

QUEEN of PEACE FRATERNAL VISITATION

CHECK-LIST OF ITEMS THAT NEED TO BE VIEWED AT A FRATERNAL/PASTORAL VISITATION (For the time period between the last Visitation and this current Visitation – usually 3 years)

Minister Records:

- Canonical Establishment document
- Name and contact information for person responsible for the data base

Secretary Records:

- Roster of members
- Official PROFESSION REGISTER
- Copies of essential governing documents including Rule, Constitution, Statutes, Regional Guidelines
- Minutes – fraternity and council minutes
- Attendance records

Treasury Records:

- The current budget, prepared and presented to membership for approval
- A copy of Fraternity Internal Controls and Guidelines
- Year-End Report
- Ledger of the treasury including donations and expenses

Formation Records:

- Standardized Regional Attendance Sheet for each person in Initial Formation
- Initial Formation Texts and resources
- Initial Formation plan or schedule
- On-Going Formation plan or schedule

Spiritual Assistant Records:

- Appointment letter from the Provincial Spiritual Assistant
- Certificate of completion of the *Franciscan Family Connections* course
- Handbook for Spiritual Assistance to the Secular Franciscan Order*

Other Reports:

- History- is documentation of past events and history of the fraternity
- Publications – a newsletter or a web site
- Apostolates of the fraternity listed

Stipend:

- Stipend check written out to the Queen of Peace Region for the Visitation and given to the Fraternal Visitor (National Statutes Art 18.8)

Other needs:

- Nametags for the fraternity members