

OSSM Handbook Revision History

- 10/28/11 – Initial Publication and Distribution
- 01/20/12 – Updated National Directory, Corrected Overview, Show language of some documents. English in black, Spanish in blue.
- 01/29/12 - Updated National Council Particular Statutes
- 03/08/12 – Changed text color of several documents to reflect language (Black English, Blue Spanish)
- 03/16/12 – Added Spanish versions of Prior, Assistant, Calendar, Servite History, Secular Order History
- 03/24/12 – Added Servite Charisms English and Spanish, Updated National Council description and National Council Particular Statutes. Brought Communications between Local Communities and National Office, Servite Family Links and Servite Family Publications to standard. Brought OSSM National Office, OSSM National Council and National Council Particular statutes to standards. Updated Servite Feast Days
- 03/25/12 – Brought Local Community Section to standard.
- 04/01/12 – Added bilingual section cover pages and brought OSSM prayerbook and Charisms to standard.
- 04.17/12 – Added Mary and Care of Creation
- 08/01/12 – Updated National Directory to July 2012
- 08/06/12 – Added Handbook Introduction in Spanish, Corrected mistake in document order in the initial formation section.
- 08/08/12 – Updated Introduction cover page, changed order of files in spiritual resources section, added Seven Principles of Catholic Social Teaching in Spanish to spiritual resources section and updated cover page to reflect.
- 08/10/12 – Updated National Council Particular Statutes to include region realignment and new National Council Selection process. Added Spanish translation to National Office and National Council and update the National Office Cover Page.
- 2/22/16 -- Updated National Council Particular Statutes to replace Regional Councilors with National Council Officers
- 8/9/16 -- National Council Particular Statutes revised to state the Statutes will be reviewed every four years at the beginning of each new term and updated as necessary instead of every 2 years
- 10/26/18 – Added descriptions for National Council Officers (Prior/ess, Asst. Prior/ess, Secretary, Treasure and Latino Liaison)
- 7/9/19 -- Particular Statue Guidelines revised by replacing National Spiritual Assistant with National Prior/ess

Standards for OSSM Handbook Documents

(Revised 4/1/12)

Standards for OSSM Handbook Documents should be observed as much as possible. There will be some exceptions and these exceptions will be made on a case by case basis.

Purpose

The purpose of these standards is to create a uniform and professional appearance of the documents contained in the handbook. Adopting standards will also facilitate the creation of section indexes and page numbering when a tool to automate this process is found.

Document Creation

Documents will be created in Microsoft Word using Word 97-2003 Document Compatibility Mode to ensure that they can be read by the maximum number of people. Documents should be created in Portrait Orientation with Normal margins of 1" top, bottom, left and right. If page numbers are used, they should be in the bottom margin in the center of the page.

Formatting

Arial is the font of choice as it is easy to read and universal. The document title is in 18 point type, centered and bold. If it is appropriate for the document to have a revision date, it will be in 12 point, non-bold type and centered. Sub headers within the document will be left justified and in 14 point bold type. If another level of sub header is required, it will also be left justified and will be in 12 point bold type. If three levels of sub headers are required, they will be 16, 14 and 12 point bold. Text should be in upper and lower case. English documents will be in black, Spanish documents will be in blue.

Text should be left justified and the right margin should be ragged. There will be a space between paragraphs and paragraphs will not be indented. Microsoft Word will be used to create bullets and numeric lists.

Section Cover Pages

The section cover page will be on one side of a page and constructed as follows and in the order listed below:

1. The OSSM Logo will be centered at the top of the page
2. The title will be in capital letters and center justified in 32 point Arial Narrow. The English will be black followed by the Spanish in Blue.
3. The Scripture quote will be centered in upper/lower case in 14 point Arial Rounded MT Bold with the English in black followed by the Spanish in blue. There will be a blank line between the English and Spanish and a blank line will follow the Scripture.
4. "Section Contents/ Contenido de sección" will be centered with the English in black and the Spanish in blue in 14 point Arial bold.
5. The index will be a Microsoft Word numbered list left justified in 12 point Arial Bold with the title of each document show in English followed by the "/" character in black and followed by the title in Spanish in blue.

Page Numbers

Large documents will be page number in the center of the bottom margin. When a tool is found that can automatically page number sections, every page will be numbered and the page numbers will be included in the section cover page index.

Compliance of Existing Documents

It is noted that existing documents do not comply with this standard. Existing documents will be made compliant as time is available or when they are revised. A few documents cannot be made compliant for various reasons.