

Let us serve like Jesus - Let us Journey together

**AGENDA FOR FRATERNITY COUNCIL MEETINGS**

Please refer to the *Handbook for Secular Franciscan Servant Leaders*, pages 34-35.

It is the responsibility of the Minister to prepare an Agenda in advance of the Council meeting and, together with the Council, a calendar for yearly events.

A suggested order of business might be:

1. Call to order and opening prayer.  The Ritual, Scripture, and other resources can be used (e.g. the Rule, writings of St. Francis or from other Franciscan sources), including time for silence and sharing;

1. Roll call by the Secretary;

1. Approval of the Minutes from the previous meeting (it’s usually best of the Council receives the Minutes prior to the Council meeting so they have an opportunity to review them and suggest corrections, if necessary);

1. Presentation of reports by other Council members and Committee members;

1. Review of correspondence, or e-mail messages concerning matters of importance to the Council/Fraternity; information about absences, the sick, etc.;

1. New business, such as planning future meetings, goals, the spirit and life of the Fraternity, projects, problems, bills, and other matters;

1. Remarks by the Minister and the Spiritual Assistant; and

1. A closing prayer, which can be taken from the Ritual or from another source.