

## 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 & State of Fraternity: \_\_\_\_\_

Date: \_\_\_\_\_

### **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)
- \_\_\_\_\_ Treasurer's Report (provided by Treasurer, circulated to Council, made available to the membership, and appropriately audited)
- \_\_\_\_\_ Formation Director's reports on candidates (including attendance and progress)
- \_\_\_\_\_ Election Records (including nomination committee reports, and record of installation of officers)
- \_\_\_\_\_ Appointment of contact persons for all National Commissions
- \_\_\_\_\_ Records of Council decisions regarding membership (lists of excused or dispensed members; delinquent members; pastoral decisions; any related correspondence)
- \_\_\_\_\_ Opportunities for training provided to the Formation Director and other formation personnel

### **FRATERNITY LIFE**

- \_\_\_\_\_ Consistent time and date for monthly meetings. When? \_\_\_\_\_
- \_\_\_\_\_ Minutes of Fraternity Meeting (Approved by fraternity)
- \_\_\_\_\_ Consistent monthly initial formation meetings
- \_\_\_\_\_ Program of ongoing formation provided to the fraternity
- \_\_\_\_\_ Annual retreat provided for the fraternity
- \_\_\_\_\_ Retreat provided for candidates
- \_\_\_\_\_ Regional programs participated in by fraternity representatives
- \_\_\_\_\_ Fraternity apostolate accepted by membership
- \_\_\_\_\_ Annual rosters of membership (provided to all members, and kept on record)
- \_\_\_\_\_ Copies of current and past fraternity newsletters kept on file
- \_\_\_\_\_ Copies of current and past regional and national newsletters (first made available to the members, and then kept on file)

## **DOCUMENTS ON FILE**

- \_\_\_\_\_ Document of Canonical Establishment
- \_\_\_\_\_ Fraternity Membership Record Book
- \_\_\_\_\_ Ritual of the SFO
- \_\_\_\_\_ SFO Rule
- \_\_\_\_\_ SFO Constitutions
- \_\_\_\_\_ National Statutes
- \_\_\_\_\_ Regional Governance Guidelines
- \_\_\_\_\_ Minister's Binder (containing copies of fraternity and council meeting minutes, treasurer's reports, fraternity newsletters, roster of members, regional roster, copies of correspondence to the region, procedures for elections, planned agendas for the fraternity, record of previous visitations)
- \_\_\_\_\_ Secretary's Binder (containing minutes of fraternity and council meetings in a separate binder; another binder should contain secretary's job description, and catalogue of SFO supplies)
- \_\_\_\_\_ Treasurer's Binder (containing treasurer's reports, copy of job description, treasurer's guidelines – national, regional, per capita donation records. A bookkeeping ledger of income and expenses should be kept separately.)
- \_\_\_\_\_ 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 (*Fully Mature with the Fullness of Christ; Catch Me A Rainbow, Too, The Rule of the Secular Franciscans with Catechism; etc.*)
- \_\_\_\_\_ Availability of fraternity library
- \_\_\_\_\_ Catalogue of SFO supplies