

# 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 Regional Executive Council 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 answer all questions, and use additional pages if needed, identified by question number.*

**3.** *Please return the completed questionnaire **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: a) the Fraternity Minister and Spiritual Assistant; b) the Regional Minister and Council; c) the Regional Spiritual Assistants; and d) the Provincial Spiritual Assistant.*

1. Fraternity:

2. Date this questionnaire is completed:

Date of visitation:

3. Minister:

Address:

Phone Number:

E-mail address:

4. Spiritual Assistant:

Address:

Phone Number:

E-mail address:

5. Formation Director:

Address:

Phone Number:

E-mail address:

6. Date of Previous Fraternal Visitation (GC Art 92-94):

7. Date of Previous Pastoral Visitation (GC Art 92-95):

8. Date of Last Election (GC 76-85):

9. Date of Canonical Establishment (GC Art 46):

10. To Which Obedience/Province is the Fraternity bonded (GC Art 46-47)?

11. Number of Active Members:

12. Number of Excused Members:

13. Has the fraternity had members transfer in or out since the last visitation?

14. Professed new members?

15. Has that information been forwarded to Regional? (This may be a good time to update membership lists, including / especially any deceased members).(GC 53-60)

16. How often does the Fraternity gather?  
When and what time?  
Where?
17. Description of a typical monthly Fraternity gathering (for example, percentage of time spent in prayer, formation, social, business) (GC Art 8-16):
18. Is the Ritual used regularly at gatherings, elections, professions, etc (GC Art 14)?
19. 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 (GC Art 17, 98-103)?
20. What apostolates or activities does the Fraternity engage in as a group (GC Art 17-27)?
21. Do the Fraternity members understand the obligations of Fair Share? Does the fraternity participate in its own financial planning? (GC Art 30)

#### COUNCIL

22. How often does the Fraternity Council meet (GC Art 49-52)?  
Describe the collaboration between the members of the Fraternity Council.
23. How does the Fraternity Council provide stimulation and spiritual growth for the members to carry Francis' charism to others (GC Art 28-36)?
24. Does the Minister attend the Annual Regional Gathering?  
Do other members of Council and/or fraternity attend these Regional workshops, retreats, gatherings or national events, and share that information with the fraternity (GC Art 53)?
25. Does the Formation Director/team attend Regional workshops/conferences to update methods of preparing those in Initial formation for Profession?
26. Does the minister and/or council support the efforts of the Regional Executive Council (GC Art 61-75) by:  
Submitting annual Census Reports and Fair Share in a timely manner?  
Copying and distributing **La Pobrecita** to each member shortly after its publication?  
Distributing information from NAFRA (the National Fraternity of the Secular Franciscan Order)?

27. Does **every** 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 Spiritual Assistants Handbook (2005) and The Servant Leaders Handbook? (GC 1-7)

FORMATION (GC Art 37-45)

28. Are there people in initial formation?

If so, how many are Inquirers?

How many are Candidates?

29. How does the fraternity attract new members?

30. What books and materials are used for those in Initial formation (Orientation, Inquirer and Candidate phases):

31. Examples of the records/information kept for each person in Initial Formation:

How often are these records shared with and evaluated by Council? (Please have these materials on hand for the visitation.)

32. What books or programs are being used for On-going Formation for the professed members? (GC Art 44-45)

How are Ongoing Formation sessions documented?

33. Is “Justice, Peace, and Integrity of Creation” an ongoing formation topic several times during the year (GC Art 18-24)? Please describe.

34. Are there any efforts/programs to attract and encourage Franciscan Youth (GC Art 25, 96-97)?

35. Please describe how/when the Fraternity conducts Days for Spiritual Renewal, special programs, or cluster activities, and attendance information (GC 98-103).

36. Describe the fraternal relationship/cooperation between the Spiritual Assistant and the members of the Fraternity (GC 85-91).

37. Is the Fraternity sponsoring a newly forming group or an emerging fraternity? If yes, describe their status (GC Art 31-36).

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?

\*\*\*\*\*

**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: