



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.

DATE: September 11, 1986

TO: Hispanic Ministry Board

SUBJECT: Job Description for Director of the Office of Hispanic Ministry

Enclosed is an amended copy of the Job Description for the Office of Hispanic Ministry. Taken into consideration were items brought up at the Board meeting of May 20, 1986, and at a meeting with Fr. Michael O'Connell and Peter D'Heilly on July 1, 1986. We present this Job Description for your approval so that we may continue the Search Committee process.

Respectfully submitted,

Irene Gomez-Bethke
Justino Cruz
Elsa Vega Perez
Phil Nache

TIMELINE FOR SEARCH COMMITTEE PROCESS

- Sept. 11 Board approves amended Job Description
- Sept. 12 Send approved Job Description to Peter D'Heilly and Fr. Michael O'Connell
- Sept. 18 If no response received from Peter D'Heilly or Fr. Michael O'Connell, we will assume everything is OK and begin Search Committee process
- Sept. 19 Send job notice to Archdiocesan offices to be posted
- Advertise job openings
- Church bulletins, Our Lady of Guadalupe, Ascension, and Holy Rosary
 - Catholic Bulletin and other statewide Catholic publications
 - Star & Tribune, St. Paul Dispatch
 - Hispanic agencies, statewide
- Oct. 24 Close accepting resumes
- Oct. 30 Review resumes
- Nov. 8 Interviews
- Nov. 13 Submit top candidates to Board, Peter D'Heilly, Fr. Michael O'Connell, Bishop Ham & Archbishop Roach with recommendation

HISPANIC MINISTRY BOARD
Archdiocese of Saint Paul and Minneapolis
Fall, 1986

PLAN OF ACTION

I.

NEEDS ASSESSMENT

- Review specific needs of the Hispanic Community in the Archdiocese
- Based upon a review of available information (e.g. Enquentro process, archdiocesan mission/needs, RENEW, "Pastoral Plan for Hispanic Ministry", etc.)

III.

PLAN OF ACTION FOR THE OFFICE OF HISPANIC MINISTRY

- Priorities for Hispanic Ministry in the Archdiocese
- Basic plan for the immediate future of Hispanic Ministry in the Archdiocese
- Goals, Objectives and Action Plans for Hispanic Ministry Office

II.

ASSESSMENT OF EXISTING ARCHDIOCESAN RESOURCES COMMITTED TO HISPANIC MINISTRY

- Catholic Charities
- Our Lady of Guadalupe
- Ascension
- Office of Hispanic Ministry
- Other

IV.

SEARCH PROCESS: DIRECTOR, OFFICE OF HISPANIC MINISTRY

- Formation of a Search Committee of the Board
- Formulation and approval of a Job Description for the position of Director, Office of Hispanic Ministry
- Search Process
- Advertise
 - Screen applicants
 - Screen candidates
 - Recommendation to Archbishop Roach
- (Search process calendered)
- Director Hired by: _____

DATE September 11, 1986
POSITION TITLE Director
DEPARTMENT Hispanic Ministry
ACCOUNTABLE TO Director, Outreach Division

PRIMARY OBJECTIVE 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

PRIORITY RESPONSIBILITY

1. Identifies and coordinates projects that meet specific Hispanic needs not provided by current structures.
 - provides technical assistance to the parish-based Outreach Program for Hispanics regarding RENEW, Enquentro Process, etc.
 2. Serves as Advocate for Hispanic programming and funding within the Archdiocesan structure and the civic community.
 - Hispanic scholarship fund for students in Catholic schools.
 - Foundations for Hispanic organizations.
 3. Provides consultation to Archdiocesan ministry to develop Hispanic cultural sensitive programs.
 - Assist the Bishops in developing awareness of the contributions of the Hispanic community among Archdiocesan clergy, religious and lay people.
 4. Facilitate the flow of information and referral between the Hispanic community, Archdiocesan agencies and others.
 - Refers individuals and organizations to appropriate agencies/resources.
-

5. Identifies representation for various boards and committees of the Archdiocese, ecumenical and civic organizations as requested.
- Develops a volunteer base for involvement in Hispanic ministry.
 - Providing and continuing the network of Hispanic ministry office at the local, regional and national level.
-

6. Makes presentations of Hispanic ministry to various groups .
-

7. Manages the Office of Hispanic Ministry

- Implement board policies and procedures.
 - Develop plans for the direction and scope of Hispanic ministry to the board for review and approval.
 - Supervises support staff.
 - Manages budget functions.
-

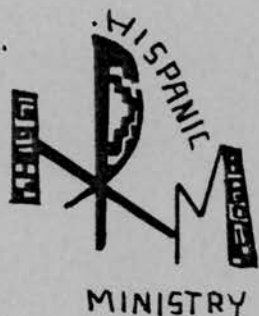
8. Performs other duties as the need is apparent or as assigned.
-

QUALIFICATIONS

- A. Demonstrated administrative, organizational, planning and communication skills.
 - B. Working knowledge and experience in pastoral and/or social action work, specifically involving Hispanic community.
 - C. Knowledge of Catholic church structure and an understanding of its on-going mission to Hispanics.
 - D. Communicate effectively in English and Spanish, both verbally and in writing. To have a knowledge of the Hispanic culture.
-

Draft June 2, 1986

Amended September 11, 1986



ARCHDIOCESE OF SAINT PAUL AND MINNEAPOLIS

328 West Sixth Street

Saint Paul, Minnesota 55102

(612) 291-4480

NOTICE OF JOB OPENING

POSITION TITLE: Director of Office of Hispanic Ministry
for the Archdiocese of St. Paul/Minneapolis

LOCATION: St. Paul, Minnesota

BASIC DUTIES: 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.

SALARY RANGE: Salary schedule.

QUALIFICATIONS:

- 1) Must be bilingual/bicultural in Spanish and English.
- 2) Have leadership and administrative skills.
- 3) Be able to share vision of Church for Hispanic Ministry.
- 4) Must have access to transportation.

DEADLINE FOR APPLICATION: January 2, 1987

Please send your resume and four references to: Office of Hispanic Ministry
Archdiocese of St. Paul/Mpls.
328 W. Sixth Street
St. Paul, MN 55102

DIRECTOR OF OFFICE OF HISPANIC MINISTRY

POSITION CONTENT

A. MAJOR POSITON

Major emphasis is on the top three

1. Identifies and coordinates projects that meet specific Hispanic Ministry needs, not provided by current structures within the Archdiocese.
 - Provides technical assistance to the parish based Outreach program for Hispanics. (Renew and Encuentro follow-up).
 2. Manages the Office of Hispanic Ministry.
 - Implement board policies and procedures.
 - Develops plans for the direction and scope of Hispanic Ministry to the board for review and approval.
 - Supervises support staff.
 - Manages budget functions.
 3. Facilitates the flow of information and referral between the Hispanic community, Archdiocesan agencies and others.
 - Refers individuals and organizations to appropriate agencies/resources.
-
4. Provides consultation to Archdiocesan ministry to develop Hispanic cultural sensitive programs.
 - Assists the Bishops in developing awareness of the contributions of the Hispanic community among Archdiocesan clergy, religious and lay people.
 5. Makes presentations on Hispanic Ministry to various groups.
 6. Identifies representation for various boards and committees of the Archdiocese, ecumenical and civic organizations as requested.
 - Develops a volunteer base for involvement in Hispanic Ministry.
 - Provides and continues the network of Hispanic Ministry office at the local, regional and national level.
 7. Serves as advocate for Hispanic programming and funding within the Archdiocesan structure and the civic community. i.e.
 - Hispanic scholarship fund for students in Catholic schools.
 - Foundations for Hispanic organizations.
 8. Serves as a member of the Full Staff of the Archdiocesan Central Corporation.
 9. Performs other duties as the need is apparent.

B. SKILLS, KNOWLEDGES AND/OR ABILITIES

1. Must have administrative, organizational, planning and communication skills.
2. Must have a working knowledge and experience in pastoral and/or social action work, specifically involving the Hispanic community.
3. Must have skill in community organizing and knowledge of its basic precepts.
4. Must have the ability to communicate effectively in English and Spanish, both verbally and in writing.
5. Must have a working knowledge of the Hispanic culture.
6. Must be available on some weekends and evenings.
7. Must provide own transportation.

DIRECTOR OF THE OFFICE OF HISPANIC MINISTRY
FOR THE ARCHDIOCESE OF ST. PAUL/MINNEAPOLIS

Must be bilingual/bicultural in English and Spanish, should have good leadership and administrative skills and be able to share vision of Church for Hispanic Ministry. Salary schedule.

Deadline for application: January 2, 1987

Send resume and four references to: Office of Hispanic Ministry
Archdiocese of St. Paul/Mpls.
328 W. Sixth Street
St. Paul, MN 55102

For job description call: 291-4480

TIMELINE FOR SEARCH COMMITTEE PROCESS

December 2, 1986 - Advertise opening of position
-Church Bulletins, Our Lady of Guadalupe, Ascension and Holy Rosary. Weeks of 12/13 and 12/20
-Catholic Bulletin and other state wide Catholic Publications
-Star and Tribune and St. Paul Dispatch newspapers. The weekends of 12/14 and 12/21.
-Hispanic Agencies statewide (Mailed immediately)

January 2, 1987 Close accepting resumes
January 9, 1987 Review resumes and standardized questions
January 12, 1987 Send out letter of regret and interview schedules
January 21, 1987 Interview candidates and summary meeting
January 22, 1987 Submit top candidates to Board, Peter D'Heilly, Fr. Michael O'Connell, Bishop Ham, Archbishop Roach along with recommendations.

29
POSITION: Director, Office of Hispanic Ministry
Archdiocese of St. Paul and Minneapolis

Search Committee Rating form for Resumes

Name of Applicant: Hirion Lag

Name of Search Committee Member: James Gomez Betts

Date: 1-8-87

RATE SCALE

1
POOR

2
FAIR

3
ADEQUATE

4
GOOD

5
EXCELLENT

RATE

1. Educational Background..... 4
-- BA/BS degree or equivalent in education/experience combined
Personal comment _____
2. Administrative/Organizational Skills..... 4
-- On the job managerial experience
Personal comment _____
3. Pastoral Ministry Experience..... 3
-- Church related work which would indicate knowledge and commitment to
the church.
Personal comment _____
4. Social Action Experience..... 4
-- An indication of personal experience relating to advocacy of human
rights, social and economic justice, concern for others.
Personal comment _____
5. Involvement in the Hispanic community..... 3
-- An indication of personal involvement in the Hispanic community and with
Hispanic groups - locally, regionally, and nationally.
Personal comment _____
6. Involvement in Majority Cultural Systems..... 3
-- An indication of personal involvement on board, committee, etc.
Personal comment _____
7. Bi-Lingualism..... 4
-- an indication of a bi-lingual background - English/Spanish
Personal comment _____

OVER

8. Quality of Resume..... 4
-- overall quality: Organization, information, completeness, style
Personal Comment _____

9. Quality of References..... 0

POSITION: Director, Office of Hispanic Ministry
Archdiocese of St. Paul and Minneapolis

29

Search Committee Rating form for Resumes

Name of Applicant: John Kniprath Jr.

Name of Search Committee Member: Gene Gomez Bethe

Date: 1-8-87

RATE SCALE

- | | 1 | 2 | 3 | 4 | 5 | |
|--|------|------|----------|------|-----------|----------|
| | POOR | FAIR | ADEQUATE | GOOD | EXCELLENT | RATE |
| 1. Educational Background..... | | | | | | <u>4</u> |
| -- BA/BS degree or equivalent in education/experience combined | | | | | | |
| Personal comment _____ | | | | | | |
| 2. Administrative/Organizational Skills..... | | | | | | <u>3</u> |
| -- On the job managerial experience | | | | | | |
| Personal comment _____ | | | | | | |
| 3. Pastoral Ministry Experience..... | | | | | | <u>3</u> |
| -- Church related work which would indicate knowledge and commitment to the church. | | | | | | |
| Personal comment _____ | | | | | | |
| 4. Social Action Experience..... | | | | | | <u>3</u> |
| -- An indication of personal experience relating to advocacy of human rights, social and economic justice, concern for others. | | | | | | |
| Personal comment _____ | | | | | | |
| 5. Involvement in the Hispanic community..... | | | | | | <u>3</u> |
| -- An indication of personal involvement in the Hispanic community and with Hispanic groups - locally, regionally, and nationally. | | | | | | |
| Personal comment _____ | | | | | | |
| 6. Involvement in Majority Cultural Systems..... | | | | | | <u>3</u> |
| -- An indication of personal involvement on board, committee, etc. | | | | | | |
| Personal comment _____ | | | | | | |
| 7. Bi-Lingualism..... | | | | | | <u>4</u> |
| -- an indication of a bi-lingual background - English/Spanish | | | | | | |
| Personal comment _____ | | | | | | |

OVER

8. Quality of Resume..... 3
-- overall quality: Organization, information, completeness, style
Personal Comment _____

9. Quality of References..... 3

29

POSITION: Director, Office of Hispanic Ministry
Archdiocese of St. Paul and Minneapolis

Search Committee Rating form for Resumes

Name of Applicant: Carmen Del Castille
Name of Search Committee Member: James Jimmy Bithun
Date: 1-8-87

RATE SCALE

- | | 1
POOR | 2
FAIR | 3
ADEQUATE | 4
GOOD | 5
EXCELLENT | RATE |
|--|-----------|-----------|---------------|-----------|----------------|------|
| 1. Educational Background..... | | | | | | 4 |
| -- BA/BS degree or equivalent in education/experience combined | | | | | | |
| Personal comment _____ | | | | | | |
| 2. Administrative/Organizational Skills..... | | | | | | 4 |
| -- On the job managerial experience | | | | | | |
| Personal comment _____ | | | | | | |
| 3. Pastoral Ministry Experience..... | | | | | | 3 |
| -- Church related work which would indicate knowledge and commitment to the church. | | | | | | |
| Personal comment _____ | | | | | | |
| 4. Social Action Experience..... | | | | | | 4 |
| -- An indication of personal experience relating to advocacy of human rights, social and economic justice, concern for others. | | | | | | |
| Personal comment _____ | | | | | | |
| 5. Involvement in the Hispanic community..... | | | | | | 4 |
| -- An indication of personal involvement in the Hispanic community and with Hispanic groups - locally, regionally, and nationally. | | | | | | |
| Personal comment _____ | | | | | | |
| 6. Involvement in Majority Cultural Systems..... | | | | | | 4 |
| -- An indication of personal involvement on board, committee, etc. | | | | | | |
| Personal comment _____ | | | | | | |
| 7. Bi-Lingualism..... | | | | | | 5 |
| -- an indication of a bi-lingual background - English/Spanish | | | | | | |
| Personal comment _____ | | | | | | |

OVER

8. Quality of Resume..... 4
-- overall quality: Organization, information, completeness, style
Personal Comment _____

9. Quality of References..... 0

POSITION: Director, Office of Hispanic Ministry
Archdiocese of St. Paul and Minneapolis

27

Search Committee Rating form for Resumes

Name of Applicant: Salomon Cejudo

Name of Search Committee Member: Diana Gomez Gutierrez

Date: 1-8-87

RATE SCALE

- | | 1
POOR | 2
FAIR | 3
ADEQUATE | 4
GOOD | 5
EXCELLENT | RATE |
|--|-----------|-----------|---------------|-----------|----------------|------|
| 1. Educational Background..... | | | | | | 4 |
| -- BA/BS degree or equivalent in education/experience combined | | | | | | |
| Personal comment | | | | | | |
| 2. Administrative/Organizational Skills..... | | | | | | 3 |
| -- On the job managerial experience | | | | | | |
| Personal comment | | | | | | |
| 3. Pastoral Ministry Experience..... | | | | | | 3 |
| -- Church related work which would indicate knowledge and commitment to the church. | | | | | | |
| Personal comment | | | | | | |
| 4. Social Action Experience..... | | | | | | 4 |
| -- An indication of personal experience relating to advocacy of human rights, social and economic justice, concern for others. | | | | | | |
| Personal comment | | | | | | |
| 5. Involvement in the Hispanic community..... | | | | | | 3 |
| -- An indication of personal involvement in the Hispanic community and with Hispanic groups - locally, regionally, and nationally. | | | | | | |
| Personal comment | | | | | | |
| 6. Involvement in Majority Cultural Systems..... | | | | | | 3 |
| -- An indication of personal involvement on board, committee, etc. | | | | | | |
| Personal comment | | | | | | |
| 7. Bi-Lingualism..... | | | | | | 4 |
| -- an indication of a bi-lingual background - English/Spanish | | | | | | |
| Personal comment | | | | | | |

OVER

8. Quality of Resume..... 3
-- overall quality: Organization, information, completeness, style
Personal Comment _____

9. Quality of References..... 0

22

POSITION: Director, Office of Hispanic Ministry
Archdiocese of St. Paul and Minneapolis

Search Committee Rating form for Resumes

Name of Applicant: Lucy D IBURG

Name of Search Committee Member: Gene Gomez-Beltr

Date: 1/8/87

RATE SCALE

	1 POOR	2 FAIR	3 ADEQUATE	4 GOOD	5 EXCELLENT	RATE
1. Educational Background.....						<u>4</u>
-- BA/BS degree or equivalent in education/experience combined						
Personal comment <u>Heavy Bus. Background</u>						
2. Administrative/Organizational Skills.....						<u>3</u>
-- On the job managerial experience						
Personal comment _____						
3. Pastoral Ministry Experience.....						<u>2</u>
-- Church related work which would indicate knowledge and commitment to the church.						
Personal comment _____						
4. Social Action Experience.....						<u>2</u>
-- An indication of personal experience relating to advocacy of human rights, social and economic justice, concern for others.						
Personal comment _____						
5. Involvement in the Hispanic community.....						<u>2</u>
-- An indication of personal involvement in the Hispanic community and with Hispanic groups - locally, regionally, and nationally.						
Personal comment _____						
6. Involvement in Majority Cultural Systems.....						<u>2</u>
-- An indication of personal involvement on board, committee, etc.						
Personal comment _____						
7. Bi-Lingualism.....						<u>4</u>
-- an indication of a bi-lingual background - English/Spanish						
Personal comment _____						

OVER

8. Quality of Resume..... 3
-- overall quality: Organization, information, completeness, style
Personal Comment _____

9. Quality of References..... 0

POSITION: Director, Office of Hispanic Ministry
Archdiocese of St. Paul and Minneapolis

9

Search Committee Rating form for Resumes

Name of Applicant: Rosario Corra

Name of Search Committee Member: Irma Gomez Balle

Date: 1-8-87

RATE SCALE

- | | 1 | 2 | 3 | 4 | 5 | |
|--|------|------|----------|------|-----------|----------|
| | POOR | FAIR | ADEQUATE | GOOD | EXCELLENT | RATE |
| 1. Educational Background..... | | | | | | <u>1</u> |
| -- BA/BS degree or equivalent in education/experience combined | | | | | | |
| Personal comment _____ | | | | | | |
| 2. Administrative/Organizational Skills..... | | | | | | <u>1</u> |
| -- On the job managerial experience | | | | | | |
| Personal comment _____ | | | | | | |
| 3. Pastoral Ministry Experience..... | | | | | | <u>1</u> |
| -- Church related work which would indicate knowledge and commitment to the church. | | | | | | |
| Personal comment _____ | | | | | | |
| 4. Social Action Experience..... | | | | | | <u>1</u> |
| -- An indication of personal experience relating to advocacy of human rights, social and economic justice, concern for others. | | | | | | |
| Personal comment _____ | | | | | | |
| 5. Involvement in the Hispanic community..... | | | | | | <u>1</u> |
| -- An indication of personal involvement in the Hispanic community and with Hispanic groups - locally, regionally, and nationally. | | | | | | |
| Personal comment _____ | | | | | | |
| 6. Involvement in Majority Cultural Systems..... | | | | | | <u>1</u> |
| -- An indication of personal involvement on board, committee, etc. | | | | | | |
| Personal comment _____ | | | | | | |
| 7. Bi-Lingualism..... | | | | | | <u>1</u> |
| -- an indication of a bi-lingual background - English/Spanish | | | | | | |
| Personal comment _____ | | | | | | |

8. Quality of Resume..... /
-- overall quality: Organization, information, completeness, style
Personal Comment _____

9. Quality of References..... /

②

L: Our Creator, You have helped us for You have remembered Your promise of mercy, the promise made generations ago to Isaac and Abraham; Our mother and father in faith, to all children of faith forever and ever —

A. L. L. Christ shall be our life, Our Light, Our hope for justice and Peace in our world. We ask for Unity and your Blessing on our Work in the name of Jesus. Amen.

Prayer for Meeting

Wednesday March 25, 1987

Rom. 5:1-2, 5-8

A Reading from the Letter of Paul to the Romans

Irene: Now that we have been justified by faith, We are at Peace with God through our Lord, Jesus Christ.

Carl: Through him we have gained access by faith, to the grace in which we now stand, and we boast of our hope for the Glory of God. And this hope will not leave us disappointed, because the love of God has been poured out in our hearts, through the Holy Spirit who has been given to us.

L: Fa. Jose

L: Let us honor the holy name of our God by praying the Our Father L: My soul proclaims the Greatness of the Lord.

Response: Our souls proclaim the Greatness of the Lord

L: My spirit rejoices in God my Savior.

Resp: Our spirits rejoice in God our Savior.

Alt: 3 X → Holy is the Name of our God.

L: Our God has mercy on those who fear with love in every generation.

Resp - Our God has shown strength ~~scattering~~ scattering the proud in their conceit.

L: Our God has cast down the arrogant and lifted up the lowly.

Resp: Our God has filled the hungry with good things and sent the rich away empty-handed.

By-Laws
Of The
Hispanic Ministry Advisory Board

As Amended on January 28, 1987

Article I
Name

Hispanic Ministry Advisory Board

Article II
Address

Archdiocese of St. Paul and Minneapolis
Hispanic Ministry Office
328 W. 6th Street
Saint Paul, Minnesota 55102
(612)291-4480

Article III
Purpose

The Hispanic Ministry Advisory Board is a body created by the Archbishop to advise the office on matters regarding the Hispanic Community. It is to act as a catalyst to implement programs of religious ministry in the areas of social services, pastoral services, sacramental care and education which reach out to the needs of the Hispanic Community.

Article IV
Membership

- A. The membership to the Advisory Board shall be by appointment by the Vicar of Hispanics/Archbishop.
- B. This Advisory Board shall consist of no more than 15 members and no less than ten members who have involvement and expertise with the Hispanic Community. At each annual meeting, the Advisory Board shall establish a fixed number of members that will compose the Board for the up-coming year.

- C. The Advisory Board shall submit names for appointment by the Vicar of Hispanics/Archbishop. The Archbishop/Vicar of Hispanics shall have sole authority to appoint new board members without other approval. Criteria for membership shall include recognizable skills and expertise in the areas the members represent along with an evident commitment to serve as a responsible board member. Member shall reflect Christian values.
- > D. New candidates shall be recommended to the Vicar of Hispanics/Archbishop for appointment at the annual meeting to be held in January and as may be necessary in case of vacancy. *Amend - May*
- E. Appointments shall be for a three (3) year term, with the lots drawn at the first meeting to establish the sequence of one third (1/3) replacement by new members each year.
- F. Members of the Advisory Board shall not be re-appointed for more than three (3) consecutive terms.
- G. Members of the Advisory Board shall serve without compensation but may be reimbursed for necessary expenses incurred in the performance of their duties as authorized by the board.
- H. Any resignation from the advisory Board will be voluntary and/or upon the board's recommendation. Three consecutive absences from regular meetings shall constitute notice of resignation, subject to the review of the Executive Committee. A notice includes a written request to be excused or a call prior to the meeting. Vacancies so created shall be filled for the remaining term in the manner provided under Section C. Article IV.
- I. The Archbishop/Vicar of Hispanics shall serve as ex-officio member of the Hispanic Ministry Advisory Board.

Article V Meetings

- A. The Advisory Board shall meet regularly and quarterly at a time and place determined by the Chairperson. A 1/3 of the actual Board members shall constitute a quorum for the purpose of holding meetings.
- B. Notice of the regular meetings shall be sent out by the Executive Director at least (7) days before said meeting.
- C. In addition to its regular meetings, the board shall meet at the call of the Chairperson or upon the request of one third (1/3) of the board members. Such request should state the time, place and purpose of the meeting, and said request shall be delivered within two (2) days in advance thereof.

- D. The annual meeting shall be held at the time and place of the January meeting

Article VI
Powers and Duties

- A. Advisory Board shall elect its own Chairperson and Vice-Chairperson, in accordance with provisions set forth in Article VIII of the By-Laws.
- B. In the performance of its duties, the Advisory Board shall receive or request any and all such information from any source which it may deem necessary, pertinent and reasonable.
- C. The Advisory Board shall research the needs and issues of the Hispanic Community within the Archdiocese and make the necessary recommendations to the Office of Hispanic Ministry, Vicar of Hispanics/Archbishop.
- D. In addition to the aforementioned provisions of this Article, the powers and duties of this Advisory board shall include those addressed in prior and subsequent provisions.

Article VII
Executive Director

- A. The Advisory Board shall recommend to the Archbishop/Vicar of Hispanics the appointment of the Executive Director.
- B. It shall be the responsibility of the Executive Director to inform the Vicar of Hispanics/Archbishop of the recommendations and decisions made by the Advisory Board.
- C. The Executive Director is responsible to carry out the recommendations, decisions and policies of the Advisory Board and Vicar of Hispanics/Archbishop.
- D. The Executive Director is a non-voting member of the Advisory Board.

Article VIII
Officers

- A. The officers of the Advisory Board shall include chairperson and Vice-Chairperson.
- B. Officers shall be elected annually by a majority of the Advisory Board members present and voting at the time of such election.

- C. Officers shall serve for a one year term, starting on the date they are duly elected and shall serve until their successors have been duly elected and qualified.

Duties

- A. The Chairperson shall preside at all board meetings and see that all orders and resolutions of the Advisory Board are carried out.
- B. The Vice-chairperson shall preside at all of the Advisory Board meetings in the absence of the Chairperson.
- C. In the event the office of any Executive Board member becomes vacant by reason of death, resignation, retirement, disqualification, removal from office, or other reasons, the board, by majority vote, shall elect a successor who shall hold office for the unexpired term of said vacancy.

Executive Committee

- A. The Executive Committee shall consist of the Executive Director, Chairperson, Vice-chairperson, an appointed member from the advisory board and chairs of all standing committees that may be established by the board.
- B. The Executive Committee shall manage the affairs of the Advisory Board between board meetings. All business conducted by the Executive Committee shall be reported to the Advisory Board at the next regularly scheduled meeting.
- C. Actions of the Executive Committee shall be subject to board approval at all times.
- D. The Chairperson and or other person designated shall prepare agendas to be sent out to the Advisory Board.

Article IX Committees

- A. The Advisory Board shall establish such committees and sub-committees as it deems necessary to carry out its responsibilities.
- B. All standing committees shall be chaired by a member appointed by the Advisory Board.

Article X
Amendments

- A. Each by-law shall reviewed at regular intervals, not to exceed twelve (12) months to determine if modification is necessary.
- B. These by-laws may be amended by the Advisory Board at a special meeting called for the purpose of amending by-laws or at regular board meetings by at least two-thirds (2/3) vote of the actual board members.
- C. All by-laws ratified by the Advisory Board will have a Chairperson and Executive Director signature and effective date.

ADOPTED _____

EXECUTIVE DIRECTOR

AMENDED _____

CHAIRPERSON

Interview for Director of Hispanic Ministry
QUESTIONS

1. Please describe your personal interests and career goals.
How does the position of Director of the Office of Hispanic Ministry relate to these interests and goals?

2. Please describe your "Management Style" -- what is your preferred method of getting things done and working with volunteers, board and general community.

3. What is your experience in community organizing?

4. Please describe how you gained an understanding of Hispanic culture. On the basis of this understanding, what do you see as the most important needs of Hispanic peoples? *Spanish*

5. Describe how you:

- a) Would prepare a budget
- b) What is the process
- c) How do you handle cost over runs?
- d) Do process for budget projections?

6. What is your perspective of the Office of Hispanic Ministry for the coming year, What direction would you like to see it take? *What could you do if your project / Budget was going to be cut by the archdiocese. Spanish*

7. Please describe your past and present experience with the church. What do you find most frustrating about the church and what do find most hopeful about it.

Orientation - Salary - Office of Social Justice
(*Starred questions/responses in Spanish)

After the seven questions have been asked and responded to, each candidate will be asked: "What questions (s) do you have to ask us?"

"Proposed Rating Form for Each Question

<u>0</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
Did not respond to the question	Poor response	Uneven response (Some good points, some some unclear points)	Adequate response	Very good response	Excellent response

\$ 2,400 Starting Salary

*Catholic Charities
Racial Minority Concerns*

*172 positions - \$20 hrs.
7-8 hrs.
3 positions -*

POSITION: Director, Office of Hispanic Ministry
Archdiocese of St. Paul and Minneapolis

44

Search Committee Rating form for Resumes

Name of Applicant: Lupe Hernandez
Name of Search Committee Member: James Honey Bell
Date: 1-8-87

RATE SCALE

- | | 1 | 2 | 3 | 4 | 5 | |
|--|------|------|----------|------|-----------|----------|
| | POOR | FAIR | ADEQUATE | GOOD | EXCELLENT | RATE |
| 1. Educational Background..... | | | | | | <u>5</u> |
| -- BA/BS degree or equivalent in education/experience combined | | | | | | |
| Personal comment | | | | | | |
| 2. Administrative/Organizational Skills..... | | | | | | <u>5</u> |
| -- On the job managerial experience | | | | | | |
| Personal comment | | | | | | |
| 3. Pastoral Ministry Experience..... | | | | | | <u>5</u> |
| -- Church related work which would indicate knowledge and commitment to the church. | | | | | | |
| Personal comment | | | | | | |
| 4. Social Action Experience..... | | | | | | <u>5</u> |
| -- An indication of personal experience relating to advocacy of human rights, social and economic justice, concern for others. | | | | | | |
| Personal comment | | | | | | |
| 5. Involvement in the Hispanic community..... | | | | | | <u>5</u> |
| -- An indication of personal involvement in the Hispanic community and with Hispanic groups - locally, regionally, and nationally. | | | | | | |
| Personal comment | | | | | | |
| 6. Involvement in Majority Cultural Systems..... | | | | | | <u>5</u> |
| -- An indication of personal involvement on board, committee, etc. | | | | | | |
| Personal comment | | | | | | |
| 7. Bi-Lingualism..... | | | | | | <u>4</u> |
| -- an indication of a bi-lingual background - English/Spanish | | | | | | |
| Personal comment | | | | | | |

OVER

8. Quality of Resume..... 5
-- overall quality: Organization, information, completeness, style
Personal Comment _____

9. Quality of References..... 5

POSITION: Director, Office of Hispanic Ministry
Archdiocese of St. Paul and Minneapolis

37

Search Committee Rating form for Resumes

Name of Applicant: Emiliano Chagil

Name of Search Committee Member: Jane Honey Belk

Date: 1-8-87

RATE SCALE

- | | 1
POOR | 2
FAIR | 3
ADEQUATE | 4
GOOD | 5
EXCELLENT | RATE |
|--|-----------|-----------|---------------|-----------|----------------|----------|
| 1. Educational Background..... | | | | | | <u>5</u> |
| -- BA/BS degree or equivalent in education/experience combined | | | | | | |
| Personal comment _____ | | | | | | |
| 2. Administrative/Organizational Skills..... | | | | | | <u>4</u> |
| -- On the job managerial experience | | | | | | |
| Personal comment _____ | | | | | | |
| 3. Pastoral Ministry Experience..... | | | | | | <u>5</u> |
| -- Church related work which would indicate knowledge and commitment to the church. | | | | | | |
| Personal comment _____ | | | | | | |
| 4. Social Action Experience..... | | | | | | <u>5</u> |
| -- An indication of personal experience relating to advocacy of human rights, social and economic justice, concern for others. | | | | | | |
| Personal comment _____ | | | | | | |
| 5. Involvement in the Hispanic community..... | | | | | | <u>5</u> |
| -- An indication of personal involvement in the Hispanic community and with Hispanic groups - locally, regionally, and nationally. | | | | | | |
| Personal comment _____ | | | | | | |
| 6. Involvement in Majority Cultural Systems..... | | | | | | <u>4</u> |
| -- An indication of personal involvement on board, committee, etc. | | | | | | |
| Personal comment _____ | | | | | | |
| 7. Bi-Lingualism..... | | | | | | <u>5</u> |
| -- an indication of a bi-lingual background - English/Spanish | | | | | | |
| Personal comment _____ | | | | | | |

OVER

8. Quality of Resume..... 4
-- overall quality: Organization, information, completeness, style
Personal Comment _____

9. Quality of References..... 2

POSITION: Director, Office of Hispanic Ministry
Archdiocese of St. Paul and Minneapolis

34

Search Committee Rating form for Resumes

Name of Applicant: Fredy Espinosa

Name of Search Committee Member: Gene Gony Bethin

Date: 1-8-87

RATE SCALE

- | | 1
POOR | 2
FAIR | 3
ADEQUATE | 4
GOOD | 5
EXCELLENT | RATE |
|--|-----------|-----------|---------------|-----------|----------------|------|
| 1. Educational Background..... | | | | | | 5 |
| -- BA/BS degree or equivalent in education/experience combined | | | | | | |
| Personal comment _____ | | | | | | |
| 2. Administrative/Organizational Skills..... | | | | | | 3 |
| -- On the job managerial experience | | | | | | |
| Personal comment _____ | | | | | | |
| 3. Pastoral Ministry Experience..... | | | | | | 4 |
| -- Church related work which would indicate knowledge and commitment to the church. | | | | | | |
| Personal comment _____ | | | | | | |
| 4. Social Action Experience..... | | | | | | 4 |
| -- An indication of personal experience relating to advocacy of human rights, social and economic justice, concern for others. | | | | | | |
| Personal comment _____ | | | | | | |
| 5. Involvement in the Hispanic community..... | | | | | | 3 |
| -- An indication of personal involvement in the Hispanic community and with Hispanic groups - locally, regionally, and nationally. | | | | | | |
| Personal comment _____ | | | | | | |
| 6. Involvement in Majority Cultural Systems..... | | | | | | 4 |
| -- An indication of personal involvement on board, committee, etc. | | | | | | |
| Personal comment _____ | | | | | | |
| 7. Bi-Lingualism..... | | | | | | 5 |
| -- an indication of a bi-lingual background - English/Spanish | | | | | | |
| Personal comment _____ | | | | | | |

8. Quality of Resume..... 3
-- overall quality: Organization, information, completeness, style
Personal Comment _____

9. Quality of References..... 5

Alphabet -

Fri Jan 23

9-10

10:15

~~10:45~~

11:15

11:30

12:30

1:15

2:15

2:30

3:30

45
min

AGENDA

1-9-87

I PRAYER

II Review Material from
Search Committee of
two years ago

a.) written questions prior
to interview

b.) oral questions for
final candidates

III final candidates selection

IV dates for picking up
responses to questions 19th

V next meeting date.

January
23th

9:10

1 hr. disc.
4:30 adjourn

1- 45

15-30-45

33

POSITION: Director, Office of Hispanic Ministry
Archdiocese of St. Paul and Minneapolis

Search Committee Rating form for Resumes

Name of Applicant: Carmen Basody
Name of Search Committee Member: June Gomez Bittke
Date: 1-8-87

RATE SCALE

- | | 1 | 2 | 3 | 4 | 5 | |
|--|------|------|----------|------|-----------|----------|
| | POOR | FAIR | ADEQUATE | GOOD | EXCELLENT | RATE |
| 1. Educational Background..... | | | | | | <u>5</u> |
| -- BA/BS degree or equivalent in education/experience combined | | | | | | |
| Personal comment _____ | | | | | | |
| 2. Administrative/Organizational Skills..... | | | | | | <u>3</u> |
| -- On the job managerial experience | | | | | | |
| Personal comment _____ | | | | | | |
| 3. Pastoral Ministry Experience..... | | | | | | <u>5</u> |
| -- Church related work which would indicate knowledge and commitment to the church. | | | | | | |
| Personal comment _____ | | | | | | |
| 4. Social Action Experience..... | | | | | | <u>4</u> |
| -- An indication of personal experience relating to advocacy of human rights, social and economic justice, concern for others. | | | | | | |
| Personal comment _____ | | | | | | |
| 5. Involvement in the Hispanic community..... | | | | | | <u>4</u> |
| -- An indication of personal involvement in the Hispanic community and with Hispanic groups - locally, regionally, and nationally. | | | | | | |
| Personal comment _____ | | | | | | |
| 6. Involvement in Majority Cultural Systems..... | | | | | | <u>4</u> |
| -- An indication of personal involvement on board, committee, etc. | | | | | | |
| Personal comment _____ | | | | | | |
| 7. Bi-Lingualism..... | | | | | | <u>4</u> |
| -- an indication of a bi-lingual background - English/Spanish | | | | | | |
| Personal comment _____ | | | | | | |

8. Quality of Resume..... 4
-- overall quality: Organization, information, completeness, style
Personal Comment _____

9. Quality of References..... 0

32 ✓
POSITION: Director, Office of Hispanic Ministry
Archdiocese of St. Paul and Minneapolis

Search Committee Rating form for Resumes

Name of Applicant: Rene Jose Fuentes
Name of Search Committee Member: Irene Gomez Beltrán
Date: 1-8-87

RATE SCALE

- | | <u>1</u>
POOR | <u>2</u>
FAIR | <u>3</u>
ADEQUATE | <u>4</u>
GOOD | <u>5</u>
EXCELLENT | RATE |
|--|------------------|------------------|----------------------|------------------|-----------------------|----------|
| 1. Educational Background..... | | | | | | <u>5</u> |
| -- BA/BS degree or equivalent in education/experience combined | | | | | | |
| Personal comment _____ | | | | | | |
| 2. Administrative/Organizational Skills..... | | | | | | <u>4</u> |
| -- On the job managerial experience | | | | | | |
| Personal comment _____ | | | | | | |
| 3. Pastoral Ministry Experience..... | | | | | | <u>4</u> |
| -- Church related work which would indicate knowledge and commitment to the church. | | | | | | |
| Personal comment _____ | | | | | | |
| 4. Social Action Experience..... | | | | | | <u>4</u> |
| -- An indication of personal experience relating to advocacy of human rights, social and economic justice, concern for others. | | | | | | |
| Personal comment _____ | | | | | | |
| 5. Involvement in the Hispanic community..... | | | | | | <u>3</u> |
| -- An indication of personal involvement in the Hispanic community and with Hispanic groups - locally, regionally, and nationally. | | | | | | |
| Personal comment _____ | | | | | | |
| 6. Involvement in Majority Cultural Systems..... | | | | | | <u>4</u> |
| -- An indication of personal involvement on board, committee, etc. | | | | | | |
| Personal comment _____ | | | | | | |
| 7. Bi-Lingualism..... | | | | | | <u>4</u> |
| -- an indication of a bi-lingual background - English/Spanish | | | | | | |
| Personal comment _____ | | | | | | |

OVER

8. Quality of Resume.....4
-- overall quality: Organization, information, completeness, style
Personal Comment _____

9. Quality of References.....0

POSITION: Director, Office of Hispanic Ministry
Archdiocese of St. Paul and Minneapolis

32

Search Committee Rating form for Resumes

Name of Applicant: Rabin Bragge

Name of Search Committee Member: June Gony Butler

Date: 1-8-87

RATE SCALE

	1 POOR	2 FAIR	3 ADEQUATE	4 GOOD	5 EXCELLENT	RATE
1. Educational Background.....						<u>5</u>
-- BA/BS degree or equivalent in education/experience combined						
Personal comment _____						
2. Administrative/Organizational Skills.....						<u>4</u>
-- On the job managerial experience						
Personal comment _____						
3. Pastoral Ministry Experience.....						<u>3</u>
-- Church related work which would indicate knowledge and commitment to the church.						
Personal comment _____						
4. Social Action Experience.....						<u>4</u>
-- An indication of personal experience relating to advocacy of human rights, social and economic justice, concern for others.						
Personal comment _____						
5. Involvement in the Hispanic community.....						<u>4</u>
-- An indication of personal involvement in the Hispanic community and with Hispanic groups - locally, regionally, and nationally.						
Personal comment _____						
6. Involvement in Majority Cultural Systems.....						<u>4</u>
-- An indication of personal involvement on board, committee, etc.						
Personal comment _____						
7. Bi-Lingualism.....						<u>4</u>
-- an indication of a bi-lingual background - English/Spanish						
Personal comment _____						

8. Quality of Resume..... 4
-- overall quality: Organization, information, completeness, style
Personal Comment _____

9. Quality of References..... 0

POSITION: Director, Office of Hispanic Ministry
Archdiocese of St. Paul and Minneapolis

30

Search Committee Rating form for Resumes

Name of Applicant: Gustavo Lomata

Name of Search Committee Member: James Henry Beltrami

Date: 1-8-87

RATE SCALE

1 POOR 2 FAIR 3 ADEQUATE 4 GOOD 5 EXCELLENT

- | | RATE |
|---|------|
| 1. Educational Background.....
-- BA/BS degree or equivalent in education/experience combined
Personal comment _____ | 4 |
| 2. Administrative/Organizational Skills.....
-- On the job managerial experience
Personal comment _____ | 3 |
| 3. Pastoral Ministry Experience.....
-- Church related work which would indicate knowledge and commitment to the church.
Personal comment _____ | 3 |
| 4. Social Action Experience.....
-- An indication of personal experience relating to advocacy of human rights, social and economic justice, concern for others.
Personal comment _____ | 4 |
| 5. Involvement in the Hispanic community.....
-- An indication of personal involvement in the Hispanic community and with Hispanic groups - locally, regionally, and nationally.
Personal comment _____ | 4 |
| 6. Involvement in Majority Cultural Systems.....
-- An indication of personal involvement on board, committee, etc.
Personal comment _____ | 3 |
| 7. Bi-Lingualism.....
-- an indication of a bi-lingual background - English/Spanish
Personal comment _____ | 4 |

8. Quality of Resume..... 3
-- overall quality: Organization, information, completeness, style
Personal Comment _____

9. Quality of References..... 2

By-Laws
Of The
Hispanic Ministry Advisory Board

As Amended on January 28, 1987

Article I
Name

Hispanic Ministry Advisory Board

Article II
Address

Archdiocese of St. Paul and Minneapolis
Hispanic Ministry Office
328 W. 6th Street
Saint Paul, Minnesota 55102
(612)291-4480

Article III
Purpose

The Hispanic Ministry Advisory Board is a body created by the Archbishop to advise the office on matters regarding the Hispanic Community. It is to act as a catalyst to implement programs of religious ministry in the areas of social services, pastoral services, sacramental care and education which reach out to the needs of the Hispanic Community.

Article IV
Membership

- A. The membership to the Advisory Board shall be by appointment by the Vicar of Hispanics/Archbishop.
- B. This Advisory Board shall consist of no more than 15 members and no less than ten members who have involvement and expertise with the Hispanic Community. At each annual meeting, the Advisory Board shall establish a fixed number of members that will compose the Board for the up-coming year.

- C. The Advisory Board shall submit names for appointment by the Vicar of Hispanics/Archbishop. The Archbishop/Vicar of Hispanics shall have sole authority to appoint new board members without other approval. Criteria for membership shall include recognizable skills and expertise in the areas the members represent along with an evident commitment to serve as a responsible board member. Member shall reflect Christian values.
- D. New candidates shall be recommended to the Vicar of Hispanics/Archbishop for appointment at the annual meeting to be held in January and as may be necessary in case of vacancy.
- E. Appointments shall be for a three (3) year term, with the lots drawn at the first meeting to establish the sequence of one third (1/3) replacement by new members each year.
- F. Members of the Advisory Board shall not be re-appointed for more than three (3) consecutive terms.
- G. Members of the Advisory Board shall serve without compensation but may be reimbursed for necessary expenses incurred in the performance of their duties as authorized by the board.
- H. Any resignation from the advisory Board will be voluntary and/or upon the board's recommendation. Three consecutive absences from regular meetings shall constitute notice of resignation, subject to the review of the Executive Committee. A notice includes a written request to be excused or a call prior to the meeting. Vacancies so created shall be filled for the remaining term in the manner provided under Section C. Article IV.
- I. The Archbishop/Vicar of Hispanics shall serve as ex-officio member of the Hispanic Ministry Advisory Board.

Article V Meetings

- A. The Advisory Board shall meet regularly and quarterly at a time and place determined by the Chairperson. A 1/3 of the actual Board members shall constitute a quorum for the purpose of holding meetings.
- B. Notice of the regular meetings shall be sent out by the Executive Director at least (7) days before said meeting.
- C. In addition to its regular meetings, the board shall meet at the call of the Chairperson or upon the request of one third (1/3) of the board members. Such request should state the time, place and purpose of the meeting, and said request shall be delivered within two (2) days in advance thereof.

- D. The annual meeting shall be held at the time and place of the January meeting

Article VI
Powers and Duties

- A. Advisory Board shall elect its own Chairperson and Vice-Chairperson, in accordance with provisions set forth in Article VIII of the By-Laws.
- B. In the performance of its duties, the Advisory Board shall receive or request any and all such information from any source which it may deem necessary, pertinent and reasonable.
- C. The Advisory Board shall research the needs and issues of the Hispanic Community within the Archdiocese and make the necessary recommendations to the Office of Hispanic Ministry, Vicar of Hispanics/Archbishop.
- D. In addition to the aforementioned provisions of this Article, the powers and duties of this Advisory board shall include those addressed in prior and subsequent provisions.

Article VII
Executive Director

- A. The Advisory Board shall recommend to the Archbishop/Vicar of Hispanics the appointment of the Executive Director.
- B. It shall be the responsibility of the Executive Director to inform the Vicar of Hispanics/Archbishop of the recommendations and decisions made by the Advisory Board.
- C. The Executive Director is responsible to carry out the recommendations, decisions and policies of the Advisory Board and Vicar of Hispanics/Archbishop.
- D. The Executive Director is a non-voting member of the Advisory Board.

Article VIII
Officers

- A. The officers of the Advisory Board shall include chairperson and Vice-Chairperson.
- B. Officers shall be elected annually by a majority of the Advisory Board members present and voting at the time of such election.

- C. Officers shall serve for a one year term, starting on the date they are duly elected and shall serve until their successors have been duly elected and qualified.

Duties

- A. The Chairperson shall preside at all board meetings and see that all orders and resolutions of the Advisory Board are carried out.
- B. The Vice-chairperson shall preside at all of the Advisory Board meetings in the absence of the Chairperson.
- C. In the event the office of any Executive Board member becomes vacant by reason of death, resignation, retirement, disqualification, removal from office, or other reasons, the board, by majority vote, shall elect a successor who shall hold office for the unexpired term of said vacancy.

Executive Committee

- A. The Executive Committee shall consist of the Executive Director, Chairperson, Vice-chairperson, an appointed member from the advisory board and chairs of all standing committees that may be established by the board.
- B. The Executive Committee shall manage the affairs of the Advisory Board between board meetings. All business conducted by the Executive Committee shall be reported to the Advisory Board at the next regularly scheduled meeting.
- C. Actions of the Executive Committee shall be subject to board approval at all times.
- D. The Chairperson and or other person designated shall prepare agendas to be sent out to the Advisory Board.

Article IX Committees

- A. The Advisory Board shall establish such committees and sub-committees as it deems necessary to carry out its responsibilities.
- B. All standing committees shall be chaired by a member appointed by the Advisory Board.

Article X
Amendments

- A. Each by-law shall reviewed at regular intervals, not to exceed twelve (12) months to determine if modification is necessary.
- B. These by-laws may be amended by the Advisory Board at a special meeting called for the purpose of amending by-laws or at regular board meetings by at least two-thirds (2/3) vote of the actual board members.
- C. All by-laws ratified by the Advisory Board will have a Chairperson and Executive Director signature and effective date.

ADOPTED _____

EXECUTIVE DIRECTOR

AMENDED _____

CHAIRPERSON

Interview for Director of Hispanic Ministry

Questions

1. Please describe your personal interests and career goals. How does the position of Director of the Office for Hispanic Ministry relate to these interests and goals?
2. Please describe your "management style" -- what is your preferred method of getting things done and working with people?
- 3- *3. Please describe how you gained an understanding of Hispanic culture. On the basis of this understanding, what do you see as the most important needs of Hispanic peoples?

4. A "situational question" designed by Lupe Serrano -----

Change
~~-A proposal from an Hispanic Agency has been submitted to Christian Sharing Fund (which funds projects for social change). CSF does not view the project as social change whereas the Hispanics submitting the proposal are adamant that it does. Each party has asked the director to assist in communicating their perspective to the other. How would you handle the situation?~~

- *5. If you could write three objectives for the Office of Hispanic Ministry in the coming year, what would they be?

6. Please describe your past and present experience with the church. What do you find most frustrating about the church and what do find most hopeful about it?

(*starred questions/responses in Spanish)

8. After the five questions have been asked and responded to, each candidate will be asked: "What question(s) do you have to ask us?"

"Proposed Rating Form for Each Question

<u>0</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
Did not respond to the question	Poor Response	Uneven Response (Some good points, some unclear points)	Adequate Response	Very Good Response	Excellent Response

SEARCH PROCESS: OFFICE OF HISPANIC MINISTRY

(Proposed) Interview Process for Final Candidates by Search Committee

"Ground Rules"

- 45-60
1. Each interview will be between 60 and 90 minutes in length.
 2. The Chairperson of the Search Committee will welcome each candidate and introduce the members of the Search Committee.
 3. Candidates will respond to five questions (three questions/responses in English -- 2 questions/responses in Spanish)
 4. Individual members of the Search Committee will ask predetermined questions (one each).
 5. ^{1-5 min} The minutes will be allowed for each questions/response. A timekeeper (the Chair or someone else) will enforce this time limit.
 6. Follow-up questions will not be allowed until after the five questions have been asked and responded to. The Chair will enforce this procedure.
7. Closure
7. At the end of each interview, members of the Search Committee will rate each candidate using the ratings form provided.



ARCHDIOCESE OF SAINT PAUL AND MINNEAPOLIS

328 West Sixth Street

Saint Paul, Minnesota 55102

(612) 291-4480

On behalf of the search committee, I am pleased to inform you that you are one of several candidates ~~invited to an initial interview~~ for the position of Director of Hispanic Ministry. We are scheduling the ^{initial} interview ~~to take place~~ on Monday January 14th at the Chancery Annex 328 W. 6th Street. You will be receiving a phone call to determine the time of your interview. *Your interview appointment is at _____ time.*

In preparation for the interview I ~~am enclosing~~ ^{ed one} three questions you are asked to respond to in ~~written form~~ ^{writing}. Please answer two of the questions in Spanish and one in English. ~~If possible~~ we would like to have your written response ^{into} the Office of Hispanic Ministry by 4:00 p.m. *Monday Friday January 14.* The questions are as follows:

1. How do you view the role of Hispanics in building the Local church community?
En su opinion cual es el papel de los Hispanos en la formaci3n de la iglesia local de su comunidad?
2. What is your understanding of evangelization?
Que entiende por evangelizaci3n?
3. Given the Job Description what strengths do you bring to position and what would you consider your limitations to be.
Cuando revis3 la descripci3n del trabajo, cuales cualidades cree usted que son su fuerza y cuales considera su debilidad.

Thank you for your interest in the position of Director of Hispanic Ministry. We look forward to meeting with you on January 14th. Please feel free to call Claudia Eguia at 291-4480 if you have any questions. *office of*

Sincerely,

(21)
~~Ms. Lupe Serrano, Director~~
Hispanic Ministry

Thank you for your interest in the position of Director of Hispanic Ministry. [Your resume indicates good gackground in several areas that would be beneficial to a position such as Director of Hispanic Ministry. However, the degree and depth of your skills and background would not complement overall the level of skills and background we are seeking,

I return your resume and encourage you in the continued development of your skills. Again, thank you for your interest.

Sincerely,

Lupe Serrano, Director
Hispanic Ministry

Director of the office
of Hispanic Ministry for
the Archdiocese of St Paul/Mpls.

must be bilingual ^{Bicultural} should have good
leadership and ~~management~~ ^{administrative} skills. ~~Be~~ ^{and} able
to share your vision of Church for ~~the~~ ^{Hispanic} Ministry
Salary commensurate with experience

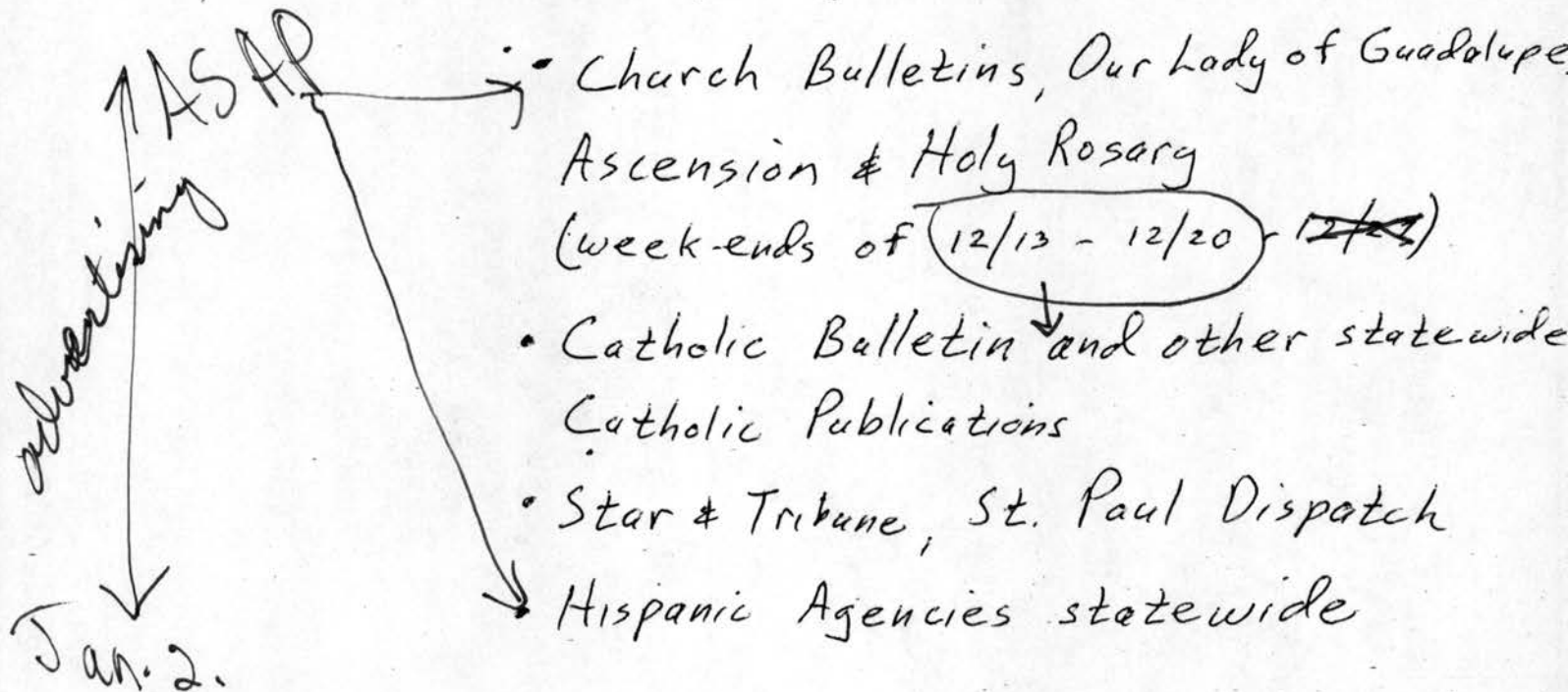
~~Accepting resumes~~ ~~to~~ Jan 2, 1987
Deadline for Applications

Please
your ~~encl.~~
and 4 ref.
Send to: Office of Hispanic Ministry
Archdiocese of St Paul/Mpls.
328 W 6th Street.
St. Paul, Minnesota 55102

TIMELINE FOR SEARCH COMMITTEE PROCESS

Currently - posted in Archdiocesan offices

Dec 2, 1986 - Advertise opening of position



Jan 5, 1987 - Close accepting resumes

Jan 9, 1987 - Review resumes / Standardized questions

Jan 12, 1987 - send out regrets and interview letters

X Jan 21, 1987 - Interview candidates / Summary Mts.

Jan 22, 1987 - Submit top candidates to Board,
Peter D'Heilly, Fr. Michael O'Connell,
Bishop Ham, and Archbishop Roach
along with recommendations

POSITION: Director, Office of Hispanic Ministry
Archdiocese of Saint Paul and Minneapolis

Search Committee Rating Form for Resumes

Name of Applicant: _____

Name of Search Committee Member: _____

Date: _____

RATE SCALE

1 2 3 4 5
POOR FAIR ADEQUATE GOOD EXCELLENT

Rate

- 1) Educational Background
--BA/BS degree or equivalent in education/experience combined
- 2) Administrative /Organizational Skills
--On the job managerial experience
- 3) Pastoral Ministry Experience
--Church related work which would give some indication ^e of knowledge ~~and~~ and commitment to the church.
- 4) Social Action Experience
--An indication of personal experience relating to advocacy of human rights, social and economic justice, concern for others
- 5) Involvement in the Hispanic Community
--An indication of personal involvement in the Hispanic community and with Hispanic groups -- locally, regionally, nationally
- 6) Involvement in Majority Cultural Systems
--An indication of personal involvement on board, committee, etc.
- 7) Bi-Lingualism
--an indication of a bi-lingual background - English/Spanish
- 8) Quality of Resume
--overall quality: Organization, information, completeness, style
- 9) Quality of References

Minnesota Migrant Council

35 WILSON AVENUE N.E.

BOX 1231

ST. CLOUD, MINNESOTA 56302 - 1231

612 - 253-7010

RAUL CARDONA, JR.
President of the Board

HELADIO F. ZAVALA
Executive Director

CORRECTED JOB VACANCY NOTICE

****Please use this job description/job vacancy notice to replace****
the notice mailed on Friday, November 14, 1986 dated 11/17/86

POSITION TITLE: Human Resource Developer

LOCATION: St. Paul, MN

BASIC DUTIES: To perform outreach, supportive & referral services, and to coordinate activities for sexual assault and battered women programs to migrant and seasonal farmworkers and Hispanics.

SALARY RANGE: \$17,500 to \$18,500

QUALIFICATIONS:

- 1) Must be bilingual in Spanish and English.
- 2) Experience in service delivery with an anti-poverty program or a four-year degree in Social Services preferred.
- 3) Must be able to relate well with the target population as well as the agency officials and the general public.
- 4) Must have access to transportation.

DEADLINE FOR APPLICATION: December 3, 1986

If you are interested in the above position, please send your resume and employer references to:

Minnesota Migrant Council
P. O. Box 1231
St. Cloud, MN 56302

11/17/86

"Remember the Farmworkers of America"

An Equal Opportunity Employer

HUMAN RESOURCE DEVELOPER - JOB DESCRIPTION
Minnesota Migrant Council

Reports to: Employment and Training Developer II

Assigned to: St. Paul office

General Job Description: To arrange and provide supportive and referral services to program participants and to organize outreach efforts in the area. Establish a volunteer program, professional service providers network, and community and professional educational programs. Maintain and establish liaison with church groups, etc., to continue food pantry and donations. Coordinate activities for the sexual assault and battered women programs.

Basic Duties and Responsibilities:

1. To organize and coordinate with other area staff outreach procedures for reaching migrant and seasonal farmworkers and Hispanics in the local area and implementing these efforts to inform them of existing services available to them.
2. To advocate for local MSFWs and Hispanics in areas such as improved housing, working conditions, social services, and other basic human rights.
3. To assess the needs of individual MSFWs and Hispanics, providing the necessary services and/or referrals to existing agencies, and then following up on these, and documenting both on appropriate forms. Services include: providing crisis assistance for battered women, sexual assault victims, and their families.
4. Coordinate activities for the Services for the Abused (sexual assault & battered women), including direct service, community education, and professional training
5. To establish linkages with other agencies and be knowledgeable of existing services and resources available in the local areas.
6. Work closely with church groups, etc., to maintain food pantry and donations for emergency assistance.
7. To assist in the development and implementation of special self-help projects within the area.
8. To maintain accurate records and submit regular reports, such as supportive service budgets in the local areas.
9. Coordinate volunteer program, including:
 - a) Provide monthly volunteer meetings.
 - b) Coordinate on-going training of volunteers.
 - c) Recruit volunteers for outreach and community education work.
 - d) Coordinate volunteers to assist in providing crisis assistance.
 - e) Recruit new volunteers as needed.
10. To work cooperatively with other staff in meeting the overall goals of the agency.
11. To assume other duties assigned.

Qualifications: Must be bilingual in Spanish & English. Must have first-hand knowledge of migrant problems & have experience in service delivery with an anti-poverty program, or a 4-yr degree in social services. Must have knowledge of crisis assistance, domestic violence & sexual assault work. Must be able to relate well with the population to be served as well as agency officials & the general public. Must have access to an automobile.

W·LITE 103FM

November 7, 1986

NOTICE OF JOB OPENING

ACCOUNTING ASSISTANT

WLTE is seeking a responsible and qualified person to handle accounts receivable, billing, preparation of accounting reports, and reconciliations.

Previous computer experience is helpful.
Two plus years accounting experience required.

Send resume to: Kristine Volkman, 215 South
11th Street, Minneapolis, MN 55403.

Present employees, particularly minority and female employees are encouraged to refer minority and female candidates and to apply themselves if qualified and interested.

Equal Opportunity Employer

CATHOLIC CHARITIES OF THE ARCHDIOCESE OF ST. PAUL AND MINNEAPOLIS

J O B D E S C R I P T I O N

FULL TIME xx PART TIME _____ JOB TITLE Indian Advocate
DEPARTMENT _____ DIVISION Office for Social Justice
REPORTS TO Denise DeVaan TITLE Manager, Public Policy

JOB SUMMARY: Assist Indian communities to take effective action on selected social and economic policy issues of concern to Indian people. Represent Catholic Charities with selected community groups as they pertain to Indian concerns.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Research and analyze public policy issues at city, county or state governmental arenas which critically affect Indian people.
2. Help to develop leadership which can effectively educate and mobilize Indian people toward action on these issues.
3. Work closely with the Archdiocesan Office for Indian Ministry in identifying and developing leadership for political action.
4. Serve as a liaison between Catholic Charities and certain coalitions or community groups working on similar issues of concern.
5. Work in collaboration with the Public Policy Team of Catholic Charities Office for Social Justice.

MINIMUM QUALIFICATIONS:

1. Educational Level: Prefer M.A. in Social Work, Political Science or related fields. An equivalent level of job experience and education may be substituted.
2. Experience: Background in organizing and analyzing public policy issues.
3. Special Knowledge and Skills: Ability to write and speak effectively; skills in group process.

STARTING SALARY: Full time position. \$18,220 plus benefits

RESUMES: Due by 4:30 p.m. on Monday, December 1, 1986. Contact Denise DeVaan, Catholic Charities, 328 W. 6th St., St. Paul MN 55102, (612)291-4490.

9) Quality of References

--Names of persons active in the Hispanic community and/or
persons likely to be known in that community

Search committee Member _____

PERSONAL COMMENTS:

EMILIANO CHAGIL
3543-15th Avenue South
Minneapolis, Minnesota 55407
(612) 729-5928

JOB OBJECTIVE: Director, Hispanic Ministry

EDUCATION:

1973	Colegio/Seminario de San Jose	Bachelor of Science and Letters
1979	University of San Carlos	Agricultural Engineering
1980	University of Minnesota	English as a Second Language
1981	Catholic Newman Center	Speaker Training
1984	Saint Augustine Monastery	Leadership Training for Hispanic Ministry
1984	Science Museum of Minnesota	Museology and Volunteer Training
1985	Spanish Speaking Affairs Council/Minnesota Hispanic Leadership	
1985	Saint Augustine Monastery	Youth Symposium Participant
1985	Mexican American Cultural Ctr.	Liberation Theology and Freedom in the New Testament

QUALIFICATIONS: ADMINISTRATION/PLANNING

- Assessed community needs and initiated religious programs for adults and Young Adults in an area serving 5,000 people.
OUTCOME: Church attendance increased by 20%.
- Planned meetings and developed goals among Hispanic Refugees. Social Ministry Sub-committee, Our Lady Guadalupe Parish. Saint Paul.
OUTCOME: Built improved Hispanic community, serving 150 people.
- Planned and taught Catechism to children and Youth in preparation for their first communion and confirmation.
OUTCOME: Church participation and attendance increased by 25%.
- Organized seminars and led groups of College students for Agricultural Development in rural areas.
OUTCOME: Increased productivity and serving 200 families.

COMMUNICATION/COMMUNITY RELATIONS:

- Organized and gave presentation on:
 - * christianity, religious and christian reality
 - * cultural awareness in churches and schools
 - * religious and political awareness, Colleges and Churches
- Language demonstrations, University of Minnesota.
- Organized Guatemalan exhibits and folk dancing St. Paul/Minneapolis area.

- Translated and transcribed linguistics documents, Spanish-English.
- Exhibited art works at Our Lady of Guadalupe Parish, New Ulm, etc.
- Interviewed by Channel 11 television special report, Guatemala social and economic issues.
- Interviewed by local Newspapers, Central America social-economic issues.
- Published articles on local Newspapers, Religious issues.

WORK HISTORY:

- | | |
|------------|--|
| 1986 | Recruiter, Hispanic Tercer Encuentro, Minneapolis-Saint Paul area. Archdiocese of Saint Paul-Minneapolis. |
| 1986,87 | Outreach Ministry, Renew Process, Saint Paul-Minneapolis area. Hispanic Ministry Office. |
| 1981,82,84 | Teaching Specialist, University of Minnesota. |
| 1984,85 | Translator and transcriber, linguistics documents, Spanish and English, University of Minnesota. |
| 1971-79 | Catechist, San Lucas Toliman Parish, Guatemala. Taught religion and social activities on several coffee plantations. |
| 1980-pres. | Merchandise Handler, Sears Roebuck and Co. Minneapolis. |

ELECTED OFFICE/MEMBERSHIP:

- | | |
|------------|---|
| 1986-pres. | Board Member, Minnesota Hispanic Leadership Program. Spanish Speaking Affairs Council. |
| 1986,87 | Co-chair By-laws Committee, Minnesota Hispanic Leadership. |
| 1986,87 | Co-chair Publicity Committee Renew Team, Minneapolis area. |
| 1985-pres. | Science Museum of Minnesota Volunteer Advisory Council Member. |
| 1985 | Reflection Group Coordinator, Tercer Encuentro, Minneapolis. |
| 1984-pres. | Diocesan member of the Equipo Promotor, Hispanic Ministry, Archdiocese of Saint Paul-Minneapolis. |
| 1985 | Exhibits Chairperson, Guatemalan ethnic group. |
| 1984-pres. | Honorary Member, Science Museum of Minnesota. |
| 1982-pres. | Third World Institute Member, Catholic Newman Center, Minneapolis Campus. |

VOLUNTEER WORK:

- | | |
|------|--|
| 1986 | Visitor, Central American refugees, Catholic Charities, Saint Paul area. |
|------|--|

EMILIANO CHAGIL
page 3

1985,86	Coordinator, Guatemalan Sociol and cultural events, Minneapolis-Saint Paul area.
1984,85	Visitor, University Health Care Center, Minneapolis.
1984-pres.	Interpreter and Tour Guide, Science Museum of Minnesota, for Anthropol Hall and special exhibits.
1976,77	Coordinator and Translator, Spanish-Cakchiquel, University of San Carlos, Guatemala. Extraordinary Activities Earthquake Emergency Relief and Reconstruction.

References available upon request.

Office of Hispanic Ministry
Archdiocese of St. Paul/Mpls.
328 W. Sixth Street
St. Paul, MN 55102

December 19, 1986

Dear Director,

I am writing out of interest in the position of Director of Office of Hispanic Ministry. I am very interested in working with the Hispanics in the United States and especially within St. Paul and Minneapolis. I am enclosing my resume and the four recommendations should arrive at your office before January 2nd. I am currently studying at the College of St. Catherine and will be finished in July of 1987, though that timing is negotiable.

I hope that this season of Advent and Christmas has been filled with many good things for you and I pray that 1987 will hold many blessings.

Sincerely,

Carmen Barsody, osf

Carmen S. Barsody, osf

Present Address:
1374 Van Buren Ave.
St. Paul, MN 55104
(612) 642-1016

Permanent Address:
116 Eighth Ave. S.E.
Little Falls, MN 56345
(612) 632-2981

Born: October 28, 1961

Education:

B.A., Theology, and Certificate in Pastoral Ministry, The College of St. Catherine, St. Paul, MN, July 1987

Interpersonal Communication class at Macalester College, St. Paul, MN, 1987.

Studies in Spanish Language and Culture:

- 6 months in Venezuela, 1983-1984.
- 5 semesters, The College of St. Catherine, 1980-86.
- 3 week intensive spanish course, Mexico City, 1987.

Intercommunity Novitiate Program, 1984-1986, emphasizing:

- Prayer, Scripture and Spirituality
- Church and Ministry
- Vocation and Vowed Life
- Human Growth and Development
- Franciscan History and Spirit

Undoing Racism, an intensive 2 1/2 day workshop in personal and community empowerment, emphasizing community organizing skills, 1986.

Pastoral Ministry class, The College of St. Catherine, to improve skills in group leadership, constructive feedback, listening and personal development, 1981.

Ministry Experience:

Intercultural Ministry:

- Volunteer with, Rural Organizing and Cultural Center, Lexington, MS. It is a grassroots organization that struggles to change oppressive structures and systems through community organizing. 1986
- Lay volunteer in Maracay, Venezuela with the pastoral team of the St. Cloud Diocese, teaching catechism, working with youth and leading music at liturgies, 1983-84.

Music Ministry:

- Guitarist at Our Lady of Guadalupe, St. Paul, MN, 1985.
- Coordinated the contemporary music group at Sacred Heart Parish, St. Paul, MN, 1984-85.
- Coordinator of music group, The College of St. Catherine, 1982-83.
- Member of liturgical youth choir, St. Andrew's Parish, Elk River, MN, 1973-80.
- Member of liturgical planning committee, St. Andrew's Parish, Elk River, MN, 1978-79.

Other Ministries:

- Team member for TEC (Teens Encounter Christ) retreats, St. Mary's TEC Center, St. Paul, MN, 1981-present.
- Peer Minister and member of an eight person campus ministry team, The College of St. Catherine, 1981-82.
- Teacher for the Sunday Pre-school Program, St. Andrew's Parish; coordinator for 2 years, 1973-79.
- Youth Representative of Parish Council, St. Andrew's Parish, 1978-79.

*References available upon request

Rene Jose Fuentes
2008 4th Street South Apt. 2A
South St. Paul Minnesota 55075
612-457-5354

EDUCATION

- 1986 Master of Arts in Public Administration, MAPA.
Hamline University, St. Paul, Minnesota
Course Work: Management, Fiscal and Budget Planning.
- 1983 Bachelor of Arts in Political Science.
College of ST. Thomas, St. Paul Minnesota.
Course Work: International Politics, Accounting, Business Management and Basic Computer.

WORK EXPERIENCE

- 1985 **Program Coordinator**, Catholic Charities, St. Paul MN.
Present Assist in preparation and administration of program's budget. Organize and coordinate recruitment for attorneys and volunteers. Provide technical assistance on immigration issues to churches, groups and individuals. Develop orientation manuals for volunteers and clients. Counsel clients on issues relating to financial and social problems. Maintain good working relations with the U.S. Immigration and Naturalization Services and the Canadian Consulate. Give presentations to churches, community groups and organizations about refugee related issues, especially Central Americans. Serve as advocate for client's rights. Refer client to appropriate agencies for further assistance.
- 1984-1985 **Administrative Assistant**, Inver Hills Community College
Assisted Dean of Continuing Education to develop and market the Summer Prep Program for minority students. Provided inner city youth and adults with counseling, job seeking assistance and academic skills. Helped students how to apply for financial aid. Served as bridge builder between college and community.
- 1982-1983 **Spanish Tutor**, College of St. Thomas.
Substituted teachers. Gave students one on one help.
- 1980-1981 **Volunteer Assistant to International Student Advisor**
Inver Hills Community College. Assisted international students with orientation and adjustment to the college.
- 1978-1979 **Passenger Service Representative/Official Guide**
Government of El Salvador, Central America.
Promoted tourism in Central America. Supervised private tour guides. Organized programs for tourists/diplomats. Coordinated tour packages with travel agents, and conducted presentations.

References Available upon request.

1009 So. 7th St.
St. Peter, Minn 56082
December 23, 1986

Office of Hispanic Ministry
Archdiocese of St. Paul/Mpls.
328 W. 6th St.
St. Paul, Minn 55102

Dear Sir:

I am interested in the position opening as Director of the Office of Hispanic Ministry for which I might qualify.

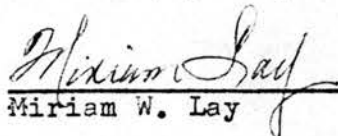
I was educated in "Colegio Teresiano" Havana, Cuba, where I completed elementary and high school. As you are probably aware of, Teresiano's schools were under the direction of a catholic religious organization funded by Enrique de Ossó, whose motherhouse is in Spain. In the United States they are in charge of two schools: St. Patrick's Parochial School, Miami Beach, Florida and another one in New Orleans.

I came to this country three years after the revolutionary government of Fidel Castro was established in Cuba. Even though, I have learned English in Cuba I became bilingual here. My experience with the Hispanic culture is extensive since I have lived in Mexico in two different occasions, Colorado and Arizona and have also traveled to Pto. Rico, the Dominican Republic and Spain.

As you will see in my resume I have a B. A. degree with a major in Finance Economics. Besides, I have work experience in banking where I used my communication skills in dealing with the public. I have been involved with the TEC, Renew, Neighborhood Community and CCD Program in my parish.

I am requesting from the Career Development Center at Gustavus Adolphus College to send you my dossier.

Sincerely yours,


Miriam W. Lay

Enclosure

MIRIAM W. LAY
1009 So. Seventh St.
St. Peter, Minn. 56082
(507) 931-4561

CAREER OBJECTIVE: To secure an entry level position in banking and/or finance leading to a senior position in those fields.

EDUCATION: B.A. in Financial Economics, Summer 1986
Gustavus Adolphus College, St. Peter, MN.
Cumulative G.P.A.: 3.177
Life and Health insurance license Nov-1986.
Courses in Economics: Principles of Economics, Financial Accounting, Principles of Macroeconomics, Principles of Management, Principles of Marketing, Managerial Finance, Money and Banking, Financial Markets and Institutions, Statistics, Investments, Micro-economic Analysis, Macroeconomic Analysis, Ethics in Business and Economics.
University of Havana, Cuba, School of Pharmacy, 1955-56.

EXPERIENCE: Bank Teller (1976-85) Nicollet County Bank, St. Peter, MN.: assisting customers to process deposits; giving information about different accounts; selling and providing information about U.S. Saving Bonds; issuing and providing information about certificates of deposits; placing check orders for customers and making proper entries on their accounts for charges; coordinating this operation with printing company; recording and taking care of night deposits; maintaining adequate bank forms supply for tellers; occasionally assisting customers with their statements.

Audit-Clerk (1975-76) Levy's Department Store, Tucson, AZ sorting bills; reviewing bills to correct mistakes; batching them before remittance to the billing department.

Inventory Control Clerk (1968-70) Green Giant Co. Le Sueur, MN. Plant's inventories, inter-plant's shipments; occasionally helping with translations.

Translator (1965-68) Green Giant Co. Le Sueur, MN. Translations of technical manuals and international correspondence; translating business telephone calls.

ACTIVITIES:

Gustavus Women's Club, Treasurer
Catholic Daughters of America, member.
CCD Teacher for St. Mary's Parish, St. Peter, MN
Tutoring Students of Spanish at St. Peter High
School.

INTEREST:

Traveling, reading, craft, biking and gourmet
cooking.

REFERENCE:

Available upon request from:
Career Development Center
Gustavus Adolphus College, St. Peter, MN 56082

279 W. Eagle Lake Dr.
Maple Grove, MN 55369
(612) 425-3252
December 15, 1986

Office of Hispanic Ministry
Archdiocese of St. Paul/Mpls
328 W. 6th St.
St. Paul, MN 55102

Dear Sir or Madam,

I am writing in response to your announcement of the opening of the position of the Director of the Office of Hispanic Ministry. I learned of the opportunity through the advertisement in the Minneapolis Star and Tribune, Sunday, December 14, 1986 and am very interested in applying.

This past summer I worked as the Outreach Worker for the Renville Migrant Program where I developed valuable community outreach and diplomatic skills serving as liaison between the Mexican-American migrant farm workers and our summer school administration. I was responsible for the recruitment, visitation and registration of the families, and encouraged better student attendance and adult participation in the program.

Previously I served as a Youth Director in Osage, Iowa where I responsibly coordinated and managed a successful goal-oriented youth program. During that time I succeeded in utilizing my talents and interests in many capacities, ranging from coordinating educational and recreational activities to launching and organizing entire community events, demonstrating leadership skills even in new or unfamiliar situations.

Through this experience I also developed valuable relational skills in motivating and encouraging the leadership of the youth and adults as well. Through home visitations and personal contacts at school, community, social and church events, I established and developed positive rapport not only with the youth of our congregation but with most of the youth in the community.

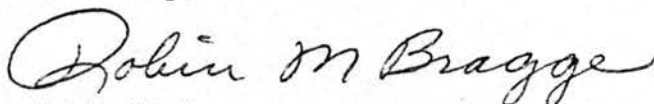
In addition, I believe my strong background in the Spanish language, including eight years of Bilingual and Hispanic studies, and experience in living in a Spanish culture and in teaching community college Spanish courses further add to my qualifications for this position.

A resume outlining my background and experience is enclosed for your review. My additional credentials, as well as a collection of references, are available upon request. I may be reached evenings at the number above (as I just moved) or a message may also be left for me at the number listed on my resume.

I enjoy working with people of all ages and I believe my management and relational skills are qualities which can prove to be an asset to your organization. I would be happy to come for a personal interview at your convenience to further discuss my qualifications and candidacy for employment consideration.

I look forward to hearing from you soon.

Sincerely,



Robin M. Bragge

Encl.

ROBIN M. BRAGGE

Route 4 Box 510
Cambridge, MN 55008
(612) 689-4843

PROFESSIONAL OBJECTIVE: Seeking management or staff position where I can apply my proven interpersonal skills, experience and demonstrated ability in activity program coordination, development and management.

EDUCATION: **B.A. St. Olaf College**, Northfield, MN, 1983 cum laude, 3.4/4.0 g.p.a. Majors: Spanish and Religion with a concentration in ethics.

Successfully completed semester of foreign study at University of Cadiz, Spain. Studied in cultural research program, Mexico City, Mexico to develop understanding of solving economic, social problems.

EMPLOYMENT: **Outreach Worker**, Migrant Program, Renville, MN, summer 1986. Served as liaison between Mexican-American migrant families and school administration; coordinated registration, translated, addressed conflicts.

Recruited largest registration in history of Renville Program. Coordinated participation of Migrant Programs, Southern MN Region, in Career Development Program to motivate and equip underachieving youth.

"Tentmaker"/Youth Director, Osage, IA, 1983-86. Completed seven week intensive training; special emphasis on program planning and management; outreach and communication skills; public and human relations.

Coordinated, led, promoted successful multi-faceted youth program to effectively meet needs of youth by implementing various activities, classes, retreats, service projects and fundraisers at local, community, conference and ecumenical levels.

Recruited, motivated, trained youth and adult volunteer participation and leadership; Counseled, encouraged and developed excellent rapport with youth; Facilitated, supervised Adult and Youth Planning Committees.

Assisted in developing successful pilot project to provide constructive resources for community teenagers; achieved significant 75% participation of entire high school student body; program to continue.

Assistant Activity Coordinator, Faith Nursing Home, Osage, IA, 1983-86. Assisted in directing, organizing and evaluating activity programs for elderly, ill, disabled residents; coordinated volunteers.

Instructor, North Iowa Area Community College, 1983-86. Taught Beginning Conversational Spanish; evaluated written, verbal comprehension.

Secretary, Jim Hayden Ford-Mercury Inc, Osage, IA, 1983-84. Prepared, organized and indexed business documents and correspondence.

ACTIVITIES: ST. OLAF COLLEGE

Student Activity Exec Committee, assisted in planning, promoting and evaluating campus activities, events, schedules. Elected **Student House Council, Treasurer**, managed dorm budget. **Academic Tutor**, clarified concepts. **Philosophy Professor's Asst**, led discussion groups.

Physical ed studies: Individual Fitness, Weight Training, Softball, Tennis, Badminton. Voted **Co-Captain Varsity Softball**, letter winner. Intramural volleyball (co-capt), basketball, tennis, flag football.

PERSONAL: Enjoy sports, traveling, photography, reading, playing guitar.

REFERENCES: References and credentials are available upon request from Career Services, St. Olaf College, Northfield, MN 55057 or call (507) 663-3268.

Rosario Porras
724 NE 6 street
Fairbault minn. 55021
(Tel. 334-2667)

Dec. 28, 1986

I Work at State Regional C.
I been Working 7 years.
food service worker.

I Went to school in Mexico
I Have a Car.

References

Betty Studer	332-3281	area (507)
Rose Smith	332-3281	
Jackie Neudecker	332-3281	
Joan Weirs	332-3281	

Gustavo M. Lanata
8940 Wentworth Ave. S. 8
Bloomington, Minn., 55420
Tel.(612)881-6692

18th. December, 1986

Office of Hispanic Ministry
Archdiocese of St.Paul/Mpls.
328 W. 6th. St.
St. Paul, Minn., 55102

Dear Gentlemen;

This in response to your advertment in The Star & Tribune for the position of Director of the Office of Hispanic Ministry.

It is my interest to be employed by th Archdiocese of St.Paul/ Mpls. I was born in Argentina and did part of my primary school there, making me bi-lingual and bi-cultural. In the past I have work as an informal translator in México and Argentina and have worked for the Migrant Council of North Dakota.

Your consideration is greatly appreciated.

Sincerely,

Gustavo M. Lanata
Gustavo M. Lanata

encl. resume, recomendation

RESUME

Gustavo M. Lanata
8940 Wentworth Ave. S. #8
Bloomington, Minn. , 55420
Telephone: Home (612) 881-6692

EMPLOYMENT BACKGROUND

July 1985 Present Various, U.P.S., Budget Liquors, Criterion Restaurant.

April 1983 Ivers-Lee, West Caldwell, N.J., 07006

June 1985 Label-Control, (division of Quality Control).
A service corporation dealing in pharmaceutical and cosmetic products. My responsibilities included: a) making code no. following industry specifications, b) running Q.C. audits and maintaining inventory of customer supplied labels, literature and outside purchased code no.

Nov. 1982 Livingston Board of Education, Livingston, N.J., 07039

April 1983 Substitute Teacher (certified K-12, all subjects)
Followed all responsibilities of full time teacher.

May 1982 K.D.S.U. FM Radio, N.D.S.U., Fargo, N.D., 58102

Sept. 1982 Special News Reporter, Took a current subject and focussed on it locally. After making contacts holding interviews, I edited and ran it.

Sept. 1980 Various, N.D.S.U. Security, Ice Hockey and Association

April 1982 football Referee.

May 1980 N.D. Migrant Council, Fargo, N.D., 58102

Aug. 1980 Outreach Worker (director of Casselton office)
After determining clients status, provided emergency services, referred them to other social offices. Contact maintained through informal visits to work sites.

VOLUNTEER ACTIVITIES

Boy Scouts of America, Special Olympics, Childrens Home Society.

EDUCATION

North Dakota State University, Fargo, N.D., 58102
Major: University Studies. Minor: Languages. Three Years of credit work.
Courses included: Architectural design and drafting.
Technical and creative writing, French and Latin.
Activities: Soccer F.C., American Institute of Architecture (student chapter)

IVERS-LEE
DIVISION OF BECTON DICKINSON AND COMPANY B-D
147 CLINTON ROAD
WEST CALDWELL, NEW JERSEY 07006

July 26, 1985

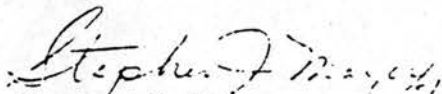
Mr. Gus Lanata
2655 Scotland Court
20L
Mounds View, MN 55112

TO WHOM IT MAY CONCERN:

Gus Lanata has worked with Ivers-Lee, Division of Becton, Dickinson & Company from April 1983 to June 1985. In Gus' responsibility as Plate Maker and Label Control, he has done a very good job in meeting daily demands. Gus' responsibility covered all of Plate Making and Labels for the entire plant and division which is a \$40 million dollar division. I have found Gus to be a highly dependable and motivated person in performing his daily tasks. I would strongly recommend hiring Gus for any future position in his area of responsibility. If I have an opportunity to rehire Gus, I would do so.

Sincerely,

IVERS-LEE, Division of
Becton, Dickinson & Co.


Stephen J. Mayer
Director, Quality Assurance

SJM:aj

THE ARCHDIOCESE
OF ST. PAUL AND MINNEAPOLIS
328 West Street , St Paul
Minnesota. (55102)

SALOMON CEJUDO R.
1350 W. MINNEHAHA
St. PAUL, MN. (55104)
Phone: 612- 645-7660

ESTIMADOS SEÑORES:

EL QUE SUSCRIBE SALOMON CEJUDO R. CON DOMICILIO
PARTICULAR EN 1350 W. MINNEHAHA de la Ciudad DE
SAN PABLO MINNESOTA HACE SABER A UDS:

QUE ESTOY INTERESADO EN LA POSICION QUE SE
OFRECE E ESA H. INSTITUCION DE " DIRECTOR
OF O FICE OF HISPANIC MINISTRY " . Y PARA TALES
EFECTOS ADJUNTO EN ESTA MISIVA, MI " RESUME "
Y ALGUNAS CARTAS DE REFERENCIA; SOLICITANDO ME
SEA COMUNICADO EL DIA Y HORA EN QUE TENGA LUGAR -
LA ENTREVISTA RESPECTIVA.

DEAR SRS.


MY NAME IS SALOMON CEJUDO R. MY ADD-
RESS 1350 W. MI NEHAHA ST PAUL MI NESOTA (55104)
MY TELEPHONE NUMBER : 612- 645 7660.

I AM INTERESTED IN THE OPEN POSITION YOU ARE O-
FFERING FOR " DIRECTOR OF OFFICE OF HISPANIC MINIS-
TRY " AND IN THIS ORDER OF IDEAS, I ENCLOSE MY --
RESUME AND SOME REFERENCES.

I APPRECIATE VERY MUCH IF YOU LET ME
KNOW FURTHER DETAILS.

DEC. 17/th, 1986

SINCERELY:


SALOMON CEJUDO R.

R E S U M E

NAME : SALOMON CEJUDO R.
ADDRESS: 1350 W. MINNEHAHA
ST. PAUL, MN. 55104

MARITAL STATUS : MARRIED
CHILDREN 3
TELEPHONE : 612 645 7660

CARRER OBJECTIVE:

TO WORK AS A COUNCELOR OF MINORITIES (THOSE STUDENTS OR PEOPLE WHO DID NOT FINISH THEIR EDUCATION OR LIVE WITHOUT ORIENTATION IN LIFE)

PROFESSIONAL COMPETENCIES:

FORMER COUNCELOR OF PARENTS AND STUDENTS FROM HIGH SCHOOL IN MEXICO FOR A PERIOD OF 3 YEARS. (ON THE POOR AREA OUTSIDE THE CITY)

FORMER BILINGUAL TEACHER ON ELEMENTARY AND HIGH SCHOOL LEVELS DURING 15 YEARS.

EDUCATION :

HIGH SCHOOL: SECUNDARIA DEL MAGISTERIO # 22 MEXICO D. F.

COLLEGE: ESCUELA NACIONAL DE MAESTROS MEXICO D. F.
LICENCIADO EN EDUCACION ELEMENTAL (ELEMENTARY SCHOOL-TEACHER DEGREE.)

COLLEGE : ESCUELA NORMAL SUPERIOR DE MEXICO GRADUADO COMO PROFESOR BILINGUE (ESPAÑOL INGLES) BILINGUAL SCHOOL TEACHER LEVEL II.

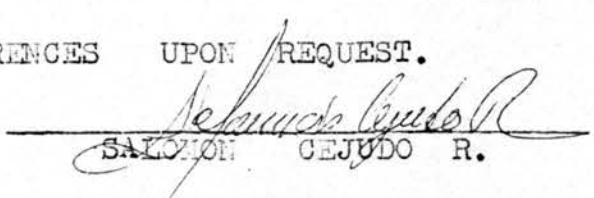
UNIVERSITY : CARRER OF LICENCIADO EN DERECHO CIVIL
CIVIL LAW (ATTORNEY AT LAW) IN MEXICO

EMPLOYMENT RECORD:

ELEMENTARY SCHOOL TEACHER 1965- 1978 MEXICO
BILINGUAL SCHOOL TEACHER (HIGH SCHOOL) 1978-1981; 1982- 1984. MEXICO.

BILINGUAL ASST. ASSESSOR FOR ST PAUL PUBLIC SCHOOLS
1986

REFERENCES UPON REQUEST.


SALOMON CEJUDO R.

Fredy Espinoza
994 West Larpenteur
St. Paul, MN 55113
December 31, 1986

Office of Hispanic Ministry
Archdiocese of St. Paul/Mpls.
328 W. Sixth Street
St. Paul, MN 55102

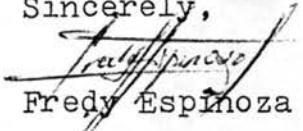
Dear Madam or Sir,

I learned of the opening for Director of Office of Hispanic Ministry and feel that my qualifications match your needs. In addition to my formal cross cultural training, which serves to sensitize me to the specific needs of varied people, I have worked extensively in church ministry.

My specific responsibilities have included singing and playing with the musical group "Nueva Cancion," membership in the Latin American branch of GEN, for whom I traveled as a representative to Colombia, and serving as a counselor, teacher, and program coordinator for youth camps and retreats. I was president of the "Sociedad de Jovenes" for two years and I organized religious discussion groups within the Catholic University.

I would be excited to participate in furthering the Hispanic Church here in the Twin Cities.

Sincerely,



Fredy Espinoza

Dr. Kenneth Gowdy
224-9807

Dr. James Hurd
Home: 757-5156
Office: 638-6324

Dr. Thomas Correll
Home: 636-2385
Office: 638-6104

Mrs. Carolyn Nordquist
Home: 784-4372
Office: 638-6382

RESUME

Fredy Espinoza
(612) 489-6899

994 West Larpenteur
St. Paul, Mn. 55113

CAREER OBJECTIVE Research and instruction in Latin American
Sociology and Cultural Anthropology.

WORK EXPERIENCE

1986 Bethel College, St. Paul, Mn. Teaching
Assistant in the Department of Sociology.

1985 Imperial Construction, Inc., St. Paul, Mn.
Employment in the warehouse division.

1983 - 1984 Salvat Editores, Quito, Ecuador. Sales
Representative.

1983 - 1984 HCJB Radio, Quito, Ecuador. Radio Production,
Spanish Department: "Una Voz Amiga"

1980 -1981 HCJB Radio, Quito, Ecuador. FM Radio Operator.

1979 Medical Laboratory, Zaruma, Ecuador. Assistant
in lab work.

EDUCATION

1984 - 1986 Bethel College, St. Paul, Mn. Bachelor of
Arts. Anthropology/Music.

1980 - 1983 Catholic University, Quito, Ecuador. Program
in Biology.

PERSONAL

I am fluent in both English and Spanish. In addition to the above experience, I have been involved in several volunteer positions which include organizing and counseling in camp programs, teaching and leadership in church groups, singing and playing guitar in musical groups, and compiling song books.

REFERENCES AVAILABE UPON REQUEST

Thomas Vocational Services

(612) 894-9610

Job Placement Specialists

January 2, 1987

Office of Hispanic Ministry
Archdiocese of St. Paul/Mpls.
328 W. 6th St.
St. Paul, MN 55102

Re: Carmen Del Castillo

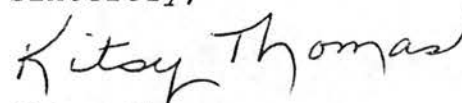
Dear Sirs:

Pursuant to your recent ad in the Minneapolis Star & Tribune for Director of the Office of Hispanic Ministry, herewith enclosed please find our client's resume for your review and consideration.

Thomas Vocational Services is not an employment agency and there are no fees required for our services.

Please contact Ms. Del Castillo at your convenience to arrange a time for an interview.

Sincerely,



Kitsy Thomas

KT:sr

Enclosure

cc: Carmen Del Castillo

CARMEN FRANCES DEL CASTILLO
478 No. Hazel St., #315
St. Paul, MN 55119

- * Excellent verbal and written communication skills.
- * Able to prioritize work flow/good time management skills.
- * Bilingual Spanish/English.

SUMMARY OF EXPERIENCE

ADMINISTRATIVE

Experienced in supervising and training volunteers and interns for welfare rights organization. Coordinated and wrote grant proposals, secured funding and balanced agency budget.

Researched community information and developed an informational newsletter updating available resources through community programs.

Participated on the Board of Directors of the Center on Social Welfare Policy and Law in Washington, D.C.

PARALEGAL/LEGAL

Excellent communication and people skills required to interview victims and/or witnesses for family court. Responsible for opening case file, conducting research, and preparing legal briefs for administrative hearings. Reviewed applicable Minnesota statutes and attended court hearings.

ADVOCATE

Primary advocate for Women and Children involved in the Domestic Abuse Project. Assisted clients at Order of Protection Hearing. Represented clients at Welfare, Unemployment, Social Service, and Administrative Hearings. Informed low-income, single parent homes of available outreach programs.

EDUCATION

1983	St. Paul TVI - Certification for LPN
1974 - 1979	University of Minnesota General college with emphasis in Paralegal and Criminal Law.
1974 - 1976	Hennepin County Court Services Volunteer Probation Officer.
1979	Minnesota Recipients Alliance Grantsmanship

REFERENCES FURNISHED UPON REQUEST.

December 26. 1986

Office of Hispanic Ministry
Archdiocese of St. Paul/Minneapolis
328 W. 6th St.
St. Paul, Minnesota 55102

Dear Sir:

Your advertised position of Director of the Office of Hispanic Ministry seems suited to my background and continued career interests. As a sales representative for Arex Ltd., I was responsible for sales, ordering equipment from foreign vendors, and handling the import/export department.

I am a naturalized citizen and speak fluent Spanish and English with a working knowledge of Portuguese and French. My ability to communicate effectively and work with people of different cultures has allowed me to excel in my career.


The following are a few of my attributes:

- . Consistently meet all time-critical deadlines in an efficient and accurate manner.
- . Knowledgeable of foreign languages and cultures.
- . 70 academic hours in International Relations.
- . B.A., Political Science
- . A willingness to expend the time and effort to excel.

I am seeking compensation in the \$20,000 range. I am interested in an opportunity to be rewarded based on responsibility and accomplishment.

This letter and my resume give you a partial picture of my experience and qualifications, which seems to fit well with your requirements for this position. I will be happy to provide any additional information that would be of help to you.

Sincerely,


David D. Iburg
1019 Briar Creek Road
Egan, MN 55123

Enclosure

LUCY D. IBURG
1019 Briar Creek Road
Eagan, MN 554123
(612) 454-7155

SUMMARY: Fluency in Spanish and English with a working knowledge of French and Portuguese. Successfully managed an import/export department procuring equipment from foreign vendors.

BUSINESS EXPERIENCE:

Northwest Airlines
Minneapolis, Minnesota

1986 to
Present

Data Entry

- . Key-punch and data entry for the Accounting and Revenue Department.

1985 to
Present

International Day Care
Eagan, Minnesota

Manager

- . Manager, bookkeeper, and provider of a licensed day care center.

1983 to
1984

South Dakota State University
Brookings, South Dakota

Teacher's Assistant

- . Assisted with various classroom and course related objectives.

1981 to
1981

Arex Ltd.
Santa Cruz, Bolivia

Sales Representative

- . Ordered equipment from foreign vendors.
- . Managed the Public Relations Department.
- . Worked on a IBM PC/XT.
- . Worked on a Telex machine.

LUCY D. IBURG
Page 2

EDUCATION:

South Dakota State University
Brookings, South Dakota 57006

- . B.A., Majors in Political Science and Latin American Studies.
- . Academic preparation in Public Relations, completing more than 70 hours in this field.

Mitchell Area Vocational Technical School
Mitchell, South Dakota 57301

- . Graduate, Secretarial degree.

3943 Thomas Ave. N.
Minneapolis, Mn. 55412
December 30, 1986

Office of Hispanic Ministry
Archdiocese of St. Paul/Mpls.
328 W. 6 St.
St. Paul, Mn. 55102

To whom concerned:

I am writing in regard to the newspaper ad from Sunday, December 21, for Director of the Office of Hispanic Ministry.

As a Roman Catholic and student of Spanish/Latin American Studies I would find the opportunity to be Director of Hispanic Ministry very intriguing. I am eager to put my educational and administrative abilities to work in a position relevant to my interests. I have an earnest desire to assist the hispanic community.

I feel my skills and capabilities would serve as an asset to the Office of Hispanic Ministry. I am a self-motivated, hard working individual. I manage time effectively to produce results. Through my retail management experience I have learned to be a diligent administrator and how to deal diplomatically with all types of people in all types of situations.

My current salary is close to \$14,500. I surely wouldn't require any more than that amount. The opportunity to work in something I have studied for and am interested in would be sufficient. I have enclosed my resume and 4 references for additional information. I look forward to hearing from you.

Sincerely,
John M. Kniprath, Jr.

John M. Kniprath, Jr.

JOHN MICHAEL KNIPRATH, JR.
3943 Thomas Ave. N.
Minneapolis, Mn. 55412

RESUME OF QUALIFICATIONS
W (612) 788-9415
H (612) 522-1219

OBJECTIVE: To secure a position which will utilize my educational background in Spanish/Latin American Studies and my managerial skills.

QUALIFICATIONS: Knowledge in the culture and customs of Latin America through travel and formal education. Additional experience tutoring Spanish to handicapped woman. Experience in positions involving contact with people and salesmen; comfortable in business negotiations. Capable of delegating authority and managing time effectively. Accustomed to working varied hours including weekends.

EDUCATION: B.A., SPANISH/LATIN AMERICAN STUDIES

University of Minnesota, Minneapolis, Mn.
Honors-Dean's List, GPA 3.63
Degree awarded June, 1982

Coursework includes classes in history, politics, and geography of Latin America and Spain. Also many courses in literature; have completed extensive research projects.

Financed 100% tuition expenses through personal earnings.

EXPERIENCE: ASSISTANT MANAGER, Nov. 1985-present
Famous Footwear, Columbia Heights, Mn.

- * Administer all aspects of retail operation. Monitor sales and expenses; figure daily sales and cash report; check-in inventory and display it; assist/advise customers; hire and train part-time employees; delegate jobs; scheduling.

ASSISTANT MANAGER/LIQUOR CLERK, 1979- Nov. 1985
Robbinsdale Liquors, Robbinsdale, Mn.

- * Assist/advise customers; operate computer cash register; purchase and check-in inventory; train new employees; delegate workload; manage store when needed.

GUEST SPEAKER, 1983-June 1984 (volunteer)
Metropolitan Open School, St. Louis Park, Mn.

- * Instruct grade school children in Latin American History topics.

TUTOR, 1983- Jan. 1984 (volunteer)

- * Conversed in Spanish with handicapped woman to help build conversational skills and confidence.

TRAVEL: Have travelled extensively in Mexico, Guatemala and the Andean region of South America. Travelled alone with objective of learning more of cultures and customs.

REFERENCES:

James Fodstad
7032 Jersey Ave. N.
Brooklyn Park, Mn. 55428
(612) 560-5256

Dave Russell
5658 Knox Ave. N.
Brooklyn Center, Mn. 55430
(612) 560-9459

Charles Kelly
4133 Yates Ave. N.
Robbinsdale, Mn. 55422 (612) 536-6558

Lee Nelson
1523 S. Holland Ct.
Lakewood, Co. 80227
(303) 986-2110

AGENDA

12-2-86

Hispanic Ministry Search Committee

- I Prayer
- II Select Committee Chair Phil-
- III Review to date of Search Committee progress

✓ IV Archdiocesan Process

✓ V Set Timeline

✓ VI prepare "job opening notice"

VII Review material from Search Committee of two years ago

VIII set next meeting date

Leaving

February 18

Birthday
Consuelo

Jan.
Feb 13

DATE September 11, 1986
POSITION TITLE Director
DEPARTMENT Hispanic Ministry
ACCOUNTABLE TO Director, Outreach Division /

=====

PRIMARY OBJECTIVE 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

PRIORITY RESPONSIBILITY

1. Identifies and coordinates projects that meet specific Hispanic needs not provided by current structures.
 - provides technical assistance to the parish-based Outreach Program for Hispanics regarding RENEW, Enquentro Process, etc.

2. Serves as Advocate for Hispanic programming and funding within the Archdiocesan structure and the civic community.
 - Hispanic scholarship fund for students in Catholic schools.
 - Foundations for Hispanic organizations.

3. Provides consultation to Archdiocesan ministry to develop Hispanic cultural sensitive programs.
 - Assist the Bishops in developing awareness of the contributions of the Hispanic community among Archdiocesan clergy, religious and lay people.

4. Facilitate the flow of information and referral between the Hispanic community, Archdiocesan agencies and others.
 - Refers individuals and organizations to appropriate agencies/ resources.

5. Identifies representation for various boards and committees of the Archdiocese, ecumenical and civic organizations as requested.
- Develops a volunteer base for involvement in Hispanic ministry.
 - Providing and continuing the network of Hispanic ministry office at the local, regional and national level.
-

6. Makes presentations of Hispanic ministry to various groups .
-

7. Manages the Office of Hispanic Ministry

- Implement board policies and procedures.
 - Develop plans for the direction and scope of Hispanic ministry to the board for review and approval.
 - Supervises support staff.
 - Manages budget functions.
-

8. Performs other duties as the need is apparent or as assigned.
-

QUALIFICATIONS

- A. Demonstrated administrative, organizational, planning and communication skills.
 - B. Working knowledge and experience in pastoral and/or social action work, specifically involving Hispanic community.
 - C. Knowledge of Catholic church structure and an understanding of its on-going mission to Hispanics.
 - D. Communicate effectively in English and Spanish, both verbally and in writing. To have a knowledge of the Hispanic culture.
-

Draft June 2, 1986

Amended September 11, 1986

POSITION RESPONSIBILITY DESCRIPTION
Archdiocese of Saint Paul and Minneapolis

DATE July 1, 1986
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 implements projects that meet specific Hispanic needs not provided by current structures 1
---Assists with parish-based outreach to Hispanics
(see addendum information on III Encuentro follow-up and Renew)
- 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 3
- Develops a volunteer base and provides training for involvement in Hispanic ministry activities 4
- Facilitates the flow of information between the Hispanic community and Archdiocesan agencies 5
---Refers individuals and organizations to appropriate agencies/resources
- Serves on various boards and committees of the Archdiocese and of ecumenical and civic organizations 6
---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 MJ 7 Reviewed by _____ 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 communications skills	A
---Working knowledge and experience in pastoral and/or social action work and specifically as related to current social justice issues involving Hispanics	B
---Intimate understanding of the Hispanic culture and experience	C
---Knowledge of Catholic Church structure and an understanding of its on-going mission	D
---Ability to establish good working relations with a broad base of people	E
---Ability to communicate effectively in English and Spanish both verbally and in writing	F

=====

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.
- 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.

Consuelo Covarrubias - Job description as Co-director - Office of Hispanic Ministry

AREAS OF MINISTRY

1. Administrative

- Correspondence and phone calls
- Convene staff meetings/celebrations and follow-up on tasks
- General Office concerns i.e. painting, equipment
- Supervision of Support Staff, hiring of Interim Support Staff
- Any requests from Hispanic Ministry Office i.e. Evaluation of Deacon-candidate, questionnaires, etc.

2. Finance

- Approve requisition for payment of all transactions
- Make any financial reports
- Prepare annual goals, objectives, evaluation
- Prepare budget
- Annual presentation before allocations committee

3. State Encuentro Process

- Funding Proposals
- Over-all, Director of State Encuentro Process with Winona Diocesan Hispanic Ministry Director
- All follow-up correspondence/meetings/changes in proposals
correspondence, phone calls,/follow-up keynote speakers/process facilitator
- Poster, brochure, job description, Pre-Encuentro packette,
- Publicity; articles for Visiones, Al Dia, The Voice
- Facilitator/Recorder written invitation, calls, give the training on May 10th, and June 7
- Staff liaison and resource for Liturgy Committee, Publicity, Transportation
- Attendance at State Planning Meetings for Coordinators
- Record activities of the meetings
- Correspondence, phone calls with out of state contact and key persons from other diocese - P.R.
- Presentations on State Encuentro to: -Hispanic agencies, youth Leadership Group
-Pastors from East St. Paul Parishes.
- Collaborate with E.P.D. chairperson for on-going follow-up to National Encuentro Guidelines
- Participate and Resource for E.P.P.

4. III Encuentro Follow-up

- A. Proposal for School of Hispanic Ministries at St. Thomas College
 - 1. Summer Institute
 - 2. Pastoral Center
 - 3. Classes at meetings, School of Divinity
- Follow-up correspondence calls, planning meetings, be resource to St. Thomas/St. Paul Seminary Planning Committee regarding School of Hispanic Ministry

5. Youth
 - Liaison for follow-up Events for youth - Regional Hispanic Youth Symposium April 11 - 13, 1986.
 - National Youth Conference - June
 - Coordinate participation of youth in State Encuentro
 - Maintain/support youth volunteer leaders
 - news article for Visiones, etc.
6. North Minneapolis Pastoral Outreach
 - On-going Reflection group on Monday evenings and provides transportation
 - Mtgs with the Pastor
 - Monthly Mass at Ascension Parish
 - Contact with Deacon Candidate Carl and Gretchen Valdez
7. Hispanic Ministry Board
 - Contact Sr. Mary Corda re: Myers Briggs Typology Inventory
 - Order MBTI
 - Contact follow-up on presenter for MBTI
 - Hosting presenter
 - Correspondence
 - On-going contact collaboration, reports to Board Members to implement the 5 Year Vision and Hispanic Ministry goals
8. Agencies/Community Outreach
 - Attend monthly meetings of Hispanic Agency Directors/sub-committee meetings
 - Commission on Ministry - monthly
 - Collaboration with other Archdiocesan Agencies i.e. Respect Life, Marriage Tribunal, St. Thomas College Minority Youth Outreach Program, Communication Department
 - Luncheon meetings with any group/person that is within Office of Hispanic Ministry goals.
 - Presentations on Hispanic Culture/Ministry to Archdiocesan/other groups. i.e. Fr. Forliti; Sexuality Video Tape, Communication Department, Concerns Program.
 - Hosting: Transportation, housing at St. Stan's of any speaker that comes for our Ministry Program
 - Counseling and referral Bilingual/Bicultural
 - Direct services - referrals
 - Create bilingual/bicultural courses or programs as needed
9. Newsletter (Quarterly)
 - Write articles
 - Translate and proof read articles
 - Photography
10. Renew
 - Plan, organize, maintain, evaluate the Renew Program (We follow Renew calendar - but all presentations and materials have to be Bilingual and Bicultural).
 - Plan, organize, evaluate special training sessions
 - Collaborate, Plan with Mpls. Renew Coordinating Hispanic Community Team
 - Help maintain volunteers
 - Correspondence
11. Internship Student with Hispanic Ministry
 - Meets with intern and St Catherine's instructor
 - Plans organizes, evaluate internship as supervisor

DATE JUNE 02, 1986
POSITION TITLE DIRECTOR
DEPARTMENT HISPANIC MINISTRY
ACCOUNTABLE TO DIRECTOR, OUTREACH DIVISION

PRIMARY OBJECTIVE 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

PRIORITY RESPONSIBILITY

1. IDENTIFIES AND COORDINATES PROJECTS THAT MEET
SPECIFIC HISPANIC NEEDS NOT PROVIDED BY
CURRENT STRUCTURES.

-PROVIDES TECHNICAL ASSISTANCE TO THE
PARISH-BASED OUTREACH PROGRAM FOR
HISPANICS.

2. SERVES AS ADVOCATE FOR HISPANIC PROGRAMMING
AND FUNDING WITHIN THE ARCHDIOCESAN STRUCTURE
AND THE CIVIC COMMUNITY.

-HISPANIC SCHOLARSHIP FUND FOR STUDENTS
IN CATHOLIC SCHOOLS.

-FOUNDATIONS FOR HISPANIC ORGANIZATIONS.

3. PROVIDES CONSULTATION TO ARCHDIOCESAN MINISTRY
TO DEVELOP HISPANIC CULTURAL SENSITIVE
PROGRAMS.

-ASSIST THE BISHOPS IN DEVELOPING
AWARENESS OF THE CONTRIBUTIONS OF THE
HISPANIC COMMUNITY AMONG ARCHDIOCESAN
CLERGY, RELIGIOUS AND LAY PEOPLE.

4. DEVELOPS A VOLUNTEER BASE FOR INVOLVEMENT IN
HISPANIC MINISTRY.

5. FACILITATE THE FLOW OF INFORMATION AND
REFERRAL BETWEEN THE HISPANIC COMMUNITY,
ARCHDIOCESAN AGENCIES AND OTHER LOCAL
AGENCIES.

-REFERS INDIVIDUALS AND ORGANIZATIONS TO
APPROPRIATE AGENCIES/RESOURCES.

6. IDENTIFIES REPRESENTATION FOR VARIOUS BOARDS
AND COMMITTEES OF THE ARCHDIOCESE, ECUMENICAL
AND CIVIC ORGANIZATIONS AS REQUESTED.

-PROVIDING AND CONTINUING THE NETWORK OF
HISPANIC MINISTRY OFFICE AT THE LOCAL,
REGIONAL AND NATIONAL LEVEL.

7. MAKES PRESENTATIONS OF HISPANIC MINISTRY TO
VARIOUS GROUPS.

8. PRESENT PLANS FOR THE DIRECTION AND SCOPE OF
HISPANIC MINISTRY TO THE BOARD FOR REVIEW AND
APPROVAL.

9. MANAGES THE OFFICE OF HISPANIC MINISTRY

-SUPERVISE SUPPORT STAFF
-DIRECT BUDGET FUNCTIONS.

10. PERFORMS OTHER DUTIES AS THE NEED IS APPARENT
OR AS ASSIGNED.

=====

QUALIFICATIONS

A. - DEMONSTRATED ADMINISTRATIVE, ORGANIZATIONAL, PLANNING
AND COMMUNICATION SKILLS.

- B. - WORKING KNOWLEDGE AND EXPERIENCE IN PASTORAL AND/OR SOCIAL ACTION WORK, SPECIFICALLY INVOLVING HISPANIC COMMUNITY.
- C. - KNOWLEDGE OF CATHOLIC CHURCH STRUCTURE AND AN UNDERSTANDING OF ITS ON-GOING MISSION AS IS RELATED TO HISPANIC.
- D. - ABILITY TO COMMUNICATE EFFECTIVELY IN ENGLISH AND SPANISH, BOTH VERBALLY AND IN WRITING AND TO HAVE A KNOWLEDGE OF THE HISPANIC CULTURE.

=====

RESPONSIBILITIES FOR WORK OF OTHERS

BILINGUAL SECRETARY.

DRAFT JUNE 02, 1986

TENTATIVE AGENDA

SEARCH COMMITTEE FOR DIRECTOR POSITION

1986

JUNE 02 - JUNE 15

PROCESS FOR HIRING
JOB DESCRIPTION
INTERVIEW
APPLICATION.

① 2

②

Needs

OFFICE NEED
COMMUNITY NEED
OTHER: Church

→ Guadalupe / Cath Ch

JUNE 15 - JULY 04

ADVERTISEMENT - OPENING OF POSITION
SUNDAY PAPERS
LOCAL PAPERS
LETTER WITH ANNOUNCEMENT TO AGENCIES
AND ORGANIZATIONS (BY JUNE 15)
APPLICATIONS DUE BY JULY 04, 1986

JULY 07 - JULY 25

REVIEW PROCESS
INTERVIEWS
CANDIDATE SELECTION

AUGUST 07, 1986

RECOMMENDATIONS OF 3 CANDIDATES TO
HISPANIC MINISTRY BOARD AND TO
ARCHBISHOP ROACH BY JULY 28, 86

SEPTEMBER 01, 1986

POSITION IS FILLED

DATE JUNE 02, 1986
POSITION TITLE DIRECTOR
DEPARTMENT HISPANIC MINISTRY
ACCOUNTABLE TO DIRECTOR, OUTREACH DIVISION

PRIMARY OBJECTIVE 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

PRIORITY RESPONSIBILITY

1. IDENTIFIES AND COORDINATES PROJECTS THAT MEET SPECIFIC HISPANIC NEEDS NOT PROVIDED BY CURRENT STRUCTURES.

-PROVIDES TECHNICAL ASSISTANCE TO THE PARISH-BASED OUTREACH PROGRAM FOR HISPANICS. *ie Renew, Encuentro etc.*

2. SERVES AS ADVOCATE FOR HISPANIC PROGRAMMING AND FUNDING WITHIN THE ARCHDIOCESAN STRUCTURE AND THE CIVIC COMMUNITY.

-HISPANIC SCHOLARSHIP FUND FOR STUDENTS IN CATHOLIC SCHOOLS.

-FOUNDATIONS FOR HISPANIC ORGANIZATIONS.

3. PROVIDES CONSULTATION TO ARCHDIOCESAN MINISTRY TO DEVELOP HISPANIC CULTURAL SENSITIVE PROGRAMS.

-ASSIST THE BISHOPS IN DEVELOPING AWARENESS OF THE CONTRIBUTIONS OF THE HISPANIC COMMUNITY AMONG ARCHDIOCESAN CLERGY, RELIGIOUS AND LAY PEOPLE.

4.

DEVELOPS A VOLUNTEER BASE FOR INVOLVEMENT IN
HISPANIC MINISTRY.

4

5.

FACILITATE THE FLOW OF INFORMATION AND
REFERRAL BETWEEN THE HISPANIC COMMUNITY,
ARCHDIOCESAN AGENCIES AND OTHER ~~LOCAL~~
AGENCIES.

-REFERS INDIVIDUALS AND ORGANIZATIONS TO
APPROPRIATE AGENCIES/RESOURCES.

5

6.

IDENTIFIES REPRESENTATION FOR VARIOUS BOARDS
AND COMMITTEES OF THE ARCHDIOCESE, ECUMENICAL
AND CIVIC ORGANIZATIONS AS REQUESTED.

a. # u

b. -PROVIDING AND CONTINUING THE NETWORK OF
HISPANIC MINISTRY OFFICE AT THE LOCAL,
REGIONAL AND NATIONAL LEVEL.

6

7.

MAKES PRESENTATIONS OF HISPANIC MINISTRY TO
VARIOUS GROUPS.

1

8.

Develops
PRESENT PLANS FOR THE DIRECTION AND SCOPE OF
HISPANIC MINISTRY TO THE BOARD FOR REVIEW AND
APPROVAL.

9.

MANAGES THE OFFICE OF HISPANIC MINISTRY

1. Implements Board Policy / Procedures
2. SUPERVISES SUPPORT STAFF
3. DIRECT BUDGET FUNCTIONS.

MANAGES

9

10.

PERFORMS OTHER DUTIES AS THE NEED IS APPARENT
OR AS ASSIGNED.

QUALIFICATIONS

A. - DEMONSTRATED ADMINISTRATIVE, ORGANIZATIONAL, PLANNING
AND COMMUNICATION SKILLS.

- B. - WORKING KNOWLEDGE AND EXPERIENCE IN PASTORAL AND/OR SOCIAL ACTION WORK, SPECIFICALLY INVOLVING HISPANIC COMMUNITY.
- C. - KNOWLEDGE OF CATHOLIC CHURCH STRUCTURE AND AN UNDERSTANDING OF ITS ON-GOING MISSION ~~AS IS RELATED~~ TO HISPANICS.
- D. - ~~ABILITY TO~~ COMMUNICATE EFFECTIVELY IN ENGLISH AND SPANISH; BOTH VERBALLY AND IN WRITING. ~~AND~~ TO HAVE A KNOWLEDGE OF THE HISPANIC CULTURE.

=====

RESPONSIBILITIES FOR WORK OF OTHERS

BILINGUAL SECRETARY.

DRAFT JUNE 02, 1986

DATE: November 25, 1986

TO: Search Committee Members
Justino Cruz
Elsa Vega-Perez
Irene Gomez-Bethke and

FROM: Phil Nache, Hispanic Ministry Board Vice-Chair
Search Committee member

RE: Search Committee Meeting

This note is to remind you of our next Search Committee Meeting:

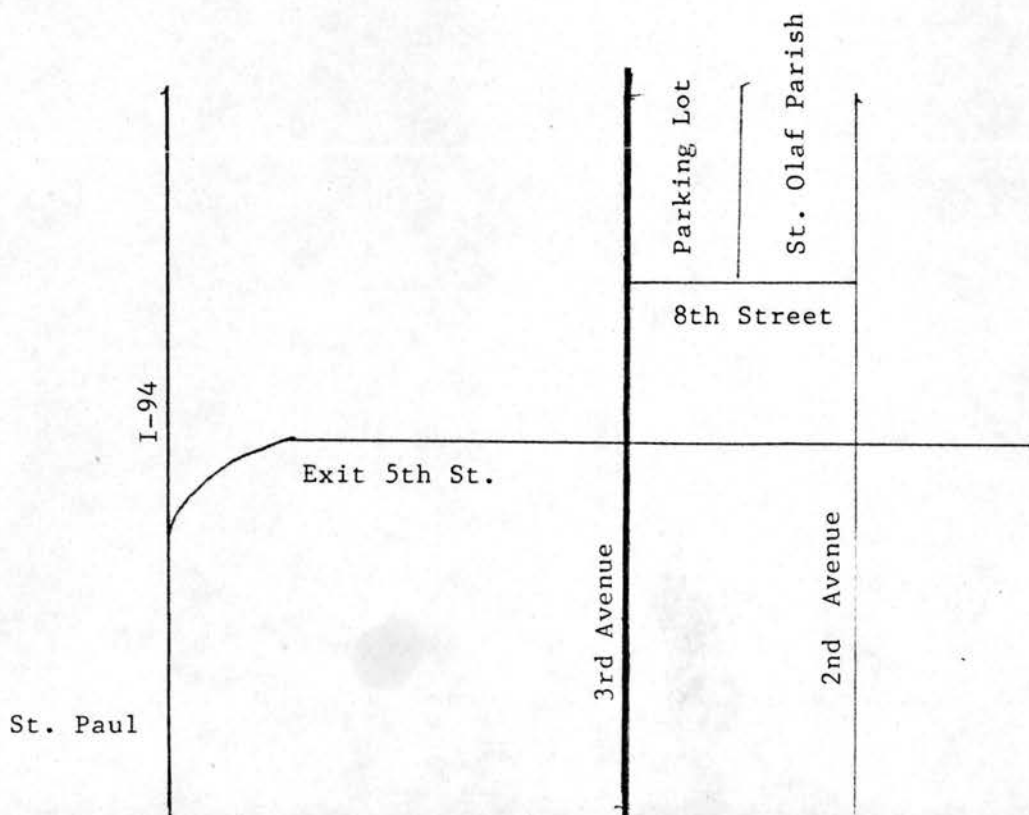
Tuesday, December 2, 1986

11:00a.m. Please try to be there in time, due to members tide schedule, we will begin promptly.

St. Olaf Parish (See map)
Minneapolis, MN

Bring with you all the Search Committee materials that we have worked on.

cc. Peter D'Heilly, Director - Outreach Division
Fr. Michael O'Connell, Moderator of the Curia
Hilda Sanchez-Henke, Chair - Hispanic Ministry Board
Sr. Consuelo Covarrubias, Acting Director

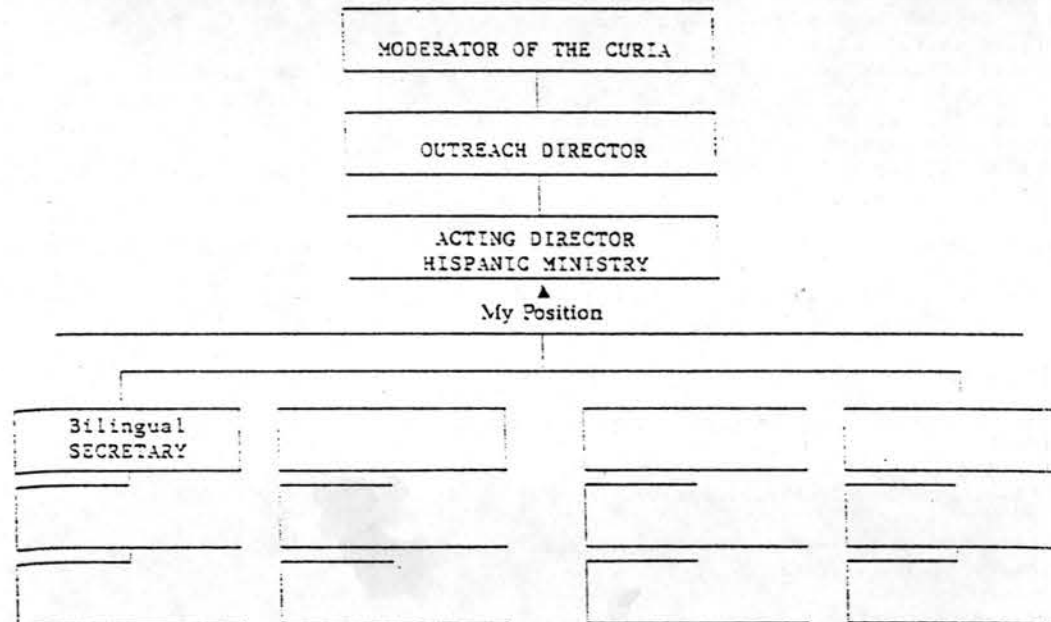


IV. Responsibility for Quantifiable Measures

Describe any aspects of your job that can be quantified.

- Responsible for managing the budget for Hispanic Ministry which is \$68,300.

V. Organization Chart



VI. Approvals

Name: [Signature] Date: 9/30/86

Supervisor: [Signature] Date: 9/30/86

Human Resources: _____ Date: _____

The above information is intended to describe the general nature and level of work being performed by people assigned to this position. It is not intended to be an exhaustive list of all responsibilities, activities and skills required of the job and people in the job.

ARCHDIOCESAN POSITION DESCRIPTION

I. Identifying Information

Name: Consuelo Covarrubias, PBVM

Position Title: Acting Director of Office of Hispanic Ministry

Supervisor's Position Title: Director of Evangelization

Division: Outreach

Department: Hispanic Ministry

Date: September 20, 1986

COPY

II. Primary Objective of This Position

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

III. Position Content

A. Major Position Responsibilities	B. Importance	C. Regular Activities	D. Skills, Knowledges and/or Abilities
<p>(Taken from updated and approved job description September 11, 1986)</p> <p>A. Identifies and coordinates projects that meet specific Hispanic needs not provided by current structures. --Provides technical assistance to the parish-based Outreach Program for Hispanics. (Renew and Encuentro Follow-up) (1)</p> <p>B. Manages the Office of Hispanic Ministry --Implement board policies and procedures --Develop plans for the direction and scope of Hispanic Ministry to the board for review and approval --Supervises support staff --Manages budget functions. (7)</p> <p>C. Facilitate the flow of information and referral between the Hispanic community, Archdiocesan agencies and others. --Refers individuals and organizations to appropriate agencies/resources. (4)</p> <p>D. Provides consultation to Archdiocesan ministry to develop Hispanic cultural sensitive programs --Assist the Bishops in developing awareness of the contributions of the Hispanic community among Archdiocesan clergy, religious and lay people. (3)</p> <p>E. Makes presentations of Hispanic Ministry to various groups. (6)</p> <p>F. Identifies representation for various boards and committees of the Archdiocese, ecumenical and civic organizations as requested. --Develops a volunteer base for involvement in Hispanic Ministry --Providing and continuing the network of Hispanic Ministry office at the local, regional and national level. (5)</p> <p>G. Serves as Advocate for Hispanic programming and funding within the Archdiocesan structure and the civic community. --Hispanic scholarship fund for students in Catholic schools. --Foundations for Hispanic organizations. (2)</p> <p>H. Serves as a member of the Full Staff of the Archdiocesan Central Corporation. (9)</p> <p>I. Performs other duties as the need is apparent</p>	<p>78% 8% 15% 7% 3% 3% 4% 1% 1% 1%</p>	<p>A. Plans, organizes, coordinates, resources, maintains and collaborates with the Renew Team and grassroots during the two year Renew process.</p> <p>A. Initiates and coordinates follow-up to State Encuentro. --Commitments i.e. Ad Hoc Discernment Committee --Supervises interns (2) --Supervises Outreach Workers (3)</p> <p>A. Facilitates the research and writing process of the Archdiocesan Pastoral Plan for Hispanic Ministry as Encuentro Follow-up. Collaborates with St. Thomas College on planning School of Hispanic Ministry.</p> <p>A. Collaborates with MN Council of churches Hispanic Ministry for annual Hispanic Recognition Event.</p> <p>B. Collaborates and is resource for Office Advisory Board</p> <p>B. Writes letters, reports, memos as required by office management. B/C Writes Bilingual Newsletter-quarterly.</p> <p>D. Meets with community leaders and Archdiocesan directors as advocacy needs require.</p> <p>A/B Plans organizes prepares liturgies, retreats and prayer session facilitates when appropriate.</p> <p>AEI Attends liturgies, meetings, gatherings, workshops and reflection groups on evenings and weekends when office visibility, support and expertise is required.</p>	<p>A. Must have administrative, organizational, planning and communication skills.</p> <p>B. Must have a working knowledge and experience in pastoral and/or social action work, specifically involving the Hispanic community.</p> <p>C. Must have knowledge of the Catholic Church structure and an understanding of its on-going mission to Hispanics.</p> <p>D. Must have skill in community organizing and knowledge of its basic precepts.</p> <p>E. Must have the ability to communicate effectively in English and Spanish, both verbally and in writing.</p> <p>F. Must have a working knowledge of the Hispanic culture.</p>

DATE: January 22, 1987

TO: Hispanic Ministry Advisory Board

FROM: Phil Nache, Chair, Search Committee

SUBJECT: Search Committee for Director of the Office of Hispanic Ministry

The Search Committee, after reviewing and evaluating the resumes of 17 applicants, has narrowed its choices to five candidates. These five candidates are to be interviewed by the Search Committee Member on Friday, January 23, 1987.

After these interviews, we will be selecting two final candidates who will be interviewed by Bishop Ham on January 26th and by Archbishop Roach on February 3rd.

There will be a further update at the next Board meeting on January 28th.

DATE: May 8, 1986

POSITION TITLE: Temporary State Encuentro and Renew Worker

DEPARTMENT: Hispanic Ministry Office

ACCOUNTABLE TO: Acting Director

PRIMARY OBJECTIVE OF POSITION

- To provide support to the Acting Director in carrying out the goals and objectives of the I State Encuentro and the Renew Process.

MAJOR AREAS OF RESPONSIBILITY

- Participate in State Encuentro planning, Evaluation and Agenda Meetings with Acting Director and Contact persons.
- Staff liaison with chairperson and committee member of the Registration, Housing and Guides Committee
 - See the I State Encuentro Organization and Committee Structure for details
- Staff liaison with chairperson and committee members of Fiesta Committee.
 - See the I State Encuentro Organization and Committee Structure for details.
- Maintain contact with Renew Coordinating Team as the process develops.
- Participate in weekly staff meeting and other planning sessions

OTHER PERFORMANCE INDICATORS

- Demonstrates organizational planning and communication skills.
- Possesses intimate understanding of Hispanic Culture and experience.
- Exhibits ability to communicate effectively in English and Spanish, both verbally and written.
- Possesses familiarity with Hispanic community and Archdiocesan structure.
- Demonstrates pastoral skills based on academic training and has ministered in a variety of pastoral settings.

TIME

- 20 to 30 hours a week depending on needs