

# **SUPERIOR GENERAL**

## **Franciscan Sisters of St. Joseph**



## **FSJ      Generalate**

Bishop Aelen Illam Magazine Road

St. Thomas Mount

Chennai - 600016.

# **THE FRANCISCAN SISTERS OF ST. JOSEPH**

## **OUR POLICY - THREE YEAR PLAN 2025 - 2028**

### **INTRODUCTION**

#### **OUR MISSION AND CHARISM**

We, the Franciscan Sisters of St. Joseph, follow the example of Jesus by dedicating our lives to love, service, and compassion. Our mission is to bring hope and healing, especially to the poor, the sick, the sorrowful, and the voiceless. Inspired by our founder, Rev. Fr. John Aelen, who came to India with a strong desire to serve the marginalized, we focus on education as a way to uplift women and children and promote equality. Trusting in God's promise that "Hope does not disappoint us" (Romans 5:5), he founded our Congregation on the values of St. Francis of Assisi. Strengthened by the words of Jesus in John 13:16–17, we continue our mission with joy and faithfulness, committed to transforming lives through love and service.

#### **OUR FOUNDER AND HIS VISION**

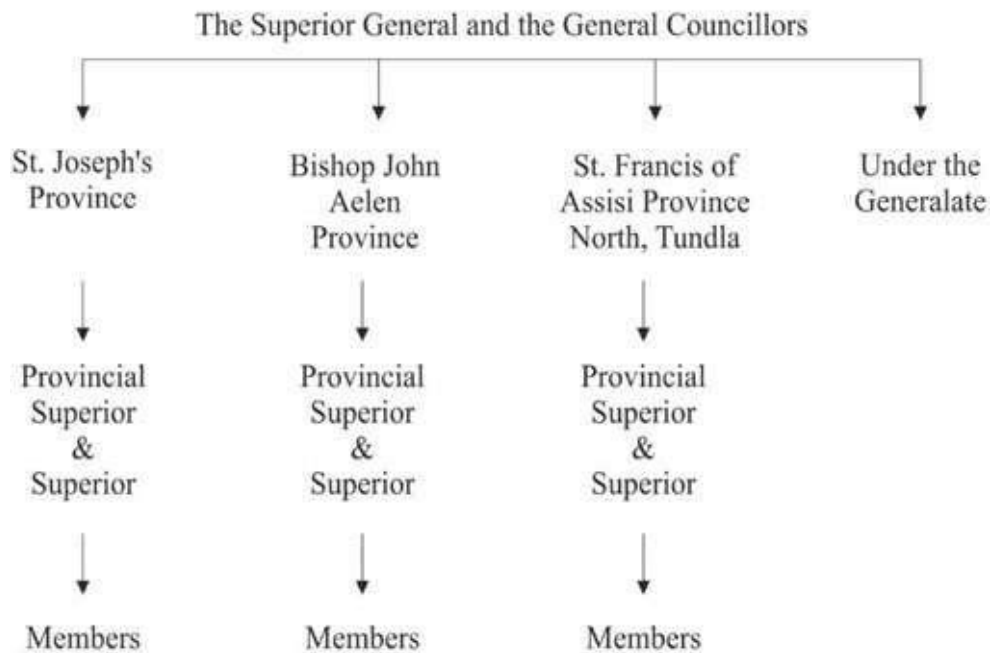
As we reflect on the history of our Congregation, we are filled with pride and gratitude for the life and legacy of our founder, Bishop John Aelen. Faithful to his calling, he wholeheartedly chose to follow Jesus, his Master and Saviour. With a prophetic vision, he recognized that education was the most life-giving and transformative path for the poor especially for women and children offering them a future filled with dignity and hope.

Rooted in his deep conviction that "Hope does not disappoint us" (Romans 5:5), Bishop Aelen embodied a spirit of resilience, anchored in God's love and unwavering in his commitment to the marginalized. His vision continues to inspire and guide our mission today.

## CHARISM OF OUR CONGREGATION

The Charism of our Congregation is to work "Towards Integral Liberation in Solidarity with the Oppressed and the Downtrodden, with a Special Focus on Women and Female Children." From the very beginning, this mission has guided our efforts to support the education of poor children in India. Over the years, we have responded to the needs of the times by serving through various apostolic ministries such as evangelization, pastoral care, education, healthcare, and social work. Our inspiration comes from the spirit of St. Francis of Assisi and St. Joseph. The Congregation is led by the Superior General, who is elected every six years and assisted by her council. Provincials follow the guidance of the Superior General and are elected every three years. Both the Superior General and Provincials may be re-elected for one additional term if their service is found to be valuable.

### THE BASIC GOVERNANCE CHART



The Superior General is the supreme head of the congregation and she is assisted by her council. The provincials are to follow the directives given by the Superior General and her council. The superior General is elected once in six years and the Provincials are elected once in three years. If the sisters recognize their services as valuable in the congregation, they can be elected for one more term.

## **THE APOSTOLIC MISSION OF THE CONGREGATION**

### **OUR APOSTOLIC MISSION**

Rooted in the spirit and the spirituality of St. Francis of Assisi and our Founder Aelen, we the Franciscan Sisters of St. Joseph are deeply committed to carry out the mission of Christ collectively by different apostolic ministries.

#### **1. LIFE OF PRAYER**

Prayer is the foundation of our religious life. Following Jesus' example, our sisters nurture a deep relationship with God through daily personal and community prayers, meditation, and the Eucharist. We also strengthen our spiritual growth through retreats, seminars, and ongoing formation. Our prayer life supports our outreach, as we visit families, participate in parish life, and offer spiritual guidance.

#### **2. EVANGELIZATION AND PASTORAL CARE**

Proclamation of the gospel is the heart of our calling as such, every community is involved in evangelization and service to the faithful. every community gives special focus, on children, youth, and the elderly. The formees are also given sufficient opportunities to take part in pastoral out- reach like family visit, visiting the sick and the elderly etc.

#### **3. FORMATION**

Vocation to religious life is a god given gift and it is given to the young chosen by God. Therefore, our congregation gives utmost importance to encourage and assist the young to heed to the God's calling for religious life. Vocation camps are held regularly. the selected candidates begin their journey and do their aspirancy training in Chennai.



Thereafter in order to integrate them into socio-cultural diversity of India and they are sent to Agra for their postulancy. After the postulancy, the formees have their novitiate to have a deeper experience of theological and spiritual formation for two years. As per the decision of the 2024 General Chapter, each province is now encouraged to establish its own aspirant to foster local vocations.

## **4. EDUCATION**

Our Founder laid great emphasis on education of the poor and the marginalized. For him, Education plays a vital role in the holistic formation of the young and the students, mainly including the lowest status of the society. To realize this goal our congregation primarily focuses on education apostolate.as such we have established a network of educational institutions from nursery schools to colleges and professional training centers, including teacher training, nursing, and technical institutions. Though some schools receive government aid, most of our institutions are run on self-financing basis.

## **5. HEALTH MINISTRY**

Rooted in Jesus' compassion for the sick and being inspired by our Patron and our Founder's emphasis on the care of the sick. we involve in the apostolate of healing ministry. As such we have hospitals, dispensaries, healthcare centers etc, especially focusing in those areas lacking medical facilities. Health care is integrated with our educational, spiritual, and pastoral activities. We comply with government regulations, by securing appropriate licenses and by appointing qualified doctors, nurses and other medical staff.

## **6. SOCIAL APOSTOLATE AND INNOVATIVE MINISTRIES(SAIM)**

Following the example of Jesus commitment to the downtrodden of the society and having imbibed the spirituality of our patron and being let by the spirit of our Founder our congregation lays great emphasis on the upliftment of the downtrodden and the marginalized especially women and children.

This includes street children, children belonging to Gypsy community, Disabled children, Migrants workers, Transgenders, widows, children in conflict with law, mentally retarded women. Under the jurisdiction of Social Work Centre in St. Thomas Mount, there are other social action centres providing life skills training such as awareness and animation program, counselling and educational sessions and livelihood assistance etc, including candle-making, tailoring, Aari embroidery training etc. the widows are offered with loan opportunities and assist them to start small businesses to earn their livelihood. Apart from that, we have also mentally retarded home to take care of those emotionally and mentally imbalanced women, abandoned by their families. We have established around 25 Self Help Groups. By this, we assist them to get all the government schemes and help them to have dignified life.

## **ADMINISTRATIVE TEAM OF THE CONGREGATION**

1.	Sr. M. Arockiam	Superior General
2.	Sr. Christhu Rani	Asst Superior General
3.	Sr. K. A. Susaimary	General Councilor
4.	Sr. Mary Jenova	General Councilor
5.	Sr. P. Arulmary	General Councilor
6.	Sr. P. S. Celia	General Economer
7.	Sr. Mary Shaila Ruby	General Secretary

## **PROVINCIAL SUPERIORS**

Sr. Mercy Fathima	Provincial Superior, St. Joseph Province ( JP)
Sr. Sherine	Provincial Superior, Bishop Aelen Province ( BAP)
Sr. Rita Balaiah	Provincial Superior, St. Francis of Assisi Province (FP)

## STATISTICS OF THE CONGREGATION (REVISED - 2025)

1. Total Number of sisters	501
2. Administrative houses	005
3. Formation Houses	003
4. Communities	105

## HIGHER EDUCATION

B.Ed. College	01
Arts and science College	01
School of Nursing	01

## FSJ SCHOOLS

Hr. Sec. School (State Board)	05
Hr. Sec. School (Matriculation)	07
High School (Matriculation )	18
High School (Matriculation Diocese)	02
High School (State Board)	05
High School (Diocese)	11
Primary School (State Board)	07
Primary School (Nursery)	05
Primary School (Diocese)	18
Middle school (Diocese)	14
Technical (Computer)	02
Technical (Tailoring & Typewriting)	10



## HEALTH CARE UNITS

Health units (Hospitals, owned)	03
Health units (Dispensary)	12
Health units (Dispensary, Diocese)	06

## OTHER INSTITUTIONS

Social Work Centre	03
Home for the Aged	03
Home for Children (FSJ)	20
Home for Children (Diocese)	01
Creche	01
Printing Press	01
Garments Sector	01
Working Women's Hostel	04

## OUR APOSTOLIC VISION FOR 2025 – 2028

The administrative team of the congregation consisting of general team and provincial teams had a planning meeting from July 14, 2025 at FSJ Generalate to decide the apostolic plan for the years 2025 to 2028. The meeting was animated by experts in different field.



The apostolic plan has decided Four FSJ Apostolic Preferences (FSJAP). The said apostolic preferences are

- (i) Renewing our life and mission,
- (ii) Empowering the marginalized
- (iii) Strengthening our administration
- (iv) Protecting the Environment.

To carry out the FSJ Apostolic preferences more effectively, we have set up eleven different commissions. Each commission will consist of a General Councilor as its president, a secretary and a coordinator representing each province.

## **OUR APOSTOLIC PRIORITIES (FSJAP) 2025–2028**

In response to the needs of today's world and the realities we face as a congregation, we have identified four key priorities that will guide our mission over the next three years:

### **FSJAP 1: RENEWING OUR LIFE AND MISSION**

We aim to deepen our spiritual life by reconnecting with the roots of our congregation, our founder's vision, our Franciscan tradition, and our original mission. This renewal will help us remain faithful and committed in today's fast-changing world.

### **FSJAP 2: EMPOWERING THE MARGINALIZED**

We continue to give special focus to poor and vulnerable groups, especially girl children and women. Through education, skills training, and awareness programs, we want to help them live with dignity and confidence.

### **FSJAP 3: STRENGTHENING OUR ADMINISTRATION**

We recognize the need for more efficient and professional systems in our administration. By updating our structures and practices, we aim to serve better, manage resources wisely, and support our ministries more effectively.

## FSJAP 4: PROTECTING THE ENVIRONMENT

As caretakers of God's creation, we commit ourselves to promoting eco-logical justice. This includes reducing waste, saving water and energy, planting trees, and educating others about caring for the environment.

### OUR PROPOSED ACTION PLAN – 2025-2028

Based on the above said apostolic preferences, we have decided an Action Plan for every commission for the period 2025 to 2028. We have a total number of eleven commissions and the names sisters in charge of the commissions are given below:

#### I.COMMISSION FOR EVANGELISATION

This commission involves in the proclamation of the gospel through our life and specific apostolates.

##### **Constitution of the Commission:**

**The commission consists of the following members**

1.	Sr. Christhu Rani	General Councilor
2.	Sr. Mary Celine	Secretary
3.	Sr. Amala Selvi	UG – Coordinator
4.	Sr. Mary Clara	JP - Coordinator
5.	Sr. Sebastine Jeyaseeli	BAP - Coordinator
6.	Sr. Lavanya	FP - Coordinator

#### ACTION PLAN

1. To conduct a special prayer service for sisters to experience our Lord Jesus more deeply and to interiorize our patron's and Founder's spirit personally and in communities once in a month.

2. To send at least two sisters to study the Franciscan Spirituality courses and to train the sisters to use social media for evangelization.
3. To organize a meeting for marginalized women once in 6 months to provide a value-based guidance. To meet the marginalized women at frequent intervals to provide counselling.
4. To conduct extra - curricular activities like drawing, painting, essay writing, singing, dancing etc to the students in the catechism classes in the parish and in the schools.
5. To gather the target people after the mass in the parishes once in a month and give them awareness of the hazards of fast food, plastic, and drug abuse.
6. To conscientize them on personal hygiene and the diseases caused due to the degradation of the environment.
7. To develop digital evangelization platforms to reach the youth effectively through social media platforms. To establish inter-faith dialogue programs for better community
8. To maintain a detailed record of beneficiaries as a document (ongoing task).

## 2.FORMATION

Formation commission takes care of the formation of the girls from Aspirancy to sisterhood. It comprises of one-year of Aspirancy, one year of Postulancy and two years of novitiate. The commission is in charge of preparing the syllabus for every stage of formation, in consultation with the Superior General and her council.



## Constitution of the Commission:

The commission consists of the following members

1.	Sr. Christhu Rani	General Councilor
2.	Sr. R. Elizabeth Rani	Secretary
3.	Sr. Gandhi Leena	UG – Coordinator
4.	Sr. A. Jeyarani	JP - Coordinator
5.	Sr. Roseline Jancy	BAP - Coordinator
6.	Sr. A. Celine	FP - Coordinator

## ACTION PLAN:

1. To form the candidates to be rooted in the gospel values and to inculcate in them the spirit and the spirituality of our patron and our Founder Aelen
2. To Conduct bi-annual seminars for young sisters on the patron and founder's spirituality.
3. To initiate the community experience for the 2nd-year novices to village experiences to do ministry for the targeted population specially the marginalized.
4. To conduct quarterly seminars for postulants regarding issues relating to target populations.
5. To conduct courses on psycho -spirituality, spiritual integration, counselling and emotional maturity.
6. To encourage the candidates to visit villages, hospitals and mental asylums once in three months and to train them in organic gardening in the communities.
7. To digitalize and document the data of the candidates.



### 3. VOCATION COMMISSION

As Jesus commanded the apostles to continue his mission on earth, we invite and encourage the girls who are interested to serve the lord through religious life in our congregation.

#### **Constitution of the Commission:**

**The commission consists of the following members**

1.	Sr. Christu Rani	General Councilor
2.	Sr. J. Victoria	Secretary
3.	Sr. Mary Priscilla	UG – Coordinator
4.	Sr. Agnes Santiago	JP - Coordinator
5.	Sr. S. Selva Mary	BAP - Coordinator
6.	Sr. Ubagara Arockia Mary	FP - Coordinator

### ACTION PLAN

1. To identify and encourage the interested girls in the local communities, parishes and institutions levels to join religious life.
2. To conduct Orientation classes once in six months for these girls.
3. To organize ‘Come and see’ sessions at least once a year in our communities and to conduct Vocation camps once a year.
4. To document and maintain records relating to the annual vocation programs.

## 4. EDUCATION

Continuing the mission of the education, we focus on standard education, especially for the poor and the marginalized and have established institution mostly in the rural areas.

### **Constitution of the Commission (Tamil medium)**

**The commission consists of the following members:**

1.	Sr. K. A. Susai Mary	General Councilor
2.	Sr. Lourdu Amala Jeyanthi	Secretary
3.	Sr. Madalai Mary	UG – Coordinator
4.	Sr. D. Kulandai Theresa	JP - Coordinator
5.	Sr. A. Christina	JP - Coordinator
6.	Sr. Mercia Maria	BAP - Coordinator

### **Constitution of the Commission (English Medium)**

**The commission consists of the following members:**

1.	Sr. K. A. Susaimary	General Councilor
2.	Sr. Juliet Simeon	Secretary
3.	Sr. Maria Selvi Rathna	UG – Coordinator
4.	Sr. Maria Stella Sandra	JP - Coordinator
5.	Sr. A. Jayanthi	BAP - Coordinator
6.	Sr. S. Arokiamary	FP - Coordinator

## ACTION PLAN:

1. To identify the marginalized girl students at the time of admissions and provide fee concessions to the catholic students.
2. To provide a special care and support to the physically challenged children.
3. To organize seminars, workshops to the staff on innovative method of teaching.
4. To train the staff to animate the children with individual care and to create structures to provide holistic formation to the students.
5. To provide special coaching to the slow learners.
6. To conduct seminars and workshops to the parents, to equip them to be responsible parents.
7. To create a digital learning platform for continuous teacher education in our schools.
8. To implement a centralized, cloud-based school management system.
9. To regularize the finances in the schools so that our schools in the rural area also get the necessary infra-structure to maintain the standard.
10. To have a common uniform for the children in our FSJ schools to bring uniformity in our schools.
11. To organize annual education leadership conferences on innovative methods. and to develop a teacher exchange program for knowledge sharing.
12. To encourage the winners of sports and the school toppers by conducting zonal wise award functions.
13. To record all the data of the students who are given fee concessions.
14. To establish university partnerships for advanced education degree and to establish career guidance centers in each province.

- 15.To create an FSJ alumni network for mentorship and internships.
- 16.To develop partnerships with educational NGOs and government agencies for student support.
- 17.To conduct annual educational technology and management training for staff.
- 18.To develop a mobile app for parent-teacher-admin communication.
- 19.To constitute a Data Analytics Team for strategic educational planning.
- 20.To establish education committee to inspect every school once a year to check whether the guidelines given by the congregation have been followed or not.

## 5.HEALTH COMMISSION

Following Jesus' example, who healed the sick wherever he went. Healthcare is a vital ministry within our congregation. We focus on the holistic healing of individuals, encompassing not only their physical well-being but also their spiritual and psychological health.

### Constitution of the Commission

**The commission consists of the following members**

1.	Sr. Mary Jenova	General Councilor
2.	Sr. Sebastine Chinnamma	Secretary
3.	Sr. A. Jansi Rani	UG – Coordinator
4.	Sr. Saleth Mary	JP - Coordinator
5.	Sr. Nambikkai Mary	BAP - Coordinator
6.	Sr. Jeya Mary	FP - Coordinator



## **ACTION PLAN:**

1. To have a special ward for the marginalized women at St. Thomas Hospital and to give free treatment to the most vulnerable.
2. To start a B.Sc Nursing college.
3. Patients with acute illness, contagious diseases, drug addicts and handicapped are to be given special care.
4. To create awareness about alternative medicine for all the people and to provide opportunities for the sisters to study ayurvedha, siddha, Unani etc
5. To conduct medical camps for the target people in their own localities
6. To give importance to the transgender community and provide treatments with fee concessions
7. To create data to update the current status of hospitals, dispensaries, and health departments.
8. To register all dispensaries with the government.

## **6. SOCIAL ACTION COMMISSION**

After the Second Vatican Council, the Church highlighted the need to focus on society's well-being, especially for marginalized communities. We believe that social well-being is just as important as spiritual well-being, and the two cannot be separated. Because of this, social work has become a core part of our ministry.

## Constitution of the Commission

**The commission consists of the following members:**

1.	Sr. P. Arul Mary	General Councilor
2.	Sr. Emila Fernando	Secretary
3.	Sr. Stella Marina	UG – Coordinator
4.	Sr. Rexline Michael	JP - Coordinator
5.	Sr. Velankkani Rani Anitha	BAP - Coordinator
6.	Sr. Bridgit Mary	FP - Coordinator

## ACTION PLAN:

1. To set up a social work centers at the Congregation and the province level and to coordinate the social activities of the Congregation.
2. To involve more sisters in this apostolate of social action and to send sisters for MSW to equip them for social apostolate.
3. To organize awareness programs on recent government welfare schemes and to assist the poor people to avail government welfare schemes and their civil rights.
4. To undertake a detailed study on the poor living standard of transgenders, refugees and migrants and drawing up special programme to improve their lives.
5. To provide vocational training to the women in paper plate and bags making.
6. To provide educational support to the children from the marginalized sector and to provide adult education where it is required.

7. To find suitable jobs opportunities for the qualified marginalized women and help them to get jobs.
8. To supervise and assist the self-help groups to improve their living conditions.
9. To establish a rehabilitation center for young girls above 18 years of age.
10. To devise and implement welfare programs for street children and to assist the children from nomadic/gypsy communities.
11. To plan and implement appropriate programs for children with disabilities
12. To establish a rehabilitation center for mentally retarded women in Acharapakkam
13. To maintain the data, records and documents.
14. To visit regularly the prisons to counsel and to provide rehabilitation in appropriate cases.
15. To assist and encourage transgenders, refugees and migrants to start small businesses such as fast food carts, roadside shops, tailoring shops, and beautician centres to improve their living standard.

## **7. COMMISSION FOR WOMEN & FEMALE CHILDREN**

From the very beginning of our congregation, women and female children have been at the heart of our mission. In response to the changing times and ongoing inequalities, our primary focus continues to be the empowerment of marginalized women and girls through education. Recognizing that many of them come from remote and underserved regions, we have established homes for children attached to our higher secondary schools. These safe and supportive environments enable them to access quality education and build a foundation for a brighter, self-reliant future.

## Constitution of the Commission

**The commission consists of the following members:**

1.	Sr. P. Arulmary	General Councilor
2.	Sr. Metilda Arockia Mary	Secretary
3.	Sr. Alangara Mary Janet	UG – Coordinator
4.	Sr. Felistha Mary	JP - Coordinator
5.	Sr. Gracy Mary	BAP - Coordinator
6.	Sr. Leema Mary Stella	FP – Coordinator



## ACTION PLAN:

1. To provide appropriate training for the Boarding Incharge sisters on handling the children psychologically, emotionally, socially and mentally.
2. To regularly visit the homes of the children and to maintain a report on every child
3. To arrange counselling sessions for children to improve their habits and behaviors
4. To give awareness programs to girls on sex Education and good touch and bad touch.
5. To make the girls aware of POCSO Act and how to lodge a complaint, when there is violation.
6. To conducting Competition to the hostel and Boarding Children to exhibit their talents.
7. To conduct regular medical camps for the boarding children and maintain individual health records
8. To maintain the record of boarding inmates' data , Alumni Data Documents and relevant Government Orders
9. To provide meetings at regular interval for Sisters in-charge of the homes in the Generalate to plan out appropriate programs.
10. To prepare budget with all the relevant records, documents for sub- mission to the Thomas youth Foundation.
11. When the Thomas Foundation Members visit the homes, one of the commission members accompanies them in order to assist them in their visits and inspection.
12. To motivate the sisters to access and make use of available government schemes for the boardings.

## 8. COMMISSION FOR PEACE AND JUSTICE

The Peace and Justice Commission aims to proactively address legal, social, and environmental concerns, fostering a more equitable and just community.

### Constitution of the Commission

**The commission consists of the following members:**

1.	Sr. K. A. Susaimary	General Councilor
2.	Sr. Joice Fermi	Secretary
3.	Sr. Francisca	UG – Coordinator
4.	Sr. A. Arockiamary	JP - Coordinator
5.	Sr. Santhiyagu Mary Gloria	BAP - Coordinator
6.	Sr. Rita Bharathi	FP - Coordinator

### ACTION PLAN:

1. To set up an office at St. Thomas Mount to co-ordinate the legal, social and environmental issues in the Congregation.
2. To organize seminars on Child Protection for all the teachers of our schools.
3. To sensitize the staff of our school to prevent any type of child abuse.
4. To start Aelen Counselling center at St. Thomas Mount for the benefit of the depressed women.
5. To offer legal aid to the women, who are in need of help to fight their cases.
6. To update the government orders and digitalize all the documents of the communities and institutions.

7. To revise and regularize all the forms, documents and lease issues of our congregation.
8. To get approval for the buildings where approvals have not been obtained.
9. To identify the unused land at Elambalur, Acharapakkam, Birdur and Sembarambakkam and to utilize them for organic gardening.
10. To Update and digitalize all community and institutional records in line with current government orders.
11. To pursue actively and obtain necessary government approvals for all existing buildings that currently lack them.
12. To undertake a thorough review and regularize all official forms, documents, and lease agreements.

## 9. COMMUNICATION COMMISSION

The Communication Commission is responsible for producing the congregation's monthly newsletter. This newsletter keeps all communities updated on important congregational events, including programs led by the Superior General and provincials.

### Constitution of the Commission

**The commission consists of the following members:**

1.	Sr. Mary Jenova	General Councilor
2.	Sr. Antony James Sheeba	Secretary
3.	Sr. Melcy Mary	UG – Coordinator
4.	Sr. S. Vinnarasi	JP - Coordinator
5.	Sr. Avila Theresa	BAP - Coordinator
6.	Sr. Helen Sathya	FP - Coordinator



## ACTION PLAN

1. To provide language and writing skills courses like journalism, communication etc.
2. To make short script videos of our Founder and popularize our Founder.
3. To revamp our website to make it more effective tool of communication.
4. To conduct awareness seminars on the usage of various Eco-friendly products and waste management.
5. To train sisters in multimedia and equip them to utilize them effectively in their ministry.
6. To ensure that every house subscribes to newspapers and monthly magazines and utilize them to grow in spiritual and worldly knowledge.
7. To conduct awareness programs on proper and constructive ways of using social media, mobile phone.
8. To form a FSJ cultural group in all the FSJ schools and share in our Youtube channel.

## 10. PROJECT COMMISSION

This Project Commission aims to manage local and international projects in accordance with government regulations, and to train the sisters in project writing and fundraising:

### Constitution of the Commission

**The commission consists of the following members:**

1.	Sr.P.Arul Mary	General Councilor
2.	Sr. Francis Pappu	Secretary
3.	Sr. Lourdu Mary	UG – Coordinator
4.	Sr. X. Joan of Arc	JP - Coordinator
5.	Sr. Helen Paulinal	BAP - Co-ordinator
6.	Sr. R. Shakila	FP - Co-ordinator



## **ACTION PLAN**

1. To organize and conduct regular workshops on project proposal development, logical framework approach (LFA), budgeting, and monitoring & evaluation (M&E) reporting.
2. To provide templates and guidelines for standardized project and report documentation.
3. To train the sisters for project planning, implementation, including fund raising.
4. To conduct seminars on FCRA, TAX, GST etc
5. To document and maintain the records of all our projects and to establish a centralized digital and physical archiving system for all project-related documents
6. To devise an appropriate monitoring mechanism for each project for effective implementation of the project.

## **10. FINANCE COMMISSION**

This commission is dedicated to optimizing the financial contributions received from institutions within the congregation and ensuring their efficient utilization. Its core purpose is to identify and implement diverse strategies to increase the congregation's overall income sources.

## Constitution of the Commission

The commission consists of the following members:

1.	Sr. P. S. Celia	General Economer
2.	Sr. Leema Rose	Secretary
3.	Sr. Leema Rose Robert	UG – Coordinator
4.	Sr. Maria Augustinal	JP - Coordinator
5.	Sr. Arul Jeyarani	BAP - Coordinator
6.	Sr. A. Pramila	FP – Coordinator

## ACTION PLAN

1. To organize professional training on financial management and accountability to our sisters
2. To conduct courses on tally, FCRA, GST, TAX, EPF, TDS, ESI etc
3. To provide scholarships in the name of our Founder John Aelen to the marginalized girl children
4. To appreciate our co-workers through honoring them during celebrations like Women's day.
5. To develop a comprehensive plan for establishing endowment funds.
6. To devise strategies to maximize proper utilization of fund and to research and select appropriate digital financial management systems.

## CONCLUSION

The Superior General and her council, along with the provincials and their teams will oversee the various commissions. They will receive annual reports from these commissions, evaluate their work, and then send these reports to the Generalate for record-keeping. We are very grateful to the Thomas Foundation for their generous support over the past 33 years, which has allowed us to establish many institutions. We deeply appreciate them for sharing the vision and mission of our founder, Bishop John Aelen, and we will continue to pray for their board members and sponsors so that God's work in our congregation can continue through their help. As we begin our new journey from 2025 to 2028, we promise to use new and creative methods, like digital technology and sustainable practices, while staying true to our founder's vision. Our main goal remains serving those in need, especially women and girls. We pray that St. Francis of Assisi and St. Joseph guide us in this important work.

**Sr. M. Arockiam Fsj**

Superior General

Franciscan Sisters of St. Joseph Chennai – 16.