

# PREPARATION FOR VISITATION

## FRATERNITY MINISTER'S CHECKLIST

This checklist is for the Minister of the Fraternity to use prior to the Fraternal Visitation. The minister should keep the original of this form in his/her file for transmission to the newly-elected minister when the time comes. Please remember that it is the duty and obligation of each member of the council to transfer all appropriate manuals, records and documents to the newly-elected officers as part of the Chapter of Elections.

If the fraternity keeps electronic files rather than binders, please provide computer access to these files at time of visit.

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### FRATERNITY COUNCIL:

- Each office filled by properly elected or appointed professed member (See **General Constitutions, Title IV, Articles 76 through 84**, inclusive.)
- Spiritual Assistant appointed for the fraternity
- Consistent monthly fraternity council meetings
- Records of council decisions regarding membership (lists of excused or dismissed members; delinquent members, pastoral decisions, related correspondence)

### FRATERNITY LIFE:

- Consistent time and date for monthly gatherings
- Consistent monthly initial formation meetings
- Program of ongoing formation provided to the fraternity
- Annual retreat provided for the fraternity
- Retreat provided for candidates prior to profession
- Regional programs participated in by fraternity representatives
- Fraternity apostolate accepted by membership
- Annual roster of membership (provided to all members, and kept on record)

### DOCUMENTS ON FILE:\*

- Document of canonical establishment
- Fraternity membership record book (Register)
- Ritual of the Secular Franciscan Order
- Minister's Binder(s), containing copies of:
  - Description of the duties of the office of minister
  - Agendas for council and fraternity meetings
  - Minutes of fraternity and council meetings
  - Annual reports submitted to the region
  - Election procedures, including description of duties of each office
  - Visitation reports
  - Reports of member status (transfers, withdrawals, etc.)
  - Correspondence
  - Fraternity membership directory

\* Electronic document keeping is permitted. Discs of the "documents on file" should be handed over to the newly-elected minister along with other record keeping files.

Formation Director's Binder(s), containing copies of:

- Description of the duties of the office of formation director
- Regional Formation Manual
- Description of Inquirer Formation Program
- Description of Candidate Formation Program
- Description of Ongoing Formation Program
- Reports on inquirers and candidates (including attendance and progress)

Secretary's Binder(s), containing:

- Description of the duties of the office of secretary
- Agendas and minutes of fraternity and council meetings\* (council agendas and minutes should be kept together; fraternity meeting agendas and minutes should be kept together, but in the same binder)
- Chapter of Election Reports
- Reports of member status (transfers, withdrawals, etc.)
- Correspondence
- Copies of current and past fraternity newsletters
- Inventory of what the fraternity owns (equipment, furniture, books, tapes, videos, etc.)
- Directory of fraternity membership

Treasurer's Binder(s), containing:

- Description of the duties of the office of treasurer
- Treasurer's reports (provided by treasurer to council and made available to the members of the fraternity)
- A bookkeeping ledger of income and expenses with receipts (reconciliation of the fraternity's account should be done monthly).
- Audit reports (prepared the last year of the treasurer's term by a member of the fraternity who is not serving on council)

- Historian's Binder (containing history of the fraternity, special events, news clippings, pictures, etc.)

OTHER RESOURCES:

- Extra copies of the Rule and Constitutions
- Handbook for Spiritual Assistance*
- Guidelines for Initial Formation
- Resources for initial formation
- Availability of fraternity library

\* Minutes of council meetings should be reviewed and approved by council and marked "Approved as Submitted" or "Approved as Corrected"; they should then be signed and dated by the fraternity secretary.