

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: Philadelphia Archdiocese, Allentown, 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)

These fraternities are most fully represented by the Regional Fraternity Council; that is the Ministers of the Local Fraternities within this geographic area and the Regional Executive Council.

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 any forms related to these procedures.

SKDRF Policies and Procedures – 2024-2025
(Integral Part of SKDRF Guidelines)

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

Approved on **November 2, 2024** by the Regional Fraternity Council
at its Annual Chapter

SKDRF Policies and Procedures – 2024-2025
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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
- ♥ Miscellaneous Forms-Policies – both Local & Regional use
 - Agenda – both Council & Gathering (OFS-USA)
 - Emergency Medical Form (F) (OFS-USA)
 - Guidelines for Record Retention (OFS-USA)
- ♥ Special Council Issues – all on www.secularfranciscansusa.org
 - Canonical Establishment of a Local Fraternity (CNSA & OFS-USA 4/2021) – only on SKDRF & OFS-USA website
 - Establishing & Maintaining a Cell (part of an established fraternity) (OFS-USA 9/2024 – See “Fraternity Accompaniment, Deactivation...” (P)
 - Guidelines for Franciscan Code of Conduct (OFS-USA 9/2024)
 - Guidelines for Councils in Conflict (OFS-USA 9/2024)
 - Guidelines for Fraternity Accompaniment, De-activation, etc. (CNSA & OFS-USA 9/2024)
 - Guidelines for OFS Councils (P) (CIOFS & OFS-USA) – only on SKDRF & OFS-USA Website
 - Guidelines for Prison Ministry (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 – 2018 {Current 2024}– adapted for Local 8/2024)

- ♥ Council Duties Review (P) (OFS-USA)
- ♥ Elections in the General Constitutions, etc. (P)
- ♥ Ecclesial Witness (P)
- ♥ Nomination Committee Duties (P)

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- ♥ Nominations from the Floor (P) (OFS-USA 10/2022)
- ♥ Election Procedures (P)
- ♥ Election Attendance Sheet (F) (SKDREC)
- ♥ Election Ballot – Vote Count (F) (OFS-USA)
- ♥ Election Report (F) (OFS-USA)
- ♥ 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)
- ♥ 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)

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)

MEMBERSHIP (P & F)

- ♥ Fraternity Fundamental to the Franciscan Spirit – Fr. I. Sami, OFM Cap
- ♥ 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 (OFS-USA 2019)
 - 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

SKDRF Policies and Procedures – 2024-2025 (Integral Part of SKDRF Guidelines)

- Aspirant
- Inquirer
- Candidate
- Professed
- Temporary Professed

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 under “Spiritual Assistant Resources”

- ♥ *Altius Moderammen* – may be found in *Structure of Spiritual Assistance...*
- ♥ Friar-OFS Bond
- ♥ S.A. Brochure
- ♥ Structure of Spiritual Assistance to the OFS (OFS-USA Presentation)
- ♥ Statutes for Spiritual Assistants
- ♥ CIOFS Manual: Spiritual Assistance to the OFS
- ♥ Handbook for Spiritual Assistance
- ♥ S.A. Appointments – Canons & Guidelines
- ♥ Additional Guidelines for Spiritual Assistant Appointments
- ♥ S.A. Term Limits
- ♥ S.A. Installation
- ♥ Guidelines for Stipends
- ♥ S.A. Training Program Guidelines
- ♥ Spiritual Assistance to Emerging Fraternities
- ♥ Local Fraternity Transfer to Different Obedience/Province

Formation - General

- ♥ Guidelines for Interviews – general (OFS-USA)
- ♥ Interview Guide for Inquiry & Candidacy (OFS-USA)
- ♥ Summary of OFS Documents (SKDRF rev. 2024)
- ♥ Thematic Guide for Formation Programs (CIOFS 2023) – SKDRF website
- ♥ SKD Regional Formation Handbook
- ♥ Structure of Spiritual Assistance to the OFS

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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 (only on SKDRF website)
- ♥ Fraternity Fundamental to the Franciscan Spirit – Fr. I. Sami, OFM Cap

DEVELOPING LEADERSHIP SKILLS (P)

- ♥ Animation & Servant Leadership: OFS & YOUFRA (CIOFS) – SKDRF Website
- ♥ Care & Feeding of Fraternity Councils (OFS-USA Formation Team) - SKDRF Website
- ♥ Franciscan Servant Leadership Handbook (OFS-USA 2024)
- ♥ Guidelines for OFS Council Members (P) (CIOFS)
- ♥ Servant Leadership in Writings of Sts. Francis & Clare (CIOFS) – SKDRF Website
- ♥ Prayer for Servant Leaders – refer to Local Fraternity: Elections

2. REGIONAL FRATERNITY

COUNCIL DUTIES/RESPONSIBILITIES:

- ♥ Council – Whole
 - Regional Fraternity Council-Regional Executive Council (RFC – REC)
- ♥ 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
 - SKD Regional Formation Handbook – SKDRF Website
 - Secretary
 - Guidelines for Regional Archives (OFS-USA 5/2020)
 - Treasurer
 - Treasurer Reporting (F)
 - Councilor(s) at Large
 - Spiritual Assistant: Resources may be found on www.secularfranciscansusa.org under “Spiritual Assistant Resources”

Refer to Local Fraternity: Spiritual Assistance

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- ♥ Special Council Issues – all on www.secularfranciscansusa.org
Please refer to Local Fraternity: this section above for these documents.

- ♥ ELECTIONS: (OFS-USA)
 - Council Duties Review (OFS-USA)
 - Elections in the General Constitutions
 - Refer to Local Fraternity: Elections
- ♥ FRATERNAL-PASTORAL VISITS BY NEC- CNSA
 - Refer to Local Fraternity: Fraternal-Pastoral Visits

3. SPIRITUAL ASSISTANTS – www.secularfranciscansusa.org under “Spiritual Assistant Resources”

- ♥ Regional Spiritual Assistants duties in OFS Governing Documents & Spiritual Assistants’ Documents

4. Franciscan Youth/Young Adults (FYA)

- Refer to General Constitutions & National Statutes
- FYA Animators Resources