

TOWARD THE V *ENCUENTRO*

DIOCESAN MANUAL

ENGLISH



Prayer of the Fifth National Encuentro of Hispanic/Latino Ministry

God of Mercy,
You that went out to encounter
the disciples on the way to Emmaus,
grant us a missionary spirit
and send us forth to encounter
our brothers and sisters,
to walk along beside them,
listen to their hopes and dreams,
rekindle their faith
with the fire of your Word,
prepare them to recognize you
in the Eucharist
and send them as missionary disciples
to share the joy of the Gospel
to present and future generations
of every race, language and culture.

We ask you this
from our burning hearts
filled with the Holy Spirit,
in the Name of your beloved Son
and through the intercession of our Mother,
Mary of Guadalupe
Star of the New Evangelization
Amen.

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United States Conference of Catholic Bishops
Secretariat of Cultural Diversity in the Church - Hispanic Affairs

3211 Fourth Street, NE Washington, DC 20017

Tel: (202) 541-3155 / Fax: (202) 541-5417

Email: contact@vencuentro.org Website: www.vencuetro.org

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PURPOSE

This manual has been prepared as a resource for Co-chairs of Diocesan V *Encuentro* teams for use in preparation for the Fifth National *Encuentro* of Hispanic/Latino Ministry (V *Encuentro*). It provides background information on the development of the previous National *Encuentros*, introduces the goals and objectives for the V *Encuentro*, the structure and responsibilities of the Diocesan V *Encuentro* Team, and the materials to be used in the diocese to understand, experience an *Encuentro* and begin forming a diocesan leadership team for the V *Encuentro*. This manual and all of its supporting documents are available in English and in Spanish.

WHAT IS THE V ENCUESTRO?

The V *Encuentro* is a four-year process of ecclesial reflection and action that invites all Catholics in the United States to intense missionary activity, consultation, leadership development, and identification of best ministerial practices in the spirit of the New Evangelization. The process has been proposed as a priority activity of the USCCB's Strategic Plan for 2017-2020. The V *Encuentro* starts at the grass-roots level and calls for the development of resources and initiatives to better serve the fast-growing Hispanic population in dioceses, parishes, ecclesial movements, and other Catholic organizations and institutions.

WHY DO WE NEED A V ENCUESTRO?

- A. Hispanics/Latinos are the emerging majority
 - B. Hispanics constitute about 60 of all Catholics under 18 in the United States¹
 - C. To reach over a million Hispanic/Latino Catholics through a process of the new evangelization and missionary discipleship
 - D. To foster the development of at least 20,000 interculturally competent Hispanic/Latino leaders
 - E. To expand the space for growth of leadership inclusion and ministerial responsiveness in parishes, dioceses, schools, and Catholic institutions
 - F. To engage the largest segment of the Hispanic/Latino presence: second and third generation young people
 - G. To strengthen the Catholic identity of Hispanic/Latino families and their missionary discipleship
 - H. To invite all Catholics to live the Catholic Social Teachings with a prophetic voice and empower them to address their own human development
-

THE CALL TO A V ENCUESTRO

On June 9, 2013 in San Diego, CA, the USCCB subcommittee on Hispanic Affairs convened pastoral leaders of the Hispanic/Latino community to engage again in the process of *Encuentro*. The V *Encuentro* was convened in the context of the New Evangelization and emphasized the importance of involving young, second and third generation Hispanics/Latinos. Bishops Arturo Cepeda- Archdiocese of Detroit, Gerald Barnes- Diocese of San Bernardino, Nelson Pérez- Diocese of Rockville Center, and Archbishop Gustavo Garcia-Siller- Archdiocese of San Antonio were elected by the Subcommittee to lead the *Encuentro* Process.

Previous *Encuentros* as the Backbone...

On August 29, 2013 in Las Vegas, NV, Bishop Arturo Cepeda assembled leaders of national organizations for Hispanic ministry for a preliminary conversation concerning the initiative of a V *Encuentro*. Bishop Cepeda stated that previous *Encuentros* have been the backbone during the growth of Hispanic/Latino ministry; they have given us the opportunity to interpret and to project into the future our own identity, presence, and contribution to the Church and to U.S. society as a whole.

Enthusiastic Response from the National Leadership

The Hispanic leadership enthusiastically received the call to *Encuentro* and expressed its commitment to walking shoulder to shoulder with the Bishops throughout the process. They also identified the importance of implementing values such as: representativeness, participation, pastoral ministry, and a constant spirit of prayer. Similar to the II and III *Encuentros*, the V *Encuentro* should emphasize the methodology of seeing, judging, acting, celebrating, and evaluating.

Formation of the National Team of Accompaniment

On February 26, 2014 in Baltimore, MD, Bishop Nelson Pérez convened, for the first time, the *Equipo Nacional de Acompañamiento para el V Encuentro* (ENAVE), represented by 17 national and regional Catholic organizations that directly serve the Hispanic/Latino community. At this meeting, they formed coordinating teams and selected Co-Chairs for each team. In addition, they confirmed a regional structure based on the 14 episcopal regions with

the idea that each region would have a team to lead the process toward a V *Encuentro*. One Bishop and one anchoring institution were identified to support the work of each team in each of the episcopal regions.

Implementation of a V *Encuentro* to Begin in 2017

The Subcommittee on Hispanic Affairs met in conjunction with the USCCB Spring Meeting in New Orleans in 2014. Subsequently, Bishop Gerald Barnes convened the members of the Equipo Nacional de Acompañamiento del V *Encuentro* (ENAVE) and conveyed his understanding that a V *Encuentro* would receive a priority recommendation for the USCCB strategic cycle that begins in 2017. This date has allowed for preparation and discernment of the objectives, themes, and the structure that will accompany the process of a V *Encuentro*. It also has permitted the various offices and secretariats of the USCCB to define their participation in a V *Encuentro*. Due to the new timetable of proposed activities, the national team added the word “*hacia*” (meaning “toward”) to their name to reflect more clearly this time of preparation: *Equipo Nacional de Acompañamiento Hacia un V Encuentro* (ENAHVE). In 2016, with confirmation that the V *Encuentro* is a proposed priority for the USCCB’s strategic plan for 2017-2020, the word “*hacia*” was dropped returning to its original name- ENAVE.

The Leadership Team Begins Reflection on the Process of Encuentro

The ENAVE members designed a strategy to reflect on the experience and the significance of the process of *Encuentro*, both as a historical record and as a present and future endeavor. This kind of reflection was highlighted in Pope Francis’ call to create a culture of *Encuentro* and to always live out the missionary nature of the Church that serves, above all, the poor and the suffering. This persistent call, included over 165 times in the Old Testament, will help us to remember and to interpret our past as part of the story of salvation. The African image of *Sancofa* looking back to advance forward can also inspire us in this process.

VISION AND THEME OF THE V ENCUESTRO

During the 2014 USCCB meeting in Baltimore, “missionary discipleship” emerged as a central theme of a *V Encuentro*. In addition, they defined the spirituality of *Encuentro* and accompaniment as an illustration of the scripture passage of the road to Emmaus, which ends with the disciples joyfully walking toward Jerusalem (Luke 24:13-35). Moreover, they emphasized the need for a continual pastoral conversation that allows the Church, consistent with its missionary nature, to respond with more fidelity and enthusiasm to the Hispanic/Latino presence in parishes and dioceses. The Church will empower the Hispanic/Latino people to live their vocation more fully as joyful missionaries to the whole Church.

November 15, 2015 the Bishops’ Subcommittee on Hispanic Affairs and Committee on Cultural Diversity in the Church selected the official theme, and the five generative themes for the *V Encuentro* on Hispanic/Latino Ministry.

Theme

Missionary Disciples: Witnesses of God’s Love.

Five Generative Themes

1. Called to a Loving Encounter with Jesus
2. With Words and Actions: Do it!
3. Walking together with Jesus
4. Bearing Fruits of New Life
5. Celebrating the Joy of Being Missionary Disciples

THE GOAL AND OBJECTIVES OF THE V ENCUESTRO

THE V ENCUESTRO GOAL

The main goal of the V Encuentro is to discern ways in which the Church in the United States can better respond to the Hispanic/Latino presence, and to strengthen the ways in which Hispanics/Latinos respond to the call to the New Evangelization as missionary disciples serving the entire church.

The *V Encuentro* will help to discern the Church's best pastoral and evangelizing response to Catholic parishes, dioceses, ecclesial movements, organizations, and institutions at a local, regional and national level.

V ENCUESTRO OBJECTIVES

1. Call all Catholics in the United States to become authentic and joyful missionary disciples that give witness to God's Love with a prophetic voice in a culturally diverse Church
2. Provide a renewed ecclesial vision that develops effective pathways to invite, engage and form Hispanic Catholic youth, young adults, and families to live out their baptismal vocation
3. Invite all Catholic leaders to engage and accompany Hispanic Catholics who find themselves in the peripheries of the Church and society, particularly those who live in at-risk situations and are not actively involved in their faith community
4. Identify and promote opportunities for Hispanic Catholic pastoral leaders to serve at all ministerial levels of the Church and the larger society, and increase the number of protagonists in the New Evangelization
5. Stimulate a new wave of faith formation and leadership development initiatives that prepare Hispanic Catholics to share and celebrate the Good News of Jesus Christ and to become leaven for the Reign of God in society

THE MÍSTICA OF THE V ENCUESTRO

Inspired by both Jesus' example evident in the gospels and by Pope Francis' call to bring joy and hope to the periphery, our process will reach out to those who live in isolation, in sorrow, and in poverty, and to those who find themselves wounded along the way and need the

merciful and tender embrace of Christ. From there, one will be able to discern the Church's best pastoral and evangelizing response to parishes, dioceses, and ecclesial movements, both at a regional and at a national level. On this joyful journey, there will be a preferential option for Hispanic/Latino youth, young adults, families, and those who are on the periphery.

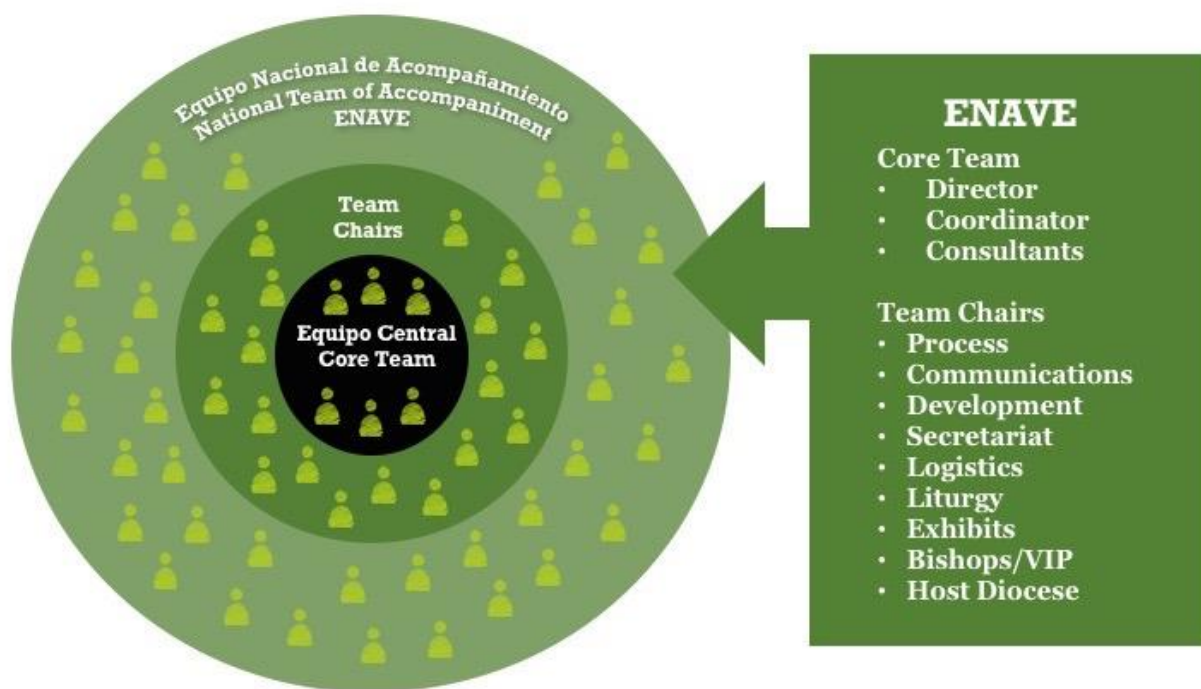
STRUCTURE OF V ENCUESTRO TEAMS OF ACCOMPANIMENT

Membership of the V Encuentro National Team of Accompaniment (ENAVE)

Name	Organization
Alejandro Aguilera-Titus	Cultural Diversity in the Church (USCCB); Core Team
Carmen Aguinaco	Secretariat of Divine Worship (USCCB)
Andrés Arango	Renovación Carismática Católica Hispana
Bishop Gerald Barnes	Diocese of San Bernadino
Fr. Rafael Capó-Iriarte	Federación de Institutos Pastorales (FIP)
Oscar Carranza	University of Dallas
Kathy Carver	National Federation for Catholic Youth Ministry (NFCYM)
Bishop Arturo Cepeda	Archdiocese of Detroit
Fr. Joe Corpora	University of Notre Dame
Santiago Cortés-Sjoberg	National Catholic Council for Hispanic Ministry (NCCHM)
Sr. Inma Cuesta, CM	Asociación de Religiosas Hispanas en los Estados Unidos (ARHEU)
Peter Ductram	Federation on Catechesis with Hispanics (NCCL)
Bishop Daniel Flores	Archdiocese of Brownsville
Manny García-Tuñón	Catholic Association of Latino Leaders (CALL)
Nadia Jara	Federación de Institutos Pastorales (FIP)
Dr. Patricia Jiménez	Core Team
José López	Catholic Migrant Farmworker Network
Fr. Alejandro López-Cardinale	National Catholic Network de Pastoral Juvenil Hispana (La Red)
Fr. Hector Madrigal	Core Team
Barbara McCrabb	Assistant Director for Higher Education, USCCB
Jose Antonio Medina	California Catholic Conference
Fr. Juan Molina	Colecta Para La Iglesia En América Latina
Martha María Morales	National Catholic Network de Pastoral Juvenil Hispana (La Red)
Mar Muñoz-Visoso	Cultural Diversity in the Church (USCCB)

Name	Organization
Roberto Navarro	Catholic Relief Services
Michelle Orellana	Cultural Diversity in the Church (USCCB)
Dr. Hosffman Ospino	Core Team
Bishop Nelson Pérez	Diocese of Rockville Centre
Sr. Anna Marie Reha	Core Team
Juan Rendon	Diocese of Fort Worth
Pedro Rubalcava	Instituto Nacional Hispano de Liturgia
Jake Samour	Sección Hispana de National Association of Catholic Family Life Ministers (NACFLM)
Fr. Andrew Small	Pontifical Mission Societies in the United States
Alejandro Siller	Federación de Institutos Pastorales (FIP)
Estela Villagrán-Manancero	National Catholic Association of Diocesan Directores of Hispanic Ministry (NCADDHM)

V Encuentro- National Organizational Chart



Core Coordinating Team

Name
Laureen Aguayo
Alejandro Aguilera-Titus
Patricia Jiménez, D.Min
Rev. Hector Madrigal
Hosffman Ospino, Ph.D
Sr. Anna Marie Reha, SSND

Coordinators of ENAVE Teams

Team	Co-Chairs
Process	Dr. Hosffman Ospino Estela Villagrán-Manancero
Liturgy	Pedro Rubalcava Carmen Aguinaco
Logistics	Roberto Navarro Santiago Cortés
Development	Rev. Hector Madrigal Carmen Aguinaco
Secretary	Sr. Ana María Reha, SSND Michelle Orellana
Communication	Dr. Patricia Jiménez Martha María Morales
Host Diocese	Juan Rendon
Bishops/VIPs	Mar Muñoz-Visoso TBD
Exhibits	Peter Ductram Rev. Alejandro López

Episcopal Regional Structure (ERAVE)

Region	Bishop	Institution	Chair for the Episcopal Region
I	Cardinal Sean O'Malley	Boston College	Silvio Cuellar
II	Bishop Nelson Perez	Diocese of Rockville Centre	Wanda F. Vasquez
III	Bishop Manuel Cruz	RENEW International	Deacon Asterio Velasco
IV	Bishop Martin Holley	National Federation for Catholic Youth Ministry (NFCYM)	Sr. Mercedes Castillo
V	Archbishop Gregory Aymond	SEPI (Southeast Pastoral Institution)	Olga Villar
VI	Bishop Donald Hanchon	Archdiocese of Detroit	Veronica Rodriguez Angela Johnston
VII	Bishop Alberto Rojas	University of Notre Dame	Enid Roman -DeJesus
VIII	Bishop Andrew Cozzens	Archdiocese of St. Paul – Minneapolis	Luz Zagel Carmen Dean
IX	Bishop Richard Pates	Diocese of Des Moines	Milagros Calvetti Sr. Angela Erevia, MCDP
X	Bishop Joe Vasquez	Mexican-American Catholic College	Julio Beltran
XI	Bishop Gerald Barnes	CCC (California Catholic Conference)	Digna Ramirez-Lopez
XII	Bishop Eusebio Elizondo	NWROHA (Northwest Regional Office for Hispanic Affairs)	Raul Velazquez Isaac Govea
XIII	Bishop Oscar Cantú	Diocese of Salt Lake City	Rocio Gonzalez
XIV	Bishop Felipe Estevez	SEPI (Southeast Pastoral Institution)	Angelica Viviana Iglesias
XV	Eastern Catholic Bishops	TBD	TBD

DIOCESAN V ENCUESTRO TEAMS

Purpose of Diocesan V Encuentro Teams:

Diocesan V *Encuentro* Teams will accompany their arch/diocese in facilitating the *Encuentro* Experience and promoting and coordinating the V *Encuentro* Process.

Membership of the Diocesan Teams of Accompaniment

Approximately 10-12 members who reflect a broad diversity of persons, organizations, ministries, etc., including

- Diocesan arch/bishop or his delegate
- Diocesan Director of Hispanic Ministry or equivalent (co-chair)
- Co-chair (discerned by the group with approval of the arch/bishop)
- youth and young adult ministry
- ecclesial and apostolic movements
- marriage and family life ministry
- catholic schools
- evangelization and catechesis
- migrant ministry
- prison/jail ministry
- social concerns ministry
- priests/deacons/seminarians/religious
- others depending on the reality of the arch/diocese

Responsibilities of the Team

1. Introduce the *Encuentro* Experience to the leadership of the arch/diocese, parishes, ecclesial movements, Catholic schools, other ministries
2. Form and train teams in parishes, ecclesial movements, Catholic schools, other ministries, etc.
3. Prepare for and implement the V *Encuentro* Process within the arch/diocese
4. Plan and execute the Diocesan *Encuentro*
5. Cooperate with the Episcopal Regional Team in the planning and executing of the Regional *Encuentro*
6. Coordinate the participation of the diocesan delegates to the National *Encuentro*
7. Provide follow up to the V *Encuentro* Process

8. Publicize and communicate information about diocesan gatherings and all events and news related to the *V Encuentro*.

Responsibilities of Diocesan Co-chairs

- Work closely with the bishop (or delegate)
- Organize the Diocesan *V Encuentro* Team
- Facilitate the meetings of the *V Encuentro* Diocesan Team
- Lead the Diocesan Team in of the training of the representatives from parishes, ecclesial movements, Catholic schools, other ministries, etc. in the *Encuentro* Experience and use of the *V Encuentro* materials
- Communicate with Episcopal Regional Team (ERAVE) in regard to the proceedings and activities in the diocese and at some instances directly with the National Team (ENAVE)

Responsibility of the Bishop or his Delegate

- Convoques the diocesan participation in the *V Encuentro*
- Presides at the Diocesan *Encuentro*

CHRONOLOGY OF THE V ENCUESTRO

Date	Event	Place
Feb. 12-14, 2014	ENAVE Meeting to Train Episcopal Regional Team Chairpersons	Baltimore, MD
June 23-25, 2014	Second National Symposium on Catholic Hispanic Ministry	Los Angeles
March-July 2015	Episcopal Regional Team Meetings to Reflect on the Experience of <i>Encuentro</i>	In each of the 14 Episcopal Regions
September 2015	Meeting of Families (U.S. Families & Families from Latin America)	Philadelphia – VIII <i>Encuentro</i> Mundial de Familias
Sep. – Dec. 2015	Episcopal Regional Team introduces the <i>Encuentro</i> Experience to the Diocesan Leadership	In each of the 14 Episcopal Regions
February 2016	ENAVE Meeting	To be determined
February - May 2016	Formation of Diocesan Teams through an Experience of <i>Encuentro</i>	TBD the Diocesan Team
June. – September 2016	Diocesan Gathering on the <i>Encuentro</i> Experience	TBD by each (Arch)diocese
August 19-21, 2016	National Colloquium on Ministry with Hispanic Youth	Boston
October - November 2016	Forming and Training Parish and other Ministry Teams in Parishes and Ecclesial Movements	TBD by each (Arch)diocese
Jan. – June 2017	Parish and Lay Ecclesial Movements, Ministries, etc. participate in the V <i>Encuentro</i> Process	TBD by each Parish and Ecclesial Movement
Sept. – Nov. 2017	Diocesan <i>Encuentros</i>	TBD by each (Arch)diocese
March – June 2018	Episcopal Regional <i>Encuentros</i>	TBD by each of the 14 Episcopal Regions
September 20-23 2018	V National <i>Encuentro</i>	Dallas, TX
February 2019	Production and Distribution of V <i>Encuentro</i> Concluding Document	TBD
March - May 2019	Regional Post V <i>Encuentro</i> Gatherings on the Concluding Document	TBD by each (Arch)diocese
Aug. - Nov. 2019	Diocesan Post V <i>Encuentro</i> Gatherings on the Concluding Document	TBD by each
Nov. - Dec. 2019	Parish Level Post V <i>Encuentro</i> Gatherings on the Concluding Document	TBD by each parish
2020	Implementation of the learnings, recommendations, and best practices at the national, regional, and local level	

FORMATION AND LEADERSHIP TRAINING SESSIONS

Materials have been prepared for the formation and leadership training of the the diocesan team as well as parish and other local teams. The formation and training is divided into sessions so that they can be given according to the reality and needs of each diocese. Some dioceses may choose to do all sessions in a two-day meeting and others may choose to separate them out into several gatherings. Below you will find the scripts that have been prepared to help you in leading each of these sessions. An approximation has been made in regard to the time needed to complete each session and a list of the materials needed. Handouts and PowerPoint presentations can be found on [Teamwork](#) and on the [V Encuentro website](#). You are encouraged to use these materials as broadly as possible, not only with the training of the diocesan team, but also with diocesan staff, parish and school leadership, and lay ecclesial movement leadership.

Goals for the Formation and Leadership Training

The formation and leadership training is a unique opportunity to learn about the nature, vision, and possibilities of the V *Encuentro*. Participants in these sessions will learn important information in a spirit of prayer and reflection. By the end of these sessions, participants should have a strong sense of the dynamics leading to the V Encuentro. This is an opportunity to motivate participants to embrace the spirit of *Encuentro* and to create vibrant and committed teams that will accompany their diocese, parish, ecclesial movement, or other important group within the diocese in promoting and coordinating the vision of *Encuentro*.

Five sessions have been prepared for this formation and leadership training. Below are the goals for each of the sessions as well as how much time is needed for the sessions. Included are scripts to facilitate the presentation of the sessions as well as the list of the needed materials.

Goals for Session 1: Introduction and Orientation to the V *Encuentro* (60 - 90 minutes)

- Introduce participants to conversations, timelines, and key questions that led the Catholic Bishops of the United States to the convocation of the V *Encuentro*.
- Develop a spirit of *convivencia* among those present that will prepare them for a journey of reflection in the rest of the formation and leadership training.

**Goals for Session 2:
Leadership Training for the V *Encuentro* Diocesan Team
(3 hours)**

- Create a strong structure for the Diocesan Team by establishing a network of support and communication within the Diocese as well as identifying logistical teams within the Diocesan
- Become familiar with the practical aspects of Finances and Development and identify those who will be responsible for these areas
- Become familiar with the communications platforms being used for the V *Encuentro* and identify New Media *Encuentro* Representatives

**Goals for Session 3:
In Introduction to the *Encuentro* Experience
(90 minutes)**

- Offer a brief overview of the *Encuentro* experience in the last half a century as part of the historical memory of U.S. Hispanic Catholics.
- Identify how the *Encuentro* Process serves as a privileged pastoral model to advance the New Evangelization in the United States, particularly among Hispanic Catholics.
- Explore key theological categories that sustain the experience of *Encuentro*.

**Goal for Session 4:
Lectio Divina
(60 minutes)**

- Engage the passage of the Disciples on the Road to Emmaus in a moment of prayerful meditation as a way to ground the spiritual vision of the V *Encuentro*.

**Goals for Session 5:
Theological Reflection
(90 minutes)**

- Read, analyze, and discuss in small groups the document “Called and Sent to *Encuentro*: A Pastoral Theological Vision for the V *Encuentro* Process.”
- Reflect on the importance of the potential of *Encuentro* to refocus Catholic Hispanic ministry in the United States and the larger process of evangelization in an increasingly multicultural Church
- Identify and reflect upon values that have been part of the *Encuentro* Process in the past and envision values that ought to be part of the V *Encuentro* Process.

SESSION # 1: INTRODUCTION TO THE V ENCUESTRO SCRIPT

Materials Needed:

- PowerPoint - Introduction to the V *Encuentro* (found on [Teamwork](#) and the V *Encuentro website*)
- V *Encuentro* Fact Sheet (found on [Teamwork](#) and the V *Encuentro website*)
- Opening Prayer # 1 (found on [Teamwork](#))
- Song for the Opening Prayer- *Ardía nuestro corazón al escuchar tu voz*. Available in [MP3 Download](#) and [Sheet Music](#)
- Materials, objects, and icons for an altar that represent the diversity of the Hispanic community.

Time: 60 – 90 minutes

1. Welcome, Introductions and Opening Prayer

2. Hand out the “V *Encuentro* Fact Sheet”

3. Introduction - Dear friends and colleagues in ministry, it is with great pleasure that we are able to announce that the preparations for the V National Gathering for Ministry Among Hispanics/Latinos (V *Encuentro*) are already underway. On this road toward the V *Encuentro*, in a spirit of communion in mission, we have accomplished these goals:

- A. Creation of the National Team of Accompaniment for the V *Encuentro*, or “ENAVE” by its Spanish- language acronym. This team is comprised of all of the national Catholic Hispanic organizations in the United States and of other key Catholic organizations in Hispanic/Latino ministry
- B. The National Orientation on the Vision and Mission of a V *Encuentro* took place in San Antonio, TX, October 30, 2014 within the framework of the 2015 Raíces y Alas Congress and was attended by 17 bishops and 150 regional and diocesan leaders of Hispanic/Latino ministry. During the orientation, the document “Called and Sent to *Encuentro*: A Pastoral Theological Vision for the V *Encuentro* Process” was presented.
- C. On February 12-14, 2015, the National Training on the Process of *Encuentro* was carried out for those that coordinate the preparations for a V *Encuentro* in each of the fourteen episcopal regions in which the Catholic Church in the United States is organized.

D. On February 15, 2015, the V Encuentro website was launched:

<http://www.vencuentro.org>.

E. During the last week of February 2015, two orientation sessions on the V *Encuentro* took place for executive directors of departments and secretariats of the United States Conference of Catholic Bishops (USCCB).

F. During the months of March through July, 2015, fourteen episcopal regions met to form their Episcopal Regional V *Encuentro* Teams. They used the materials prepared by ENAVE to reflect together on the experience of the *Encuentro* as well as to logistically organize their teams.

G. Episcopal Regional gatherings were held between September and December 2015 to introduce the Forming of Diocesan Teams.

As you can see, we have made good progress in the preparations toward a V *Encuentro*.

All of this information can be found on the website <http://www.vencuentro.org>.

4. The goals for the V *Encuentro* for the 2016 year are the following:

- a. Creation of Diocesan Teams for the V *Encuentro* through leadership training and an experience on the process of *Encuentro*. It is recommended that this takes place in the first half of 2016.
- b. Hold a gathering in each arch/diocese to introduce the V Encuentro and have an experience of *Encuentro*. It is recommended that this takes place during the summer of 2016. This experience is for leadership of parishes, organizations and lay ecclesial movements of the dioceses and is prepared by the diocesan team.
- c. Form parish teams during the second half of 2016. This experience is for leadership in parishes, Catholic Schools, ecclesial movements, organizations, and youth and young adult groups.

Please keep in mind that the year 2016 is the final stage of preparation for the V *Encuentro*. The actual process for the V *Encuentro* will begin in January of 2017 with a five-session long evangelization process and consultation followed by a Diocesan *Encuentro* (gathering). Regional *Encuentros* will be carried out throughout the first part of 2018, and the National *Encuentro* will take place September 20-23, 2018.

5. Present the PowerPoint - **Introduction to the V Encuentro. Respond to questions.**
6. Let's continue walking together toward the V Encuentro and making history along the way!

SESSION # 2: LEADERSHIP TRAINING FOR THE V ENCUESTRO DIOCESAN TEAM - SCRIPT

This session consists of three sections:

- A. Logistics for Forming the Diocesan Team
- B. Communications, Social Media, and New Media Representatives
- C. Finances and Development

A. Logistics for Forming the Diocesan Team

Materials needed:

- Diocesan V Encuentro Team Job Descriptions (Found on [Teamwork](#))
- PowerPoint- *The National Coordinating Team's Organizational Structure* (found on [Teamwork](#))
- Proposed Diocesan Team Organizational Structure (found on [Teamwork](#))
- Parish V Encuentro Team Job Descriptions (Found on [Teamwork](#))
- Opening Prayer # 2 (Found on [Teamwork](#))
- Song for Opening Prayer 2: *El Espíritu de Dios*- Available in [MP3 Download](#), [Sheet Music](#), [YouTube](#) or Flor y Canto 3 #681.

Time: 60 minutes

1. Opening Prayer # 2

2. Creating the Diocesan Team

- a. **Hand out the Diocesan V Encuentro Team Worksheet.**
- b. **Introduction** - You have come together to get to know each other and begin to form a team. I invite you to look at the purpose of the Team as well as the responsibilities of the Team.
- c. **Read the Purpose and Responsibilities of the Team.** As you read these there are some responsibilities that are obvious and others that will become clearer over time. Are there any questions about these at this time?

- d. Read Membership of the Teams.** At this time, we will analyze the membership of the Team. Share with each other what ministry category or group that you are representing. Which groups or organizations are represented? Taking into account the reality of our diocese, is there a group that should be represented in the Diocesan Team? Please remember that the Team will also involve more people in the committee work and there will be another opportunity to ensure that other groups are represented and are at the table.
 - e. Review the Roles of Members.** Are there any questions about the roles of these specified persons?
- 3. Present the PowerPoint-** “The National Coordinating Team’s Organizational Structure.” **Handout the document-** “Proposed Diocesan Team Organizational Structure” which will accompany the PowerPoint.
- a.** The National Team of Accompaniment for the V Encuentro is composed of approximately 36 people representing some 42 different national organizations. It is made of a Chairperson, Director, 4 Consultants, and numerous sub-teams: Process, Communications, Development, Secretariat, Logistics, Liturgy, Exhibits, Bishops/VIPs, and Host Diocese. This same organizational structure has been adapted and is being used in the Episcopal Regional Teams.
 - b.** As we look at the overall Roles and Responsibilities of each of these teams, begin to think of the necessary adaptations for the organizational structure for our diocesan team.
 - c. Present the PowerPoint.** Are there any comments or observations that you would like to make after having learned about the organizational structure of the National Team?
 - d.** At this time, we will walk through the Handout of the team’s responsibilities. You will see who the co-chairs are for those teams at the national level and the Roles and Responsibilities of each team. As you read about the roles and responsibilities that have been identified, please remember that these have been defined by and for the National Team. In the future, we will need to identify which teams are needed for our diocesan work and then identify the responsibilities of each team.

- e. Which teams do we see as important to establish at this time? We will only name them and at a future meeting we will flesh these out by identifying the team, their responsibilities, and who will chair or co-chair the team.

B. Communications and New Media Encuentro Reps- Script

Materials needed:

- PowerPoint- Communications (found on [Teamwork](#))
- Diocesan New Media *Encuentro* Rep Job Description (found on [Teamwork](#))

Time: 60 minutes

1. **Hand out the New Media *Encuentro* Representative Job Description** or email ahead of time.
2. **Introduction-** Communication has drastically changed since our last *Encuentro*. This is the first *Encuentro* where we have access to new media such as Facebook, Twitter, Instagram and this allows us to have greater reach than ever before. For that reason, we will need a New Media *Encuentro* Representative from our diocese who will help coordinate those in charge of New Media in our parishes.
3. **Present the Communications PowerPoint.**
 - a. Since this the first time in the history of the *Encuentros* that we will be utilizing new media for the *Encuentro* Process, it is an exciting time to creatively engage new generations of Hispanic leaders.
 - b. **Website-** ENAVE has launched the official V *Encuentro* website – <http://vencuentro.org>. Please share our website address with your parish leadership. It contains important information such as the history of the *Encuentros*, our timeline, statistics, our news blog, events, etc. Please submit the dates of upcoming events for your diocese. Send to Regional New Media Encuentro Reps.
 - c. **Social Media-** The V *Encuentro* currently has 5 social media accounts. Here are the links to our accounts. Please share these accounts with your parish. We will explore other social media platforms in the future.

Facebook	https://www.facebook.com/enahve.org
Twitter	https://www.twitter.com/ENAHVE

Instagram	@ENAHVE
YouTube	https://www.youtube.com/ENAHVEorg
Google+	https://plus.google.com/+ENAHVEorg/posts

Regions are opening accounts with a handle for their regions to share information and posts about the V *Encuentro*. Make sure to connect with them as they will be sharing important information. Please have your Parish New Media *Encuentro* Representative submit a list of your own social media accounts to their Diocesan New Media *Encuentro* Representatives.

d. Newsletter- The V Encuentro electronic newsletter is published on a monthly basis the month. It is important that we have names and contact information for leaders in your diocese in order for them to receive it. Please have your Diocesan New Media Representative submit your names and contact information.

e. Project Management Software: Teamwork- Log onto Teamwork to demonstrate the software. We are using Teamwork as an online software to communicate, organize and manage all of our tasks for the V *Encuentro*. Your diocese will have a space for your leadership to access documents, PowerPoints, work on documents, create a calendar and send messages.

1. Once your diocese has submitted the names for your leadership and they have been added to the system, they will receive an e-mail inviting you to join **Teamwork**. Please check your SPAM or JUNK folder as the email may be in one of those folders. If it is not there, then visit the following link to access Teamwork - https://enahve.teamwork.com/forgot_password. Enter your email address as your user ID. You will then be prompted on how to access Teamwork.
2. When using Teamwork to send messages, they will be delivered both via email and on Teamwork to those who are listed as recipients and those selected as “notify by email. When someone replies to an email sent to a group, the email will be sent to everyone who originally received the message. This software documents the history of replies in Teamwork. If you wish to respond privately to the sender via email, please make sure that (ENAVE) is not listed after their name. You will

need to manually enter their email address rather than just hit reply. Your response will not be logged in Teamwork. You can also reply to one person by starting a new message on Teamwork and only selecting the person you wish to communicate with.

3. Teamwork has an app that you can download on your tablets and mobile devices so that you can access your documents and information when you are traveling or out of the office. Download here for [Android](#) or for [iOS](#).

f. Read the Job Description for Diocesan New Media Reps.

g. Read the requirements for Diocesan New Media Reps.

4. **Decide as a diocese who the New Media *Encuentro* Rep will be and send name and contact information to your Regional New Media *Encuentro* Representatives.** You can opt to have more than one person assisting in this capacity.

C. Finances and Development - Script

Materials needed:

- Development – The Ministry of Raising Money (found on [Teamwork](#))
- Gift Prospect Planning Worksheet (found on [Teamwork](#))
- Diocesan Budget Worksheet (found on [Teamwork](#))
- Financial Report (found on [Teamwork](#))

Time: (30 Minutes)

1. Development and Finance Committee Chairperson.

- A. **Introduction:** One of the most important positions to fill as soon as possible is the Development/Finance Chairperson because of the urgent need for funds to assist in the work of the Diocesan Team. This person will collaborate with the Diocesan Finance Office and the CFO of the diocese. The Chairperson will work very closely with the institution to make sure that everything is done in a professional and transparent way. Together they will share the appropriate finance reports to donors, members of the Diocesan Team and to ENAVE.

- B. **Skill set required:** In discerning the person that can serve as the Chairperson for the Development/Finance Committee we will review the skills set required in the handout titled “Development – The Ministry of Raising Money.” Review the list with the group. Ask the group if there is anyone who they consider to have some of the skills and qualities needed for raising funds; maybe someone in the group has a special interest in learning the ministry or has some experience or background in successful fundraising that will be willing to assist in this ministry. In general, the best candidate is someone who has not only the experience and/or knowledge but the one who also personally practices good Christian stewardship.
- C. **The Asking:** One of the important aspects of this ministry is that it is very relational. You must get to know the prospective donors well enough to know their potential for giving, their particular interests for giving and the best person to do the asking.
- Identify and make a list of potential donors, discern how they match your needs, and discern who does the asking.
 - Identify friends of donors who can influence donors to give to your organization.
 - Ascertain who knows them well enough to influence their giving to your organization.
 - These influencers can set up meetings for you to connect with decision-makers and will help with their decisions.
 - Use the “Gift Planning Worksheet” as a guide to prepare for the asking.
 - Always remember to communicate with the Chairperson of the Development/Finance Committee of ENAVE and ERAVE to avoid double-asking.
 - The Suddes group: <http://www.forimpact.org> has helpful information for the Development Committee.

2. Budgeting: Present the template for preparing a budget for the Diocesan Team

- A. Begin by listing all the expense categories that will cover all your potential needs and the amount of money you will need for each category. Be as detailed as possible. Input them into the Budget template; one category and one total dollar amount per each line.

- B. Once you identify the total expenses you will know how much money you will need to raise. The budget template calculates the total amount for you.
- C. Based on the total amount of funds needed, you need to look for potential gifts and donors.
- D. Keep a list of your potential donors, and the amount you will ask them to contribute, until you reach your fundraising goal. Input the list of potential donor or other sources of income on the Income section; one category per line with the amount you expect to receive.
- E. At the bottom you will see the difference between the Income and Expenses. If the number is negative you will need to raise more funds.
- F. On the second column, on the far right, you will put the actual figures for income and expenses which will become the basis of your Financial Reports. You may need to adjust the categories as you work with actual figures and not just projections.

3. Financial Report and Evaluation

- A. Hand out or email the Financial Report & Evaluation in Word format (found on [Teamwork](#))
- B. Ask them to look at the document while you present the following:
 1. **Why do we need a financial report and evaluation?**
 As we receive grants and donations for events related to the V *Encuentro*, foundations and organizations might require us to submit reports of how funds were utilized. Some may provide a template or guide for the report while others will not. This report is here to assist you when foundations or organizations do not provide a template. The report is also important for your own documentation of what was accomplished and can be submitted to your bishop and/or supervisor. It is a great source for documenting your local *memoria historica* for your events.
 2. **Cover Page-** Make sure to take lots of photos during your events. It is best to hire a professional photographer or get your diocesan newspaper to cover the event as the pictures can then be utilized for the report and other marketing purposes. Include one picture that captures the event. Include the date of the report, the ²³name of the event or the grant purpose. Include

your diocesan/organizational logo, the name of the person submitting the report, address, phone and email address.

3. **Page 1-2-** Be sure to change the header to include the date of the report. Begin with an introductory paragraph thanking the organization and substitute the information that applies. Include charts that describe your participants. You will need to collect the following information from your participants prior to your events: age, ethnicity, language fluency and preference, ministries represented.
4. **Page 3: Evaluation-** This section should include an evaluation of your event. Provide a description highlighting the staff- include paid staff, interns, and volunteers and what their responsibilities entailed. Highlight if any received payment through the grant.
5. **Page 4: Tell a story. Who Benefited?** Make sure to obtain some quotes from participants or take them from your evaluation forms. Include photos (headshots) of participants. In a paragraph describe who benefited from the grant. Give specific examples (create a story). Include a paragraph describing the atmosphere or result of the event. How did participants respond? What was the mood? Include a paragraph on the impact/results of the event on your diocese/organization and what future work still needs to be accomplished. Include links to your organization's blog or YouTube channel that highlight the work that was done because of the grant funds.
6. **Page 5- FINANCIAL REPORT-** Include a paragraph on how grant funds were applied and also include other sources of funding. Mention staffing hours that your office provided and any other resources that your organization provided for the event. Add fees, sales, and any donations. (Make sure to edit the spreadsheet to fit your budget by adding or deleting rows and changing item names.) Attach brochures, flyers, and newspaper clippings about your event or grant usage with your report.
If you need assistance with the template, contact Patty Jiménez – patty@ushispanicministry.com

SESSION # 3: AN INTRODUCTION TO THE *ENCUENTRO* EXPERIENCE – SCRIPT

Materials Needed:

PowerPoint presentations

- Presentation 1 – The History of the *Encuentros* (found on [Teamwork](#))
- Presentation 2 – *Encuentro* as a Pastoral Model (found on [Teamwork](#))
- Presentation 3 – Theological Principles (found on [Teamwork](#))

Presentation 1

The History of the *Encuentros*

Goal

Offer a brief overview of the *Encuentro* experience in the last half a century as part of the *memoria histórica* of U.S. Hispanic Catholics.

Practical notes

- This presentation is to last no more than 20 minutes
- Ideally the presenter is someone who previously participated and experienced an *Encuentro* Process
- A PowerPoint presentation accompanies this outline. The PowerPoint can be edited to include photos and information about the participation of your diocese in previous *Encuentros*.

Outline

Three areas to briefly highlight:

1. A brief historical overview of the past four *Encuentros* and the *Primer Encuentro Nacional de Pastoral Juvenil Hispana*; the context in which the first *Encuentros* were organized; highlights for each of the previous *Encuentros*.

2. Overview of how the III *Encuentro* was organized, its process, and major outcomes. Briefly share your experience if you participated in one or several of these *Encuentros*.
3. Our context today: key dynamics that influence the V *Encuentro* Process.
 - A. The call to the New Evangelization
 - B. The vision of *Aparecida* and *Ecclesia in America: Continental Mission*
 - C. The Pope Francis' effect
 - D. Demographic and structural changes in the Church in the United States
 - E. The urgent need to shift our attention to Hispanic families and youth

Presentation 2

The *Encuentro* as a Pastoral Model for Evangelization Today

Goal

Identify how the *Encuentro* Process serves as a privileged pastoral model to advance the New Evangelization in the United States, particularly among Hispanic Catholics.

Practical notes

- This presentation is to last no more than 20 minutes.
- Ideally the presenter is someone involved in Hispanic ministry and pastoral planning at the diocesan level. This person is to be well versed on the topic of evangelization and familiar with the dynamics of past *Encuentros*.
- A PowerPoint presentation accompanies this outline, which is to be as a resource. Dioceses can adapt the presentation to their own context.

Outline

Four areas to briefly highlight:

1. The *Encuentro* Process as part of the Church's New Evangelization efforts in our own day.
2. A renewed look at *Pastoral de Conjunto* in the context of an intercultural Church: what vision does *Pastoral de Conjunto* contribute? What does it demand of our pastoral leadership? What does it demand of the Hispanic community?
3. Identify, support, and form a new generation of pastoral leaders for the Church in the 21st century.

4. Through an evangelization process, foster new efforts in which a new generation of missionary disciples as part of the Church's new evangelization.

Presentation 3

Theological Principles Sustaining the V *Encuentro* Process

Goal

Explore key theological principles that sustain the experience of the V *Encuentro* Process

Practical notes

- This presentation is to last no more than 20 minutes
- Ideally the presenter is someone with pastoral theological training familiar with Hispanic ministry and theology, and knowledgeable about the dynamics of past *Encuentros*
- A PowerPoint presentation accompanies this outline.

Outline

Five key areas to highlight briefly (about 4 minutes each):

1. **Called and Sent-** See “Called and Sent to *Encuentro*.” Focus primarily on the concepts of vocation (God calls us) and commission (God sends us).
2. **Missionary Discipleship** – Share a few key points of how this is developed in *Aparecida* and by Pope Francis.
3. **Prophetic Voices Building the Church *en Conjunto***- What does it mean to be a prophetic voice in the Church and in the U.S. society today?
4. **Preferential Options as we read the Gospel in our own reality-** Explain what a preferential option is and why these are essential in the Church. Connect to “Called and Sent to *Encuentro*” document: preferential option for the poor (no. 15), Hispanic youth (no. 16), and the Hispanic family (no. 17).
5. **Toward a Culture of *Encuentro* and Accompaniment-** Highlight key points of what it takes to build a culture of *Encuentro*, how God has already taken the initiative (e.g., creation, Revelation, Jesus Christ), and continues to meet us today.

SESSION # 4: LECTIO DIVINA – SCRIPT

Materials Needed:

- PowerPoint – *Visio: Jesus Models Ministry as Encuentro & Accompaniment* (found on [Teamwork](#))
- Song- *Ardía nuestro corazón al escuchar tu voz*. Available in [MP3 Download](#) and [Sheet Music](#)

The Appearance on the Road to Emmaus

Luke 24: 13-35

Introduction: Jesus says that where two or more are gathered in his name, there he is in our midst. Jesus also promised to send the Holy Spirit to guide us on our daily journeys. Let us place ourselves in God's presence to start this reading of the Scriptures in prayer. Let us pause for a moment... breath deeply... ask the Holy Spirit to open our minds, our hearts, and our eyes to allow the power of the Word to touch and transform how we see and act in our lives.

VISIO (Seeing)- Watch the images attentively with an attitude of prayer.

LECTIO (Reading)- Read the biblical passage out loud: Luke 24: 13-35.

MEDITATIO (Meditating)- Read the biblical passage in silence. Then share briefly with another person your meditation based on the following three questions:

1. Is there a situation in your life that makes you feel confused, sad, or without hope?
2. What would you say to Jesus about that situation if he walked along with you and asked about that reality that causes confusion, fear, or doubt in you?
3. What words from Jesus would cause your heart to burn within you?

ORATIO (Praying)

Let us sing: *Ardía Nuestro Corazón al escuchar tu voz*.

In one or two words, name that situation or reality that for you represents a night of confusion, sadness, or hopelessness. After each person speaks, everyone responds: **Stay with us.**

CONTEMPLATIO (Contemplating)

Let us embrace the gift of silence and close our eyes for about 10 minutes. We know that Jesus has accepted the invitation to stay with us. Accept God's loving gaze, who loves you, who is with you, and who is near to your heart. Accept God's invitation to see those around you and the entire world in a different way, with your eyes wide open to recognize Jesus alive in them and to know his will. Right now there are no questions. Let us just dwell in the calm before God... let's allow God to watch over us with care... let the power of the Word embrace us with joy, giving full meaning to our lives here and now.

ACTIO (Acting)

Name some attitudes and actions that you are ready to embrace and thus live more faithfully according to a pastoral vision of *Encuentro* and Accompaniment, following the example of Jesus and the disciples on the road to Emmaus.

SESSION # 5: THEOLOGICAL REFLECTION – SCRIPT

Materials Needed:

- “Called and Sent to *Encuentro*: A Pastoral Theological Vision for the V *Encuentro* Process” ([found on Teamwork](#))
- Blessing and Sending Forth (found on [Teamwork](#))
- Song for Blessing: *Dios Me Ama* – Available in [MP3 Download](#), [Sheet Music](#), [YouTube](#), and Vive Tu Fe #11

A. Preparation:

Take 25 minutes to read in silence or out loud as a group “The Pastoral Theological Vision for the V *Encuentro* Process.” Highlight or underline the sections, words, and themes that most resonate with you.

B. Work in Small Groups (3 to 4 people)

Important: Choose a facilitator whose role is to ensure that the conversation flows efficiently, timeframes are observed, and everyone participates. Choose a recorder whose role is to take general notes of the conversation and then develop a summary for a plenary session in between each small group discussion.

- 1. 20 minutes - Embracing Who We Are.** What does it mean to be Hispanic Catholics in the United States in the twenty first-century? What does it mean to be Catholic in a culturally diverse Church in the United States in the twenty-first century? **Briefly share in a plenary session.**
- 2. 20 minutes - A Kairós, the right moment.** Based on what you have heard and read, why is this the most appropriate moment to engage in the process of the V

Encuentro Nacional Hispano/Latino de Pastoral? **Briefly share in a plenary session.**

- 3. 20 minutes - The Vision of *Encuentro*.** What does it mean to embrace a vision of *Encuentro* in order to engage in evangelization and with Hispanic ministry in the United States? **Briefly share in a plenary session.**

C. Closing Prayer

APPENDIX

En Camino Hacia el V Encuentro

Opening Prayer #1



Opening Song: *Ardía Nuestro Corazón/Our Hearts Burned Within Us*— Pedro Rubalcava

After the Opening Song, the leader makes the sign of the cross, while saying:

Leader: Let us bless the name of the Father †, the Son and the Holy Spirit.

ALL: **Amen.**

Introduction

We come together in prayer and praise, as a people who rely on the generous heart of God, who first loved us. We acknowledge that our unity of faith needs to be nourished and deepened. Through our prayer, work, reflection and conversation this day, may we be strengthened in our commitment to serve our common mission by the sharing of the gifts we have been given.

Reading

1 Peter 4:10-11

As each one has received a gift, use it to serve one another as good stewards of God's varied grace. Whoever preaches, let it be with the words of God; whoever serves, let it be with the strength that God supplies, so that in all things God may be glorified through Jesus Christ, to whom belong glory and dominion forever and ever. Amen.

Silence

There is a slight pause after the reading.

Reflection

After a brief silence, a second lector reads the following reflection.

There is a slight pause after the reading.

Have you thought about the talents that God has given you? Have you thought of how you can put them at the service of others? Do not bury your talents! Set your stakes on great ideals, the ideals that enlarge the heart, the ideals of service that make your talents fruitful. Life is not given to us to be jealously guarded for ourselves, but is given to us so that we may give it in turn. Have a deep spirit! Do not be afraid to dream of great things!

(Excerpt from Pope Francis' General Audience, April 24, 2014, Through the Year With Pope Francis: Daily Reflections, Our Sunday Visitor).

Intercessions

LEADER: It is the Father's will that we should see him in the face of his beloved Son. Let us honor him as we pray:

V. Christ greeted us with good news:

R. - may the world hear it through us, and find hope.

V. We praise and thank you, Lord of heaven and earth;

R. - you are the hope and joy of people in every age.

V. May Christ's coming transform the Church;

R. - and renew its youth and vigor in the service of all.

V. We pray for Christians who suffer for their belief:

R. - sustain them in their hope.

Our Father

The leader invites all to pray the Lord's Prayer in these or similar words:

Trusting that God hears our prayer, in faith, we pray as Jesus taught us. **Our Father...**

Concluding Prayer

The leader invites all to pray together the closing prayer in these words:

God of grace, you have taught us to seek not to be served, but to serve our brothers and sisters. Grant, we pray, that we may be effective in action, gentle in ministry, and constant in prayer. Through our Lord Jesus Christ, your Son, who lives and reigns with you in the unity of the Holy Spirit, one God, for ever and ever. Amen.

(Adapted from the Collect for Ministers of the Church, Roman Missal)

Concluding Rite

Following the Closing Prayer, the leader makes the sign of the cross saying the following words:

Leader: May the Lord bless us†, keep us from all evil, and bring us to everlasting life. Amen.

All: Amen.

Closing Song: *Ardía Nuestro Corazón/Our Hearts Burned Within Us* – P. Rubalcava

En Camino Hacia el V Encuentro

Opening Prayer #2



Opening Song: *El Espíritu de Dios*

After the Opening Song, the leader makes the sign of the cross, while saying:

Leader: In the name of the Father †, the Son and the Holy Spirit.

ALL: **Amen.**

V. Come, Holy Spirit, fill the hearts of your faithful.

R. And kindle in us the fire of your love.

V. Send forth your Spirit and we shall be created.

R. And you will renew the face of the earth.

Let us pray.

After a brief pause for silent prayer, the leader continues:

O God,
You who filled the hearts of your faithful
with the light of the Holy Spirit;
grant that, guided by that same Spirit,
we may always be upright
and experience the joy of your comfort.
We ask this through Christ our Lord. Amen.

Reading

1 Corinthians 12: 3b-7, 12-13

Brothers and sisters: no one can say, "Jesus is Lord," except by the holy Spirit.

There are different kinds of spiritual gifts but the same Spirit; there are different forms of service but the same Lord; there are different workings but the same God who produces all of them in everyone. To each individual the manifestation of the Spirit is given for some benefit.

As a body is one though it has many parts, and all the parts of the body, though many, are one body, so also Christ. For in one Spirit we were all baptized into one body, whether Jews or Greeks, slaves or free persons, and we were all given to drink of one Spirit.

The Word of the Lord.

Silence

Intercessions

Leader: Let us give thanks to God for the gift of the Holy Spirit and sing: **R. Te rogamos, Señor.**

May your merciful action continue to be among us: **R.**

Do not cease to guide us through the gifts that you have given us: **R.**

Grant that your Church may never need ministers to guide us along the path of a holy life: **R.**

Grant that, guided by our pastors, we may grow in holiness: **R.**

Our Father

Following the song, the leader invites all to pray the Lord's Prayer in these or similar words:

With faith in our God to hear and answer our prayer, we pray in the words that Jesus taught us: **Our Father...**

Concluding Prayer

O God, you send us out empowered by the Holy Spirit to share the Good News with the gifts we have been given. Grant that we, whom you have created and shaped, may be open to your work in our midst and, through the tasks we carry out this day, may build up your Kingdom. We ask this through Christ our Lord.

R. Amen.

Concluding Rite

The leader makes the sign of the cross saying the following words:

Leader: May the Lord bless us[†], keep us from all evil, and bring us to everlasting life. Amen.

All: **Amen.**

En Camino Hacia el V Encuentro

Blessing and Sending Forth



Song: *Dios Me Ama*

Blessing of Pastoral Agents

Leader: God of goodness, you who are merciful, we ask that you bless us, that following the teachings of Jesus, we may be Good News in the midst of our teams.

All: **Amen.**

Leader: Lord Jesus Christ, who on becoming flesh entered into solidarity with our lives, fix our eyes on the needs of those whom we serve, keep our hearts open to welcome them and give us the disposition to be near them.

All: **Amen.**

Leader: Holy Spirit, you who transform hearts and make new all things, come dwell within us that we may remain in the service and accompaniment of our brothers and sisters during these processes.

All: **Amen.**

Blessing

Leader: We invite you to bless the forehead of the persons next to you as you say:

Leader: May the Lord bless us, help us have the necessary attitude, and be attentive to our neighbor. And may the mercy of God dwell in our hearts and accompany us on the road to this *Encuentro*. Through Jesus Christ our Lord.

All: **Amen.**

Leader: We take leave of each other with a sign of peace.



FACT SHEET

FIFTH NATIONAL ENCUENTRO OF HISPANIC/LATINO MINISTRY (V Encuentro)

WHAT IS THE V ENCUENTRO?

The V *Encuentro* is a four-year process of ecclesial reflection and action that invites all Catholics in the United States to intense missionary activity, consultation, leadership development, and identification of best ministerial practices in the spirit of the New Evangelization. The process has been proposed as a priority activity of the USCCB's Strategic Plan for 2017-2020. The V *Encuentro* starts at the grass-roots level and calls for the development of resources and initiatives to better serve the fast-growing Hispanic population in dioceses, parishes, ecclesial movements, and other Catholic organizations and institutions in light of its theme: ***Missionary Disciples: Witnesses of God's Love.***

WHO PARTICIPATES IN THE V ENCUENTRO?

All leaders in arch/dioceses, parishes, lay ecclesial movements and other Catholic organizations and institutions are invited to participate by encountering Hispanic/Latino Catholics, particularly those living in the periphery through the missionary process of evangelization and consultation of the V *Encuentro*.

WHAT IS THE GOAL OF THE V ENCUENTRO?

The main goal of the V *Encuentro* is to discern ways in which the Church in the United States can better respond to the Hispanic/Latino presence, and to strengthen the ways in which Hispanics/Latinos respond to the call to the New Evangelization as missionary disciples serving the entire Church.

WHAT ARE THE OBJECTIVES OF THE V ENCUENTRO?

- ✓ Call all Catholics in the United States to become authentic and joyful missionary disciples that give witness to God's Love with a prophetic voice in a culturally diverse Church
- ✓ Provide a renewed ecclesial vision that develops effective pathways to invite, engage and form Hispanic Catholic youth, young adults, and families to live out their baptismal vocation
- ✓ Invite all Catholic leaders to engage and accompany Hispanic Catholics who find themselves in the peripheries of the Church and society, particularly those who live in at-risk situations and are not actively involved in their faith community
- ✓ Identify and promote opportunities for Hispanic Catholic pastoral leaders to serve at all ministerial levels of the Church and the larger society, and increase the number of protagonists in the New Evangelization
- ✓ Stimulate a new wave of faith formation and leadership development initiatives that prepare Hispanic Catholics to share and celebrate the Good News of Jesus Christ and to become leaven for the Reign of God in society

WHAT ARE THE THEMES OF THE FIVE-WEEK EVANGELIZING PROCESS AND CONSULTATION?

1. Called to a loving encounter with Jesus
2. With words and actions: Do it!
3. Walking together with Jesus
4. Bearing fruits of new life
5. Celebrating the joy of being missionary disciples

*The five themes are inspired by Pope Francis' call to create a culture of Encounter. *The Joy of the Gospel* (#24)

WHAT IS THE TIMELINE AND THE MILESTONES?

YEAR	DATES	MILESTONES
2016	January-June September – December	Development and training of V Encuentro diocesan teams Development of the V Encuentro Process' Guide Distribution of V Encuentro Process Guide Development and training of Parish teams
2017	January-June July-December	<ul style="list-style-type: none"> • A five-week-long evangelization process and consultation. • Parish Encuentros Celebration of arch/diocesan Encuentros
2018	January-June September 20-23	Celebration of episcopal regional Encuentros Celebration of the V National Encuentro event with 3,000 delegates from arch/dioceses and other Catholic organizations in Grapevine, TX at the Gaylord Texan Hotel
2019	January-June September – December	Evaluation and reflection on the V Encuentro's evangelizing and consultative process Development and distribution of proceedings and related resources
2020	January- December	Continuing the Mission in episcopal regions, arch/dioceses, parishes and other Catholic organizations and institutions on the V Encuentro's recommendations and related resources.

BACKGROUND

The process of *Encuentro* has been the catalyst for developing ministries among Hispanics/Latinos during the past fifty years. Each of the previous *Encuentros* has been a watershed experience that has significantly changed the way in which the Church responds to the Hispanic/Latino presence, and the way in which Hispanics/Latinos respond as Church.

- ✓ The *I Encuentro* (1972) led to the creation of the Secretariat for Hispanic Affairs
- ✓ The *II Encuentro* (1975-77) led to the creation of eight regional offices for Hispanic Affairs
- ✓ The *III Encuentro* (1982-85) led to the creation of the Standing Committee of Hispanic Affairs, and the promulgation of the National Pastoral Plan for Hispanic Ministry; giving the green light, and a clear vision, to dioceses and parishes to respond to the ever-growing Hispanic/Latino presence
- ✓ *Encuentro 2000* (The *IV Encuentro*) helped the Church in the United States to recognize and appreciate its cultural diversity, through a "New Pentecost" experience
- ✓ The First National Encuentro for Hispanic Youth and Young Adult Ministry (2005-06)
Opened new pastoral avenues in ministry to and with the Hispanic/Latino young church

The *V Encuentro* finds an unprecedented number of parishes serving Hispanics/Latinos and a growing influence of apostolic movements, all of which are led by thousands of Hispanic/Latino lay-ecclesial ministers. It also counts with record numbers of Hispanics/Latinos engaged in formation programs and a growing number of Catholic Hispanic/Latino national organizations. However, such growth comes short in addressing the demands of the ever-growing Hispanic/Latino population.

The *V Encuentro* promises to be another watershed experience that provides the Church the clarity, enthusiasm and means it needs to more adequately respond to the Hispanic/Latino presence in the spirit of the New Evangelization.

At this moment of grace, it is of the utmost importance to champion the ongoing formation and leadership development of Hispanic/Latino Catholics. The *V Encuentro* is a privileged opportunity to prepare them as missionary disciples ready to serve the entire Church, and for the Church to better recognize and receive the gifts that Hispanics/Latinos bring to the Church and society in the United States.

For More information, visit www.vencuentro.org

Diocesan V *Encuentro* Team Job Descriptions

GOAL:

Diocesan V *Encuentro* Teams will accompany their arch/diocese in facilitating the *Encuentro* Experience and promoting and coordinating the V *Encuentro* Process.

OBJECTIVES:

1. Form Diocesan V *Encuentro* Teams
2. Introduce the *Encuentro* Experience to the leadership of the arch/diocese, parishes, ecclesial movements, Catholic schools, other ministries
3. Form and train teams in parishes, ecclesial movements, Catholic schools, young groups, and other ministries
4. Prepare for and implement the V *Encuentro* Process within the arch/diocese
5. Plan and execute the Diocesan *Encuentro*
6. Cooperate with the Episcopal Regional Team in the planning and executing of the Regional *Encuentro*
7. Coordinate the participation of diocesan delegates to the National *Encuentro*
8. Provide follow up to the V *Encuentro* Process

MEMBERSHIP OF THE DIOCESAN V *ENCUENTRO* TEAM

Approximately 10-12 members who reflect a broad diversity of persons, organizations, ministries, etc., including

- diocesan Arch/Bishop or his delegate
- Diocesan Director of Hispanic Ministry or equivalent (co-chair)
- Co-chair (discerned by the group with approval of the arch/bishop)
- youth and young adult ministry
- ecclesial and apostolic movements
- marriage and family life ministry
- catholic schools and universities
- evangelization and catechesis
- migrant ministry
- prison/jail ministry
- social concerns ministry
- priests/deacons/seminarians/religious
- others depending on the reality of the arch/diocese

RESPONSIBILITIES OF DIOCESAN CO-CHAIRS

- Work closely with the bishop (or delegate)
- Organize the Diocesan V *Encuentro* Team
- Facilitate the meetings of the V *Encuentro* Diocesan Team
- Lead the training of the Diocesan Team in the *Encuentro* Experience and the V *Encuentro* resources.
- Communicate with the Episcopal Regional Team (ERAVE) in regard to the proceedings and activities in the diocese and in some instances directly with the National Team (ENAVE)

RESPONSIBILITY OF THE BISHOP or his delegate

- Convoke the diocesan participation in the V *Encuentro*
- Preside at the Diocesan *Encuentro*

RESPONSIBILITIES OF THE TEAM

- Introduce the *Encuentro* Experience to the leadership of the arch/diocese, parishes, ecclesial movements, Catholic schools, and other ministries
- Form and train teams in parishes, ecclesial movements, Catholic schools, youth and young adult ministry (include pastoral juvenil and mainstream programs) and other ministries
- Prepare for and implement the V *Encuentro* Process within the arch/diocese
- Plan and execute the Diocesan *Encuentro*
- Cooperate with the Episcopal Regional Team in planning and executing of the Regional *Encuentro*
- Coordinate the participation of diocesan delegates to the National *Encuentro*
- Provide follow up to the V *Encuentro* Process

INITIAL TASKS and RESPONSIBILITIES OF THE TEAM

TASK 1: Discern who the members of the Diocesan Team will be

- Identify those areas of ministry that need to be included in order to discern representation from those ministries- Catholic schools, ecclesial movements, etc.
- Complete the selection process
- Submit the names of the members and their contact information to the Regional Episcopal Chair

TASK 2: Discern a Co-chair

- Review the description of the role of the Co-chairs
- Discern a Co-chair who will collaborate with the diocesan director of Hispanic ministry/or equivalent
- Submit the name and contact information of the Co-chair to the Episcopal Chair by January 31, 2016

TASK 3: Form and train the Diocesan V *Encuentro* Team

- Select a date for the initial meeting of the Diocesan V *Encuentro* Team with the purpose of becoming familiar with the *Encuentro* Experience and the resources prepared by the ENAVE team
- Organize the Team according to the structure recommended by the ENAVE- process, communication, liturgy, development, finance, logistics, secretarial teams

FUTURE TASKS AND RESPONSIBILITIES OF THE TEAM:

- Plan strategically to ensure the full participation in the V *Encuentro* so as to reach all parishes, apostolic movements, youth, other ministries, those on the margins, etc. (See: Parish V *Encuentro* Teams)
 - convene meetings
 - provide training
 - secure funding
- Promote the reflection on the *Encuentro* Experience with diocesan staff, parish groups, ecclesial movements and other ministries in the diocese
- Promote and organize the forming and training of V *Encuentro* teams in parishes, ecclesial movements, Catholic schools, etc. who will lead the V *Encuentro* Process.
- Train leaders within the diocese to use materials for the V *Encuentro* Process
- Work collaboratively with the Finance and Development Office to prepare a diocesan budget for the Diocesan *Encuentro* and secure the necessary funding

- Plan and implement the Diocesan *Encuentro*
- Collaborate with the planning and implementation of the Episcopal Regional *Encuentro*

Parish V *Encuentro* Teams Job Descriptions

FUNCTION:

Parish V *Encuentro* Teams will accompany their parish in facilitating the *Encuentro* Experience as well as in promoting and coordinating the V *Encuentro* Process.

RESPONSIBILITIES:

1. Form the Parish V *Encuentro* Team
2. Introduce the *Encuentro* Experience to the leadership of the parish, ecclesial movements, Catholic school(s), youth and young adult ministry, and other ministries and groups within the parish
3. Prepare for and implement the V *Encuentro* Process within the parish
4. Form and train Parish Teams that will facilitate the V *Encuentro* Process with parish ecclesial movements, Catholic schools, youth and young adult ministry, and other ministries or groups
5. Plan and execute the Parish *Encuentro*
6. Cooperate with the Diocesan Team in planning and executing the Diocesan *Encuentro*
7. Coordinate the participation of diocesan delegates to the Regional *Encuentro*
8. Provide follow up to the V *Encuentro* Process

DESCRIPTION OF PARISH V *ENCUENTRO* TEAM

Approximately 10-12 members who reflect a broad diversity of persons, organizations, ministries, etc., including

- | | |
|--|---|
| ○ Parish Pastor or his delegate | ○ catholic school |
| ○ Parish Hispanic Minister or appointed leader (co-chair) | ○ evangelization and catechesis |
| ○ Co-chair (discerned by the group with approval of the parish pastor) | ○ migrant ministry |
| ○ youth and young adult ministry | ○ prison/jail ministry |
| ○ ecclesial and apostolic movements | ○ social concerns ministry |
| ○ marriage and family life ministry | ○ men and women religious |
| | ○ others depending on the reality of the parish |

RESPONSIBILITY OF THE PASTOR or his delegate

- Convoke the parish participation in the V *Encuentro*
- Preside at the Parish *Encuentro*

RESPONSIBILITIES OF PARISH CO-CHAIRS

- Work closely with the parish pastor (or delegate)
- Organize the Parish V *Encuentro* Team
- Facilitate the meetings of the V *Encuentro* Parish Team
- Lead the Parish Team in the training for representatives from the parish, ecclesial movements, Catholic school, other ministries, etc. in the *Encuentro* Experience and use of the V *Encuentro* resources

- Communicate with Diocesan Team (EDAVE) in regard to the proceedings and activities in the parish and diocese

INITIAL TASKS and RESPONSIBILITIES for PARISH TEAMS

TASK 1: Discern who the members of the Parish Team will be

- Identify those areas of ministry that need to be included in order to discern representation from those ministries, Catholic schools, ecclesial movements, etc.
- Complete the selection process
- Submit the names of the members and their contact information to Diocesan Co-chairs by **September 30, 2016**

TASK 2: Discern a Co-chair

- Review the description of the role of the Co-chairs
- Discern a Co-chair who will collaborate with the Hispanic Minister/or equivalent
- Submit the name and contact information of the Parish Co-chair to Diocesan Co-chairs by **September 30, 2016**

TASK 3: Form and train the Parish *V Encuentro* Team

- Select a date for the initial meeting of the Parish *V Encuentro* Team with the purpose of becoming familiar with the *V Encuentro* Experience and the resources prepared by ENAVE
- Organize the Team according to the structure recommended by ENAVE- process, communication, liturgy, development, finance, logistics, secretarial teams

FUTURE TASKS AND RESPONSIBILITIES:

- Strategically plan to ensure the full participation in the *V Encuentro* so as to reach all parishioners, apostolic movements, youth, other ministries, those on the margins, etc.
 - convene meetings
 - provide training
 - secure funding
- Promote the reflection on the *Encuentro* Experience with parish staff, parish groups, ecclesial movements and other ministries
- Promote and organize the forming and training of *V Encuentro* teams in the parish who will lead the *V Encuentro* Process
- Work collaboratively with the Finance and Development Office to prepare a budget for the Parish *Encuentro* and secure the necessary funding
- Plan and implement the Parish *Encuentro*

V ENCUESTRO TIMELINE 2015-2020

2015 Forming and Training Episcopal Regional Teams and Diocesan Leadership	Feb. 14- 16, 2015	ENAVE Meeting Train Episcopal Regional Team Chairpersons	Baltimore, MD
	Apr. – Aug. 2015	Episcopal Regional Team meeting to reflect on the experience of <i>Encuentro</i>	Determined by Anchoring Institution, Lead Bishop and Chairperson
	Sept. 22-25, 2015	Meeting of Families from U.S and Latin America	VIII <i>Encuentro</i> Mundial de Familias - Philadelphia
	Sept.-Dec. 2015	Episcopal Regional Team introduces the <i>Encuentro</i> Experience to the Diocesan Leadership	Determined by each Episcopal Region
2016 Forming and Training of Diocesan Teams	Jan. 31, 2016	Selection of Diocesan Team Members is completed	Diocesan Leadership
	Feb 29-Mar. 1	ENAVE & ERAVE Chairs Mtg.	Redlands, CA
	Feb.-May 2016	Introduction to the <i>Encuentro</i> Experience and Formation of Diocesan Teams	Determined by the Diocesan Team
2016 Forming and Training of Parish and other Ministry Teams	Jun.–Sep., 2016	Diocesan Training on the <i>Encuentro</i> Experience	Determined by the Diocese Team
	Jul. 18-21, 2016	ENAVE & ERAVE Meeting- NCADDHM Annual Conference	St. Louis, MO
	Oct. – Nov. 2016	Forming and training Parish and other Ministry teams	Determined by parishes, schools, etc.

2017 V Encuentro Process	Feb. 2017	ENAVE meeting	TBD
	Jan. – Jun. 2017	Parish, ecclesial movements, ministries, etc. participate in the V <i>Encuentro</i> Process that leads to a Parish <i>Encuentro</i>	
		Parish <i>Encuentros</i>	
	Oct. 2017	ENAVE MTG	TBD
	Sept.– Nov.2017	Diocesan <i>Encuentros</i>	Determined by arch/diocesan team
2018 Episcopal Regional <i>Encuentros</i>	Apr. 2018	ENAVE MTG	TBD
	Jul. 2018	Core Team & Coordinating Team to execute the event.	Grapevine, TC
	March – June 2018	Episcopal Regional <i>Encuentros</i>	Determined by the Episcopal Region
2018 National Event	Sept. 20-23, 2018	National V <i>Encuentro</i>	Gaylord Texan Resort & Convention Center, Grapevine, TX
2019 Follow-up to the V <i>Encuentro</i> Process	<ul style="list-style-type: none"> - Evaluate - Develop follow-up resources - <i>Communicate the outcomes of the V Encuentro</i> and its priorities 		
2020 Implementation	Implementation of the learnings, recommendations, and best practices at the national, regional, diocesan, and local level		

Proposed Diocesan Team Organizational Structure

The following structure is modeled on the structure utilized at the National and Regional levels. Dioceses can adapt the structure according to their local reality. This Structure is used for the preparation and organization of the Diocesan *Encuentro*.

1. Diocesan Teams

- Recommended that each team has co-chairs
- The Co-chairs are **NOT** responsible for **DOING** all the tasks
- The Co-chairs **are** responsible for:
 - Convening/Contacting the team/committee
 - Identifying, assigning, and tracking tasks
 - Reporting status of tasks
- The Team completes tasks in concert with other function areas/committees
- The Team is responsible for completing assigned tasks in a timely manner

2. Teams

- | | |
|--------------------|-------------------------|
| A. Process/Program | F. Development/Finances |
| B. Secretarial | G. Host Parish or Venue |
| C. Exhibits | H. Logistics |
| D. Liturgy/Prayer | I. Communications |
| E. Bishops/VIPs | |

A. Process/Program Team and Tasks

➤ *Program Implementation*

- Convene the process/program planning committee members and coordinate and facilitate their meetings
- Liaison with Production Company (TBD)
- Coordinate process during diocesan events
- Propose budget for approval and monitor their approved budget
- Collaborate with logistics team regarding space and needs
- Coordinate contracting of keynotes, musicians, and *animators*.
Oversee PowerPoint editing and adaptation for main screens, prayer and worship.

➤ *Workshop Topics and Speakers*

- Maintain speaker and session database information as related to speakers
- Invite and confirm speakers and presenters
- Manage contracts, follow up, travel, housing, and stipend requests
- Develop speaker welcome packets
- Review, revise, and communicate Guidelines for Speakers
- Provide relevant information for website

- *Implement the methodology for the Encuentro Process*
- *Oversee the Collation and synthesis of the information from the consultative process*

B. Secretarial Team and Tasks

- *Communicate information to Diocesan Team*
- *Produce the minutes/notes from the Diocesan Team meetings*
- *Keep track of the minutes from all other teams and coordinate information between them*
- *Coordinate with the Communication Team the sending of information*
- *Identify and secure needed supplies for meetings and events*
- *Create evaluation tools*
- *Help identify volunteer needs and communicate to host Volunteer Committee*
- *Help identify additional funding needs*
- *Track items for registration packets*
- *Review and cross-check registration reports*
- *Monitor development and printing of badges*

C. Exhibits Team and Tasks

- *Liaison with service contractor and exhibitors*
- *Develop floor plan for exhibitors*
- *Process registrations and collection of fees for exhibitors*
- *Identify and invite potential exhibitors*
- *Coordinate with the Development Team to identify the exhibitors/donors that will be offered free exhibitor space.*
- *Make exhibit booth assignments*
- *Oversee exhibit set-up and removal*
- *Create guidelines and monitor exhibitor compliance of the guidelines*

D. Liturgical Team and Tasks

- *With the Process/Program Team coordinate the development of the liturgies*
- *Prepare the liturgical materials and worship aids*
- *Identify liturgical celebrants and coordinate the participation of bishops, priests, and deacons*
- *Identify liturgical ministers with the local Team*
- *Create the liturgical environment*
- *Plan and facilitate the Communion distribution plan*
- *Propose budget*
- *Contract Musicians*

E. Bishops and VIPs Team and Tasks

- *Work with your Diocesan Team to identify areas for bishop VIP's participation (program and sacramental)*
- *Develop and send invitation and response form*
- *Track responses*
- *Send confirmations of receipt/registration*
- *Track travel, housing, ground transportation, participation responses, dinner attendance*

- *Work with local volunteers on transportation*
- *Work with F&B team on dinner plans*
- *Help develop orientation and hospitality*
- *Liaison with Bishop and Parish/Venue, as needed*

F. Development Team and Tasks

- *Identify areas requiring funding, based on a projected budget*
- *Coordinate all fundraising activities to assure a coherent, respectful approach to potential funders*
- *Develop plan for acquiring sponsors and donors*
- *Develop sponsor levels and packages*
- *Track sponsors and donors to be acknowledged and communicate requirements to appropriate parties*
- *Identify Diocesan members that best match a potential sponsor/donor for the asking.*

G. Host Parish/Venue Team and Tasks

- *Help implement program development/process*
- *Collaborate with Liturgy*
- *Oversee local volunteer recruitment, training, and deployment*
- *Safe Environment Requirements*
- *Manage local process for speakers and musicians*
- *Act as resource regarding local resources*

H. Communications Team and Tasks

- *Implement marketing-communication plan*
- *Share website, social media accounts.*
- *Work with all areas to develop messaging*
- *Coordinate social media posts*
- *Write articles and submit photos from events*

I. Logistics Team and Tasks

- *Food and Beverage*
 - Identifies food and beverage functions
 - Works with provider to select healthy, filling meals that meet budget requirements. Ensures that participants with any food restrictions have meal options.
 - Reviews, signs BEOs (Banquet Event Orders)
 - Tracks meal counts and conveys to provider
 - Negotiates with facility concessionaire regarding prices and options
 - Identifies and negotiates outside F&B options for attendees
 - Helps negotiate/articulate policy regarding outside food in contracted venues
 - Proposes budget for approval
- *Security and Safety*
 - Select, contract, and liaison with security and first aid providers
 - Facilitate safety meeting with local officials
 - Develop security deployment plan
 - Request and assign volunteers as needed

➤ *Registration*

- Coordinate with the Regional Team
- Review and revise registration deadlines, processes, procedures, and policies
- Monitor on-site set up
- Evaluate needs and request on-site volunteers
- Troubleshoot
- Assist members, speakers, artists, guests, staff with registration/credentials

➤ *Technology*

- Coordinate the technology needs of conference speakers and exhibitors
- Select, liaison and support vendors in providing tech solutions for V *Encuentro*
- If possible, coordinate live streaming and/or recording of Diocesan events

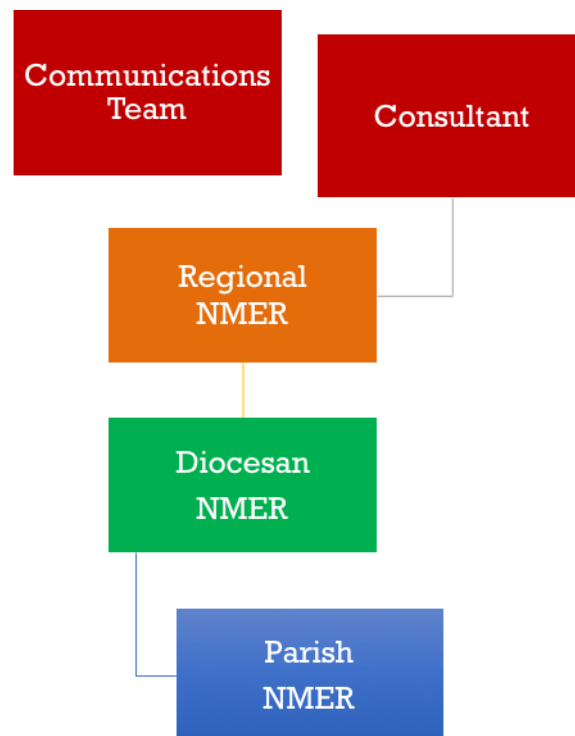
➤ *Accommodations*

- Liaison with Hosting Parish
- Manage room block/accommodations
- Maintain hotel/retreat center contracts
- Review and revise hotel meeting room assignments
- Submit rooming lists and communicate hotel/retreat assignments for Hospitality rooms - for Bishops, for speakers, Staff/work room, etc.
- Troubleshoot on-site problems

Diocesan New Media *Encuentro* Representatives

Diocesan New Media *Encuentro* Representatives (DNMER's) are responsible for covering their diocesan events and ensure the coverage of parish events. Their main role is to publicize and communicating about their diocesan gatherings as well as all events and news related to the V *Encuentro*. They also ensure that diocesan organizations, universities, and lay ecclesial movements participating in the *Encuentro* Process are covered.

DNMER's report to Regional New Media *Encuentro* Representatives who serve as liaisons with the ENAVE Communications Team. The following chart illustrates the communications structure.



Diocesan New Media *Encuentro* Representative will receive online training from their Regional New Media *Encuentro* Representative in the later half of 2016. DNMER's will receive a training manual with the necessary information to perform their ministry. Please assist your Regional New Media *Encuentro* Representative in identifying 1-2 persons to assist with this ministry function in your diocese. A job description and requirements are provided below.

Job Description

- Photograph diocesan events
- Recruit & train, and offer support to Parish NMER's in your diocese.
- Assist in developing the V *Encuentro* editorial calendar
- Coordinate coverage of parish events ☐
- Write and collect blog articles and social media posts about your diocesan events or meetings
- Help publicize events, articles, and posts via social media
- Provide ENAVE with event dates and news
- Think of creative ways to publicize the V *Encuentro* in your diocese and at a national level.

Requirements

- Must be Bilingual- speak, read, and write in Spanish and English
- Maturity and great discernment
- Great communication skills
- Creative or open to new ideas
- Experience with social media- Facebook, Twitter, Instagram, Vine, YouTube, etc.
- Must have regular internet access and an e-mail address
- Access to a laptop or tablet, smartphone (Android, iPhone, etc.)
- Must participate in an online training
- Must participate in annual online meeting
- Must attend their Regional Events
- Must attend the National *Encuentro*

Diocesan Team Budget Worksheet

Enter your estimated income and expenses to better understand what additional funding you need. If desired, insert new rows to include new income sources or expenses, but do not enter any information in the blue rows. These cells hold the formulas behind the chart. If this number is positive, good work! You're spending less than you're earning. If it's a negative number, you should consider ways to save or reprioritize your expenditures.

PART 1: INCOME	Estimated	Actual
Grants Obtained	\$0.00	\$0.00
Arch/diocesan Contribution	\$0.00	\$0.00
Donations:	\$0.00	\$0.00
Parishes within the Diocese	\$0.00	\$0.00
Apostolic Movements and other Ministry Organizations	\$0.00	\$0.00
Local Businesses	\$0.00	\$0.00
	\$0.00	\$0.00
Other: List other income you'd like to track		\$0.00
TOTALS (Automatically Calculated)	\$0.00	\$0.00
PART 2: EXPENSE	Estimated	Actual
Diocesan Team - 12 - 15 members meeting (Mar-June 2016)		
Travel	\$0.00	\$0.00
Lodging	\$0.00	\$0.00
Meals	\$0.00	\$0.00
Snacks	\$0.00	\$0.00
Meeting Space	\$0.00	\$0.00
Supplies	\$0.00	\$0.00
Hosting a Training for Diocesan Leadership (June – Aug - 2016)		
Travel	\$0.00	\$0.00
Lodging	\$0.00	\$0.00
Meals	\$0.00	\$0.00
Meeting Space		\$0.00
Supplies		\$0.00
Outreach to Parishes Needing Assistance	\$0.00	\$0.00
		\$0.00
Unplanned:		\$0.00
Unplanned:		\$0.00
Unplanned:		\$0.00
TOTALS (Automatically Calculated)	\$0.00	\$0.00
PART 3: RESULTS (Automatically Generated from Parts 1 & 2 Above)	Estimated	Actual
TOTAL MONTHLY INCOME	\$0.00	\$0.00
TOTAL MONTHLY EXPENSE	\$0.00	\$0.00
VARIANCE (This is how much over, or under, your budget you are.)	(0.00)	\$0.00

Development – The Ministry of Raising Money

Points to consider in forming the team

Development/Finance Team

- *Talent Search*
 - Seek individuals that understand Christian Stewardship. These people are usually tithers and believe in the opportunity to give as an expression of thanksgiving to God for His generosity to us. The best people are those who give not just of their time but also are committed to monetary tithing.
 - Individuals that believe that they are too poor to give or think that because they are ministers they do not have to give are not the right people
 - Members of the team must be committed to the Catholic Church, Hispanic Ministry, and absolutely support the *Encuentro* Process as it is being lived today.
- *Skills set required*
 - Ability to speak English and Spanish
 - Understand basic accounting principles
 - Share their skill of the “art of asking” for money or openness to learn through training and practice.
 - Comfortable with “process”; this ministry takes time and patience.
 - Capable of articulating the mission and value of the project both orally and in writing.
 - Willingness to be accountable to both the donor and the recipients of the funds. This requires honest and accurate financial reporting.
- *Number of members*
 - The skills of the members of the team will determine the number of individuals needed.
 - Always include a representative from the Diocesan Development Office since they will be managing and reporting on the funds.

Development TASKS

- *Identify areas requiring funding*
 - This is based on a projected budget that lists all your other sources of income and all your expenditures. (Budget template provided.)
 - Don’t expect one source to cover all your needs.
 - It is important to include the overall budget beyond the Diocesan Team so that they see the scope of the work. This can be provided by the National Development Committee.
- *Coordinate all fundraising activities to ensure a coherent, respectful approach to potential funders*
 - Make sure that no one else is seeking funding for the same project. The national or regional team may be in conversation for funds from the same entity you are considering. Make sure to maintain communication with the ENAVE and ERAVE Development Chair.
 - Always respect the intentions of the donor. You may be seeking a particular amount of money for a specific line item but they might respond with a different amount and for a different line item. Accept the gift, if it is within your capacity and mission to accept it, and thank them. If it is not within your capacity, thank them for the gift and inform them that you will contact the appropriate person for the follow up. Example: If the National Development team is asking

for a gift at the national level and the donor wants to give at the regional level in a particular Episcopal Region, then the information should be shared with the contact person at the Regional level. If you approach someone to give at the Regional level and they want to give at the diocesan level, then you thank them and inform them that you will share the information with the National Development Team.

- *Develop a plan for acquiring sponsors and donors*
 - Know what you need and why.
 - Research your potential donor to understand their mission and interests and level of gift capacity in order to match them to the funding need you are requesting. (Potential gift prospect worksheet provided.)
- *Develop sponsor levels and packages*
 - It is always good to have a gift options portfolio. This is giving the donor options to choose from. This also requires you to be prepared to think about how they will benefit by providing you with funding. It must be a win-win situation.
 - Track sponsors and donors to be acknowledged and communicate requirements to appropriate parties. Think of them as your friends; communicate with them to develop a public/business relationship. Thank you letters, Christmas cards, newsletters that share with them about the activities is essential.
- *Identify Episcopal Regional team members that best match a potential sponsor/donor for the asking.*
 - Know that funders give to people with a cause. It is all about the relationship.
 - Discern who in your Diocesan Team is the best person to ask for funding- your Bishop, the Development office, another team member or yourself.
 - Don't forget the "influencers", those that already have a relationship with them and can influence their giving.

Four C's of Development:

- **Communication** – Seek opportunities to greet them in person, write letters or notes, give them information about what you are doing. This is important regardless of whether they donate funds or not. It's all about the relationship. Their "no" now, might be another way of them saying -"now" is not the right time.
- **Cultivation** – from the ground up; match "dream" with the "dream-maker"; visit with them; take them to dinner; set the stage for the asking
- **Calling** – when necessary schedule a meeting to visit with them face to face. Ask someone other than the person doing the "asking" to make the appointment. If you are doing the "ask" and you call to make the appointment they will try to discuss business over the phone. It is much easier to say no to someone on the phone than in person.
- **Commitment** – when doing the asking, let them respond before continue speaking. Ask for the funding and give them time to decide. Sometimes it takes time for them to process in their mind silently before they can give you a response. "Ask and be quiet." Let them break the silence.

Gift Planning Worksheet

Prospect: (Name the Institution, Organization or Individual)

Contact Person and Title: Contact Information:

Relationship with ENAVE or Diocesan Team or Hispanic Ministry: (How are they connected now?)

Description of Relationship: (How are they a good match with ENAVE/DT/HM as a donor?)

Project Description/Detailed "Gift Option" for Investment

Reasons Why Prospect Would Invest in this Particular Project

Influencers:

For use only by Development Team:

Calling Team:

Calling Team Tasks

Follow-Up Procedures

FINANCIAL REPORT

Photo

Date

Name of Event or Grant Purpose

Your

Logo

Logo

Organization/Diocese

Name of Person Completing the Report

Address

Phone Number

E-mail address

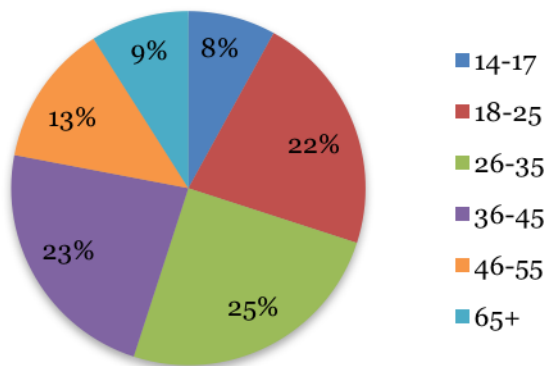
Financial Report & Evaluation

Name of Foundation that awarded Grant

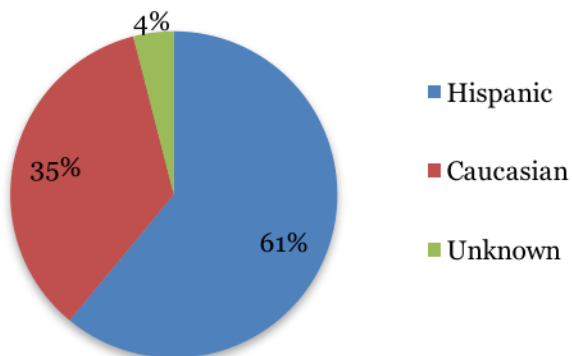
OVERVIEW

On behalf of organization, thank you for your generous grant of **\$amount** towards our name of event or grant usage. Our event was held on **date** at **location** and drew in **amount** participants. Give a brief introduction of the event. Attached is the Registration Brochure for our event. The following charts offer an overview of our participants.

Age of Participants



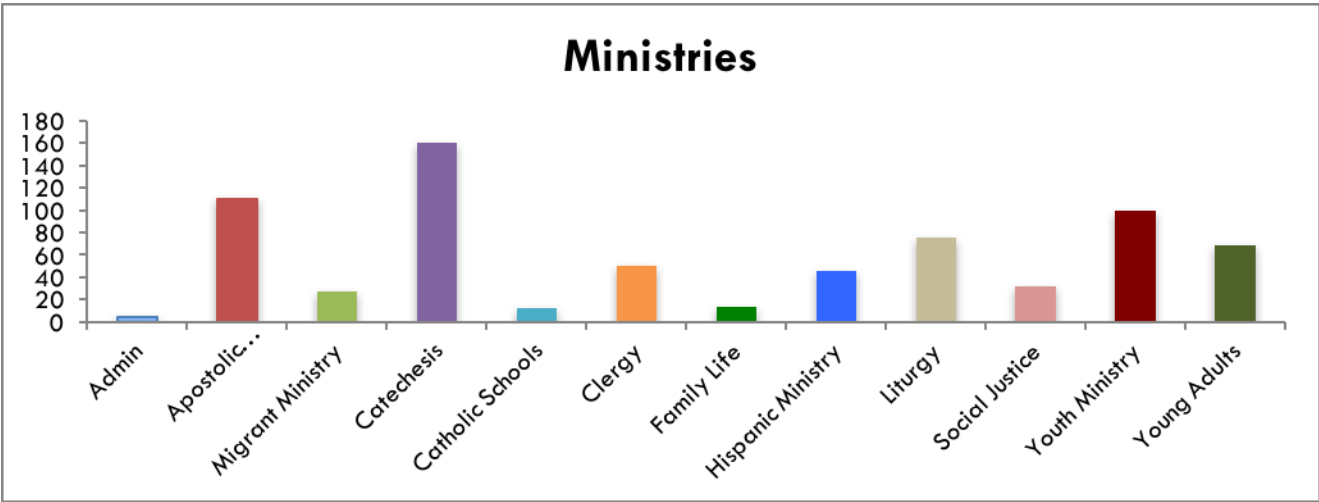
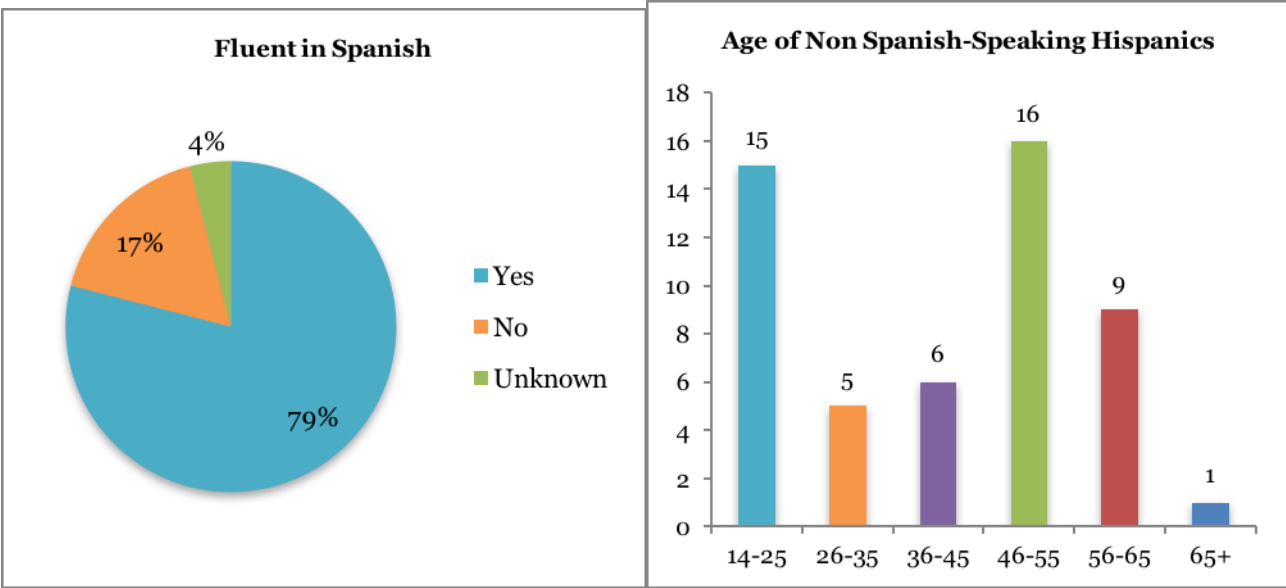
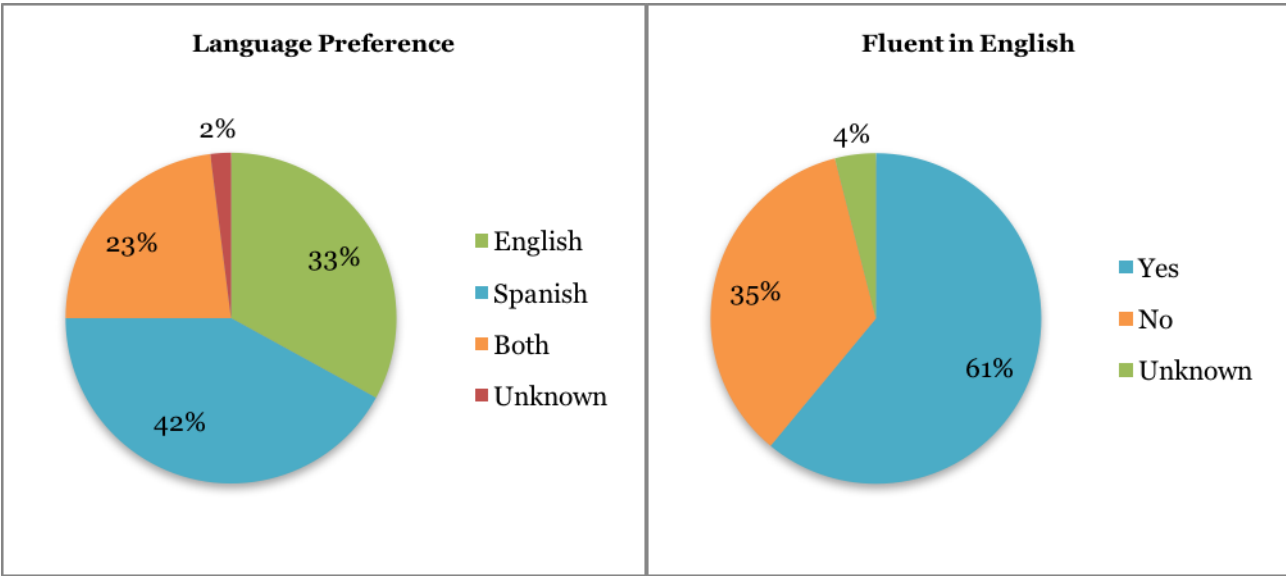
Ethnicity



Our largest percentage of participants ranged from age **(26-65)** years of age. **(Number)** percent of our participants did not indicate their age range. More than **(number)** percent of our participants were of Hispanic/Latino ethnic background compared to the estimated diocesan Catholic population of which percentage% are Hispanic/Latino. ***(You will need to edit the charts to match your data.)***

Language Preference

(Number) percent of our participants were fluent in English, while **(number)%** were fluent in Spanish. **(Number)** percent prefer Spanish, 13% were comfortable with both languages and 29% prefer English. It is interesting to note that **(number)%** of Hispanic/Latinos present were not fluent in Spanish. One of our hopes was to expand the notion that Hispanic/Latino Ministry only serves Spanish-speaking Catholics. ***(Include one sentence on the work needed to reach out to English-speaking Hispanic/Latinos).*** The chart of Ministries on the next page indicates their primary ministry. Many are involved in many ministries. ***(You will need to edit the charts to match your data.)***



EVALUATION

Staffing

Provide a description highlighting the staffing of paid staff, interns, and volunteers and what their responsibilities entailed. Highlight if any received payment through the grant.



Replace photos with images from event or how the grant was used.



Quotes



“Insert a quote from a participant or person who benefitted from the grant.”

Name of Person

“Insert a quote from a participant or person who benefitted from the grant.”

Name of Person



In a paragraph describe who benefited from the grant. Give specific examples (create a story).

Include a paragraph describing the atmosphere or result of the event. How did participants respond? What was the mood?

Grant Results- include a paragraph on the impact/results of the event/grant on your diocese and what future work still needs to be accomplished. Include links to your organization's blog or YouTube channel that highlight the work that was done because of the grant funds.

FINANCIAL REPORT

Below you will find the charts of revenue and expenses for our event/grant project. Grant funds were applied towards **(include how funds were applied)**. Remaining expenses were drawn from **(insert other sources of funding)**.

REVENUE

Item	Amount
Revenue Sources	
Donations	\$
Name of Foundation who awarded grant	\$
Sponsorships	\$
Resource Sales	\$
Fees	\$
Name of Ministry/Organization's Budget	\$
Total Revenue	\$

EXPENSES

Item	Amount
Expenses	
Professional Services	\$
Speaker Stipends	\$
Coordinator Fees	\$
Interns	\$
Facility Rental	\$
Equipment Rental	\$
Food	\$
Travel For Speakers/Staff	\$
Office Supplies	\$
Supplies	\$
Printing	\$
Phone	\$
Resources	\$
Total	\$

(Make sure to edit the spreadsheet to fit your budget by adding or deleting rows and changing item names.)
 Atatch brochures, flyers, newspaper clippings about your event or grant usage with your report.

CALLED AND SENT TO *ENCUENTRO*

A Pastoral Theological Vision for the V Encuentro Process *

Listening to God's Call

1. The God of Life, who by the power of the Holy Spirit conquered death, sin, and darkness through the resurrection of Jesus Christ, our Lord, calls Hispanic Catholics in the United States with a renewed impetus to be *pueblo de Dios en marcha*. In God who is Three in One we believe. To God who is origin and wellspring of our existence we give our praise. In God who walks with us in the confines of history we place our trust and our hope as we enter into this process leading to the V *Encuentro* Nacional Hispano/Latino de Pastoral, truly a moment of grace.
2. God rejoices in the beauty of the created order. God finds delight in the people from all cultures who live according to the truth, particularly the truth of the Gospel, and love with *caritas*: God's divine love. The United States of America is our share of creation. This is our land, our nation. This is where we find ourselves walking side by side with millions of people who believe that life is about opportunity, people who strive every day to build a better world. This is where we find ourselves walking together with God who not only called us into being, but also promised to accompany us along the journey. Here we live. Most of us were born in this nation; many others were reborn as migrants. In a land that promises new beginnings we find ourselves participating in a never-ending process of rebirthing... recreating... reinventing... renewing.
3. Our *experiencia cotidiana* as Christian disciples living in the United States is often complex, busy, noisy, tense. Much is negotiated at any given moment. Many realities change so fast around us that we barely have time to remember what was and contemplate what is. Notwithstanding we have the responsibility to imagine a shared future. Communities, large and small, change. Priorities change. Political dynamics, global and local, change. How we enter in relationship with God changes as well as how we practice our faith. We change. Yet in the midst of the drumming that engulfs life with its many changes, God invites us today to pause for a moment and ponder about who we are as women and men called to *Encuentro*, here and now.

We Are Hispanic...

4. Hispanic, Latino/a, Latin@, *indígena*, Hispanic-American... Yes, all of the above. We are all these and many more. Our people are Brown, Black, White, Mestizo, Mulato... When exercising our democratic responsibilities, we vote all across the political spectrum... We are professionals, business people, educators, artists, service workers, *campesinos*... Many among us trace our lineage to families who have lived in the United States for centuries, even to ancestors who lived in the land before the country knew itself as a nation. Others more recently crossed borders, flew in, and sailed boats from Latin America and the Caribbean with the hope of finding better opportunities for them and their families. Though millions among our people are immigrants who have made this country their permanent home in recent decades, we are not just an immigrant community. The vast majority, nearly two thirds of *nuestro pueblo* were born in the United States. We are Hispanic, Latino/a, Latin@, *indígenas*, and... American, that is to say: *estadounidenses*. This is our country. We are the United States along with many others who day by day work hard and long to build a better nation. We believe in dreams that inspire us as a people. We dream

about building strong families in which parents, children, spouses, grandparents, uncles and aunts, cousins, *comadres* and *compadres*, and the many other relatives and friends who are part of our lives are always welcomed. We dream about the best education and opportunities for our children so they can live their lives to the fullest. We dream that the honor that derives from affirming the dignity of our human condition, an honor that has been denied to many of us, particularly our women and our children in the countries that many of us have left, and even in this land, is fully restored as we build a new society. We dream that our lives be filled with joy and peace as we trust in the Lord.

5. Poverty, low educational attainment, brokenness in our families, large numbers of our sisters and brothers in prisons and detention centers, the hardships that are part of the immigrant experience, among other trials, negatively affect the lives of millions of our Hispanic sisters and brothers, especially the young, in our barrios and homes. Racism and classism are persistent social biases that some in this society, our society, inflict again and again upon us as a pueblo because of the consistent failure to understand who we are and what we contribute to Church and society. When one of us suffers because of those biases, we all suffer, the Church suffers, the country suffers. Yet, we still dream.
6. Our shared history is like a colorful tapestry weaved during five centuries, a tapestry made of multiple narratives that are part of one common memory: *nuestra memoria histórica*. Many of these great narratives evoke moments that have brought hope and the promise of new beginnings. Others remind us of the clashes that have caused pain and despair. It is in the walking together through history, motivated by the passions that drive us every day, mindful of the joys and hopes, the grief and anguish of our people, that a new identity is being forged. Not an identity that does away with differences, diversity of cultures, national origins, accents, and memories —because without these we would not be who we are today —but an identity that has the power to hold unity and plurality in dynamic tension. Many ask when is it that the process of forging such identity will finally be completed. Are we there yet? All we can say is that we are still being born. For centuries we have been becoming something new; we are not done. We are becoming something new and so are the people with whom we live, our neighborhoods, the towns and cities where we are *presente*, the larger society, the Church...

We Are Hispanic Catholics...

7. At the heart of the always evolving U.S. Hispanic identity, in all its variations and manifestations, remains a spiritual constant: Christianity, particularly mediated by Catholicism. The majority of Hispanics in the United States self-identify as Catholic (about 58 percent). The Catholic experience has served perhaps as the most widely shared quality among Hispanic and Latin American peoples in the continent. Rooted in the experience of Iberian Catholicism, the Church throughout our history in the United States, the Caribbean, and in the rest of the continent has been a major force shaping culture, education, the arts, and social life. Hispanics are heirs of this tradition and we carry it in what many have come to recognize as a form of cultural Catholicism.
8. The Hispanic Catholic experience is a treasure that permeates the life of the Church in the United States and the larger society in many ways. For decades, theologians and pastoral leaders in this country, the Caribbean, and Latin America have recognized the immense power of popular Catholicism as a vehicle not only to celebrate and interpret the faith, but also to pass on that faith from one generation to the next. Marian devotions, especially the love for Our Lady of Guadalupe, have a special place in the U.S. Hispanic Catholic imagination. Liturgical life remains important for Hispanic Catholics. Parishes where

Hispanics are present have a higher number of faithful attending Mass and the number of children baptized in these communities is higher than in the rest of parishes in the country. Of course, the record is not perfect and much more needs to be done at the pastoral level to help the many Hispanic Catholics who sporadically or never come to Church to appreciate more the richness of its liturgical experience. But there is a sense of the sacred, what theologians call a sacramental imagination, deeply ingrained in Hispanic cultures, much of it nurtured by the centuries-long relationship with Catholicism. In recent decades the emergence of the apostolic movements (e.g., the Catholic Charismatic Renewal, Cursillo) has inspired waves of spiritual revitalization among U.S. Hispanic Catholics. All these experiences point to what has been identified as *mística*, that lens through which Hispanic Catholics see and understand the world as a place where it is always possible to have an encounter with the divine.

9. For Hispanic Catholics, the experience of *Encuentro* is an opportunity to retrieve the cultural, spiritual, and ecclesial roots of our shared identity. In Latin America and the Caribbean, the spirit of *Encuentro* has, without a doubt, shaped the pastoral theological reflection of CELAM (Conferencia Episcopal Lationamericana) for more than half a century. The meetings in Medellín (1968), Puebla (1979), Santo Domingo (1992), and most recently in Aparecida (2007) can be considered *Encuentro* milestones. At these meetings pastoral leaders and theologians from around the continent came together (*se encontraron*) to reflect on how God's Reign was being experienced by el pueblo, the people. Those experiences of *Encuentro* in Latin America have inspired some of the most exciting processes of pastoral planning, parish renewal, and missionary activity in our recent history. Many of the 20 million immigrants from Latin America and the Caribbean now living in the United States have been formed and transformed by those dynamics: catechists, teachers, lay pastoral agents, vowed religious, clergy, and countless people in the pews. As we enter the process leading toward the V *Encuentro*, their experiences and memories should be a great source of inspiration.

We Are Hispanic Catholics in the United States...

10. At the time of the Second Vatican Council (1962-1965), Hispanics constituted less than 10 percent of the Catholic population in the United States. In a Church that was mostly Euro -American, Hispanic Catholics were clearly a minority. This is how we had been perceived for quite long. As a minority, the history of Hispanics had been influenced by the ups and downs of the racial, social, and even religious tensions that dominated major conversations in the larger society. But much has changed in only half a century. Today Hispanics constitute more than 40 percent of all Catholics in the country. More than half of Catholics under the age of twenty-five are Hispanic. Seventy-one percent of the growth of Catholicism in the country since the 1960s is the result of the Hispanic presence. It is practically impossible in our day to speak about the present and future of Catholicism in the United States without looking closely at the Hispanic Catholic experience. Has the Church in the United States come to terms with the process of hispanization that is currently redefining its identity? Are Hispanic Catholics aware of the role we now play and the commitments we must assume in the context of the new phase in the U.S. Catholic experience? The V *Encuentro* Process is the perfect opportunity to reflect upon these two questions.
11. This is not the first time we enter into a process of *Encuentro*. Prior to the present V *Encuentro* Process Hispanic Catholics have been part of several other *Encuentros Nacionales Hispanos de Pastoral*: 1972, 1977, 1985, and 2000. In 2007 took place the First National Encounter for Hispanic Youth and Young Adult Ministry. The *Encuentros* have been instances of communal reflection where pastoral leaders

involved in Hispanic ministry came together through a series of processes and gatherings at various levels to address how the Church in the United States is best meeting the pastoral and spiritual needs of Hispanic Catholics. The *Encuentros* quickly proved to be prophetic moments. But perhaps their most important contribution has been the development of a shared consciousness among U.S. Hispanic Catholics. The first three *Encuentros* focused explicitly on the Hispanic Catholic experience. In doing so, they named the strengths and weaknesses in the Church's response to the growing Hispanic presence. The Third *Encuentro* (1985) was preceded by a two-year (1983-1985) process of consultation at multiple levels involving hundreds of thousands of Hispanic Catholics. The Third *Encuentro* also inspired the development of the 1987 National Pastoral Plan for Hispanic Ministry, approved by the bishops of the United States for all Catholics in the country. The Plan's general objective continues to inspire major initiatives and conversations about Hispanic ministry nationwide:

TO LIVE AND PROMOTE...
by means of a *Pastoral de Conjunto*
a MODEL OF CHURCH that is:
communitarian, evangelizing, and missionary,
incarnate in the reality of the Hispanic people and
open to the diversity of cultures,
a promoter and example of justice...
that develops leadership through integral education...
THAT IS LEAVEN FOR THE KINGDOM OF GOD IN SOCIETY.

12. *Encuentro* 2000 (considered the Fourth *Encuentro*) raised awareness about the gift of diversity in the Church. It was not focused exclusively on Hispanic ministry, yet it was an opportunity for Hispanics to share the experience and methodology of *Encuentro* with other Catholics in the country. The First National Encounter for Hispanic Youth and Young Adult Ministry not only reminded us that Hispanic Catholic youth must remain a central focus in the Church's evangelizing mission in the United States (about six in ten Catholics under the age of eighteen in the country are Hispanic), but also demonstrated the capacity and potential for leadership of U.S. young Hispanic Catholics.
13. Today 55 million Hispanics, 17 percent of the entire U.S. population, constitute a major force in our society. Hispanics are present in every state, every major urban center throughout the country. Hardly a group to be ignored! Nearly 30 million of us self-identify as Catholics. There are more Hispanic Catholics in the United States than in most individual countries in Latin America. This is without a doubt a different moment in our shared history. Our reflection at this time is not merely about how the larger ecclesial community can serve a small group of people who share common languages and cultures. It is about embracing the fact that Catholicism in United States is being —and will continue to be— deeply redefined by the Hispanic Catholic experience in dialogue with the many other Catholic experiences that are part of the culturally diverse matrix in which we hear and answer God's calling to *Encuentro*. We Are

Hispanic Catholics in the United States in the 21st Century...

14. As we move forward as a Church well into the second decade of the still young twenty-first century, Hispanic Catholics insist that our challenges, questions, and hopes are those of the Church in the U.S. — and vice versa. Every historical moment brings its own challenges. And every challenge is in itself a new opportunity. At the dawn of this century our society experienced the horrors of terrorism and large-scale violence. These events profoundly changed our perception about the kind of world in which we live

today. A new wave of socio-political crises in Latin America threatens the wellbeing of many, especially women and the young, leaving them no other alternative than to flee their homelands. Many look “North” as an option as did millions throughout the twentieth century. The recent economic downturn underscored the vulnerability of the institutions in which we have come to rely almost blindly. A growing anti-immigrant sentiment, particularly during times of political elections, reveals worrisome xenophobic attitudes in our society that need to be seriously addressed. This seems to be a time when turning to God and religious institutions for guidance and wisdom is more urgent than ever, yet our society collectively is moving in a different direction: secularism. About 1 in 5 people in the United States self-identifies as non-religiously affiliated or “nones”. Hispanics are not the exception.

15. These are precisely the conversations where Hispanic Catholics can lead with our voices, witness, and leadership. These are our realities as well. This is our time to be a prophetic voice! Our children and grandchildren are growing up in this context. The response to these dynamics is what in many ways will determine the vibrancy and relevance of our parishes, dioceses, organizations, and institutions. In order to respond to the challenges of our day, we stand before a unique opportunity to draw from the best of our Catholic tradition as well as from the richness of our cultural and historical experiences. We Are Hispanic Catholics in the United States in the twenty-first century who accept God’s call to *Encuentro* and stand ready to make preferential options. We continue to embrace the preferential option for the poor that has characterized the Church in Latin America and the Caribbean as well as Hispanic ministry in the United States during the last half a century. We know the effects of poverty first hand because millions of our people suffer due to the conditions created by this social ill. Many struggle for jobs to support their families while others receive unreasonably low wages for their hard work. For many, promotion in the workplace is a chimera while they see their coworkers who work as hard and have similar qualifications achieve higher levels of success. Lack of access to quality education and education that effectively moves our young up the social scale, particularly in urban settings, practically condemn many of our people to live in poverty for the rest of their lives. Disproportionate rates of imprisonment in comparison to the rest of the population, the proliferation of detention centers to confine immigrants largely from Latin America, including mothers and children, and a large number of Hispanics paying long sentences in regular prison systems add an extra burden on the shoulders of families that seek a better chance in life, especially for their young. These are our people and these are our struggles. With them elevate our voices to the God of Life who hears the cry of the poor (Cf. Psalm 34:7; 69:34; Job 34:28).
16. We also renew the preferential option for our Hispanic youth. The majority of U.S. Catholics under the age of 30 are Hispanic, most of them born in this country. There is plenty of evidence that our ministerial structures, including parish youth and young adult ministerial programs, Catholic schools, and Catholic colleges, are not doing enough to serve them well. If we do not invest in Hispanic youth now, what kind of Church do we expect to have in ten or twenty years? Investment in Hispanic youth today is nonnegotiable.
17. As we enter the process of the V *Encuentro*, we must make a preferential option for the family, more specifically the Hispanic family. Hispanic Catholics in general have a strong sense of family life and value the importance of this social unit. The openness to life in Hispanic families, expressed particularly in the number of children at home, serves as a countercultural sign to what some have identified the “culture of death” in our society. Hispanic families, rooted in the conviction that individual identity is primarily shaped in the context of the home, remain by and large paradigmatic in terms of sharing traditional

values about culture, faith, and mores. These strengths are to be cultivated in our ministry and shared with others as much as possible as Hispanics continue to grow roots in this society. However, it is easy to confuse “a strong sense of family” with an idealized view of the Hispanic family. Hispanic families also struggle significantly. Yes, there is brokenness in our families. There is pain when our families are divided because of migratory policies that are taking too long to be revised. There is grief when marriages in our communities fail. There is hardship when our families must permanently deal with poverty and marginalization. There is frustration among our parents when they dream about the best education for their children and know that millions of their little ones go to failing schools that put their future at risk. There is reason to be concerned when realities like machismo, domestic violence, and other forms of abuse at home directly affect the lives of many in our families, particularly women and children, yet are often met with a deafening silence by leaders in our faith communities. There is confusion when our own ministerial structures, including current efforts in Hispanic ministry, invest little or nothing in pastoral familiar. If we do not invest in Hispanic families now, what kind of Church do we expect to have in ten or twenty years? Investment in the Hispanic family today is nonnegotiable.

Sent by God as Missionary Disciples...

18. As the Church throughout the world continues to embrace the call to the New Evangelization, Hispanic Catholics do so in our day in a spirit of *Encuentro*. Blessed Paul VI reminded us that the Church exists to evangelize (*Evangelii Nuntiandi*, 14). Hispanic ministry in the United States only makes sense if its ultimate goal is to announce the Good News of Jesus Christ. As Hispanic Catholics and those walking with us in a mutual spirit of accompaniment, we have heard the voice of the God of Life who calls us to discipleship. We follow in the footsteps of the Lord Jesus, the Risen One who makes all things new. We open our hearts to the guidance of the Holy Spirit for our discipleship to be authentic and life-giving. Hispanic ministry in the United States is the Church’s commitment to bringing the Good News of Jesus Christ with new ardor, new methods, and new expressions to all Hispanic women and men living in this land, those who walk with us in our communities, and those with whom we are Church amidst the cultural diversity that shapes our communal identity.
19. Christian discipleship is about following Jesus, the Teacher. Yet the act of following must be preceded by a moment of listening and contemplation. At the feet of the Lord Jesus, like the first disciples, we listen to his words and our hearts are filled with the joy of the Gospel (Francis, *Evangelii Gaudium*, 1). We contemplate the truth that makes us free. We humbly allow the Lord to love us with the sacrificial love of the one who lays his life down for his friends. The *Encuentro* with the Lord through his Word in the Scriptures, his sacraments, and our neighbors, especially those most vulnerable (Cf. Mt 25:31-46), empowers us to say with the author of the First Letter of John: “what we have seen and heard, we proclaim now to you, so that you too may have fellowship with us” (1 John 1:3a).
20. The proclamation of the Good News inherently implies a movement outward. If we have seen it, heard it, and contemplated it, we know how worthy it is! Then we must share it. Authentic discipleship and the Church’s missionary impetus go hand in hand. As the pastoral leaders from across the continent recently gathered in Aparecida, Brazil in 2007 concluded, this is the time to embrace our identity as missionary disciples. The calling to missionary discipleship clearly resonates with the pastoral experience of U.S. Hispanic Catholics. For decades we have been in close dialogue with theological and pastoral movements from Latin America. Many of those movements have profoundly influenced our own reflection as is the case of the earlier *Encuentros Nacionales Hispanos de Pastoral*. The 1997 synod that led to the

landmark document *Ecclesia in America* modeled how the conversation could continue. Much energy is being generated in the Latin American ecclesial context inspired by Aparecida, the commitment to a Continental Mission, and without a doubt the witness of Pope Francis, the first Latin American Pope in history. This is truly a *kairos* moment for U.S. Hispanic, Latin American, and Caribbean Catholics, a time to embrace the calling to be missionary disciples.

21. This is an opportunity to be missionary to all our sisters and brothers, Hispanic and non-Hispanic, in the United States. As U.S. Hispanic Catholics, we enter this moment rooted in our own reality, yet mindful of the need to develop a wider awareness of the experiences beyond our own boundaries and most immediate perspectives.

To Experience the Fullness of God's Love through *Encuentro*!

22. Catholicism in the United States in the twenty-first century will be profoundly defined by whether and how we build communities of *Encuentro* and embrace. It is in these communities where everyone, Hispanic and non-Hispanic, should find ourselves at home and experience the fullness of God's love. This is a time when Catholic parishes, dioceses, organizations, and institutions are to renew their commitment to identity and mission by becoming spaces where all Catholics are welcomed with their gifts, questions, and hopes. To build such communities it is necessary to develop a *pastoral de conjunto* that builds on the best practices that have given life to many communities to this day. This *pastoral de conjunto* also requires the incorporation of the wisdom that new pastoral leaders, young and old, immigrant and U.S.-born, Hispanic and non-Hispanic, bring to our communities.
23. Pope Francis often refers to the idea of fostering a *cultura de encuentro* (a culture of encounter). A culture of encounter brings people together mirroring the *Encuentro* between God and humanity, particularly through Jesus Christ. Such an encounter is always life-giving and transforming. It is an encounter that affirms the best of who we are as people created and loved by God. A culture of encounter is predicated upon the conviction that forgiveness and reconciliation are possible. It is a culture that speaks the truth with clarity, although with kindness and mercy. A culture of encounter mediates differences, brings together those who are alienated from each other, heals conflicts, and opens us up to the beauty of the mystery of being together with one another. Yes, we are in this as a pueblo. We are the Church, el Pueblo de Dios.
24. As we enter into the process leading to the V *Encuentro* Nacional Hispano de Pastoral, Hispanic pastoral leaders and those who accompany us on the journey of building strong communities of faith are invited to foster *una cultura de encuentro* that makes it possible for all to experience the fullness of God's Reign. May the God of Life, who by the power of the Holy Spirit calls us to follow our Lord Jesus Christ as missionary disciples and accompany one another on this journey of fashioning the U.S. Catholic experience in the twenty-first century, grant us the wisdom to remain faithful to our vocation.

* This theological reflection was authored and first publically delivered by Dr. Hosffman Ospino on October 30, 2014 in San Antonio, TX on behalf of ENAVE (Equipo Nacional de Acompañamiento del V *Encuentro*).

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¹ Gray, Ph.D., Mark M., *Catholic Schools in the United States in the 21st Century: Importance in Church Life, Challenges, and Opportunities*, Center for Applied Research in the Apostolate, Georgetown University; Washington DC, June 2014