

## FRATERNITY MINISTER'S CHECK LIST (in preparation for Visitation)

### Instructions for Use:

- ❖ *The Minister of the fraternity is to complete this sheet prior to the Fraternal and Pastoral Visitation.*
- ❖ *It is to be made available to the Visitors at the time of Visitation.*
- ❖ *It is to be retained by the Minister, and kept in the Minister's Binder. Please keep in mind that it is the responsibility of the Minister and Council to forward all appropriate manuals, records, documents, and binders to new officers.*

Name, City & State of Fraternity: \_\_\_\_\_

Date of visitation: \_\_\_\_\_

### FRATERNITY COUNCIL

- \_\_\_\_\_ Each office filled by properly elected or appointed professed member
- \_\_\_\_\_ Spiritual Assistant appointed for the fraternity
- \_\_\_\_\_ Minutes of **Council** Meetings (reviewed and approved by Council) **in a notebook.**
- \_\_\_\_\_ Treasurer: (1-Ledger, 2-check book and 3-reports distributed to the fraternity.)
- \_\_\_\_\_ Formation Director: 1-Formation books 2-Candidates' names and progress.
- \_\_\_\_\_ Election Records: 1- Slate of officers
- \_\_\_\_\_ Fraternity Document of Establishment.
- \_\_\_\_\_ Records of Council: (Any actions taken by the Council affecting membership. Transfers, suspensions and lapsed. Any special circumstances)
- \_\_\_\_\_ Council Participation in Regional Workshops and gatherings.

### FRATERNITY LIFE

- \_\_\_\_\_ Consistent time and date for monthly meetings. When?
- \_\_\_\_\_ Fraternity meeting notes and/or Newsletter
- \_\_\_\_\_ Consistent monthly initial formation meetings
- \_\_\_\_\_ Program of ongoing formation provided to the fraternity
- \_\_\_\_\_ Attendance at Annual Retreat
- \_\_\_\_\_ Fraternity Day of Recollection
- \_\_\_\_\_ Retreat or Day of Recollection provided for candidates
- \_\_\_\_\_ Regional programs participated in by fraternity representatives
- \_\_\_\_\_ Fraternity apostolate
- \_\_\_\_\_ Fraternity contact list provided to members--updated annually
- \_\_\_\_\_ Copies of current and past fraternity newsletters

## **DOCUMENTS ON FILE**

- \_\_\_\_\_ Document of Canonical Establishment
- \_\_\_\_\_ Fraternity Membership Record Book (Register)
- \_\_\_\_\_ Ritual of the OFS
- \_\_\_\_\_ OFS Rule
- \_\_\_\_\_ OFS Constitutions
- \_\_\_\_\_ National Statutes
- \_\_\_\_\_ Regional Governance Guidelines
- \_\_\_\_\_ Minister's Binder (Should have meeting agendas and notes; roster of members, regional roster, copies of correspondence with the region, record of previous visitations)
- \_\_\_\_\_ Secretary's Binder (containing minutes of fraternity and council meetings in a separate binder;
- \_\_\_\_\_ Treasurer's Binder (containing treasurer's reports) Ledger and check book.
  
- \_\_\_\_\_ Historian's Binder (containing history of the fraternity, special events, news clippings, pictures, etc.)
- \_\_\_\_\_ Description of Initial Formation Program
- \_\_\_\_\_ Description of Ongoing Formation Program
- \_\_\_\_\_ Supply of Forms (requests for dispensation, request for visitation and election, application for inquiry, application for candidacy, attendance record cards/envelopes, official transfers, profession documents)
- \_\_\_\_\_ Inventory of what the fraternity owns (equipment, furniture, books, tapes, videos/DVDs, instruments, etc.)

## **OTHER RESOURCES**

- \_\_\_\_\_ Extra copies of Rule and Constitutions
- \_\_\_\_\_ Handbook for Spiritual Assistant
- \_\_\_\_\_ Guidelines for Initial Formation
- \_\_\_\_\_ Resources for formation (FUN Manual; Franciscan Journey; Essential Documents of the Secular Franciscan Order.)
- \_\_\_\_\_ Availability of fraternity library
- \_\_\_\_\_ Catalogue of Fraternity supplies