**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.

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

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 – *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)
	+ Cell-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) – only on SKDRF & OFS-USA Website
	+ 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
* Guidelines for Interviews – general (OFS-USA)
* Interview Guide for Inquiry & Candidacy (OFS-USA)
* OFS Documents (SKDRF rev. 2024)
* 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”
* 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
* Struccture of Spiriatual Assistance to the OFS (OFS-USA Presentation)
* Miscellaneous Forms-Policies – both Local & Regional use
	+ Agenda – both Council & Gathering (OFS-USA)
* Emergency Medical Form (F) (OFS-USA)
* Record Retention (OFS-USA)

 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
* Servant Leadership Development (P) (CIOFS)
* Servant Leadership in Writings of Sts. Francis & Clare (CIOFS) – SKDRF Website

ELECTIONS: (OFS-USA – 2018 {Current 2024}– 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 (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
* 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: Resources may be found on [www.secularfranciscansusa.org](http://www.secularfranciscansusa.org) under “Spiritual Assistant Resources”
		- *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*](http://www.secularfranciscansusa.org)

The documents below are the same as listed in “Local Fraternity”. Please refer to that section above for these documents.

* + 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)
* **Miscellaneous Forms – Please refer to same section in “Local Fraternity”**
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