



PRE-VISITATION QUESTIONNAIRE



Date: _____

This questionnaire will be a great tool for your fraternity to prepare for your triennial visitations. It will also be very useful for the visitors to get acquainted with your members. The Questionnaire is meant to be a collaborative effort accomplished by the Fraternity Council, and is not intended to be the work by one person. Ideally the Council comes together to discuss the questions and reflect upon the answers to be submitted. A copy of the completed questionnaire should be sent to each of the visitors at least two weeks before the Visitation. One copy should be retained in the records of the Local Fraternity.

Please make additional copies of this questionnaire available to each member of the Fraternity Council, as each Council member is welcome to fill out a questionnaire on his/her own and send it directly to the visitors.

1. Basic Information:

A. Fraternity Name: _____

Number of:

Active Professed Members: _____

Lapsed members: _____

Candidates: _____

Inquirers: _____

Aspirants: _____

Affiliates: _____

Name of Spiritual Assistant: _____

2. Evaluations - Please evaluate each of the following.

A. Leadership of the Fraternity Executive Council.

- Fulfillment of duties of Minister, Vice Minister, Secretary, Treasurer, Director of Formation, Councilors, Spiritual Assistant, appointed members serving in various positions;
- Frequency of Council meetings and attendance;
- Availability and responsiveness;
- Attention to the needs of all members;
- Setting goals and working towards them;

- Keeping of minutes;
- Database upkeep;
- Collection of material for file/archives;
- Financial planning, Budgeting and Cash Control;
- Bookkeeping;
- Promoting/Training new servant leaders

How does your Council build community among yourselves?

Give some examples of how the Council animates and guides the Fraternity.

B. **Spiritual Life of the Fraternity:** (e.g. liturgical life; opportunities for spiritual growth; quality of spiritual programs; effectiveness of pastoral visits to local fraternities)

C. **Spiritual Assistance:**

Describe availability and suitability of Spiritual Assistant: _____

D. **Formation:** (e.g. quality of initial and ongoing formation; use of the *For Up to Now Manual*, other formation resources and events; local fraternity cooperation; opportunities for fraternities to meet together for common ongoing and initial formation; gatherings for Candidates, etc.)

E. **Fraternal Life:**

- Fraternity gatherings;
- Care for those members unable to attend meetings;
- Effectiveness of fraternal visits;
- Sense of belonging to the Regional Fraternity, to NAFRA, to CIOFS;
- Relationship with wider Franciscan family.

F. Communication:

- Flow of communication between council and members
- Flow of communication between local council and regional council
- Personal contact; Newsletter; Website

G. Outreach: (e.g. vocations; JPIC/apostolates; Youth, Public Relations, Fraternity's relationship with hosting parish/community)

2. Narrative Commentaries:

A. What Fraternity goals were set in the past 3 years?

B. Were these goals accomplished? How?

C. What do you consider your greatest successes over the past 3 years?

D. What do you consider to be your greatest challenges?

E. In what ways can the Regional Executive Council better serve your Fraternity?

F. In what ways can our Regional Commissions (Formation, JPIC, and Youth) better serve your Fraternity?

G. Please add anything else you would like to share regarding your fraternity.

Please attach a copy of your previous Visitation Report and most recent Annual Report.

Thank you!