



The National Fraternity of the Secular Franciscan Order - USA
Pastoral and Fraternal Visit to the Regional Fraternity

Pre-Visitation Questionnaire

Instructions for use:

The completion of this questionnaire is meant to be a collaborative effort accomplished by the Regional Executive Council (REC) and is not intended to be the work by one person. Ideally, the REC 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 one month before the Visitation. One copy should be retained in the records of the REC.

Extra copies of this questionnaire should be sent to each Regional Executive Council member should they desire to complete and send it directly to the Visitors. In addition, a different Individual Self-Evaluation Form will be emailed to each REC member. This is an online form.

1. Basic Information:

A. Regional Fraternity Name:

B. Please provide two names along with their email addresses for sending official REC emails.

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

D. Please list the number of:

Number of Canonically Established Local Fraternities: _____

Number of Emerging Communities: _____

Number of Newly Forming Groups: _____

Number of Professed Members: _____

Of these, how many are excused? _____

Number of Candidates: _____

Number of Inquirers (aspirants): _____

Number of YouFra/Young Adult _____

Number of Affiliates: _____

Number of Spiritual Assistants: Local _____ Regional _____

2. Evaluations - Please evaluate each of the following.

- A. **Leadership of the Regional 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)
- Fulfillment of duties of each council member (and additional duties assigned)
 - How does your council function? (frequency of meetings; attendance; collaboration; communication; decision-making; responsiveness)
 - Goal Setting
 - Organization—minutes, database, files, and archives
 - Financial concerns
 - Mentoring
 - Spiritual and formational aspects of REC meetings
 - 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 formation materials as suggested by the National Formation Commission, other formation resources and events; local fraternity cooperation; opportunities for fraternities to meet (either in person or virtually) 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 among local fraternities; care for those members unable to attend meetings; meeting the needs of non-English speaking, bi-lingual, or multicultural fraternities; effectiveness of fraternal visits; sense of belonging to the Regional Fraternity, to NAFRA, to CIOFS; relationship with wider Franciscan family) Describe how the REC encourages outreach to those unable to attend local gatherings and those who were members of deactivated fraternities.

- F. **Communication:** (e.g., flow of communication to the Local Fraternities and from the Local Fraternities; personal contact; disseminating information from the Regional, National, and international fraternities; newsletter; website; social media) Please provide links/addresses to the website, newsletter, and any social media accounts.

- G. **Presence in the World:** (e.g., vocations; JPIC; apostolates; youth, public relations)

3. 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 challenge?
- 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?

Kindly include the following documents when submitting this completed questionnaire.

- 1. **Previous Regional Visitation Report**
- 2. **Most recent Annual Report**
- 3. **Recent Local visitation reports (3-5)**