



Planning Guide for the Diocesan In-Service

WHAT IS THE DIOCESAN IN-SERVICE?

The Diocesan In-Service is an opportunity to:

1. Present an overview of the *National Pastoral Plan for Hispanic/Latino Ministry* to diocesan leaders, clergy, lay ecclesial groups and Catholic organizations and institutions.
2. Discern/evaluate the current diocesan pastoral plan in light of the *National Pastoral Plan for Hispanic/Latino Ministry* and revisit the responses to pastoral priorities that surfaced in the diocesan phase of the V Encuentro process.
3. Identify current pastoral responses and structures.
4. Reflect on the pastoral vision and guidelines for Hispanic/Latino ministry.
5. Discern additional pastoral responses.
6. Introduce a template to develop or adapt a diocesan pastoral plan for Hispanic/Latino ministry.
7. Prepare parish and local leaders to implement the *National Pastoral Plan for Hispanic/Latino Ministry*.

WHO IS INVITED TO THE DIOCESAN IN-SERVICE?

It is recommended that the diocese offer three in-services to the following groups:

1. Diocesan Staff
2. Clergy
3. Leaders from parishes (including parish council members, staff, and other key leaders), Lay Ecclesial Movements and Catholic organizations and institutions.

This allows for each group to reflect according to their realities. 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 DIOCESAN IN-SERVICE

- The Diocesan In-Service is a one-day event (of approximately eight hours) concluding, when possible, with the celebration of the Eucharist or a closing liturgy.
- Dioceses will decide the best date and time to celebrate their Diocesan In-Services during the second part of 2024. Flexibility with the schedule is up to the diocese.
- It is highly recommended that the In-Services be convened by the bishop/ordinary.
- 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 require an outside facilitator, please see contact [Dr. Patty Jiménez](#) for a list of national presenters.

- If applicable, revive your V Encuentro Team as the Planning Team for the Diocesan In-Service.
- Select a writing team of 1-3 individuals to help draft or revise your diocesan pastoral plan for Hispanic/Latino ministry.
- Establish a planning strategy, coordinated by a Diocesan Team:
 - For each gathering, 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.
 - 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 cleanup of 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 Diocesan 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 Diocesan 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 diocese already has a diocesan pastoral plan for Hispanic/Latino ministry, also provide a copy.

PREPARING FOR THE DIOCESAN IN-SERVICE:

- PowerPoints, videos, handouts, and template for developing or adapting 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 Diocesan In-Service. Dioceses 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 Diocesan In-service will vary according to the reality and where you are in the process of developing a diocesan 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 Diocesan 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 Diocese</i> Video/PowerPoint
12:05 PM	Small Groups- Handout on <i>Structure and Ongoing Development</i>
12:30 PM	Lunch
1:30 PM	Plenary
2:00 PM	Discern- <i>Vision and Mission for Hispanic/Latino Ministry</i> Video/PowerPoint
2:20 pm	Discern- <i>Pastoral Guidelines in the Context of a Culturally Diverse Church</i> Video/PowerPoint
2:30 pm	Discern- <i>Evaluation Based on Pastoral Guidelines</i> Handout & small group sharing
3:00 pm	Act- <i>Methodology and Pastoral Approaches</i> Video/PowerPoint
3:30 pm	Break
4:00 pm	Act- <i>New Responses Based on Pastoral Guidelines</i> Handout
4:20 pm	<i>Template to Develop or Enhance a Pastoral Plan</i> . Questions, next steps, and final considerations
4:45pm	Preparation for Mass
5:00 pm	Celebrate - Eucharist or Closing Liturgy

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

AFTER THE DIOCESAN IN-SERVICE

- Direct parish, organizations, 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 2025.
- 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 diocesan pastoral plan. You can utilize the template to assist you in writing a new Hispanic/Latino Ministry Pastoral Plan or enhancing a current plan.
- Share a draft of the plan with various departments and key diocesan leaders in a spirit of *pastoral de conjunto* to obtain feedback and suggestions.
- Incorporate feedback into the plan.
- Publish the plan and share with local parishes, organizations, and institutions.