

QUEEN OF THE ANGELS FRATERNITY  
JUAN DE PADILLA REGION  
RITE OF PROFESSION OR PERMANENT COMMITMENT TO THE GOSPEL LIFE  
PLANNING CHECK LIST

Since by its very nature profession is a public and ecclesial act, it should be celebrated in the presence of the whole fraternity, “a visible sign of the Church, the community of love.” It is fitting that the profession be made during the celebration of the Eucharist or at least within an appropriate celebration of the Liturgy of the Word.

*Ritual of the Secular Franciscan Order Part I, Preface 3.31*

All that is necessary for celebrating the Eucharist and for the rite of profession is to be adequately prepared beforehand. *Ritual of the Secular Franciscan Order Part I, Chapter 2*

### Candidates:

- ☐ The period of Candidacy, which begins with the Rite of Admission, shall not consist of less than eighteen (18) months and not more than thirty-six (36) months. Statutes of the National Fraternity of the Secular Franciscan Order in the United States of America, Article 19, 2b
- ☐ Interview forms given to Candidate to prepare for formal interview process
- ☐ Interview process performed with candidates on an individual basis using fraternity’s ***Preparation for Profession Interview and Assessment*** form
- ☐ Candidates Statement – Preparation for Profession form received from each Candidate
- ☐ Council informed, and discussion held relative to each candidate
- ☐ **Profession Interview Assessment** form completed and signed by:
  - Formation Director
  - Spiritual Assistant
  - Minister
- ☐ Candidate notified of their acceptance
- ☐ Completed forms are filed in the members files

### Ceremony

- ☐ Select date that will correspond with the above requirements being met and will all Candidates to be in attendance
- ☐ Request approval to use Church and Reception Hall
- ☐ Announce date to professed members and impress upon them the importance of attendance to show their fraternal support
- ☐ Ceremony should follow the *Ritual of the Secular Franciscan Order, Chapter 3*
- ☐ Engage a Priest for Mass, if possible, one that is familiar with the Franciscan way
  - The Mass formula to be used may correspond to the liturgy of the day or, if the rubrics permit, the votive Mass of St. Francis, of St. Louis the King or St. Elizabeth of Hungary; or the Mass for the Laity may also be chosen. *Ritual of the Secular Franciscan Order Part I, Chapter 2*
    - Courtesy says to ask the celebrant which readings he prefers.
  - Regarding the hymns and exhortations during the celebration, the text of Chapter Two of the Rule of the Secular Franciscan Order should be kept in mind as well as the biblical texts that support the SFO way of life. *Ritual of the Secular Franciscan Order Part I, Chapter 2*

## PROFESSION PLANNING CHECK LIST

- If the Bishop is celebrant must consider all that may add to preparations
  - Proper courtesy when meeting and conversing with him
    - honor guard
    - deacon
- ☐ Consider asking a Deacon to participate
- ☐ Consider asking the Knights of Columbus Honor Guard to participate
  - Have reserved seats for them in front of Chapel
- ☐ Consider asking professed if their pastors or clergy friends would like to participate
  - Plan for needed vestments
- ☐ Mass – determine need for:
  - Lectors
  - Extraordinary Ministers of the Eucharist
  - Entrance Procession
  - Cross bearer
  - Candle bearers
  - Gift bearers
  - Consult fraternity's list of members that are trained
  - Ushers
  - Head count to sacristan for number of hosts needed
  - Reserved seating – who may need – signs for chairs
- ☐ Select music for the Mass
  - Consider outside musicians that may be a Secular Franciscan
- ☐ Inquire about someone to play the organ and discuss music with that person
- ☐ Discuss use of Church. Can we have our own:
  - Flowers – might choose to use silk flowers to save money
  - Queen of Angels Banner in front
  - What is acceptable
- ☐ Photographer for the day
- ☐ Consider what stipends are necessary and appropriate for the individual
  - Celebrant
  - Deacon
  - Music
  - Facility
- ☐ Find one member to maintain a head count of number coming for printing, seating and reception
  - Contact candidates for the number of family and friends attending
  - Contact fraternity members for the number of family and friends that may attend with them
- ☐ Consider inviting other local fraternities.
  - Head count will be needed for them too

## PROFESSION PLANNING CHECK LIST

- ☐ Prepare Rite of Profession booklet
  - Ceremony should follow the *Ritual of the Secular Franciscan Order, Chapter 3*
  - Proof and print
  - Give a copy to all involved prior to ceremony so they can prepare (Priest, Candidates, Readers, Musicians, etc.).
  - Every attempt should be made to have this to everyone as early as possible. No less than two weeks is suggested.
- ☐ Purchase profession candle, San Damiano Cross/Gospels, or other items to present to Candidate during ceremony.
  - Cost of items should be within fraternity's established guidelines.

### Reception

- ☐ Select committee Chair to oversee the reception – decorations, food, drinks, clean-up
  - Chair is responsible for staying in touch with volunteers so that nothing falls through the cracks.
  - Responsible for turning in a budget for food, decorations and supplies to council for approval **BEFORE** spending
- ☐ Proper planning will keep the fraternity from depending on the Sisters to supplement our poor planning
  - We are responsible for everything we want to serve for food and drink
- ☐ Food committee plans food and drinks
  - Notifies members of what food item to bring at least 30 days prior to the event
    - Follow up email or phone call may be necessary.
  - Notifies the Committee Chair of any expenses the fraternity is expected to incur so approval may be obtained
  - Plans where and how food set up
  - Consider if having members serve drinks would hold down on the number of people moving through the dining room
  - Drinks – Consider all and what will be needed to serve them -
    - Ice
  - Supplies
    - If there is not a fraternity's supply cabinet (consider getting one)
    - Plates
    - Napkins
    - Plastic ware
    - Hot/cold cups
  - Check with member maintaining head count for number coming
  - Purchase requirements to be turned into Treasurer before any spending

## PROFESSION PLANNING CHECK LIST

- ☐ Decorations
  - Color scheme
  - Check with members/church as to what statues may be available for use
- ☐ Volunteers from the membership so this is a fraternity project and not just a few members are doing everything
  - Ask for volunteers in the presence of the whole fraternity so that all hear the call to work
  - Help people volunteer by asking them to do something specific
- ☐ Seating in Dining Room
  - Consider identifying a table for each professed to make them feel special and so their family can sit together
  - Consider if there will be enough seating in the dining room - What to do with overflow if any?
- ☐ Microphone set up and tested

### Clean-Up

- ☐ Establish a cleanup team separate from the hospitality team that will be in charge of food and drinks
- ☐ Dining Room
  - Decorations removed
  - Proper number chairs around tables
  - Sweep floor
  - Any dishes we may dirty are to be clean and returned to proper place before we leave
- ☐ 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 as they were before we used them. We must respect the parish.**

**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.**