

BLESSED KATERI TEKAKWITHA REGION OF THE SECULAR FRANCISCAN ORDER

PRE-VISITATION QUESTIONNAIRE
FOR THE LOCAL FRATERNITY COUNCIL

Instructions for Use

- Prior to the time of the fraternity visitation, the minister should duplicate this visitation form for use by the council.
- The completion of the 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.
- You may use this form as a guideline and put your answers on another sheet OR using word programming, you may simply insert your answers into this document. Please do whatever is easiest for you – it is not necessary that you write your answers on this form. You may refer to the number/letter of each question, if using a separate sheet.
- A copy of the completed questionnaire is to be returned at least two-three weeks before the date of the visitation to the Fraternal Visitor, who will in turn share its content with the Pastoral Visitor.
- A copy is also to be kept for the records of the local fraternity.

TODAY's DATE: _____ **Date of upcoming Visitation:** _____

Name of Fraternity: _____

Location of the Fraternity: _____

Usual meeting date and time: _____

Members of the Council:

Please list names, address, phone number(s) & e-mail of each of the members of the Council. **You may wish to attach a separate list** Please include Minister, Vice Minister, Formation Minister, Secretary, Treasurer Spiritual Assistant and any other Councilors. (If there are additional councilors, please briefly list their duties.)

Fraternity Membership

(Note: It is very helpful to attach a complete roster of members' names, addresses, email addresses, phone numbers and date of profession. This information can then be used to update our National Database. Those listed in the National Database receive the National SFO Newsletter, The TAU.)

Please list the number of:

- | | |
|----------------------------|----------------------|
| a. Active Professed: _____ | d. Candidates: _____ |
| b. Excused Members _____ | e. Inquirers: _____ |
| c. Dispensed Members _____ | f. Orientation _____ |

1. Formation and Spirituality

- a. Describe the prayer life of the fraternity. Does the fraternity use the Liturgy of the Hours at its meetings? Is the SFO Ritual used - especially at elections, professions, and receptions?

- b. Please describe the personal spiritual commitment of the members and any retreats and/or days of recollection.
- c. Describe your INITIAL formation program. What structure, content and material do you use for initial formation? What form do the instructions take? When do those in initial formation meet?
- d. Describe your ONGOING formation – structure, resources, content etc. Who provides ongoing formation to the fraternity? How might the quality of your ongoing formation be improved?

2. Way of Life

- a. Briefly describe your fraternity listing your strengths and gifts.
- b. Does your fraternity have an apostolate which it sponsors?
- c. Describe the fraternity's involvement in the life and activities of the local parish(es) to which its members belong.
- d. Is your fraternity aware of the Commissions of Family, Peace and Justice, Ecology, Work, and Youth? Do you have fraternity “contact person” in each of these areas? Does that person keep up with and report on what is happening at the Regional and National levels? Is the fraternity itself involved in an active way in each of these areas?
- e. If you have “contact persons” in place in your fraternity, please list their names and commissions that they represent
- f. Do fraternity members contribute to the common fund? Does your fraternity do any kind of fund raising? Is there financial help available to those who would like to attend retreats, regional or national gatherings and meetings, etc.?
- g. Are members willing to take on leadership roles within the fraternity?
- h. When were your last elections?

3. Communication

- a. Are members of your fraternity in touch with each other outside of monthly meetings?
- b. Does the fraternity publish a monthly newsletter? Do you mail a copy to the Region? To other fraternities?

VISITATION DOCUMENT #1 (REV. 10/07) PAGE 3 OF 3

- c. Please describe the nature of the contact your fraternity has had with the Region. How might the Region be of more assistance to your fraternity?
 - d. Are the annual report, the financial support, and other items asked for by the Regional leadership submitted in a timely fashion?
 - e. Does your fraternity participate in or send a representative to the annual Directive Council Meeting of the Region? (Chapter Day /Ministers' Meeting)
4. What do you feel is the quality of spiritual assistance provided to the fraternity?
 5. Has the fraternity made any efforts toward increasing vocations to the SFO?
 6. What efforts or accomplishments is your fraternity particularly proud of?
 7. Does your fraternity have any goals it has set for the coming year?
 8. What are your major concerns or problems?
 9. What questions or issues do you feel that the Fraternal and Pastoral Visitors should address?
 10. Any other comments?