

**Secular Franciscan Order – USA**  
**National Fraternity Chapter**  
**September 9-13, 2025**  
**Bon Secours Retreat and Conference Center**  
**Marriottsville, Maryland**  
**Hosted by the St. Margaret of Cortona**  
**Regional Fraternity**



**REGISTRATION AND GENERAL INFORMATION**



National Fraternity Theme for 2022-2025



## St. Margaret of Cortona Region



We are looking forward to welcoming you to the St. Margaret of Cortona OFS Region, which spans nearly five states of the Mid-Atlantic region. In September you will find the temperature is warm and sometimes humid, and the surrounding rolling hills of Maryland are beautiful.

Our region has been joyfully working to ensure that you have a relaxing and pleasant stay at the Bon Secours Retreat Center. Nestled in the woods with a rolling creek and beautiful landscape, rest, peace, and love will surround you while working with your brothers and sisters from across the country on our national concerns and opportunities. The region is filled with sites of our country's early history such as Jamestown, Williamsburg, Fredericksburg, Mt. Vernon, and Manassas, Virginia, as well as Gettysburg, Pennsylvania. In addition to being the seat of our federal government in Washington, D.C., the region is also home to many spiritual sites such as the Basilica of the Immaculate Conception, the Franciscan Monastery of the Holy Land which are also in Washington, D.C., as well as the St. Francis Missal, a 12th-century manuscript, considered a relic of touch by many Franciscans and is displayed at the Walters Art Museum in Baltimore, Maryland. Also in Maryland are the National Shrine of St. Elizabeth Ann Seton in Emmitsburg, Maryland, and the Shrine of St. Anthony in Ellicott City, Maryland, the home of our Conventual Franciscan brothers.

On Friday of the week, we have planned a Special Day Away for the afternoon into the evening at the Shrine of St. Anthony. It will include an expertly guided tour, seeing relics, celebrating Mass, having time for quiet reflection, and dining with the Friars who reside there.

As you peruse the Registration Packet for the Chapter, please read the page about the Day Away and note the link for registration is separate from the one used for the Chapter registration. Register as soon as possible so that we can ensure that there are enough spots available and you can be counted among those who will enjoy this wonderful excursion.

We delightfully await this time together with each of you. We are eager to be of assistance to you in any way we can.

Praying for your safe and pleasant travels. With Peace and All Good,

Gary Burton OFS  
Minister, St. Margaret of Cortona Region

# 2025 National Fraternity Chapter OFS-USA

## General Information

### Location

Bon Secours Retreat and Conference Center

1525 Marriottsville Road

Marriottsville, MD 21104

410-442-3120

Website: [www.BonSecoursRCC.org](http://www.BonSecoursRCC.org)

### Chapter Schedule:

- Chapter begins on Tuesday, September 9 / Dinner 6:00 pm / Opening Mass 7:00 pm
- Chapter concludes on Saturday evening, September 13 / Closing Mass and Installation 4:30 pm
- Departures on Sunday, September 14

### Ground Transportation from/to Baltimore/Washington (BWI) International Airport<sup>1</sup>:

The St. Margaret of Cortona Region will provide your transportation from/to Bon Secours. You will be emailed on or before September 9 with the exact location and time of your pick-up from the airport with specific instructions and driver contact information. Confirmation of your receipt of the pick-up information email will be requested.

### ONLINE REGISTRATION – **Deadline for Registration is July 26, 2025.**

CHAPTER REGISTRATION LINK: <https://OFS-USA.regfox.com/2025-chapter-of-national-fraternity-ofs-usa>

### HALF-DAY AWAY REGISTRATION LINK:

<https://www.signupgenius.com/go/OFSNationalDayAway#/>

Note: You will be asked for your travel information when you register. (Observer costs on page 6)

---

<sup>1</sup> BWI is preferred arrival airport, however arrangements may be made for National or Dulles.

## **ARRIVAL AND PRE-CHAPTER INFORMATION:**

**Arrival Information**— Upon arrival at Bon Secours, please register at the Chapter Registration Table before checking into your room. The Chapter Registration Table will be staffed from 12:00 Noon – 5:30 pm on Tuesday, September 9. The Registration Table will be located near the lobby of the reception area.

**If you arrive after 5:30 pm** on Tuesday evening, please go directly to dinner (6:00 pm) or the Chapel for Mass (7:00 pm). Chapter Registration will resume after Mass at approximately 8:15 pm.

**Monday Arrivals** – If travel options necessitate you arriving on Monday, September 8, notify Susan Ronan at [ofsusasecretary@gmail.com](mailto:ofsusasecretary@gmail.com) as soon as possible to accommodate your additional lodging and meals. There may be a charge for the extra night's stay.

**New Regional Minister Orientation:** Tuesday, September 9, 2025 at 2:30 pm –

**If you are a new Regional Minister (RM) elected after September 2024, plan to arrive in time for the New Minister Orientation Meeting at 2:30 pm on Tuesday, September 9.** If it will be necessary for you to arrive a day earlier to attend this meeting, please email Susan Ronan at [ofsusasecretary@gmail.com](mailto:ofsusasecretary@gmail.com).

## **What to Bring:**

**Prayer Books/E-books** – We will schedule communal Morning Prayer before meeting each day. We will follow the Liturgy of the Hours book or e-book. Bring your own Liturgy of the Hours or download the iBreviary (or similar) app.

**Chapter Materials** – The Chapter schedule will be shared with all participants. Various reports and the draft budget will be sent prior to the Chapter voters by email by August 10, 2025. You may wish to download these materials to your laptop and/or print them out to bring with you. All the pertinent materials will be available on the 2025 National Fraternity Google Drive. This link will be emailed to the RMs or Delegates before August 10, 2025.

**Rite of Remembrance** – Regional Ministers or their delegates are reminded to bring the names of our brothers and sisters who have died since September 2024.

**Attire** – September in Maryland can still be very warm so please bring comfortable, lightweight clothes. However, a sweater or jacket for the inside, air-conditioned rooms is recommended.

## **Miscellaneous:**

**Internet Access** – Bon Secours offers free internet access throughout the retreat center.

**Meals** – We have a pre-selected menu. If you have dietary needs, **it is imperative** that you note them on your registration form. This should also include if you observe meatless Fridays.

**Questions** – With questions prior to the Chapter, please contact Susan Ronan by email at [ofsusasecretary@gmail.com](mailto:ofsusasecretary@gmail.com) or call/text her at 603-706-8381 (NH).

**Host Region Coordinators** – Two members of our host region will be at Bon Secours for the duration of the Chapter to assist you:

Rita Colleran, OFS	703-310-9958	RLColleran10@gmail.com
Joan Kane, OFS	410-925-7910	joankane1014@gmail.com

## **EXPENSES**

### **Chapter Attendees Abbreviation Key:**

CNSA – Conference of National Spiritual Assistants

NCC1 – National Commission Chairs

NEC – National Executive Council

RM – Regional Minister

RD – Regional Delegate

### **Expenses for NEC and NCC1**

Lodging, meals and travel expenses (including ground transportation) are covered by the National Fraternity and others invited for a particular function provided attendance is budgeted for 2025 or attendance preapproved. When completing the online registration, you will be responsible for the cost of the **Half-Day Away**.

### **Expenses for CNSA**

Lodging and meals are covered by the National Fraternity. CNSA budget covers transportation. When completing the online registration, you will be responsible for the cost of the **Half-Day Away**.

### **Expenses for RMs and RDs\*\***

Lodging and meals are covered by the National Fraternity. Travel expenses, including any ground transportation (except to/from the airport to/from Bon Secours) are covered by the regional fraternity. When completing the online registration form, you will also be responsible for the cost of the **Half-Day Away**.



**Expenses for the Half-Day Away** - Friday, September 12, 2025 – The Shrine of St. Anthony Tour, Mass and Dinner - \$55.

More detailed information for this event is on page 7. **No dinner will be provided this evening at Bon Secours.** We encourage everyone to attend the “Half-Day Away”. Payment is due upon “Half-Day Away” registration.

**\*\* RDs** – If the RM is unable to attend, the **elected** RVM represents the Region at the National Fraternity Council gathering with full voting rights. If neither the RM nor the RVM can attend, an **elected** member of the regional council, selected by that body (*not by any one individual*) attends as a delegate. (National Statutes Art. 8.3) Regional Delegates (RDs), other than the elected RVM, must have a letter signed by the RM stating that said person is the official delegate **appointed by the REC**. This letter should be given to the National Secretary upon arrival at the gathering or sent by email prior to it. Official delegates have full voting rights. You will be responsible for the cost of the **Half-Day Away**.

**\*\*\*Observers/Commuters\*\*\***

Observers, Candidates for office who are not currently part of the National Fraternity Council and Regional Spiritual Assistants are most welcome to attend Chapter but are responsible for their own expenses. **If space allows**, you are welcome to stay at Bon Secours. A limited number of rooms are available for registration. Once these rooms have been taken, you will be placed on a waitlist. If a room becomes available, Susan Ronan will contact you to complete your registration.

The cost for an Observer (single occupancy) staying at Bon Secours is \$785 for the entire Chapter which includes 5 nights lodging and meals (Sept 9 Dinner – Sept 14 breakfast). If you are unable to stay for the entire Chapter, please contact Susan Ronan.

If you plan to share a room, the cost is \$650 for the entire Chapter. At this time, the rooms we have contracted all contain queen beds. If needed, we will try to obtain a room with twin beds. Please contact Susan Ronan.

Observers staying offsite may attend one or more days as commuters. The food cost per day at the retreat center is \$45, which includes breakfast (\$15), lunch (\$15) and dinner (\$15). Commuters/Observers staying offsite are invited to attend the **Half-Day Away** at the Shrine of St. Anthony Friday afternoon (See separate registration link).

During the Chapter sessions, observers have no voice unless recognized by the Chair, and no voting rights. Observers should be aware that they may not be admitted to some sessions.

**REGISTRATION LINK:** <https://OFS-USA.regfox.com/2025-chapter-of-national-fraternity-ofs-usa>



A ministry of the Franciscan Friars Conventual  
Our Lady of the Angels Province

**Spend the afternoon at The Shrine of St. Anthony!**



---

**When:** Friday, September 12 1:00pm—7:30pm

**Cost:** \$55.00 *transportation and dinner included*

**REGISTER & pay online at:**

**<https://www.signupgenius.com/go/OFSNationalDayAway#/>**

---

The Friday “Day Away” will take place just a few miles down the road from the retreat center where we will:

- ◆ tour the beautiful [Shrine of St. Anthony](#) that is modeled after Sacro Convento in Assisi and includes a major first class relic of St. Anthony of Padua, as well as numerous other Franciscan artifacts. Learn about how the Conventual Franciscans have served this area for nearly 100 years.
- ◆ enjoy the **peace of the shrine grounds** including the St. Anthony Garden of Eternity, Lourdes grotto, statue of St. Maximilian Kolbe, and outdoor Stations of the Cross.
  - ◆ celebrate **Mass together in the shrine chapel**, and
- ◆ **enjoy** dinner under the arches of this beautiful building with the Friars joining us. The [Dignity Plates Culinary Academy of the Franciscan Center](#) in Baltimore will cater our dinner. The Franciscan Center is an outreach ministry that serves people in crisis with meals and other services. The produce used at the [Franciscan Center of Baltimore](#) is grown at the [Little Portion Farm](#) at the Shrine of St. Anthony. Both the Franciscan Center of Baltimore and the Little Portion Farm are ministries of the Conventual Franciscans. ***This will be a special day to remember for years to come!***

Secular Franciscan Order – USA

**CONFIDENTIAL MEDICAL FORM**

Be sure to complete **both** pages of this form

**NOTE:** Place this form inside an envelope and seal it. Put your name on the outside of the envelope and place it in a conspicuous location in your room.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone (Home): \_\_\_\_\_ (Cell): \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone (Home): \_\_\_\_\_ (Cell): \_\_\_\_\_

Medication Allergies: \_\_\_\_\_

Other Allergies: \_\_\_\_\_

DOB: \_\_\_\_\_ Weight: \_\_\_\_\_ Height: \_\_\_\_\_

Primary Care Physician: Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Health Issues/Conditions: \_\_\_\_\_

**Other Specialty Physicians:**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Specialty: \_\_\_\_\_

Specialty: \_\_\_\_\_

Date of Last Tetanus Shot: \_\_\_\_\_

**Current Prescription Medications:**

Name of Medication	Dose	How Often	Reason



**Current Prescription Medications (Cont'd):**

Name of Medication	Dose	How Often	Reason

**Previous Surgeries:**

What	When

Do you have any of these conditions? Please circle YES or NO.

Difficulty with anesthesia?	YES	NO
Past blood transfusion?	YES	NO
Do you wear glasses or contacts?	YES	NO
Do you wear dentures or partial plate?	YES	NO
Do you have difficulty hearing?	YES	NO
Do you smoke? If so, how much.....	YES	NO
Have you been out of the country in the past six months?	YES	NO
Do you have a living will/durable power of attorney for health care?	YES	NO

Is there any other information an Emergency Room physician should know about you?

---

---

**Insurance Information:**

Plan: \_\_\_\_\_

Group #: \_\_\_\_\_ Other #: \_\_\_\_\_

Phone: \_\_\_\_\_

**Supplemental Insurance Information:**

Plan: \_\_\_\_\_

Group #: \_\_\_\_\_ Other #: \_\_\_\_\_

Phone: \_\_\_\_\_

I authorize release of this information in a medical emergency to an EMT and/or Emergency Room Physician.

The above is accurate as of: \_\_\_\_\_ (Date)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date