



# LADY POVERTY REGION SECULAR FRANCISCAN ORDER

## PRE-VISITATION QUESTIONNAIRE FOR THE LOCAL FRATERNITY COUNCIL FRATERNAL/PASTORAL VISITATION REPORT FORM

1. **Before the visitation:** This questionnaire is sent to the local fraternity's Minister **at least two months prior** to the time of visitation. The REC assigns the Fraternal and Pastoral Visitors.
2. The questionnaire is meant to be a **collaborative** effort accomplished by the entire fraternity council. They may wish to meet together and discuss the questions and their answers. It is not intended for one person to complete. **Please use additional pages if needed, identified by question number.**
3. The completed questionnaire is returned **at least three weeks before** the date of the visitation to the Fraternal Visitor, who will in turn share its contents with the Pastoral Visitor.
4. **After the visitation:** The Fraternal Visitor is responsible for sending copies of the final report to the **Regional Minister**, who will forward the report to: a) the Fraternity Minister and Spiritual Assistant; b) the Regional Council; c) the Regional Spiritual Assistants; and d) the Provincial Spiritual Assistant.

FRATERNITY INFORMATION	
Fraternity Name:	Fraternity Number:
Date this questionnaire completed:	Date of this visitation:
Date of Previous Fraternal Visitation:	Date of Previous Pastoral Visitation:
Date of Last Election:	Date of Canonical Establishment:
Number of Active Members:	Number of Excused Members:
Number of new members professed since the last visitation:	Number of transfers in or out since the last visitation:
Minister: Phone Number:	Address: E-mail address:
Formation Director: Phone Number:	Address: E-mail address:
Spiritual Assistant: Phone Number:	Address: E-mail address:
Obedience/Province to which the Fraternity is bonded:	

<b>FRATERNAL LIFE</b>	
How often does the Fraternity gather:	
When, where, and what time are the gatherings:	
Description of a typical monthly Fraternity gathering (e.g., percentage of time spent in prayer, formation, social, business):	
Is the Ritual used regularly at gatherings, elections, professions, etc.?	
What apostolates are members participating in, which show a cooperative relationship with the Pastors of Parishes where they live, thereby making the Secular Franciscan Order more visible in their area?	
What apostolates or activities does the Fraternity engage in as a group?	
Do the Fraternity members understand the obligations of Fair Share? Does the fraternity participate in its own financial planning?	
How does the fraternity attract new members?	
Are there any efforts/programs to attract and encourage Franciscan Youth?	
Does the fraternity regularly sponsor Days for Spiritual Renewal, special programs, or cluster activities? If so, please describe these:	
Describe the fraternal relationship between the Spiritual Assistant and the members of the Fraternity:	
Is the Fraternity sponsoring a newly forming group or an emerging fraternity? If yes, describe their status:	

<b>FORMATION</b>	
Are there people in initial formation? How many are Inquirers?	If so, how many are in Orientation? How many are Candidates?
What books and materials are used for those in Initial formation (Orientation, Inquirer and Candidate phases):	
Please give some examples of the records/information kept for each person in initial formation:	
How often are these records shared with and evaluated by Council?	

What books or programs are being used for ongoing formation for the professed members?
How are ongoing Formation sessions documented?

<b>COUNCIL</b>
How often does the Fraternity Council meet?
Describe the collaboration between the members of the Fraternity Council:
How does the Fraternity Council provide stimulation and spiritual growth for the members to carry the Franciscan charism to others?
Does the Minister (or delegate) attend the Annual Regional Gathering?
Do the Minister, other members of Council, and/or the fraternity attend regional workshops, retreats, or national events?
Does the Formation Director/team attend Regional workshops/conferences to update methods of preparing those in initial formation for Profession?
Does the minister and/or council support the efforts of the Regional Executive Council by: Submitting annual Census Reports and Fair Share in a timely manner? Distributing information from NAFRA (emails to ministers), seminar information, etc.?
Does <b>every</b> member of Council have a copy of the Rule, the Constitution, the Statutes, the Regional Governance Guidelines and all the “tools” of their position – including a job description – available at both general and council meetings?
Does the fraternity have a copy of the latest <i>Handbook for Spiritual Assistance to the SFO</i> (2012) and the <i>Handbook for Secular Franciscan Servant Leadership</i> ?

**Please provide the visitors with any additional information that you would like them to know about the fraternity (for example, what has worked successfully for you, your achievements, your concerns, your shortcomings). What goals would you like to see accomplished in the next three years?**

**Does the fraternity have specific questions for the visitors, about local or regional or national OFS issues? How can the Regional Executive Council assist the Local Fraternity in achieving your goals?**

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**Visitors' Comments:**

**Fraternal visitor:**

\_\_\_\_\_ Date \_\_\_\_\_

**Pastoral visitor:**

\_\_\_\_\_ Date \_\_\_\_\_

**Copy of report sent to:**

**1) Local Fraternity Council**

**Date:**

**2) Regional Executive Council**

**Date:**

**3) Provincial Spiritual Assistant**

**Date:**