

****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 _____
- ___ 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 _____

____ **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: _____

