



Irene Gomez-Bethke Papers.

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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 OFFICETITLE OF PROGRAM HISPANIC MINISTRY OFFICEPast 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 liaisons 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.

APPENDIX

OFFICE OF HISPANIC MINISTRY
ARCHDIOCESE OF ST. PAUL/MINNEAPOLIS

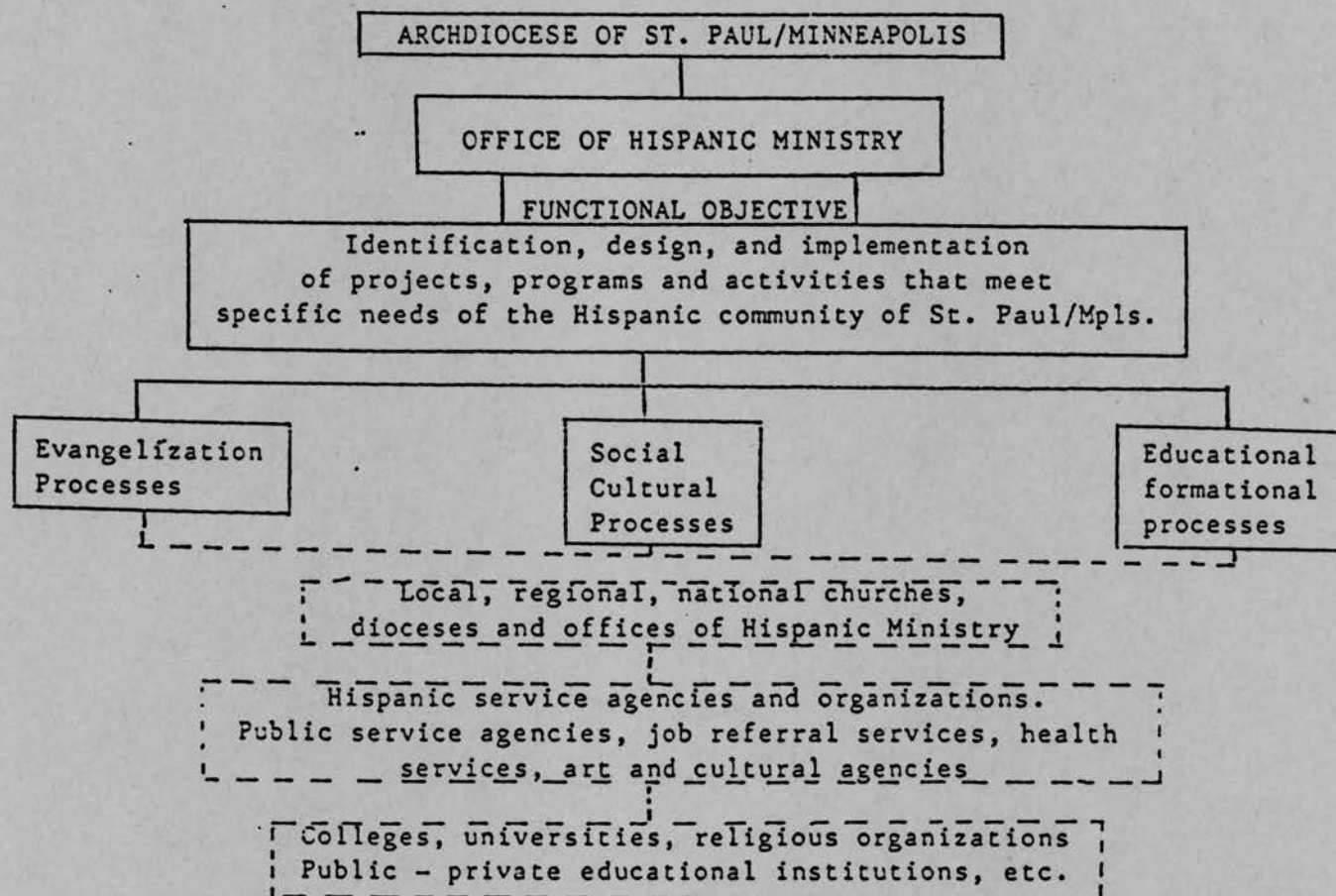
The Office of Hispanic Ministry serves as an active presence of the Archdiocese within the Hispanic community. It facilitates the interaction and communication of Archdiocesan programs and agencies within the Hispanic community (organizations, agencies, and individuals) for the purpose of creating a fuller response to evangelizational needs, social justice and educational concerns. The Office is a resource center which ascertains the needs of the Hispanic community, forming the vehicle through which Hispanics can make their presence felt and visible within the archdiocese.

At the present time, the Hispanic Ministry Office has a two person staff: José Carrera, Director and Claudia, Secretary, Bishop Richard Ham, M.M., is the Vicar for the Hispanic population.

Legend

—functional
relationship line

- - - - -
-Coordinating
relationship line



ARCHDIOCESE OF ST. PAUL/MINNEAPOLIS

OFFICE OF HISPANIC MINISTRY

EVANGELIZATION PROCESS

Follow up to III Encuentro Process - Conduct monthly meetings to determine a Plan of Action in all Encuentro commitments

Cursillos de Cristiandad

Once a year - one Cursillo retreat for men and women in separate

Renew Sessions

On-going process, when in seasons - forming community in North and South Minneapolis through Masses and large gathering events under the umbrella of Renew - Eventually invite people to form small groups.

Hispanic Prayer Groups

To meet at least twice a month or when agreed upon the participants.

Outreach Pastoral Center

Development of Pastoral Center in Minneapolis by February of 1988.

Hispanic Youth Group Development

On-going process - work with other agencies to coordinate resources and programs for Youth.

Marriage encounter movement

At least once a year

Catechesis movement

On-going process - work in coordination with Our Lady of Guadalupe Church and volunteers

Spiritual Retreats

At least twice a year for youth, and young adults, and adults.

Migrant Farm Worker Evangelization action

Coordinate efforts and resources with dioceses working with migrants and seasonal workers. Help undocumented migrant workers.

Hispanic Rosary Group Mov.

To meet once a month

Hispanic Prison Ministry

On-going proces in all Minnesota state, federal and county prisons with volunteer and office's resources.

Visitation to homes elderly-sick

At least twice a month through the help of volunteers.

State Mobil Ministry Team

under consideration for future implementation

Ecumenical Evangelization denominations and cultural sharing

In special occasions or when required

Pastoral Center in Minneapolis

To establish a place of workshop and pastoral attention in both North and South Minneapolis by the month of February 1988

ARCHDIOCESE OF ST. PAUL/MINNEAPOLIS

OFFICE OF HISPANIC MINISTRY

SOCIAL-CULTURAL PROCESSES

Local Hispanic Gatherings	Twice a year
Regional Hispanic Gatherings	Twice a year
National and International Hispanic Gatherings	Twice a year
Cultural promotion: Hispanic cultural exchange	Four times a year or in special occasions
Hispanic Liaison Program: Regional, National and International	On-going process; at least once a month
Referral service coordination program	On-going process; when required
Social - Cultural activities for the elderly	In special occasions or at least once a year
Social - cultural activities for the Hispanic Youth	Four times a year or in special occasions
Hispanic Social Justice action programs	On-going process or when necessary
Hispanic fundraising activities	Three times a year
Social assistance program: Hispanic homeless, prisoners, sick, etc.	On-going process and when necessary or continuous referral service.
Hispanic heritage and cultural promotion through Mass communication means	Weekly radio program (2 hours per week, occasional newspaper articles and one T.V. program (Cable or regular T.V.))
Sports, recreational, outdoor activities	Four events per year
Communication with Non-Hispanics	On-going process

ARCHDIOCESE OF ST. PAUL/MINNEAPOLIS

OFFICE OF HISPANIC MINISTRY

EDUCATIONAL/FORMATION

Identification of educational and financial aid opportunities in universities, colleges, technical/vocational, etc.

Religious & Pastoral Education

Liturgy Education

Bible study

Catechism, confirmation, baptism educational program

Vocational Program

Volunteer Development Program

On-going process improve communications with educational at the local and national levels.

Continue support to the Hispanic Pastoral/Theological Institute of the School of Divinity, College of St. Thomas during every summer.

On-going process to identify retreats, workshops, seminars, courses, etc., that may be beneficial to all Hispanics in ministry at the local and national levels.

At least two yearly sessions to inform Hispanic Pastoral agents about new trends in liturgy music, church documents, ecclesiology and modern theology, etc.

Invite Minneapolis and St. Paul Hispanics to participate in a monthly session (beginning in January 88)

To form a volunteer coalition to bring sacramentary education Hispanics of Minneapolis and other pressing areas.

Try to foster Priesthood, Religious and lay vocations among Twin Cities Hispanics.

Educate Hispanics and also non-Hispanics about the great need and tremendous possibilities in volunteering

Social/Cultural, political, human
information program

for Hispanic Ministry.

Maintain Minneapolis/St. Paul
Hispanics informed about
specific issues of special
concern to the community (on a
continuous basis)

*Arch Dioc.
expectations*

The Board is made up of members of the Hispanic Community who are appointed by the Archbishop for the purpose of advising him on all matters pertaining to the promotion and direction of Hispanic ministry as it is provided by the Office of Hispanic Ministry of the Archdiocese.

As required, the Board advises the Archbishop on the following:

- the goals and objectives of the Office of Hispanic Ministry
- a plan of action for the Office of Hispanic Ministry
- the needs of constituencies within the Hispanic community as these are communicated to the Board or as these are forwarded to the Board by means of direct solicitation
- periodic evaluation of the performance of the personnel of the Office of Hispanic Ministry
- in the event of a vacancy and following an approved search process, the Board will recommend to the Archbishop the names of no more than three qualified candidates for the position of director of the Office of Hispanic Ministry.

The Board also serves in an advisory capacity to the Office of Hispanic Ministry as regards the following:

- the goals and objectives of the office
- the priorities, plans and work of the office
- the sentiments of members of the Hispanic community regarding the goals, objectives, plans and performance of the office
- the conduct of Hispanic ministry by the personnel of the office and their performance of their duties as specified in appropriate documents.

While advisory to the Office of the Archbishop, the Board operates through the established archdiocesan structure, including:

- the Director of the Office of Hispanic Ministry
- the Director of the Division of Outreach
- the Moderator of the Curia
- the Episcopal Vicar for Hispanics

Please return to:
Office of Pastoral Planning
328 West Sixth Street
Saint Paul, MN 55102
No later than November 8, 1985

SPONSORING AGENCY: HISPANIC MINISTRY OFFICE

TITLE OF PROGRAM: HISPANIC MINISTRY PROGRAM

A1. Please identify your 1984-85 program objectives: For the development of the III Encuentro Process and Hispanics needs not provided by current structures, our objectives were:

- A) Informational Sessions at local level with questionnaire distributed.
- B) Provide training for key facilitators.
- C) Provide a consultant - National, Regional, Diocesan, and Local level.
- D) Publicity thru local TV station and newspapers.
- E) Planned, participated and followed through in Hispanic Ministry Tele-Conference.
- F) Initiated and monitored reflection groups at Our Lady of Guadalupe Parish.
- G) Planning with Minnesota Catholic Conference for I State Encuentro, June 1985. Rescheduled with (see appendix A)

A2. Please evaluate your attainment of 1984-85 program objectives by describing how you measured and kept track of your attainment of these objectives: Created a timeline of all events at National/Archdiocesan, parish and office level.

- Re: A) Three meetings of 50 persons per session, with questionnaires returned by 20%
- Re: B) Local level: 20 persons trained two an 8 week courses. Diocesan: 12 persons in 3 sessions. Regional: 1 person at Kansas. National: 1 trained in Chicago for III Encuentro event and 7 persons trained in Washington D.C.
- Re: C) Peter Martinez came from Chicago once. He did preparation for the event and follow-up working at office and parish level.
- Re: D) Three half hour TV programs on Channel 11 throught Centro Cultural Chicano Program (see appendix A)

B1. Please identify your 1985-86 program objectives: For the event and follow-up to the III Encuentro Process; Hispanics needs not provided by current structures, our objectives are:

- 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 8,9,10,11, 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) (See Appendix A)

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

- 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.
- Re: B) 1. Dance: Formed committees, planned event, evaluate the event.
- Barbacoa (breakfast): at Our Lady of Guadalupe Parish, plan, organize, evaluate, at follow-up Parish Promotional Team, EPP meeting.
- Raffle: Planned wider participation with parishes willing to support (see Appendix B)

B3. Please indicate how the attainment of these objectives will be evaluated: Updated the timeline of all major events, design an Evaluation sheet to use after each major event and place in a special file.

- A) Kept file: Copy of credentials on each delegate, instrument to identify participation in the entire process and Archbishop Roach's cover letter of approval for each delegate.
- B) Kept file which included: Flyers, photographs, financial report, copy of letters to participating parishes re: Dance, Barbacoa, cruise raffle. Note: Total cost of delegates from EPD was covered (see Appendix C)

APPENDIX A

A1. Please identify your 1984/85 program objectives:

(Continuation)

- H) Initiated, planned and did follow-up on first Archdiocesan Diocesan Encuentro.
- I) Provided for participation of Archdiocesan youth at Regional Youth Symposium.
- J) Did fund raising and training necessary to take participants to the Regional Encuentro in Kansas City and to the National in Washington, D.C.
- K) Obtained funds for Theological/Pastoral Courses at National level for local leaders in preparation for formation of mobil team.

A2. Please evaluate your attainment of 1984/85 program objectives by describing how you measured and kept track of your attainment of these objectives;

- Re: D) (continues) - Five articles in Visiones de la Raza. A monthly newsletter with mailing list of 249 persons.
- Re: E) Cooperated and planned with St. Thomas College for the Teleconference. Participated in the preparation meeting for participation of Archdiocesan agencies/parishes in the teleconference.
- Re: F) Eight reflection groups/80 participants during fall sessions and a six week Lenten session.
- Re: G) Attended and presented plan to MCC in January of 1984 and in June 1985. Collaborated in planning/presenting above with Diocesan Directors from Winona and Crookston.
- Re: H) Held on March 23, 1985, 80 participated. A video documentary was made.
- Re: I) Four adults, 11 youth, participated in the Youth Symposium in Kansas City, March 1, 1985.
- Re: J) Regional Encuentro, Kansas City, KS. on April 26-28, 1985 - 30 participants. Our diocese provided 50% (12) facilitators. National Encuentro in Washington D.C., August 15-18, 1985, 13 delegates, 7 served as National facilitators.
- Re: K) Theological/Pastoral workshop in San Bernardino, CA, June 15-30, 1985, 4 participants. Mexican American Cultural Center in San Antonio, Tx. July 1, 1985 - 3 participants for Theology. Kept records of monies obtained from: -Presentation Sisters and Individual donations.

BI. Please identify your 1985/86 program objectives:

(continuation)

- G) Held the II 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.

APPENDIX B

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

(Continuation)

- Re: B) (Continues) Hispanic Ministry. Organized groups to sell tickets at each parish. Evaluation at Diocesan Promotional Team EPD, meeting.
- Re: C) 1. Contracted Sr. Carmen Aurora Gomez from El Paso, Texas to teach 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.
- Re: D) 1. See 84/85 for action plan at local, regional, and national levels.
2. Special meeting to prepare delegates
3. Studied pre-encuentro documents (126 p. 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, December 1, 1985 and November 30, 1985. c) Pastoral Council, December 3, 1985.
- 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.
- Re: F) 1. July - visited Fr. Jerry McMullen at Holy Rosary and Fr. Ray Monsour at Ascension.
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. Evaluation by participants included.
4. Follow-up action plan by participants - celebration of Feast of O.L.G. 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.
- Re: G) 1. Planning sessions, task committees, timeline.
2. Celebration of event with 188 persons attending
3. Follow-up evaluation
- 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.

APPENDIX C (Continuation from Appendix B)

- Re: I) 1. Prepared a Report for meeting with MCC in June 13 at St. Cloud
2. Follow-up sessions in Diocesan Directors for over-all planning
3. Initial advertising
4. Formation of task committees
5. The event June 27-29, 1986
6. Follow-up debriefing session by committee members
7. Formation of follow-up task force.
- 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. Planning sessions for Renew in Prison Ministry to Hispanics thru monthly visits.
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
a) Denver - 2 days with Hispanics Renew Team, January 1986
b) Phone calls to Milwaukee in February 1986
- 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
4. Continue contact with Catholic Bulletin through Steve Deyo

B3. Please indicate how the attainment of these objectives will be evaluated:

- B) (Continues) through these fundraiser
C) File includes: Flyers, letters, receipts, evaluation sheets. Twenty participants at each workshop event. Forty-five participants at Leadership retreat
D) File kept on all correspondence, cost receipts, minutes of meetings, photo album updated, newsletter on the event, minutes of debriefing meeting. Clippings from Catholic Bulletin and other national newspapers, purchased video tapes of the event available through Hispanic Ministry Office.
E) File: Minutes of meetings, brochure, program sheet, Video tape of event, evaluation sheet by participants, follow-up meeting planned.
F) File: Copy of lists of names, phone numbers, and comments on each home visit made. Mailing list of Minneapolis leaders for both areas. Copy of course material and discussion sheets used. Flyers and letters mailed out to pastors and participants, evaluation filed.
G) File: Letters, brochure, invitation, financial report, evaluation sheet, all nomination materials, evaluation.
H) File on all materials and input form - both National and local Theological Reflection - Article in newsletter.
I) File: All correspondence, minutes of planning sessions, flyers, brochures, financial receipts, video taping, updating album, invitation to all bishops from MCC, copies of proposals for funds from private sector and evaluation sheets from event.

- J) File: Translation of materials, letters, evaluation sheets. On the prison ministry we will:
1. Form bibliography of materials: Print and A.V.
 2. Use Renew Evaluation forms
 3. Record number attended and number of times celebrated.
- K) Maintain file of all public communications including publicity, articles, correspondence, media dates.

C1. Please rank your 1986-87 program objectives, as you see them now, in light of:

- (1) The Full Five Year Vision; (2) Our Three Year Commitment to RENEW; and,
(3) Our Archdiocesan Mission Statement.

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.
3. Establish liaisons and collaborate with other Archdiocesan agencies and Hispanic Agencies to provide better services under existing structures.

C2. What are your specific plans to attain these objectives?

Re: 1. a) Serve as Bilingual, bicultural resource and trainers to Renew groups in Areas A and B in Minneapolis.

b) Serve as resource to W. St. Paul Renew groups.

c) Establish a Renew group in Rice Street/McDonough area of St. Paul.

d) Meet with Archdiocese Renew Team quarterly for input.

Re: 2. a) Collaborate with St. Thomas College 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. Provide workshops for pastoral agents and reflection group participants to prepare leadership for follow-up to Renew program.

Re: 3. a) Meet with the division heads and discuss how office can collaborate to provide resources from their division to Hispanics, follow-up meetings with specific Archdiocesan agencies according to prioritized need.

b) Attend monthly meetings of Hispanic Agencies to collaborate on community building for Hispanics with broader community and for Hispanic community.

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

Re: 1. Maintain file with names, phone numbers of Renew group participants, evaluation sheets, Records of special activities, videotapes of special events, cultural program materials created especially for our people in this area.

Re: 2. a) Maintain on-going file on each step from initial planning thru establishment of School of Hispanic Ministry.

b) File: Workshop information, receipts, letters, and evaluation sheets.

Re: 3. Maintain file on meetings with Archdiocesan Division Heads, agency directors and Hispanic Agency directors. Do office evaluation of these meetings quarterly.

Office of Hispanic Ministry
Interim Period - Summer, 1986

Immediate Tasks

1. Determine tasks/work to be accomplished by the Office during June through August, 1986
2. Determine availability of Acting Director to cover interim period
3. Determine additional assistance needed to accomplish designated tasks/work of the Office
4. Using existing Office budget, secure additional part-time assistance for the Office.

In addition, the Board (i.e. designated sub-committee of the Board) will:

1. Review
 - A. the approved position description for the Director, Office of Hispanic Ministry
 - B. any additional job descriptions or planning documents for the Office
2. On the basis of this review, devise a number of goals/objectives for the Office and director's position. This plan would then serve as a basis for hiring and for orientation of a new director.
3. Write a job description which is based on the plan and which will be used to advertise the director's position and as a basis for hiring
4. Communicate this information to Bishop Ham, Father O'Connell and Archbishop Roach. Seek approval to move forward with hiring of a director for the Office.
5. Upon approval
 - A. advertise position
 - B. screen applicants
 - C. select and interview candidates
 - D. recommend candidates to Archbishop Roach

POSITION RESPONSIBILITY DESCRIPTION
Archdiocese of Saint Paul and Minneapolis

officially approved

DATE November 20, 1984
POSITION TITLE Director
DEPARTMENT Hispanic Ministry
ACCOUNTABLE TO Director, Outreach Division

=====

PRIMARY DUTY OF POSITION

To develop, educate and promote Hispanic ministry and provide the leadership to foster the faith of Hispanic people in the Archdiocese of Saint Paul and Minneapolis

=====

MAJOR AREAS OF RESPONSIBILITY

Identifies and ^{coordinating} implements projects that meet specific Hispanic needs not provided by current structures 1

Renew --- Assists with parish-based outreach to Hispanics, *Provides T.A.*

Serves as advocate for Hispanic programming and funding within the Archdiocesan structure and the civic community 2

---Hispanic scholarship fund for students in Catholic schools.

---Foundations for Hispanic organizations, ~~such as Chicanos Unidos En Servicio~~

Provides consultation to Archdiocesan ministries to develop Hispanic culturally sensitive programs. *E assists the Bishop* 3

Develops a volunteer base and ~~provides training~~ for involvement in Hispanic ministry, ~~activities~~ *and referral* 4

Facilitates the flow of information ^{and referral} between the Hispanic community, and Archdiocesan agencies *and other local agencies* 5

---Refers individuals and organizations to appropriate agencies/resources

Identifies representative to Serves on various boards and committees of the Archdiocese and of ecumenical and civic organizations *Providing continuing* 6

networking Represents the Archdiocese at the local, regional, and national levels

Makes presentations ~~in support~~ of Hispanic ministry to various ~~private and public sector groups, in person and through radio, and television media.~~ 7

~~Works with the Hispanic Ministry Advisory Board to implement the Five Year Vision of the Archdiocese~~ 8

---Presents plans for the direction and scope of Hispanic ministry to the Board for review and approval

Manages the Office of Hispanic Ministry 9

---Supervise support staff

---Directs budget functions

Prepared by *MF 2* Reviewed by *PDH* Approved by _____

Develops reports of activities to the Hispanic Ministry
Advisory Board, Archdiocesan Planning Committee, Allocations
Committee, etc. 10

Serves as a member of the Full Staff of the Archdiocesan
Central Corporation 11

Performs other duties as the need is apparent or as assigned 12

=====

OTHER PERFORMANCE INDICATORS

---Demonstrated administrative, organizational, planning and A
communications skills

---Working knowledge and experience in pastoral and/or social B
action work and specifically as related to current social
justice issues involving Hispanics *community*

---Intimate understanding of the Hispanic culture, and *languages* C
experience,

---Knowledge of Catholic Church structure and an understanding D
of its on-going mission *as it relates to the Hispanic Com.*

---Ability to establish good working relations with a broad E
base of people

---Ability to communicate effectively in English and Spanish F
both verbally and in writing *and knowledgeable in Hisp*

=====

RESPONSIBILITY FOR WORK OF OTHERS

Bilingual Secretary

JOB DESCRIPTION
DIRECTOR OF HISPANIC MINISTRY

I. Duties of the Director

- A. A Director shall be hired by the Archdiocese to carry out the goals and policies set by the Archbishop, the Vicar of Hispanics, and the Hispanic Ministry Board.
- B. The Director shall initiate, establish and promote pastoral programs in Archdiocesan agencies that address the Hispanic Community.
- C. The Director shall encourage the representation of the rights, issues and concerns of a Hispanic Community to the Archdiocese through assertive and enlightened participation of Hispanics in Civic, Community, Parochial, and Governmental Action Programs in order to accomplish a fullness of Christian living.
- D. The Director shall establish and maintain communication between the Hispanic Community and the general Church Community of the people of God.
- E. The Director shall assist the Bishops in developing an awareness in the Archdiocesan Clergy, Religious, and Lay ~~People~~ of the contributions of the Hispanic Community.
and among Arch-clergy Lay people
- F. The Director shall encourage cooperation between the various Church movements and organizations serving the Hispanic Community.
- G. Administrative functions
 - 1. To be knowledgeable of available resources from established public and Church agencies.
 - 2. To use available resources to provide appropriate direct services, referral services, organizational and technical assistance to the Hispanic Community.
 - 3. To be responsible for direct input to Archdiocesan agencies in the Planning, implementation, and evaluation of Hispanic Programs.
 - 4. To be responsible for input into the recruiting, hiring, orientation, and evaluation of personnel for the various Hispanic Programs.
 - 5. To prepare quarterly reports for the Hispanic Ministry Board, Vicar of Hispanics and the Office of the Archbishop.
 - 6. To maintain financial records and prepare plans and budgets for the ensuing year of operation to be approved by the Hispanic Ministry Board, Vicar of Hispanic's and the Archbishop.

II. Qualifications

A. The successful operation of the Hispanic Ministry requires the selection of a bi-lingual, multi-cultural person whose qualifications shall be:

1. To have administrative, organizational, planning and communications skills.
2. To have working knowledge and experience in pastoral and/or social action work.
3. To have an intimate understanding of the Hispanic culture.
4. To have an understanding of the Church's ongoing mission.
5. To have knowledge of Church structure.
6. To have the ability to establish a good working relationship with the broad variety of people.
7. To be free to travel.

ARCHDIOCESE OF SAINT PAUL AND MINNEAPOLIS

Forecast of 1986-87 Program Objectives

Please return to:
Office of Pastoral Planning
328 West Sixth Street
Saint Paul, MN 55102
No later than November 8, 1985

SPONSORING AGENCY: HISPANIC MINISTRY OFFICE

TITLE OF PROGRAM: HISPANIC MINISTRY PROGRAM

A1. Please identify your 1984-85 program objectives: For the development of the III Encuentro Process and Hispanics needs not provided by current structures, our objectives were:

- A) Informational Sessions at local level with questionnaire distributed.
- B) Provide training for key facilitators.
- C) Provide a consultant - National, Regional, Diocesan, and Local level.
- D) Publicity thru local TV station and newspapers.
- E) Planned, participated and followed through in Hispanic Ministry Tele-Conference.
- F) Initiated and monitored reflection groups at Our Lady of Guadalupe Parish.
- G) Planning with Minnesota Catholic Conference for I State Encuentro, June 1985. Rescheduled with (see appendix A)

A2. Please evaluate your attainment of 1984-85 program objectives by describing how you measured and kept track of your attainment of these objectives; Created a timeline of all events at National/Archdiocesan, parish and office level.

- Re: A) Three meetings of 50 persons per session, with questionnaires returned by 20%
- Re: B) Local level: 20 persons trained two an 8 week courses. Diocesan: 12 persons in 3 sessions. Regional: 1 person at Kansas. National: 1 trained in Chicago for III Encuentro event and 7 persons trained in Washington D.C.
- Re: C) Peter Martinez came from Chicago once. He did preparation for the event and follow-up working at office and parish level.
- Re: D) Three half hour TV programs on Channel 11 throught Centro Cultural Chicano Program (see appendix A)

B1. Please identify your 1985-86 program objectives: For the event and follow-up to the III Encuentro Process; Hispanics needs not provided by current structures, our objectives are:

- 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 8,9,10,11, 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) (See Appendix A)

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

- 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.
- Re: B) 1. Dance: Formed committees, planned event, evaluate the event.
Barbacoa (breakfast): at Our Lady of Guadalupe Parish, plan, organize, evaluate, at follow-up Parish Promotional Team, EPP meeting.
Raffle: Planned wider participation with parishes willing to support (see Appendix B)

B3. Please indicate how the attainment of these objectives will be evaluated:
Updated the timeline of all major events, design an Evaluation sheet to use after each major event and place in a special file.

- A) Kept file: Copy of credentials on each delegate, instrument to identify participation in the entire process and Archbishop Roach's cover letter of approval for each delegate.
- B) Kept file which included: Flyers, photographs, financial report, copy of letters to participating parishes re: Dance, Barbacoa, cruise raffle. Note: Total cost of delegates from EPD was covered (see Appendix C)

APPENDIX A

A1. Please identify your 1984/85 program objectives:

(Continuation)

- H) Initiated, planned and did follow-up on first Archdiocesan Diocesan Encuentro.
- I) Provided for participation of Archdiocesan youth at Regional Youth Symposium.
- J) Did fund raising and training necessary to take participants to the Regional Encuentro in Kansas City and to the National in Washington, D.C.
- K) Obtained funds for Theological/Pastoral Courses at National level for local leaders in preparation for formation of mobil team.

A2. Please evaluate your attainment of 1984/85 program objectives by describing how you measured and kept track of your attainment of these objectives;

- Re: D) (continues) - Five articles in Visiones de la Raza. A monthly newsletter with mailing list of 249 persons.
- Re: E) Cooperated and planned with St. Thomas College for the Teleconference. Participated in the preparation meeting for participation of Archdiocesan agencies/parishes in the teleconference.
- Re: F) Eight reflection groups/80 participants during fall sessions and a six week Lenten session.
- Re: G) Attended and presented plan to MCC in January of 1984 and in June 1985. Collaborated in planning/presenting above with Diocesan Directors from Winona and Crookston.
- Re: H) Held on March 23, 1985, 80 participated. A video documentary was made.
- Re: I) Four adults, 11 youth, participated in the Youth Symposium in Kansas City, March 1, 1985.
- Re: J) Regional Encuentro, Kansas City, KS. on April 26-28, 1985 - 30 participants. Our diocese provided 50% (12) facilitators. National Encuentro in Washington D.C., August 15-18, 1985, 13 delegates, 7 served as National facilitators.
- Re: K) Theological/Pastoral workshop in San Bernardino, CA, June 15-30, 1985, 4 participants. Mexican American Cultural Center in San Antonio, Tx. July 1, 1985 - 3 participants for Theology. Kept records of monies obtained from: -Presentation Sisters and Individual donations.

BI. Please identify your 1985/86 program objectives:

(continuation)

- G) Held the II 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.

APPENDIX B

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

(Continuation)

Re: B) (Continues) Hispanic Ministry. Organized groups to sell tickets at each parish. Evaluation at Diocesan Promotional Team EPD, meeting.

Re: C) 1. Contracted Sr. Carmen Aurora Gomez from El Paso, Texas to teach 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.

Re: D) 1. See 84/85 for action plan at local, regional, and national levels.

2. Special meeting to prepare delegates

3. Studied pre-encuentro documents (126 p. 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, December 1, 1985 and November 30, 1985. c) Pastoral Council, December 3, 1985.

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.

Re: F) 1. July - visited Fr. Jerry McMullen at Holy Rosary and Fr. Ray Monsour at Ascension.

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. Evaluation by participants included.

4. Follow-up action plan by participants - celebration of Feast of O.L.G. 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.

Re: G) 1. Planning sessions, task committees, timeline.

2. Celebration of event with 188 persons attending

3. Follow-up evaluation

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.

APPENDIX C (Continuation from Appendix B)

- Re: I) 1. Prepared a Report for meeting with MCC in June 13 at St. Cloud
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d) Meet with Archdiocese Renew Team quarterly for input.

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