Fraternity Visitation Packet Needs

**Visitation /Election Coordinator sends:**

1) Visitation Cover Letter from REC

2) Visitation Summary of Procedures

3) Pre-Visitation Questionnaire

3) Stipend for Elections/Visitations

 **Family Councilor** verifies that the fraternity:

1. Has all the above mentioned items and completes them.
2. Understands the procedure.
3. Comprehends the significance of a visitation.

**Visitor/s** need/s:

1) A copy of the Completed Pre-Visitation Form

2) Views and/or signs the following:

 a) The **Certificate of Establishment** should be displayed and visible. Recommend many copies.

 b) Signs the **Council Book of Minutes**.

 c) Signs and dates the **Register.**

 d) Signs both the **Annual Financial Statement and Checkbook.**

3) Emphasizes the following: (A Sample Questionnaire is included for your use)

a) Spirituality: Spiritual ***growth***, prayer, and liturgy.

b) Service to members: How needs are ***respectfully*** communicated and met

c) Communication: With members and with region.

d) Formation: Description of formation programs: initial and ongoing including text used

e) Vocation Promotion: Methods.

f) Financial Stewardship: Proper recording & accounting for the Region’s common funds

1. Emails a copy of the report to: Minister and/or Vice Minister with cc to Provincial SA to whom they are bonded, (Local SA – if they have one), all members of the REC so that Reg. Secretary may files it and everyone may pray for the fraternity.

**SECULAR FRANCISCAN ORDER**

**Five Franciscan Martyrs Region**

*Florida, South Georgia, Lower Alabama*

[*www.franciscan~sfo.org*](http://www.franciscan~sfo.org)

Summary of the Procedures for Visitation of the Fraternity

While details of visitations may vary between fraternities, it is important that both fraternal (and pastoral) visitor/s attempt to accomplish the purpose assigned to their particular type of visit. It is in this spirit that the summary, which follow, are offered.

**1.Preparation:** Well before a visit the minister, together with the council, should thoughtfully and prayerfully conduct a **self-evaluation**. We enclose a pre-visitation questionnaire for this purpose. So that the visitors can make the best preparation the completed questionnaire should be sent to the visitor/s at least **two weeks** before the actual visitation.

**2. The Visit:** The fraternity must allow enough time for the visitors to go over the appropriate material. The visitor/s need/s to be given time to meet with the assembled members of the fraternity and then the council. Therefore, the usual monthly gathering agenda should be shortened and held to approximately 20 minutes.

**3. Evaluation:** The visitors will look at the following services and methods:

Spirituality: Spiritual growth, prayer, and liturgy. The **Certificate of Establishment** should be displayed and visible.

Service to members: How needs are communicated and met

Communication: With members and with region. The **Council Book of Minutes will be signed**.

Formation: Description of formation programs both initial and ongoing including text used

Vocation Promotion: Methods. The **Register will be signed and dated**.

Financial Stewardship: Proper recording and accounting for the Region’s common funds. Both the **Annual Financial Statement and Checkbook will be signed**.

**5. The Report:** After the visitation the fraternity will receive a written report from the visitor/s. Implementation of recommendations is a sign of true growth and cooperation.

What happens ***before***and ***after*** the visits themselves are in many ways as important as the visit. The council ***needs to review*** the report and try to carry out the recommendations given.

Examining the results of a visit a year or so after can be a great help

**Election and Visitation Stipends**

The Regional Executive Council is required to conduct the visitation or election at your fraternity in the near future. The price of gas has increased substantially and we are asking each region to formally contribute to this expense. The current rate for travel is fifty-six cents per mile. After your visit or elections, **please send make your check payable to the SFO and send these funds to the Regional Treasurer listed below.** There is no need to give the traveling person an additional check; the region will reimburse his/her expenses from your contribution.

The Regional Executive Council is attempting to keep the fair share at a reasonable rate. Implementing this process will help us with that goal. Elections and visitations occur every three years but not in the same year. As you make your budget in the future and know you have to schedule an election or visitation, please be sure to allot for this additional expense.

We are excited to serve you and hope, through our leadership, the spirit of St. Francis will grow. Let us continue to pray for each other.

10-50 miles $50.00

51-100 miles $100.00

100-150 miles $150.00

Over 150 miles $200.00

Please send the stipend to

Karen Rooney, OFS

1315 Mirror Ter NW

Winter Haven, FL 33881

*Fraternities and groups provide a stipend according to their means, to the Visitors, for travel expenses in accordance with the National Statutes, Article 18.8.*

*In addition, the Local Fraternity arranges for overnight lodging, if needed.*

*The Fraternity Treasurer writes one check, made payable to “Secular Franciscan Order” and mails it to the Regional Treasurer for the travel expenses for the Pastoral Visitor and Fraternal Visitor and any additional contribution you might like to make to the Region to help defray overall expenses associated with visitations and elections. If any of this creates a hardship, the offering may be sent in installments.*

*Note: If a religious is the Pastoral Visitor, please write a separate check made payable to that Visitor for his/her travel expenses and any additional stipend you might like to contribute for their service*