



## **PROVINCIAL BEST PRACTICES**

**PREPARED BY THE PROVINCIAL VISITATION TASK FORCE:**

(In Alphabetical order)

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The following is a brief set of guidelines to ensure visitations are run effectively and efficiently, minimising disruption or confusion.

- 🛡️ Ensure Good Communication.
- 🛡️ Be punctual.
- 🛡️ Be prepared, e.g. have handouts available and any information from the Lay Carmelite Office.
- 🛡️ Create a positive environment.
- 🛡️ Be sensitive to the community - Ensure members of the community are aware that you are not there to judge, but to guide and create consistency and uniformity in the Province.
- 🛡️ Ensure that the members of the community are aware that they are to conduct their meeting as usual.
- 🛡️ Unless absolutely necessary do not interrupt the flow of the meeting.
- 🛡️ When writing the reports, be factual and be candid with constructive remarks. Give examples if applicable.