

Capuchin Communications
Director's Job Description
(Internal Provincial Communications)

Suggested Revision, November 2008

A. Nature and Scope:

The Capuchin publications director is a provincial staff person, providing services and controls in a major area affecting the lives of the friars of the province. The provincial minister and council are kept abreast of the activities of this office through reports and staff meetings, as well as with an annual written report.

The office provides a service to the provincial administration by communicating to the provincial membership, announcements and notices that originate in the provincial offices. In addition, the office works cooperatively with the provincial administration on various levels in order to communicate effectively with the membership.

B. Principal accountabilities and duties:

1. To report to the provincial minister and council;
2. To edit and publish minutes the Provincial Council meetings, as well as minutes of the various provincial commissions and other groups within the province;
3. To edit and publish a weekly newsletter (*Weekly re:Cap*) primarily for the friars of the province, but also available to interested individuals associated with the province and order;
4. To edit and publish a provincial catalog following each provincial chapter (including photos of the current membership along with provincial statistics).
5. To publish various materials which serve the membership (e.g., *Inforum*).
6. To maintain and publish the official provincial calendar (meetings and provincial events);
7. To publish the approved necrologies of the deceased members of the province;
8. To distribute official documents and significant decisions of the Holy See, the General Curia, the North American/Pacific Capuchin Conference, the U.S. Episcopal Conference, etc., which pertain to the life of the province and which are not otherwise readily available according to the discretion of the provincial minister;
9. To edit and publish studies and reports significant to the life of the province;
10. To update the provincial membership, on a regular basis, on the activities of individual friars and ministries through print media;
11. To publish announcements, letters and other official communications which originate in the provincial offices or from provincial commissions, committees or task forces;
12. To notify the membership of prayer requests or death notices of friars and relatives;
13. To record and update all personnel transfers and appointments, and to maintain the non-confidential personnel records of the membership (including the periodic updating of the *Personnel Directory*).
14. To maintain a database of family addresses of the provincial membership.

15. To organize and supervise the publication of various mailings from the provincial commissions and task forces;
16. To publish notice of customary/traditional suffrages prescribed by provincial policy;
17. To issue provincial identification cards to all friars following each provincial chapter;
18. To annually update the necrologies and directories for publication with the Capuchin Liturgical Calendar (Ordo), and to distribute same;
19. To cooperate with the provincial Public Relations Office as a resource, and to
20. To assist the provincial administration in various other tasks which relate to internal corporate communications.