



# National Fraternity of the Secular Franciscan Order in the United States

## Guideline:

**Creation Date:** February 6, 2025, revised May 3, 2025

**Approval Date:**

**Subject:** Guidelines for Council Agendas/Minutes

Fraternities and Councils should meet or gather routinely (monthly at a minimum). An agenda should be prepared for each meeting or gathering. \*\*Minutes should be prepared for each meeting of the council, noting confidential and/or executive discussions, and a summary prepared for the fraternity gathering. The fraternity minister is responsible for working with the Council to develop the agenda. The fraternity secretary is responsible for drafting the minutes and summary.

*GC 52.2. 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 keep the records and the registers up to date and file them, noting admissions, professions, deaths, withdrawals, and transfers from the fraternity.*
- c) to provide any communication of relevant facts to the various levels and, if appropriate, to disseminate through the mass media.*

Each agenda should include time for Formation, business, prayer and social/fellowship. The order does not matter. The Council meetings should address planning and action items to achieve priorities. Example agenda and minute templates are attached to this Guideline.

\*\* Minutes and summaries – “Bullet Points” should be expressed in full sentences.

## Attachments:

Template- Local Council Meeting Agenda

Template - Local Council Meeting Minutes

Template - Local Gathering Summary

Template - Local Gathering Agenda

Template - Regional Council Minutes

## Local **FRATERNITY COUNCIL MEETING AGENDA**

Day, Date

- Opening Prayer – Ritual (pg. 38, pg 63, or template) – Minister/Vice Minister
- Ongoing Formation – Formation Director/Team (15 minutes)
- Secretary's Report – Secretary (5 minutes)
  - Approve and second previous meeting minutes
  - Correspondence
    - Correspondence sent/received
- Treasurer's Report – Treasurer (5 minutes)
  - Bank Account Status
- Formation – Formation Director (20-30 minutes)
  - Initial Formation Aspirants Update
  - Ongoing Formation
    - Next Gathering Formation Topic
  - Other Formation Issues
    - Retreat
- Spiritual Assistant (5-15 minutes)
  - Newsletter Article
  - Fraternity Gathering Meditation/Topic
- Vice Minister (5 minutes)
  - Special Ministry?
- Commission/Committee(s) (5 minutes each)
  - Youth/Young Adult
  - JPIC
  - Other
- Old Business – Minister (30 minutes)
  - **Newsletter**
  - **Ministries**
- New Business - Minister
  - New Ministries
  - Regional Events
  - National Events
  - Fraternity Website
  - Newsletter
  - Immediate Calendar
    - Monthly Gathering and Council Meeting Dates
    - Regional Event Dates
    - National Event Dates
  - Fraternal Concerns:
    - Brother and Sister Concerns (illnesses, absences, family issues, etc)

Closing Prayer – Ritual (pg. 39, pg. 64, template)

**Next Meeting:** \_\_\_\_\_

Local COUNCIL MEETING MINUTES

Date - Location

Attending:

*Name*, OFS – Minister

*Name*, OFS – Vice Minister

*Name*, OFS – Formation Director

*Name*, OFS – Treasurer

*Name*, OFS – Councilor(s)

**(Minister)** opened our meeting at **(time)** with our Opening Prayer – Ritual book pg 38 (pg. 63, template)

Ongoing Formation - Formation Director (Team)

- Topic summary

Minister's Report – *Minister (Vice Minister)*

- Regional and National Update
- Issues/Concerns
- Old Business
- New Business

Secretary's Report – *Secretary*

- Previous month's minutes – move to approve

Treasurer's Report – *Treasurer*

- Balance Sheet – Move to approve

Formation: *Formation Director (Team)*

- Upcoming Formation topics for gatherings/council meetings
- Individual Aspirants' status
- Formation Team class status

Committee/Commission Reports – Chair(s)

- Youth/Young Adult
- JPIC
- Other Ministries

Prayer Intentions:

(Minister) closed the meeting at **(time)** with our Closing prayer – Ritual page 39 (pg. 64, template)

Humbly submitted, *Secretary, ofs*

**(Fraternity) Gathering Summary – (Date)**

Attendees (or attach a separate attendance tracking sheet):

.....OFS  
.....OFS  
Etc.....

***(Fraternity Minister)* opened the gathering at *(time)*.**

**Opening Prayers.** The Minister led the group in the Opening Prayer from the OFS Ritual book (pg 35, pg.57, website)

**Spiritual Assistant’s Meditation.** The *(Spiritual Assistant)* spoke on .....

**Ongoing Formation.** *(Formation Director)* gave a teaching on .....

**Business:**

**Treasurer** – *(Treasurer)*, ofs reported that the beginning balance in the checking account as of XX/XX/XXXX was: \$XXXX.XX. Expenses for the month were: \$XXX.XX. Contributions received were \$XXX.XX. The ending balance as of XX/XX/XXXX was \$XXXX.XX.

**Secretary - *(Secretary)***, ofs reported that no correspondence was received this month. The secretary reminded all of the end of year status forms that need to be filled out by December 1.

**Minister -** The Minister shared details about upcoming local events, regional events and national events. The minister mentioned about the fraternity apostolate and upcoming Come and See event. The following members volunteered to assist:

*(Volunteer)* – call church to reserve hall

*(Volunteer)* – draft script for pulpit announcements and bulletin announcements

**All** – personal invitation to people who may have a vocation.

Members inquired about the homebound members and set up schedule to go visit.

*(Fraternity Minister)* closed the gathering at *(time)* with the Closing Prayers from our Ritual (pg. 36, pg. 59, website) and blessing from *(Spiritual Assistant)*.

Members continued with time for fellowship.

Respectfully submitted,

*(Name)*, ofs

Secretary

(FRATERNITY)  
(REGION)  
**Agenda**  
(Location)  
(Date)

**Time:** Social (30 minutes)

**Time:** Gathering Song – Opt.  
Opening Prayers – Ritual (pg. 35/57/website) – *(Minister)*

**Time:** Spiritual Assistant Meditation – *(Spiritual Assistant)* - 20 minutes

**Time:** Ongoing Formation – Teaching – *(Formation Director)* – 30-45 minutes

- Sharing

**Time:** Business: 20 minutes

- Welcome Guests – *(Minister/Formation Team)*
- Treasurer – (Pass the Pouch)
  - *(Treasurer)*– Update on bank account status
- Correspondence – *(Secretary)*
- Prayer Requests
- Updates – *(Minister)*
- **Put chairs and things away!**

**Time:** Closing Prayer and Song – Ritual (pg. 36/57/website)

**Next month's Gathering:** *(Date/Time)*

# **(Name) Regional Executive Council Minutes**

*Date/Time*

*Location*

## **Present - Council:**

*Name*, ofs, Minister  
*Name*, ofs, Vice Minister  
*Name*, ofs, Secretary  
*Name*, ofs, Treasurer  
*Name*, ofs Regional Spiritual Assistant  
*Name*, ofs, Regional Formation Director  
*Name*, ofs, District 1 Councilor  
*Name*, ofs, District 2 Councilor  
*Name*, ofs, District 3 Councilor  
*Name*, ofs , District 4 Councilor  
*Name*, ofs, District 5 Councilor  
*Name*, ofs, District. 6 Councilor

## **Absent:** \_\_\_\_\_

*(Minister)* opened the meeting at *(time)* and offered the opening prayer from the Ritual.

*(Spiritual Assistant)* led us in a meditation on \_\_\_\_\_. This was followed by personal sharing.

## **Ongoing Formation:**

*(Regional Formation Director)* led the ongoing formation on \_\_\_\_\_.

**Secretary's Report:** *(Name)* presented the draft minutes from the XX/XX/XXXX council meeting. Donna noted that Paul was not at the meeting, so his name should be switched to excused. Donna moved to accept the minutes as amended. Rick seconded the motion. The motion passed 8-0-1 with Paul excusing himself as he was not at the meeting. The secretary noted the email message from CIOFS regarding the November 17 International Day of the Secular Franciscan.

**Treasurers Report:** *(Name)* presented the current balance of the bank account noting expenses for the previous period. She reimbursed members for travel expenses to Chapter. Paul moved to accept the report as drafted. Rick seconded the motion. The motion passed.  
The Treasurer will work on a draft budget for the next year by the next meeting.

## **Commission/Committee Reports:**

**JPIC:** *(Name)*

**FYYA:** *(Name)*

**FORMATION:** *(Name)*

## **Regional Events:**

Franciscan Day:

Fall Formation Conference:

Nominating Committee:

**District Reports:**

District 1

District 2

District 3

District 4

District 5

District 6

**Old Business:**

**New Business:**

***(Minister)* closed the meeting at *(Time)* with the Closing Prayers from the Ritual.**

Respectfully submitted,

*(Name)*

Regional Secretary

*(Name)* Region