replacement. This must be documented in the minutes as above. A council member who has been appointed in this manner does not have voting rights.
2. Many discussions and decisions made by the council are confidential and should be kept confidential. Be discreet in speech and keep this part of the meeting separate from the council meeting minutes.

**Additional Guidelines**

- keeps attendance records at regional council meetings, assists the regional council with general communications, assists in sending announcements of upcoming events, meetings, or other regional activities;
- forwards to the Regional Database Manager, documents such as newly received, newly professed, deaths, withdrawals, transfers, etc., received from the local fraternity;
- to ensure that TAU -USA and Regional Newsletters are sent to local fraternities through the region's secretary or others assigned to do so;
- updates and maintains the Regional Secretary's Binder;
- upon leaving this position, passes the Regional Secretary's Binder to the newly elected regional secretary;
- makes arrangements to hand over all regional documents to the new regional secretary;
- is available to help the newly elected regional secretary to become acquainted with his or her new position on the regional council;

*Regional Treasurer*

**Article 52.4 General Constitutions**

4. the treasurer, or bursar, has the following duties:
  - a. to guard diligently the contributions received, recording each receipt in the appropriate register, with the date on which it was given, the name of the contributor, or the one from whom it was collected;
  - b. to record in the same register the items of expense, specifying the date and the purpose, in conformity with the directions of the regional council;
  - c. to render an account of his or her administration to the regional council according to the norms of the national statutes;

The treasurer also has the following additional responsibilities:

- if elected, holds voting privileges and is accountable for all decisions made by the fraternity council. if appointed, has no voting rights (see NAFRA Statutes);
- presents an annual budget for conducting the business of the regional council;
- all payments are to be made by check, recorded in an accurate ledger;
- expenditure of funds must be approved by the council in advance;

- ensures the deposit of all funds into such bank accounts in the name of the region and keeps an accurate ledger;
- maintains a yearly calendar showing monthly payouts and future activity events for which the regional council will need to provide funding. This calendar will help the newly elected regional treasurer after regional council elections have taken place;
- presents an updated financial report at each regional council meeting showing current expenses, income, and checkbook balance;
- appropriate forms for reporting the financial health of the regional council can be found at: <https://www.secularfranciscansusa.org/guidelines-forms-other-resources/>
- submits a financial report and the bank account register for approval at regular intervals as decided upon by the regional council;
- provides the regional council with a year-end report showing receipts, expenditures, and balances in the treasury for the year;
- receives from local fraternity treasurers their Fair Share assessment from the fraternity's Common Fund;
- is available to answer questions when a local fraternity is planning to have an audit of their treasurer records;
- ensures local fraternity Audits are conducted every three years;
- sends the assessed fair share to the National Treasurer once a year;
- receives by the end of the year a current report of candidates and professed from each local fraternity treasurer;
- at a national visitation provides a stipend to both the pastoral visitor and national visitor, if approved by the regional council;
- keeps a copy of, and updates, if necessary, the region's Tax ID;
- updates and maintains the Regional Treasurer's Binder;
- upon leaving this position, passes the binder to the newly elected regional treasurer;
- makes arrangements with the newly elected treasurer and new regional minister to meet at the bank holding the region's checking account to sign signature cards. At this time the past treasurer will hand over all documents pertaining to this position;
- takes the following to the bank:
  - a. IRS Determination Letter;
  - b. An up-to-date letter from National stating – "St. Margaret of Cortona Region is a 501 (c) (3) Organization";
  - c. EIN Number;
  - d. Articles of Incorporation;
  - e. Latest Elections Report; (Original)

### *Regional Formation Director*

#### **Article 52 General Constitutions**

1. The master of formation has the following duties:
  - a. to coordinate, with the help of the other members of the council, the formative activities of the local fraternity's;

**The regional formation director also has the following additional responsibilities:**

- if elected, holds voting privileges and is accountable for all decisions made by the regional fraternity council;
- if appointed, does not have voting rights on the council;
- coordinates, with the help of the other regional council members, the formation program for local fraternity formation directors;
- when needed calls the local formation directors for meetings and workshops;
- works with regional spiritual assistants and the formation team in developing formation programs for local fraternities;
- ensures that local fraternity formation directors obtain documentation such as Baptism Certificate, annotated with other sacrament dates are received from the inquirers. Inquirers need two letters of recommendation, one being from the inquirer's pastor; all are to be received before the "Rite of Admission." If married, provide verification of validity, Decree of Nullity, if applicable, if ordained, provide a copy of the letter verifying faculties; (See The FUN Manual – For the Formator 3-23-2011 – Page 18 of 26)
- sees that all local fraternity formation directors have The FUN Manual. This is a great resource for both initial and ongoing formation; make sure the members of the regional formation team become familiar with its contents. Ongoing formation materials such as Handbook for Secular Franciscan Servant Leadership can be purchased at Smoky Valley Printing and found in the TAU–USA national newsletter;
- ensures that local fraternity spiritual assistants are involved in the formation process in both initial and ongoing formation instruction;
- updates and maintains the Regional Formation Director's Binder;
- upon leaving this position, passes to the newly elected the Formation Director's Binder and *The FUN Manual*;
- makes arrangements to hand over all regional documents to the new regional formation director;
- is available to help the new formation director become acquainted with his or her new position on the regional council;

### *Regional Area Councilors*

The area councilors have the following responsibilities:

- if elected by the local fraternity ministers or delegates at the time of the regional elections, hold voting privileges;
- the regional council may appoint councilors as deemed necessary, with no voting rights;
- the area councilor is accountable for all decisions made by the regional fraternity council;
- follow through on jobs assigned;
- within a reasonable time frame, area councilors are to prepare a spreadsheet of upcoming fraternal visitations and elections and forward it to the regional minister. At the end of each year, regional area councilors will create a spreadsheet for the new year and forward it to the regional minister;
- at the request of local fraternities, regional area councilors conduct regional visitations;
- if a fraternal visitation is due and the regional council has not received a request from the local fraternity, the area councilor will contact the fraternity minister;

- if the local fraternity minister has not attempted to contact a regional spiritual assistant to conduct a regional pastoral visitation, the area councilor will take on this responsibility;
- at the time of the fraternal visitation, the area councilor must see a copy of the fraternity's canonical establishment and a copy of the latest audit report;
- if a local fraternity appears to be in trouble, the area councilor will conduct an emergency regional visitation with a request to a regional spiritual assistant to conduct a regional pastoral visitation;
- the local fraternity minister will call a chapter of elections for their fraternity every three years. The outgoing minister cannot be elected to the vice minister's position after leaving the minister's position;
- if elections are due and the council has not received a request from the local fraternity, the area councilor will contact the fraternity minister;
- if the local fraternity minister has not attempted to contact a regional spiritual assistant to witness the elections or a delegate has not been assigned, the area councilor will take on this responsibility;
- regional area councilors are responsible for sending the *Council Members Handbook* to newly elected fraternity council members;
- collaborates with the regional council in determining areas of needs at the local fraternity level;
- accurate and organized records should be maintained of all communication regarding assigned duties in their area jurisdictions;
- notations or short summaries of important conversations or actions should be kept in a file for future reference;
- regional area councilor, once a year, calls a meeting with the local fraternity ministers in their jurisdiction. Calling a yearly meeting could save some headaches later down the road;
- maintains a Regional Councilor's Binder;
- upon leaving this position, pass the Regional Councilor's Binder to the newly elected regional area councilor for the assigned area jurisdiction;
- make arrangements to hand over all regional documents to the new area councilor;
- be available to help the new area councilor to become acquainted with his or her new area jurisdiction;



## Upcoming Events



**2023 Loyola Regional Retreat  
July 21 – 23, 2023**



**Loyola on the Potomac Retreat House  
9270 Loyola Retreat Rd, Faulkner, MD 20664  
Phone: 1 301 392-0800**

\*\*\*\*\*

**The Saint Margaret of Cortona Regional Council looks forward to seeing you on July 21 – 23, 2023 at the Annual Regional Retreat**

**Information for the weekend retreat – Check-in time after 4 PM on Friday – Check-out time after lunch on Sunday**

**The cost per person is \$275 (all single rooms) all meals included**

**A non-refundable deposit Check, for \$175, is required. Make check payable to: St. Margaret of Cortona Region – The deadline to send your deposit check is July 1, 2023.**

**When sending in your check, include the following: Your name, email address, and the name of your fraternity.**

**Mail check to: Peter Noyes  
1904 Atkisson Road  
Joppa, MD 21085-1811**

**If you have questions concerning cost or non-refundable deposits, contact Peter at: [pnoyesofs@gmail.com](mailto:pnoyesofs@gmail.com)**

*(Continued on page16)*

Our weekend facilitator will be Fr. Charley Miller, OFM, Holy Name College,  
Silver Spring, Md.



Fr. Charley has a Master's degree in Counseling, Theology, and Social Work. He has special training in clinical pastoral work, family and marriage therapy, spiritual direction, and substance abuse counseling. Fr. Charley has experience in marriage and family counseling and spiritual direction for the last 35 years.

He has been in parish work for almost fifty years and spent eleven years in formation work with the young OFM Franciscan friars. Fr. Charley says he would like to think that he approached all these from a Franciscan perspective.

\*\*\*\*\*

The theme for the regional retreat is being worked on – Stay tuned.

**We ask attendees to bring a small snack  
to share at our Friday and Saturday evening socials**

