



PROVINCIAL VISITATION HANDOUTS

TRAINING - 1

PREPARED BY THE PROVINCIAL VISITATION TASK FORCE:

(In Alphabetical order)

Doug Buschman, TOC

Lourdes Crabtree, TOC

Libby Dahlstrom, O. Carm

Cindy Perazzo, TOC





Kathleen Richardville, TOC

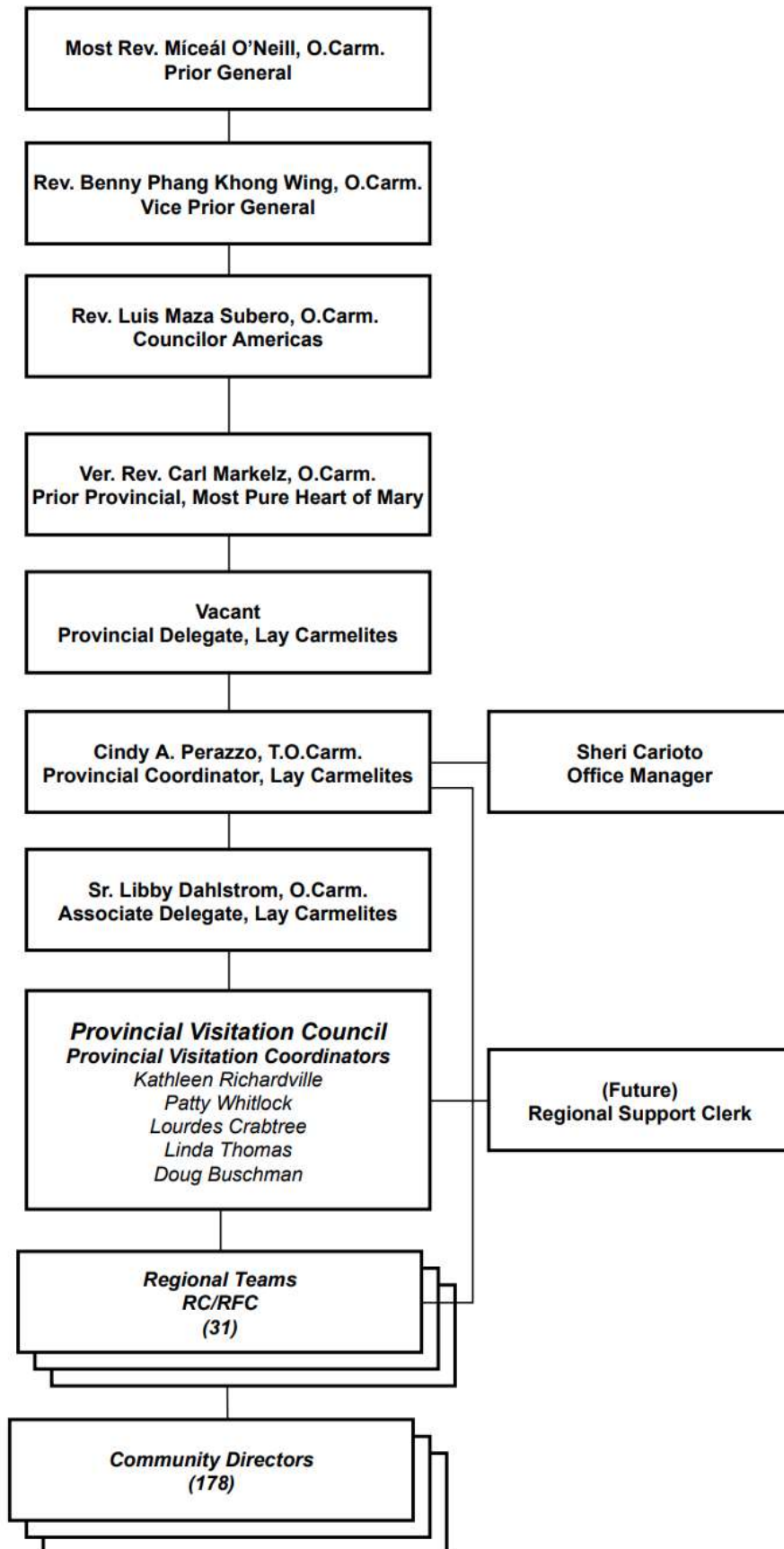
Linda Thomas, TOC

Patty Whitlock, TOC



The following documents are included in this pack:

-  **Who's Who in the Province of the Most Pure Heart of Mary**
-  **Regional Areas**
-  **Summary of the official Visitation Process**
-  **Link to the Pre-Visitation Form**



AREA	PROVINCIAL VISITATION COORDINATOR CONTACT DETAILS	REGIONS	# LCC	TOTAL REGIONS
AREA 1 PATTY WHITLOCK	Patty Whitlock 113 Brandon Way Simpsonville, SC 29681 Cell:864-884-7307 frebrd8184@gmail.com	Alabama	3	
		Arizona	5	
		The Carolinas	6	
		Georgia	4	
		Washington State / Canada - West	5	
		The Open Region	11	
		Total in Area 1	34	6
AREA 2 KATHLEEN RICHARDVILLE	Kathleen Richardville 831 Winthrop Place Orlando, FL 32803 407-421-7769 (leave message) krville@cfl.rr.com	Florida – Northern	5	
		Florida – Southwest	5	
		Florida – East Central	8	
		Florida – West Central	4	
		Minnesota – North / North Dakota	9	
		Minnesota – South	4	
		Total in Area 2	35	6
AREA 3 LOURDES CRABTREE	Lourdes Crabtree 23 Ava Crescent Richmond Hill Ontario, L4B 2X1 Cell: (+1) 416-567-2848 Home: (+1) 416-628-0746 lourdes@laycarmelites.ca	Colorado	4	
		Louisiana – Southeast	8	
		Louisiana – North Shore/Mississippi	4	
		Louisiana – Southwest	7	
		Canada – East / New York	13	
		Total in Area 3	36	5
		AREA 4 DOUG BUSCHMAN	Doug Buschman 11813 Quince Mill Drive North Potomac, MD 20878 240-447-2036 doug@buschmanfamily.com	Illinois – North
Illinois – South	6			
New Jersey – North /PA	9			
New Jersey – South	5			
New England	4			
Mid Atlantic	5			
Total in Area 4	34			6
AREA 5 LINDA THOMAS	Linda Thomas 4322 Countrypines Drive Spring, TX 77388 832-381-4251 Ltlathomas@gmail.com	California – San Diego	6	
		California – Los Angeles	7	
		California – San Francisco Bay	6	
		California – Northern and Nevada	6	
		Texas – North	5	
		Texas – South	5	
		Total in Area 5	35	6
		* Total	* 174	* 29




* Total Number does not include Isolate Region and Prison Ministry

2020-2023 Term

The following Forms are presented in the order in which they would be used in the Visitation Process

Responsibility	Name of Form	Action	Timeframe
RC	Provincial Pre-Visitation Form	RC sends hard copy or link to LCC Director.	To be sent by July 2021
LCC Director	Provincial Pre-Visitation Form	Director completes and returns to RC	Complete Form by Sept. 2021
RC/RFC	Provincial Pre-Visitation Form	Call LCC Director confirm updates	Update at least 1 month before the Visitation
RC/RFC	Optional Checklist	Conduct the Visitation. Send stipends immediately to LCO	Jan 2022- Jun 2023
RC	Provincial Confidential Visitation Report	RC writes candidly about strengths, weaknesses, issues of concern	Immediately after the Visitation
RC	Cover letter and Community Visitation Report	RC sends the Cover letter and the Community Visitation Report to the LCC Director	Before the Community's next meeting

NB: When all above are complete the RC submits a hard copy of the following forms to the PVC:

-  Provincial Pre-Visitation Form
-  Provincial Confidential Visitation Report
-  Cover letter and Community Visitation Report

The RC may wish to retain a copy of each form for their records.

RC/RFC	Reimbursement Form	To be completed and sent the LCO	No later than August 2023
PVC	Provincial Visitation Review Form	PVC reviews all materials, checks for completion, writes comments, signs, dates and submits hardcopy to the LCO. PVC to keep some form of documentation, e.g. spreadsheet for tracking and recording	Immediately upon reception of completed Visitation package

PROVINCIAL PRE-VISITATION FORM

To access the online Provincial Pre-Visitation Form, click on the Link below:

www.laycarmelitespcm.org