

Pre-Visitation Questionnaire

Completed by the Fraternity Council

The purpose of this document is to assist fraternities to prepare for the fraternal visitor.

- The completion of this questionnaire is meant to be a collaborative effort accomplished by the entire fraternity council. They may wish to meet together, discuss, and reflect upon the questions and their answers. *It is not intended for one person to fill out.*
- A copy of the completed questionnaire is to be returned by email to the regional area councilor before the Fraternal Visitation. The area councilor will email the Pre-Visitation Questionnaire to the Pastoral Visitor in advance of the Pastoral Visitation.
- A copy is also to be kept for the records of the local fraternity.

Have the following available at the fraternal visitation:

- Canonical Establishment
- Fraternity Register
- Minister's Binder, etc.
- Secretary's Binder/Council minutes since last elections, etc.
- Formation Director's Binder
- Attendance records for inquirers and candidates, etc.
- Have *FUN Manual* available
- Treasurer to provide financial and bank statements, etc.

Information:

Date Canonically Established: _____

Canonically Bonded to: OFM OFM Cap. OFM Conv. TOR

Name of your Fraternity: _____

Location of your Fraternity: _____

Date of council elections: _____

Members of the current council:

Minister: _____

Vice-Minister: _____

Secretary: _____

Treasurer: _____

Formation Director: _____

Councilors: _____

Spiritual Assistant: _____

Are any of your current council members appointed? Yes No If yes, who?

Does each council member know their responsibilities per the General Constitutions? Yes No
If no, why?

Scheduled Fraternity Meeting Day: _____ Time: _____

Fraternity Meeting Place: _____

Scheduled Council Meeting Day: _____ Time: _____

1. Fraternity Statistics

Aspirants: _____ Inquirers: _____ Candidates: _____ Active Professed: _____ Excused Members: _____

2. Introduction and Aspirant Formation

Do you hold an annual open house or other event to encourage interest in the Secular Franciscan Order?
 Yes No If not, why?

Do you have an application and interview process for newcomers? Yes No

Does your Council review the applications? Yes No

Is there a mutual discernment process between the council and the individual at each stage of formation concerning the person's call to the OFS? Yes No

3. Initial Formation (inquirer, candidate):

What resources do you use for your initial formation programs?

Are the Rule and the Constitutions integrated in this phase of formation? Yes No

How often? _____

What structure do you use for formation?

When do the formation groups meet? _____

4. Ongoing Formation:

What structure do you use for ongoing formation?

Are the Rule and the Constitutions integrated in this phase of formation? Yes No If yes, how often?

What resources do you use for ongoing formation?

Who has input in determining ongoing formation for the fraternity?

How might the quality of ongoing formation be enhanced?

Are guest speakers invited to speak at ongoing formation gatherings? Yes No

Is the spiritual assistant invited to speak, on occasion, at ongoing formation? Yes No

If no, why not? _____

Does the spiritual assistant attend inquirer/candidates' sessions? Yes No

What is the style and quality of the monthly meeting?

5. Spirituality:

What resources does your fraternity use for Common Prayer?

How does the fraternity embody Franciscan gospel values?

Describe the fraternity's involvement in the life and activities of the local parish(es) to which its members belong:

6. What is the quality of integration of life and work in the fraternity?

7. Does your fraternity have an apostolate(s)? Yes No If yes, Please list:

8. What do you feel is the quality of spiritual assistance provided to your fraternity?

9. Has the fraternity made any efforts toward increasing vocations to the SFO or within the Church as a whole? Yes No If yes, Please describe:

10. Does the fraternity publish a monthly newsletter? Yes No

Do you forward the newsletter to the regional web administrator? Yes No

Do you have a fraternity website? Yes No If so, provide website address.

11. What efforts or accomplishments is your fraternity particularly proud of?

12. What are your concerns, needs or problems?

13. What questions or issues do you feel the Fraternal Visitor can address?

14. Quality of fraternity's participation in regional activities:

15. What are your fraternity's future goals?