



PROVINCIAL VISITATION FORMS



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VISITATION OBSERVATION CHECKLIST
July 2021

The *Visitation Observation Checklist* is designed as an optional tool for the Visitor when observing Community Meetings. Taking accurate notes are crucial in writing the CONFIDENTIAL Visitation Report.

LCC:		LCC#:	
CHECKLIST	CHECK	HANDOUT	
	<p>How is this meeting held: In-Person Virtual <u>Hybrid</u></p> <p>Number of Professed members at this meeting: _____</p> <p>Number of Candidates in Phase I at this meeting: _____</p> <p>Number of Members in Phase II at this meeting: _____</p> <p>Number of absentees (Not inactive) members at this meeting: _____</p> <p>Number of visitors / guests at this meeting: _____</p>		
1	Questions arising from the Pre-Visitation Form:		
2	<p>Meeting Structure and Format:</p> <p>Is the community following the recommended format for the agenda, topics and timing?</p> <p>Did the meeting begin on time?</p> <p>Comments:</p>		 <p>See the Community Manual Form A-15 or PCM website http://laycarmelitespcm.org</p>
3	<p>Liturgy of the Hours (10 -15 mins):</p> <p>Does the community pray the Liturgy of the Hours from the Christian Prayer book or the 4-volume set?</p> <p>Is the community following the format given by the <u>Province</u>?</p> <p>Comments:</p>		 <p>See PCM website http://laycarmelitespcm.org</p>

VISITATION OBSERVATION CHECKLIST

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<p>4</p>	<p>Lectio Divina (15-20 mins): Does the community pray the Lectio Divina? Is the community using the suggested format given by the <u>Province</u>? Is it based on the upcoming Sunday Gospel reading? Comments:</p>		<p> See PCM website http://laycarmelitespcm.org</p>
<p>5</p>	<p>Correspondence from LCO / RC and homework of the Order (minimum of 15 mins): Are you receiving emails from the LCO? Does the community read aloud correspondence from the LCO and/or RC? Is the community reading aloud from Carmel's Call and / or the Community Manual? Comments:</p>		<p> See the Community Manual Form A-15 or PCM website http://laycarmelitespcm.org</p>
<p>6</p>	<p>Local Business meeting (10-15 mins) Are the Announcements read aloud? Has the Attendance Record been updated? What is the balance of the funds? Comments:</p>		<p> See the Community Manual Form A-15 or PCM website http://laycarmelitespcm.org</p>
<p>7</p>	<p>Ongoing Formation (1½ hours): Does each member engage in discussion? Does the community follow the format given by the LCO for Ongoing Formation? If not, what format is followed? Comments:</p>		<p> See the Community Manual Form A-15 and A-17 or PCM website http://laycarmelitespcm.org</p>



PROVINCIAL LCC CONFIDENTIAL VISITATION REPORT

PROVINCIAL VISITATION COORDINATOR:			AREA #
LCC NAME:		LCC #	CITY, STATE / CANADIAN PROVINCE:
REGIONAL COORDINATOR:	REGIONAL FORMATION COORDINATOR:	DIRECTOR:	FORMATION DIRECTOR:
DATE OF VISITATION:	TIME:	VISITATOR(S):	STIPEND: USD/CAD
VISITATOR'S OBSERVATIONS / CONFIDENTIAL COMMENTS ABOUT THE VISITATION MEETING:			
COMPLETED BY RC / RFC:			

Please keep a copy for your records and send a copy to your Provincial Visitation Coordinator.



COMMUNITY VISITATION REPORT

TO BE READ ALOUD AT THE NEXT COMMUNITY MEETING

Today's Date: _____

Community Name: _____ **LCC#:** _____

City, State/Canadian Province: _____

Director: _____

Region: _____

Regional Coordinator: _____

Regional Formation Coordinator: _____

Date and Time of Visitation: _____

Visitor: _____

Stipend Given: \$ _____ USD/CAD **To be sent later to the LCO:** \$ _____ USD/CAD

COMMUNITY STRENGTHS:

DIRECTIVES GIVEN TO THE COMMUNITY TO BE IMPLEMENTED: