



Planning Guide for the Regional In-Service

WHAT IS THE REGIONAL IN-SERVICE?

The Regional In-Service is an opportunity to:

1. Present an overview of the *National Pastoral Plan for Hispanic/Latino Ministry* for diocesan leaders and Catholic organizations and institutions in the episcopal region.
2. If the region has a Hispanic/Latino Ministry plan/initiatives, discern/evaluate current regional pastoral plan/initiatives in light of the *National Pastoral Plan for Hispanic/Latino Ministry* and revisit the responses to pastoral priorities that surfaced in the regional/diocesan phase of the V Encuentro process.
3. Identify current pastoral responses and structures at the regional/diocesan level.
4. Reflect on the pastoral vision and guidelines for Hispanic/Latino ministry.
5. Discern additional pastoral responses.
6. Introduce a template to develop or enhance a diocesan/regional/organizational pastoral plan for Hispanic/Latino ministry.
7. Prepare regional and diocesan leaders to implement the *National Pastoral Plan for Hispanic/Latino Ministry*.

WHO IS INVITED TO THE REGIONAL IN-SERVICE?

It is recommended that regions invite the following:

1. Diocesan Directors/Coordinators of Hispanic/Latino Ministry
2. Key diocesan leaders (i.e. such as diocesan heads, supervisors of Hispanic Ministry offices) serving or looking at serving the Hispanic/Latino community. Great effort should be taken to invite leaders who are not Hispanic/Latino.
3. Diocesan Directors/Coordinators of Pastoral Juvenil and Youth and Young Adult Ministry.
4. Ecclesial movements, organizations and institutions serving the Hispanic/Latino community in the region.

These leaders will be key in planning and carrying out the in-services at the diocesan level. Consider the language preferences of the members of each group and whether an in-service may need to be offered in both English and Spanish.

PLANNING THE REGIONAL IN-SERVICE

- The Regional In-Service is a one-day event (of approximately eight hours) but can be spread out over a few days concluding, when possible, with the celebration of the Eucharist or a closing liturgy.

- Regions will decide the best date and time to celebrate their Regional In-Services during the first part of 2024. Flexibility with the schedule is up to the region.
- Please provide the date of your regional in-service to [Dr. Patty Jiménez](#) to post on the V Encuentro website.
- It is highly recommended that the Regional In-Service be convened by the lead bishop with the support of the anchoring institution.
- Choose a facilitator (or team of facilitators) who is well versed in the language and process of the *National Pastoral Plan* and the V Encuentro. It is recommended that the facilitator be bilingual (English and Spanish). The facilitator must know the schedule of the day and understand the objectives of the in-service. If you need an outside facilitator, please contact [Dr. Patty Jiménez](#) for a list of presenters.
- If applicable, revive your V Encuentro Regional Team as the Planning Team for the Regional In-Service.
- Establish a planning strategy, coordinated by a Regional Team:
 - Estimate the number of people attending and reserve a venue that can accommodate the group. Make sure that the venue has internet access in order to play videos.
 - Make a budget of the expenses and a list of possible funding sources – See *Fundraising Kit* for suggestions or fundraising ideas. Assign someone to oversee fundraising. For a list of potential regional sponsors, contact [Dr. Patty Jiménez](#).
 - Recruit a hospitality committee and plan meals (for example, a light breakfast and lunch); coffee/tea/snacks during the day.
 - Media Coverage- select a member to coordinate. Ensure that registration material includes a box where participants indicate that they understand and consent to photography and video during the event and how material will be utilized. Prepare signage about photography and video. Coordinate with presenters and organizers to capture photos or videos of important moments and key presentations.
 - Assign an audio-visual team or person to coordinate a projector, set up technical equipment and problem-solve any issues.
 - Recruit a liturgy committee to coordinate the opening prayer and the closing liturgy. See *Template for Opening Prayer*.
 - Consider options for childcare when applicable.
 - Recruit a team to set up and clean up the venue.
 - Prepare notebooks/paper and pens/pencils for participants to take notes and complete handouts.
 - Print In-Service Handouts for participants.
 - Develop a registration process and coordinate according to each group. Ensure that you collect information about dietary restrictions and any accommodations needed for persons with disabilities.
 - It is recommended to send an email to registrants at least a week before the Regional In-Service, with important details about logistics and another email reminder closer to the event.
 - Provide participants with copies of the *National Pastoral Plan for Hispanic/Latino Ministry* in digital or hard copy at least 2 weeks before the Regional In-Service to allow them time to read the document. The Plan can be purchased at the [OSV bookstore](#) and is available online in [PDF version](#) for you to email participants. If your region has a

regional pastoral plan, provide a digital copy. If participating dioceses already have a diocesan pastoral plan for Hispanic/Latino ministry, ask them to bring it.

PREPARING FOR THE REGIONAL IN-SERVICE:

- PowerPoints, videos, handouts, and template for developing or enhance a pastoral plan are available [on the V Encuentro Website](#) and the [USCCB Website](#).
 - Please note that videos and PowerPoints are available as tools and can be adapted or not utilized during your Regional In-Service. Regions should review the materials and decide if someone on their team will present the material or if videos will be used. Some may opt for a combination. The Regional In-service will vary according to the reality and where you are in the process of developing a diocesan/regional pastoral plan for Hispanic/Latino ministry.
 - It is recommended to include all the handouts in a folder that participants receive upon check-in at the registration table.
- Liturgy: Readings and songs for the Opening Prayer, Eucharist or Closing Liturgy. Any items needed for the celebration of the Eucharist or prayers. See the *Template for Opening Prayer* available on the website.
- Print copies of the schedule for the day
- Copies of the Regional (if applicable) and/or *National Pastoral Plan for Hispanic/Latino Ministry*.
- Pens/pencils and notebooks/paper.
- Check-in materials with registration list and nametags.

SCHEDULE FOR THE DAY

8:30 AM	Check-In/Registration
9:00 AM	Introduction, Welcome, and Prayer
9:30 AM	<i>Overview of the National Pastoral Plan</i> PowerPoint
10:00 AM	See- <i>Current Reality of Hispanic/Latino Ministry</i> Video/PowerPoint
10:10 AM	Handout on <i>Reality</i>
10:30 AM	Break
11:00 AM	See – <i>10 Pastoral Priorities for Hispanic/Latino Ministry</i> Video/PowerPoint
11:20 AM	Small group sharing – Handout on <i>Pastoral Priorities</i>
11:50 AM	See- <i>Structure and Ongoing Development of Hispanic/Latino Ministry in the Regional Level</i> Video
12:05 PM	See- <i>Structure and Ongoing Development of Hispanic/Latino Ministry in the Diocesan Level</i> Video
12:20 PM	Small Groups- Handout on <i>Structure and Ongoing Development</i>
1:00 PM	Lunch
2:00 PM	Plenary
2:30 PM	Discern- <i>Vision and Mission for Hispanic/Latino Ministry</i> Video/PowerPoint
2:50 pm	Discern- <i>Pastoral Guidelines in the Context of a Culturally Diverse Church</i> Video/PowerPoint

3:00 pm	Discern- <i>Evaluation Based on Pastoral Guidelines</i> Handout & small group sharing
3:30 pm	Break
4:00 pm	Act- <i>Methodology and Pastoral Approaches</i> Video/PowerPoint
4:30 pm	Act- <i>New Responses Based on Pastoral Guidelines</i> Handout
4:50 pm	<i>Template to Develop or Enhance a Pastoral Plan</i> . Questions, next steps, and final considerations
5:15pm	Preparation for closing
5:30 pm	Celebrate - Eucharist or Closing Liturgy

Time for discernment of the Regional Team's role in the future of the implementation of the National Pastoral Plan should be scheduled at ongoing regional meetings.

For a list of tasks for each timeslot see the Regional In-Service Tasks document.

AFTER THE REGIONAL IN-SERVICE

- Direct diocesan, organizational, and institutional leaders to resources for conducting their own in-services on USCCB or V Encuentro websites. Offer assistance and support as they prepare for their in-services in the second half of 2024.
- Send thank you cards to volunteers, donors, staff, etc.
- Meet with the writing team to develop or incorporate feedback and suggested activities and initiatives into the regional pastoral plan/initiatives. You can utilize the template to assist you in writing a new Hispanic/Latino Ministry Pastoral Plan/initiatives or enhancing a current plan/initiatives.
- Share a draft of the plan/initiatives with various departments and key regional leaders in a spirit of *pastoral de conjunto* to obtain feedback and suggestions.
- Incorporate feedback into the plan/initiatives.
- Publish the plan/initiatives and share with dioceses, organizations, and institutions.