



The National Fraternity of the Secular Franciscan Order - USA

**PRE-VISITATION QUESTIONNAIRE**  
**Pastoral and Fraternal Visit to the Regional Fraternity**

**Instructions for use:**

*The completion of this questionnaire is meant to be a collaborative effort accomplished by the Regional Fraternity Executive 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 Regional Fraternity.*

*Please make additional copies of this questionnaire available to each member of the Regional Fraternity Executive 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.** Regional Fraternity Name: \_\_\_\_\_

**B.** Provide two names and addresses where official Regional Fraternity mail can be sent:

_____	_____
_____	_____
_____	_____

**C.** Please attach a separate sheet listing the members of the Regional Fraternity Executive Council (REC) including contact information (address, phone and email). Please indicate if the members were appointed or elected, and the date of their election or appointment. If REC members have previously served on the Regional Fraternity level in any capacity please indicate their position(s) and length of service.

**D.** Please list the number of:

- Canonically Established Local Fraternities: \_\_\_\_\_
- Emerging Communities: \_\_\_\_\_
- Newly Forming Groups: \_\_\_\_\_
- Number of Professed Members: \_\_\_\_\_
- Of these, how many are excused? \_\_\_\_\_
- Candidates: \_\_\_\_\_
- Inquirers: \_\_\_\_\_
- Affiliates: \_\_\_\_\_
- Spiritual Assistants: \_\_\_\_\_

## 2. Evaluations - Please evaluate each of the following.

- A. **Leadership of the Regional Fraternity Executive Council (REC)** (e.g. fulfillment of duties of Minister, Vice Minister, Secretary, Treasurer, Director of Formation, Councilors, Regional Fraternity Spiritual Assistant, appointed members serving at the Regional Fraternity level; frequency of Council meetings and attendance; intra-Council communication; availability and responsiveness; attention to the needs of Regional Fraternity; setting goals and working towards them; keeping of minutes; database upkeep; collection of material for file/archives; financial planning; bookkeeping; promoting/training new servant leaders)

How does your Council build community among yourselves? Within the Regional Fraternity? Give some examples of how the Council animates and guides the Regional Fraternity.

- B. **Spiritual Life of the Regional Fraternity:** (e.g. liturgical life; opportunities for spiritual growth; quality of spiritual programs; effectiveness of pastoral visits to local fraternities)
- C. **Spiritual Assistance within the Regional Fraternity:** (e.g. availability and suitability of Spiritual Assistants; relationship of REC with Provincial leadership. Spiritual Assistant Training Program)
- D. **Formation within the Regional Fraternity:** (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 within the Regional Fraternity:** (e.g. Regional Fraternity gatherings; sharing of activities and resources between local fraternities; care for those members unable to attend meetings; meeting the needs of non-English speaking, bi-lingual, or multi-culture fraternities; effectiveness of fraternal visits; sense of belonging to the Regional Fraternity, to NAFRA, to CIOFS; relationship with wider Franciscan family)
- F. **Communication:** (e.g. flow of communication to the Local Fraternities and from the Local Fraternities; personal contact; Newsletter; Website)
- G. **Outreach:** (e.g. vocations; JPIC/apostolates; Youth, public relations)

## 2. Narrative Commentaries:

- A. What Regional 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 National Fraternity Council better serve your Regional Fraternity?
- F. In what ways can our National Commissions (Formation, JPIC, and Youth) and our National Committees better serve your Regional Fraternity?

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

Thank you!