

COUNCIL VISITATION FORM

Page 1 of 3
FORM PV**GUIDELINES FOR VISITORS:**

Whenever possible answers questions with Yes or No or Brief answer.

In getting to the meeting at least 15 minutes early let the Praesidium officers know that you will meet with the officers for about 15-20 minutes to discuss the form below that has been filled out as you observed their meeting.

Visitors should be gentle, cheerful, friendly, helpful, good listeners. Don't be severe or critical! Ask in what way you may be of help to the Praesidium. Encourage the officers to contact the Curia officers when they have any questions or problems. Answer their questions only if you are sure of the answer: otherwise refer questions to the Curia.

REPORT FORM

_____ was visited on _____
Praesidium Name Day and Date

At _____, Praesidium was founded on _____

Meeting opened at _____ Meeting closed at _____

Number present _____ Number late _____

Spiritual Director- Present _____ Yes _____ No Attends regularly _____ Yes _____ No

OFFICE	NAME	ADDRESS	PHONE	TERM	DATE
President					
Vice-Pres					
Secretary					
Treasurer					

The following were in attendance Pres. _____ Vice-Pres _____ Sect. _____ Treas. _____

ALTAR: --Is the silver polished, fresh flowers, etc.

Comments: _____

PRAYERS Rosary Prayed Well _____ too fast _____ too slow _____

Are any extra prayers or intentions added? _____

Comments: _____

COUNCIL VISITATION FORM

Page 2 of 3
FORM PV

MINUTES Length to short _____ too long _____ adequate _____
Were motions properly made? _____ Signatures obtained? _____
Corrections noted in the margins adequate or excessive

Comments: _____

HANDBOOK STUDY: Did they have any _____ if so how long was the
introduction by the leader (should have been assigned last week)

Comments: _____

FUNDS OF THE COUNCIL:

Has there been an annual audit of the Treasurer's books? _____ Yes _____ No

If not why? _____

Balance on Hand: \$ _____ Last donation _____ and the date of
The donation: _____ What condition is the ledger in?

Do members use "Brother and Sister" when address each other? _____ Yes _____ No

Do members give written reports of recite from memory? _____

Do you consider the work substantial? _____ Yes _____ No

Do each of the two partners give part of the report? _____ Yes _____ No

Is there side conversation or cross talk during the meeting? _____ Yes _____ No

Is there follow-up on the work? _____ Yes _____ No

Catena at appointed time??? _____ Yes _____ No

Is there an apparent spirit of cooperation and fraternity? _____ Yes _____ No

Does the President keep the meeting moving with adequate control?
_____ Yes _____ No

Does the Vice President meet, greet and help new members? _____ Yes _____ No

Does the President meet, greet and help new members? _____ Yes _____ No

CONFIDENTIAL CONSIDERATIONS:

President's Handling of the meeting? Does he over talk? _____

Does he keep the meeting to 1-½ hours? _____

Does he ask for comments on the work reports? _____

Did he start on time? _____

Has the altar been set according to the handbook? _____

Does he accept reports that are?

Adequate and interesting _____

Too Long _____

Too Short _____

Not Assigned _____

Audible _____

Inaudible _____

Are any members officers of the Curia? _____

Are any members willing to serve on the extension of visitation teams of the higher
Council or Curia? _____**GENERAL STANDARD OF THE PRAESIDIUM:**

RECCOMENDATIONS MADE:

COUNCIL VISITOR:

DATE:

COUNCIL VISITOR:

DATE: