

Regional Fraternity of Eastern Canada

GUIDELINES FOR: FRATERNAL VISITATIONS

How to prepare for a Fraternal Visitation:

I Request a visitation from the Regional Minister at least 4 months in advance. The Regional Minister will arrange for a Fraternal Visitor. The Fraternal Visitor, usually an appointed member of the Regional Council, will contact the Minister of the local fraternity to set the date of the Fraternal Visitation.

II Prior to the Fraternal Visitation, a questionnaire will be sent to the Minister to be filled out by the Minister with the Fraternity Council regarding life in the fraternity. The questionnaire should be returned to the Fraternal Visitor prior to the visitation.

III The Fraternity Council provides the Fraternal Visitor with the fraternity records, i.e. minutes of Council and Fraternity meetings as well as financial records for review. Usually the Fraternity provides a quiet location for the Visitor to review the records for a period up to two hours.

IV The Fraternal Visitor will attend a regular meeting of the Local Fraternity. It is important that this meeting reflect the usual format of the regular meetings of the fraternity.

V The Fraternal Visitor will make a report to the Regional Council and that report will be sent to the Local Fraternity Minister to share with the local council and fraternity.

How to prepare for a Local Fraternity Chapter of Elections:

I Request a visitation from the Regional Minister at least 4 months in advance. The Regional Minister will arrange for a Regional Visitor. The Regional Visitor, will contact the Minister of the local fraternity to confirm the date of the Chapter of Elections. The fraternity names a person or persons to serve as a Nominations Chair or Committee, who will be responsible for coordinating nominations for the various positions on council.

II Nomination forms will be sent to all professed members of the Fraternity who are encouraged to nominate individuals for each of the Council positions.

Nomination forms should be returned to the Fraternity Nominations Chair who in turn prepares a report for the Regional Visitor.

III The Fraternity prepares for a shortened version of a regular meeting on the day of the Chapter of Elections, allowing time for the Regional Visitor to speak to the Fraternity. The meeting is handed over to the Regional Visitor for the Elections.

IV Following the Elections, the Installation of Officers takes place, simply or during liturgy or Eucharist, and according to the Ritual.

V The Regional Visitor will make a report to the Regional Council and that report will be sent to the Local Fraternity Minister to share with the local council and fraternity.