



Brothers and Sisters of Saint Francis Region
Secular Franciscan Order

Alabama · Georgia · North Carolina · South Carolina · Tennessee

Document One:

Fraternal and Pastoral **Pre-Visitation Questionnaire**
Established Fraternity

Please return questionnaire and forms to the address listed below **before the Visitation**.
(preferably via e-mail) to the **Fraternal and Pastoral Visitor** or mail to their home address

Fraternity: _____
City and state: _____
Date: _____

- Annual Fraternity Report completed and returned: Yes _____ No _____
- Pre-Visitation Letter received: Yes _____ No _____
- Pre-Visitation Questionnaire completed and returned: Yes _____ No _____
- Council Self-Evaluations and Fraternity Reflection Question Forms returned: Yes _____ No _____
- Schedule and instructions to destination returned: Yes _____ No _____
- Latest Roster included: Yes _____ No _____

Servant Leadership:

- Minister:
- Vice Minister:
- Secretary:
- Treasurer: _
- Formation Director:
- Councilor(s):
- Councilor(s):
- Spiritual Assistant:

Newsletter Editor if applicable:
Database Coordinator(s):

Statistics of Membership: **Please include Roster.**

_____ Total Professed Members _____ Active Professed _____ Excused Professed
_____ Candidates _____ Inquirers _____ Orientees

Statistics of Professed Members since **last** Fraternal and Pastoral Visitation:

_____ Lapsed – Name(s) and Date(s)
_____ Dismissed – Names(s) and Date(s)
_____ Resigned from fraternity – Name(s) and Date(s)
_____ Resigned from Order – Name(s) and Date(s)
_____ Transferred In– Name(s) and Date(s)
_____ Transferred Out– Name(s) and Date(s)
_____ Deaths – Name(s) and Date(s)

- Appointed positions
 - JPIC coordinator(s):
 - Youth/Young Adult:
 - Multicultural contact:
- Current Formation Program (materials used, length of time, persons responsible)
 - Orientation Phase:

Inquiry Phase:

Candidacy Phase:

Ongoing Formation:

- Apostolate(s):
- OFS Vocation Program:
- Other events activities:
- FYYA:
 - Youth activities:
- Issues and Questions for the Visitors to Address

- How can the region be of assistance

Minister: Please make copies of Document Two for each council member and ask them to send the completed questions to the Fraternal Visitor **and** Pastoral Visitor via email (preferably). Or mail to their home address.

Document Two: FRATERNITY COUNCIL SELF-EVALUATION

The fraternal visit is a moment of communion, an expression of the service and concrete interest of the secular leaders at the various levels, so that the fraternity may grow and be faithful to its vocation. It has been three years since the last Pastoral and Fraternal Visitation. In the presence of the Holy Spirit, please take the time to prayerfully answer the following questions.

Fraternity: _____ Date: _____

- Council Members:
 - What is your attendance and participation in council gatherings?
 - What is your attendance and participation in fraternity gatherings?
 - How have you dealt with the challenges presented because of the covid restrictions?
 - How do you strive to develop a sense of family in the fraternity?
 - How do you strive to arrange activities *with* the fraternity rather than *for* the fraternity?
 - How do you focus on the Four Pillars of our Franciscan life?
 - What prayer is used at council gatherings?
 - Do you and council keep fraternity records faithfully and adequately (incl. data base)?
 - Does council review Annual Fraternity Reports and Visitation Reports with fraternity?
 - What are the goal(s) for this year and next three years?
 - How does the minister keep the council informed about his or her fraternal activities and share all official correspondence?
- Council Responsibilities: Please respond if followed.
 - Requests regional representation every third year for a Chapter of Elections
 - Prepares and submits Annual Report and Fair Share on time as requested by REC
 - Complies with *Treasury Guidelines* in all financial matters
 - Requests and reviews reports on initial formation and ongoing formation from formation director
 - Plans annual retreat and/or day of recollection for fraternity
 - Participates in the Annual Regional Gathering every year
- Fraternity Gatherings:
 - Is the Ritual the source for all “Rites for Entering the Secular Franciscan Order”?
 - Is the Liturgy of the Hours prayed at gatherings and encouraged for individual prayer?
 - How are the Rule and Constitutions regularly reviewed with members?
- Fraternity:
 - What is your potential and plan for attracting new members?
 - How do you keep in touch with absent and ill members?

- Spiritual Assistance
How is your fraternity spirituality enhanced by the spiritual assistant?
- Region: What service(s) can region offer?
Explain why you are satisfied or not satisfied with region support and activities?

Minister: Please make copies of Document Three for each member and ask them to send the completed questions to the Fraternal Visitor **and** Pastoral Visitor via email (preferably). Or mail to their home address.

Document Three: REFLECTION QUESTIONS FOR FRATERNITY MEMBERS

The fraternal visit is a moment of communion, an expression of the service and concrete interest of the secular leaders at the various levels, so that the fraternity may grow and be faithful to its vocation. It has been three years since the last Pastoral and Fraternal Visitation. In the presence of the Holy Spirit, please take the time to prayerfully answer the following questions.

Fraternity: _____ Professed: ___ Candidate: ___ Inquirer: ___

Spirituality Pillar

1- Our Rule reflects the relationship between St. Francis and God, the Church, people, and creation. In my spiritual quest to nourish and make strong the Spirit of God with me, what concrete ways has my relationship a) with God, b) with the Church, c) with people, and d) with creation become more Christlike, as exemplified by St. Francis?

Formation Pillar

2- All members participate in formation (initial and ongoing). In what ways do I participate in fraternity formation?

3- I am also responsible for my formation. What elements of Franciscan spirituality have I made part of my life that help nourish my vocation (for example: studying scripture, reading Franciscan books, daily Mass, Liturgy of the Hours)?

Fraternity Pillar

4- There are many ways of serving the fraternity. How do I contribute to Fraternity Life?

5- How has Fraternity Life nourished my vocation?

6- In what ways do I share the gift of my vocation by promoting vocations to the OFS?

7- What are any roadblocks in fraternity that prohibit it to come to consensus quickly for “good of the fraternity” and “good of the Order”? How can I become part of the solution and not part of the problem?

Apostolate Pillar

8- How do I participate in the fraternity apostolate? If not, why not?

9- How have my experiences with the apostolate helped me come to know my brothers and sisters at a deeper level?

The Secular Franciscan Order

10- Am I regularly staying in touch with the Order by reading its publications and availing myself of opportunities to attend National and Regional gatherings? How has my attendance helped me to grow in my vocation?

Summary

11- As I reflect upon my responses, what goals will I set for myself for the next three years?

12- Please list any specific questions or concerns to be addressed by the Visitors?

13- Do you want to discuss any issues in private with the Fraternal and/or Pastoral Visitors?

Please keep a copy of your responses for your personal records.