



Name of Fraternity

Secular Franciscan Order

Date

Ministers Home Address

E-Mail Address

Members Home Address

Re: Absence at Fraternity Gatherings

Dear _____,

At its (Month) meeting, the council of the (Name of Fraternity) discussed the fact that you have not been attending our monthly fraternity gatherings. We have tried calling and sent e-mails and still have not heard from you.

It is important that you let us know what is preventing you from attending our gatherings or whether there is anything the fraternity might be able to do for you.

At this time, you may wish to consider requesting a change in your membership status, by taking one of two actions:

1. You may want to request that your status be changed to "Excused" for a period of six months while you discern whether you want to remain a member of the fraternity. After six months, your status will be reviewed by the council, which can either extend your excused status for another six months or accept your resignation from the fraternity.
2. If it is your desire, you can resign your membership in the fraternity at this time by requesting that your membership be categorized as "lapsed." Please be aware that a lapsed membership does not affect your status as a professed Secular Franciscan. The promises you made on the day of your profession represent a lifelong commitment to the Gospel life. Your lapsed status affects only your membership in our fraternity. Your membership can be reactivated in the future when you are able to participate more fully in the life of the fraternity.

Please let us know how you want to proceed.

Fraternally yours,