**PRE-VISITATION CHECKLIST FOR FRATERINITY MINISTER**

*Instructions for use:*

* *The Fraternity Minister is to complete this form prior to the Fraternal and Pastoral Visitation.*
* *It is to be made available to the Visitors at the time of Visitation.*
* *It is to be retained by the Minister, and kept in the Minister's Binder.*

*FRATERNITY COUNCIL:*

* Each office filled by properly elected or appointed professed member
* Spiritual Assistant appointed for the fraternity
* Minutes of Fraternity Council Meetings (reviewed and approved by Council)
* Treasurer's Report (provided by Treasurer, circulated to Council, made available to the membership, and appropriately audited)
* Formation Director's reports on candidates (including attendance and progress)
* Election Records (including nomination committee reports, and record of installation of officers)
* Appointment of Fraternity Commission Contact person
* Records of Council decisions regarding membership (lists of excused brothers and sisters, delinquent members, pastoral decisions, related correspondence)
* Opportunities for training provided to the Formation Director and other formation personnel

*FRATERNITY LIFE:*

* Consistent time and date for monthly meetings
* Consistent monthly initial formation meetings
* Program of ongoing formation provided to the fraternity
* Annual retreat provided for the fraternity
* Regional programs participated in by fraternity representatives
* Fraternity apostolate accepted by membership
* Annual rosters of membership (provided to all members, and kept on record)
* Copies of current and past fraternity newsletters kept on file.
* Copies of current and past regional and national newsletters (first made available to the members, and then kept on file)

*DOCUMENTS ON FILE:*

* Certificate of Canonical Establishment
* Fraternity Register of Membership
* Ritual of the SFO
* SFO Rule
* SFO Constitutions
* National Statutes
* Regional Guidelines
* Minister's Binder containing fraternity newsletters, roster of members, Regional Directories, procedures for elections, planned agendas for the fraternity, record of previous visitations
* Secretary's Binder containing minutes of Fraternity Council meetings, copies of fraternity's correspondence, roster of members
* Treasurer's Binder containing financial reports, budget, Fair Share Contribution records, ledger of income and expenses
* Description of Initial Formation Program
* Description of Ongoing Formation Program
* Supply of Forms
* Inventory of fraternity equipment, furniture, books, tapes, videos, instruments, etc

*OTHER RESOURCES:*

* Extra copies of the Rule and Constitutions
* Handbook for Spiritual Assistance
* Guidelines for Initial Formation
* Resources for formation
* Availability of fraternity library
* Catalogue of SFO supplies