

Profession and Membership Status Primer

This applies to persons associated with the Secular Franciscans from visitors through formally professed. Remember that you need to select **Religious Order** on either the Person Create or Person Edit form. In addition to the *Path to Profession* dates it will expose the **Profession Status** and change the available options in **Membership Status*** drop down.

I. Profession Status:

The choices for OFS related persons are

- Visitor
- Aspirant (Orientee)
- Aspirant (Inquirer)
- Candidate
- Professed
- Temporary Professed
- Affiliate.

Only Candidates and Professed (permanent or temporary) are counted for Fair Share.

II. Membership Status:

1. Professed Members can have a status of

- a. 01- Active: they regularly attend and participate in the life of a fraternity.
- b. 02 – Lapsed: someone who no longer attends meetings, does not financially support the fraternity, has not been excused from these obligations by the council, has declined repeated invitations to return to fraternity (date of council decision to mark as “lapsed”), can be reversed by the council upon request of the individual (date of council decision)
- c. 04 – Active Excused:
 - Professed members who cannot actively participate in community life on a regular basis because of health, family, work or distance. They are in communication with and support the fraternity if they are able.
 - Local council needs to maintain regular contact. (GC 53.3; NS 18.10) (date of council decision to mark “excused”)
 - second date for annual status review.
- b. 03 – Deceased: (date of death)
- e. 06 – Temporary Withdrawal: (from the Fraternity)
 - *voluntary* withdrawal from the fraternity (not from the Order) (GC 56.1)
 - officially requested in writing by the individual, approved by the council (date of council Decision) and noted in the fraternity register.
 - Involves exclusion from fraternity meetings and activities.
 - Can be reversed by the council upon request of the individual if the council agrees that the circumstances leading to the withdrawal have been overcome (date of return to active status).
- f. 07 – Definitive Withdrawal: (from the Order)
 - voluntary withdrawal from the fraternity and from the Order (GC 58.1)
 - officially requested in writing by the individual and approved by the council (date of council decision)
 - not reversible

- g. 08 – Suspended (from the Fraternity)
 - removed from the fraternity for serious cause (GC 56.2) by vote of the council (date of council decision)
 - involves exclusion from fraternity meetings and activities
 - suspension can be reversed by the council upon request of the individual if the council agrees that the circumstances leading to the suspension have been overcome (date of council decision)
- h. 09 – Dismissed: (from the Order)
 - removed from the fraternity and from the Order (GC 58.2-.4) for “grave reasons that are external, imputable, and juridically proven” by vote of the council (date of council decision).
 - must be declared by the council of the higher level (date of Regional Council decision)
 - (date of confirmation by National Council)
 - Not reversible.

2. **A Candidate, Aspirant (Orientee), or Aspirant (Inquirer)** can have a status of:

- a. 01-Active: they are regularly attending and participating in the life of a fraternity.
- b. Leave of Absence: they cannot participate in the fraternity for some reason (e.g., taking care of a sick relative out of area, work commitment)
- c. 03- Deceased: they have died.
- d. Asked to Leave – The council has asked them not to return to gatherings. Their life or behavior is incompatible with the life of the fraternity. The reason should be given in the notes. ***Flagged as Not Completed.***
- e. Voluntary Withdrawal – They have decided that the life is not for them either permanently or at the current time. – ***Flagged as Not Completed.***
- f. Lapsed - No longer attends formation sessions without notice. ***Flagged as Not Completed.***

3. **Affiliates can have a status of:**

- a. 01-Active: they are regularly attending and participating in the life of a fraternity.
- b. Leave of Absence: they cannot participate in the fraternity for some reason (e.g., taking care of a sick relative out of area, work commitment)
- c. Asked to Leave
- e. Voluntarily Withdrew
- f. Lapsed
- g. 03- Deceased: they have died.

4. **Visitors can have a status of:**

- a. 01-Active: they are regularly attending and participating in the life of a fraternity.
- b. Asked to Leave
- a. Inactive
- b. 03- Deceased: they have died

- III. As you change status you need to change the respective dates.
- If a person is in Active Excused status you need to set both the **Excused Date** and the **Excused End/Review Date**
 - If a person is Lapsed fill in the **Lapsed Date**.
 - If they are in Temporary Withdrawal set the **Temp Withdrawal Date**
 - If they are suspended set the **Suspended Date**
 - If they return from either Lapsed, Temporary Withdrawal or suspended, set their **Readmit Date**
 - If they definitively withdrawal set their **Definitive Withdrawal Date**.
 - If they are dismissed set the **Dismissed Date** when the council dismisses the person. Put the date when NEC concurs in the **Notes**.
 - If a member has requested a Leave of Absence fill in the **Leave of Absence Date**. Note the expected return in the notes.
 - If a person was Asked to Leave by the council, fill in the **Asked to Leave Date**.
 - If a person has voluntarily withdrew, fill in the **Voluntarily Withdrew Date**.
 - If a visitor has become inactive, fill in the **Inactive Date**.

Matrix of Valid Membership Statuses:

Status	Professed/ Temporary Professed	Candidate, Aspirant (Orientee or Inquirer)	affiliate	visitor
01-Active	x	x	x	x
03-Deceased	x	x	x	x
04-Active-Excused	x			
06-Temporary Withdrawal	x			
07-Definitive withdrawal	x			
08-Suspended	x			
09-Dismissed	x			
02-Lapsed*	x	x - Not Completed	x	
Voluntarily Withdrew*		x - Not Completed	x	
Asked to leave*		x - Not Completed	x	x
Leave of Absence		x	x	
Inactive				x

*These Status Values flag the member as **Not Completed** for those in Aspirancy/Formation