

****Suggested Records and Resources to be Accessible**

Computer access of standard documents acceptable.

Consider ORGANIZED WELL-MAINTAINED binders OR FILES as “gifts of love” to be given to your brothers and sisters at the NEXT Chapter of Elections!

*****All Fraternity Council Members**

Essential Documents of the Secular Franciscan Order

- The Rule of the Secular Franciscan Order
- General Constitutions of the OFS
- Statutes of the National Fraternity of the OFS
- Ritual of the OFS
- Statutes of the International Fraternity of the OFS
- Statutes for Spiritual and Pastoral Assistance to the OFS

Other Documents

- Statement of Purposes, Fraternity Internal Controls and Treasury Guidelines
- The Four Pillars (BSSF Document)
- BSSF Regional Guidelines (rev 2024)
- BSSF Vision Statement and History

*****In addition to the above the following should be maintained by:**

Minister/Leader

- Fraternity Register/Ledger (Franciscan Resources) [most important document]
- Formation Documents, Programs, Manual
- BSSF Regional Formators’ Guidelines for Orientation and Initial Formation (2024)
- Handbook for Spiritual Assistance to the Secular Franciscan Order
- Handbook for Secular Franciscan Servant Leadership
- For Up To Now (FUN) Manual

Fraternity

- Document of Canonical Establishment (preserve in an acid free, archivist covering)
- Minutes of Council and Fraternity Gatherings
- Agendas
- Treasurer’s Reports and Information

- Budgets
- Membership Rosters
- Local Correspondence
- Annual Fraternity Reports
- Chapter of Elections Documents
- Council decisions and correspondence on professed membership to include excused, lapsed, dismissed, resigned from fraternity, resigned from Order, transferred.

Region

- BSSF Roster (updated periodically)
- Regional Correspondence
- Budgets
- Pre-Visitation Letters
- Fraternal and Pastoral Pre-Visitation Questionnaires
- Fraternal and Pastoral Visitation Reports
- Rubrics for the Communal Celebration of the Liturgy of the Hours (Document)
- Franciscan Wake Service (Program)

Vice Minister/Leader

- (Should periodically review Secretary and Treasurer's records)

Secretary

Fraternity

- Minutes of Council and Fraternity Gatherings
- Attendance records
- Agendas

Correspondence

- Local Correspondence
- Council decisions and correspondence on professed membership to include: Excused, lapsed, dismissed, resigned from fraternity, resigned from Order, transferred.
- Membership Rosters
- Regional Correspondence

Treasurer

Fraternity Finances

- Treasurer's Monthly/Quarterly Financial Reports
- Treasurer's Annual Financial Reports
- Annual Fraternity Budgets
- Annual Regional Budgets
- Copy of review of Financials (conducted every 3 years)
- Copy Bank Statements
- Treasurer's Ledger:
 - Recording of contributions received in accordance with Treasury Guidelines
 - Receipts and reimbursements requests

Formation Director

Formation Documents, Programs, Manual

BSSF Regional Formators' Guidelines for Orientation and Initial Formation (2024)
 FUN Manual (after 2012 formation workshop)

Formation Records

- List of On-going Formation topics and assignments
- Attendance List of Members in initial Formation
- Log of member formation (see formators' guidelines)

Other Notes:

History of Fraternity (suggestions for maintaining a scrapbook/record of the fraternity)

Phase I: Newly Forming Group

Date

City and state

Selection of name

Leader

Spiritual Assistant (if applicable)

Formation director (appointed)

Members

Sponsoring fraternity and minister(s)

Region - applicable if newly forming group since establishment on October 24, 1994

Province of original bonding

Fraternal and Pastoral Visitation (visitors and date)

Other

Phase II: Emerging Community

Date

Council chosen

Fraternal and Pastoral Visitation (visitors and date)

Other

Phase III: Canonical Establishment

Date

Ceremony

Other

First Chapter of Elections

Date (after canonical establishment)

Newly elected council

Other

Special events, newsletter articles, pictures. Include description and dates. (may be in a

file)

Other Notes:

Revised: June 20, 2012, Check List added September 2022, Approved November 6, 2022