

*Divine Mercy Regional Fraternity*  
**Lower Michigan and Toledo, Ohio**  
**Secular Franciscan Order**



**TO: Divine Mercy Region Fraternity Ministers**  
**From: David Seitz, Minister, Divine Mercy Region**

**Divine Mercy Region Annual Report Information**

**Due: March 1, 2018**

Sisters and Brothers,

Please complete the following information and return to me no later than March 1, 2018. I must have the report submitted to the National Fraternity no later than March 15, 2018.

I am keeping this very simple. Primarily the fraternity census information. I have much of the other information they ask for from the fraternal visitations and my conversations with you over the past year. Unless there are items that would have significantly changes, I am not going to ask you to provide the same information we have already collected.

You can just fill in the numbers under the categories on the following pages.

Thank you for your prompt attention to this matter. If your rosters are up to date, this should be a very quick exercise for you.

Please return to me via e-mail or the old way via the post office.

David Seitz  
[dmrofsdavid@gmail.com](mailto:dmrofsdavid@gmail.com)

4905 Clintonway  
Waterford, MI 48382

**Fraternity Name:**

**Please include a current fraternity membership roster**

**As of December 21, 2017, please include the following for your fraternity:**

**Number of:**

**Professed members**, including those who are *professed* and *excused* from attending meetings. Excused members are counted in your fair share obligation.

**Candidates in formation.** Those who have gone through the Rite of Admission. These members are included in your fair share obligation.

**Inquirers**

**Changes in Fraternity Membership:** *Please include the names*

**Those who have encountered Sister Death:**

**Lapsed** (Those who are no longer participating, but are not in excused status. Those whom you have reached out to and tried to get them back to being active but have not responded to the invitation or have notified the council that they no longer wish to be active members of the OFS)

**Temporary Withdrawal:** Those members who for just reasons cannot participate in the local fraternity gatherings due to illness, work circumstances or other circumstances, and agreed upon by the council as having valid and reasonable reason to be temporarily excused. These members are still counted as active members regarding fair share contribution. Article 56 of the General Constitutions.

**Definitive Withdrawal:** Those members who *Voluntarily* for reasons guided by Articles 58-59 of the General Constitutions have withdrawn from the OFS.

**Suspended:** Those members who for reasons guided by Articles 58-59 of the General Constitutions have been removed from the fraternity.

**Dismissed:** Those members who for reasons guided by Articles 58-59 of the General Constitutions have been removed from the fraternity AND the Order.

NAFRA has asked us to include the following information regarding our members:

**Special Categories of Fraternities / Members:**

Permanent Deacons

Diocesan Priests

OFS Bishops

Number of OFS members who have taken private vows

**If you have any members in the above demographics please indicate**

**Significant Changes in the fraternity in 2017:**

If there have been any changes in the fraternity that you wish to highlight, please include a narrative. Have you taken on any new apostolates? Had any changes in the formation program or materials? Developed new websites or social media outlets? Any successes or challenges you would like to address? Any requests you have for the Divine Mercy Regional Council.

Sisters and Brothers. This is all I am asking of you for the annual report summarizing 2017. I look forward to receiving your responses by March 1, 2018.

Your lesser brother in Christ, following Francis,

David Seitz  
Minister, Divine Mercy Region

## Annual Report Instructions

**Please include your Fraternity Roster Sheet:** An updated Roster of your Fraternity members including your Spiritual Assistant's contact information if you have one is to be mailed with your Annual Report so the Region can update records. ***Please send your Roster sheet even if there are no changes. We need your fraternity member count as of December 31, 2017.***

***Note: The number of members on your Roster is to match those reported on Annual/Treasurer's Report.***

1. **Complete the Annual Report:** Fill out your Fraternity Name and Number, record all changes in membership and answer all questions please.
2. **Complete 2 copies of the Treasurer's Report:** Enter information and sign this report, making sure that the numbers match the information on the Roster Sheet and Annual Report. Two copies of this report are needed as you are to *send one copy of the Treasurer's Report to the Regional Minister with your Annual Report and the Roster, and the other copy with a check for the Fair Share to the Regional Treasurer.*

Note: The Regional Fair Share Policy is included in the report for your reference.

**Please note:**

**The completed Annual Report, your Roster and a copy of the Treasurer Report**

**David Seitz, OFS  
Regional Minister, Divine Mercy  
4905 Clintonway Dr.  
Waterford, MI 48328**

**Fair Share payment and a copy of the Treasurer Report are to be sent to the Divine Mercy Regional Treasurer:**

**Fran Walker, OFS  
Regional Treasurer, Divine Mercy  
3136 Rickman Ave NE  
Grand Rapids, MI 49505**

**Fair Share is due:  
Annual Report due:**

**March 01, 2018  
March 01, 2018**

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**Divine Mercy Regional Fraternity Treasurer's Report 2018**

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Fraternity Name \_\_\_\_\_ #56- \_\_\_\_\_

Treasurer's Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Your fraternity is expected to contribute \$42.00 a year from your Common Fund for each Active Member. The National Fraternity receives \$17.00 of this money and from that amount a Fair Share Contribution is sent to the International Fraternity. An 'Active Member' is:

1. Any professed member who either:
  - A. Participates by attending fraternity meetings and by providing financial support to the community;
  - B. Has been excused by the Fraternity Council from one or both of these obligations.
  
2. A candidate in formation.

ADD: # of 'Participating' Members \_\_\_\_\_  
      # of 'Excused/Dispensed' \_\_\_\_\_  
      # of Candidates \_\_\_\_\_  
      = Total \_\_\_\_\_ x \$42.00 = **Total Fair Share** \$ \_\_\_\_\_

(Fair Share is paid for all professed members (participating and excused) & candidates in formation as of December 31, 2017. Please make sure numbers on this report match your annual report and your roster.)

While it is preferred fraternities make one annual contribution, some fraternities may need to divide their fair share payments. If you need to do this, please contact Regional Treasurer to make arrangements.

Please make check payable to Divine Mercy Regional Fraternity SFO and mail check with this report to:

Divine Mercy Regional Treasurer Fran Walker, OFS, 3136 Rickman Ave NE, Grand Rapids, MI 49505

Total Fair Share Due \$ \_\_\_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Fraternity Treasurer

## Fair Share Policy

The National Statutes designate who is to be included in paying Fair Share, and who is responsible for the contribution. “The Local Fraternity is responsible for contributing to the Regional Fraternity on a fair share basis from its common fund to underwrite the costs of that fraternity [cf. General Constitutions, article #30.3].” Note that payment of the Fair Share is the specific responsibility of the fraternity, *not* the individual member, and comes out of the fraternity’s Common Fund. Again, the National Statutes notes: “A Fair Share contribution is made based on the number of active and excused brothers and sisters, but not for those who are deemed lapsed. The Statutes define the terms “active” and “lapsed.” Note that here the “active” category *includes* those whom the fraternity has “excused.”

- a. An active fraternity member is one who participates both by attending fraternity meetings and by providing financial support to the community, or whom the fraternity has excused from such obligations.
- b. Those brothers and sisters who neither attend meetings, support the community financially, nor have valid reasons due to health, family, work or distance, and who, after personal invitations to return to fraternity, consciously and deliberately reject or ignore the invitation, will be termed “*lapsed*” and will not be carried on the fraternity membership roll nor be reported as a member to higher fraternity Councils.”

Thus, for the purposes of *Fair Share*, there are only two categories of fraternity members, “active” or “lapsed.” *Those whom the fraternity has excused for valid reasons from attending fraternity meetings and/or contributing to the Common Fund belong in the ‘active’ category, and the fraternity should pay Fair Share for them.*

If you have questions about how the policy should be applied in your fraternity, please feel free to contact the Regional Minister, David Seitz, OFS (248) 425-8534 [dmrofsdavid@gmail.com](mailto:dmrofsdavid@gmail.com).