St. Katharine Drexel Regional Fraternity Guidelines

With

Related Guidelines, Procedures and Forms

Article 1. The St. Katharine Drexel Regional Fraternity of the Secular Franciscan Order – USA (SKDRF) follows the Rule of St. Francis of Assisi as approved by the Roman Catholic Church, the General Constitutions, the International Statutes, the National Statutes (these four documents are henceforth called “OFS Governing Documents”), the Ritual, and the Code of Canon Law (as pertains to Secular Institutes). SKDRF was officially established on Oct. 20, 1994.

Article 2. Geographically, our Fraternities encompass the following Archdioceses, Dioceses, and Eparchies:

Pennsylvania: Scranton, Byzantine Catholic Eparchy of Passaic (which includes Catholics of the Byzantine-Ruthenian Rite in Eastern Pennsylvania) and Metropolitan Archdiocese of Philadelphia-Ukrainian Rite

New Jersey: Camden, Trenton, and Byzantine Catholic Eparchy of Passaic (which includes Catholics of the Byzantine-Ruthenian Rite in New Jersey)

Delaware: Wilmington and Byzantine Catholic Eparchy of Passaic (which includes Catholics of the Byzantine-Ruthenian Rite in Delaware)

Article 3. We are brothers and sisters of penance, seeking personal spiritual growth through conversion-transformation and working as a force for the good of the Church and the human community.

Article 4. These guidelines function in conformity with the OFS Governing Documents and apply to the Local Fraternities as well as the Regional Fraternity unless otherwise stated.

Article 5. A constituent part of these Guidelines are Guidelines and Procedures issued by CGM (Conference of General Ministers), CIOFS (Secretariat of the International Fraternity), NFC (National/OFS-USA Fraternity Council), NEC (National/OFS-USA Executive Council), REC (St. Katharine Drexel Regional Executive Council) or RFC (St. Katharine Drexel Regional Fraternity Council) which are attached to this document. Also included are forms related to these procedures.

Article 6. These Guidelines, Procedures and related Forms will be updated as received and will also be posted on St. Katharine Drexel Regional Fraternity’s website.

 Article 7. These Regional Fraternity Guidelines should be reviewed every three years or as the needs and the priorities of the Secular Franciscan Order or our regional fraternity change.

Article 8. They may be amended by an absolute majority vote of all the members of the Regional Fraternity Council present at the Annual Chapter Gathering.

Unanimously approved on \_November 2, 2024\_\_\_

by the Regional Fraternity Council at its Annual Chapter

certified by \_\_\_Pam Stout, OFS \_\_\_SKDRF Secretary

1. **LOCAL FRATERNITY**

COUNCIL DUTIES/RESPONSIBILITIES

* Council Duties – General for All (P)
* Duties of each individual office (P)
	+ Minister
	+ Vice Minister
	+ Formation Director
	+ Secretary
	+ Treasurer
	+ Councilor(s) at Large
	+ Spiritual Assistant
* Special Council Issues – may also be found on *“www.secularfranciscansusa.org”*
	+ Canonical Establishment of a Local Fraternity (CNSA & OFS-USA 4/2021) – on SKDRF & OFS-USA website
	+ Establishing & Maintaining a Cell (part of an established fraternity) (OFS-USA 9/2024 – See “Fraternity Accompaniment, Deactivation…” ) (P)
	+ Call-Parts 1-5 (P) (OFS-USA – Handbook for Servant Leadership)
	+ Franciscan Code of Conduct (OFS-USA 9/2024)
	+ Fraternity Accompaniment, De-activation, etc. (CNSA & OFS-USA 9/2024)Guidelines for Councils in Conflict (OFS-USA 9/2024)
	+ Guidelines for OFS Councils (P) (OFS-USA)
	+ Guidelines for Record Retention (OFS-USA 9/2024)
	+ Guidelines for Suspension or Dismissal of a Member or Removal from Office (OFS-USA 9/2024)
	+ Guidelines for Virtual Participation in Gatherings (OFS-USA 9/2024)
* Formation
* Interview Guide for Inquiry & Candidacy (OFS-USA)
* Thematic Guide for Formation Programs (CIOFS 2023) – SKDRF website
* Treasurer
	+ Application for Certificate of Insurance (F) (OFS-USA)
	+ Audit (P)
* Guidelines for Determining Stipends (P) (OFS-USA 9/2024)
* Tax Exempt reference
* Treasurer Reporting (F) (OFS-USA)
* Spiritual Assistance: Resources may be found on [www.secularfranciscansusa.org](http://www.secularfranciscansusa.org) under “Spiritual Assistant Resources”
* Miscellaneous Forms
	+ Agenda – both Council & Gathering (OFS-USA)
	+ Emergency Medical Form

BUILDING *FRATERNITAS* (FRATERNITY – FAMILY SPIRIT)

* 4 Marks of a Vibrant Fraternity – Tom Bello, OFS (former Natl. Minister)
* 4 Purposes of Fraternity Gatherings – Tom Bello, OFS (former Natl. Minister)
* Belonging & co-responsibility (CIOFS)
* Fraternity & Francis (OFS-USA) PP
* Fraternity Fundamental to the Franciscan Spirit – Fr. I. Sami, OFM Cap

Developing Leadership Skills (P)

* Animation & Servant Leadership: OFS & YOUFRA (CIOFS) – SKDRF Website
* Belonging & Co-responsibility (CIOFS 2008) (P)
* Servant Leadership Development (P) (CIOFS)
* Servant Leadership in Writings of Sts. Francis & Clare (CIOFS) – SKDRF Website

ELECTIONS: (OFS-USA – Regional - 2018 – adapted for Local 8/2024)

* Council Duties Review (P) (OFS-USA)
* Elections in the General Constitutions (P)
* Ecclesial Witness (P)
* Election Procedures (P)
* Election Attendance Sheet (F) (SKDREC)
* Election Ballot – Vote Count (F) (OFS-USA)
* Election Report (F) (OFS-USA)
* Nomination Committee Duties (P)
* Nominations from the Floor (P) (OFS-USA 10/2022)
* Prayer for Servant Leaders (OFS-USA)

FRATERNAL-PASTORAL VISITS BY REC - RSA

* Cover Letter (P)
* Guidelines for Visit OFS-USA) (P)
* Pre-Visit Checklist OFS\_USA) (F+P)
* Pre-Visit Questionnaire – Individual OFS\_USA) (F)

MEMBERSHIP (P & F)

* Belonging to the OFS (P)
* Categories of OFS Membership (P) (OFS-USA 8/22)
	+ Membership Status
		- Active
		- Active Excused (P)
		- Affiliate (P)
			* Affiliate Instruction Plan
* Dismissal
	+ - Lapsed (P & F)
		- Leave of Absence (P)
		- Suspension (P & F)
		- Transfer (P & F)
			* Candidate Transfer (F)
			* Professed Transfer (F)
		- Withdrawal – Definitive (P)
		- Withdrawal – Temporary (P)
* Profession Status (OFS-USA)
* Visitor
* Aspirant
* Inquirer
* Candidate
* Professed
* Temporary Professed
* Guidelines for OFS Membership
* Clarification on Sexual Orientation (CNSA 7/2020 & OFS-USA 6/2023) (P)
* Collaboration of OFS with other groups (HBSA, Chap.6) (P)
	+ - Invalid Marriage or Civil Union (CNSA 10/2022 & OFS-USA 6/2023) (P)

1. **REGIONAL FRATERNITY**

COUNCIL DUTIES/RESPONSIBILITIES:

* Council – Whole
	+ Accompaniment, De-activation, etc. (CNSA & OFS-USA 9/2024) (P)
	+ Canonical Establishment of a Local Fraternity (CNSA & OFS-USA – see Regional or Natl. website
* Duties of each individual office (P) (OFS-USA 2024)
	+ Minister
		- Agenda – both Council & Gathering
	+ Vice Minister
	+ Formation Director
		- Reg. Form. Dir. Handbook – OFS-USA website
	+ Secretary
		- Guidelines for Regional Archives (OFS-USA 5/2020)
	+ Treasurer
		- Treasurer Reporting (F)
	+ Councilor(s) at Large
	+ Spiritual Assistant
		- *Altius Moderamen* (P) (beginning of Local S.A. Duties)
		- Friar-OFS Bond (P)
		- S.A. & Emerging Fraternity
* Special Council Issues – *all on “www.secularfranciscansusa.org”*
	+ Canonical Establishment of a Local Fraternity (CNSA & OFS-USA 4/2021) – on SKDRF & OFS-USA website
	+ Establishing & Maintaining a Cell (part of an established fraternity) (OFS-USA 9/2024 – See “Fraternity Accompaniment, Deactivation…” ) (P)
	+ Call-Parts 1-5 (P) (OFS-USA – Handbook for Servant Leadership)
	+ Franciscan Code of Conduct (OFS-USA 9/2024)
	+ Fraternity Accompaniment, De-activation, etc. (CNSA & OFS-USA 9/2024)
	+ Guidelines for Councils in Conflict (OFS-USA 9/2024)
	+ Guidelines for OFS Councils (P) (OFS-USA)
	+ Guidelines for Record Retention (OFS-USA 9/2024)
	+ Guidelines for Suspension or Dismissal of a Member or Removal from Office (OFS-USA 9/2024)
	+ Guidelines for Virtual Participation in Gatherings (OFS-USA 9/2024)
* ELECTIONS: (OFS-USA)
* Council Duties Review (OFS-USA)
* Elections in the General Constitutions
* Election Procedures (OFS-USA)
* Nomination Chair(s) Appointment
* Nomination Procedures (same as Local)
* FRATERNAL-PASTORAL VISITS BY NEC- CNSA
* Cover Letter
* Guidelines for Visit (OFS-USA)
* Pre-Visit Checklist (OFS-USA)
* Pre-Visit Questionnaire – Individual (OFS-USA)
* Pre-Visit Questionnaire – Whole REC (OFS-USA)
1. SPIRITUAL ASSISTANTS – [www.secularfranciscansusa.org](http://www.secularfranciscansusa.org) under “Spiritual Assistant Resources”
* CIOFS Manual: Spiritual Assistance to the OFS
* Handbook for Spiritual Assistance
* S.A. Training Program Guidelines
* S.A. Appointments – Canons & Guidelines
* S.A. Brchure
* Statutes for Spiritual Assistants
1. **LOCAL FRATERNITY**

Sewardship: Sharing the Gifts We Have Been Given

COUNCIL DUTIES/RESPONSIBILITIES

**Duties of the Local Fraternity Council as a Whole**

**General Constitutions Art. 50**

1. It is the duty of the Council of the local Fraternity: - to promote the initiatives necessary for fostering fraternal life, for improving the human, Christian, and Franciscan formation of its members and for sustaining them in their witness and commitment in the world; - to make concrete and courageous choices, appropriate for the situation of the Fraternity, from among the numerous activities possible in the field of the apostolate.

2. The duties of the Council are also:

a) to decide on the acceptance and admission to Profession of new brothers and sisters33;

b) to establish a fraternal dialogue with members in particular difficulties and to adopt subsequent measures;

c) to receive the request for withdrawal and to decide on the suspension of a member from the Fraternity;

d) to decide on the establishment of sections or groups in conformity with the Constitutions and the Statutes;

e) to decide on the use of available funds and, in general, to deliberate on matters concerning financial management and economic affairs of the Fraternity;

f) to assign duties to the Councilors and to the other professed members;

g) to request from the competent Superiors of the First Order and the TOR suitable and prepared religious as Assistants;

h) to perform such other duties as are required by these Constitutions or which are necessary to carry out its proper purposes.

**Offices:**

**General Constitutions: Art. 49**.**1.** The council of the local fraternity is composed of the following offices: minister, vice‑minister, secretary, treasurer, and teacher of formation. Other offices may be added according to the needs of each fraternity. The spiritual assistant of the fraternity forms part of the council by right.

**OFS-USA/National Statutes: Art. 18.3.** The Council of each Local Fraternity is composed according to the requirements of article #49.1 of the General Constitutions. With respect to the fraternity they assist, anyone who serves as a Spiritual Assistant is subject to the same rights and restrictions as are Franciscan religious Spiritual Assistants [cf. Statutes for Spiritual Assistance articles #12, #13, #15, #23 and #24]. Spiritual Assistants who are Secular Franciscans may not be elected to other positions on the Councils of fraternities they assist.

Sewardship: Sharing the Gifts We Have Been Given

**Duties of the Local Fraternity Minister:**

**OFS General Constitutions Article 50** **(Whole Council)**

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**OFS General Constitutions Article 51: Minister**

1. While firmly upholding the co-responsibility of the Council to animate and guide the Fraternity, the Minister, as the primary person responsible for the Fraternity, is expected to make sure that the directions and the decisions of the Fraternity and of the Council are put into practice and that he or she will keep the Council informed about the work being done.

2. The Minister also has the following duties:

 a) to call, to preside at, and to direct the meetings of the Fraternity and Council; to convoke every three years the Elective Chapter of the Fraternity, having complied with the requests of the Council on the formalities of the convocation;

b) to prepare the annual report to be sent to the Council of the higher level after it has been approved by the Council of the Fraternity;

c) to represent the Fraternity in all its relations with ecclesiastical and civil authorities. When, and if, the Fraternity acquires a juridical personality in the civil order, the Minister becomes, when possible, its legal representative;

d) to request, with the consent of the Council, pastoral and fraternal visits, at least once every three years.

e) to put into effect those acts which the Constitutions refer to his or her competence as Minister.

**Minister’s Permanent Files:** All of these records must be kept as part of Fraternity History & passed to new Minister!

 Document of Fraternity Establishment

 Important Council Decisions, e.g. decisions re Admissions, Professions,

 Transfers, Deaths of Members, etc.

 Important Correspondence, e.g. re Withdrawals/Suspensions, etc.

 Updates to Regional Policies, Procedures, and Forms attached to Regional

 Guidelines

 NAFRA Database Information

 Transfer Forms

 Annual Reports to Regional Fraternity

 Fraternal-Pastoral Visitation Reports by Regional Fraternity

 Notes re Regional Gatherings

Summaries of Regional Workshops

 **Agendas/Minutes of General Fraternity Gatherings**

 **Agendas/Minutes of Fraternity Council Gatherings**

 Fraternity Newsletters

 Formation Guidelines & Resources (Minister’s copy)

 Handbook for Servant Leaders (Minister’s copy)

CD’s from SKDREC: F.U.N. Manual

Spiritual Asst.’s Handbook (rev. 2012) (Minister’s copy)

SKDRF Annual Meetings 2009, 2010, 2011, 2013 +

 Photos from 2007 Quinquennial Congress

Sewardship: Sharing the Gifts We Have Been Given

**Duties of the Local Fraternity Vice Minister**

**OFS General Constitutions Article 50**

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 d) to decide on the establishment of sections or groups in conformity with the Constitutions and the Statutes;

e) to decide on the use of available funds and, in general, to deliberate on matters concerning financial management and economic affairs of the Fraternity;

f) to assign duties to the Councillors and to the other professed members;

g) to request from the competent Superiors of the First Order and the TOR suitable and prepared religious as Assistants;

h) to perform such other duties as are required by these Constitutions or which are necessary to carry out its proper purposes.

**OFS General Constitutions Article 52: Vice Minister**

1. The Vice-Minister has the following duties:

 a) to collaborate in a fraternal spirit and to support the Minister in carrying out his or her specific duties;

b) to exercise the functions entrusted to him or her by the Council and/or by the Assembly or Chapter;

c) to substitute for the Minister in both duties and responsibilities in case of absence or temporary impediment;

d) to assume the functions of the Minister when the office remains vacant.

Sewardship: Sharing the Gifts We Have Been Given

**Duties of the Local Fraternity Teacher of Formation**

**OFS General Constitutions:**

**Article 50**

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**Article 52.3: Teacher of Formation/Formation Director**

 The Teacher of Formation has the following duties:

a) to co-ordinate, with the help of the other members of the Council, the Formation activities of the fraternity;

b) to instruct and animate the aspiring members during the time of initiation (before admission), the candidate(s) during the period of initial formation, and the newly professed;

c) to inform the Council of the Fraternity prior to Profession, concerning the suitability of the candidate(s) for a commitment to live according to the Rule.

Sewardship: Sharing the Gifts We Have Been Given

**Duties of Local Fraternity Secretary**

**OFS General Constitutions**

**Article 50** **(Whole Council)**

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 g) to request from the competent Superiors of the First Order and the TOR

**OFS General Constitutions Article 52.2: Secretary**

2. The secretary has the following duties:

a) to compile the official acts of the Fraternity and of the Council and to assure that they are sent to their respective proper recipients;

b) to keep the records and the registers up to date and file them, noting admissions, professions, deaths, withdrawals, and transfers from the fraternity;

c) to provide any communication of relevant facts to the various levels and, if appropriate, to disseminate through the mass media.

Sewardship: Sharing the Gifts We Have Been Given

**Local Fraternity Treasurer**

**OFS General Constitutions**

**Article 50**

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h) to perform such other duties as are required by these Constitutions or which are necessary to carry out its proper purposes.

**OFS General Constitutions Article 52.4: Local Fraternity Treasurer**

The Treasurer has the following duties:

a) to guard diligently the contributions received, recording each receipt in the appropriate register, with the date on which it was given, the name of the contributor, or the person who collected it.

b) to record in the same register the items of expense, specifying the date and the purpose, in conformity with the directions of the Fraternity Council;

c) to render an account of his or her administration to the Assembly and to the Council of the Fraternity according to the norms of the National Statutes.

 Let us serve like Jesus - Let us Journey together

**Local Councilor(s) at Large**

**OFS General Constitutions Article 50** **(Whole Council)**

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g) to request from the competent Superiors of the First Order and the TOR suitable and prepared religious as Assistants;

h) to perform such other duties as are required by these Constitutions or which are necessary to carry out its proper purposes.

One or Two Councilor(s)-at-Large, are elected and voting members of the Council and shall carry out the duties of their office as determined by the provisions in the General Constitutions. In addition, the Councilors at Large will:

1. Bring issues, questions, and/or concerns from the local fraternity members to the attention of the Minister and the other members of the Fraternity Council.
2. If needed, fill the vacancy and assume the duties of the Council member who is no longer able to serve within their Fraternity Council.
3. Perform such other duties that the Minister may designate in support of our local fraternities.