

Queen of the Angels Fraternity  
JUAN DE PADILLA REGION

RITE OF ADMISSION PLANNING CHECK LIST

The Rite of Admission, which proceeds the time of formation or candidacy, should be simple and plain.

It is appropriate that this entrance into the Secular Franciscan Order take place within a celebration of the Word of God with the whole fraternity present, and not during the celebration of the Eucharist. *Ritual of the Secular Franciscan Order Part I, Preface 3.21*

The Rite of Admission takes about 45 minutes and could be planned to take place at the end or beginning of the regular fraternity gathering.

**Inquirers:**

- ☐ The period of Inquiry, which begins with the Ceremony of Introduction and Welcoming, shall consist of not less than six (6) months. Statutes of the National Fraternity of the Secular Franciscan Order in the United States of America, Article 19, 2a.
- ☐ Inquirer requests admission using fraternity's **Request for Rite of Admission** form
- ☐ Form is signed by:
  - o Formation Director
  - o Spiritual Assistant
- ☐ Council approves request and signs **Request for Rite of Admission**
- ☐ Inquirer notified of their acceptance
- ☐ Completed forms are filed in the Inquirers files

**Rite**

- ☐ Select a date for the Rite that will correspond with the above requirements being met
- ☐ Request approval to use the Church of the Santa Fe
- ☐ Confirm date with Inquirers so all will be in attendance
- ☐ Announce the date to members and impress upon them the importance of attendance to show their fraternal support
- ☐ While not necessary, consider asking a Priest or Deacon to be present.
  - o Presence of clergy is always inspirational
- ☐ Ask members to read (not one of Inquirers):

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- o Admonition
  - Admonition from the *Ritual, Chapter 2* or one especially composed for the occasion
- o From Letter to All the Faithful
- o First Reading
- o Responsorial Psalm
- o Verse before the Gospel and Second Reading
- o General Intercessions
- ☐ Celebrant gives a brief homily - or Spiritual Assistant
- ☐ Find a member that plays a musical instrument/piano or organ
- ☐ Rite supplies:
  - o Tau - one for each being admitted
  - o Rule of Life - one for each being admitted
- ☐ Prepare Rite of Admission booklet

## RITE OF ADMISSION PLANNING CHECK LIST

### Social

- ☐ Not as elaborate as for Rite of Profession
- ☐ Supplies
- ☐ Check the fraternity's supply cabinet
  - ☐ Plates
  - ☐ Napkins
  - ☐ Plastic ware
  - ☐ Hot/cold cups
- ☐ Decorations - as appropriate
- ☐ Microphone set up and tested
- ☐ We are responsible for everything we want to serve for food and drink

### Clean-Up

- ☐ Dining Room
  - ☐ Proper number chairs around tables
  - ☐ Sweep floor
  - ☐ Any dishes we may dirty are to be clean and returned to proper place before we leave
  - ☐ Turn out dining room lights
- ☐ Check the bathrooms before leaving
  - ☐ Water running?
  - ☐ Towels on floor?
  - ☐ Turn out lights
- ☐ **Any space used, dining room, bathrooms, or meeting rooms are to be left so that no one can tell we used the facilities. Please respect the facilities.**

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**This checklist is considered supplemental help in the planning process. It is not intended to take the place of the member being fully informed from reading the Ritual of the Secular Franciscan Order and National Statutes.**