

## 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.

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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 no, 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 (Please address the following areas):**

What resources does your fraternity use for Common Prayer? \_\_\_\_\_

The fraternity's embodiment of Franciscan gospel values: \_\_\_\_\_

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

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

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

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

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9. **Has the fraternity made any efforts toward increasing vocations to the SFO or within the Church as a whole?**  Yes  No \_\_\_\_\_

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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

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

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12. **What are your concerns, needs or problems?** \_\_\_\_\_

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13. **What questions or issues do you feel that the Fraternal Visitor can address?** \_\_\_\_\_

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

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**15. What are your fraternity's future goals?**

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