



Irene Gomez-Bethke Papers.

## **Copyright Notice:**

This material may be protected by copyright law (U.S. Code, Title 17). Researchers are liable for any infringement. For more information, visit [www.mnhs.org/copyright](http://www.mnhs.org/copyright).

# ARCHDIOCESE OF SAINT PAUL AND MINNEAPOLIS

## Forecast of 1988-89 Operating Budget

SPONSORING AGENCY HISPANIC MINISTRY OFFICE

TITLE OF PROGRAM HISPANIC MINISTRY OFFICE

	1986-87 BUDGET	1986-87 ACTUAL	1986-87 Budget Variance Over (Under)	1987-88 BUDGETED	1988-89 FORECAST
INCOME					
1. Archdiocesan Allocation					
2. Other (Specify Source)					
3. _____					
4. _____					
5. _____					
6. TOTAL INCOME (Lines 1 through 5)					
EXPENSES					
7. Total Salary + Benefits	47,287	41,709	(5,578)	50,301	57,843
EQUIPMENT					
8. New Equipment	3,000	2,665	(335)	1,500	600
9. Equipment Repair	200	265	65	100	100
10. Equip. Service Contracts				200	300
11. TOTAL EQUIPMENT (Lines 8 through 10)	3,200	2,930	(270)	1,800	1,000
AUTO-TRAVEL-MEETINGS					
12. Transportation	4,000	5,000	1,000	4,000	5,000
13. Meetings-Conferences- Workshops	1,500	3,382	1,882	2,000	2,000
14. TOTAL TRAVEL-MEETINGS (Lines 12 + 13)	5,500	8,382	2,882	6,000	7,000

\* \* \* \* \*

FULL-TIME Equivalents (FTE) \_\_\_\_\_

To determine total FTE, consider:

Full-time employee = 1.00  
 3/4 time employee = .75  
 1/2 time employee = .50  
 (etc.)

OPTIONAL: Contributed Services  
 (Employees receiving religious or  
 priest stipends)

Lay equivalent salary and  
 benefits.....

Actual salary & benefits  
 (Line 7).....

Difference = Contributed  
 Services

	1986-87 BUDGET	1986-87 ACTUAL	1986-87 Budget Variance Over (Under)	1987-88 BUDGETED	1988-89 FORECAST
OTHER EXPENSES					
15. Dues, Subscriptions, Memberships, Books, Periodicals	800	1,921	1,121	600	600
16. Telephone	2,000	2,730	730	1,800	1,800
17. Printing (Cent.Corp.)	1,800	898	(902)	1,000	1,000
18. Printing (Outside)	100	1,398	1,298	100	100
19. Postage	1,000	1,080	80	1,000	1,000
20. Data Processing (Central Corporation)					
21. Data Processing (Outside)					
22. Office Service/Supply	2,800	4,047	1,247	3,000	3,000
23. Property/Liability Ins.	178	70	(108)	187	220
24. Utilities					
25. Building Repairs					
26. Rent					
27. Other (Specify)				600	700
	200	503	303	400	1,000
	1,000	998	(2)	1,000	900
				1,000	800
28. Contract/Professional Services (Specify)					
	2,600	2,721	121	2,600	2,600
29. TOTAL OTHER (Lines 15 through 28)	12,478	16,366	3,888	13,287	13,720
30. TOTAL NON-SALARY RELATED Lines 11 + 14 + 29	21,178	27,678	6,500	21,087	21,720
31. TOTAL SALARY RELATED (Re-enter Line 7)	47,287	41,709	(5,578)	50,301	57,843
32. TOTAL (Lines 30 + 31)	68,465	69,387	922	71,388	79,563
33. BALANCE(Line 6 minus 32)					
34. PER CENT LABOR INTENSE (Divide Line 31 by 32)	69.07	60.11	N/A	70.46	72.70

ARCHDIOCESE OF SAINT PAUL AND MINNEAPOLIS

Forecast of 1988-89 Program Objectives

SPONSORING AGENCY HISPANIC MINISTRY OFFICE

TITLE OF PROGRAM HISPANIC MINISTRY OFFICE

Past year:

A1. Please identify your 1986-87 program objectives (from last year's Forecast):

1. Organize, train, resource and maintain grassroots in the 3 year Renew program as a follow-up to the III Encuentro process.
2. Respond to other Hispanic needs not provided by current structures, especially in the most pressing areas. (i.e. follow-up to State Encuentro)
3. Establish laisons and collaborate with other Archdiocesan agencies and Hispanic agencies to provide better services under existing structures.

A2. How have you accomplished or not accomplished these objectives? Please be specific.

- A - 1:
- a) Eight persons attended Archdiocesan Renew training sessions for Small Group Facilitators, Prayer, Home Visits, Telephone and Liturgy Committees.
  - b) Provided our own Small Group Facilitator Trainig, October 4, 1986.
  - c) Translated Renew Group brochure and provided other bilingual material for Minneapolis and Our Lady of Guadalupe Parish.
  - d) Planned, organized and carried out six Large Group Gatherings incorporating cultural values, i.e. Feast of Our Lady of Guadalupe Christmas Posadas, Faith Gathering, Mother's Day, Dia de la Raza, etc. in Minneapolis.
  - e) Planned, organized and carried out an Evangelization Retreat February 7,8,9, 1987 in collaboration with large Group Committee.
  - f) Provided two Outreach Workers to do on-going home visits October thru November 1986. Met bi-monthly for on going debriefing and prayer.
  - g) Held monthly meetings for Renew Core Group at Ascension Parish.
  - h) Maintained monthly masses in Spanish, alternating between Holy Rosary and Ascension Parishes.
  - i) Celebrated appreciation luncheon for the Minneapolis Renew Committees on December 6, 1986.
  - j) Established six Renew groups in Minneapolis, one in East St. Paul with 60 persons involved.
  - k) Participation of four persons at the National Hispanic Liturgical Conference in Chicago, October 23, 1986.



- l) Do on-going outreach to 26 Hispanic families in Minneapolis by Core Group Members in between Renew seasons.
  - m) Provided secretarial support and service to all committees.
- A - 2:
- a) Held appreciation Fiesta for State Encuentro volunteers, August 20, 1986. Gave out or mailed certificates of appreciation/recognition to over 60 persons.
  - b) Special mailing of October, 1986 newsletter highlighting the First State Encuentro and including an insert of the State Commitments on Hispanic Pastoral Ministry.
  - c) Debriefing session with Karen Starr, staff at Otto Bremer Foundation.
  - d) Follow-up event: Planned organized and carried out the Annual Award Banquet, November 22, 1986 for 300 persons at Holiday Inn, Minneapolis. Done in collaboration with Minnesota Council of Churches Hispanic Ministry office to recognize volunteerism in the Hispanic community and promote Ecumenical Hispanic presence.
  - e) Reported to funders by December 30, 1986. Re: June State Encuentro.
  - f) Two persons attended Encuentro follow-up workshop: Church; Communitarian and Missionary, October 10 -11, 1986, Woodstock, Ill.
  - g) Formed a four member Ad Hoc Committee to discern the process for writing the PASTORAL PLAN FOR HISPANIC MINISTRY for the Archdiocese, 1986. Monthly meetings.
  - h) One intern from St. Thomas College to facilitate the research on completion of existing documents and survey.
  - i) Fifteen questionnaire sent to Hispanic Agencies for further input into Pastoral Plan.
  - j) One input session given by Sr. Elisa Rodriguez over existing data and process, September 19, 1986.
  - k) Set up five committees in collaboration with Hispanic Agencies to work on the five priorities of the Action Plan i.e. evangelization, Leadership, Youth, Social Justice, and Integral Education. One committee for prayer celebration.
  - l) Collaborated with Archbishop John Roach and Bishop Richard Ham on the Plan.
  - m) Planned, organized the convocation ceremony for promulgation of the Pastoral Plan.
  - n) Collaborated with St. Thomas College and the School of Divinity to establish a School of Hispanic Ministry that will educate, train and maintain the formation of prophetic leaders, pastoral agents and laity for Hispanic pastoral Ministry. It will provide workshops for pastoral agents and reflection group participants to do follow-up to RENEW.
  - o) Had Sr. Rosa Marta Zarate from the San Bernadino Hispanic School of Ministry to be resource person for St. Thomas Religious Education Staff, Advisory Committee to School of Ministry and Office School of Ministry committee. December 5,

1986.

- p) Follow through with planning meetings: i.e. feasibility study, search process for director and selection of director for the School of Ministries.
- q) Two meetings with the North Central Regional Committee for regional collaboration October, 1986.
- r) One meeting with Regional Planning Committee.
- s) Collaborated and informed Our Lady of Guadalupe Parish staff when appropriate.

- A - 3:
- a) Collaborated with Catholic Charities in Hispanic Prison Ministry through attendance at:
    - Monthly meetings of 15 members from different community agencies and resources.
    - Finished up needs assessment.
    - Planned, strategized, evaluated for the coming year the pastoral component of Prison Ministry.
    - Gave Prison Ministry Coordinator secretarial support services
    - Provided mileage and reading material, etc. to volunteers who visit Sandstone and Stillwater Prisons on a regular basis.
    - Maintained communication with Hispanic members of Ramsey County Correctional Board.
  - b) Met with Office of Social Justice to collaborate in hiring part time Hispanic.
  - c) Distributed 60 Spanish Speaking Affairs Council Bilingual Resource Directories to Archdiocesan directors.
  - d) Set up meetings with Archdiocesan division heads to discuss how their offices can collaborate to provide resources for Hispanics and how Hispanics can be resource to other departments, follow-up meetings with specific Archdiocesan agencies according to prioritized need.
  - e) Attended monthly meetings of Hispanic Agencies to collaborate on community issues for Hispanics in the broader community.
  - f) Organized and set up retreat for Advisory Board members, September 20, 1986 bringing Sr. Elisa Rodriguez, S.L. as facilitator.
  - g) Continued collaboration with Advisory board's goals and objectives committee to develop and resource the board.
  - h) Responded to Pre-synod questionnaire thru involvement of different Hispanic groups in collaboration with commission on Ministry.

A3. How have you evaluated this performance?

- A - 1:
- a) File kept on participants and initial meetings were logged.
  - b) Evaluation of session was done by participants.
  - c) Translated materials were requested by Our Lady of Guadalupe Parish - 1000 copies were distributed.

- d) File of minutes for planning, brochure and evaluation sheet.
- e) Kept file of letters, brochure and evaluation sheets.
- f) Filed, bi-monthly log of debriefing sessions.
- g) Report is sent out and copy kept on file.
- h) Liturgy committee evaluation forms and feed-back form participants.
- i) File kept on planning, invitation and comments on event itself.
- j) Debriefing meeting and planning meetings to include new ideas.
- k) Report given on the experience at monthly core group meeting
- l) File kept on cards used for home visitation.
- m) A copy is kept on file of all correspondence sent by office.
- n) Use Renew Evaluation forms at appropriate times.

- A - 2:
- a) File kept of mailing list
  - b) Newsletter kept on file
  - c) Follow-through with report, copy on file
  - d) File kept on mailing list, brochure, flyer, invitation, correspondence, copy of receipt, press release, financial report, etc.
  - e) Copy kept on file . A photo album kept on file.
  - f) Report made to Renew Core Team November 4, 1986, implementation.
  - g) Minutes of each session.
  - h, i, j) Copy of finished research on file.
  - k) Minutes of meeting and copy of completed committee work.
  - l) File kept on meetings
  - m) File kept on minutes of meetings,
- n,o,p) File kept on letters , proposal, update on feasibility study etc.
- q,r,s) File kept on minutes of meetings.
- A - 3:
- a) File kept on correspondence, receipts lists of names, addresses, etc., evaluation sheets.
  - b) File copy of minutes, including plans and follow-up.
  - c) Different offices have their copy.
  - d,e,f,g) File kept on minutes of meetings.
  - e) Copy of report kept on file.

Current year:

**B1. Please identify your 1987/88 program objectives:**

1. We departed from one functional objective which, in short, describes the office's general mission: "To identify, design and implement projects, programs, and activities that help us meet specific needs of the Hispanic people of St. Paul/Mpls." All of our projects, programs, and activities fall within the following three areas: 1. Evangelization, 2. Education



### 3. Social/cultural

Please see appendix for each aspect of work in all three areas.

#### Next year

- C1. Please rank your 1988-89 program objectives, as you see them now, in light of: 1) The Full Year Vision; 2) Our Three Year Commitment to RENEW, and 3) Our Archdiocesan Mission Statement.

We will follow the direction established by the III Hispanic Encuentro five commitments or priorities:

1. Evangelization
2. youth
3. Social Justice
4. Integral Education
5. Leadership

These commitments have been comprised in the following three objectives:

1. Evangelizational objective
2. Educational formation objective
3. Social/Cultural awareness and promotion

## 2. What are your specific plans to attain these objectives?

- A-1:
- a) Concentrate on outreach growth in the most pressing areas, i.e. North and South Minneapolis and neighboring areas, East side, St. Paul, Midway area and others.
  - b) Continue Spanish Sunday workshop and special celebrations/parties at Ascension Church, North Minneapolis and Holy Rosary Church, South Minneapolis, to create, among Minneapolis Hispanics the sense and spirit of a Christian community.
  - c. Continue efforts to establish Renew groups in North and South Minneapolis, East side, Midway and other areas.
    1. Coordinate Renew efforts with Our Lady of Guadalupe Parish in St. Paul and other churches and individuals.
    - 2 Meet with Archdiocese Renew Team quarterly for input.
    - 3 Serve as bilingual, bicultural resource and trainer to new Renew groups wherever they are established.
  - d) Formally establish a Pastoral Center in Minneapolis to better serve the spiritual and other needs of Hispanics in Minneapolis and neighboring areas, and to expand that ministry to other pressing areas such as East side, Midway, Rice Street area, etc.
  - e) Through our Prison Ministry, bring the word of God and a message of Hope and love to the five hundred or more Hispanic inmates serving



in Minnesota prisons.

- A-2:
- a) Encourage Hispanics to take advantage of all educational opportunities available to them in all possible areas. Special emphasis will be given to youth and young adult education without neglecting adult and senior citizen leadership development.
  - b) Continue working very closely, with the school of divinity of the College of St. Thomas, in the preparation and further development of the Hispanic Pastoral Institute which will enable Hispanics and also non-Hispanics to minister more effectively to Hispanics.
  - c) Establish communication with all universities, colleges, technical/vocational institutions, high schools, etc. that offer good educational and financial aid opportunities to Hispanics.
  - d) Organize in conjunction with other Hispanic and non-Hispanic churches and agencies special workshops, seminars, etc., to enhance leadership development within the Hispanic community.
  - e) Continue communication with educational agents at the national and international levels.
- A-3:
- a) Continue monthly and quarterly meetings with Hispanic agency directors to collaborate in efforts leading to the promotion of Social/Cultural values of the Minneapolis/St. Paul Hispanic community.
  - b) Meet with individuals from the Hispanic community to think and develop ways to foster Hispanic culture, traditions and values among Minneapolis/St. Paul Hispanic youth, young adults and adults.
  - c) Research and advice the Minneapolis/St. Paul Hispanic communities about relevant social/political issues, such as, welfare, housing, immigration, employment, health, etc.
  - d) Serve as a source of employment and social/human services referral.
  - e) Advocate for Hispanics when the need arises in whatever social/cultural/Human aspects (employment, education, personal/social problems)
- C3. Please indicate how the attainment of these objectives will be evaluated.

For all three objectives the following evaluation methods will be used:

- a) On-going files on each step for each project since their initial planning sessions until their establishment (Files should contain people's names, addresses, phone numbers, etc., dates, of meetings workshop and retreat information, receipts, letters and evaluation sheets.

- b) Evaluation sheets and other survey forms about all the intended and on-process projects.
- c) Maintain records of special activities, videotapes, photos recordings, and other materials created for each specific objective.
- d) Conduct quarterly meetings with the Archdiocesan Director of Evangelization Department Hispanic Advisory Board members and any other relevant group or individuals.

ARCHDIOCESE OF SAINT PAUL AND MINNEAPOLIS

Forecast of 1987/88 Operating Budget

SPONSORING AGENCY Hispanic Ministry Office

TITLE OF PROGRAM Hispanic Ministry Office

	1985/86 BUDGET	1985/86 ACTUAL	1985/86 Budget Variance Over (Under)	1986/87 BUDGETED	1987/88 FORECAST
INCOME					
1. Archdiocesan Allocation					
2. Other (Specify Source)					
3. _____					
4. _____					
5. _____					
6. TOTAL INCOME (Lines 1 through 5)					
EXPENSES					
7. Total Salary + Benefits	45,035	44,644	<391>	47,287	50,301
EQUIPMENT					
8. New Equipment	200	2,025	1,825	3,000	200
9. Equipment Repair	200	170	<30>	200	200
10. Equip. Service Contracts					
11. TOTAL EQUIPMENT (Lines 8 through 10)	400	2,195	1,795	3,200	400
AUTO-TRAVEL-MEETINGS					
12. Transportation	4,500	4,350	<150>	4,000	4,590
13. Meetings-Conferences- Workshops	1,300	1,342	42	1,500	1,530
14. TOTAL TRAVEL-MEETINGS (Lines 12 + 13)	5,800	5,692	<108>	5,500	5,600

\* \* \* \* \*

FULL-TIME Equivalents (FTE) \_\_\_\_\_

OPTIONAL: Contributed Services  
(Employees receiving religious or  
priest stipends)  
Lay equivalent salary and  
benefits.....

To determine total FTE, consider:

Full-time employee = 1.00  
3/4 time employee = .75  
1/2 time employee = .50

Actual salary & benefits  
(Line 7).....  
Difference = Contributed  
Services \_\_\_\_\_



SPONSORING AGENCY Hispanic Ministry OfficePROGRAM Hispanic Ministry Program

	1985/86 BUDGET	1985/86 ACTUAL	1985/86 Budget Variance Over (Under)	1986/87 BUDGETED	1987/88 FORECAST
OTHER EXPENSES					
15. Dues, Subscriptions, Memberships, Books, Periodicals	700	837	137	800	816
16. Telephone	960	1,875	915	2,000	2,040
17. Printing (Cent. Corp.)	1,300	1,229	< 71 >	1,800	1,830
18. Printing (Outside)	500	483	< 17 >	100	100
19. Postage	1,000	706	< 292 >	1,000	1,020
20. Data Processing (Central Corporation)					
21. Data Processing (Outside)					
22. Office Service/Supply	2,800	3,178	378	2,800	2,850
23. Property/Liability Ins.	125	178	53	178	180
24. Utilities					
25. Building Repairs					
26. Rent					
27. Other (Specify)					
Groceries	200	408	208	200	200
Prison Ministry				1,000	1,000
28. Contract/Professional Services (Specify)					
Workshop Presenters	2,400	3,917	1,517	2,600	2,230
29. TOTAL OTHER (Lines 15 through 28)	9,985	12,811	2,828	12,478	12,266
30. TOTAL NON-SALARY RELATED Lines 11 + 14 + 29	16,185	20,698	4,515	21,178	18,286
31. TOTAL SALARY RELATED (Re-enter Line 7)	45,035	44,644	< 319 >	47,287	50,301
32. TOTAL (Lines 30 + 31)	61,220	65,342	4,196	68,465	68,587
33. BALANCE (Line 6 minus 32)					
34. PER CENT LABOR INTENSE (Divide Line 31 by 32)	73.56	68.32	NA	69.07	73.34

ARCHDIOCESAN OF SAINT PAUL AND MINNEAPOLIS

Forecast of 1987/88 Program Objectives

SPONSORING AGENCY Hispanic Ministry Office

TITLE OF PROGRAM Outreach Division

A1. Please identify your 1986/87 program objectives:

For the event and follow-up to the III Encuentro Process; Hispanics needs not provided by current structures, our objectives were:

- A) Processed and prepared credentials for Delegates to the National Encuentro in May and June, 1985.
- B) Fundraising for training and participation in the Encuentro event in Washington, D.C. August 1985.
- C) Bilingual Pastoral/Evangelization Workshops with a follow up Retreat for Leaders August 8,9,10, and 11, 1985.
- D) National Encuentro - August 15 - 18, 1985.
- E) Hispanic Reality: Towards Building an Inclusive Church, Workshop, September 28, 1985.
- F) Outreach to alienated in Minneapolis (Area A: North Minneapolis and Area B: South Minneapolis)
- G) Held the Second Hispanic Volunteers Recognition Award Banquet in collaboration with MN Council of Churches to highlight volunteerism and Ministry of service in the Hispanic Community and to create an Ecumenical Hispanic Presence in the Metro Area.
- H) Participation in National Theological Reflection regarding the entire III Encuentro process in USA held at Seattle, Washington, November 30 - October 4, 1985.
- I) Initiated planning for the I State Encuentro of Hispanic Ministry to be held at St. Thomas College. June 27 - 29, 1986.
- J) Renew
- K) Development of communication link between Hispanics and the broader community.

A2. How have you accomplished or not accomplished these objectives? Please be specific.

- Yes Re: A) 1. Development instrument to evaluate over all participation in the process by candidates.  
2. Fullfilled National Criteria a) knows the grassroots issues. b) participated in local process. c) possess ability to work in team.  
3. All credentials approved formally by the Archbishop.
- Yes Re: B) 1. Dance: Formed committees, planned event, evaluate the event. Barbacoa Breakfast: at Our Lady of Guadalupe Parish, planned organized, evaluated, at follow-up Parish Promotional Team, EPP meeting. Raffle: Planned wider participation with parishes willing to support Hispanic Ministry. Organized groups to sell tickets at each parish. Evaluation at Diocesan Promotional Team, EPD meeting.
- Yes Re: C) 1. Contracted Sr Carmen Aurora Gomez from El Paso, Texas to teach a Evangelization course.  
2. Invited Reflection groups, Pastoral agents, from Metro Area.  
3. Formed working committees  
4. Evaluation with participants  
5. Planned follow-up November 24, 1985.
- Yes Re: D) 1. See 84/85 action plan at local, regional, and national levels.  
2. Special meeting to prepare delegates  
3. Studied pre-Encuentro documents (126p. draft)  
4. Seven facilitators traveled to Washington, D.C. two days early for national training.  
5. Participation by 13 delegates from our archdiocese.  
6. Follow-up with EPD meeting for debriefing of delegates.  
7. Presentation on process given to a) Full Archdiocesan Staff, November 4, 1985, b) Informational Sunday at Our Lady of Guadalupe Parish, December 1, and November 30, 1985. c) Pastoral Council, December 3, 1985.  
8. Follow-up Youth Symposium, April 1986 at Omaha - 14 participants
- Yes Re: E) 1. Collaboration with SSND's Leadership Team and MN Council of Churches Hispanic Ministries Office.  
2. Held three - four hour planning sessions  
3. Distribution of tasks in committee  
4. Event held and plan follow-up Evaluation meeting.
- Yes Re: F) 1. July visited Fr. Jerry McMullen at Holy Rosary and Fr. Ray Monsour at Ascension Parish.  
2. Telephone calls to leaders - completed home visits - N. Minneapolis and began South Minneapolis visits.  
3. Formed one Reflection group of Evangelization/Scripture in North Minneapolis. One Reflection Group in S. Mpls/one in Fridley.  
4. Follow-up action plan by participants - celebration of Feast of Our Lady of Guadalupe December 8 and 12, 1985 at Ascension Parish and Centro Cultural respectively.  
5. 1986 Lenten Reflection group requested by participants involving



- new leaders, more grassroots, see steps 2 and 3 from above.
- Yes Re: G) 1. Planning sessions, task committees, timeline.  
 2. Celebration of event with 188 persons attending  
 3. Follow-up evaluation with MN Council of Churches Director.
- Yes Re: H) 1. Responded to invitation to be two of 34 participants representing 600,000 participants.  
 2. Follow-up by having a local Theological Reflection with grassroots, on November 12, 13, 1985.  
 3. Follow-up with report to EPD, Board and in Newsletter.
- Yes Re: I) 1. Prepared a Report for meeting with MCC in June 13 at St. Cloud.  
 2. Three meetings with Archdiocesan Development Office Director  
 3. Proposal writing and sent to three foundations and 12 Religious Communities.  
 4. Six follow-up sessions with MN Diocesan Directors for all-over planning.  
 5. Media Advertising and Brochure  
 6. Formation of 10 task committee and had 20 planning meetings  
 7. Five training session for 34 facilitators and recorders.  
 8. The Event June 27-29, 1986 with over 200 participants, 25% were from lowest economic level - Migrants, 40 youth attended, Hispanic professionals helped facilitate and did committee work. Archbishop Roach and three Bishops attended. Participants worked through the Process and wrote the STATE COMMITMENTS FOR HISPANIC PASTORAL MINISTRY IN THE ARCHDIOCESE. (see attached copy)  
 9. Follow-up debriefing session by core committee.  
 10. Correspondence, telephone calls, mailings.  
 11. Preparation of Liturgy, Process, time flow chart and job description  
 12. Hiring of 3 Outreach workers to contact the Hispanic Community in St. Paul and Minneapolis.
- Yes Re: J) 1. Participation at National training, October 17 - 20, 1985.  
 2. Planning for Informational Session and Bilingual overnight February 14, 15, 1986  
 3. Translation of materials to Spanish, November 1985  
 4. Training of facilitators using bilingual format - April, May and June, 1986.  
 5. Three planning sessions for Renew in Prison Ministry to Hispanics,  
 6. Lenten telephone calls, home visits and group preparations prior to first season of Renew in Minneapolis for areas A and B.  
 7. Gather information from Hispanics Renew Team, January 1986.  
 8. Participation of 28 Hispanics in three Renew Overnight sessions  
 9. Formation of Renew Core Committee  
 10. Three Renew Preparation meetings.
- Yes Re: K) 1. Collaborate with Archdiocesan Communication Department to provide cable TV program of Evangelization, in Hispanic culture/language to the pueblo.  
 2. Connected with Hispanic Telecommunication Network in San Antonio, Texas for Video programs  
 3. Maintain newsletter, quarterly.  
 4. Continue contact with Catholic Bulletin and St. Paul Dispatch.

**B1. Please identify your 1986/87 program objectives:**

1. Organize, train, resource and maintain grassroots in the 3 year Renew program as a follow-up to the III Encuentro process.
2. Respond to other Hispanic needs not provided by current structures, especially in the most pressing areas. (i.e. follow-up to State Encuentro)
3. Establish liaisons and collaborate with other Archdiocesan agencies and Hispanic Agencies to provide better services under existing structures.

**B2. What are your concrete plans to attain these objectives?**

- Re: 1. a) Eight persons attended Archdiocesan Renew training sessions for Small Group Facilitators, Prayer, Home Visits, Telephone and Liturgy Committees.
- b) Provided our own Small Group Facilitator Training, October 4, 1986
- c) Translated Renew brochure and provided other bilingual material for Minneapolis and Our Lady of Guadalupe Parish.
- d) Plan, organize and carry out six Large Group Gatherings incorporating cultural values and seasonal motif i.e. Feast of Our Lady of Guadalupe, Christmas Posadas, Faith Gathering, Mother's Day, Dia de La Raza, etc. in Minneapolis.
- e) Plan, organize and carry out an Evangelization Retreat February 7,8,9, 1987 in collaboration with Large Group Committee
- f) Provide two Outreach Workers to do on-going home visits October thru November 1986. Meet bi-monthly for on going debriefing and prayer.
- g) Hold monthly meetings for Renew Core Group at Ascension Parish
- h) Maintain weekly mass in Spanish, alternating between Holy Rosary and Ascension Parishes.
- i) Celebrate Appreciation luncheon for the Minneapolis Renew Committees on December 6, 1986.
- j) Establish six Renew groups in Minneapolis, one in East St. Paul with 60 persons involved.
- k) Participation of four persons at the National Hispanic Liturgical Conference in Chicago, October 23 - 26, 1986.
- l) Do on-going outreach to 26 Hispanic families in Minneapolis and East St. Paul area by Core Group Members in between Renew seasons
- m) Provide secretarial support and service to all committees.
- n) Plan, organize and carry out season II of Renew.
- Re: 2. a) Held Appreciation Fiesta for State Encuentro volunteers, August 20, 1986. Gave out or mailed certificates of appreciation/recognition to over 60 persons.
- b) Special mailing of October , 1986 Newsletter highlighting the First State Encuentro and including an insert of the State Commitments on Hispanic Pastoral Ministry.
- c) Debriefing session with Karen Starr, staff at Otto Bremer Foundation
- d) Follow-up event: Planned organized and carried out the Annual

Award Banquet, November 22, 1986 for 300 persons at Holiday Inn, Minneapolis. Done in collaboration with Minnesota Council of Churches Hispanic Ministry Office to recognize volunteerism in the Hispanic community and promote Ecumenical Hispanic presence.

- e) Report to funders by December 30, 1986. Re: June State Encuentro
  - f) Two persons attended Encuentro follow-up workshop: Church; Communitarian and Missionary, October 10 - 11, 1986, Woodstock, Ill
  - g) Formed a four member Ad Hoc Committee to discern the process for writing the PASTORAL PLAN FOR HISPANIC MINISTRY for the Archdiocese, 1986. Monthly meetings.
  - h) One intern from St. Thomas College to facilitate the research on completion of existing documents and survey.
  - i) Fifteen questionnaire sent to Hispanic Agencies for further input into Pastoral Plan.
  - j) One input session given by Sr. Elisa Rodriguez over existing data and process, September 19, 1986.
  - k) Set up five committees in collaboration with Hispanic agencies to work on the five priorities of the Action Plan. i.e. Evangelization, Leadership, Youth, Social Justice, and Integral Education. One Committee for Prayer Celebration.
  - l) Collaboration with Archbishop on the Plan.
  - m) Plan, organize the convocation Ceremony for promulgation of the Pastoral Plan
  - n) Collaborate with St. Thomas College and the School of Divinity to establish a School of Hispanic Ministry that will educate, train and maintain the formation of prophetic leaders, pastoral agents and laity for Hispanic Pastoral Ministry. It will provide workshops for pastoral agents and reflection group participants to do follow-up to RENEW.
  - o) Bring Sr. Rosa Marta Zárate from the San Bernadino Hispanic School of Ministry to be resource person for St. Thomas Religious Education Staff, Advisory Committee to School of Ministry and Office School of Ministry committee. December 5, 1986
  - p) Follow through with planning meetings: i.e. feasibility study, search process for director and selection of director for the School of Ministries.
  - q) Two meetings with the North Central Regional Committee for regional collaboration October, 1986.
  - r) One meeting with Regional Planning Committee.
  - s) Collaborates and informs Our Lady of Guadalupe Parish staff when appropriate.
- Re: 3. a) Collaborate with Catholic Charities in Hispanic Prison Ministry through attendance at:
- monthly meetings of 15 members from different community agencies and resources
  - finish up needs assessment.
  - plan, strategize, evaluate for the coming year the pastoral component of Prison Ministry.
  - Give Prison Ministry Coordinator secretarial support services
  - Provide mileage and reading material, etc. to volunteers who visit Sandstone and Stillwater on a regular basis.



- Maintain communication with Hispanic member of Ramsey County Correctional Board.
- b) Meet with Office of Social Justice to collaborate in hiring part time Hispanic.
- c) Distributed 60 Spanish Speaking Affairs Council Bilingual Resource Directories to Archdiocesan directors.
- d) Set up meetings with Archdiocesan division heads to discuss how office can collaborate to provide resources for Hispanics and how Hispanics can be resource to other departments, follow-up meetings with specific Archdiocesan agencies according to prioritized need.
- e) Attend monthly meetings of Hispanic Agencies to collaborate on community issues for Hispanics in the broader community.
- f) Organized and set up retreat for Advisory Board Members, September 20, 1986 bringing Sr. Elisa Rodriguez, S.L. as facilitator.
- g) Continue collaboration with Advisory board's goals and objectives committee to develop and resource the board.
- e) Respond to Pre-synod questionnaire thru involvement of different Hispanic groups in collaboration with commission on Ministry.

**B3. Please indicate how these objectives will be evaluated.**

- Re: 1. a) File kept on participants and initial meetings were logged.
- b) Evaluation of session was done by participants
- c) Translated materials were requested by Our Lady of Guadalupe Parish - 1000 copies were distributed.
- d) File of minutes for planning, brochure and evaluation sheet.
- e) Keep file of letters, brochure and evaluation sheets.
- f) File, bi-monthly log of debriefing sessions.
- g) Report is sent out and copy kept on file
- h) Liturgy committee evaluation forms and feed-back from participants
- i) File kept on planning, invitation and comments on event itself.
- j) Debriefing meeting and planning meeting to include new ideas.
- k) Report given on the experience at monthly core group meeting
- l) File kept on cards used for home visitation.
- m) A copy is kept on file of all correspondence sent by office.
- n) Use Renew Evaluation forms at appropriate times.
- Re: 2. a) File kept of mailing list
- b) Newsletter kept on file
- c) Follow-through with report, copy on file
- d) File kept on mailing list, brochure, flyer, invitation, correspondence, copy of receipt, press release, financial report etc.
- e) Copy kept on file. A photo album kept on file.
- f) Report made to Renew Core Team November 4, 1986 implementation: see section 1 - L file kept.
- g) Minutes of each session
- h,i,j) Copy of finished research on file.
- k) Minutes of meeting and copy of completed committee work.
- l) File kept on meetings
- m) File kept on minutes of meetings,

- n,o,p) File kept on letters, proposal, update on feasibility study etc.
- q,r,s) File kept on minutes of meetings.
- Re: 3. a) File kept on correspondence, receipts lists of names, addresses, etc., evaluation sheets.
- b) File copy of minutes, including plans and follow-up.
- c) Different offices have their copy.
- d,e,f,g) File kept on minutes of meetings.
- e) Copy of report kept on file.

**C1. 1987/88 Program Objectives**

1. Organize, expand, maintain grassroots involvement in Season III, IV of Renew, as follow-up to III Encuentro process.
2. Respond to other Hispanic needs not provided by current structure, especially in most pressing areas i.e. Pastoral Plan Convocation and implementation, School of Hispanic Ministry and Prison Ministry Program to Hispanics.
3. Continue to establish liaisons and collaborate with other Archdiocesan Agencies and Hispanic Agencies to provide collaboration with the Hispanic Ministry pastoral Plan there by providing better service under existing structures.

**C2 What are your specific plans to attain these objectives**

- Re: 1. a) Coordinate Renew efforts for Hispanics in Minneapolis
- b) Coordinate outreach to more Hispanics in Minneapolis and St. Paul
- c) Meet with Archdiocesan Renew Team liaison for Hispanics quarterly.
- Re: 2. a) Coordinate the writing of the Pastoral Plan.
- b) Carry out the Convocation and celebration of the Pastoral Plan.
- c) Collaborate with St. Thomas College on the School of Hispanic Ministry
- d) Collaborate with Catholic Charities on the Hispanic Prison Ministry Program.
- Re: 3. a) Involve Hispanic Agencies and Archdiocesan Agencies/Dept. in Implementation of Pastoral Plan.
- b) Collaborate with MN Council of Churches Hispanic Ministry Office on the Annual Hispanic Volunteer Recognition Banquet.
- c) Continue meeting with division heads for on-going collaboration.
- d) Meet monthly with Hispanic Agencies to collaborate on community building for Hispanic with broader community for Hispanic community.

**C3. Please indicate how the attainment of these objectives will be evaluated.**

- Re: 1. a,b,c) Maintain file on meetings, large group gatherings, evaluation forms debriefing session, name cards for visits, minutes of evaluation sessions, etc.

- Re: 2. a,b) Maintain file on each committee, timeline, minutes of meetings and completed task.
- c) Maintain file on minutes of on-going meetings.
  - d) Maintain file of all planning, correspondence, activities, Receipts, letters and evaluation sheets.
- Re: 3. a) See 2a above
- b) Maintain file of correspondence, brochure, flyers, receipts, press release
  - c) Debrief with Ad-Hoc Pastoral Plan Committee.
  - d) Minutes, and correspondence is kept on file.



8  
Fr. Ray

## BUDGET PROCESS FOR 1987

### 1986

The central corporation of the Archdiocese is currently under going a major internal reorganization to enhance their abilities to coordinate , communicate and evaluate the programs and ministries of the archdiocese. The process included this timeline

The cabinet, or the five divisional directors meet to discuss the "emphasis" or priorities for the archdiocesis.

September: Departments receive a letter stating the emphasis for the year i.e.

1. 5 year vision
2. Archdiocese Mission Statement
3. Renew

September 20: Our Advisory Board met at retreat to work on the Goals and Objectives

October: Goals and Objectives Committee of our board and Director worked on Retreat material to put it into a report for the Outreach Panel to study.

November 21: (See handout) Goals and Objectives are submitted to Peter D'Heilly, Division director, he sends it to Outreach Panel.

December: One member of the outreach panel meets with the director of the office to become informed more indepth on that office's needs.  
(This year Diane Mulrooney wasn't able to do the visit)

### 1987

January 13: Budget hearing - Fr. Ray and Phil Nache accompanied Sr. Consuelo for the presentation. The goals and objectives of the office were presented, followed by questions and answers. Diane Mulrooney, Chairperson, stated that she was very impressed with the work of Hispanic Ministry done through the office.

February: Panel chairs from the five division get together to share information. They produce a report to the full commission on

Archdiocesan Programs.

March: CAP works on information and mid-March or later offices find out if their budgets were accepted or cut back.

Our budget request was 68,587 a 2.5% increase from last year.

	1985/86 BUDGETED	1986/87 BUDGETED	1987/88 FORECAST
Salary	\$44,644	\$47,287	\$50,301
Office			
expenses	<u>20,698</u>	<u>21,178</u>	<u>18,587</u>
Total	\$65,342	\$68,465	\$68,587

NEW PROJECT (Special Budget)

ARCHDIOCESE OF SAINT PAUL AND MINNEAPOLIS

Forecast of 1988-89 Operating Budget

SPONSORING AGENCY HISPANIC MINISTRY OFFICE

TITLE OF PROGRAM PRISON MINISTRY

	1986-87 BUDGET	1986-87 ACTUAL	1986-87 Budget Variance Over (Under)	1987-88 BUDGETED	1988-89 FORECAST
INCOME					
1. Archdiocesan Allocation					
2. Other (Specify Source)					
3. _____					
4. _____					
5. _____					
6. TOTAL INCOME (Lines 1 through 5)					
EXPENSES					
7. Total Salary + Benefits					
EQUIPMENT					
8. New Equipment					300
9. Equipment Repair					
10. Equip. Service Contracts					
11. TOTAL EQUIPMENT (Lines 8 through 10)					300
AUTO-TRAVEL-MEETINGS					
12. Transportation					5,400
13. Meetings-Conferences- Workshops					900
14. TOTAL TRAVEL-MEETINGS (Lines 12 + 13)					6,300

\* \* \* \* \*

FULL-TIME Equivalents (FTE) \_\_\_\_\_

To determine total FTE, consider:

Full-time employee = 1.00  
3/4 time employee = .75  
1/2 time employee = .50  
(etc.)

OPTIONAL: Contributed Services  
(Employees receiving religious or  
priest stipends)  
Lay equivalent salary and  
benefits.....

Actual salary & benefits  
(Line 7).....  
Difference = Contributed  
Services \_\_\_\_\_



SPONSORING AGENCY Hispanic Ministry Office PROGRAM Prison Ministry

	1986-87 BUDGET	1986-87 ACTUAL	1986-87 Budget Variance Over (Under)	1987-88 BUDGETED	1988-89 FORECAST
OTHER EXPENSES					
15. Dues, Subscriptions, Memberships, Books, Periodicals					400
16. Telephone					100
17. Printing (Cent.Corp.)					
18. Printing (Outside)					500
19. Postage					100
20. Data Processing (Central Corporation)					
21. Data Processing (Outside)					
22. Office Service/Supply					1,133
23. Property/Liability Ins.					
24. Utilities					
25. Building Repairs					
26. Rent					
27. Other (Specify)					
					300
					400
28. Contract/Professional Services (Specify)					
					2,600
29. TOTAL OTHER (Lines 15 through 28)					5,533
30. TOTAL NON-SALARY RELATED Lines 11 + 14 + 29					12,133
31. TOTAL SALARY RELATED (Re-enter Line 7)					
32. TOTAL (Lines 30 + 31)					
33. BALANCE(Line 6 minus 32)					
34. PER CENT LABOR INTENSE (Divide Line 31 by 32)					