



PROVINCIAL VISITATION CHECKLIST

BEST PRACTICES

PREPARED BY THE PROVINCIAL VISITATION TASK FORCE:

(In Alphabetical order)

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The following documents are included in this pack:

 **Provincial Visitation Checklist**

 **Best Practices**

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 Hybrid</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/pdfs/addendums/15.pdf</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 Province?</p> <p>Comments:</p>		

<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 Province? Is it based on the upcoming Sunday Gospel reading? Comments:</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>		 See the Community Manual Form A-15 or PCM website http://laycarmelitespcm.org/pdfs/addendums/15.pdf
<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>		 See the Community Manual Form A-15 or PCM website http://laycarmelitespcm.org/pdfs/addendums/15.pdf
<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>		 See the Community Manual Form A-15 and A-17 or PCM website http://laycarmelitespcm.org/pdfs/addendums/15.pdf http://laycarmelitespcm.org/pdfs/addendums/17.pdf

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.