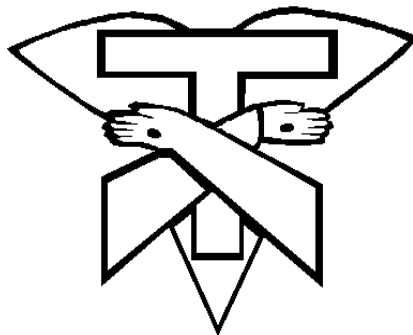


TRILLIUM REGIONAL
FRATERNITY
OF THE
SECULAR FRANCISCAN ORDER

ESTABLISHED 1993 UNDER THE PATRONAGE OF ST CLARE OF ASSISI



LOCAL FRATERNITY
COUNCIL HANDBOOK

2024 Edition

<http://www.trilliumregionalofs.ca>

TRILLIUM REGIONAL FRATERNITY

TABLE OF CONTENT

Articles of the Rule and Constitutions for Councils	5
List of Fraternities by area divisions	6
Directory	
Trillium Council	7
Local Fraternity Ministers	8
National Council	10
International Council.....	11
Trillium Regional Statutes	
1.0 Abrogation.....	12
2.0 Definitions.....	12
3.0 Purpose.....	12
4.0 Regional Chapter of Elections	12
5.0 Election.....	15
6.0 Regional Council.....	16
7.0 Financial Matters.....	17
8.0 Civil Corporation.....	17
9.0 Interpretation.....	17
10.0 Amendments.....	18
Policies and Procedures of the Trillium Regional Council	
1.0 Regional Council Meetings.....	20
2.0 Fraternal Visits and Chapters of Elections.....	21
3.0 Pastoral Visits.....	22
4.0 Regional Fraternity Life: symbols; forms; annual reports; census; forming and establishing a new fraternity.....	22
Policy and Process for Establishing a new Fraternity	
1.0 Setting up newly forming groups.....	24
2.0 Developing emerging fraternities.....	25
3.0 Canonically Establishing a Fraternity.....	26
Regional Commissions	
1.0 Formation Commission	27
2.0 Justice, Peace and Integrity of Creation Commission	28
3.0 Youth Commission	29

TRILLIUM REGIONAL FRATERNITY

TABLE OF CONTENT

Local Fraternity Council

1.0	Elections.....	30
2.0	Pastoral and Fraternal Visits.....	30
3.0	Council Duties.....	31
4.0	Formation.....	32
5.0	Regular Meetings.....	33
6.0	Canonical Establishment.....	33
7.0	New Fraternities.....	33
8.0	Trillium Regional Fraternity.....	33
	Responsibilities of the Fraternity Council	34
	Suggested structure for Council Meetings.....	36
	Suggested structure for Fraternity Meetings.....	37
	Suggested choices for Liturgical Prayers.....	38
	Preparation for Regional Visits.....	39
	Suggested Study program for Local Council.....	40

Regional and Local Programs

Formation

	Formation Process from Observer to Professed Member.....	41
	Role of Fraternity in Formation Process.....	43
	Formation Interviews.....	45
	Initial Formation Resources.....	46
	Ongoing Formation Resources.....	47

Justice, Peace and Integrity of Creation

	The Basis of Franciscan JPIC concern and action	48
	An OFS Presence in the World	48
	OFS Rule and General Constitutions	48
	Franciscan Tradition and Spirituality.....	49
	JPIC Structure for Regional and Local Fraternities in Canada	50
	Key Issues	50
	The Process – See, Judge, Act	51
	Franciscan Voice Canada	51
	Reporting	52
	Some closing thoughts	52
	Final Exhortation	52

Youth

	Table of content	53
	Introduction	54
	Relationship between YouFra and the SFO.....	58
	Formation Program for YouFra	62
	Suggested Resources for YouFra.....	65

TRILLIUM REGIONAL FRATERNITY

TABLE OF CONTENT

National Statutes	66
National Election Procedures	82
National Permanent Schedule for Financial Statements	84
Explanatory Footnotes	85

APPENDICES

Forms

Pre-Visitation & Election Questionnaire	86
Local Fraternity Annual Report	90
Initial Formation Checklist	94
Transfer Form.....	96
Application to Period of Inquiry.....	98
Letters of Recommendation.....	100
Application for Candidacy.....	101
Application for Profession.....	102
Nomination Form.....	103
Fraternity Fair Share Contribution Form	104
Annual Census Form	105

Documents

Canonical Establishment of a Fraternity.....	109
Study Guide for <i>Fully Mature in the Fullness of Christ</i> ” 3 rd edition.....	112
The Formation Process.....	115
Additional resources from approved sources	116
Policy for forming and establishing a new fraternity.....	122
Guidelines for dealing with an inactive fraternity.....	125

TRILLIUM REGIONAL FRATERNITY
THE RULE OF THE SECULAR FRANCISCAN ORDER

LIFE IN FRATERNITY

Article 20

The Secular Franciscan Order is divided into fraternities of various levels--- local, regional, national, and international. Each one has its own moral personality in the Church.

These various fraternities are coordinated and united according to the norm of this rule and of the constitutions.

Article 21

On the various levels, each fraternity is animated and guided by a council and minister (or president) who are elected by the professed according to the constitutions. Their service, which lasts for a definite period, is marked by a ready and willing spirit and is a duty of responsibility to each member and to the community.

Within themselves the fraternities are structured in different ways according to the norm of the constitutions, according to the various needs of their members and their regions, and under the guidance of their respective councils.

Article 22

The local fraternity is to be established canonically. It becomes the basic unit of the whole Order and a visible sign of the Church, the community of love. This should be the privileged place for developing a sense of Church and the Franciscan vocation and for enlivening the apostolic life of its members.

GENERAL CONSTITUTIONS OF THE SECULAR FRANCISCAN ORDER

Article 50

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 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.

TRILLIUM REGIONAL FRATERNITY COUNCIL MISSION STATEMENT

We, the Regional Council, in the spirit of Christian service, will promote, animate, and coordinate the Franciscan life and activities of our brothers and sisters of the Trillium Regional Fraternity. By the power of the Holy Spirit, we will help all to observe the Gospel, in the spirit of St. Francis of Assisi, in order to bring about a more fraternal and evangelical world and to more effectively build the Kingdom of God.

**TRILLIUM REGIONAL FRATERNITY
LIST OF LOCAL FRATERNITIES**

AREA A - NORTH WESTERN ONTARIO

**Mount Alverno Fraternity -Caledon
St. Joseph the Worker Fraternity – Port Elgin
St. Pio Fraternity – North Bay**

AREA B - WESTERN ONTARIO

**St. Anne Fraternity – Tecumseh/Windsor
St. Anthony of Padua Fraternity – Sarnia
St. Mary Fraternity – Blenheim
St. Peter Fraternity – London
San Damian Korean Fraternity – London**

AREA C - ST. CATHARINES/HAMILTON/WELLAND/NIAGARA FALLS

**Sacred Heart Fraternity – Guelph
St. Elizabeth of Hungary Fraternity – St. Catharines
St. Mary of the Angels Fraternity – Welland**

AREA D - GREATER TORONTO AREA - WEST

**Br. Leo-Korean Fraternity – Etobicoke
St. Anthony of Padua Fraternity – Brampton
St. Benedict the Black - Mississauga
St. Felix of Cantalice Fraternity – Downsview
St. Maximilian Kolbe Polish Fraternity – Mississauga
St. Peter Fraternity – Woodbridge**

AREA E - GREATER TORONTO AREA - EAST

**Immaculate Conception English and Italian Fraternities – Toronto
St. Angela Merici Fraternity – Oshawa
St. Bonaventure Fraternity – Don Mills
St. Francis of Assisi Fraternity - Keswick
St. John Vianney Korean Fraternity – North York**

AREA F - EASTERN ONTARIO

**Holy Rosary Fraternity – Belleville
La Verna emerging group - Peterborough
Queen of Peace Fraternity – Madoc
St. Maximilian Kolbe Fraternity – Kingston**

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TRILLIUM REGIONAL FRATERNITY

STATUTES (*Approved 2022*)

1.0 ABROGATION

By the present act, the Statutes and Regulations of the predecessor Provinces that Presently make up the Trillium Regional Fraternity are abrogated.

2.0 DEFINITIONS

- 2.1 The Trillium Regional Fraternity is the organic union of all local Secular Franciscan Fraternities within southwestern part of the Province of Ontario except those found in the dioceses of Alexander- Cornwall, Ottawa and Pembroke.^a
- 2.2 The Regional Council is the executive of the Trillium Regional Fraternity that acts in accordance with the Regional Chapter in animating and guiding the Trillium Regional Fraternity.
- 2.3 The Regional Conference is the consultative assembly of the Trillium Regional Council. It is composed of the members of the Regional Council, local Fraternity Ministers, local Spiritual Assistants and one delegate from each local fraternity.

3.0 PURPOSE The purpose of the Trillium Regional Fraternity is

- 3.1 To foster communion and co-operation among the Local Fraternities within its jurisdiction.
- 3.2 To be a link between the Local Fraternities and the National Fraternity.
- 3.3 To nurture growth in the Franciscan and ecclesial life of its members.
- 3.4 To provide a forum for discussion of common goals and concerns.

4.0 REGIONAL CHAPTER OF ELECTIONS

4.1 Presiding the Chapter

One year before the end of his/her term, the Regional Minister shall inform the National Minister of the upcoming Chapter of Elections and request that he/she, or a designate, preside over the Chapter and the elections.

^a Regional Chapter of Elections 2011

4.2 Membership

The Regional Chapter shall comprise the members of the Regional Council, the local Fraternity Ministers, Spiritual Assistants, the Regional representative of Franciscan Youth and the delegates of the local fraternities^b. The outgoing members of the Regional Council shall be entitled to vote until the dissolution of the Chapter.

4.3 Delegation

Only perpetually professed members of the Secular Franciscan Order may be delegates to the Regional Chapter. The local fraternities delegate these members, (after consultation with the Regional Conference), according to the norms established by the Regional Council. The delegate must present written evidence of his/her delegation to the Chapter.

4.4 Quorum and Majority

(GC 77.4) A quorum shall consist of the presence of more than half the number of those having the right to vote at a Regional Chapter.^c An absolute majority is required for each decision of the Regional Chapter.

4.5 Observers and Resource Persons

Members of the Secular Franciscan Order may participate in the Chapter as observers, according to the norms established by the Regional Council. The Regional Council may also invite other observers. The Regional Council may also invite Resource Persons, as required.

4.6 Convocation

After consultation with the Executive Council, the Regional Minister shall convoke the Regional Chapter at least once every three years. Written notice shall be forwarded to the local Fraternity Ministers at least six (6) months before the Chapter.

In the case of an extraordinary Chapter, a written notice shall be forwarded to the local Minister at least three (3) months before the Chapter.

4.7 Agenda

The agenda of the Chapter shall be prepared by the Trillium Regional Council.

4.8 Council Resolutions

4.8.1 Contents/Terms

Resolutions may be presented during the Chapter to provide guidance and direction in the life of the Secular Franciscan Order within the Trillium Regional Fraternity.

The Resolutions should bring forward changes or amendments to existing Regional policies that are serious in nature, or proposals which would lead to some concrete,

^b Regional Chapter of Elections 2008

^c Regional Chapter of Elections 2017

positive action that can be assumed as part of the Trillium Regional Council's mandate.

The Resolutions shall be in conformity with the legislation of the Secular Franciscan Order: the Rule, the Ritual, the General Constitutions, the Statutes of the National Fraternity and the Statutes for the Spiritual and Pastoral Assistance.

4.8.2 Presentation

The Resolutions shall always be presented in written form. Resolutions may be presented to the Chapter by individuals, Fraternities or groups (committee, spiritual assistants, etc.)

The following information shall be included:

- the name and signature of the proposer
- the name and signature of the seconder
- if such is the case, the name of the Fraternity or group presenting the Resolution
- the date on which the Resolution was submitted
- the name and telephone number of the person to contact regarding the Resolution.

4.8.3 Resolutions Committee

A Resolutions Committee shall be appointed by the Trillium Regional Council one year prior to the Regional Chapter.

The Resolutions Committee's mandate shall be the following:

- (a) to receive the resolutions
- (b) to analyze any resolution submitted in order to determine whether it is in conformity with Articles 4.8.1 and 4.8.2
- (c) to prepare resolutions judged to be acceptable for presentation to the delegates (i.e. to put them into concise and clear language)
- (d) with authorization from the proposers, gather into one, similar resolutions or resolutions on the same topic
- (e) to attempt to complete a resolution judged to be in conformity with Article 4.8.1 but does not contain all the required information in Article 4.8.2. To this end, a member of the committee may act as proposer or seconder of such a resolution
- (f) forward the resolutions to the delegates

4.8.4 Submission

Any resolution submitted at least 60 calendar days prior to the Chapter and judged acceptable by the Resolutions Committee shall be presented to the Chapter.

Resolutions may also be submitted to the Resolutions Committee less than 60 days before the Chapter, (as well as during the Chapter). However, the committee is not necessarily obliged to submit the resolutions to the assembly

5.0 ELECTION

5.1 Nominations Committee

The Regional Council shall appoint a Nominations Committee one year prior to the Regional Chapter to obtain nominations for the Regional Council.

Nomination records shall include the following information:

- the name of the nominee
- the name of the proposer
- the name of the seconder
- the written consent of the nominee.

At the Regional Chapter, nominations from the floor shall be accepted provided the above mentioned nomination records are submitted.

5.2 Offices

The members of the Trillium Regional Chapter elect to the Regional Council: one Minister, three Vice-Ministers, one Secretary, one Treasurer, one Director of Formation.^d

Following the vote for the three Vice-Ministers, a vote will be held to determine which of the Vice-Ministers shall replace the Minister in the case of absence, illness, delegation or other valid reason.

The members of the Trillium Regional Chapter shall also elect two (2) delegates to the National Chapter. If a delegate, for some reason, cannot attend the National Chapter, then the Regional Council will appoint a substitute^e.

5.3 Election Procedures

Elections shall be held in accordance with the procedures set forth in the document entitled "Election Procedures" approved by the National Council. (See Appendix A).

^d Regional Chapter of Elections 2022-former two Vice Ministers, now three Vice Ministers

^e Regional Chapter of Elections 2017

5.4 Vote

An absolute majority, as determined in the “Election Procedures”, is required for each office. There shall be no proxy voting.

5.5 Commencement of Duties of the New Council

The newly elected members of the Regional Council shall take office upon confirmation of their election by the President of the Election.

5.6 Transfer of Records

At the end of their term, the outgoing members of the Regional Council shall hand over all records to the newly elected officers within thirty days or at such time as mutually agreed upon by both parties.

5.7 A complete report of the Regional Chapter shall be sent within three months to the National Minister, the Regional Council and the ministers of the local Fraternities.^f

6.0 REGIONAL COUNCIL

6.1 The Regional Council shall be composed of the elected officers, as specified in Article 5.2 of these Statutes, and the Regional Spiritual Assistant.

6.2 Duties

The Regional Council shall carry out the policies and execute the decisions of the Regional Chapter. Between Chapters, it shall carry out the normal business of the Regional Fraternity. It shall meet at least twice a year.

6.2.1 The Regional Council will hold at least one meeting with the local fraternity Ministers during their mandate.^g

6.2.2 The Regional Council will hold one Spiritual Conference during its mandate and hold Regional Formation Workshops when required.^h

6.3 Quorum

A quorum of two-thirds of the members of the Regional Council shall be required for valid decisions at every meeting.

6.4 Voting

^f Regional Chapter of Elections 2014

^g Regional Chapter of Elections 2014; the original 6.2.1 was moved to 5.2, Chapter of Elections 2017.

^h Regional Chapter of Elections 2014

The decisions of the Regional Council shall require the majority vote of the members present at the meeting.

Except when another procedure of voting is prescribed by Canon Law or the General Constitutions, voting shall be by show of hands, unless a majority of the members present decides otherwise.

6.5 Resource Persons

In conducting its affairs, the Regional Council may appoint, when it is deemed necessary, resource persons to the Regional Council. Resource persons shall not have voting privileges and shall not be counted for quorum purposes.

6.6 Vacancy of Office

When an office of Councillor becomes vacant, the Regional Council, at its next meeting, shall proceed to elect, by secret ballot, a new councillor for the remainder of the term.

7.0 **FINANCIAL MATTERS**

7.1 Financial Needs

Each year, the Regional Minister, after consultation with the Regional Council, shall make known to the local fraternity Ministers the financial needs of the Regional Fraternity.

Local fraternities shall support the financial needs of the Regional Fraternity by their regular proportional contributions. Their contributions shall be submitted to the Regional Treasurer by January 31 of each year.

7.2 Unforeseen Expenses

Expenses that were not foreseen in the budget shall be approved by the Regional Council before they are incurred.

8.0 **CIVIL CORPORATION**

8.1 Procedures

The Regional Fraternity, if it wishes to acquire a corporate status in accordance with federal or provincial legislation, shall first obtain the approval from the National Council. The Regional Council will then consult a legal consultant competent in this field and present a final draft of the proposed Charter to the National Council.

When the Charter is obtained, the Regional Fraternity shall send a copy of the Charter to the National Council. The officers of the Regional Council shall hold parallel offices on the Board of Directors of the civil corporation.

9.0 **INTERPRETATION**

Outside the Regional Chapter, the authentic interpretation of these Statutes shall be the responsibility of the Regional Council. Such interpretation made outside the Chapter shall remain binding until the next Chapter.

10.0 AMENDMENTS

The Regional Council has the authority to make provisional amendments to the Statutes, subject to the approval of the Regional Chapter and the National Council. Any proposed amendments must be forwarded to the local fraternity ministers at least three months prior to the Chapter for consultation with their membership. The proposed amendments shall require a two-thirds (2/3) majority vote of the Regional Chapter for approval.

Appendix A National Fraternity of Canada Election Procedures

1. Prior to the Chapter, the fraternity's secretary will prepare a list of the members eligible to vote; that is, members of the Secular Franciscan Order with an active voice (GC Art. 77).
2. The president of the elections will designate persons for acceptance by the assembly to the following positions:
 - Secretary of Elections (GC Art. 76.4)
 - 2 Scrutineers (GC Art. 76.4)
 - Guards (door).

Individuals filling these positions must be members of the Chapter. As such, they are entitled to all of the functions that any other member of the Chapter would be entitled to - active and passive voice - that is to be nominated for office and have the right to vote. (10)

3. At this point, movement in and out of the assembly is curtailed (i.e. if a delegate leaves the room, he or she cannot return until the end of the election in progress).
4. Before the actual election, there should be a roll-call of all the members eligible to vote. Members respond by saying "Present".
5. A count of eligible voters present in the assembly is established. This number is posted.
6. The absolute majority is then determined (the whole number following the number of half of those persons eligible to vote). (GC Art. 78)

Example: eligible voters - 97 98 99
Absolute majority - 49 50 50

The absolute majority is also posted.

7. The position that is up for election is announced (Minister, Vice-Minister, Secretary, Treasurer, Director of Formation, International Councillor and Alternate International Councillor).(7)
8. A call for nominations is made. If there is a Nominations Committee, its chairperson presents the nominations received.

A general call for nominations from the floor is also performed (nominator and seconder).

This general call is made three times or until a motion is made to cease nominations. If a motion to cease nominations is not forthcoming from the assembly, the president of the elections may request the motion. (7)

Starting with the last candidate named, each candidate is asked whether he or she accepts the nomination.

9. Prior to the election for each position, candidates are provided with the opportunity to present themselves (5-10 minutes each).
10. The scrutineers distribute the ballots (The number of ballots should be the same as the exact number of eligible voters present).
11. The voting takes place. The ballots are collected by the scrutineers. (7)
12. The ballots are then counted aloud by the scrutineers to ensure that the number of ballots does not exceed the number of eligible voters present.

If the count is less, it is assumed that some delegates may not have voted; hence, the vote is good.

If the count is greater, a recount of the number of eligible voters present is performed (roll-call again) and/or a recount of the number of ballots distributed is performed.

If the problem cannot be resolved in this way, it must be assumed that someone may have voted twice and the vote is cancelled; the process is restarted from Step 10.

13. Under the direct supervision of the President and Secretary of the Elections, the scrutineers separate the ballots by candidate.
14. The scrutineers count the number of ballots for each candidate.
15. The scrutineers present the results of the vote to the Secretary of the election who, in turn, announces the results according to page 42 of Canada's Ritual (GC Art. 78.4).
16. The President then confirms the election of each candidate according to page 42 of Canada's Ritual (GC Art. 78.4).

TRILLIUM REGIONAL FRATERNITY POLICIES AND PROCEDURES

1.0 REGIONAL COUNCIL MEETINGS

- 1.1 The location of the Council Meetings shall be planned from meeting to meeting.
- 1.2 The agenda for each meeting of Council shall be the duty of the Minister. It shall be sent to the Councillors (and resource persons, where appropriate) with relevant materials at least one week before the meeting date.
- 1.3 The Council shall prepare an annual budget and advise the local fraternities of the amount of contributions required from each toward the expenses of the higher levels. Presently, the fraternity contribution is set at \$32 per active member. (Con.94)
- 1.4 Travelling expenses shall be paid as per the following:
 - (a) \$.30/km for TRC meetings; *adjustment approved Sept. 2006 Trillium Council Meeting.*
 - (b) \$.30/km for Pastoral and Fraternal Visits; *adjustment approved Sept. 2006 Trillium Council Meeting.*
 - (c) \$.35/km for (carpooled) National Chapters/Conferences: *adjustment approved Sept. 2006 Trillium Council Meeting.*
- 1.5 Regional Fraternity delegates and observers shall be reimbursed for airfare and related expenses incurred relevant to their attendance at Chapters or Conferences called by the National Council.
- 1.6 A copy of the Minutes of each Regional Meeting shall be supplied to each member of Council and Newsletter Editor.
- 1.7 The Newsletter Editor shall send a report to the Regional Minister regarding each issue of the "GOOD NEWS REPORT" for presentation at the subsequent Regional Council meeting. The Editor shall attend Council meetings.
- 1.8 The Regional Council shall prepare an "Annual Census Form", an "Annual Local Fraternity Report to the Regional Fraternity Form" and other forms deemed appropriate for use within the jurisdiction of the Trillium Regional Fraternity.
- 1.9 The Regional Minister shall prepare an annual report to the National Council on the form received from the National Council. It shall be discussed by the Regional Council, revised if necessary, and approved before the report is sent to the National Council.

TRILLIUM REGIONAL FRATERNITY POLICIES AND PROCEDURES

2.0 FRATERNAL VISITS AND CHAPTERS OF ELECTIONS

- 2.1 The Minister, upon the request and co-operation of local ministers, shall set dates for Fraternal Visits and/or Chapters of Elections.
- 2.2 If a request for a Fraternal Visit and/or Chapter of Elections has not been received by four (4) months prior to the due date, the Regional Minister shall initiate the communication with the local minister regarding Visit and/or Chapter of Elections.
- 2.3 After the date for a Fraternal Visit has been set, the Visitor shall send to the local minister a "Questionnaire in Preparation for a Fraternal Visit", plus guidelines to facilitate the Visit.
- 2.4 The Visitor(s) shall examine the records of the visited fraternity.
- 2.5 The Visitor(s) shall make notes regarding the quantity and quality of the fraternity's records, and observations made from attendance at the fraternity meeting. These notes shall be used in formulating a typed report to the visited fraternity.
- 2.6 The completed report shall include:
 - (a) name and location of the fraternity;
 - (b) date of the visit and name(s) of the Visitor(s);
 - (c) functions performed by the Visitor(s);
 - (d) an assessment of the quality of the records and observations made during the Visit;
 - (e) affirmation for the fraternity's strengths;
 - (f) suggestions for strengthening various area of weakness;
 - (h) the names of the elected Council, etc., if a Chapter of Elections was held in conjunctions with the Fraternal Visit.
- 2.7 The completed report shall be discussed at the subsequent meeting of the Regional Council, to be revised and/or approved. If the length of time between the Visit and the subsequent Regional Council meeting is inappropriately long, the report shall be vetted by corresponding with the Regional Councilors. The report shall then be sent to the minister of the visited fraternity.
- 2.8 The fraternity Council shall discuss the report and how to resolve the various suggestions for improvement at its next meeting. The local minister shall share the Visitor(s)' Report and the Council's decisions regarding the suggestions with the fraternity. The report shall be placed in the fraternity's Record of Minutes of Fraternity Meetings.
- 2.9 A true copy of the Visitor(s)' Report shall be placed in the Trillium Regional Fraternity Record of Fraternal Visits.
- 2.10 The Visitor(s) shall be reimbursed for expenses associated with a Pastoral/Fraternal Visit and/or Chapter of Elections (e.g. hotel, meals, travel, etc.).

TRILLIUM REGIONAL FRATERNITY

POLICIES AND PROCEDURES

3.0 PASTORAL VISITS

3.1 The Pastoral Visit is a privileged moment of communion of the First Order and the TOR with the SFO. It is carried out also in the name of the Church and serves to revive the evangelical Franciscan Spirit, to assure fidelity to the charism and to the Rule, to offer help to fraternity life, to reinforce the bond of the unity of the SFO, and to promote its most effective insertion into the Franciscan Family and the Church.

The visitor strengthens the fraternity in its presence and mission in the Church and in society; verifies the relation between the secular and religious fraternities; gives special attention to apostolic activities of the fraternity; gives attention to the collaboration and sense of co-responsibility among the secular leaders and the spiritual assistants; examines the quality of the service and promotes their continuing spiritual and pastoral formation. (cf GC art. 92, 93 & 95, Statutes for Spiritual Assistance to the SFO art. 14).

3.2 The Visitor will ask to see the register of reception and profession to note if it is up to date. The Visitor may ask the fraternity to fill out a self-evaluation Pastoral Visitation Form and return it to him. In fraternal dialogue the visitor will ascertain how well the fraternity is fulfilling the above paragraphs. A Visitation Report will be sent to the Minister. He/she is asked to share the report with the council and fraternity. A copy of the Visitation Report shall be placed in the fraternity's register of minutes. A copy of the report will be given to the members of the Trillium Regional Council.

4.0 REGIONAL FRATERNITY

4.1 The logo for the Trillium Regional Fraternity shall be a TAU with the conformities superimposed on a stylized trillium. (Res. Chap. 93)

4.2 The abbreviation O.F.S (from the Latin "Ordinis Franciscani Saecularis") shall be the official designation for the Secular Franciscan Order within the jurisdiction of the Trillium Regional Fraternity.

4.3 Each local fraternity shall send the "Annual Census Form" with its financial contributions to the expenses of the higher-level fraternities, to the Regional Treasurer by January 31 of each year.

4.4 The "Annual Local Fraternity Report to the Regional Council" shall be sent to the Regional Minister by November 30 of each year. This information will assist the Regional Minister in compiling his/her annual report to the National Council.

4.5 The Regional Newsletter, called the "GOOD NEWS REPORT", in general, shall be prepared 4 times per year, on a seasonal basis.

4.6 The "GOOD NEWS REPORT" shall be available by post or by e-mail, to all fraternity members, the exception of those who request to unsubscribe. Additional copies shall be sent to the Ministers Provincial (and local superiors) of the First Order and Felician Sisters, the Council of Spiritual Assistants, Regional Councilors, National Councilors, and to other people with appropriate interest.

TRILLIUM REGIONAL FRATERNITY POLICIES AND PROCEDURES

4.0 REGIONAL FRATERNITY - CONTINUED

- 4.7 A professed members who leaves his/her local fraternity because of a transfer, voluntary withdrawal or suspension, may be required to redo part or all of the formation program after returning as an active member. The decision regarding redoing the Formation Program will depend upon various circumstances such as number of years of being inactive, significant changes in the Formation program during his/her absence, etc. This decision shall be made by the local fraternity council and recorded in the minutes of the meeting.
- 4.8 Any member of the Regional Fraternity wishing to communicate on behalf of the Trillium Regional Fraternity, shall have authorization from the Regional Council before the representation be done. Such request and authorization shall be entered into the minutes of the Regional Council.
- 4.9 A Regional Conference shall be one day in length and held at least once between Elective Chapters. The agenda for this Conference shall be prepared by the Regional Council. (Res. Conf. 94)
- 4.10 A Regional Chapter of Elections shall be a weekend in length, and shall be held every 3 years. The convocation of this Elective Chapter shall be the responsibility of the Regional Minister, in concert with the Regional Council and National Minister. (Res. Chap. 96)
- 4.11 Regional Workshops for members of local fraternities shall be sponsored by the Regional Council on an as needs basis. The presenters may be members of the Regional Council and/or others selected because of their expertise with the workshop topic.
- 4.12 The Regional Council will assist in organizing retreats for the Trillium Regional Fraternity in co-operation with and aided by the local fraternities. (Res. Chap. 96)
- 4.13 The establishment of a new Fraternity shall follow the procedures outlined in the policy **Process for Forming and Establishing a New Fraternity** approved at the Chapter of Elections May 2005.
- 4.14 The Canonical Establishment of emerging Fraternities shall follow the procedures and use the documents provided by the National Council of Canada.
- 4.15 The Canonical Establishment of those Fraternities, which presently make up the Trillium Region and are not canonically established, may request same from the Trillium Region Council.
- 4.16 The area Councillors continue to be appointed by majority vote and the approval of the Trillium Regional Council.ⁱ
- 4.17 Be it resolved that a Commission for Justice, Peace and the Integrity of Creation (JPIC) be formed by the Trillium Regional Council to assist local fraternities in growing in knowledge, commitment and service to JPIC goals.^j

ⁱ Regional Chapter of Election 2011

^j Regional Chapter of Election 2011

TRILLIUM REGIONAL FRATERNITY

POLICY FOR FORMING AND ESTABLISHING A NEW FRATERNITY

(Approved at the Chapter of Elections May 2005)

1.0 Phase 1: Setting up newly forming groups.

- 1.1 Newly forming groups are those who are exploring the possibility of establishing a Secular Franciscan Fraternity. There may or may not be any professed Seculars in the group.
- 1.2. If those wishing to form a new group belong to an existing fraternity, they submit a written request for approval to the council of that fraternity. If approved, the group is given the status of a "newly forming group". The minister of the fraternity informs the Trillium Regional Council of the existence and development of this newly forming group.
- 1.3 If those wishing to form a new group do not belong to an existing fraternity, or desire to separate themselves from their existing fraternity, they would submit a written request for approval to the Trillium Regional Council, which acts on the request. If approved, the group is given the status of a "newly forming group" and is assigned to a sponsoring fraternity.
- 1.4 If no local fraternity is available as a sponsor for a given group, the Trillium Regional Fraternity --- in extraordinary circumstance --- will act as the sponsoring fraternity in accord with General Constitution Article 62.2.
- 1.5 Once the "newly forming group" is approved, it
 1. Chooses one of its members as a leader/contact person and begins to meet on its own to build community.
 2. Requests a Spiritual Assistant for their "newly forming group".
 3. Appoints a formation director if any of the professed members of the newly forming group qualifies for this responsibility. Otherwise, the sponsoring fraternity or the Trillium Regional Council will provide a suitable person. In any case, the formation team or Director of the sponsoring fraternity will oversee the formation of new members in the newly forming group.
 4. Participate in the activities of the sponsoring fraternity, such as days of recollection, retreats, prayer services, socials, and some fraternity meetings.
 5. The leader sends an annual report to the Trillium Regional Council
- 1.6 Admissions and professions of new members will be approved by the sponsoring fraternity council and will be received by the minister of the sponsoring fraternity. (see General Constitution Article 46.2)
- 1.7 After the completion of at least one (1) year with five professed members, the newly forming group, after seeking the approval of the sponsoring fraternity council may submit a written request to the Trillium Regional Council that it be given the status of "emerging" Fraternity. At the same time they will request a Pastoral and Fraternal Visitation in order to assess its suitability for the status of an 'emerging" Fraternity.

TRILLIUM REGIONAL FRATERNITY
POLICY FOR FORMING AND ESTABLISHING A NEW FRATERNITY

2.0 Phase 2: Developing Emerging Fraternities.

- 2.1 Upon completion of the pastoral and fraternal visitation, the Trillium Regional Council acts on the request of the newly forming group. If approved the group is given the status of "emerging" fraternity.
- 2.2 A Chapter of election is held to elect the council members. The members themselves choose a name for this "emerging" fraternity. The group begins to function as a fraternity with fraternity meetings, council meetings, and keeping minutes, records and financial accounts. All professed members transfer to this new emerging fraternity.
- 2.3 Admissions and professions of new members will be approved by the council of the "emerging" fraternity and will be received by the minister of the "emerging" fraternity. Admissions and professions are recorded in their own register.
- 2.4 The Council sends an annual report to the Trillium Regional Council.
- 2.5 The Trillium regional Council informs the National Council of the existence and development of the emerging fraternity, the place of meeting and the contact name.
- 2.6 The "emerging" fraternity following the guidelines contained in the TRF Local Council Handbook establishes its structures and procedures necessary for
- Its operation (including prayer, ongoing formation, charities, ministries, communications, socializing).
 - Vocation promotion
 - Formation of inquirers and candidates
 - Opportunities of interaction outside the fraternity meeting
 - Regular interaction with other fraternities, especially its sponsoring fraternity.
- 2.7 After the completion of at least three years, the "emerging" Fraternity may submit a written request to the Trillium regional Council for its Canonical Establishment.
- 2.8 Before it accedes to the request the Trillium Regional Council authorizes a fraternal and pastoral visitation. The visits are to ascertain the community's permanent viability for the life in fraternity, its faithful observance of the Rule and Constitutions, and its proper compliance in regards to minutes, records, registers and finances.

TRILLIUM REGIONAL FRATERNITY

POLICY FOR FORMING AND ESTABLISHING A NEW FRATERNITY

3.0 Phase 3: Canonical Establishing a Fraternity.

- 3.1 Upon the completion of the pastoral and fraternal visitation, the Trillium Regional Council acts on the request of the emerging community to be Canonically Established. If approval, the procedures of the National Council will be followed. (see Canonical Establishment of a Fraternity of the Secular Franciscan Order)
- 3.2 The ceremony of canonical establishment is celebrated according to the Ritual. During the ceremony the documents are signed and dated by the delegate of First Order Minister Provincial, by the Trillium regional Minister and by the two witnesses.
- 3.3 One copy of the official document is sent to the regional council to be kept in its archives, one copy is sent to the archives of the friar province, a third is sent to the diocesan chancery for filing, and the fourth copy is preserved in the newly established fraternity's records.

4.0 Document of Canonical Establishment

- 4.1 One copy of the official document is sent to the regional council to be kept in its archives, one copy sent to the archives of the friar province, a third is sent to the diocesan chancery for filing, and the fourth copy is preserved in the newly established fraternity's records.

Sample Document for the Canonical Establishment of a Fraternity of the Secular Franciscan Order

See Appendix

TRILLIUM REGIONAL FRATERNITY FORMATION COMMISSION

The Trillium Regional Fraternity is in the initial stages of establishing a Formation Commission. The Commission has an executive committee and its membership includes all local fraternity Formation Directors, Formation Team Members and interested fraternity members. At this time, primarily the Regional Formation Director is responsible for the animation of the executive committee and the membership of the Formation Commission.

Mission statement

The mission of the Formation Commission, as a prophetic ministry, is to advise and provide consultation to the Regional Leadership and membership of the Secular Franciscan Order in the Trillium Region with regard to the vision and direction of the SFO in concert with the theology and spirituality of The Rule of the Secular Franciscan Order, General Constitutions of the SFO and the Statutes of the Regional/National Fraternity.

The Regional Formation Commission is to provide guidance and development services to Secular Franciscan Servant Leaders at all levels of fraternity in initial and ongoing formation.

Gospel – Mark 16:15 He said to them, “Go into the whole world and proclaim the gospel to every creature.

Rule – Article 23

It takes particular inspiration from the Rule’s references to the necessity of conversion especially in Chapter II, Article 12, as it enjoins the Secular Franciscans to “set themselves free to love God and their brothers and sisters.” Later in Chapter II, Article 14, Secular Franciscans “are called to build a more fraternal and evangelical world so that the kingdom of God may be brought about more effectively...let them exercise their responsibilities competently in the Christian spirit of service.” It is to the enablement of these ends that the Regional Formation Commission dedicates its efforts.

Constitution - Articles 37 to 45

Goals

1. To develop the qualities and skills of fraternity leadership.
2. To act as a resource group for Secular Franciscan Fraternities.
3. To develop formation materials, resources, processes, and guidelines for practice of formation.
4. To review and coordinate the promotion of existing formation materials.
5. To support and serve (upon request) the efforts of Secular Franciscan Fraternities in developing their own formation efforts.

TRILLIUM REGIONAL FRATERNITY
JUSTICE, PEACE AND INTEGRITY OF CREATION COMMISSION

The Trillium Regional Fraternity is in the initial stages of establishing a Justice, Peace and Integrity of Creation (JPIC) Commission in keeping with the Chapter of Election resolution of May 15, 2011. The Commission has an executive committee and its membership includes all local fraternity JPIC Directors, Justice and Peace Team and interested fraternity members. At this time, the Director of the Regional Justice, Peace and Integrity of Creations Commission is responsible for the animation of the executive committee and the membership of the JPIC Commission.

Mandate of the Justice, Peace and the Integrity of Creation Committee is as follows:

- (a) to provide support, where requested, to local fraternities wishing to discern and take action on JPIC issues.
- (b) to study, design, and advise the Regional Council on the implementation of potential Regional JPIC projects.
- (c) to realize the limited capacity of most local fraternities and therefore, inform and recommend specific, manageable action on selected JPIC issues.
- (d) to be informed on issues and activities of Franciscan International (FI), and share relevant information from FI with the Regional Council and the local fraternities.
- (e) to provide the Regional Council with an annual report of the committee's activities.
- (f) to obtain prior approval from the Regional Council on all proposed committee expenses.

Rule – Articles - 13 – 14 – 15

General Constitution Articles 18 to 23

Goals

1. To develop the qualities and skills of fraternity leadership.
2. To act as a resource group for Secular Franciscan Fraternities.
3. To develop JPIC materials, resources, processes, and guidelines for inclusion in formation.
4. To review and coordinate the promotion of existing JPIC materials.
5. To support and serve (upon request) the efforts of Secular Franciscan Fraternities in developing their own Justice, Peace and the Integrity of Creation program.

TRILLIUM REGIONAL FRATERNITY YOUTH COMMISSION

The Trillium Regional Fraternity is in the initial stages of establishing a Youth Commission. The Commission has an executive committee and its membership includes all local fraternity Youth Coordinators, Youth Team Members and interested fraternity members. At this time, primarily the Regional Youth Coordinator is responsible for the animation of the executive committee and the membership of the Youth Commission.

Mission statement

The mission of the Franciscan Youth/Young Adult Commission of the Trillium Fraternity of the Secular Franciscan Order is to bring the Gospel of our Lord Jesus Christ to the youth of Ontario. Inspired by the life of St. Francis of Assisi and guided by the General Constitutions and reminded by the Rule, the Commission is called to inspire, motivate, and assist the fostering and development of young Franciscan groups at the Local levels.

Gospel - Jeremiah 1:4-9

Rule: Rule of the SFO (article 24) “to foster community among members, the council should organize regular and frequent meetings of the community as well as meeting with other Franciscan groups, especially youth groups,”

General Constitutions - Articles 96, 97

Goals

1. to motivate and encourage local fraternities to be mindful of the importance of youth in the Franciscan family.
2. to introduce the youth of Ontario and other interested young people, to St. Francis and St. of Assisi.
3. to show the connection between the Gospel of Jesus and the life of St. Francis in the reality of every day living.
4. to provide the necessary resources to assist the fraternities in the formation of youth groups, and to foster sensitivity toward cultural and geographical differences.
5. to be the connecting link between the Regional and local youth groups

TRILLIUM REGIONAL FRATERNITY

LOCAL FRATERNITY COUNCIL DUTIES

1.0 ELECTIONS

- 1.1 The local fraternity Minister has the duty to convoke, **every three years**, the elective Chapter of the Fraternity (cf. GC art.51.1[a]).
- 1.2 The local fraternity Minister shall advise the Regional Minister regarding the need for an Elective Chapter **at least 4 months** before the proposed date for the Elective Chapter.
- 1.3 If a request for a Fraternal Visit and/or Chapter of Elections has not been received by four (4) months prior to the due date, **the Regional Minister shall initiate** the communication with the local Minister regarding the Visit and/or Chapter of Elections (TRF Policy 2.2).
- 1.4 The Elective Chapter shall be presided by the Regional Minister or his/her delegate, who confirms the election (cf. GC art.75.2).
- 1.5 The Minister and Council shall prepare for the Elective Chapter as per the written instructions provided by the Fraternal Visitor(s). (see Appendix A)
- 1.6 The Elective Chapter shall proceed according to the appropriate articles of the General Constitutions (cf. GC art.76-84) and the Statutes of the National Fraternity of Canada.
- 1.7 Council vacancies shall be resolved according to the appropriate articles of the General Constitutions (cf. GC art.81-84).

2.0 PASTORAL AND FRATERNAL VISITS

- 2.1 The local fraternity Minister, with the consent of the Council, shall request Pastoral and Fraternal Visit at least every three years (cf. GC art.93, 94).
- 2.2 The local fraternity Minister shall advise the Regional Minister regarding the need for a Fraternal Visit **at least 4 months** before the proposed date. Fraternal Visits may be held in conjunction with the Elective Chapter.
- 2.3.1 The local fraternity Minister shall advise the Regional Spiritual Assistant regarding the need for a Pastoral Visit **at least 3 months** before the proposed date. Although Pastoral Visits may be held in conjunction with the Fraternal Visit, the Trillium Regional Council recommends that they be held on separate occasions (cf. GC art.92.5).

TRILLIUM REGIONAL FRATERNITY

LOCAL FRATERNITY COUNCIL DUTIES

3.0 COUNCIL DUTIES

- 3.1 It is the duty of the Council of the local fraternity:
- a) to meet regularly in order to promote the initiatives necessary for fostering fraternal life, for improving the human, Christian and Franciscan formation of its members and for sustaining their witness and commitment in the world;
 - b) 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;
 - c) to decide on the acceptance and admission to Profession of new brothers and sisters, and record same in the Council minutes;
 - d) to establish a fraternal dialogue with members in particular difficulties and to adopt consequent measures;
 - e) to receive the request for withdrawal and to decide on the suspension of a member from the fraternity;
 - f) to decide on the establishment of sections or groups in conformity with the General Constitutions and the National Statutes;
 - g) to decide on the destination of available funds and, in general, to deliberate on matters concerning the financial conduct and economic affairs of the fraternity;
 - h) to assign duties to the Councillors and to the other Professed members;
 - i) to request from the competent Superiors of the First Order and the TOR suitable and prepared religious as Assistants;
 - j) to perform such other duties as are required by the General Constitutions or which are necessary to carry out its proper purposes (cf. GC art.49-52).
 - k) to maintain an updated Fraternity Register which includes at least admissions, professions, transfers, deaths and every other important annotation relative to the individual members (cf. GC art.52.2 footnote 40).
 - l) to maintain a register of minutes for regular meetings, a register of minutes for council meetings and a Financial register.

TRILLIUM REGIONAL FRATERNITY LOCAL FRATERNITY COUNCIL DUTIES

4.0 FORMATION

- 4.1 Insertion into the Secular Franciscan Order is attained through a time of Initiation, a time of Formation and the Profession of the RULE (cf. RULE art. XXIII, GC art.37-45).
- 4.2 Letters of Application: the potential member shall present to the local fraternity Minister a letter of application prior to entering the Period of Inquiry, and Letters of Intent prior to entering the Period of Candidacy and Profession (cf. GC art. 39).
- 4.3 Letters of Reference: the potential member is asked to supply two letters of Reference; one from a Roman Catholic Priest or Religious, and the other, preferably, from someone who has some knowledge of Franciscan Spirituality.
- 4.4 Interviews: the local fraternity Minister shall be responsible for arranging interviews with the potential member prior to each stage in the Formation process (i.e. Period of Inquiry, Period of Candidacy, Profession). The Spiritual Assistant and Formation Director, etc. shall be involved in the interviews at appropriate stages (cf. TRF resource document *Formation Process from Observer To Professed Member-see Handbook sec. 3 page 46*).
- 4.5 Observers: Fraternities may require interested persons to attend a minimum number of regular meetings before they begin orientation/inquiry.
- 4.6 Orientation: Fraternities may include a period of orientation prior to the Period of Inquiry. This is that period of time between the initial attendance at a fraternity meeting and the written Letter of Application to enter into the Period of Inquiry. It is during this time that the Observer is experiencing the Professed members' authentic witnessing of living the Secular Franciscan vocation and discerning whether he/she is called to this way of life.
- 4.7 Period of Inquiry: this period of formal study is at least 6 months in length. The length may only be modified for an important reason, and by a majority vote of the Council. Materials approved by the Trillium Regional Council are recommended (cf. National Statutes art. 8.1; Ritual pg 15-16---Rule and Tau lapel pin or wooden Tau).
- 4.8 Period of Candidacy: this period of formal study and prayer is at least 12 months in length. It begins with the Rite of Admission page 11, and ends with the Rite of Profession page 18. . Materials approved by the Trillium Regional Council are recommended (cf. GC art. 40; Ritual pg 25 - New Testament, metal Tau or oval Tau pendant, candle, and possibly, *Secular Franciscan Companion*).
- 4.9 Application forms shall be kept in the minutes of the Council. After Profession, the Letters of Intent shall be returned to the member, and the Formation Director shall destroy Letters of Reference.

TRILLIUM REGIONAL FRATERNITY

LOCAL FRATERNITY COUNCIL DUTIES

5.0 REGULAR MEETINGS

- 5.1 The Minister shall chair regular Meetings of the Council. He/she is also responsible for preparing the agenda, which is subject to approval of the Council.
- 5.2 Regular Meetings of the Fraternity shall have an appropriate balance of Prayer, Ongoing Formation, Social Activity and Business.

6.0 CANONICAL ESTABLISHMENT

- 6.1 Some of our fraternities may not be Canonically Established as required by the RULE (art. XXII) and the General Constitutions (art. 46). In addition, some fraternities that were Canonically Established in the past may be unable to find the appropriate documentation. The Trillium Regional Council is prepared to proceed with canonically establishing these fraternities on a “**request basis**”, using a procedure that has been approved by the Council of the National Fraternity of Canada. We believe that this is a good opportunity for all viable fraternities to become Canonically Established, particularly since Regionalization has taken place and the Trillium Region has replaced the various provinces as the “higher level fraternity”. If your fraternity wishes to proceed with the canonical establishment procedure, please mail a written request to the Regional Minister.
- 6.2 The local fraternity Minister, in concert with the Council, shall request that the Regional Spiritual Assistant canonically establish the fraternity. The canonical establishment shall follow the norms of the National Fraternity and Trillium Regional Statutes (cf. RULE, art. XXII, GC art. 46-48).

7.0 NEW FRATERNITIES

- 7.1 For the valid establishment of a local fraternity, at least five professed members are required (cf. GC art.46.2).
- 7.2 Emerging Fraternities:
Any individuals wanting to form a Franciscan Fraternity are asked to follow the Policy PROCESS FOR FORMING AND ESTABLISHING A NEW FRATERNITY (Appendix B).

8.0 TRILLIUM REGIONAL FRATERNITY

- 8.1 Elective Chapters shall be held every three years. The Trillium Regional Council shall give a minimum of six months notice of said Chapter. The Trillium Region Council shall advise each local Minister the number of delegates and observers to which the fraternity is entitled. Each fraternity shall be invited to submit Resolutions and Nominations to the Council for the consideration of the delegation.
- 8.2 Trillium Regional Conferences and/or Workshops shall be held in the years between the Elective Chapters. The Trillium Region Council shall advise each local Minister the number of participants to which the fraternity is entitled.

TRILLIUM REGIONAL FRATERNITY
RESPONSIBILITIES OF THE FRATERNITY COUNCIL
(as found in the Secular Franciscan Pauline Rule of 1978)

Part 1 Fulfilling the Characteristics of Fraternal Life

1. ***to build up the spirit and reality of fraternity on different levels (art. 20)***
 - a) modeling and actualizing a basic evangelical community of laity
 - b) making happen a “lived experience of togetherness”, not just a club or sodality
2. ***to animate and guide fraternity life (art. 21a)***
 - a) animate (giving life, inspiration, motivation) as principle of unity
 - b) guide (giving direction, definition, organization, service) as principle of movement
3. ***to discern the needs of the fraternity and help the community express itself according to those needs (art. 21b)***
 - a) discovering the “personality” of the fraternity
 - b) shaping the characteristics of this personality according to those needs
4. ***to develop within the fraternity a sense of Church, as sense of the apostolate, a sense of being Franciscan (art. 22)***
 - a) actualizing the function of a fraternity in relationship to the Church and the Franciscan Family
 - b) harvesting the ‘divine seed’ planted within the fraternity to produce apostolic, ecclesial and Franciscan activity.

Part 2 Preserving the Vitality of Membership

5. ***to discern the vocation of newcomers and admit them into the Order (art. 23a)***
 - a) knowing who is in formation and knowing the qualifications for membership in the Order
 - b) knowing how to implement the prayerful process of discernment of vocation
6. ***to oversee the formation program (art. 23b)***
 - a) choosing, training and evaluating the directors/team of formation
 - b) discovering or adopting the most suitable process of formation to lead to commitment
7. ***to sustain the permanent commitment of the professed (art. 23c)***
 - a) providing for the professed a sustaining support system within the community
 - b) securing an ongoing group spiritual direction to discover and sustain “God in my life”.
8. ***to help fraternity members who are having particular difficulties (art. 23d)***
 - a) establishing an atmosphere of trust and dialogue to allow people to come
 - b) taking the initiative when problems arise.

TRILLIUM REGIONAL FRATERNITY
 RESPONSIBILITIES OF THE FRATERNITY COUNCIL
(as found in the Secular Franciscan Pauline Rule of 1978)

Part 2 **Preserving the Vitality of Membership - Continued**

9. *to arrange for the withdrawal of permanent dismissal from the community when this is necessary (art. 23e)*
- a) knowing the operative conditions for withdrawal or dismissal or dispensation
 - b) acting with kindness and gentleness and using recourse to higher levels

Part 3 **Strengthening the Sustaining Forces of Community**

10. *to plan and carry out the regular and frequent meeting of the fraternity (art. 24a)*
- a) drawing up and carrying out the meeting's agenda and time frame: prayer, work, study, dialogue, leisure
 - b) holding regular council meetings: "discern, decide, do"
11. *to participate in meetings with other Franciscan entities (art. 24b)*
- a) taking the initiative and responding to invitations: spiritual life, communal activities, and common ministries
 - b) participating actively and appropriately in higher levels of fraternity
12. *to provide for the continuing education of the fraternity (art. 24c)*
- a) maintaining a continuing education program: content and personnel
 - b) developing a resource center for the fraternity: texts, materials, people
13. *to engage the member's support for the needs of the local fraternity and the higher levels of fraternity (art. 25)*
- a) drawing forth the investment of members' time, talent and energy
 - b) getting enough money to fulfill life in fraternity on various levels
14. *to provide for the spiritual wellbeing of the members and for the vital reciprocity or interchange with Franciscan religious through spiritual assistance (art. 26a)*
- a) making sure that the whole fraternity has the right spiritual guidance that it needs: for the council, for formation, for the fraternity at large
 - b) continuing to establish and maintain good interactive relations with the Franciscan religious
15. *to assure the proper living out of the Secular Franciscan Rule and the fidelity to the Franciscan charism (art. 26b)*
- a) making the formal request for the pastoral and fraternal visits
 - b) preparing the fraternity spiritually, psychologically and physically for the pastoral and fraternal visits.

TRILLIUM REGIONAL FRATERNITY

SUGGESTED FORMAT FOR COUNCIL MEETING

The following is a sample or model of a council meeting. Meetings must be punctual, spiritual, welcoming, interesting and orderly in order to remain inviting and fruitful. Servant Leadership in the Secular Franciscan Order requires an ongoing formation, as much as does membership in the Order, therefore councils are encouraged to implement ongoing formation as part of their meetings.

WELCOME AND OPENING – MINISTER

PRAYER – see suggested forms of Liturgical Prayer, page 40

ARTICLE OF THE GENERAL CONSTITUTIONS – LEADER OF THE MONTH/MEETING

Each month, a council member, on a rotating basis, prepares this material.

The schedule may be organized by Council. See Suggested Study Program for a Fraternity Council by Carl Schafer, ofm, section 3/page 13.

PRESENTATION (ONGOING FORMATION)

5-10 minutes

Handbook for Secular Franciscan Servant Leadership published by the National Formation Commission of the National Fraternity of the USA.

Documents of Vatican II-see **Suggested Resources for Ongoing Formation** – section 3/page 2 of **COUNCIL HANDBOOK**)

SMALL GROUP SHARING ON THE TOPIC PRESENTED BY THE TEAM

15-20 minutes

MESSAGE FROM SPIRITUAL ASSISTANT/ANIMATOR (if present)

BUSINESS MEETING

Minutes of previous meeting

Minister's Report

Vice Minister's Report

Treasurer's Report

Formation Director/Team's Report

Spiritual Assistant's Report

Pastoral Care Report – cards, visits

New Business

Recommendations from Council

CLOSING PRAYER- see suggested forms of Liturgical Prayer, page 40

SOCIALIZING

TRILLIUM REGIONAL FRATERNITY

SUGGESTED FORMAT FOR FRATERNITY MEETING

The following is a sample or model fraternity meeting. Meetings must be punctual, spiritual, welcoming, interesting and orderly in order to remain inviting and fruitful. The business meeting should be **brief** and separate from the spiritual part of the meeting.

WELCOME OPENING – MINISTER

PRAYER- see suggested forms of Liturgical Prayer, page 40

ARTICLE OF THE RULE – TEAM OF THE MONTH

Each month, one or more fraternity members on a rotating basis, take charge of the meeting. The topics and schedule are organized by Council.

PRESENTATION BY TEAM (ONGOING FORMATION)

10 minutes

(See **Suggested Resources for Ongoing Formation** – section 3/page 2 of **COUNCIL HANDBOOK**)

SMALL GROUP SHARING ON THE TOPIC PRESENTED BY THE TEAM

30 minutes

How do you personally identify with the topic of the evening?

FRATERNITY SHARING

In large fraternities it may be necessary to form sharing groups with 2 to 4 people per group - One person appointed by each small group will report on a key idea or action for the month. (Some fraternities like to give each member an opportunity to share on their Franciscan apostolate or something spiritual. It is important to keep such personal sharing to **2 minutes maximum**. There is a further opportunity to share during the **SOCIALIZING** portion of the meeting.)

MESSAGE FROM SPIRITUAL ASSISTANT/ANIMATOR

SOCIALIZING

BUSINESS MEETING – CHAIRED BY MINISTER

Minutes of previous meeting

Treasurer's Report

Formation Team's Report

Pastoral Care Report – cards, visits

New Business

Report/Recommendations from Council

CLOSING PRAYER- see suggested forms of Liturgical Prayer, page 40

TRILLIUM REGIONAL FRATERNITY
LITURGICAL PRAYERS - SUGGESTED FORMS

For Council Meetings - see Ritual page 38

Liturgy of the Hours for the day (recommended)

Rule of the Secular Franciscan Order

Scripture Readings, see Ritual pages 55-66

Franciscan Readings, see Ritual pages 67-80, or

Francis and Clare: The Complete Works Prayers of St. Francis, see Ritual pages 81-102

Seasonal Prayers, eg. prayers for deceased in November; see Ritual page 104 #7

For Regular Fraternity Meetings - see Ritual page 35

Liturgy of the Hours for the day (recommended)

Rule of the Secular Franciscan Order

Liturgical Services from *Fully Mature with the Fullness of Christ* (according to stages of Formation of Inquirers/Candidates)

Scripture Readings, see Ritual pages 55-66

Franciscan Readings, see Ritual pages 67-80, or Francis and Clare: The Complete Works Prayers of St. Francis, see Ritual pages 81-102

Seasonal Prayers, eg. prayers for deceased in November; see Ritual page 104 #7

For Formation Sessions

Liturgical Services from *Fully Mature with the Fullness of Christ* (according to stages of Formation of Inquirers/Candidates)

Liturgy of the Hours (recommended in the candidacy stage)

Prayers to the Holy Spirit

Individual commitment to prayer - see Ritual pages 103-104

Resources for Prayer

Ritual of the Secular Franciscan Order, St. Anthony Messenger Press, Cincinnati, Ohio, 1985.

Ritual of the Secular Franciscan Order, also available at www.ciofs.org

Secular Franciscan Companion, Franciscan Press, Quincy, Illinois, 1987.

Liturgy of the Hours, one volume, Catholic Book Publishing Co., New York, 1976.

Proper Offices of Franciscan Saints and Blessed in the Liturgy of the Hours, Published by the English-Speaking Conference of the Order of Friars Minor, 1977.

The Liturgy of the Hours, four volumes, Catholic Book Publishing Co., New York, 1975.

Shorter Liturgy of the Hours, one volume, Catholic Book Publishing Co., New York, 1975.

Liturgy of the Hours. Available on line at www.universalis.com or www.divineoffice.org

The Geste of the Great King: Office of the Passion of Francis of Assisi, published by The Franciscan Institute Saint Bonaventure University, St Bonaventure, New York, 2001

Francis and Clare: The Complete Works, Published by Paulist Press, New York, 1982.

TRILLIUM REGIONAL FRATERNITY

PREPARATION FOR

REGIONAL CHAPTERS AND FRATERNAL VISITATIONS

How to prepare for a Fraternal Visitation:

- I Request a visitation from the Regional Minister at least 4 months in advance. The Regional Minister will arrange for a Fraternal Visitor. The Fraternal Visitor, usually the appointed Area Councillor, will contact the Minister of the local fraternity to set the date of the Fraternal Visitation.
- II Prior to the Fraternal Visitation, a questionnaire will be sent to the Minister to be filled out by the Minister with the Fraternity Council regarding life in the fraternity. The questionnaire should be returned to the Fraternal Visitor prior to the visitation.
- III The Fraternity Council provides the Fraternal Visitor with the fraternity records, as listed in the introductory letter, for review. Usually the Fraternity provides a quiet location for the Visitor to review the records for a period up to two hours.
- IV The Fraternal Visitor will attend a regular meeting of the Local Fraternity. It is important that this meeting reflect the usual format of the regular meetings of the fraternity.
- V The Fraternal Visitor will make a report to the Regional Council and that report will be sent to the Local Fraternity Minister to share with the local council and fraternity.

How to prepare for a Local Fraternity Chapter of Elections:

- I Request a visitation from the Regional Minister at least 4 months in advance. The Regional Minister will arrange for a Regional Visitor. The Regional Visitor, will contact the Minister of the local fraternity to confirm the date of the Chapter of Elections. The fraternity names a person or persons to serve as a Nominations Chair or Committee, who will be responsible for coordinating nominations for the various positions on council.
- II Nomination forms will be sent to the Minister/Nominations Chair or Committee prior to the Local Chapter of Elections to be filled out and to be returned to the Regional Visitor prior to the Chapter.
- III The Fraternity prepares for a shortened version of a regular meeting on the day of the Chapter of Elections, allowing time for the Regional Visitor to speak to the Fraternity. The meeting is handed over to the Regional Visitor for the Elections.
- IV Following the Elections, the Installation of Officers takes place, simply or during liturgy or Eucharist, and according to the Ritual.
- V The Regional Visitor will make a report to the Regional Council and that report will be sent to the Local Fraternity Minister to share with the local council and fraternity.

TRILLIUM REGIONAL FRATERNITY
 SUGGESTED STUDY PROGRAM FOR FRATERNITY COUNCIL
 THE 15 RESPONSIBILITIES OF THE FRATERNITY COUNCIL
 by Carl Schäfer, OFM

EXPLANATION OF OUTLINE

The fifteen points of the **Responsibilities of the Fraternity Council**, each one subdivided into (a) and (b), can be summarized as follows:

Part 1 describes the Council's responsibilities toward Fraternal Life:

1. to enable the members to experience brotherhood/sisterhood;
2. to animate and guide the fraternity;
3. to discern the fraternity's needs;
4. to develop the sense of being Church, apostles and Franciscans.

Part 2 concerns the Council's promotion of healthy membership:

5. to discern genuine vocations to the SFO;
6. to look after the formation program;
7. to sustain permanent commitment;
8. to help members in difficulty;
9. to arrange for withdrawal or dismissal.

Part 3 explains the council's role in strengthening the Fraternity:

10. to hold regular council and fraternity meetings;
11. to meet with other Franciscans;
12. to provide for continuing education;
13. to raise support for the SFO's needs;
14. to look for spiritual assistance;
15. to assure fidelity to the Rule and Franciscan charism.

USE OF MATERIAL

I suggest that you take one point for each council meeting over a period of fifteen months. All the councilors are asked to prepare, in writing, an example and a plan of action for putting the particular point into practice in the local fraternity. This is to be done during the month before the council meeting. These examples and plans should all be kept by the Secretary in a "Responsibilities" file, for future reference when the fraternity compiles its "Manual of Responsibility".

One councilor is to be designated each month to present his/her example and plan at the next council meeting.

TRILLIUM REGIONAL FRATERNITY

Regional and Local Programs

FORMATION

FORMATION PROCESS FROM OBSERVER TO PROFESSED MEMBER

REGIONAL CONFERENCE JULY 8, 1995

Someone aspiring to become a member of the Secular Franciscan Order should display at least the following criteria:

- (1) a Roman Catholic who receives the sacraments on a regular basis;
- (2) a prayerful person;
- (3) a person of peace and justice;
- (4) one who wants to be of service to others;
- (5) one who wants to live more simply, more detached from material things, etc.;
- (6) a person who is well in mind, emotions, psyche, etc.;
- (7) one who understands the implications of a commitment and is willing to make a commitment to the Secular Franciscan Order;
- (8) a person of integrity and honesty;
- (9) a person who knows how to bring balance and harmony into her/his life;
- (10) one who has leadership and/or followership qualities or skills;
- (11) one who has an interest in actively learning (i.e. ongoing formation);
- (12) one who understands the concept of ongoing conversion and desires to do so;
- (13) one who understands that profession is also a commitment to the fraternity and, therefore, he/she wants to live in fraternity.

It is necessary to confirm the genuineness of a candidate's vocation before admitting him/her to final profession. This is done through a process of discernment by both the fraternity Council and candidate that begins with his/her first visit to a fraternity.

The fraternity members welcome the observer to join them and whenever the opportunity arises, any questions he/she may have regarding the Secular Franciscan Order are answered. If he/she returns for a second visit, one probably has an idea that he/she may be called, and the fraternity assumes that also, for the time being.

The fraternity and the observer are still trying to get to know each other. He/she particularly wants to observe authentic witnessing on the part of the professed members of the fraternity that he/she is visiting. The above continues for successive meetings until one of two things happen: the observer discerns that he/she is not being called to this way of life, doesn't need to return to any further meetings and, therefore, the process is ended, or the observer returns and asks to begin a formal program of formation.

The fraternity may require the observer to go through a Period of Orientation prior to beginning the Period of Inquiry. These study sessions are intended to help the observer to understand the Secular Franciscan Order better before embarking on a formal formation program. The program may run three (3) to six (6) months. (TRF adopted the Period of Orientation in 2003 as a pre-inquiry program).

TRILLIUM REGIONAL FRATERNITY

FORMATION PROCESS FROM OBSERVER TO PROFESSED MEMBER

The fraternity Minister then asks the observer to put the petition in writing with a reason as to why he/she wishes to begin [such] a formal program of formation, and to supply two (2) letters of reference (one from a Roman Catholic priest, the other from a lay person who has some knowledge of Franciscan spirituality).

After the letter of request and letters of reference are received, the fraternity Council discusses them and discerns whether or not to conduct the first of three (3) interviews. If the Council discerns “no”, the process is ended; if the Council discerns “yes”, then the fraternity Minister and Spiritual Assistant interview the potential inquirer. The additional information is brought back to the fraternity Council for further discernment. If the applicant appears to lack some of the expected criteria, the process is ended; if the expected criteria is evident, then the observer is welcomed into a Period of Inquiry (formerly called Postulancy) that may last between three (3) to six (6) months.

Discernment of a vocation by both the Inquirer and the fraternity continues and the process may stop at any time, but if he/she continues to the end of the Period of Inquiry, he/she makes a written request to enter the Period of Candidacy (formerly called Novitiate). The fraternity Minister, Spiritual Assistant and Formation Director interview the potential candidate and bring this information, plus the written request, to the fraternity Council for further discernment. If no signs of a vocation are evident, the process is ended; if a vocation appears to be developing, then the Inquirer is formally received, during a paraliturg, into the Period of Candidacy. The act of admission is registered and preserved in the records of the fraternity.

The Candidate continues his/her formation program and this phase may last between twelve (12) to thirty-six (36) months. The Candidate is given a sponsor to assist him/her on this journey. Discernment by both the Candidate and the fraternity continues and the process may stop at any time. If he/she continues to the end of the Period of Candidacy and believes that the Secular Franciscan Order is the way of life to which he/she is being called, he/she makes a written request to be admitted to Profession. After receipt of the written request, the third in the series of three interviews is held. The fraternity Minister, Spiritual Assistant, Formation Director and Sponsor are present information to the Council for further discernment. If there is doubt about the authenticity of the candidate’s vocation, the process is ended; if all the information and actions of the Candidate verify the presence of a vocation, he/she is admitted to Profession.

The Rite of profession is most often celebrated during Mass because the nature of permanent commitment as a public and ecclesial act is closely tied to the celebration of the Eucharist. The Minister of the fraternity receives the Profession at a suitable place in the sanctuary; the act of Profession is registered and preserved in the records of the fraternity.

TRILLIUM REGIONAL FRATERNITY

THE ROLE OF THE FRATERNITY IN THE FORMATION PROCESS

THE COUNCIL

1. must be warm, hospitable, and give authentic witness of living the Secular Franciscan vocation;
2. decides, through prayerful discussion and discernment, on the acceptance and admission of candidates into the various stages of formation and to Profession;
3. gains additional personal insight about the candidates by participating in periodic Formation sessions.

THE MINISTER

1. receives the Inquirer's request to begin a formal program of formation;
2. requests that the petition be given in writing and that the Inquirer supplies two letters of reference;
3. receives the written Application to the Period of Inquiry and letters of reference, and brings them to a subsequent Council meeting;
4. decides collegially with the Council whether the Inquirer exhibits the necessary criteria to hold the first in a series of three interviews;
5. conducts the first interview of the Inquirer with the Spiritual Assistant;
6. decides collegially with the Council whether welcoming the Inquirer into a formal period of study is in the best interest of the fraternity and the Order;
7. gives a formal answer to the Inquirer and communicates this to the fraternity;
8. receives the Inquirer's written request to enter the Period of Candidacy;
9. conducts the second interview of the Inquirer with the Spiritual Assistant and the Formation Director;
10. decides collegially with the Council whether the Inquirer shows initial signs of having a calling to the Secular Franciscan Order;
11. receives the Inquirer into the Period of Candidacy;
12. participates in the formation process as often as possible;
13. receives the Candidate's written request for admittance to Profession;
14. conducts the third interview of the Candidate with the Spiritual Assistant, the Formation Director and Sponsor;
15. decides collegially with the Council whether to admit the Candidate to Profession;
16. receives the Candidate's Profession.

TRILLIUM REGIONAL FRATERNITY

THE ROLE OF THE FRATERNITY IN THE FORMATION PROCESS

THE SPIRITUAL ASSISTANT

1. participates with the Minister in conducting the three interviews of the candidate;
2. provides whatever assistance the Formation Director may require during the course of the formation program;
3. participates, as a member of Council, in the decision-making regarding the acceptance and admission of candidates into the various stages of formation and to Profession.

THE FORMATION DIRECTOR

1. uses adult methods of education during the formation program sessions;
2. is more a facilitator of growth and development rather than just a conveyor of information;
3. presents himself/herself as a big brother or sister who accompanies the Inquirers and Candidates along their discovery of the Franciscan evangelical life;
4. replicates by word and action this striving for holiness in the Secular Franciscan way;
5. tells his/her own “story” of embracing and maintaining permanent commitment to Gospel living;
6. helps the Inquirers/Candidates to choose a sponsor from among the professed members of the fraternity; helps candidates to become involved in fraternity or other apostolates
7. participates, as a member of Council, in the decision-making regarding the acceptance and admission of candidates into the various stages of formation and to Profession.

THE SPONSOR

1. accompanies the candidate through the formation program;
2. is a person with whom the candidate will want to share prayer, study, apostolic work, dialogue and leisure;
3. gives a lived experience of Franciscan fraternity and introduces practical ways of living out the Franciscan vocation;
4. participates in the third interview of his/her Candidate;
5. provides information/insight to the Council regarding growth in the Franciscan way of life.

THE FRATERNITY MEMBERS

1. must be warm, hospitable, and give authentic witness of living the Secular Franciscan vocation;
2. adds fullness to the candidates’ development by participating in periodic formation sessions and presenting their own lived experience in ongoing conversion;
2. should be open to becoming a candidate’s sponsor.

TRILLIUM REGIONAL FRATERNITY FORMATION INTERVIEWS

WHAT IS AN INTERVIEW?

An Interview is a face-to-face meeting between individuals for specific purposes such as evaluation of one of the individuals. An interview is also a dialogue whereby individuals share ideas, questions etc.

WHY THE INTERVIEW?

For the Secular Franciscan Order, the purposes of the interview are as follows:

1. To welcome the prospective candidate to the Order;
2. To ascertain eligibility of the prospective candidate;
3. To explain the purpose of the Secular Franciscan Order and what our Rule of Life involves;
4. To answer any questions that the candidate may have;
5. To give out pertinent material such as brochures, books, etc.;
6. To gather information that will assist the process of discerning the authenticity of the candidate's vocation.

N.B. The interview is *not* an interrogation and/or counselling session.

WHO MAY INTERVIEW?

The Fraternity Minister, Spiritual Assistant/Animator, Formation Director, and in the third interview, the candidate's sponsor.

WHEN SHOULD THE INTERVIEWS TAKE PLACE?

Ideally, at the time of each application (i.e., application to enter the Period of Inquiry, application to enter the Period of Candidacy, application for admission to Profession). The date and time of day should be one that is convenient for all the participants.

WHERE SHOULD THE INTERVIEWS TAKE PLACE?

The interviews should take place in a clean, comfortable and quiet room, somewhere where you will not be disturbed. Privacy and confidentiality are essential and should be respected.

INITIAL FORMATION CHECKLIST – SEE FORMS IN APPENDIX

TRILLIUM REGIONAL FRATERNITY

SUGGESTED RESOURCES FOR INITIAL FORMATION

The following resources are a few of the vast resource materials available, and are intended to stimulate your fraternity to become joyful seekers of knowledge. A creative Orientation and Initial Formation program at each fraternity meeting adds vitality to the proceedings. For additional resources see Appendix

1. **Orientation**

Come and See: Orientation and Inquiry-Lester Bach, OFM, Teresa Baker, SFO,
Published by Smoky Valley Printing, 2001.
First Encounter with Francis of Assisi by Damien Vorreux, Franciscan Institute Publications

3. **Inquiry**

Come and See: Orientation and Inquiry-Lester Bach, OFM, Teresa Baker, SFO,
published by Smoky Valley Printing.
The Franciscan Journey, Embracing the Franciscan Vision, Lester Bach, OFM Cap.
2010 published by Smoky Valley Printing.

3. **Candidacy:**

The Franciscan Journey-Lester Bach, OFM Cap, published by Smokey Valley Printing.

Recommended Biographies:

Journey and the Dream-by Murray Bodo, published by St. Anthony Messenger Press, 1988.
St. Francis of Assisi: a Biography-Omer Englebert, published by Servant Books
St. Francis of Assisi-by John R.H. Moormon, published by Franciscan Press.
St. Francis of Assisi-by G.K. Chesterton, published by Image Books.
The Life of St. Francis-by Thomas Celano, published by Franciscan Press.
Francis and Clare: The Complete Works-published by Paulist Press, 1982.

Books and supplies can be ordered from your local Catholic Bookstore or the following:

Franciscan Resources
P.O. Box 350, Menahga, MN
56464, U.S.A.
phone: 1-800-772-6910
fax: 1-218-837-5447
e-mail: franres@wcta.net
web-site: www.franciscanresources.com

St. Joseph's Workshop
259 Traders Blvd. E. Unit #12
Mississauga, ON, L4Z 2E5
phone: 905-568-8777
fax: 905-568-2676
e-mail: stjowksp@sympatico.ca

St. Francis Bookstore: www.stfrancisonline.com

TRILLIUM REGIONAL FRATERNITY

SUGGESTED RESOURCES FOR ONGOING FORMATION

The following resources are a few of the vast resource materials available, and are intended to stimulate your fraternity to become joyful seekers of knowledge. A creative Ongoing Formation program at each fraternity meeting adds vitality to the proceedings. For additional resources – see the Appendix

1. Documents of Vatican II

Lumen gentium: Dogmatic Constitution on the Church

Gaudium et spes: Pastoral Constitution on the Church in the Modern World

Apostolicam actuositatem: Decree on the Apostolate of the Laity

Catechism of the Catholic Church

2. Life of St. Francis and St. Clare

Francis and Clare: The Complete Works – Armstrong & Brady. Paulist Press, 1982

Francis of Assisi: Early Documents Vol. 1: The Saint, Vol. 2: The Founder, Vol. 3 The Prophet New City Press, 1999

St. Francis of Assisi: Writings and Early Biographies (Omnibus of the Sources) (2 Volume Set)

Marion A. Habig, OFM. Franciscan Press,

Studying the Life of Francis of Assisi: A Beginner's Workbook – William Hugo, OFM Cap.

Franciscan Press, 1996

The First Franciscan Woman: Clare of Assisi and Her Form of Life – Margaret Carney, OSF.

Franciscan Press, 1993

The Living Mirror: Reflections on Clare of Assisi – Frances Teresa, OSC. Orbis Books, 1995

Clare of Assisi, The Lady – Early Documents - Regis Armstrong – New York City Press

3. Ongoing Formation

Journey and the Dream-by Murray Bodo, published by St. Anthony Messenger Press, 1988.

TO LIVE AS FRANCIS LIVED –Leonard Foley, OFM, Jovian Wiegel, OFM, Pattie Normile, SFO.

St. Anthony Messenger, 2000.

THE FRANCISCAN JOURNEY – Lester Bach, OFM. Smoky Valley Printing.

TO SET THEMSELVES FREE: A Continuous Guide to the Life and Rule of Secular Franciscans – Teresa Baker, SFO. Smoky Valley Printing.

Franciscan Spirituality – John Sullivan, OFM, 24 lessons available from Franciscan Resources or

www.thefriars.org/SFO

4. The Rule of the Secular Franciscan Order

Review of the SFO Rule by John Sullivan OFM, 23 lessons available from Franciscan Resources or

www.thefriars.org/SFO

Books and supplies can be ordered from your local Catholic Bookstore or the following:

Franciscan Resources

P.O. Box 350

Menahga, MN 56464, U.S.A

phone: 1-800-772-6910

fax: 1-218-837-5447

e-mail: franres@wcta.net

web: www.franciscanresources.com

St. Joseph's Workshop

259 Traders Blvd. E. Unit #12

Mississauga, ON L4Z 2E5

phone: 905-568-8777

fax: 905-568-2676

e-mail: stjowksp@sympatico.ca

St Francis Bookstore: www.stfrancisonline.com

TRILLIUM REGIONAL FRATERNITY

JUSTICE, PEACE AND INTEGRITY OF CREATION

Adopted from National Fraternity of Canada

“And what does the Lord require of you? ^{[[1]]}_[SEP]

“To act justly and to love mercy and to walk humbly with your God.” (Micah 6:8)

“Blessed are the peacemakers, for they will be called children of God.” (Mathew 5:9)

“The Lord God took man and settled him in the Garden of Eden to cultivate and take care of it” (Gen 2:15)

1. The Basis of Franciscan JPIC concern and action

1.1. The basis of Franciscan justice, peace and integrity of creation (JPIC) concern and action is the Bible, Catholic Social Doctrine/Teaching, Franciscan Tradition and Spirituality, the OFS Rule and General Constitutions, reading the “signs of the times” and the Catholic Action model of “See, Judge, Act.” Franciscan values for 800 years have been: poverty, simplicity, humility, justice, peace, joy in God, universal brotherhood and kinship with creation.

2. An OFS Presence in the World

2.1. In March 2003, the International Council of the OFS (CIOFS) established the Presence in the World Commission (PIWC) to respond to the Conclusions of the 2002 General Chapter regarding the presence of Secular Franciscans in the world. This presence includes activity in the field of JPIC.

2.2. The OFS General Chapter, 2008 in its’ conclusions stated: “For too long, the Order has not fully entered into its active mission in the world. The moment has come, and it can no longer be deferred, to “enter the city,” to exercise with determination and full visibility its own responsibilities to witness, and to promote justice, peace, human rights and the integrity of creation”.

2.3. *Parrhesia* means to speak clearly and boldly without fear or hesitation. Benedetto Lino, ofs, (a CIOFS Presidency Councillor) wrote this about *parrhesia* recently: “Today, more than ever, we should ask the Lord for the grace of *parrhesia*, for each one of us, for the whole SFO [*sic*] and for our churches.”

2.4. *Parrhesia* applies to all JPIC activity and especially to Franciscan Voice Canada (see below n. 8).

3. OFS Rule and General Constitutions

3.1. The OFS Rule (nn.13-19) and the OFS General Constitutions (“For a Just and Fraternal Society” nn. 18-23) form the OFS basis of the JPIC “holy activity” mentioned by Our Seraphic Father Francis (Later Adm & Exhort 51-53).

3.2. The Rule and General Constitutions are in turn grounded on the basic principles of Catholic Social Doctrine e.g. human dignity; the common good; the preferential option for the poor; agápe/caritas/love and peace; solidarity; and the sacramentality, integrity and stewardship of creation

TRILLIUM REGIONAL FRATERNITY

JUSTICE, PEACE AND INTEGRITY OF CREATION

4. Franciscan Tradition and Spirituality

4.1. Franciscan tradition and spirituality leads us to put life before profit, to struggle for justice and peace, and to care for creation. This is at the heart of our Franciscan charism, experience and holy activity. Francis and Clare refused to be bound by the values of a merchant society based on profit at the cost of the exploitation and marginalisation of the poor. Following the poor Jesus, they lead an alternative counter-cultural life based on solidarity with the lepers, the poor and the marginalised (the *minores*) and also with nature, a gift from God, with whom we have kinship as the Cantic of the Creatures and OFS Rule attest. We can say that Francis and Clare responded to the “Cry of the earth and Cry of the poor” and that they also discerned a “cry for peace” and sought right relationships and were peacemakers.

4.2. Still today the enemies of justice, peace and good stewardship of creation are greed, lust for power and ignorance. To emulate Francis and Clare currently requires concrete choices and action in a commercially globalised world. Implementation of this JPIC Action Plan will lead to contemporary ways in which we can follow Francis and Clare in a practical and concrete manner.

4.3. The OFS, in order to follow the Rule, has a prophetic mission to make it a priority in its’ fraternal and individuals’ lives to raise their own and others’ awareness of, and act for, JPIC.

4.4. Our JPIC plans and actions should reflect our belief that in addressing systemic injustice, which is the root cause of so much poverty and pain in our world, we will bring hope and positive change into the lives of those who suffer most.

4.5. We need to understand the link between faith, charity, justice and stewardship; to develop the habit of analysis of political, social and economic issues (see, judge and act) in light of the social doctrine of the church in order to arrive at clear conclusions; and to take pertinent action ourselves and in collaboration with partner organizations and especially to advocate for the voiceless and un-empowered (the *minores*).

5. JPIC Structure for Regional and Local Fraternities in Canada

1. each Regional Fraternity to select a JPIC Director who will work with Local Fraternity representatives and with the National Commission on Justice, Peace and the integrity of Creation who will promote and animate JPIC in their Regional and recommend resources and materials specifically for the local fraternities of its sector
2. each Local Fraternity to select a JPIC Councillor who will work with their Regional JPIC Director and promote and animate JPIC in their Local Fraternity.
3. each Local Fraternity to consider the JPIC plan and adopt for formation and action one or more key issues (outlined below in 6.2) which affect justice, peace or creation.
4. all Fraternities to
 - a. consider the whole Rule from the perspective of JPIC, and
 - b. integrate OFS Rule (nn 13-19) and the OFS General Constitutions (art 18-23) in fraternity meetings, workshops, retreats and daily life.

TRILLIUM REGIONAL FRATERNITY

JUSTICE, PEACE AND INTEGRITY OF CREATION

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6. Key Issues

6.1. The National JPIC Commission has reviewed the issues of concern to the other branches of the Franciscan family (e.g. the OFM JPIC office; Franciscans International (FI); Franciscan Custody of the Holy Land; the Francophone Franciscan Family of Canada's Service intercommunautaire d'animation franciscaine (SIAF). In addition, concerns of the Canadian Catholic Organization for Development and Peace (CCODP); The Catholic Near East Welfare Association (CNEWA); and the Canadian Religious Conference (CRC) were considered. Since their discernment involved reading the signs of the times it is no surprise that there is much convergence of concern.

6.2. As a result, and because it is impossible to address every issue that arises, the primary priorities it is adopted the National Fraternity should focus on are:

1. Extreme poverty and the excluded
2. The ethical use of resources: especially water, mining and fair trade
3. Food: security and sovereignty
4. Human Trafficking and Contemporary Forms of Slavery
5. Care of Creation: particularly one or more of the following: Pollution; Climate Change; the Alberta Oil Sands and/or Hydraulic fracturing (fracking)
6. Peace, conflict resolution and active non-violence
7. Treatment of Refugees, Internally Displaced Persons and Migrants
8. Solidarity with, and support for, Christians in countries threatened by hostile cultures
9. Current issues regarding Aboriginal Peoples in Canada
10. Other topics at the discretion of the fraternities.

TRILLIUM REGIONAL FRATERNITY

JUSTICE, PEACE AND INTEGRITY OF CREATION

7. The Process – See, Judge, Act

7.1. The process for dealing with these issues is to take information, together with Catholic Social Doctrine/Teaching and Franciscan Tradition and spirituality, as the basis for continuing formation which must then lead to action. “See, judge, act” (to which we add “evaluate and celebrate”), is the Catholic Action model favoured by many Catholic organisations including the OFM JPIC Office (e.g. see/Google their document “In defence of Sister Water”).

7.2. In summary, Local Fraternities are asked to consider this plan and these issues at a General Meeting. The fraternities are asked to decide which issue(s) their Fraternity will address to the extent that they are able and to select (elect or appoint) a JPIC Councillor to promote and animate JPIC in their Fraternity.

7.3. Once the issues have been selected by a Fraternity, reference to the appendices of the JPIC Action Plan prepared by the relevant French or English Sector JPIC Sub-Commission will indicate resources for formation and action.

8. Franciscan Voice Canada

8.1. Conclusions from the XIII General Chapter of the OFS October 22-29, 2011: “Since “the lay faithful are never to relinquish their participation in ‘politics’” (*Christifideles Laici*, 42), it is necessary to underline the importance of political education for citizen advocacy, based on the social doctrine of the Church. ... Franciscans must be agents of social transformation.”

8.2 Advocacy is a major tool of JPIC action. Promotion and advocacy of values of Franciscan spirituality highlighted in the JPIC issues above can be effectively achieved through the medium of Franciscan Voice Canada (FVC).

8.3. The National Fraternity Council (12 November 2011) mandated that a simple model of this type of advocacy network be encouraged for adoption. Following (n. 8.3) is a recommended mode of operation requiring minimal time, staff and expense.

8.4. Each Local Fraternity considers the National JPIC Action plan and decides which JPIC key issues it will adopt for action. The Local Fraternity JPIC Councillor will join the email list of selected organisations active in the chosen field(s) either from a list of organisations disseminated by the French or English Sector JPIC Sub-Commission or of its own choosing and thus obtain the information for actions as they become available. The Local Fraternity then considers whether to participate in these organisations’ actions after on-going formation if deemed necessary.

8.5. This model has the ability to involve members with email and can also be re-worked into fraternity bulletin mail-outs. Thus it can involve all fraternity members including isolated and shut-in members and those unable to attend a particular meeting.

8.6. The Local Fraternity is encouraged to consider inviting participation in their FVC network actions by other Franciscans, Catholics and people of other faiths or no-faith as a possible way of evangelisation.

TRILLIUM REGIONAL FRATERNITY JUSTICE, PEACE AND INTEGRITY OF CREATION

9. Reporting

- 9.1. Local Fraternity JPIC Councillors are asked to keep their Regional JPIC Director informed of which issues and organisations the Local Fraternity has chosen to work on and with.
- 9.2. Likewise the Regional JPIC Director is asked to keep the National JPIC Animator informed.
- 9.3. The National Fraternity is required to complete the PIWC “Presence in the World” Survey and can only do so based on the information it receives from the Regional Fraternities.
- 9.4. The present National JPIC Animator, Andrew Conradi, ofs, can be contacted by email at apconradi@telus.net or telephone 604-522-8417.

10. Some closing thoughts

- 10.1. “Charity will never be true charity unless it takes justice into account ... Let no one attempt with small gifts of charity to exempt themselves from the great duties imposed by justice.” (Pius XI, 1937, Divini Redemptoris, n. 49)
- 10.2. “As far as the Church is concerned, the social message of the Gospel must not be considered a theory, but above all else a basis and a motivation for action.” (Bl John Paul II, 1991, Centesimus Annus, n. 57)
- 10.3. “If you want peace, struggle for justice.” (Paul VI, 1 Jan 1972)
- 10.4. "If you want to cultivate peace, protect creation." (Benedict XVI, 1 Jan 2010)
- 10.5. “The cry of the earth and the cry of the poor are one.” (Canadian Conference of Catholic Bishops, 4 Oct 2003)
- 10.6. “In order to be true peacemakers, we must educate ourselves in compassion, solidarity, working together, fraternity, in being active within the community. Peace for all is the fruit of justice for all, and no one can shirk this essential task of promoting justice,” (Benedict XVI, 1 Jan 2012)

11. Final Exhortation

- 11.1. As Francis said, and would undoubtedly say again today (but today he would also include sisters): “Let us begin, brothers, ...for up to now we have

TRILLIUM REGIONAL FRATERNITY
FRANCISCAN YOUTH/YOUFRA
A WAY OF FRANCISCAN VOCATION - ROME 2004

TABLE OF CONTENT

- I. Introduction
- II. Specific Characteristics of Franciscan Youth
- III. What is YouFra
- IV. Vocational Journey
- V. Relationship between YouFra and SFO
- VI. Spiritual Assistance
- VII. Form and contents of Formation
- VIII. Organization of the YouFra
- IX. Other Groups of Franciscan Youth

TRILLIUM REGIONAL FRATERNITY

FRANCISCAN YOUTH/YOUFRA

I. INTRODUCTION

To whom is this document addressed?

1. This document is intended for all those responsible for the YOUFRA fraternities: the Council of the YOUFRA fraternity, the one responsible for formation, the SFO fraternal animator and the spiritual assistant.

Objectives of the document

2. It intends to clarify in broad lines the identity of the YouFra; to provide direction and offer suggestions for the animation and formation of the YouFra; and to unify the work of animation of the YouFra.

What the document is not

3. However, the aim is not to issue new norms but rather to underline what is already found in the General Constitutions of the SFO (Art. 96-97) and in the resolutions of the General Chapters, particularly that of Mexico in 1993 and that of Rome in 2002. Neither does it seek to make all the YouFra groups uniform, but to walk in unity while respecting diversity.

II. SPECIFIC CHARACTERISTICS OF YOUFRA

4. In the field of pastoral care of youth, it is found that young persons are attracted to St. Francis and that they wish to deepen their Christian and Franciscan vocation. To these young persons, Franciscan Youth and the SFO provide options, while respecting the demands of the youth in modern times, their crises, problems and questions.

5. Some of the essential elements in their vocational journey are:

- To feel the call of the Holy Spirit to undergo, in fraternity, the experience of Christian life;
- Progressive discovery of St. Francis, his project of life and his values;
- Ecclesial and social presence, as condition to having concrete apostolic experiences.

6. The Franciscan youth, as described in the SFO General Constitutions, differs from other Franciscan Youth groups by

- The acceptance of the Rule of the SFO as an inspirational document;
- The personal and formal commitment made before God and the fraternity to live that inspiration;
- Belonging to the Franciscan Family and being an integral part of the SFO;
- The accompaniment and animation provided by Secular Franciscans;
- Its organizational structure and specific methods of formation for a vocational process which normally, but not necessarily, leads to the SFO;
- The proper National Statutes approved by the National Council of the SFO or, in its absence, by the Presidency of the CIOFS, which sets down the conditions to belong to the Franciscan Youth.

TRILLIUM REGIONAL FRATERNITY FRANCISCAN YOUTH/YOUFRA

III. WHAT IS YOUFRA?

a. Spiritual characteristics

7. **The Franciscan Youth (YouFra) is formed by those young people... (Const. 96.2)** The YouFra is formed by young people and is a temporary stage in life limited to the youth, which begins with adolescence and ends when the person reaches maturity.

8. **...who feel called by the Holy Spirit... deepening the proper vocation... (Const. 96.2).** The YouFra is a vocational way that presupposes an initial call which is developed into an option in life. Being a call, it implies on the part of the young person a response, which is confirmed through a personal commitment before God and in the presence of the brothers and sisters.

9. **...to make in fraternity the experience of Christian life (Const. 96.2).** The YouFra is an experience of fraternity, a community of young believers, sons and daughters of the same Father, who share their faith, based on (fraternal) love. Their fraternity is inserted in the ecclesial community in which it lives and acts.

10. **... in the light of the message of St. Francis of Assisi, deepening their own vocation within the context of the Secular... (Const. 96.2).** The YouFra walks in the light of the message of St. Francis of Assisi; they discover gradually and assume this project of life and its values. It belongs to the Franciscan family as an integral part of the SFO and considers the Rule of the SFO its inspirational document. It asks spiritual assistance from the competent religious superiors, and fraternal animation from Secular Franciscans.

b. Organizational characteristics

11. **The YouFra has a specific organization (Const. 96.5).** The YouFra is organized according to its own criteria, which can be specified in its particular statutes. It has its own fraternities and responsible leaders at all levels, and counts on spiritual assistance and a specific fraternal animation.

12. **...and teaching methods adequate for the need of the world of youth. (Const. 96.5).** The YouFra adapts itself to the needs of the youth through its method and contents of formation. Its formation is intended to help youth discern their vocational option and enter completely in the world in which they live.

13. **...according to the existing realities in various countries (Const. 96.5).** The YouFra is present in many countries and constitutes a very diverse reality which cannot be made uniform. The socio-cultural situation defines the reality of being young, the responsibilities that youth can assume and the possibilities of formation and action.

TRILLIUM REGIONAL FRATERNITY
FRANCISCAN YOUTH/YOUFRA

c. Relationship between the YouFra and the SFO

14. **The Franciscan Youth (YouFra).. in so far as the SFO considers itself to be particularly responsible.(Const. 96.2).** The SFO has a particular commitment to the YouFra as part of its own pastoral service to youth and the promotion of vocations. That is why it must accompany the young and support the maturation of their vocation as well as their introduction into the life of the fraternity.

15. **The members of the Franciscan Youth consider the Rule of the SFO as an inspirational document. (Const. 96.3).** The members of YouFra accept the Rule of the SFO as an inspiring document for the growth of their Christian and Franciscan vocation, individually and as a group. The relationship between the YouFra and the SFO is defined by a spirit of vital and reciprocal communion. That is why the vocational journey of the YouFra, normally though not necessarily, leads to the SFO.

16. **The Franciscan Youth as component of the Franciscan family (Const. 96.6).** The YouFra is part of the Franciscan family as it is an integral part of the SFO, and as such it is accompanied and animated by Secular Franciscans. In addition, its responsible leader at the international level and at least 2 member of the National Council are young, professed Secular Franciscans. (Const. 97.3)

17. **A representative of the YouFra ... form a part of the counsel of the SFO (Const. 97.4).** At all levels of the fraternities of the SFO there must be a member of the YouFra, chosen by his/her own council, who becomes a member of the council of the SFO. S/he has the right to vote in the SFO council only if s/he is a professed Secular Franciscan. In the same way, a member of SFO, chosen his/her own council, is to become a member of the council of the YouFra at the same level.

18. **The YouFra representative in the international council of the SFO are elected according to international statutes(Const. 97.5).** The international statutes of the SFO determine the number of YouFra representatives in the international council, the fraternities represented and their competence.

IV. VOCATIONAL JOURNEY

19. Members of the YouFra deepen their own vocation in the light of the message of St. Francis through an itinerary of progressive formation. Vocational discernment will be the main focus during this journey.

TRILLIUM REGIONAL FRATERNITY FRANCISCAN YOUTH/YOUFRA

IV. VOCATIONAL JOURNEY

Normally, this vocational journey is made up of the following stages:

a. Initiation

20. This is the stage for searching, observing, approaching and starting the initial formation which will culminate in the promise of the YouFra. For the young, this is the first contact with the YouFra where s/he asks him/herself: what is fraternity? what can I contribute to the group? The YouFra on its part informs him/her of the ideals, demands, expectations, methods and style that characterize it.

The length of this stage will depend on the situation of each person and of the YouFra group. If deemed appropriate, the National Statutes of the YouFra may establish the duration of that stage, for example, 3 to 6 months, taking into account the situation of those who come from other Franciscan groups (pre-YouFra).

The minimum age to join the YouFra will depend on the personal development of each person as well as his/her cultural situation; but it must be remembered that YouFra is meant for young people and not for children. If deemed appropriate, the National Statutes of the YouFra may establish the minimum age for joining it (for example, 14 to 17 years of age).

b. Formation for the promise in the YouFra

21. This is the period of formation and full integration into the life of the Fraternity. At the end of this period, the candidates confirm their option with a personal promise made before God and in the presence of the brothers and sisters. For the young person, this is the time to recognize and love the gospel according to the example of St. Francis in the fraternity. It takes willpower and fidelity to conform one's life to the gospel, and to acquire progressively the Franciscan values, lived with the spirit of commitment and service to others. The YouFra, on its part, accompanies the young person in searching for his/her way and spiritual growth.

The National Statutes of the YouFra may establish the minimum duration of this stage; it should not be shorter than one year and not longer than two years. If it seems advisable, the Statutes may also determine the maximum length of that stage of formation leading to a promise in the YouFra. It falls under the competence of the local YouFra council to receive candidates who wish to make this promise, according to the modalities established in the National Statutes.

TRILLIUM REGIONAL FRATERNITY FRANCISCAN YOUTH/YOUFRA

IV. VOCATIONAL JOURNEY

Normally, this vocational journey is made up of the following stages:

c. Deepening the personal call

22. This is the stage of in which the call is confirmed and in which the young person acquires and deepens the values that characterize the spirituality of Secular Franciscans and their mission in the church and in society.

For the young, this is the time to discover and incarnate in their daily life the inspiration of the SFO Rule in order to verify their authentic vocation and their answer to the call of God. It provides experiences of communion and participation with the brothers within the Franciscan family and experiences of mission and service to the Church and to society. On its part, the fraternity is to help the young persons to clarify and discern the vocation that will respond to their capacity and aspirations.

The period of this temporary promise cannot be prolonged indefinitely because the time to consider options, the discernment period, is only one of the stages in the life of every person. The National Statutes of the YouFra should determine the end of this period, considering the cultural and social situation in the country; in any case, it should not go beyond the age of 30.

V. RELATIONSHIP BETWEEN THE YOUFRA AND THE SFO

a. Joining the SFO

23. The members of the YouFra who wish to profess in the SFO are to observe the provisions of the Rule, the Constitutions and the Ritual of the SFO (Const. 96.4).

The vocational journey of the YouFra normally, though not necessarily, leads to the SFO. That is why the Franciscan formation received in the YouFra as a young person who wants to enter the SFO can be considered valid as a period of initiation into the SFO. The period of initial formation for the SFO has to take place under the responsibility of the council of the SFO to which he/she wants to belong, in conformity with what is prescribed in the Rule and the Constitutions of the SFO. In the case where there is a group of young people in the YouFra who want to undergo initial formation together, they can form their own group, at the discretion and under the guidance of the council of the SFO fraternity to which they want to belong.

TRILLIUM REGIONAL FRATERNITY
FRANCISCAN YOUTH/YOUFRA

V. RELATIONSHIP BETWEEN THE YOUFRA AND THE SFO

b. Belonging simultaneously to YouFra and to SFO

24. Due to the continuity of the vocational way of the YouFra towards the SFO, the profession in the SFO does not necessarily exclude the young person from [belonging to] his/her YouFra fraternity.

The young person who, by profession in the SFO, makes the Rule of the SFO his/her project of life, can continue his/her journey with his brothers and sisters in the YouFra.

There may be a number of reasons why a young person may simultaneously be an active member in both fraternities, his YouFra fraternity and his SFO fraternity. It may well happen that the YouFra fraternity needs the expertise of the young professed for the animation of the other young members, either as the one in charge of the YouFra fraternity or an active member of the same.

In any case, it is necessary that the young professed be active in the two fraternities, even if his/her activities, in accordance with the council of the SFO, may be mostly geared toward the YouFra.

c. Animation of the YouFra

25. The SFO shall seek the most suitable means to foster the vitality and growth of the YouFra; it shall stand by the side of the young to encourage them, and shall provide for them all possible means to help them advance in their journey of human and spiritual growth. (Constitutions 97,1)

26. The said means will vary according to circumstances; however, one of the most important ones will always be close contact with the SFO. For this reason, the local fraternities should make room for the young, either by allowing them to participate in their meetings, or by entrusting to them specific tasks in the fraternity. It is equally important that the SFO fraternities be flexible in their organization, and that they seek creative ways of forming special groups in the fraternity, under the guidance of the council of the fraternity.

27. Another indispensable means is the direct accompaniment of the young by suitable members of the SFO. The SFO Constitutions enjoin fraternal animation to the YouFra as well as the presence of a SFO representative in the YouFra council at all levels. Usually, though not necessarily, the SFO representative in the council of the YouFra will also act as fraternal animator of the YouFra.

TRILLIUM REGIONAL FRATERNITY FRANCISCAN YOUTH/YOUFRA

VI. SPIRITUAL ASSISTANCE

28. Equally indispensable is the spiritual assistance of the YouFra on the part of the First Order and the TOR (Const. 96,6). Being a part of the Franciscan family, the YouFra needs spiritual assistance to guarantee its fidelity to the Franciscan charism, its communion with the Church, and its union with the Franciscan family (Const. 85,2). It belongs to the proper major Franciscan superiors to appoint spiritual assistants to the YouFra, in conformity with the provisions of the *Statutes for the Pastoral and Spiritual Assistance of the SFO* (Statutes for Pastoral Assistance, 5,2; 11,2). As much as possible, one and the same person is to provide spiritual assistance to both the YouFra and the SFO.

29. At times, the young show preference for certain assistants because they are more attuned to their problems. This natural talent, however, can become a subtle temptation for the assistant in the exercise of leadership, to accumulate power for himself, and to lord it over the young. It is for that reason that St. Francis often encourages the practice of dispossession of everything, and to be “subject to every human creature for the love of God.” Whatever good the Lord works through the spiritual assistant should not be withheld, but rather it should be placed at the humble service of the young.

VII. FORM AND CONTENTS OF FORMATION

30. **The YouFra has... its own pedagogical and formational methods suited to the needs of the young...** (GC 96.5). In order to meet the needs of the young, the methods of formation must be flexible both in form and content. Young people all over the world keep changing all the time and grow very quickly. On the other hand, it is necessary to keep one’s identity without being swayed by transitory fads.

31. **... according to the conditions prevailing in the different countries** (GC 96.5). The prevailing conditions in every country also constitute an element of diversity in both the form and content of formation. However, such diversity must not exclude the basic unity of criteria concerning formation. In order to attain all its objectives, formation must cover the person’s human, Christian and Franciscan dimension.

VIII. ORGANIZATION OF THE YOUFRA

a. The local fraternity

32. The local fraternity is the primary cell of the YouFra and the place where the young meet to undergo their experience of Christian life, in the light of the message of St. Francis.

The fraternity meets often (for example, weekly) to live together their relationship with God and with their brothers and sisters. The meetings must include moments of prayer and formation as well as moments of action and recreation. The gatherings are to be organized in such a way that they foster the YouFra’s insertion into the Franciscan family and in the local church.

TRILLIUM REGIONAL FRATERNITY FRANCISCAN YOUTH/YOUFRA

33. The recognition of the local YouFra fraternity belongs to the YouFra council of the higher level, together with the local SFO council—the two councils with which the new YouFra fraternity inter-relate (GC. 46.1). The pertinent SFO councils make up for the lack of SFO structures. The proper religious superior is to be informed [about the establishment of a new YouFra fraternity]; also requested to provide spiritual assistance.

34. The local fraternity is animated and led by a council composed of at least three members, chosen for a limited period of time, by and from among the member of the same fraternity who have made the promise in the YouFra. Aside from them, the SFO representative and the spiritual assistant are also members of the council. It belongs to the local council of the YouFra to admit those undergoing initiation into formation for the promise in the YouFra and, once the formation is completed, into the promise itself.

b. The regional fraternity

35. The National Statutes of the YouFra may determine, if deemed necessary, the establishment of regional YouFra fraternities in the country and how to establish them. If so, the same Statutes must determine the composition and competency of the chapter and of the regional council.

c. The national fraternity

36. The national YouFra fraternity is made up of all the local YouFra fraternities that exist within the boundaries of the corresponding national fraternity of the SFO. The official recognition of the new national YouFra fraternities belongs to the national council of the SFO or, in its absence, to the presidency of the CIOFS.

The national YouFra fraternity may issue its own Statutes, which must be approved by the national council of the SFO or, in its absence, by the presidency of the CIOFS.

IX. OTHER YOUNG FRANCISCAN GROUPS

Groups of Children and Adolescents

37. For a long time now, there have been groups of children and adolescents within the Franciscan family; they were called *Cordígeros* (Cordbearers), *Niños Franciscanos* (Franciscan Children), (Nifra), *Floreциllas* (Little Flowers), *Heraldos* (Heralds), *Juglares* (Troubadours), Micro-YouFra, Mini-YouFra, Pre-YouFra, etc. Some of these groups are animated by members of YouFra and by Franciscans, both lay and religious. At times, it is easier to organize and animate groups of children, mostly sons and daughters of secular Franciscans, than it is to organize groups of adolescents.

38. The life of such groups has to be very closely linked to that of the local YouFra fraternity and the SFO; their growth will depend, to a great extent, on the presence of competent animators. It is important even now that the national councils of the SFO and the YouFra, with the help of interested religious men and women, coordinate this animation ministry and publish reading materials to aid the formation of such groups.

TRILLIUM REGIONAL FRATERNITY FRANCISCAN YOUTH/YOUFRA

FORMATION PROGRAM FOR YOUFRA

(The following program is merely orientative in nature)

a. Initiation

Aim

To help the young listen to God's call in their heart and discover the YouFra fraternity as the proper venue to begin a vocational journey in earnest.

Methodology

Participation in the meetings of the YouFra fraternity
Exchange of experiences in small groups or in pairs.
Sharing in the prayer life of the YouFra fraternity.
Taking part in some of the YouFra's ecclesial activities.
Efforts towards personal inner growth, sustained by the group
Small group discussions on certain topics

Contents

human	Ways of seeing and listening to others, to nature, to oneself, to God. Analysis and evaluation of reality--positive at first, and negative only later. To lead one's personal life vis-a-vis the social, political and ecclesial reality
Christian	The Christian ideal as a valid alternative in life The Gospel, good news for all The value of life, from conception to its natural end. The concrete Church, a community of saints and sinners.
Franciscan	Who are they? Francis, Clare, Elizabeth of Hungary. What is the Franciscan Family? (Religious men and women lay people). What is the YOUFRA?

b. Formation towards a commitment to the YOUFRA

Aim

To fully integrate the youth in the fraternity of the young as an integral part of the SFO within the Franciscan family.

Methodology

Attendance at meetings of the YOUFRA fraternity
Sharing in the prayer life of the YOUFRA fraternity
Taking part in the ecclesial activities of the YOUFRA
Efforts towards inner personal growth, sustained by the group.
Attendance to the candidates' special meetings.
Personal accompaniment by the one in charge of formation and by the spiritual assistant.

**TRILLIUM REGIONAL FRATERNITY
FRANCISCAN YOUTH/YOUFRA
FORMATION PROGRAM FOR YOUFRA**

Contents

human	Techniques for self-knowledge Personal growth, ability to establish and sustain human relationships; ability to give, to receive and to share. To know the possible venues for action and service to others.
Christian	Methods and elements of personal and group prayer. Christ, the new man, companion and friend. Conversion through renewal and re-orientation of one's life. The Eucharistic celebration Living out the main liturgical seasons (advent, Christmas, Lent, Easter).
Franciscan	Life of Francis, Clare, Elizabeth of Hungary. Franciscan values: Fraternity, Minority, Peace, Non-violence, Respect of Nature. The Rule of the SFO, an inspirational document. Commitment to the YOUFRA, contents and rationale.

c. Deepening one's vocation

Aim

To help the young deepen their Franciscan vocation and make their final choice in life.

Methodology

Participation in all the activities of the YOUFRA fraternity.
Effort towards inner personal growth, sustained by the group.
Attendance at regional and national meetings and live-in seminars.
Taking part in meetings and celebrations, together with the SFO and other branches of the Franciscan family.
Discernment and decision-making exercises.
Personal accompaniment by the Council of the YOUFRA fraternity and by the spiritual assistant.

TRILLIUM REGIONAL FRATERNITY
FRANCISCAN YOUTH/YOUFRA

FORMATION PROGRAM FOR YOUFRA

Contents

human	<p>Ways to know and accept oneself. How to act with affective balance Responsibility and creativity at the service of others. How to clarify one's motivation (shallow, deep). Love (love and attraction; various expressions of love). Methods of group dynamics (for example, see-judge-act) How to plan group activities.</p>
Christian	<p>Vocation according to the Bible. Diversity of vocations in the world. Vocational discernment Jesus' fundamental options. The beatitudes and the evangelical counsels. Mission of the laity in the Church. The sacraments--how to live them. How to analyze reality in the light of the Gospel. Christians' contribution to social and political life.</p>
Franciscan	<p>Relevance of Francis, Clare and Elizabeth of Hungary. Vocational journey of Francis, Clare and Elizabeth of Hungary. Sources of Franciscan spirituality. Writings of Francis and Clare. A short history of the Franciscan family. The situation of the Franciscan family today. Rule and General Constitutions of the SFO. Franciscan concept of personality. Secularity and commitment of the Secular Franciscans, Franciscan contribution to peace, justice and ecology.</p>

TRILLIUM REGIONAL FRATERNITY FRANCISCAN YOUTH/YOUFRA

SUGGESTED RESOURCES FOR FRANCISCAN YOUTH

A Guide for Franciscan Youth/Young Adult Ministry Copyright 1998,
The National Fraternity of the Secular Franciscan Order, USA

***NOTE** Every Fraternity in the Trillium Region to date should have received a copy of this Guide. Inside this Guide are ideas, rituals, activities etc. that are specific FRANCISCAN information for YOUTH.*

The New Catholic Answer Bible Fireside Catholic Publishing www.firesidecatholic.com

The translation is the New American Bible, NAB. The cross references for study are simple yet in depth with a wide variety lending to great discussions and solid teaching. The *added Bonus* is that in this edition the sources and **history of the Bible** is detailed, the **Mass** is outlined and all the **Sunday readings** for year A B and C are referenced and **most importantly there are colourful inserts that answer over 80 questions** that other Christians may ask us about our faith. This is an excellent resource.

The Catechism of the Catholic Church This book is a must resource for the Adults working with Youth available at most Catholic Book Stores and Churches.

The Catholic Source Book By Rev. Peter Klein, copyright 2000 by BROWN-ROA, a division of Harcourt Brace & Company. This is a great book that is a comprehensive collection of information about the Catholic Church that you don't normally find and it is *easy* to source in the book. E.G. do you know why a robin's breast is red or what the letters mean on the crucifix ? The Chapters are : Prayers, Traditions, Scripture and Church. ***This book is highly recommended as a quick reference.***

I Meet Jesus by Jean Vanier, copyright 1987 Paulist Press. This is an excellent book for adults, children and youth. The language is moving, simple and profound and there are pictures that can be coloured or turned into overheads. Coming closer to Christ and living the Gospel is our Franciscan Mission. This book reflects this very nicely.

St. Francis of Assisi by Mary Emmanuel Alves FSP, copyright 1999 Daughters of St. Paul. This is a little book that has great story lines and appeals to youth and adults alike.

www.ciofs.org This web site has all the information that you would need to work with Franciscan Youth.

www.francescoproductions.com This is a great youth connect website- Fr. Stan Fortuna a Franciscan Friar of the Renewal is well known world wide by Youth. He presents a weekly message and lots of information that is valuable to Franciscans for Youth Ministry.

www.sandamianofoundation.ca . This Foundation was started by Secular Franciscans who are reaching youth in storefronts, special events and schools. This site offers some ideas for youth outreach and activities. Resources from the first National Canadian Catholic Youth Ministry.

www.youthministryaccess.org

www.cmdnet.org

www.youngneighbors.org

SECULAR FRANCISCAN ORDER

NATIONAL FRATERNITY OF CANADA

NATIONAL STATUTES



Adopted on August 19th, 1995, during the Extraordinary Chapter, at Châteauguay, QC

Revised following the National Chapter in May 1997, at Aylmer, QC

Revised following the National Chapter in April 2000, at Châteauguay, QC

Revised following the National Chapter in May 2003, at Châteauguay, QC

Revised following the Extraordinary Chapter in 2004, at Orléans, ON

Revised following the National Chapter in May 2006, at Niagara Falls, ON

Revised following the National Chapter in May 2012, at Châteauguay, QC

Table of Contents

	Page
Foreword	77
1. Abrogation	78
2. Definitions	78
2.1 National Fraternity	78
2.2 National Council	78
2.3 National Spiritual Conference	78
3. Purpose	78
4. National Chapter	78
4.1 Presiding the Chapter.....	79
4.2 Membership	79
4.3 Delegation	79
4.4 Quorum and Majority	79
4.4.1 Quorum	79
4.4.2 Majority	79
4.5 Observers and Resource Persons	79
4.6 Convocation	79
4.7 Agenda	79
4.8 Chapter Resolutions	80
4.8.1 Contents/Terms.....	80
4.8.2 Presentation	80
4.8.3 Resolutions Committee	80
4.8.4 Submission	81
5. Elections	81
5.1 Nominations Committee	81
5.2 Offices	81
5.3 Election Procedures	81
5.4 Vote	81
5.5 Commencement of duties of the new council	82
5.6 Transfer of records	82
6. National Council	82
6.1 Membership	82
6.1.1 Minister	82
6.1.2 Vice-Minister	82
6.1.3 Secretary	82
6.1.4 Director of Formation.....	82
6.1.5 Treasurer	83
6.1.6 Spiritual Assistant	83

Table of Contents		Page
6. National Council – continued		
6.2 Duties.....		84
6.3 Quorum.....		84
6.4 Voting.....		84
6.5 Resource Persons.....		84
6.6 Vacancy of Office – Councillor		84
7. Financial Matters		9
7.1 Financial Needs		9
7.2 Unforeseen Expenses		9
7.3 Civil Corporation of the National Fraternity		9
8. Standard Norms		9
8.1 Formation		9
8.2 Age of Profession		9
8.3 Active Member		10
8.4 Franciscan Sign		10
8.5 Civil Corporation		10
8.5.1 Procedures		10
8.5.2 Presentation of Records		10
8.5.3 Administration of Property		11
8.6 Pastoral Care		11
9. Regional Fraternity		11
9.1 Regional Chapter		11
9.1.1 Convocation		11
9.1.2 Membership		11
9.1.3 Delegation		11
9.1.4 Duties		12
9.1.5 Quorum and Majority		12
9.1.6 Presiding a Chapter		12
9.1.7 Election Procedures		12
9.1.8 Report of the Chapter		12
9.2 Regional Council		12
9.2.1 Membership		12
9.2.2 Duties		13
9.2.3 Vacancy of Office - Councillor		13
10. Interpretation		13
11. Amendments		13
Appendices:		
Appendix A - Election Procedures		15
Appendix B - Permanent Schedule for Financial Statements		17
Footnotes		18

NATIONAL STATUTES

FOREWORD

In drafting the Statutes of the National Fraternity of Canada, due care was taken to avoid including provisions that were already contained in other legislative documents of the Secular Franciscan Order.

Therefore, the National Statutes should be understood and interpreted in their rightful context and by making reference to the Rule, the Ritual, the General Constitutions, the Statutes of the International Fraternity SFO as well as the Statutes for the Spiritual and Pastoral Assistance to the Secular Franciscan Order and the Codex of the Canon Law.

NATIONAL STATUTES

1.0 ABROGATION

GC 6.3
CCL 304 By the present act, the previous Statutes and Regulations of the National Fraternity of Canada are abrogated.

ABBREVIATIONS

GC = General Constitution of the Secular Franciscan Order
CCL = Code of Canon Law

2.0 DEFINITIONS

GC 29.2
65.1 2.1 The National Fraternity of the Secular Franciscan Order in Canada herein after referred to as the National Fraternity is the organic union of all the local fraternities existing within Canada. These fraternities are incorporated into Regional Fraternities. (1, 2)

CG 33 2.2 The **National Council** is the Secular Franciscan Order's executive committee that acts in accordance with the National Chapter in animating and guiding the National Fraternity. (1)

2.3 The National Spiritual Conference is the animation gathering of the National Fraternity. It is comprised of the Regional Ministers, Spiritual Assistants, Regional Directors of Formation and the members of the National Council. The Spiritual Conference convenes whenever is called by the National Minister at least once within his/her term of office. (1, 2)

3.0 PURPOSE

The purpose of the National Council is -

3.1 To foster communion and cooperation among the fraternities in Canada.

CCL 210 3.2 To be a link between the Regional Fraternities and the International Fraternity.

CCL 225 3.3 To nurture growth in the Franciscan and ecclesial life of the members.

CCL 311 3.4 To make present in the life and mission of the Church the charism of our Seraphic Father.

3.5 To provide a forum for discussion of common goals and problems.

NATIONAL STATUTES

3.0 PURPOSE - continued

3.6 To represent Secular Franciscans, at the National level, in their associations with church or civil organizations and to promote mutual relationships with other such organizations where appropriate.(1)

4.0 NATIONAL CHAPTER

4.1 Presiding the Chapter

GC 74.2 g) One year before the end of his or her term, the National Minister shall inform the International Minister of the upcoming Chapter of Elections and request that a person be designated to preside over the elections. (1)

4.2 Membership

GC 68.1
GC 97.3 The National Chapter shall comprise the members of the National Council, the Regional Ministers, Regional Spiritual Assistants, the Representative of Franciscan Youth and two delegates elected by the Regional Fraternity. The outgoing members of the National Council shall be entitled to vote until the dissolution of the Chapter. (11)

4.3 Delegation

Only the permanently professed members of the Secular Franciscan Order may be delegates to the National Chapter. Two delegates are elected according to the Regional Statutes in addition to the Regional Minister and Regional Spiritual Assistant who are ex officio members of the National Chapter by virtue of their office.

4.4 Quorum and Majority

4.4.1 Quorum

A quorum is the number of persons required to ensure that an assembly is representative of the organization for the purpose of voting and decision-making. A quorum shall consist of the two-thirds of the members called to the National Chapter. (4)

4.4.2 Majority

The majority is the number of votes required to ensure that a decision is approved. An absolute majority is required for each decision of the National Chapter. (4)

NATIONAL STATUTES

4.0 NATIONAL CHAPTER – continued

4.5 Observers and Resource Persons

Members of the Secular Franciscan Order may participate in the Chapter as observers according to the National Policies and Procedures.

The National Council may also invite resource persons as required. (1)

4.6 Convocation

GC 67.2a)
81.3

After consultation with the National Council, the National Minister shall convoke the National Chapter at least once every three years. Written notice shall be forwarded to Regional Ministers and the Regional Spiritual Assistants at least six months before the Chapter. (1)

In the case of an extraordinary Chapter, a written notice shall be forwarded to the Regional Ministers and Regional Spiritual Assistants at least three months before the Chapter. (1)

4.7 Agenda

GC 66.a)

The agenda of the Chapter shall be prepared by the National Council. (1)

4.8 Chapter Resolutions

4.8.1 Contents/Terms

Resolutions may be presented during the Chapter to provide guidance and direction in the life of the Secular Franciscan Order in Canada. The proposed resolutions should be changes or amendments to existing national policies that are serious in nature or proposals which would lead to some concrete, positive action that can be assumed as part of the National Council's mandate. (1)

The resolutions shall be in conformity with the legislation of the Secular Franciscan Order: the Rule, the Ritual, the General Constitutions, the Statutes of the International Fraternity and the Statutes for the Spiritual and Pastoral Assistance to the SFO. (1)

NATIONAL STATUTES

4.0 NATIONAL CHAPTER – continued

4.8.2 Presentation

The resolutions shall always be presented in written form. The resolutions may be presented to the Chapter by individuals, fraternities or groups (committee, spiritual assistants, etc.). (1)

The following information shall be included:

- the name and signature of the proposer,
- the name and signature of the seconder,
- if such is the case, the name of the Fraternity or group presenting the resolution,
- the date on which the resolution was submitted, and
- the name and telephone number of the person to contact for the resolution. (1)

4.8.3 Resolutions Committee

A Resolutions Committee shall be appointed by the National Council one year prior to the National Chapter. (1)

The Resolutions Committee's mandate shall be the following:

- a) to receive the resolutions;
- b) to analyze any resolution submitted in order to determine whether it is in conformity with Articles 4.8.1 and 4.8.2;
- c) to prepare resolutions judged to be acceptable for presentation to the delegates (put them into concise and clear language and translate them);
- d) with authorization from the proposers, gather into one, similar resolutions or resolutions on the same topic;
- e) to attempt to complete a resolution judged to be in conformity with article 4.8.1 but that does not contain all the required information in article 4.8.2. To this end, a member of the committee may act as proposer or seconder of such a resolution;
- f) forward the resolutions to the delegates. (1)

4.8.4 Submission

Any resolution submitted **60 calendar days or more prior** to the Chapter and judged acceptable by the Resolutions Committee shall be presented to the Chapter.(1)

Resolutions may also be submitted to the Resolutions Committee **less than 60 days before the chapter as well as during the Chapter**. However, the committee is not necessarily obliged to submit the resolutions to the assembly. (1)

NATIONAL STATUTES

5.0 ELECTION

5.1 Nominations Committee

GC 66.a) The National Council shall appoint a Nominations Committee one year prior to the National Chapter to obtain nominations for the offices of the National Council. (1)

Nomination records shall include the following information:

- the name and signature of the proposer,
- the name and signature of the seconder,
- the written consent of the nominee. (1)

At the National Chapter, nominations from the floor shall be accepted provided the above mentioned nomination records are submitted. (1)

5.2 Offices

GC 49.2,
52.5 The members of the National Chapter elect to the National Council: one Minister, one Vice-Minister representing the Francophone Sector, one Vice-Minister representing the Anglophone Sector, one Secretary, one Treasurer, one Director of Formation, one International Councillor and one Alternate International Councillor. (8)

The assembly will choose by vote which of the two Vice-Ministers will replace the Minister in the case of absence, illness, delegation or other valid reason. (1)

5.3 Election Procedures

Elections shall be held in accordance with the procedures set forth in the document entitled: " Election Procedures", approved by the National Council (See Appendix A). (1)

5.4 Vote

GC 77.2
78.1
CCL 119 An absolute majority, as determined in the " Election Procedures ", is required for each office. There shall be no proxy voting. (1)

5.5 Commencement of Duties of the new Council

GC 78.4 The newly elected members of the National Council shall take office upon confirmation of their election by the President of Election

5.6 Transfer of Records

GC 32.2 At the end of their term, the outgoing members of the National Council shall hand over all records to the newly elected officers within thirty days or at such time as mutually agreed upon by both parties. (1)

NATIONAL STATUTES

6.0 NATIONAL COUNCIL

6.1 Membership

GC 49.2 The National Council shall be comprised of the elected officers as specified in
52.5 Article 5.2 of these Statutes and the National Spiritual Assistant. (8)

6.1.1 Minister

GC 52.1 While firmly preserving the co-responsibility of the council for the animation and
52.5 guidance of the National Fraternity it is the duty of the minister, who has the primary responsibility, to see that the directions and decisions of the council are put into practice. He or she will keep the council informed concerning his or her activities.

In addition, the national minister has the duty:

- a) to convoke and preside at the meetings of the national council; to convoke every three years the elective chapter of the national fraternity, according to the national statutes, after having listened to the council on the formalities of the convocation;
- b) to direct and co-ordinate with the national leaders the activities at the national level;
- c) to give a report to the national council and chapter on the life and activity of the OFS in the country;
- d) to represent the national fraternity in contacts with ecclesiastical and civil authorities. When the national fraternity has a civil juridical personality, its legal representation belongs to the minister;
- e) to preside at and to confirm the elections of the regional fraternities either in person or through a delegated member of the regional council, with the exception of the spiritual assistant;
- f) to make fraternal visits to the regional councils, personally or through a delegate who is a member of the national council;
- g) to request the fraternal and pastoral visits, with the consent of the council, at least once every six years.

6.1.2 Vice-Minister

The duties of the Vice-Minister shall be:

- a) to attend all National Fraternity Council meetings;
- b) to take part in the deliberations and decisions of the National Council;
- c) to become familiar with the International, National and Regional documents such as the Ritual, the General Constitutions, Statutes, Formation programs and procedures;
- d) to act as liaison between the National Council and the Regional Fraternities for the area of elected linguistic responsibility;
- e) when designated by the Minister and/or the National Council, to act in the capacity of Visitor to the Regional Elective Chapters;
- f) to coordinate the activities of certain National Council Committees, Study Groups and/or Ad-hoc committees, as assigned by the National Minister and/or the National Council;
- g) during the National Conference, to chair those sections of the National Conference dealing exclusively with the linguistic group for which each is responsible. (1)

Conference

NATIONAL STATUTES

6.0 NATIONAL COUNCIL – continued

6.1.3 Secretary

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 see to the updating and preservation of the records and the registers, noting admissions, professions, deaths, withdrawals, and transfers from the fraternity;
- c) to provide for the communication of the more important facts to the various levels and, if appropriate, to provide for their dissemination through the mass media

CG 37.4
52.3

6.1.4 Director of Formation

The Director of Formation, in collaboration with the National Spiritual Assistant(s) shall:

- a) make known and promote Franciscan spirituality and programs of formation throughout the country.
- b) establish liaisons with the Regional Directors of Formation to distribute formation material.
- c) perform such duties as the Minister and the National Council may designate.(1)

GC 52.4
52.5

6.1.5 Treasurer

The duties of the treasurer shall be:

- a) to present the financial records and any financial statements to the members of the National Council upon request.
- b) at the direction of the National Council, to pay out money as the business of the National Fraternity may require.
- c) to make all payments by cheque only
- d) to prepare budget estimates and forward them to the Regional Fraternities, and
- e) to present the financial records audited by a person independent of the council and knowledgeable to do so, before the end of the Council's mandate and a final report given to the National Chapter.

GC 89.4
91.3

6.1.6 Spiritual Assistant

When the office of National Spiritual Assistant becomes vacant, the National Minister, after having consulted with the National Council, shall address a request to the representative of the Ministers Provincial of the First Order to have a qualified individual nominated to assume the functions of National Spiritual Assistant. (1)

The Spiritual Assistant will accomplish his service according to the “Statutes for the Spiritual and Pastoral Assistance to the Secular Franciscan Order”. (Article 41) (6)

NATIONAL STATUTES

- 6.2 Duties**
 GC 31.1-3 The National Council shall carry out the policies and execute the decisions of the National Chapter. Between Chapters, it shall carry out the normal business of the National Fraternity.
 It shall meet at least twice a year.(1)
- 6.3 Quorum**
 A quorum of two-thirds of the members of the National Council shall be required for valid decisions at every meeting. (1)
- 6.4 Voting**
 The decisions of the National Council shall require the majority vote of the members present at the meeting. The Substitute International Councillor has the right to vote only when the International Councillor is not present.

 Except when another procedure of voting is prescribed by Canon Law or the General Constitutions, voting shall be by show of hands, unless a majority of the members present decides otherwise. (1)
- 6.5 Resource Persons**
 GC 49 In conducting its affairs, the National Council may appoint, when it is deemed necessary, resource persons to the National Council. These individuals shall not have voting privileges at meetings nor be counted for quorum purposes.(1)
- 6.6 Vacancy of Office – Councillor**
 GC 81.3 When an office of councillor becomes vacant, the National Council, at its next meeting, shall proceed to elect, by secret vote, a new councillor for the remainder of the term.(1)
- 7. FINANCIAL MATTERS**
- 7.1 Financial Needs**
 GC 30.3 A 3- year budget is presented at the National Chapter for approval.
 It is the responsibility of the National Minister, after consultation with the National Council, each year, to inform the Regional Ministers, of the financial needs of the National Fraternity, in accordance with the "Financial Schedule" (See Appendix B).
- 7.2 Unforeseen Expenses**
 Expenses that were not foreseen in the budget shall be approved by the National Council before they are incurred. (1)
- 7.3 Civil Corporation of the National Fraternity**
 The officers of the National Council shall hold parallel offices on the Board of Directors of the civil corporation. The Vice-Minister designated to replace the Minister according to the provisions of Art. 5.2 shall assume the office of First Vice-President of the civil corporation while the other Vice- Minister will assume the office of Second Vice-President of the civil corporation. (1)

NATIONAL STATUTES

8.0 STANDARD NORMS

GC 38.2
38.3

8.1 Time of Initiation

Generally, the time period preceding admission to the Order shall be at least **six** months. Exceptions to this norm shall be the concern of the local fraternity in accordance with the orientations given by the National Council. (1) Material for formation shall be presented to the National Council for acceptance. (1)

GC 43

8.2 Age of Profession

The minimum age of profession for Secular Franciscans in Canada shall be **18** years.(1)

GC 56.1
56.3

8.3 Active Member is

- a professed secular Franciscan or a candidate,
- one who regularly attends the meetings or a member who attends at least one meeting during the past year,
- one who contributes to the financial needs of the fraternity according to his or her means, or has made a financial contribution during the past year,
- a member who is excused for valid reasons of health, family, work or distance. (9) In cases, each legitimate absence mentioned above, each valid excuse shall be approved by Fraternity Council

8.4 Franciscan Sign

The distinctive Secular Franciscan sign for Canada shall be any form of The **TAU** cross. (1)

8.5 Civil Corporation

8.5.1 Procedures

GC 54

A fraternity that wishes to acquire a corporate status in accordance with federal or provincial legislation shall first obtain approval from the fraternity of the higher level.(1)

The fraternity concerned will then consult a legal consultant competent in this field and present a final draft of the proposed charter to the fraternity of the higher level. (1)

When the charter is obtained, the fraternity shall send a copy of the charter to the fraternity of the higher level. (1)

8.5.2 Presentation of Records

The record book of the corporate documents and minutes of meetings shall be submitted to the Visitors at the time of the fraternal visit. (1)

8.5.3 Administration of Property

All property owned by the Secular Franciscan Order shall be administered in accordance with federal or provincial legislation. (1) Provision shall be made in the Charter, that in the event of the dissolution of the Corporation, its remaining assets shall become the property of the fraternity of the higher level. (1)

NATIONAL STATUTES

8.0 STANDARD NORMS - continued

8.6 Pastoral Care

While recognizing the responsibility of the founding community to assure spiritual/pastoral service to the Local Fraternity, if for various reasons a change in spiritual assistance is necessary, this change shall be accomplished with the consent of the Regional Council and of the concerned Major Superiors of the First Order. (1)

9.0 REGIONAL FRATERNITY

GC 29.1
29.3
61.1
61.2
63.2a
64

9.1 Regional Chapter

9.1.1 Convocation

After consultation with the Regional Council, the Regional Minister shall convoke the Chapter of Elections at least once every three years. He or she may also convoke intermediate chapters (spiritual, orientation, etc.). (1)

9.1.2 Membership

The regional Chapter shall comprise the members of the Regional Council, the Local Fraternity Ministers, the Local Fraternity Spiritual Assistants, and other delegates as regulated in the Regional Statutes.

The outgoing members of the Regional Council shall be entitled to vote until the dissolution of the Chapter.

9.1.3 Delegation

Only permanently professed members of the Secular Franciscan Order may be delegates to the Regional Chapter. Delegates to the Regional Chapter are determined according to the norms established by the Regional Statutes. Delegates must present evidence of his/her delegation to the Regional Chapter.

9.1.4 Duties

The Regional Chapter shall study the activities of the Regional Fraternity, seek and propose means to promote its growth, hold the elections of the Regional Minister and the other members of the Regional Council. (1)

The Regional Chapter shall be governed by the Code of Canon Law, the General Constitutions, the National Statutes and the Regional Statutes. (1)

The Regional Chapter shall approve the Statutes of the Regional Fraternity, which then require the approval of the National Council. (1)

NATIONAL STATUTES

9.0 REGIONAL FRATERNITY – continued

9.1.5 Quorum and Majority

The quorum shall consist of the two-thirds of the members called to the Regional Chapter. An absolute majority is required for each decision of the Chapter. (1)

9.1.6 Presiding a Chapter

The National Minister, or his or her delegate, shall preside the session of elections at the Chapter which elects the members of a Regional Council. The Regional Minister presides over all other sessions and other chapters. (1)

9.1.7 Election Procedures

Elections shall be held in accordance with the procedures set forth in the document entitled: " Election Procedures ", approved by the National Council (See Appendix A) (1)

9.1.8 Report of the Chapter

A complete report of the Regional Chapter shall be sent within three months to the National Minister and the ministers of the local Fraternities.(1)

9.2 Regional Council

9.2.1 Membership

GC 49.1 The Regional Council shall consist of the following offices:

- GC 63.1 - Minister
- Vice-minister
- Secretary
- Treasurer
- Director of Formation
- Spiritual Assistant
- GC 97.3 Franciscan Youth representative
- Other councilors may be elected as required. (1)

9.2.2 Duties

The Regional Council’s duties shall be

- GC 62.2 to provide for the spiritual life of Secular Franciscans,
- CCL 312 to foster spiritual unity among the local fraternities,
- to implement the decisions of the Regional Chapter, the National Chapter and of the National Council,
- to visit local fraternities, and
- CCL 312 to collaborate with the competent religious Major Superior in establishing new fraternities at the request of the concerned brothers and sisters.
- Hold at least one meeting with the local fraternity Ministers during their
- mandate
- In addition to their Chapter every 3 years hold one Spiritual Conference within
- their mandate and hold Regional Formation Workshops when required. (1)

NATIONAL STATUTES

9.0 REGIONAL FRATERNITY – continued

9.2.3 Vacancy of Office – Councillor

GC 81.3 When an office of councilor becomes vacant, the Regional Council, at its next meeting, shall proceed to elect, by secret vote, a new councilor for the remainder of the term. (1)

10.0 FRANCISCAN YOUTH

The National Fraternity shall provide for and support the evangelical life of young persons between the ages of 18 to 30 years, attracted to St. Francis of Assisi. These young persons shall meet on a regular basis to deepen their virtues of humility, poverty and a prayerful lifestyle. Their goal is to become a member pledged before God of their own specific fraternity within the Franciscan family called Franciscan Youth (YOUFRA)

11.0 INTERPRETATION

Outside the National Chapter, the authentic interpretation of these Statutes shall be the responsibility of the National Council. Such interpretation made outside the Chapter shall remain binding until the next Chapter. (1)

12.0 AMENDMENTS

Outside the National Chapter, the authentic interpretation of these Statutes shall be the responsibility of the National Council. Such interpretation made outside the Chapter shall remain binding until the next Chapter. (1)

APPENDIX A
NATIONAL FRATERNITY OF CANADA
Election Procedures

1. Prior to the Chapter, the fraternity's secretary will prepare a list of the members eligible to vote; that is, members of the Secular Franciscan Order with an active voice (GC Art. 77).
2. The president of the elections will designate persons for acceptance by the assembly to the following positions:
 - Secretary of Elections (GC Art. 76.4)
 - 2 Scrutineers (GC Art. 76.4)
 - Guards (door).

Individuals filling these positions must be members of the Chapter. As such, they are entitled to all of the functions that any other member of the Chapter would be entitled to - active and passive voice - that is to be nominated for office and have the right to vote. (10)

3. At this point, movement in and out of the assembly is curtailed (i.e. if a delegate leaves the room, he or she cannot return until the end of the election in progress).
4. Before the actual election, there should be a roll-call of all the members eligible to vote. Members respond by saying "Present".
5. A count of eligible voters present in the assembly is established. This number is posted.
6. The absolute majority is then determined (the whole number following the number of half of those persons eligible to vote). (GC Art. 78)

Example: eligible voters	- 97 98 99
Absolute majority	- 49 50 50

The absolute majority is also posted.

7. The position that is up for election is announced (Minister, Vice-Minister, Secretary, Treasurer, Director of Formation, International Councillor and Alternate International Councillor). (7)
8. A call for nominations is made. If there is a Nominations Committee, its chairperson presents the nominations received.

A general call for nominations from the floor is also performed (nominator and seconder).

This general call is made three times or until a motion is made to cease nominations. If a motion to cease nominations is not forthcoming from the assembly, the president of the elections may request the motion. (7)

Starting with the last candidate named, each candidate is asked whether he or she accepts the nomination.

APPENDIX A
NATIONAL FRATERNITY OF CANADA
Election Procedures - continued

9. Prior to the election for each position, candidates are provided with the opportunity to present themselves (5-10 minutes each).
10. The scrutineers distribute the ballots (The number of ballots should be the same as the exact number of eligible voters present).
11. The voting takes place. The ballots are collected by the scrutineers. (7)
12. The ballots are then counted aloud by the scrutineers to ensure that the number of ballots does not exceed the number of eligible voters present.

If the count is less, it is assumed that some delegates may not have voted; hence, the vote is good.

If the count is greater, a recount of the number of eligible voters present is performed (roll-call again) and/or a recount of the number of ballots distributed is performed.

If the problem cannot be resolved in this way, it must be assumed that someone may have voted twice and the vote is cancelled; the process is restarted from Step 10.
13. Under the direct supervision of the President and Secretary of the Elections, the scrutineers separate the ballots by candidate.
14. The scrutineers count the number of ballots for each candidate.
15. The scrutineers present the results of the vote to the Secretary of the election who, in turn, announces the results according to page 42 of Canada's Ritual (GC Art. 78.4).
16. The President then confirms the election of each candidate according to page 42 of Canada's Ritual (GC Art. 78.4).

APPENDIX B

National Fraternity of Canada Permanent Schedule for Financial Statements

June 30th Send the budget estimates for the following year to the Regional Ministers

June 30th The Regional fraternities send the budget information from the National Council to and their own councils to the local fraternities and receive their contributions.

November 30th

December 30th Deadline (last day) for sending contributions from the Regional Fraternities to the National Council.

April 1st Send the National Fraternity's contribution to the International Council.

June 30th Send the National Fraternity's financial report to the International Council of Secular Franciscan Order and to the Regional Ministers

Explanatory Footnotes

1.2 3 4 5 6 7 8 9 10 11 12

1. Article approved and adopted on August 19th 1995 at the Extraordinary Chapter held at Châteauguay, QC to draft the National Statutes. Modified, approved and adopted at the 2000 National Chapter, following the conclusion of the Regionalization process - New definition of the National Fraternity with the listing of the 14 Regional Fraternities established.
2. Change approved and adopted at the 2007 Regional Chapter of the Regional Fraternities of Levis and Quebec, owing to the regrouping of the two Regional Fraternities into the new Regional Fraternity under the name of Quebec, on September 8th 2007, with the approval of the National Council.
3. Article approved and adopted at the 2000 National Chapter - The membership for the National Conference.
4. Article approved and adopted at the 2000 National Chapter - The definition of the Quorum and of the Majority.
5. Article approved and adopted at the 2000 National Chapter - An addition to the Treasurer's tasks, which must be applied at all levels.
6. Article approved and adopted at the 2000 National Chapter - The definition of the role of the Spiritual Assistant according to the *Statutes for the Pastoral and Spiritual Assistance to the Franciscan Order*.
7. Article approved and adopted at the 2000 National Chapter - Amendments to numbers 7 and 11 of the Election Procedures.
8. Article approved and adopted at the 2003 National Chapter - The election of the International Councillor and the Alternate International Councillor - Directive from CIOFS.
9. Article approved and adopted at the 2004 Extraordinary Chapter held at Orléans, ON - The definition of an active member and of an inactive member, for census purposes.
10. Article approved and adopted at the 2006 National Chapter - Amendment to number 2 of the Election Procedures - active and passive voice for the secretary, the scrutineers and the guards during the session.
11. Articles modified and adopted at the 2006 National Chapter and combined into one by the National Council on February 2nd 2007 - The National Chapter membership.
12. Article approved and adopted at the 2006 National Chapter - New definition of the choice of the delegation to the National Chapter.
13. Art. 16 Statutes of the Spiritual Assistance to the Secular Franciscan Order.
The number of Assistants who are members of the Councils at the various levels shall correspond to the number of Orders which in fact provide assistance to the local fraternities in the sphere of the international, national, or regional fraternity.

TRILLIUM REGIONAL FRATERNITY

PRE – FRATERNAL VISIT & ELECTION QUESTIONNAIRE

- 1) Fraternity’s Name _____
- 2) Name & Address of our meeting place _____

- 3) The following check-off items are our fraternity records that will be presented to the Visitor for examination [originals please no photocopies]
 - a. Register of Minutes for Council meeting []
 - b. Register of Meeting for regular Fraternity Meeting []
 - c. Financial Ledger []
 - d. Bank Book []
 - e. Fraternity Budget []
 - f. Directory of Member []
 - g. Record of Attendance []
 - h. Profession Register []
 - i. Register of Correspondence []
 - j. Record of Library Resources []
 - k. Photo Album / Scrapbook of Fraternity Activities []
 - l. Other []
4. Name of last Pastoral visitor _____ Date _____
5. Frequency of our regular Fraternity meetings _____
6. Frequency of our Council meetings _____
7. Other gathering of our Fraternity & their frequency _____

8. Fraternity membership -
 - a. Number of Members _____
 - b. Usual number of members regularly attending _____

9. Our last Fraternity contribution to the expenses of the higher-level fraternities (through Trillium Fraternity) was paid on _____. The amount was \$ _____ which represented \$ _____ per member.
10. The number of minutes during our regular Fraternity meeting devoted to a) prayer _____
 b) on-going formation _____ c) social _____ d) business _____ e) other _____
11. Material(s) used during – a) Initial Formation _____
 b) On-going formation _____
12. Number of Persons presently in Formation
 Period of Inquiry _____ Period of Candidacy _____
13. Describe the format of on-going formation used at our regular fraternity meetings
14. Briefly describe how Inquirers and Candidates are checked for signs of an authentic vocation to the Secular Franciscan Order prior to the next stage of formation:
- 15) Name of our Spiritual Assistant / Animator _____

16) Role of our Spiritual Assistant / Animator at Council meetings _____

17) Role of our Spiritual Assistant / Animator at our regular Fraternity meeting _____

18) The current Council was elected in _____ . *Councils may be elected for two consecutive terms of 3 years each. The third term requires a two-third majority on the first ballot. (See General Constitution Art. # 79)* Please check off the appropriate box beside the name of each officer

OFFICER	NAME	1st TERM	2nd TERM
Minister			
Vice-Minister			
Secretary			
Treasurer			
Formation Director			
JPIC Animator			
YUFRA Animator			

19. Please outline the strengths of your Fraternity as you see them -

20. Please outline any concerns or things that need to be worked upon -

21. Any other comments?

Minister's Signature

TRILLIUM REGIONAL FRATERNITY
LOCAL FRATERNITY ANNUAL REPORT
(please use back of sheet if necessary)

1) Fraternity name

Meeting place

Meeting day and time

Fraternity Web-site Address (if applicable)

Name and Address of the fraternity meeting place

Telephone number of the fraternity meeting place

Web-site and/or e-mail address of the fraternity meeting place

2) Name of the last Pastoral Visitor

Date of last Pastoral Visit

3) Date of last Chapter of Elections

Name of Regional Visitor to last Chapter of Elections

4) Date of last Fraternal Visit

Name of last Fraternal Visitor

5) Frequency of our regular fraternity meetings

6) Frequency of our Council meetings

7) Fraternity Apostolate(s)

8) Other gatherings of the fraternity & their frequency

9) Fraternity Membership

a) Number of members

b) Usual number of our members who regularly attend our fraternity meetings

c) Name(s) of any Member(s) who have become inactive this year

d) Name(s) of any Member(s) deceased this year

e) Name(s) of any Member(s) transferred this year

10) Our last fraternity contribution to the expenses of the higher level fraternities was paid on
Date

Amount was \$_____, which represented \$_____ per member.

11) The number of minutes during our regular fraternity meeting devoted to:

(a) prayer_____ (b) business_____(c) ongoing formation_____

(d) social_____(e) other _____

12) Name of program(s) used during:

(a) Initial Formation

(b) Ongoing Formation

13) Format of ongoing formation used at our regular fraternity meetings

14) Number of persons presently in Formation:

Period of Inquiry

Period of Candidacy

15) Briefly describe how Observers, Inquirers, and Candidates are checked for signs of an authentic vocation to the Secular Franciscan Order prior to the next stage of formation.

16) Name of our Spiritual Assistant

How long with this fraternity?

17) Role of our Spiritual Assistant at Council meetings

18) Role of our Spiritual Assistant at regular fraternity meetings

19) Strengths of the Fraternity as we see them:

20) Concerns or things that need to be worked on are:

21) Does this fraternity have any initiatives in place for working with youth? If so, describe. If not, describe your vision of youth and Franciscan Spirituality

22) Does this fraternity have initiatives for including isolated members in their meetings via telephone or internet connection? If so, please describe.

Submitted on this date _____ **by:**

Name _____

Address _____

City _____

Postal Code _____ Telephone number _____

E-mail _____

Date _____

Please share and complete this with your council and then send to the following by January 31st:

Debbie Tessier, ofs, Regional Minister, 144 Ridge Road, Welland, Ontario, L3B 5N7

Electronic scans may be sent to: deborah_tessier57@gmail.com

TRILLIUM REGIONAL FRATERNITY INITIAL FORMATION CHECKLIST

NAME _____

Period of Observation	Check	Date/Initials
1. Visitor for at least 3 regular fraternity meetings		
2. Application form completed		
3. Letter of reference from parish priest		
4. Letter of reference from a practicing Catholic		
5. Initial interview with Minister, Formation Director and (if available) Spiritual Assistant		
6. Application and letters of reference brought to Council for discussion and vote		
Period of Orientation: materials used→		
7. Completion of a period of orientation		
Period of Inquiry: materials used→		
8. Ceremony of introduction and welcome		
9. Start initial formation program		
10. Written Statement of Intent to begin Candidacy		
11. Interview with Minister and Formation Director		
12. Statement of Intent and Progress Interview Report brought to Council for discussion and vote		
Period of Candidacy: materials used→		
13. Rite of Admission to the Secular Franciscan Order		
14. Candidate's name entered into Fraternity Register		
15. Sponsor for Candidate: name		
16. Written request for profession into the SFO		
17. Interview with Spiritual Assistant, Minister, Formation Director and Sponsor		
18. Request and Progress Interview Report brought to Council for discussion and vote by secret ballot		
19. Completion of Formation Program		

TRILLIUM REGIONAL FRATERNITY INITIAL FORMATION CHECKLIST

NAME _____

20. Request for Profession Page in Fraternity Register		
21. Plan Rite of Profession : Candidate, Spiritual Assistant, Minister, Formation Director and Sponsor(s)		
22. Rite of Permanent Profession		
23. Profession entered in Fraternity Register		
24. Optional: Rite of Temporary Commitment when permanent profession not yet possible		

TRILLIUM REGIONAL FRATERNITY TRANSFER FORM FOR FRATERNITY MEMBERS

NAME OF TRANSFERRING FRATERNITY -

LOCATION OF TRANSFERRING FRATERNITY

NAME OF TRANSFERRING MEMBER

DATE AND LOCATION OF RECEPTION

DATE AND LOCATION OF PROFESSION

PRESIDING FRATERNITY MINISTER AT PROFESSION

PRESIDING SPIRITUAL ASSISTANT AT PROFESSION

THE TRANSFEREE IS A MEMBER-IN-GOOD-STANDING: YES _____ NO _____

OTHER RELEVANT AND CONFIDENTIAL INFORMATION ABOUT THIS MEMBER IS:

MINISTER'S NAME

MINISTER'S ADDRESS

CITY _____ PROVINCE _____ POSTAL CODE _____

MINISTER'S SIGNATURE _____ DATE _____

TRILLIUM REGIONAL FRATERNITY TRANSFER FORM FOR FRATERNITY MEMBERS

NAME OF RECEIVING FRATERNITY

MINISTER'S NAME

MINISTER'S ADDRESS

CITY _____ PROVINCE _____ POSTAL CODE _____

MINISTER'S SIGNATURE _____ DATE _____

TRILLIUM REGIONAL FRATERNITY APPLICATION TO THE PERIOD OF INQUIRY

To the Applicant – We are very happy that you have asked to begin a program of formation in the Secular Franciscan Order. To help us get to know you better, please provide the following information:

NAME _____ PHONE () _____

ADDRESS _____

CITY _____ PROVINCE _____ POSTAL CODE _____

E-MAIL _____

OCCUPATION _____ DATE OF BIRTH _____

SINGLE ___ MARRIED ___ WIDOWED ___ SEPARATED ___ DIVORCED _____

IF MARRIED, SPOUSE’S NAME

REFERENCE 1:

PASTOR _____ PHONE () _____

ADDRESS

CITY _____ PROVINCE _____ POSTAL CODE _____

E-MAIL _____

REFERENCE 2:

NAME _____ PHONE () _____

ADDRESS

CITY _____ PROVINCE _____ POSTAL CODE _____

E-MAIL _____

TRILLIUM REGIONAL FRATERNITY

APPLICATION TO THE PERIOD OF INQUIRY

HOW DID YOU FIRST LEARN ABOUT THE SECULAR FRANCISCAN ORDER?

Please use the space below to tell us about yourself, and state why you wish to become a member of the Secular Franciscan Order. For example, tell us about your background, spirituality, family history, work history, hobbies, talents, interests, and anything else that you consider pertinent. If you are active in your parish, please tell us about your involvement (e.g. Lector, Eucharistic Minister, Choir member, etc.). If you are engaged in any apostolic works (e.g. visiting the sick, care for the poor, etc.) please tell us about these activities.

I understand that, by signing, I am giving permission to contact references and to verify all information.

SIGNATURE _____ **DATE** _____

TRILLIUM REGIONAL FRATERNITY LETTERS OF RECOMMENDATION

An essential part of the initial application to the Secular Franciscan Order are two letters of recommendation. It is suggested that one be from a priest or religious, and another from a lay person who has some knowledge of Secular Franciscan spirituality.

The following is a suggested form letter the fraternity might use:

SECULAR FRANCISCAN ORDER

Fraternity Name

Address

Date

Dear _____

(Name of Applicant) has applied for admission to the Secular Franciscan Order. Secular Franciscans are a community of men and women in the world who seek to pattern their lives after Jesus Christ in the spirit of St. Francis. We would appreciate receiving a letter of recommendation from you regarding (name of applicant). Please be assured that all information will be kept confidential.

Thank you for your assistance.

Sincerely,

Minister or Formation Director

TRILLIUM REGIONAL FRATERNITY APPLICATION FOR CANDIDACY

To the Applicant: Your decision to be admitted to the Secular Franciscan Order is warmly received by this fraternity. We ask that you use the space below (and an additional page, if necessary) to explain your reasons for wishing to become a candidate. Please tell us how you intend to live out this commitment in your everyday life.

FRATERNITY _____

APPLICANT _____

SIGNATURE _____ **DATE** _____

TRILLIUM REGIONAL FRATERNITY APPLICATION FOR PROFESSION

To the Applicant: Your decision to become a Professed member of the Secular Franciscan Order is warmly received by this fraternity. We ask that you use the space below (and an additional page, if necessary) to explain your reasons for wishing to become a Professed member. Please tell us how you intend to live out this commitment in your everyday life.

FRATERNITY _____

APPLICANT _____

SIGNATURE _____ DATE _____

**TRILLIUM REGIONAL FRATERNITY
CHAPTER OF ELECTIONS NOMINATION FORM**

Name of Fraternity _____

Name of Candidate _____

Address _____

City _____ Postal Code _____

History of the Candidate

Date of Profession _____

Former positions held in the Fraternity _____

Information regarding life, work and/or training experiences

Any other comments by the candidate can be written on the back of this form.

Proposed for the Office of

Minister (); Vice-Minister (); Secretary (); Treasurer ();

Formation Director (); Youth Coordinator ()

Name of Nominator _____

Signature of Nominator _____

Date _____

Name of Seconder _____

Signature of Seconder _____ Date _____

Signature of Candidate indicating willingness to stand for office

Signature of Candidate _____ Date _____

Please prepare and return the completed forms to the Trillium Visitor prior to the Fraternity's Chapter of Election date.

TRILLIUM REGIONAL FRATERNITY
FRATERNITY FAIR SHARE COTRIBUTION

For the Year of _____

Name of Fraternity _____

Number of Active Members _____ Amount of Fraternity Contribution \$ _____

The contribution represents \$ _____ per active member.

The suggested contribution to the higher level fraternities is \$ 32.00 per active member.

Name of Treasurer _____

Address _____

City _____ Province _____ Postal Code _____

Telephone _____ E-mail _____

Please include this form with your Fraternity's Fare Share contribution.

Make the cheque payable to " Trillium Regional Fraternity-OFS".

Please include your Fraternity's name on the cheque, the number of active members, and mail to the Regional Treasurer:

Lidio Soldera, ofs,74 Angelina Ave., Woodbridge, ON, L4L 8N9
905-851-7254, lidiosoldera@gmail.com

E-transfers can be made to regionalfraternityofs@gmail.com

It is recommended that your *annual census form* be forwarded along with this form.

TRILLIUM REGIONAL FRATERNITY ANNUAL CENSUS FORM

FOR THE YEAR OF _____

Please indicate the names, addresses, telephone numbers and status of the members of your fraternity with this form for our records. Status definitions are as follows:

Active: *professed member who regularly attends meetings.*

Absent excused: *professed member who cannot attend meetings as a result of illness, disability or advanced age.*

Isolated: *professed member who cannot attend meetings as a result of living arrangements too distant from the regular meeting place.*

Lapsed: *professed member who is no longer active and is not excused.*

Inquirers: *those received into the fraternity studying at the initial stage of formation.*

Candidates: *those received into the fraternity and studying at the Candidacy stage of formation.*

Minister _____

Address _____

City _____ **Postal Code** _____

Telephone No. _____ **E-Mail** _____

Active () Absent but excused () Isolated () Lapsed ()

Transferred () Deceased () Date _____

Vice Minister _____

Address _____

City _____ **Postal Code** _____

Telephone No. _____ **E-Mail** _____

Active () Absent but excused () Isolated () Lapsed ()

Transferred () Deceased () Date _____

Secretary _____

Address _____

City _____ **Postal Code** _____

Telephone No. _____ **E-Mail** _____

Active () Absent but excused () Isolated () Lapsed ()

Transferred () Deceased () Date _____

**TRILLIUM REGIONAL FRATERNITY
ANNUAL CENSUS FORM**

FOR THE YEAR OF _____

Treasurer _____

Address _____

City _____ Postal Code _____

Telephone No. _____ E-Mail _____

Active () Absent but excused () Isolated () Lapsed ()

Transferred () Deceased () Date _____

Formation Director _____

Address _____

City _____ Postal Code _____

Telephone No. _____ E-Mail _____

Active () Absent but excused () Isolated () Lapsed ()

Transferred () Deceased () Date _____

Spiritual Assistant _____

Address _____

City _____ Postal Code _____

Telephone No. _____ E-Mail _____

Active () Absent but excused () Isolated () Lapsed ()

Transferred () Deceased () Date _____

Youth Advisor _____

Address _____

City _____ Postal Code _____

Telephone No. _____ E-Mail _____

Active () Absent but excused () Isolated () Lapsed ()

Transferred () Deceased () Date _____

TRILLIUM REGIONAL FRATERNITY
ANNUAL CENSUS FORM

FOR THE YEAR OF _____

Fraternity Member _____

Address _____

City _____ Postal Code _____

Telephone No. _____ E-Mail _____

Active () Absent but excused () Isolated () Lapsed ()

Transferred () Deceased () Date _____

Fraternity Member _____

Address _____

City _____ Postal Code _____

Telephone No. _____ E-Mail _____

Active () Absent but excused () Isolated () Lapsed ()

Transferred () Deceased () Date _____

Fraternity Member _____

Address _____

City _____ Postal Code _____

Telephone No. _____ E-Mail _____

Active () Absent but excused () Isolated () Lapsed ()

Transferred () Deceased () Date _____

Fraternity Member _____

Address _____

City _____ Postal Code _____

Telephone No. _____ E-Mail _____

Active () Absent but excused () Isolated () Lapsed ()

Transferred () Deceased () Date _____

(Print as many of this page as is required to complete the report)

Fraternity Member _____

Address _____

City _____ Postal Code _____

Telephone No. _____ E-Mail _____

Active () Absent but excused () Isolated () Lapsed ()

Transferred () Deceased () Date _____

Fraternity Member _____

Address _____

City _____ Postal Code _____

Telephone No. _____ E-Mail _____

Active () Absent but excused () Isolated () Lapsed ()

Transferred () Deceased () Date _____

TRILLIUM REGIONAL FRATERNITY

Document for the Canonical Establishment of a Fraternity of the Secular Franciscan Order

PART 1 - REQUEST OF THE REGIONAL COUNCIL

Upon request of the emerging Secular Franciscan fraternity of (name of fraternity) meeting at (place) in the city of (name of city) in the diocese of, (name of diocese) we, the Trillium Regional Council of the Secular Franciscan Order attest to the fraternity's viability, and ask the Provincial Minister of the Friar Province of (name of friar province) to canonically establish the new fraternity, with the permission of the Bishop of the diocese and according to the Ritual of the Secular Franciscan Order, and to provide for spiritual assistance to the fraternity. The above-mentioned Fraternity is consequently attached to Trillium Regional Fraternity and to the National Fraternity of Canada.

Date: _____

(name of Regional Minister-please print)

(signature of Regional Minister)

PART 2 - AUTHORIZATION OF THE FRIAR PROVINCIAL MINISTER

I, _____,

Provincial Minister of the First Order Province of (name of province) agree to assume the canonical responsibility for the establishment of the new fraternity of (name of local fraternity) and for the spiritual assistance of this fraternity according to Canon 303 of the Code of Canon Law. In order to fulfill these provisions, I hereby request the local Bishop's consent.

Given in our house of (name of house) at (name of city)

this _____ day of _____, of the year _____.

signature of Minister Provincial

(Seal)

TRILLIUM REGIONAL FRATERNITY

Document for the Canonical Establishment of a Fraternity of the Secular Franciscan Order

PART 3 - BISHOP'S CONSENT

By this present document,

I, _____, bishop of the diocese of (name of diocese), give my consent, in accord with Canon 312 of the Code of Canon Law, to the canonical establishment of the Fraternity of (name of the local fraternity) of the Secular Franciscan Order.

Given this _____ day of _____, of the year _____.

(signature of Bishop)

(Seal)

PART 4 - CANONICAL ESTABLISHMENT OF THE FRATERNITY

On the _____ day of _____ of the year _____, in the parish of (name of parish) in (name of the city) I have canonically established the Fraternity of (name of local fraternity) of the Secular Franciscan Order, assigned it to the Trillium Regional Fraternity and to the National Fraternity of Canada.

(name of the First Order Provincial Minister's Delegate)

(signature of the First Order Provincial Minister's Delegate)

(name of the Regional Minister SFO)

(signature of Regional Minister SFO)

Witnesses:

(name of first witness)

(name of second witness)

(signature of first witness)

(signature of second witness)

**STUDY GUIDE FOR
FULLY MATURE WITH THE FULLNESS OF CHRIST
3rd EDITION**

This is a simplified Study Guide for “*Fully Mature with the Fullness of Christ 3rd Edition*”. Even a Formation Team with no prior experience with the program can use it. Keep in mind that the author intended the text to be a very detailed “resource”. Formation Teams should not require Inquirers and Candidates to read everything and carry out all activities, as this could be discouraging. The Formation process should be enjoyable and inspiring – as surely St. Francis would have wished it. Formation Directors must be both creative, and accommodating to individual needs.

A. At the Formation Meeting

2. **REFLECTION:** Take turns reading – **The SFO Rule states, The Lord speaks, St. Francis writes, St. Clare writes.** Read together – **The Church prays.**
2. **TEXT FOR STUDY:** The Formation Director gives a brief overview of the assigned text. As an alternative, all present take turns reading ONLY the sentences they have highlighted (with a coloured hi-lighter). This is meant to refresh everyone’s memory.
3. **BREAK INTO SHARING GROUPS:** Spend 20 to 30 minutes sharing the answers to your questions and any insights you may have. Each group should have 3 to 5 persons. Make sure that everyone has an equal opportunity to share.
4. **LITURGICAL SERVICE:** Follow the service as closely as possible – and as appropriate for the occasion.

Please Note “*Fully Mature with the Fullness of Christ*” is an excellent resource containing excerpts from Church Documents, the Rule, writings of Sts. Francis and Clare, out-of-print Franciscan resources and more. Keep your copy for future use.

B. For Homework

1. Follow the **Session Guidelines** as outlined.
2. Record your answers to “**Questions for Group Sharing**” in a notebook or journal. Remember there are no wrong answers. This is an informal record of your personal and spiritual growth.

INQUIRY SESSION 1

“CALLED TO HOLINESS WITHIN THE CHURCH”

1. **Text for Study:** Read and highlight (with a coloured hi-lighter) pages 01-3 – 10-8
2. **Required Reading:** Read and highlight “Required Reading” page 01-9
3. **Questions for Group Sharing:** Page 01-14, # 1, 2, 3, 4, 5
4. **Individual Study:** Page 01-16, #1
5. **Activity:** Page 01-16, #2 and 3

TRILLIUM REGIONAL FRATERNITY

INQUIRY SESSION 2

“PROMPTED BY THE SPIRIT TO DEEPEN THIS CALLING”

1. **Text for Study:** Read and highlight pages 02-3 – 02-6
2. **Required Reading:** Read and highlight “Required Reading” page 02-7
3. **Questions for Group Sharing:** Page 02-14, #1, 2, 3 plus any others you may choose
4. **Individual Study:** Page 02-15, #1. Also note page 02-17b) and 02-22c) re *Francis and Clare: the Complete Works*.
5. **Activity:** Page 02-23, #1, 2, 3, 4

INQUIRY SESSION 3

“LIKE FRANCIS AND CLARE”

1. **Text for Study:** Read and highlight pages 03-3 – 03-8
2. **Required Reading:** Read and highlight “Required Reading” page 03-9
3. **Questions for Group Sharing:** Page 03-20, #1 and 6 plus any others you may choose
4. **Individual Study:** Page 03-21, #1 and 3
5. **Activity:** Page 03-22, #3 and 5

INQUIRY SESSION 4

“THROUGH THE SECULAR FRANCISCAN ORDER”

1. **Text for Study:** Read and highlight pages 04-3 – 04-6
2. **Required Reading:** Read and highlight “Required Reading” page 04-7 04-8
3. **Questions for Group Sharing:** Page 04-17, #1, 2, 3, plus any others you may choose
4. **Individual Study:** Page 04-18, #1 and 3
5. **Activity:** Page 04-19, #3. (Re #4, having a personal spiritual director is an ideal for all Secular Franciscans. However, this may take some seeking on your part. You may consider a priest, religious, pastoral minister, a person with a Catholic theological background, or someone with recognized spirituality.)

INQUIRY SESSION 5

“CALLED TO HOLINESS WITHIN THE CHURCH”

1. **Text for Study:** Read and highlight pages 05-3 – 05-11
2. **Required Reading:** Read and highlight “Required Reading” page 05-12 – 05-13
3. **Questions for Group Sharing:** Page 05-22, #1, 2, plus any others you may choose
4. **Individual Study:** Page 05-23, #1 and 4
5. **Activity:** Page 05-24, #3 and 4

INQUIRY SESSION 6

“OBSERVES THE HOLY GOSPEL OF OUR LORD JESUS”

1. **Text for Study:** Read and highlight pages 06-3 – 06-6
2. **Required Reading:** Read and highlight “Required Reading” page 06-7 – 06-8
3. **Questions for Group Sharing:** Page 06-16, #1, 2, 3, plus any others you may choose
4. **Individual Study:** Page 06-17, #1 and 3
5. **Activity:** Page 06-18, #1, 2 and 3

CANDIDACY SESSION 1**“IN COMMUNITY”**

1. **Text for Study:** Read and highlight pages 07-3 – 07-12
2. **Required Reading:** Read and highlight pages 07-13 – 07-15
3. **Questions for Group Sharing:** Page 07-22, #1, 2, 3 plus any others you may choose
4. **Individual Study:** Page 07-23, read Articles 20, 21, 24, 25 of the Rule (page 07-1 and 2)
5. **Activity:** Page 07-24, #1

CANDIDACY SESSION 2**“THROUGH PENANCE”**

1. **Text for Study:** Read and highlight pages 08-3- -08-17
2. **Required Reading:** Read and highlight pages 08-18 – 08-19
3. **Questions for Group Sharing:** Page 08-28, #5, 6, 9 plus any others you may choose
4. **Individual Study:** Page 08-29, read Article 7 of the Rule (page 08-1
5. **Activity:** Page 08-30, #

CANDIDACY SESSION 3**“THROUGH EVANGELICAL SIMPLE LIVING”**

1. **Text for Study:** Read and highlight pages 09-3 – 09-13
2. **Required Reading:** Read and highlight pages 09-3 – 09-13
3. **Questions for Group Sharing:** Page 09-22 – 09-15 plus any others you may choose
4. **Individual Study:** Page 09-23, read Articles 10, 11, 12 of the Rule (page 09-1)
5. **Activity:** Page 09-24, #3 and 5

CANDIDACY SESSION 4**“THROUGH A LIFE OF PRAYER”**

1. **Text for Study:** Read and highlight pages 10-3 – 10-9
2. **Required Reading:** Read and highlight pages 10-10 – 10-11
3. **Questions for Group Sharing:** Page 10-21, #1, 2, 3 plus any others you may choose
4. **Individual Study:** Page 10-22, read Article 8 of the Rule (page 10-1)
5. **Activity:** Page 10-22, #7

CANDIDACY SESSION 5**“TO EVANGELIZE WITH WITNESS AND THE APOSTOLATE”**

1. **Text for Study:** Read and highlight pages 11-3 – 11-9
2. **Required Reading:** Read and highlight pages 11-10 – 11-11
3. **Questions for Group Sharing:** Page 11-20, #1, 2, 3 plus any others you may choose
4. **Individual Study:** Page 11-21, read Article 14 of the Rule (page 11-1)
5. **Activity:** Page 11-22, #2 or 3

CANDIDACY SESSION 6**“AS A SECULAR PERSON WITH A LAY MISSION”**

1. **Text for Study:** Read and highlight pages 12-3 – 12-14
2. **Required Reading:** Read and highlight pages 12-15 – 12-16
3. **Questions for Group Sharing:** Page 12-24, #1 and 5 plus any others you may choose
4. **Individual Study:** Page 12-24, read Article 14 of the Rule (page 11-1)
5. **Activity:** Page 12-26, #4 or 5

CANDIDACY SESSION 7**“BY BEARING PEACE AND CHARITY”**

1. **Text for Study:** Read and highlight pages 13-3 – 13-10
2. **Required Reading:** Read and highlight pages 13-11 – 13-12
3. **Questions for Group Sharing:** Page 13-20, #1, 2, 3 plus any others you may choose
4. **Individual Study:** Page 13-21, read Articles 14 and 19 of the Rule (page 13-1)
5. **Activity:** Page 13-22, #2 or 3

CANDIDACY SESSION 8**“BY INSTILLING JUSTICE AND DIGNITY”**

1. **Text for Study:** Read and highlight pages 14-3 – 14-7
2. **Required Reading:** Read and highlight pages 14-8 – 14-11
3. **Questions for Group Sharing:** Page 14-22, #1, 2, 3 plus any others you may choose
4. **Individual Study:** Page 14-23, read Article 18 of the Rule (page 14-1)
5. **Activity:** Page 14-24, #1 or 2

CANDIDACY SESSION 9**“BY BEING SENSITIVE AND LOYAL TO THE CHURCH”**

1. **Text for Study:** Read and highlight pages 15-3 – 15-7
2. **Required Reading:** Read and highlight pages 15-8 - 10
3. **Questions for Group Sharing:** Page 15-18, #1, 2, 3 plus any others you may choose
4. **Individual Study:** Page 15-19, read Articles 6& 22 of the Rule
5. **Activity:** Page 15-20, #1, 2 or 3

CANDIDACY SESSION 10**“BY WITNESSING TO THE GOSPEL IN A PUBLIC PROFESSION”**

1. **Text for Study:** Read and highlight pages 16-3 – 16-6
2. **Required Reading:** Read and highlight pages 16-7 – 16-8
3. **Questions for Group Sharing:** Page 16-14, #1, 2, 3 plus any others you may choose
4. **Individual Study:** Page 16-15, read Article 23 of the Rule (page 16-1)
5. **Activity:** Page 16-16, #1, 2, 3, 4, 5

CANDIDACY SESSION 11

“THROUGH THE EXAMPLE AND HELP OF THE BLESSED VIRGIN MARY”

1. **Text for Study:** Read and highlight pages 17-3 – 17-6
2. **Required Reading:** Read and highlight pages 17-7
3. **Questions for Group Sharing:** Page 17-14, #1, 2, 4 plus any others you may choose
4. **Individual Study:** Page 17-15, read Article 9 of the Rule (page 17-1)
5. **Activity:** Page 17-16, #5

CANDIDACY SESSION 12

“IN INTIMACY WITH JESUS, IN CONFORMITY WITH JESUS”

1. **Text for Study:** Read and highlight pages 18-3 – 18-5
2. **Required Reading:** Read and highlight pages 18-6 – 18-7
3. **Questions for Group Sharing:** Page 18-13, #1, 6, 7 plus any others you may choose
4. **Individual Study:** Page 18-14, read Article 5 of the Rule (page 18-1)
5. **Activity:** Page 18-15, #2. 3

National Fraternity of Canada -

International Fraternity -

For monthly on-going formation material [Dossier] and for the official documents of the Order

THE FORMATION PROCESS

Orientation

- *"Come and See"*, by Fr. Lester Bach, OFM Cap. & Teresa V. Baker, SFO
 - *"First Encounter with Francis of Assisi"* Damien Vorreux, Franciscan Institute Publications

Inquiry and Candidacy

- *"Come and See"*, by Fr. Lester Bach, OFM Cap. & Teresa V. Baker, SFO
- *"The Franciscan Journey"*, by Fr. Lester Bach, OFM Cap
- *"Fully Mature With The Fullness of Christ"*, by Fr. Benet Fonck, OFM
- *"Imitating the Life of Francis"*, by Dorothy Henkes, SFO & Fr. Silas Baumann, OFM Cap
- *"To Set Themselves Free, A Continuous Guide to the Life and Rule of The Secular Franciscans"* by Teresa Baker SFO (2005)
- *"Pick More Daisies, On going Formation for Secular Franciscans"*, by Lester Bach OFM Cap (2004) This text looks at our Rule while coordinating it with the General Constitutions and Statutes of the Secular Franciscan Order.
- *"Formation Digests"*, by NAFRA / USA

Resource Materials for Franciscan Spirituality - Franciscan Institute

Heritage Series

[Heritage Series Volume 1](#) -- Vol. 1: *The Franciscan Intellectual Tradition: Tracing its Origins and Identifying its Central Components*; by Kenan B. Osborne, O.F.M.; Franciscan Institute, St. Bonaventure University, 2003 - \$5.00.

- Historical Overview—30 C.E. to 1300 C.E.
- The Philosophical World of Aristotle
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- Humans—Mediators of God: Some Central Elements in Bonaventure
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[Heritage Series Volume 5](#) -- Vol. 5: *Trinitarian Perspectives in Franciscan Theological Tradition* by Maria Calisi, Franciscan Institute, St Bonaventure University, 2008.

To *order* volumes in this series or other materials, contact the distributor: [Franciscan Institute Publications at St. Bonaventure University](#) or e-mail franinst@sbu.edu

❖ Additional resources in Franciscan Spiritual Tradition

- *“Franciscan Prayer”* Ila Delio OSF, St Anthony Messenger Press
- *“Simply Bonaventure, An Introduction to his Life, Thought and Writings”* Ila Delio OSF, New City Press, 2nd printing 2003
- *“The Humility of God, A Franciscan Perspective”* Ila Delio OSF, St Anthony Messenger Press, 2005
- *“Scotus for Dunces, An Introduction to the Subtle Doctor”* Mary Beth Ingham CSJ, Franciscan Institute, 2003
- *“Crucified Love: Bonaventure’s Mysticism of the Crucified Christ”* Ila Delio OSF, Studies in Franciscanism, 1998 Franciscan Press
- *“Finding Francis, Following Christ”* Michael H. Crosby OFM Cap. Orbis Books, 2007
- *“Clare of Assisi, Her Spirituality revealed in her letters”*, Clare Marie Ledoux, St Anthony Messenger Press, 2003
- *“15 days of prayer with Saint Francis of Assisi”*, Thaddee Mature OFM, New City Press, 2009
- *“Contemplating the Trinity, The Path to Abundant Christian Life”*, Raniero Cantalamessa OFM Cap, The Word Among Us Press, 2007
- *“Life of the Beloved, Spiritual Living in a Secular World”*, Henri J.M. Nouwen, Crossroad Publishing Co. 1996

Ongoing Formation Texts:

- *“Gospel Living Every Day of our Lives: A Formation Guide to the Rule of the Secular Franciscan Order”*, by Teresa Baker, SFO
- *“St. Francis and the Foolishness of God”*, by Marie Dennis, Joseph Nangle, OFM, Cynthia Moe-Lobedo, Stuart Taylor
- *“Through the Veil of Morning: An Inner Journey in the Pathways of Francis & Clare of Assisi”*, by Liam Francis Costello, OFM
- *“To Live As Francis Lived: A Guide for Secular Franciscans”*, by Leonard Foley, OFM, Jovian Wiegel, OFM, Pattie Normile, SFO
- *“Francis, The journey and the Dream”*, Murray Bodo, OFM

Critical Texts

- *“The Misadventure of Francis of Assisi”* Jacques Dalarun, Franciscan Institute Publications, 2002
- *“Francis of Assisi in the Sources and Writings”* Roberto Rusconi, Franciscan Institute Publications, 2008
- *“St. Francis of Assisi”* Raoul Manselli, Franciscan Herald Press, 1988
- *“Francis of Assisi, writer and Spiritual Master”* Thaddee Matura OFM, St. Anthony Messenger Press, 2005
- *“Francis of Assisi, the Message in His Writings”* Thaddee Matura OFM, Franciscan Institute Publications, 2004
- *“St. Francis and the Third Order”* Raffaele Pazelli TOR, Franciscan Herald Press, 1982

Secular Franciscan Resource Library -- 6 volumes

1. *“Called to Follow Christ: A Commentary on the Secular Franciscan Rule by the National Assistants Commentary Commission”*, by Benet Fonck, OFM
2. *“Called to Rebuild the Church: A Spiritual Commentary on the General Constitutions of the Secular Franciscan Order”*, by Fr. Lester Bach, OFM Cap
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5. *“Called to Make Present the Charism”* by Benet Fonck OFM, editor
6. *“Called to Build a More Fraternal and Evangelical World, A Concordance to the SFO Rule”* by Benet Fonck OFM

Formation Reference Texts:

- *“Guidelines for Initial Formation in the Secular Franciscan Order of the United States”*, by the National Formation Commission of the National Fraternity of the Secular Franciscan Order

Smoky Valley Printing

- *“Elements of Formation: A Reflection On The Formation Process”*, by the Presidency of the International Council of the Secular Franciscan Order

Smoky Valley Printing

- Formation Reference Manual, NAFRA, requires Adobe Reader -- available as free download at:

<http://www.nafra-sfo.org/Formation%20materials/index.html>

Other Basic Texts Devoted to St Francis, the Secular Franciscan Rule and Franciscan Life:

- *“Francis of Assisi, Early Documents”* This is pretty much an updated and expanded Omnibus in 4 volumes: ed Regis Armstrong OFM Cap, J.A. Wayne Hellman OFM Conv, William Short OFM
 - *The Saint* (1999)
 - *The Founder* (2000)
 - *The Prophet* (2001)
 - *Index*
- *“The Way of St. Francis, The Challenge of Franciscan Spirituality for Everyone”* by Murray Bodo OFM (1995)
- *“Clare, A Light in the Garden”* by Murray Bodo (1992)
- *“Tales of St. Francis, Ancient Stories for Contemporary Living”* Murray Bodo OFM (1998)
- *“Praying with Francis of Assisi”* Joseph Stoutzenberger and John Bohrer. From the Companions for the Journey series, this edition explores many of our Franciscan Charisms. (1989)
- *“Praying with Clare of Assisi”* Ramona Miller OSF and Ingrid Peterson OSF. From the Companions for the Journey series, this edition explores the wisdom and spirituality of St. Clare (1994)

- *“Francis and Clare, the Complete Works”* by Regis Armstrong OFM and Ignatius Brady OFM (1982)
- *“Clare of Assisi, Early Documents”* Regis Armstrong OFM (1988)
- *“From Gospel to Life: The Rule of the Secular Franciscan Order with Commentary”* by Benet Fonck, OFM
- *“To Set Themselves Free, A Continuous Guide to the Life and Rule of The Secular Franciscans”* by Teresa Baker SFO (2005)
- *“Pick More Daisies, On going Formation for Secular Franciscans”*, by Lester Bach OFM Cap (2004) This text looks at our Rule while coordinating it with the General Constitutions and Statutes of the Secular Franciscan Order.
- *“The Franciscan Journey”*, by Lester Bach OFM Cap (2010) This book looks at our Rule while coordinating it with the General Constitution and provides rich reference to *“Francis of Assisi, Early Documents”* [see above ref] as well with the Statutes of the Secular Franciscan Order.

Formation Reference Texts

- *“Guidelines for Initial Formation in the Secular Franciscan Order of the United States”*,_- National Formation Commission of the National Fraternity of the Secular Franciscan Order
- *“Elements of Formation: A Reflection On The Formation Process”*, by the Presidency of the International Council of the Secular Franciscan Order

Books on the Life of Francis

- *“Francis, A Saint’s Way”* James Cowen, Ligouri (2001)
- *“The Road to Assisi, the Essential Biography of St. Francis”* Paul Sabatier, Paraclete Press, 2003
- *“The Passionate Troubadour, a Medieval Novel about Francis of Assisi”* Edward Hays, Forest of Peace, 2004. A totally captivating read, in true Ed Hays mode, this novel will immerse you into the world of Francis as you journey along the road.

Franciscan Tradition:

- *“Greening the Franciscan Tradition”* article The Way of St. Francis, Sept-Oct 2005, Vol 11 Number 5, pages 18-31 If you have high speed internet somewhere in your fraternity, I can email you this article or you can contact The Way for a download link.
- *“The Humility of God, A Franciscan Perspective”* Ilia Delio OSF, St Anthony Messenger Press, 2005

- *“Franciscan Prayer”* Ila Delio OSF, St Anthony Messenger Press
- *“Simply Bonaventure, An Introduction to his Life, Thought and Writings”* Ila Delio OSF, New City Press, 2nd printing 2003
- *“Scotus for Dunces, An Introduction to the Subtle Doctor”* Mary Beth Ingham CSJ, Franciscan Institute, 2003
- *“Care for Creation: A Franciscan Spirituality of the Earth”* (Paperback) by [Ila Delio](#) (Author), [Keith Douglass Warner](#) (Author), [Pamela Wood](#) (Author)

POLICY FOR FORMING AND ESTABLISHING A NEW FRATERNITY

- 1.0 Phase 1: setting up newly forming groups.**
- 1.1 Newly forming groups are those who are exploring the possibility of establishing a Secular Franciscan Fraternity. There may or may not be any professed Seculars in the group.
- 1.2. If those wishing to form a new group belong to an existing fraternity, they submit a written request for approval to the council of that fraternity. If approved, the group is given the status of a "newly forming group". The minister of the fraternity informs the Trillium Regional Council of the existence and development of this newly forming group.
- 1.3 If those wishing to form a new group do not belong to an existing fraternity, or desire to separate themselves from their existing fraternity, they would submit a written request for approval to the Trillium Regional Council, which acts on the request. If approved, the group is given the status of a "newly forming group" and is assigned to a sponsoring fraternity.
- 1.6 If no local fraternity is available as a sponsor for a given group, the Trillium Regional Fraternity --- in extraordinary circumstance --- will act as the sponsoring fraternity in accord with General Constitution Article 62.2.
- 1.7 Once the "newly forming group" is approved, it
6. Chooses one of its members as a leader/contact person and begins to meet on its own to build community.
 7. Requests a Spiritual Assistant for their "newly forming group".
 8. Appoints a formation director if any of the professed members of the newly forming group qualifies for this responsibility. Otherwise, the sponsoring fraternity or the Trillium Regional Council will provide a suitable person. In any case, the formation team or Director of the sponsoring fraternity will oversee the formation of new members in the newly forming group.
 9. Participates in the activities of the sponsoring fraternity such as days of recollection, retreats, prayer services, socials and some fraternity meetings.
 10. The leader sends an annual report to the Trillium Regional Council.

- 1.6 Admissions and professions of new members will be approved by the sponsoring fraternity council and will be received by the minister of the sponsoring fraternity. (see General Constitution Article 46.2)
- 1.7 After the completion of at least one (1) year with five professed members, the newly forming group, after seeking the approval of the sponsoring fraternity council may submit a written request to the Trillium Regional Council that it be given the status of "emerging" Fraternity. At the same time they will request a Pastoral and Fraternal Visitation in order to assess its suitability for the status of an 'emerging" Fraternity.

2.0 Phase 2: Developing emerging Fraternities.

- 2.1 Upon completion of the pastoral and fraternal visitation, the Trillium Regional Council acts on the request of the newly forming group. If approved the group is given the status of "emerging" fraternity.
- 2.2 A Chapter of election is held to elect the council members. The members themselves choose a name for this “emerging” fraternity. The group begins to function as a fraternity with fraternity meetings, council meetings, and keeping minutes, records and financial accounts. All professed members transfer to this new emerging fraternity.
- 2.3 Admissions and professions of new members will be approved by the council of the "emerging" fraternity and will be received by the minister of the "emerging" fraternity. Admissions and professions are recorded in their own register.
- 2.4 The Council sends an annual report to the Trillium Regional Council.
- 2.5 The Trillium Regional Council informs the National Council of the existence and development of the emerging fraternity, the place of meeting and the contact name.
- 2.6 ~~2-13~~ The "emerging" fraternity following the guidelines contained in the TRF Local Council Handbook establishes its structures and procedures necessary for
- Its operation (including prayer, ongoing formation, charities, ministries, communications, socializing).
 - Vocation promotion
 - Formation of inquirers and candidates
 - Opportunities of interaction outside the fraternity meeting
 - Regular interaction with other fraternities, especially its sponsoring fraternity.
- 2.7 After the completion of at least three years, the "emerging" Fraternity may submit a written request to the Trillium regional Council for its Canonical Establishment.
- 2.8 Before it accedes to the request the Trillium Regional Council authorizes a fraternal and pastoral visitation. The visits are to ascertain the community's permanent viability for the life in fraternity, its faithful observance of the Rule and Constitutions, and its proper compliance in regards to minutes, records, registers and finances.

3.0 Phase 3: Canonical Establishing a Fraternity.

- 3.4 Upon the completion of the pastoral and fraternal visitation, the Trillium Regional Council acts on the request of the emerging community to be Canonically Established. If approval, the procedures of the National Council will be followed.
(see Canonical Establishment of a Fraternity of the Secular Franciscan Order)
- 3.5 The ceremony of canonical establishment is celebrated according to the Ritual. During the ceremony the documents are signed and dated by the delegate of First Order Minister Provincial, by the Trillium regional Minister and by the two witnesses.
- 3.6 One copy of the official document is sent to the regional council to be kept in its archives, one copy is sent to the archives of the friar province, a third is sent to the diocesan chancery for filing, and the fourth copy is preserved in the newly established fraternity's records.

Guidelines for Dealing with an Inactive Local Fraternity

When a local fraternity is canonically established by a Major Superior of the First Order or Third Order Regular, the local fraternity becomes a "juridic person" in the eyes of the Church. According to Canon 120.1, this "juridic person is perpetual by its nature; nevertheless, it can be extinguished if it is legitimately suppressed by the competent authority or has ceased to act for a hundred years."

Although perpetual in nature, the life of a canonically established local fraternity can sometimes diminish to the point where it is no longer able to sustain its life as a Secular Franciscan fraternity and becomes inactive.

The following criteria may be used to assess if a fraternity has become inactive in supporting the life of its Secular Franciscan members. The fraternity ...

- a) No longer has at least four active permanently professed members, a requirement that would allow for the composition of an elected council (OFS Rule 21 & 22, OFS Gen. Const. Art. 46.2, 49.1 and 82);
- b) Does not have any candidates in formation and has not had a new permanent profession for at least three years (OFS Rule 23, OFS Ritual p. 24);
- c) No longer has regular fraternity meetings and has not had any over a period of at least three years (OFS Rule 24, OFS Gen. Const. Article 53);
- d) No longer participates in the life and activities of the Regional Fraternity (OFS Rule 24, OFS Gen. Const. Art. 30.2 and 93.2);
- e) No longer contributes to the common fund or provides financial support to the higher level fraternities (OFS Rule 25, OFS Gen. Const. Art 30.3);
- f) Has not sought a pastoral or fraternal visitation for at least six years (OFS Rule 26, OFS Gen. Const. 92.2).

All of these criteria are used together to develop a comprehensive assessment of the fraternity's state of activity.

It is important to note that terms like "deactivating" ", "de-commissioning", "recess", "closure" or other similar terms are not valid terms to describe what happens when a fraternity is no longer active, both with respect to Canon Law or OFS legislation.

When a canonically established local fraternity is no longer able to be active in sustaining its Secular Franciscan life, two options are possible (refer to Canon 120.1):

Option 1

The Regional Council, responsible for animating and guiding the fraternities in its territory, may "declare" the fraternity to be "inactive"; or

Option 2

The Major Superior (Provincial Minister) who has canonically established the local fraternity and who is considered to be the competent authority may "suppress" the fraternity.

When a fraternity finds itself in this situation of inactivity, the following steps should be taken:

1. The Regional Council takes the initiative to conduct a fraternal and pastoral visit to the local fraternity concerned. Normally, this visit would be conducted by the Regional Minister and the Regional Spiritual Assistant. Through the Regional Spiritual Assistant, the Provincial Minister is informed that this visit is being conducted.
2. The report of the visitors is presented to the Regional Council. A copy of the report is forwarded to the Provincial Minister of the friar province to which the local fraternity is canonically bonded.
3. In dialogue with the remaining members of the local fraternity, the Regional Council discerns whether the local fraternity is to be declared “inactive” or if a request should be forwarded to the appropriate Provincial Minister to have the fraternity “suppressed”.
4. If the Regional Council decides to declare the fraternity to be “inactive”, a declaration is drafted to this effect. A copy of this declaration is forwarded to the remaining members of the local fraternity and a copy is forwarded to the Provincial Minister concerned. By declaring the fraternity “inactive”, the possibility of the local fraternity becoming “active” at a future point remains possible. On the other hand, if it remains inactive (has “ceased to act”) for more than one hundred (100) years after the last member of the fraternity has died, its juridical nature would be considered extinguished, according to Canon 120.1.
5. If a fraternity is declared to be "inactive", its remaining members must be accommodated. Although a fraternity, as a fraternity, may be inactive, some of the remaining members may still wish to remain "active". In this case, members of the fraternity may be transferred to a nearby "active" fraternity where they can participate in fraternity life to the extent that they are able, given their personal health conditions, mobility and distance to nearest fraternity, etc. (OFS Gen. Const. Art. 55) If the members do not wish to remain active, they must withdraw, either temporarily or permanently, from the life of the fraternity (OFS Gen. Const. Art. 56-58).
6. If the Regional Council determines that the fraternity should be “suppressed”, the Regional Minister communicates with the Major Superior to which the fraternity is canonically bonded. A dialogue between the Regional Council, the remaining members of the local fraternity and the Major Superior takes place to confirm the decision to suppress the local fraternity. The act of suppression can only be executed by the Major Superior and cannot be delegated to a Spiritual Assistant at any level; only the competent authority who has established the fraternity can also suppress it. A declaration is drafted to this effect. A copy is forwarded to the remaining members of the local fraternity, a copy to the Regional Council and a copy is maintained in the archives of the Provincial Minister. The suppression of a fraternity is an action that is final in nature. If individuals in the area re-group at a later time and wish to start again, a new fraternity would have to be established by the Major Superior.
7. When a fraternity is declared to be "inactive", the care of the fraternity’s assets, its library and its records are assumed by the Regional Council. These assets, however, continue to belong to the

local fraternity until its last member has died, given that this “member has the exercise of all the rights of the aggregate” according to Canon 120.2. The local fraternity’s register is updated with the status of the remaining members (transferred or withdrawn).

8. When a fraternity is “suppressed”, the assets of the fraternity, its library and its records are acquired by the Regional Council and kept in the regional fraternity's archives (OFS Gen. Const. Art. 48.1). The local fraternity’s register is updated with the status of the remaining members (transferred or withdrawn). The common fund and other assets of the fraternity are either disposed according to the decision of the remaining members or are put in an interest-bearing escrow account managed by the Regional Council (Canon 122-123).

April 23, 2014