

**BLESSED KATERI TEKAKWITHA REGION OF THE SECULAR FRANCISCAN ORDER**

**FRATERNITY MINISTER'S CHECK LIST**  
**IN PREPARATION FOR VISITATION**

**Instructions for use:**

- The Minister of the fraternity is to complete this sheet prior to the Fraternal and Pastoral Visitation
- It is to be made available to the Visitors at the time of Visitation, but will be returned to you.
- It is to be retained by the Minister, and kept in the Minister's Binder. Please keep in mind that it is the responsibility of the Minister and Council to forward all appropriate manuals, records, documents, and binders to new officers.

**Today's Date** \_\_\_\_\_ **Date of Upcoming Visitation** \_\_\_\_\_

**Are the following available and up to date?**

\_\_\_\_\_ **MINISTER'S BINDER**

Should contain copies of Fraternity and Council Minutes, Treasurer's Report, Fraternity Bulletins, Roster of Members, Regional Directory, Regional Guidelines, copies of reports from Fraternity to Region and Region to Fraternity, Procedures for Elections, Organizational Chart, Planned Agendas.

\_\_\_\_\_ **SECRETARY'S BINDER**

Should contain minutes of Fraternity and Council Meetings in a separate hard-bound binder. Another binder should hold description of secretary's duties, copies of correspondence, Roster, Telephone Tree Line, and Catalog of SFO Supplies.

\_\_\_\_\_ **TREASURER'S BINDER**

Should contain copies of Treasurer's Reports. Treasurer should have a copy of duties and keep a bookkeeping ledger of income and expenses.

\_\_\_\_\_ **FORMATION RECORDS / BINDER**

Should contain all documentation pertaining to the initial formation of all members.

\_\_\_\_\_ **HISTORIAN'S BINDER**

Should contain a history of the Fraternity, Special Events, Pictures, News Clippings, etc.

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**Fraternities should have a supply of Formation materials on hand:**

- \_\_\_\_\_ Catalog(s) of SFO supplies
- \_\_\_\_\_ Guidelines for Initial Formation
- \_\_\_\_\_ Copies of the Rule
- \_\_\_\_\_ Copies of the General Constitutions 2000
- \_\_\_\_\_ Copies of the National Statutes
- \_\_\_\_\_ Copies of the Regional Guidelines
- \_\_\_\_\_ Formation books (choice of the fraternity):
  1. Catch Me a Rainbow Too
  2. Fully Mature with the Fullness of Christ
  3. The Rule of the SFO with Catechism
  4. The Way
  5. To Live As Francis Lived
  6. Other (specify)

**SFO DOCUMENTS**

- \_\_\_\_\_ Document of Canonical Establishment
- \_\_\_\_\_ Fraternity Membership Record Book - *Hardbound, listing all receptions, professions and other important fraternity rituals and events.*
- \_\_\_\_\_ Ritual of the SFO
- \_\_\_\_\_ Rule of the SFO
- \_\_\_\_\_ General Constitutions of the SFO
- \_\_\_\_\_ National Statutes
- \_\_\_\_\_ Regional Guidelines
- \_\_\_\_\_ Handbook for Spiritual Assistance
- \_\_\_\_\_ Binder of Fraternity Newsletters

**SFO FORMS**

- \_\_\_\_\_ Profession Documents
- \_\_\_\_\_ Transfer Documents

**INVENTORY**

List of what the fraternity owns (equipment, furniture, books, instruments, etc.)

**OTHER DOCUMENTS ON FILE:**

- \_\_\_\_\_ Description of Initial Formation Program and Orientation
- \_\_\_\_\_ Description of Ongoing Formation Program
- \_\_\_\_\_ Supply of Forms (requests for dispensation, requests for visitation and election, application for inquiry, application for candidacy, attendance record cards/envelopes, official transfers, profession documents)