

*****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