

On-Site Novice Minister

Role Descriptions and Responsibilities

General Description

The On-site novice ministers promote and implement the mission, policies, and program of the TOR FCN as approved by the Governing Board. Responsibilities of the novice ministers include the following areas.

Responsibilities to the Novices

The on-site novice ministers:

1. Provide the novices with an atmosphere conducive to personal growth as well as a program of community living, reflection, study, ministry experience, and guidance as Third Order Regular Franciscans;
2. Meet weekly with each novice to discuss goals and assess growth;
3. Discern with each novice the authenticity of her vocation;
4. Make necessary arrangements for the novices to participate in an Inter-congregational Novitiate Program. The novice ministers also participate in these programs in order to assist the novices to integrate the experience;
5. Arrange specific academic and service opportunities;
6. Invite participation in discernment and assessments; and
7. Facilitate participation in the TOR FCN, local hosting community household tasks, and special celebrations.

Responsibilities to Member Congregations with Novices

The on-site novice ministers will assist member congregations with novices. They will:

1. Provide an orientation for the novices and the congregational novice ministers at the TOR FCN site;
2. Meet at least three times a year with each novice and the congregational novice minister at the TOR FCN for discernment and assessment;
3. Provide a written summary report and recommendations for each novice at mid-term, and at the conclusion of the program. Reports are to be signed by the novice and on-site novice ministers;
4. Communicate with each congregational novice minister as needed;
5. Coordinate with the congregational novice minister the components which are the responsibility of the individual congregation, e.g., medical and financial concerns;
6. Respect the constitutional norms of each novice's respective congregation;
7. Foster and encourage the bonding relationship to each novice's specific congregation;
8. Steward wisely the material resources of the TOR FCN.

Responsibilities to the Governing Board

The on-site novice ministers will:

1. Administer and implement the formation program and the TOR FCN operational budget;
2. Meet with the Governing Board twice a year and the Governing Board Assembly once a year;
3. Present the TOR FCN program to the Governing Board for approval;
4. Communicate with the Executive Committee as needed;
5. Provide an annual written report which is to be shared with member congregations at the General Assembly;
6. Prepare the operational budget and financial reports for the Governing Board Treasurer;
7. Engage in an annual evaluation of the TOR FCN regarding the program and the role of the on-site novice ministers; and
8. Respond to initial requests made to them for information about the TOR FCN and refer the inquiring congregation to the chair of the Governing Board.

Responsibilities to the Advisory Council

The on-site novice ministers:

1. Ordinarily meet three times a year with the Advisory Council and as needed with subcommittees, in order to develop the novitiate program and implement TOR FCN mission and guidelines; and
2. Communicate with members as needed.

Qualifications

The on-site novice minister is expected to:

1. Be a perpetually professed Third Order Regular Franciscan;
2. Possess the ability and experience to work collaboratively;
3. Exhibit the qualities required to assist novice in discerning the authenticity of their vocation;
4. Hold a Master's degree or its equivalent in theology or spirituality and be able to demonstrate a wholistic approach to spiritual growth and development;
5. Preferably have some prior experience in formation work;
6. Show evidence of apostolic involvement and global awareness;
7. Have knowledge of Franciscan sources and ability to work with these sources;
8. Be able to organize and design programs;
9. Have skills in household management, living within a budget, and keeping records of finance;
10. Have the capacity to teach with adult methods;
11. Have the capacity for mentoring
12. Have a sense of balance of work, spirituality, and leisure;
13. Have the awareness of the faith dimension of life and of God's activity in that process;
14. Be committed to ongoing personal and professional growth and enrichment.

Adapted from TOR FCN Constitutions and Guidelines