



Third Order Regular Franciscan Common Novitiate

Becoming a Congregational Member

A congregational leader, who, after communicating with the TOR FCN Chairperson of the Governing Board and reviewing the Information packet, desires to pursue congregational membership in the TOR FCN, does the following:

1. If required by her congregation's Constitution, she seeks the approval of her council to pursue membership in the TOR Franciscan Common Novitiate.
2. She requests an Indult from the Congregation for Institutes of Consecrated Life and Societies of Apostolic Life to designate the TOR FCN as the novitiate for her congregation. *Sample letter available.*
3. When approval is granted, a copy of the Indult is sent to the current Chairperson of the Governing Board, along with a letter from the congregational leader seeking admission.
4. An initial entrance fee is paid to TOR FCN (*See Fees and Tuition Information*). Subsequently, there will be an annual sponsorship fee. This sponsorship fee is waived in the years when a congregation has a novice in the program and is paying tuition.
5. The congregational leader or her designee becomes part of the Governing Board Assembly and the congregational novice minister becomes part of the Advisory Council Assembly. Both assemblies meet concurrently in the spring of each year. Attendance is expected.
6. In the event that a congregation chooses to send one or more novices to the TOR FCN, the congregational leader or her designee becomes an *ex officio* member of the Governing Board for that year only, unless duly elected as a regular Governing Board member during the Assembly. Similarly in the years when a congregation's novice is participating in the TOR FCN, the congregational novice minister becomes an *ex officio* member of the Advisory Council. She may also be elected as a regular member of the Advisory Council with terms as described in the TOR FCN Constitution.
7. The Chairperson of the Governing Board notifies the participating member congregations of this addition to membership and introduces the congregation's representatives at the annual assembly.