



LAY FRATERNITIES OF SAINT DOMINIC
Province of Saint Joseph, USA
REGION _____

Chapter Number: _____

Chapter Name: _____

MINUTES OF CHAPTER MEETING
(Date)

IN ATTENDANCE:

Absent:

Excused:

Unexcused:

Guest(s):

I. PRAYER:

II. STUDY:

- A. Postulancy
- B. Novitiate
- C. Temporary Promised
- D. Final Promised
- E. Other

III. COMMUNITY:

- A. Finance Report
- B. Chapter Council report (non-confidential information)
- C. Announcements of upcoming events / Updates of events in which members or Chapter participated (e.g. Church, local parishes/communities, Lay Dominican community, etc.)
- D. Recruiting efforts
- E. Prayer requests
- F. Member/Chapter milestones (e.g. anniversaries, birthdays, accomplishments)
- G. Elections (include terms)
- H. Outreach efforts to excused members (e.g. homebound, Prayer Partners)
- I. Summary of questions/concerns of members
- J. Issues to be brought to higher Councils (e.g. Region, Province)
- K. Discussion pertaining to recent *E-Lumen* articles
- L. Action(s) taken to record history of Chapter for Region Archivist

IV. APOSTOLATE:

- A. Note type(s) of Chapter apostolate(s)

- B. Update of actions within apostolate and percentage of members participating
- C. Identify needs to help apostolate
- D. Note individual members' apostolate(s) and identify needs to help
- E. Upcoming events pertaining to apostolate
- F. Exploration of new/different apostolate

V. NEXT MEETING:

Submitted by: _____
(name)

Date: _____

Cc: Chapter file
Provincial Promoter
Provincial President
Provincial Vice President
Regional President
Archives Office (Washington, DC) hardcopy