







The *Visitation Observation Checklist* is a **required** tool for the Visitor when observing Community Meetings. Taking accurate notes is crucial in writing the CONFIDENTIAL Visitation Report. These notes will be sent to the PVC in the Visitation packet.

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: _____</p> <p>Number of visitors / guests at this meeting: _____</p>		
<b>1</b>	<b>Questions arising from the Pre-Visitation Form:</b>		
<b>2</b>	<p><b>Meeting Structure and Format:</b></p> <p>Is the community following the required format for the agenda, topics, and timing?</p> <p>Did the meeting begin on time?</p> <p>Comments:</p>		 See the Community Manual Form A-15 or PCM website
<b>3</b>	<p><b>Liturgy of the Hours (10 -15 mins):</b></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>		 ‘Rubrics for Morning and Evening Prayer’ Carmel’s Call pages 108–109 (12th Edition)

	CHECKLIST	CHECK	HANDOUT
4	<p><b>Lectio Divina (30 mins):</b> Does the community pray the Lectio Divina? What format does the community use for Lectio? Is it based on the upcoming Sunday Gospel reading? Comments:</p>		<p></p> <p>‘Format for Lectio Divina’ Carmel’s Call pages 111–115</p> <p>Lectio Divina Handbook on PCM Website</p>
5	<p><b>Correspondence from LCO / RC and homework of the Order (minimum of 15 mins):</b> Are you receiving emails from the LCO? Does the community read aloud correspondence from the LCO and/or RC? Do all members have a copy of the 12th edition of Carmel’s Call? Is the community reading aloud from Carmel’s Call, The Community Manual, and/or the Lectio Divina Handbook? Comments:</p>		<p></p> <p>See the Community Manual Form A-15 or PCM website</p>
6	<p><b>Local Business meeting (10-15 mins)</b> Are the Announcements read aloud? Has the Attendance Record been updated? What is the balance of the funds? Comments:</p>		<p></p> <p>See the Community Manual Form A-15 or PCM website</p>
7	<p><b>Ongoing Formation (1¼ hours):</b> Which of the five approved methods are used for Ongoing Formation? Does each member engage in discussion? Is the ongoing formation book from the approved LCO booklist? Comments:</p>		<p></p> <p>See the Community Manual Form A-15 or PCM website</p>