



We Have Been Called to Be Missionary Disciples... Let Us Go Out!

**Diocesan Pastoral Plan for Hispanic Ministry
Diocese of Madison
2024**



**DIOCESE of
MADISON**



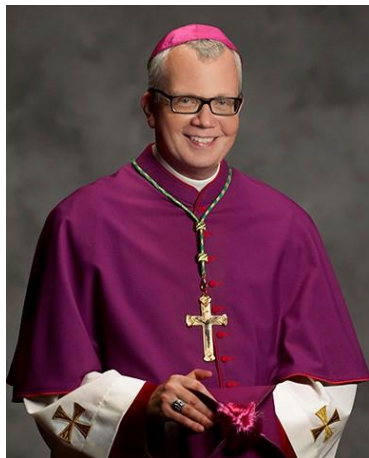
HISPANIC MINISTRY
DIOCESE of MADISON

Diocesan Pastoral Plan for Hispanic Ministry

Diocese of Madison

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Letter from Bishop Donald Hying



Hispanic Catholics are a blessing for every diocese in the United States! I greatly value your presence, rich culture, deep spirituality, respect for life and love of family--all of these tremendous gifts by which thousands of faithful parishioners contribute to the vitality of our local diocesan Church. I am also very grateful for the effective leadership and work of our Director of Hispanic Ministry, Lorianne Aubut, the Hispanic Advisory Council, the many priests who serve the Hispanic community throughout the diocese and the dedicated lay faithful who contribute to this essential apostolate.

Together, we have accomplished many goals for Hispanic ministry, including the creation of the advisory council; the regional pastoral visits led by Lorianne and myself with Mass, fellowship and conversation around opportunities and needs; special events and activities, such as spiritual pilgrimages, the diocesan Eucharistic Congress, the Marian Mass, and formation events for couples and families; an inclusive understanding of the numbers, location and participation of Hispanics in our parishes; and the creation of this diocesan Hispanic Ministry plan.

Many of our Hispanic brothers and sisters are immigrants with limited knowledge of English; many live in relative poverty, struggling to raise their children and help relatives back home; like everyone else, many need greater catechesis and encouragement to be active in their parish as true missionary disciples. Recent arrivals to our country may feel like second-class citizens and need to be graciously welcomed in our communities, so that they feel at home in our local Church. We also acknowledge the presence in our diocese of many Hispanics from different generations who have established their lives for the past several decades and have already brought to us your great faithful witness.

This Hispanic Ministry plan will guide our common efforts to know, love and serve Jesus Christ, as we seek to evangelize, catechize, celebrate the sacraments, and shepherd our people, as we lend strong support to marriages and families, the formation of leaders, and our beloved youth. Incorporating the vision, goals and needs expressed in the Quinto Encuentro, the national Hispanic Ministry plan, and our regional pastoral visits, this diocesan plan will serve as a roadmap to stabilize, serve and grow the faith among our brothers and sisters. I am grateful for the hard work of Lorianne and the Advisory Council to create this needed document.

Hispanic Catholics are not simply the object of our pastoral concern. As mentioned above, you bring mighty gifts to our parishes: a deep faith, a joyful spirituality, a strong work ethic, an integral commitment to the values of life and family. You are collaborators with the broader Church, as are all the baptized, to build up the Body of Christ and to evangelize the world. As we continue to implement our Go Make Disciples initiative, seeking to evangelize our local communities, I count on you, our Hispanic brothers and sisters to join in this effort to transform hearts and minds in the abundant life of the Gospel. With great hope and gratitude, I pray for rich spiritual fruit to come of the varied efforts established for this year and the years to come!

Yours Faithfully in Christ,

A handwritten signature in black ink, reading "Donald J. Hying".

+Donald J. Hying
Bishop of Madison

The Diocesan Vision and Mission for Hispanic Ministry

The Diocese of Madison and the Office of Hispanic Ministry envisions to deeply and more faithfully integrate the Hispanic community of the diocese into the life of the Church within the different pastoral and ministerial areas of Liturgy and Sacraments, Evangelization and Catechesis Formation, Youth and Family Accompaniment, Spirituality and a Life of devotion, and the Care for the poor, sick, and immigrant.

It is our mission to offer faith opportunities so that Hispanics in our diocese can experience a personal encounter with Jesus Christ through a lived Catholic experience within their own community and within the wider community of the parish. By providing guidance, support, resources, and attention to the priests, staff, leaders, and faithful within Hispanic Ministry, we take on the challenge to bring pastoral unity and strength among parishes with Hispanic Ministry.

It is our goal to revive the fire of their faith and foster their God-given talents so all Hispanics can be empowered to serve courageously within the life of the Church and grow the Church here in our diocese in this way paving the path for a new way of ministering.

As we set this plan for Hispanic Ministry for the entire diocese within the local parishes, there must be a genuine sensitivity towards the realities faced by many of our immigrant Hispanic brothers and sisters who usually escape their troubled, corrupted, and poor countries and leave behind family, work, and properties, knowing they cannot go back to what they called home. Part of this reality for many who immigrate is making a conscious decision to start from zero in a country drastically different from theirs, both culturally and religiously.

Furthermore, there must be an openness to understand the cultural and spiritual richness lived within Hispanic communities, which normally amplifies: 1) our missionary zeal to speak of God and bring others to Him, 2) our faith lived within family life, 3) our respect for God's gift of life, 4) our desire to serve others and accompany them, 5) our traditions and devotions that intertwine between faith and culture, and 6) our courage for establishing communities of faith through a variety of movements and apostolates.

These realities and the variety of ecclesial movements and apostolates that help lay out this strategic plan, have been expressed formally and informally through organized efforts and countless conversations with the purpose of listening to the community. For the past few years, we have collected data and insights from the V Encuentro Process (started in 2017), the rural listening sessions and the listening sessions with the Hispanic community (2021-22), the Synodal process (2022-2024), the Hispanic Advisory Council (2021-currently), the Midwest Catholic Association for Hispanic Ministry Congress in Indiana (2024) and, most recently, the Hispanic Ministry pastorate assessments (2024). Such data and insights have been considered for this plan through the lens of the recently published *National Pastoral Plan for Hispanic/Latino Ministry* from the USCCB (2023).

Taking our vision and mission into account with the real needs of our local parishes and the needs faced by our Hispanic communities throughout the diocese, this strategic plan for Hispanic Ministry outlines the national guidelines, the parish and diocesan considerations and priorities for Hispanic Ministry, a parish model for Hispanic Ministry, a timeline for the development of Hispanic Ministry, previously written for the Into the Deep strategic parish restructuring, and an additional 5-year timeline for diocesan projects and initiatives that aim to strengthen Hispanic Ministry.

An Overview of Hispanic Ministry in Parishes with Hispanic Communities

I. Overall participation of Hispanics in the life of the parish

(Based on the data collected during the 2024 Hispanic Ministry parish assessments. These numbers represent the participation within the 2023-2024 year.)

Parishes with established Hispanic Ministry	13
Priests (pastor, vicar, or chaplain) in service of Hispanic Ministry	16
Parish Coordinators of Hispanic Ministry and other bilingual staff	14
Sunday Masses offered in Spanish	18
Approximate number of Hispanics attending Sunday Masses in Spanish	2,975
Hours per week for Confession in Spanish	21 hours
Approximate number of Hispanics registered in parishes	1,400
Approximate number of Hispanic baptisms	265
Approximate number of Hispanic marriages or convalidations	83
Approximate number of Hispanic youth in Faith Formation	781
Approximate number of Quinceañera blessings being celebrated	120
Approximate number of Hispanics in Catholic Schools (PK-12)	517
Approximate number of students of 2 or more races in Catholic Schools (PK-12)	438
Hispanic countries of origin mostly represented at the parishes	México, Venezuela, Nicaragua, Perú, Puerto Rico, Colombia, Ecuador, Honduras, El Salvador, Guatemala, Bolivia

II. Demographic of Hispanic population within pastorate territories

(Data from 2020 and 2021 from Census.gov and DataUSA)

There is an understanding that some of these numbers have doubled or tripled by summer of 2024

St. Joseph the Worker Bloomington, Cassville, Lancaster, Potosi	67	St. Thérèse of Lisieux Johnson Creek, Lake Mills, Watertown	3,482
St. Dominic Cuba City, Dickeyville, Platteville, Kieler, Hazel Green, Sinsinawa, Benton	414	Nativity of the Lord Columbus, DeForest, Poynette	981
St. Isidore the Farmer Darlington, Seymour, Shellsburg	736	St. Maximillian Kolbe Dane, Lodi, Waunakee	851
Our Lady of the Most Blessed Sacrament Boscobel, Fennimore, Muscoda	111	Holy Cross Cross Plains, Middleton	1,389
St. Pius of Pietrelcona Dodgeville, Highland, Mineral Point	128	Divine Mercy *Fitchburg, Madison, Verona	25,137
Saints Joachim and Anne Plain, Spring Green	31	St. Thomas Aquinas/Our Lady Queen of Peace *Fitchburg, Madison	24,670
St. John Paul II Baraboo, Reedsburg, Wisconsin Dells	1,697	Our Lady of Guadalupe Fitchburg, Madison	24,670
Mary, Mother of Mercy Mazomanie, Merrimac, Sauk City	309	Queen of Apostles Madison	20,800
St. John Henry Newman Montello, Pardeeville, Portage, Westfield	848	St. Cletus Edgerton, Evansville, Stoughton	951
Mater Dei Berling, Green Lake, Markesan, Neshkoro, Princeton	882	Epiphany of the Lord Marshall, Sun Prairie, Waterloo	2,316
Christ the King Albany, Argyle, Belleville, Brodhead, Monroe	726	Stella Maris Monona, McFarland, Cottage Grove	875
Queen of Martyrs Beloit, Clinton	7,823	Blessed Sacrament Madison	20,800
St. Frances de Chantal Janesville	3,750	St. Paul UW Madison	3,123
St. Teresa of Calcutta Cambridge, Fort Atkinson, Jefferson, Milton Palmyra, Sullivan	2,467	St. Augustine UW Platteville	328
St. Francis of Assisi Mt. Horeb, Ridgeway, Barneveld, Hollandale, Blanchardville	361	St. Bernard Cathedral Madison	20,800

By 2021 there were a total of 59,783 Hispanics/Latinos within our diocesan territory. We will provide updated numbers from the next U.S. Census in 2030.

National Guidelines for Hispanic Ministry

The following five guidelines for Hispanic Ministry have been established within the *National Pastoral Plan for Hispanic/Latino Ministry* by the United States Conference of Catholic Bishops (USCCB). These guidelines are meant to be used as a framework for our diocesan plan for Hispanic Ministry. Therefore, the description that follows each guideline focuses more intentionally on what we desire to achieve in our diocese.

A community of missionary disciples

National Guideline #1: *A community of missionary disciples, nourished and transformed by the Eucharist, that is sent forth to joyfully proclaim the good news of the gospel and bear fruit in every human situation.*

There is great importance in making the Eucharist the center of our faith. For Hispanic communities there must be an offering of Holy Mass in Spanish noting and respecting the differences in how liturgies are celebrated. We should create proper channels to reach out and invite those in the peripheries back and into the sacramental life of the Church. Those in the periphery include individuals in difficult life situations, those who have left the Church in confusion, and those who still need to resolve their marital status. By reaching out and inviting such Christians, we offer them an opportunity to encounter/re-encounter and receive Jesus in the Eucharist.

A prophetic Church

National Guideline #2: *A prophetic Church, animated and formed by the Word, that is a promoter and an example of justice and mercy.*

There is a great need for evangelization, formation, devotional life and spirituality within cultural and linguistic appropriate ways that lead the Hispanic person to a maturity of their spiritual, human, and intellectual being. In order to achieve maturity, there must be an equipping and catechizing of the faithful so they may understand the faith and be aware of the realities of the current culture in the United States, and therefore serve God within the Church.

A pastoral model of encounter and accompaniment

National Guideline #3: *A pastoral model of an encounter with Christ, accompaniment and reaching out*

There is a great need to provide spaces and opportunities for all to have an encounter with Christ, followed by equipping them to be missionary disciples and providing accompaniment that has a long-term impact and it is life giving. As a Church, we must seek to always welcome new people without judgment by being ready to walk with them in the journey of faith. It is in the reaching out to those in most need, the immigrant, the poor, and the sick, that God, through us, can provide a place of refreshment within the Church.

A pastoral vision of integration and inclusion

National Guideline #4: A pastoral vision and practice that seeks ecclesial integration and inclusion in the context of a multicultural Church

The integration and inclusion of Hispanic communities into the life of the Church begins with the awareness and understanding of the realities and cultural differences lived by those in the Hispanic communities. Inclusion and integration can be looked at as providing points of interaction in which the communities can be integrated without obstacles that could prevent any maturing in faith through prayer practices, ongoing conversion, and living the sacraments. It is crucial to create an environment of co-responsibility within the parish structure in which the whole Hispanic person is being taken care of. Integration also includes respect for the other's cultural and linguistic differences and ways of worshiping by allowing the parish staff and facilities to be shared among the different cultures. Inclusion and integration also require exploring ways to bring unity within one same Catholic Church, still encouraging two distinct cultures to coexist and build up the Church together as shared parish.

A missionary Church

National Guideline #5: A synodal and missionary Church that is leaven for the Kingdom of God in the world

In order to develop missionary work with Hispanic communities throughout our diocese there must be a collaboration of ministries that build greater faith communities. The Church must first provide opportunities for the communities to be heard, then create local parish plans that answer the needs of the people, and finally create an environment of clear communication and professionalism within the ministries that serve the faithful. The local Church should also make connections with other institutions that serve the same mission of the Church. We are called to be missionaries who are not dormant waiting on the other, but one who actively seeks to go out and bring God's children into his Body, the Church. We must be a Church that is not afraid to enter the messiness of cultural and linguistic differences but seeks opportunities, support, and resources to really accomplish the mission.

Pastoral considerations at the Diocesan, Parish and Regional Levels

I. Diocesan Level

The Office of Hispanic Ministry falls within the Office of Mission and works together with other mission and ministry-oriented offices, apostolates, and vocational offices. To be successful three key components of this office need to be in place: 1) *direct or regular access to the ordinary*, 2) *a dedicated budget*, 3) *and collaboration and coordination with other diocesan offices/ministries*. These three effective keys, as recommended by the National Pastoral Plan for Hispanic/Latino Ministry, stand within our Diocesan Office of Hispanic Ministry as we envision a more fruitful plan to serve the Hispanic community in our diocese.

The Office of Hispanic Ministry, through the leadership of a director or coordinator of Hispanic Ministry, serves as a bridge between the diocese and the Hispanic communities to always advocate for the human, spiritual, and pastoral needs of the community. Such diocesan leader serves as a consultant and collaborator with the rest of the diocesan offices, apostolates and Catholic organizations to procure, in partnership with others, that all diocesan and pastoral efforts include the outreach of the Hispanic community and integrate the Hispanic leadership and faithful from across the diocese.

The Office of Hispanic Ministry, after its third year of service, will establish its second Diocesan Hispanic Ministry Advisory Council by bringing together delegated Hispanic lay leaders, youth leaders, coordinators of Hispanic Ministry, clergy and religious representation, and representation from Catholic ministries, apostolates and institutions that serve Hispanic communities. This council will offer advice to the Office of Hispanic Ministry in the various initiatives and projects outlined in this plan, plus it will assist with the planning and facilitating of such efforts.

The Office of Hispanic Ministry will share in the responsibility of offering priests, coordinators and Hispanic leaders with the essential diocesan bilingual communications regarding ministry.

II. Parish Level

We know that most of the work within Hispanic Ministry happens at the parish level. Each parish that serves Hispanic Ministry or is looking to serve Hispanic Ministry in the future, needs to be assessed by the Office of Hispanic Ministry to evaluate their current demographic reality, the active participation of the Hispanic faithful, and the needs for additional resources and support. To develop or cease any efforts that can have a great impact on their Hispanic community locally, pastors and parish leaders, need to be in communication with the Bishop, the Vicar-General, and the Office of Hispanic Ministry for consultation on such decisions to avoid rushed decisions that may harm the greater plan for Hispanic Ministry. Therefore, any closings of Hispanic Ministry within a parish by eliminating their only or all Masses in Spanish, or any initiation of Hispanic Ministry within a parish with no history of Hispanic Ministry by starting a Spanish Mass will need diocesan consultation and Bishop's final approval. An official Diocesan Policy for the Openings and Closings of Hispanic Communities has been created to ensure this process, please find it on Appendix A.

Parishes with an established Hispanic Ministry need to arrange their parish structure with a) a priest or priests who can serve the Hispanic population, b) a full-time or part-time coordinator of Hispanic Ministry, and c) bilingual staff, volunteers, or leaders, who can support the coordinator of Hispanic Ministry. In some cases, a parish might be structured with a fully bilingual staff with no need of a particular coordinator of Hispanic Ministry. In other cases, a parish is not able to have a full-time Coordinator of Hispanic Ministry but should hire a part-time coordinator or seek to hire bilingual staff such as administrative assistants or directors of faith formation to support the ministry in advancing the mission.

A parish with an established Hispanic Ministry offers all its communications from media to bulletins to registrations, signs, and other parish material bilingually and it seeks to communicate with the Hispanic faithful through the methods of communication the community uses the most.

A parish with Hispanic Ministry offers a welcoming environment whether in person, via phone, or via email, and understands and accepts the cultural differences between the European American community and the Hispanic community. It does not force integration, but it allows organic integration to happen. It offers points of interaction between communities, and it shares all communal spaces, without hesitation or creating unnecessary obstacles, so that both communities can flourish and mature spiritually.

A parish with Hispanic Ministry should have a written plan using the guidelines, considerations, and priorities laid out in this diocesan plan. Such written plan can be a simple layout of the structure of the parish body by including the different areas that are essential for Hispanic Ministry and explaining how such essential support the missionary call of serving our Hispanic brothers and sisters.

III. Regional (counties/vicariates) Level

Furthermore, in light of our diocesan strategic restructuring plan, *Into the Deep*, and with the development of pastorates, Hispanic Ministry will be initially established as a centralized Hispanic Ministry within our different counties or vicariates regions in order to strengthen first the parishes with an established Hispanic Ministry with full time priests delegated to Hispanic Ministry and additional resources like coordinators of Hispanic Ministry, bilingual staff, and Spanish material and resources for all formation.

As we grow Hispanic Ministry in those areas and grow the number of bilingual priests and bilingual leaders, more communities will be able to be supported and strengthen within the different ministerial areas that are listed as priorities in this plan. A phase-by-phase process and timeline has been created, within the *Into the Deep* plan, to develop Hispanic Ministry throughout the diocese, please find the timeline on pages 14-15.

Pastoral priorities for Hispanic Ministry in our diocese and parishes

The *National Pastoral Plan for Hispanic/Latino Ministry* (USCCB) outlines ten pastoral priorities that were originally established through the V Encuentro Process. Out of those priorities, the Diocese of Madison highlights in this plan six essential groupings: 1) **Liturgy and Sacraments**, 2) **Evangelization and Catechesis Formation**, 3) **Marriage and Family Accompaniment**, 4) **Youth Ministry** (*Pastoral Juvenil*) 5) **Spirituality and a Life of devotion**, and 6) **the Care for the poor, sick, immigrant and migrant**. This section portrays further the guidelines for each of these priorities that are essential for Hispanic Ministry in our diocese. The fact that other priorities from the national plan are not mentioned does not mean that they are not being addressed, but just that our current energy will be focused first on strengthening and developing the ones listed below.

Liturgy and Sacraments

Parishes with Hispanic Ministry are expected to offer at least one Sunday Mass in Spanish as well as make available in Spanish liturgical celebrations for important Holy Days of the Church within the Holy Triduum, Easter, Christmas and such. Bilingual liturgies can be offered for special parish liturgical celebrations like a) the patron feast days of the church and parish, b) parish festivals, and c) other special and programmatic events with speakers. There is a priority in also seeking points of interaction between the Anglo and Hispanic communities different from liturgical celebrations that allow physical and spiritual unity between cultures.

Liturgical ministries are often an opportunity for the lay faithful to give back to God and the Church what they cannot offer financial gifts. It is important to open the doors for Hispanic leaders to take on the necessary roles within liturgical ministries, creating leadership and service roles.

Sacraments are to be celebrated in the language of the family by making confessions available in Spanish on a weekly basis and as needed. There should be a consideration for bilingual liturgies, if not fully in Spanish, for the Sacrament of Confirmation. It is important to be attentive to the youth's cultural backgrounds and the entire family's linguistic abilities.

Sacramental preparation for the sacraments of initiation needs to be offered somewhat bilingually with opportunities for Spanish speaking parents and sponsors to be actively involved in the preparation at home, at the parish, at parent/sponsor sessions, and/or retreats. At the local level, there is great emphasis in seeking bilingual or Spanish speaking volunteers who can help in these areas.

Sacramental preparation for the sacrament of Matrimony needs to be offered in Spanish for those couple who wish and need preparation in their native tongue. Due to an increase in Hispanic American couples or bicultural couples seeking the sacrament of marriage, bilingual or bicultural opportunities may need to be considered in the formation for this sacrament in the form of bilingual marriage preparation material or bicultural marriage prep mentors, etc.

Evangelization and Catechesis Formation

Taking into consideration the options for catechesis and evangelization that have developed within our diocese in the past few years, it is important to acknowledge the differences and the gap between how K through 8 grade Faith Formation programs in the United States have been established versus how other Hispanic/Latin countries do formation with the focus mainly on

sacramental formation for Communion and Confirmation. Still due to our desire to organically integrate and interact we need to make available in Spanish, and bilingually, if necessary, all forms of evangelization and catechesis formation.

Given the new diocesan evangelization efforts of Go Make Disciples, local parish evangelization plans need to include a plan or section geared towards the Hispanic community. From evangelization teams to small group trainings to retreat experiences, these need to be offered in Spanish for the benefit of the Hispanic community or provide a well-balanced bilingual opportunity of participation within the teams, trainings or retreats to allow Spanish speakers to fully participate. When evangelization efforts are being done in cultural and linguistic appropriate ways, the results can be more fruitful in helping the community understand their missionary call to bring others to an encounter with Christ.

Catechetical formation when focused on Family Catechesis needs to provide a separate family formation in Spanish for children and parents, or an equal, well-balanced bilingual formation that allows parents to fully engage in the program with the same opportunities as non-Spanish speakers. Materials for formation need to be fully in Spanish or offered bilingually. The presence of Spanish or bilingual speaking catechists is crucial for the success of formation towards the Hispanic community. For other catechetical programs it is important to develop opportunities for Spanish speaking parents to take an active role in the formation of their children, through parent sessions and other resources for parents in Spanish or bilingual.

Marriage and Family Accompaniment

Within the Marriage and Family ministry, there is an urgent call for marriage and family enrichment, counseling, spiritual direction, accompaniment, and education. There is a need for ongoing support towards couples who are living the vows of marriage faithfully, fruitfully, totally, and freely. This ongoing support leads to an encouragement of having those same couples take ownership of walking with other couples and families who seek to live fully the sacramental life of the Church, like missionary disciples do. It is both the diocesan and the local parishes' responsibility to offer Spanish opportunities for marriage preparation, marriage enrichment, spiritual counseling and direction, accompaniment, and education about marriage, family, faith, and cultural realities for all Hispanic marriages and families by either creating their own efforts or partnering with well-established national Catholic movements.

Additionally, special attention needs to be given to Hispanic families and students within Catholic schools and work intentionally with Catholic schools to engage Hispanic families, make them aware of the Catholic schools, find ways to invite them into the schools and thereby into the life of the parish.

Youth Ministry (*Pastoral Juvenil*)

Within Youth and Young Adult Ministry for Hispanic youth, mainly focused on Young Adult ministry, we desire the development of a *Pastoral Juvenil* within both the diocese and the parish that serves as an extension of the already established Youth Ministry. The *Pastoral Juvenil* would create a space for the Hispanic youth to come together and celebrate faith together. Although the *pastoral juvenil* would not be fully separated from any established Youth Ministry, it would offer a programmatic extension with separate opportunities, like youth retreats, youth rallies, and potentially youth groups, when language is a barrier. A *Pastoral Juvenil* as an extension of the diocesan and parish Youth Ministry would enkindle the hearts of the Hispanic youth to come

back to the Church and live a sacramental life with their families and within the great family of the youth at the parish level. A *Pastoral Juvenil* as an extension of Youth Ministry would also encourage the Hispanic youth to fully participate and engage in other Youth Ministry efforts from within the diocese and the parish.

Spirituality and Devotional Life

We need to offer retreats that allow for an encounter with Christ and ongoing conversion. Participants of such retreats can easily become servers and leaders for future opportunities. We should offer experiences with dynamic speakers and musicians that are culturally and linguistically appropriate.

We will benefit greatly from establishing a network of clergy and lay spiritual directors and guides. This will enable the diocese to establish care for the local apostolates, movements and groups that are being developed throughout the diocese by having spiritual advisors delegated to such groups.

The devotional life within the Hispanic community is to be nurtured in parishes in order that parishioners may celebrate their faith fully through the different devotions like novenas, rosaries, (living) stations of the cross, Our Lady of Guadalupe celebrations, *Las posadas*, and other cultural appropriate celebrations that often work as an entryway for those in the periphery.

The Quinceañera ritual celebration is a great opportunity for evangelization bringing Hispanic families back into the fullness of the Church and we understand the importance many, mainly Mexican communities, continue to celebrate this special blessing among young women. A diocesan policy has been established for the Quinceañera blessing, which can be found on Appendix B. Such policy indicates the parish expectations within the ritual and formation process.

Care for the sick, suffering, immigrant and migrant

We need to be attentive to those who need spiritual care, within their places of confinement (home, care facility, hospital, prison, etc.) and seek to attend to them, if possible, in their native language. When a priest is unable to support in this matter, then seeking the support of another Spanish speaking priest, bilingual staff person or parish volunteer is a must.

We need to have available and easily accessible a list of local resources for those with human and social needs. The parish is a welcoming home to the immigrant by caring first for their current reality and human needs, and then, offering parish resources that engage them in the spiritual and sacramental life.

We need to engage and make connections with local Catholic organizations, ministries, and institutions. Parish staff, mainly the administrative assistants, or those who welcome visitors in the main reception area should have written material available to those seeking help. Instead of falling into fear, judgement, and distance against those who are less fortunate, an environment of hospitality and welcoming, attentiveness and a posture of being present, is crucial in the missionary work when caring for the sick, suffering, and immigrant. A list of Catholic diocesan offices, apostolates, Catholic organizations and ministries that serve the Hispanic community, such as the Apostolate for Persons with Disabilities, Catholic Multicultural Center, St. Vincent de Paul, Queen of Americas Mission among others, has been included on Appendix C.

A Model for Hispanic Ministry within Parishes

The following parish model for Hispanic Ministry is meant to function as a base model for Hispanic Ministry within the parish. Each parish can modify the model according to their needs and realities and even use it as a template for their own Hispanic Ministry plan without changing the essential components of Liturgy and Sacraments, Evangelization and Catechesis Formation, Youth and Family Accompaniment, Spirituality and a Life of devotion, and the Care for the poor, sick, and immigrant.

Parish with Hispanic Ministry

Pastor and Hispanic Ministry priest

Director or Coordinator
of Hispanic Ministry /
Bilingual staff

Parish Structure:

- Hispanic Ministry council
- Hispanic delegation in pastoral/financial councils
- Hispanic delegation in other teams and committees
- Attention to Catholic school Hispanic families

Communications:

- Bilingual bulletins and flocknotes/emails/letters
- Bilingual or Spanish section on parish website
- WhatsApp, Facebook, other media for communications to be used for reaching out

Leadership:

- Hispanic volunteers for liturgical ministries
- Bilingual or Spanish speaking catechists/aids
- Hospitality teams
- Retreat and group leaders and facilitators

Hospitality:

- Bilingual parish forms
- Bilingual church signs
- Spaces available for the community
- Flexible hours and availability from pastor and coordinator

Liturgy and
Sacraments

Evangelization
and Catechesis

Marriage,
Family, and
Youth

Spirituality
& Devotional
Life

Care for the
sick, poor, &
immigrant

- Sunday Mass in Spanish
- Bilingual special celebrations
- Liturgical ministry volunteers
- Liturgical formation (parish or diocesan)

- Hispanic GMD team and plan
- Spanish Bible Studies
- Spanish or bilingual catechesis
- Spanish or bilingual sacramental preparation, parent sessions, retreats
- Leadership formation (parish or diocesan)

- Hispanic Youth Ministry (*Pastoral Juvenil*)
- Youth retreats (parish or diocese)
- Family visits
- Family activities
- Marriages and convalidations
- Marriage preparation and enrichment (parish or diocese)
- Attention to Catholic school Hispanic families

- Spiritual care/accompaniment
- Spiritual direction
- Quinceañera Blessings
- Liturgical services
- Devotions and traditional faith events
- Retreats
- Apostolates' support

- Visits to homebound, care facilities, hospitals, etc.
- Information for social services and other resources
- Connections with local Catholic organizations
- Hospitality towards those in the peripheries

Timeline for the Development of Hispanic Ministry at the Parish Level

Different concerns related to Hispanic ministry were included throughout this section to highlight that ministry to Hispanic Catholics ought not be seen as a separate aspect of parish life, but as part of a holistic vision of ministry within the parish. There are many different approaches to Hispanic ministry as well as a great deal of diversity among the Hispanic communities within our Diocese. For that reason, the following charts suggest steps that can help a ministry grow intentionally. This growth must be organic, but the timeline below can provide goals and basic benchmarks. There are two charts, one meant for parishes that already have an established Hispanic Ministry, and one for parishes that do not (yet) offer it in an organized and consistent way. Please note that the Office of Hispanic Ministry of the Diocese of Madison has been established to assist parishes in ministering to our Spanish-speaking and Hispanic population.

I. Parishes without an established Hispanic Ministry

Phase Zero (2023-2024) PREPARE	Phase One (2024-2025) ASSESS & PLAN	Phase Two (2025-2026) INTEGRATE	Phase Three (2026-ongoing) IMPROVE
Office of Hispanic Ministry provides relevant demographic statistics to incoming Pastors	More thoroughly assess the need for ministry in Spanish within the Pastorate. Look at: - Birth rates - Baptismal registers - School district records (ex. ESL enrollment) - Identify other ecclesial communities that offer worship in Spanish within the Pastorate.	Establish regular Mass in Spanish (ideally weekly). Work out compensation for the visiting priest (if necessary), consulting with the Diocese of Madison (Bishop, Vicar General, and Hispanic Ministry).	Provide training for this bilingual lay leader. [Office of Hispanic Ministry to assist].
Office of Hispanic Ministry indicates the possibility of future ministry in Spanish at the Pastorate	If the need and potential for growth ARE significant, collaborate with neighboring Pastorates who have Spanish speaking priests regarding the possibility of offering Mass in Spanish (weekly or monthly). [Note: 50% rule for Mass attendance need not apply in this circumstance].	Establish regular and reliable means of communication with Spanish-speaking community. (WhatsApp is accessible to most. Facebook groups can be beneficial.) Establish a point person for translation and parish communications in Spanish.	Begin to offer the most vital catechetical needs in Spanish: [ex. Baptismal prep & Marriage prep].
If no need for ministry in Spanish do not proceed to Phase 1, 2, or 3	If the need and potential for growth ARE NOT significant, no specific action is needed. Reassess as demographics shift over time.	For other needs of the community [ex. catechesis, Baptism prep, RCIA, Marriage prep, etc.] offer English options or refer to neighboring Parish.	Create and support small Christian communities.
		Designate one of the Parish priests to be present at Masses in Spanish (even if he does not speak Spanish), to be a link between the Spanish-speaking community and the Parish. Encourage him to begin to learn some Spanish.	Continue to collaborate with neighboring parishes for other needs [ex. RCIA, adult catechesis, retreats].
		Publicize catechetical opportunities and events from neighboring parishes.	Consider engaging an evangelization ministry partner to help you form, equip, and send lay leaders.
		If the interest grows, assess the need for a bilingual lay leader and whether this would be a staff member or a volunteer.	See Phase Two of “Established ministries in Spanish” for next steps beyond this.

II. Parishes with an already established Hispanic Ministry

Phase Zero (2023-2024) PREPARE	Phase One (2024-2025) ASSESS & PLAN	Phase Two (2025-2026) INTEGRATE	Phase Three (2026-ongoing) IMPROVE
Office of Hispanic Ministry provides relevant demographic statistics to incoming Pastors	Identify current Spanish speaking staff and lay leaders. Meet with them, and establish a way to assess their formation, commitment to the mission, and competence to carry it out.	Hire & train bilingual staff.	Continue to evangelize & form parishioners in discipleship, as well as recruit and train lay leaders.
If multiple Parishes in the Pastorate offer ministry in Spanish, identify similar program that may lack resources (volunteers or participants). Consider combining these ministries at the beginning of Phase 1.	Assess each program and ministry that is offered in Spanish in light of the Church's mission to "Go, make disciples".	Form lay leaders (especially in the areas of the kerygma, basic catechesis, GMD vision, habits of discipleship, and evangelization). [Office of Hispanic Ministry to assist].	Address gaps in parish ministry (ex. Pastoral Care, Funeral/grief support, outreach, retreats, ministries based on age demographics such as young adults, civil marriage initiative, etc.).
Pastor and Spanish-speaking Parochial Vicar(s) meet with Priest(s) currently overseeing Hispanic Ministry in order to learn programs, leaders, dynamics and potential.	Consider Spanish Mass times & location. What is the best time for Mass in Spanish? Do you prioritize a smaller growing Spanish-speaking community over a larger but shrinking English Mass? Do you add any daily Masses in Spanish?	Establish a clearly defined leadership structure, so people learn who to go to with specific needs or questions.	Continue to integrate Spanish speakers into parish staff, leadership, & communications.
	Recruit bilingual staff. [Ideally at least one office staff and one ministry staff].	Begin to integrate Spanish speaking leaders into high-level parish leadership. [Trustee, Finance Council, Pastoral Council, other parish committees]	
	Assess parish communications: Are they bilingual? Are they in a means of communication that Spanish-speakers use? Consider FB page in Spanish and WhatsApp group to communicate in Spanish.	Utilize new staff and lay leaders to implement needed ministries (previously identified).	
	Identify essential ministries in Spanish that may be absent [Ex. Baptismal prep, Marriage prep, small Christian communities].	Create & support small Christian communities.	
		Consider engaging an evangelization ministry partner to help you form, equip, and send lay leaders.	

Diocesan Projects and Initiatives within the Pastoral Priorities

These diocesan projects and initiatives are meant to help parishes in advancing their mission within Hispanic Ministry and with building up greater unity among Hispanic Catholics throughout our diocese. Although most of the following efforts will be in collaboration with other diocesan offices and ministries, some will be coordinated solely by the Office of Hispanic Ministry.

I. Strategic Plan of Hispanic Ministry: Rollout plan

Parish Assessments	<i>Evaluation of Hispanic Ministry within all parishes serving Hispanic communities</i>	By May 2024 To be repeated every 3-5 years
Develop Strategic Plan	<i>Complete collection of data, reading National Plan, write the diocesan strategic plan</i>	By July 2024
Revisions and approval of plan	<i>Revision process through various diocesan councils, and final approval by Bishop</i>	August – October of 2024
Introduce Plan to clergy	<i>Meet with all parochial administrators and priests delegated to Hispanic Ministry to introduce the plan</i>	October 2024
Introduce Plan to parish leaders	<i>Gather coordinators and parish leaders to walk them through the plan and share next steps</i>	November 2024
Implementation of the plan	<i>Implementation period starts with the support of the Office of Hispanic Ministry</i>	Fall 2024 – Summer 2025 <i>Initial steps</i>
Ongoing support from the Office of Hispanic Ministry	<i>Visits to parishes with Hispanic Ministry, informal assessments of needs, and ongoing support.</i>	Fall 2025 to 2029

II. Liturgy and Sacraments

Formation and training in liturgical ministries in collaboration with the Office of Worship	2024-25 and ongoing
Assess diocesan liturgies and have a plan for bilingual celebrations in collaboration with the Office of Worship	Fall of 2024

III. Evangelization and Catechesis

Leadership and Discipleship Formation in collaboration with the Office of Evangelization and Catechesis	Fall of 2024 and ongoing
Offer catechetical resource lists and training opportunities for catechists and parish leaders	Fall of 2024 and ongoing

IV. Marriage and Family Accompaniment

Marriage and Family opportunities in collaboration with the Marriage and Family diocesan office	Started Fall of 2023 and ongoing
Work with Catholic schools to engage Hispanic families, make them aware of the Catholic schools, find ways to invite them into the schools and thereby into the life of the parish	Spring of 2025 and ongoing

V. Youth Ministry (*Pastoral Juvenil*)

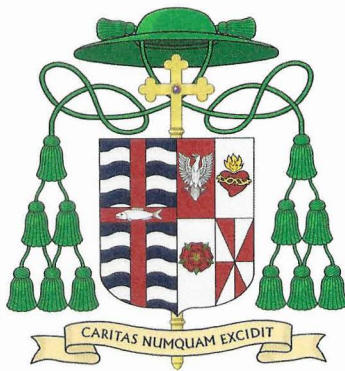
Hispanic youth regional gatherings to animate the beginning of a <i>Pastoral Juvenil</i> (Hispanic Youth Ministry)	By 2026
Hispanic youth rally in collaboration with the Youth Ministry diocesan office	Once a year: 2026–2030
Support to seminarians in learning Spanish and promotion of vocations within Hispanics in collaboration with the Office of Vocations	Started Summer of 2023 and ongoing

VI. Spirituality and Devotional Life

Coordinate Marian Festival and/or local pilgrimages, or family events	Every other year: 2024–2029
Coordinate dynamic speakers and/or faith-filled musicians	Once a year: 2025–2030

VII. Care for the sick, suffering, immigrant and migrant

Work in conjunction and in support with the Apostolate for Persons with Disabilities, Catholic Charities, Catholic Multicultural Center and St. Vincent de Paul for the care of the suffering, poor, immigrant, and migrant.	Started Fall 2022 and ongoing
Create a list of Catholic resources to be available diocesan-wide in collaboration with local Catholic organizations.	By Summer of 2025
Help develop parish-based support for Mental Health in collaboration with the diocesan Apostolate for Persons with Disabilities	By Summer 2025



INSTRUCTION REGARDING HISPANIC MINISTRY

Protocol No.: 092-2024

Re: Hispanic Ministry

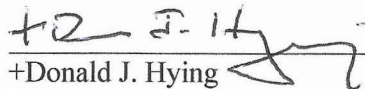
Mindful of the many Catholics of Hispanic heritage who enrich the Diocesan Church in Madison, as well as the need to bear effective witness to the Gospel to those persons of Hispanic heritage who are not baptized or not in the full communion of the Catholic Church;

Bearing in mind my responsibility as diocesan bishop to show concern for all the Christian faithful entrusted to my care of whatever age, condition, or nationality, and to assist pastors in their own responsibility to make provision so that the word of God is proclaimed in its entirety to the people of their parishes;

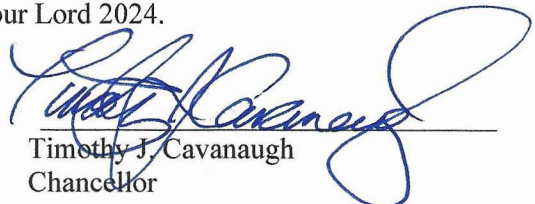
Now, I, the undersigned Bishop of Madison, set forth the following norms to guide pastors and others charged with pastoral care within the parish context:

1. Consultation with the diocesan bishop is required before beginning any program of pastoral care, ministry, catechesis, or outreach directed towards Hispanic persons, including by introducing a regular Mass in Spanish to a parish that has no regular Mass in Spanish.
2. Consultation with the diocesan bishop is also required before ending any program of pastoral care, ministry, catechesis, or outreach directed towards, including by permanently cancelling Mass in Spanish in a parish that has no other Masses in Spanish. While pastors are encouraged to cooperate with neighboring parishes in coordinating Hispanic ministry, moving a program of Hispanic ministry to another parish should be considered to fall under the present norm.

Given at Madison this fourth day of November, in the year of our Lord 2024.


+Donald J. Hying

Bishop of Madison


Timothy J. Cavanaugh
Chancellor

O F F I C E O F T H E B I S H O P

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Appendix B: Diocesan Policy on the Blessing and/or Ritual of a Quinceañera

Each pastor/parish may create an extension or summary of this diocesan policy, without changing or omitting the main expectations of the policy. A document with the full ritual is available with this policy upon request.

“The Quinceañera is a traditional celebration of life and gratitude to God on the occasion of the fifteenth birthday of a young Hispanic woman. The ritual emphasizes her passage from childhood to adulthood. The family usually requests a Mass or a blessing to be held in the Church. The rite is frequently celebrated in several countries in the Americas, including Mexico, Central and South America, and the Caribbean. It is frequently requested by Hispanic Catholics in the dioceses of the United States of America” (From the USCCB). An approved rite has been created for this occasion, entitled “Order for the Blessing on the Fifteenth Birthday.” Since the rite itself involves the young woman making a commitment to Christ and our Blessed Mother (“To that which in your goodness and love you will for me, I say ‘yes,’ with your grace I commit myself to serve my brothers and sisters all my life. Mary, Mother of Jesus and our Mother, I dedicate myself to you...”), preparation for such a commitment is essential.

Expectations:

- About the young 15-year-old girl celebrating her Quinceañera:
 - The young girl must be a baptized Catholic (or catechumen).
 - The young girl must be enrolled in the faith formation program of the pastorate.
- Liturgy options for the celebration:
 - Full ritual at a private Mass in a group setting, which can be done bi-monthly or during the summer, for example, and only the young girls who receive Communion can participate in this group Mass. No private Mass for one single young girl can be offered.
 - Blessing at a public Mass, Sunday or weekday.
 - Blessing outside of Mass
- Fee structure:
 - There will be a standard fee for the pastorate of \$100 that covers preparation and use of the church. This fee is distinct from any additional offerings to the priest and/or parish, which are a customary way to express gratitude on the occasion but are not required.
 - Other fees for music may apply.
- As a means of evangelization, the young woman should prepare spiritually for her Quinceañera celebration. This preparation may include that at least one of the parents participates. The options for the preparation of the Quinceañera can be:
 - Retreats or talks at your parish
 - Diocesan retreat (indicate to the Office of Hispanic Ministry if you have a group of young girls ready for preparation).
 - CatholicQuincePrep.com (<https://catholicquinceprep.com/en-us/>). Additional fees may apply.
 - Casa Romero Retreat Center (<https://www.casaromero.org/>). Additional fees may apply.

The Office of Hispanic Ministry can provide support with any components of this policy.

Appendix C: List of Diocesan Offices and Catholic Organizations/Apostolates

*Click on the [List of Communities with Hispanic Ministry](#) in the Diocese of Madison for contacts of parishes with Hispanic communities (July 2024).

*Click on the [List of Sunday Masses in Spanish](#) in the Diocese of Madison to find the weekend Masses in Spanish (July 2024).

<u>Diocese of Madison</u>	<u>St. Vincent de Paul Society</u> <i>Divina Misericordia Conference</i>
<u>Office of Hispanic Ministry</u>	<u>CareNet Center</u>
<u>Office of Evangelization and Catechesis</u> <u>Marriage and Family Ministry</u> <u>Youth Ministry</u>	<u>Walking with Moms in Need</u>
<u>Office of Catholic Schools</u>	<u>TEC Retreat: Todos Encontrando a Cristo</u>
<u>Office of Vocations</u>	Queen of Americas Mission for Migrants— <i>contact the Office of Hispanic Ministry for additional information</i>
<u>Office of the Tribunal for Marriage Nullity Process</u>	Encuentro Matrimonial Mundial (Worldwide Marriage Encounter)— <i>contact the Office of Hispanic Ministry for additional information</i>
<u>Apostolate for Persons with Disabilities</u>	Movimiento Familiar Cristiano (Christian Family Movement) — <i>contact the Office of Hispanic Ministry for additional information</i>
<u>Catholic Charities</u>	Talleres de Oración y Vida (Prayer Workshops) Adults, Youth, Couples — <i>contact the Office of Hispanic Ministry for additional information</i>
<u>The Catholic Herald Diocesan Newspaper</u>	Hispanic Knights of Columbus — <i>contact the Office of Hispanic Ministry for additional information</i>
<u>Catholic Multicultural Center</u>	Communities of Emaús— <i>contact the Office of Hispanic Ministry for additional information</i>