



## National Fraternity of the Secular Franciscan Order – USA

### **TRANSFER FORM - CANDIDATES**

#### **This Transfer Form consists of four (4) pages:**

Page 1 – Basic information and Procedure

Page 2 - Transfer Request Form

Page 3 – Documentation from the Fraternity of Origin

Page 4 – Documentation from the Receiving Fraternity

#### **Basic Information**

General Constitutions, Article 55 states: “If a brother or sister, for any reasonable cause, desires transfer to another fraternity, he or she first informs the council of the fraternity to which he or she belongs and then makes the request, including the reasons for the transfer, to the minister of the fraternity to which he or she wishes to belong. The council makes its decision after having received the necessary information in writing from the fraternity of origin.”

Transfers are most often requested for one of two reasons: (1) the member will be moving to another location and can no longer participate in their fraternity or (2) the local fraternity to which they belong has been deactivated.

#### **It is important to note:**

- It is requested that those requesting a transfer for reasons other than the above should first discuss their situation with the Council including the Spiritual Assistant of the fraternity of which they are a member.
- The receiving fraternity is free to accept or to not accept a transfer request.

#### **Procedure for transfer: (Please read carefully)**

1. The Candidate requesting the transfer completes relevant sections of Page 2 of this form, retains a copy for themselves, and sends the **entire 4-page form** to the Minister of the Fraternity from which they are transferring (Fraternity of Origin). **Candidate will provide copies of sacramental documents.**
2. The Minister of the Fraternity of Origin completes Page 3, retains a copy for the fraternity records and sends **all 4 pages** of this form to the Minister of the Fraternity to which the member wishes to transfer (Receiving Fraternity) **The minister will also provide a letter of recommendation including this Candidate’s history with your fraternity describing/providing examples of how a Franciscan vocation has been observed by the formation team.**
3. **Before the transfer is complete, there must be a period of discernment (a minimum of several months from the submission of the transfer papers but not more than a year).** Modification of this timeframe is left to the discretion of the receiving fraternity council. **During this time the transferring member and the Receiving Fraternity get to know each other.** In addition, the Minister of the Receiving Fraternity must consult with the Minister of the Fraternity of Origin to obtain additional details about the transferee not contained in this form.
4. **The Council of the Receiving Fraternity will interview the transferee. A council vote on whether to accept the transfer follows.** The Minister of the Receiving Fraternity then completes Page 4, retains a copy for the fraternity files, and sends a copy to the Minister of the Fraternity of Origin and the Minister(s) of the Region(s) involved.

If the Receiving Fraternity accepts the transfer: (1) the member is notified by the receiving fraternity, (2) the transfer is recorded in the registers of both the Fraternity of Origin and the Receiving Fraternity (3) notification is made to the next higher level to record the transfer in the National Database and (4) the Receiving Fraternity then assumes the responsibility of the Fair Share payment for the transferee.

## Page 2 - Transfer Request

To be completed by the member requesting the transfer and sent to the **Current** Minister along with Pages 1, 3 and 4

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

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

\_\_\_\_\_

Today's Date \_\_\_\_\_ Date of Birth \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

I was **admitted** to the Order (Rite of Admission) on \_\_\_\_\_ (Date)

Name of Fraternity \_\_\_\_\_ In (City, State) \_\_\_\_\_

Region: \_\_\_\_\_

I began Initial Formation (Ceremony of Welcoming) to the OFS on \_\_\_\_\_ (Date)

Name of Fraternity \_\_\_\_\_ In (City, State) \_\_\_\_\_

Region \_\_\_\_\_

**Current** Minister's Contact Information: \_\_\_\_\_

\_\_\_\_\_

I **would like to transfer to** \_\_\_\_\_ Fraternity In (City, State) \_\_\_\_\_

Region \_\_\_\_\_

**Receiving** Fraternity's Minister's Contact Information: \_\_\_\_\_

\_\_\_\_\_

Reason for request: (Use additional sheet if necessary) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Member

Date

### Page 3 – Documentation from Fraternity of Origin

To be completed by the Minister of the Fraternity of Origin (**Current**). Send all four (4) pages to the **Receiving** Fraternity

I, \_\_\_\_\_ (Name of Minister) certify that \_\_\_\_\_

(Name of Member) was received (Rite of Admission) into the Secular Franciscan Order on \_\_\_\_\_ (Date)

as recorded in the register of \_\_\_\_\_ Fraternity

located in \_\_\_\_\_ (City, State) \_\_\_\_\_ (Region)

Name of Minister at time of Admission \_\_\_\_\_

Ecclesial Witness at time of Admission \_\_\_\_\_

I certify that \_\_\_\_\_ (Name) has been faithfully attending gatherings and fully participating in fraternity life since \_\_\_\_\_ (Date)

\_\_\_\_\_ (Candidate's Name) documents have been viewed as follows:

Baptism: \_\_\_\_\_ (Parish, City, State, Date)

Confirmation: \_\_\_\_\_ (Parish, City, State, Date)

Marriage/Annulment (if applicable) \_\_\_\_\_ (Parish, City, State, Date)

Other applicable documents: \_\_\_\_\_

Please list the Formation Materials that have been used for this Candidate's Initial Formation:

\_\_\_\_\_

\_\_\_\_\_  
Signature of Minister of Fraternity of Origin\* **Date**

Please Print Name \_\_\_\_\_

Contact information: (Phone / Email) \_\_\_\_\_

\_\_\_\_\_  
Signature of Witness (Council Member) **Date**

Please Print Name and Title: \_\_\_\_\_

\* Regional Executive Council Representative signs if the Fraternity has been deactivated

## Page 4 – Documentation from Receiving Fraternity

To be completed by the Council of the Receiving Fraternity

The Council of \_\_\_\_\_ Fraternity,  
established in \_\_\_\_\_ (City) \_\_\_\_\_ (State)  
in \_\_\_\_\_ (Region)  
has received the request of \_\_\_\_\_ (Name of Member)  
on \_\_\_\_\_ (date on which the request was received) to transfer into this fraternity.

### The decision of the Council is as follows:

On \_\_\_\_\_ (Date) the Council voted **to accept** the above-named Secular Franciscan as a member of our local fraternity.

On \_\_\_\_\_ (Date) the Council voted **to not accept** the above-named Secular Franciscan as a member of our local fraternity.

\_\_\_\_\_  
Signature - Minister of Receiving Fraternity

\_\_\_\_\_  
Date

Please Print Name: \_\_\_\_\_

Contact information: (Phone / Email) \_\_\_\_\_

**A copy of this form is sent to the Minister of the Local Fraternity of Origin and the Ministers of the Regions Involved**

If the Receiving Fraternity accepts the transfer:

**It is recommended that the ministers of the receiving and sending fraternities should confer personally regarding the candidate.**

- (1) the member is notified by the receiving fraternity,
- (2) the transfer is recorded in the registers of both the Fraternity of Origin and the Receiving Fraternity
- (3) notification is made to the next higher level to record the transfer in the National Database (Receiving Regional Minister's Contact Information: \_\_\_\_\_)
- (4) the Receiving Fraternity then assumes the responsibility of the Fair Share payment for the transferee.