

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



To: Divine Mercy Region Fraternity Ministers
From: James Graczyk OFS, Minister, Divine Mercy Region
Re: Divine Mercy Region Annual Report Information
Due: March 1, 2019

Sisters and Brothers,

Please complete the following information and return to me no later than March 1, 2019. I must have the report submitted to the National Fraternity no later than March 15, 2019.

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 changed, 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. If your rosters are up-to-date, then this should be a very quick exercise for you.

Thank you for your prompt attention to this matter. If you have any questions, you may call me at 989-708-8788. Please return completed reports to me via e-mail or the old way via the post office at the address below.

James Graczyk OFS

Email completed reports to: jgraczykdivinemercury@aol.com

2600 Swede Ave.
Midland, MI 48642

enc

Annual Report Information as of December 31, 2018 for your Fraternity:

Fraternity name and number: _____ 56- _____

Include a Roster of your current fraternity membership.

The 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 Status as listed below: (Must list names & dates!)

___ **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 for reasons guided by Articles 58-59 of the General Constitutions have *voluntarily* 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.

Annual Report Information as of December 31, 2018 for your Fraternity (Continued):

List Significant Changes in your Fraternity in 2018:

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'd like to address?

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

1. Special Categories of Fraternities / Members:

- ___ Permanent Deacons;
- ___ Diocesan Priests;
- ___ OFS Bishops;
- ___ Number of OFS members who have taken private vows.

2. If you have any members in the above demographics please indicate.

Lastly, please include any requests you may have for the Divine Mercy Regional Council.

Sisters and Brothers, This is all I am asking of you for the Annual Report summarizing 2018; I look forward to receiving your responses by March 1, 2019.

Peace,

James Graczyk
Minister, Divine Mercy Region

Annual Report / Treasurer's 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, 2018.***

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

1. **Complete Annual Report:** Provide requested information at 12/31/18 as listed on pgs. 1 & 2 above; your Fraternity name and number, roster of membership, number of professed members, candidates and inquirers, changes in membership, any significant changes in your fraternity, NAFRA demographics, and requests for the Regional Council.
2. **Complete 2 copies of Treasurer's Report (page below):** Enter information; Fraternity Treasurer signs this report, making sure numbers match (information on Fraternity Roster, Annual Report and Treasurer's Report must agree).

Two (2) copies of the Treasurer's report are needed as you are to send:

1. A copy of the Treasurer's Report to the Regional Minister with your Annual Report and Roster.
2. A hard copy of the Treasurer's Report to the Regional Treasurer with your Check (payable to the Secular Franciscan Order, Divine Mercy Region) for the Fair Share due.

Note: The Regional Fair Share Policy is included (see last page below) for reference.

1. Send completed Annual Report, your Roster and a copy of the Treasurer Report to:

James Graczyk, OFS
Regional Minister, Divine Mercy or email to: jgraczykdivinemercury@aol.com
2600 Swede Ave.
Midland, MI 48642

Annual Report, Roster & Treasurer's Report is due to Regional Minister by March 01, 2019.

2. Send Fair Share payment (payable to Secular Franciscan Order, Divine Mercy Region) and a copy of Treasurer's Report to:

Michael Okragleski, OFS
Regional Treasurer, Divine Mercy
430 E. Erie Rd.
Temperance, MI 48182

Fair Share is due to Regional Treasurer (with Report) by March 01, 2019.

Divine Mercy Regional Fraternity Treasurer's Report 2019

Fraternity Name _____ #56- _____

Treasurer's Name _____ Telephone _____

Address _____ City _____ Zip _____

Your fraternity is expected to contribute \$52.00 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 defined as:

1. Any professed member who either:
 - A. Participates by attending fraternity meetings and by providing financial support to the fraternity / 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 \$52.00 = **Total Fair Share \$** _____

(Fair Share is paid for all professed members (participating and excused) & candidates in formation as of December 31, 2018. 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, then please contact Regional Treasurer to make arrangements.
(mokragleski@gmail.com / 586-945-3380)

Please make check payable to: Secular Franciscan Order, Divine Mercy Region
& mail check with this report to:

Divine Mercy Regional Treasurer Michael Okragleski, OFS 430 E Erie Rd, Temperance, MI 48182

Total Fair Share Due \$ _____ Signed _____ Date ____ / ____ /2019
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, James Graczyk, OFS jgraczykdivinemercury@aol.com (989)708-8788.