

National Fraternity of the Secular Franciscan Order – USA

TRANSFER FORM – CANDIDATES & PROFESSED MEMBERS

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 mostly requested for these two reasons: (1) a member will be moving to another location and can no longer actively participate in their fraternity or (2) the local fraternity to which they belong has been deactivated.

It is important to note:

- Any member seeking a transfer for reasons not specified above should initially consult with his/her current local fraternity council, including the Spiritual Assistant of his/her fraternity.
- The receiving fraternity may accept or decline a transfer request.

Procedure for transfer: (Please read carefully)

1. The professed member (temporarily or permanent) or candidate requesting the transfer completes relevant sections of Page 2 of this form, retains a copy for himself/herself, and sends the **entire 3-page form** to the Minister of the Fraternity from which he/she wishes to transfer, the Fraternity of Origin (Current Fraternity).

2. The Minister of the Fraternity of Origin (Current Fraternity) completes the top portion of Page 3, retains a copy for the fraternity records and sends **all 3 pages** of this form to the Minister of the Fraternity to which the member wishes to transfer (Receiving Fraternity).

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 period is left to the discretion of the receiving fraternity's council. **During this time, the member transferring 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 (Current Fraternity) to obtain additional details about the transferee not contained in this form, including Sacramental records and stage of Initial Formation if a Candidate.

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 the bottom part of Page 3, retains a copy for the fraternity files, and **sends copies to (1) the Minister of the Fraternity of Origin (Current Fraternity) and (2) the Regional Minister(s) of the Region(s) involved.**

5. **If questions or difficulties arise during this process, the Regional Executive Council(s), and if necessary, the National Executive Council, should be consulted.**

If the Receiving Fraternity accepts the transfer:

(1) The Receiving Fraternity's Minister notifies the member.
(2) The transfer is recorded in the registers of both the Fraternity of Origin and the Receiving Fraternity.
(3) The Receiving Fraternity then assumes the responsibility of the Fair Share payment for the transferee.
(4) Notification is sent to the next higher level to record the transfer in the National Database

If the Receiving Fraternity does not accept the transfer: The member who requested the transfer may appeal to the Receiving Fraternity Council or request a review by the Regional Executive Council(s) to which the two fraternities belong or if necessary, to the National Executive Council.

OFS-USA TRANSFER REQUEST

Completed by the member requesting the transfer and sent, along with pages 1 and 3, to the Fraternity of Origin (Current Fraternity).

Full Name: _____

Address: _____

_____

Date of Birth (M/D/Y) _____ Phone _____

Email Address _____

I was Admitted (Rite of Admissions) to the OFS on _____ (Date M/D/Y)

Name of Fraternity _____(City)_____

(State) _____Region _____

I was Professed (Rite of Profession) to the OFS on _____ (Date M/D/Y)

Name of Fraternity _____(City)_____

(State) _____Region _____

Current Minister's Contact Information (Fraternity of Origin):_____

_____

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 Requesting Transfer **Dated**

THIS SECTION TO BE COMPLETED BY MINISTER OF FRATERNITY OF ORIGIN (Current Fraternity)

I, _____(Name of Minister)

of the _____ (Name of Fraternity) certify that the information on page 2 regarding _____(Name of Member) is accurate, as recorded in the register of our fraternity.

_____

Signature of Minister of Fraternity of Origin (Current Fraternity) * **Date**

Please Print Minister's Name _____

(Phone & Email Address): _____

**** Regional Minister of Origin (Current Region) signs if the Fraternity has been deactivated***

THIS SECTION TO BE COMPLETED BY THE COUNCIL OF THE RECEIVING FRATERNITY

The Council of _____Fraternity, in (City) _____(State) _____of the _____(Region) has received the transfer 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** ☐ **to not accept**

the above-named Secular Franciscan as a member of our local fraternity.

_____

Signature of Minister of Receiving Fraternity **Date**

Please Print Minister's Name: _____

(Phone / Email Address) _____