

## **\*\*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 SFO
- Statutes of the National Fraternity of the SFO in the USA
- Ritual of the Secular Franciscan Order
- Statutes of the International Fraternity of the SFO
- Statutes for Spiritual and Pastoral Assistance to the SFO

##### Other Documents

- Statement of Purposes, Fraternity Internal Controls and Treasury Guidelines (nafra website)
- The Four Pillars (BSSF Document)
- BSSF Regional Guidelines (rev 2012)
- 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 (6/30/10)  
BSSF Formation Manual (cd - updated 8/06)  
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 three 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 (6/30/10)
- BSSF Formation Manual (cd - updated 8/06)
- 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)

## 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
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- Special events, newsletter articles, pictures. Include descriptions and dates.(may be in a file)

Revised: June 20, 2012