

Planning Guide for the Diocesan Encuentro

What is the Diocesan Encuentro?

The Diocesan Encuentro is an opportunity to:

- **Gather** delegates from parishes, apostolic groups and Catholic organizations, together with the guests that the dioceses determine, to share their experiences of reflection, discernment, consultation and evangelization.
- **Reflect** together on the different social, cultural and pastoral realities experienced by Hispanics / Latinos living in the United States.
- **Propose** practical responses to specific needs and the aspirations of the Hispanic community, in a process of reflection and diocesan discernment.
- **Make** concrete commitments as a diocese to advance the New Evangelization by supporting the work of parishes, small communities, ecclesial movements or other groups.
- **Celebrate** in our sharing, in prayer and in the Eucharist.

Who is invited to the Diocesan Encuentro?

The invitation to the Diocesan Encuentro depends on what model each diocese decides to use and who they decide to invite.

Two Distinct Models of the Diocesan Encuentro

Model 1: Only delegates participate

This model is carried out with the expressed and exclusive participation of parish delegates. It does not include other participants of the parish process.

Model 2: Delegates participate with guests according to the discernment of the diocese

This model includes delegates from the parishes and groups that the dioceses decide to invite to be part of the Diocesan Encuentro. Among them may be people who participated in parish communities, but are not delegates; representatives of special groups; representatives of cultural communities that were not part of the parish process; private organizations, etc. Some dioceses may make the decision to make an open invitation, depending on the space and resources available.

Note: *It is important that the Diocesan Encuentro reserve a moment so that only the delegates present can have a moment of reflection to study the document of diocesan priorities, establish the priorities that will be sent to the region, and discern the delegates to the Regional Encuentro (which are to be discerned from among those who were discerned and sent by parishes).*

The Diocesan Encuentro in most dioceses will be one day. Therefore, two options are offered for this second model:

Option A: The first part of the Diocesan Encuentro begins with all delegates and guests. The second part focuses only on the delegates.

Option B: The Diocesan Encuentro begins with the sole work of the delegates. In the second part, guests are welcomed.

Planning the Diocesan Encuentro

- All Diocesan Encuentros should be planned as one-day events (approximately eight hours) concluding, when possible, with the celebration of the Eucharist.
- Dioceses will decide the best date and time to celebrate the Diocesan Encuentro. They are requested to maintain the proposed structure so that all the dioceses of the country share the same experience.
- Make sure the pastor and leaders working directly with the Hispanic community form part of the parish delegation.
- Choose a facilitator (or team of facilitators) who is well versed in the language and process of the V Encuentro. Note: It may be that in some dioceses the facilitator must be bilingual (English and Spanish). The facilitator must know the schedule of the day and understand the objectives of each moment.
- Establish a planning strategy, coordinated by the Diocesan Team for the V Encuentro (EDAVE)
 - Estimate the number of people attending (beginning with parish delegates and other guests, depending on which of the two models the diocese decides to implement.)
 - Make a budget of the expenses and how they are going to support it.
 - Plan meals (for example, a light breakfast and lunch); coffee / tea during the day.
 - Recruit a hospitality committee.
 - Recruit a liturgy committee (including music equipment)
 - Consider options for child care.
 - Recruit a committee for set up and room cleanup.
 - Technology (projector, screens, WI-FI, sound system, microphones, etc.)
 - Notebooks / paper for participants to take notes.
 - Pens or pencils for taking notes and for delegate selection ballots.
- Design the registration process
 - Design a registration process for delegates
 - Design a separate process for the registration of other parish participants and other groups.
 - After obtaining a clear estimate of how many delegates will be part of the Diocesan Encuentro, determine how many guests can be accommodated
 - Coordinate the registrations through the Parish Teams chairs
- It is recommended to send an email to the delegates **at least a week before** the Diocesan Encuentro, with important details about the logistics of the Diocesan Encuentro, and **with the *Diocesan Working Document*** in both languages (see the sample email on the website); for delegates who do not have or use email, send them a copy by regular mail or ask their Parish Coordinator to print and deliver it to them
- Prepare:
 - The *Diocesan Working Document* containing the results of the consultation conducted in the parishes, based on the template prepared by ENAVE (if it was not sent by email before, the complete document should be distributed to all participants upon arrival)
 - The PowerPoint of the day or handouts with the following elements:
 - Opening prayer – including songs and readings
 - Prayer of the V Encuentro
 - Overview and guide to the process of the day, following the chosen model
 - Readings and songs for the Eucharist or closing liturgy

- Note paper for each of the tables or small groups to record their successful practices
- Copies in both languages of Part IV, “(Arch)Diocesan Priorities...” of the *Diocesan Working Document*, for all the delegates, plus an extra copy for each table or small group (if everyone received the complete *Diocesan Working Document* in print upon arrival, it is only necessary to provide here the extra copy of Part IV for each table group to record the results of their dialog)
- Printed copies of the *Table/Small Group Facilitator Instructions* for each facilitator
- Instructions for the election of diocesan delegates
- Ballots for discerning the delegates to the Regional and National Encuentros
- Information on key activities of the diocese, with emphasis on those directly at the service of Hispanic ministry

Moments of the Diocesan Encuentro

1. Taking the First Step
2. Getting Involved
3. Accompanying Everyone
4. Bearing Fruit
5. Celebrating

After the Diocesan Encuentro

- Collect all material written by the people who took notes during the dialogue.
- Update the *Diocesan Working Document* using the collected notes and fill out the *Diocesan Post-Encuentro Supplement*, following the instructions available on the V Encuentro website.
- Publish the main pastoral priorities agreed upon at the Diocesan Encuentro (e.g. in the parish bulletin, social media, flyers, website)
- Publish the names of the diocesan delegates to the Regional Encuentro.
- Invite parishes to pray once a month for these delegates, for the Regional Encuentro and for the entire process of the V Encuentro.

Structure for a One-Day Diocesan Encuentro

Model 1: Only delegates participate

Note: This structure is designed to be implemented, primarily with Model 1: Only delegates participate. See final observations toward the end to implement this structure with Model 2.

INTRODUCTION TO THE DAY

Duration	Time	Activity
30 minutes	8:30 am	Registration
60 minutes	9:00 am	Introduction, welcome and prayer

Keep in mind...

- a. Have the hospitality team welcome everyone. Invite young people to be part of this team.
- b. Make sure the bishop(s) can be present at the Diocesan Encuentro.
- c. Welcome everyone with enthusiasm.
- d. Briefly describe the process of the V Encuentro, its objectives and the impact they have in the life of the diocese.
- e. Briefly introduce participants to the day’s schedule.

- Explain the importance of the consultation that has been carried out.
 - Indicate the importance of the process of identifying pastoral priorities and the selection of delegates for the Regional Encuentro. Explain that the priorities of your diocese will be shared with others in the Regional Encuentro, in a *pastoral de conjunto* (collaborative ministry).
- f. Ask participants to introduce themselves to those around them.
 - g. Present the different parishes, ecclesial movements and other groups or organizations represented.
 - h. Recognize the presence and work carried out by the Diocesan Team (EDAVE).
 - i. Invite everyone to a few moments of prayer.

Moment 1: “Taking the First Step”

Objectives

1. Give a brief presentation of the meaning and impact that the experience of the V Encuentro has for the diocese.
2. Reflect on the common vocation of being missionary disciples in this particular moment in the history of the Church in the United States of America.

Duration	Time	Activity
30 minutes	10:00 am	Presentation: pastoral reflection offered by a diocesan leader or a guest lecturer. This presentation highlights the blessings of being a missionary disciple and identifies some experiences that have occurred during the missionary life in the diocese.
15 minutes	10:30 am	Break

Keep in mind...

- a. Use the language present in the materials of the V Encuentro (e.g. Guide to the V Encuentro, Theological-Pastoral Reflection for the V Encuentro, etc.)
- b. Make sure the participants know the methodology that shapes almost all the dynamics of the V Encuentro: 1) taking the first step, 2) getting involved, 3) accompanying everyone, 4) bearing fruit, 5) celebrating
- c. Focus on the importance of evangelization
- d. Some data from the *Diocesan Working Document* may be mentioned, as well as responses to the Diocesan Survey which can be found at: <https://www.surveymonkey.com/r/VE-Diocesano1>
- e. Keep in mind the national scope of the V Encuentro

Moment 2: “Getting Involved”

Objectives:

1. Provide a space for participants to listen to each other about what they have heard and experienced during the Encuentro process at the parish or organizational level—from the initial planning to the Parish Encuentro—and share a “successful practice” from their parish that responds to the “Voices of Hispanic/Latino People in the Peripheries” in the *Diocesan Working Document*.
2. Review and deepen our understanding of the needs and ways to better serve Hispanic Catholics in the diocese, particularly Hispanic youth and young adults.

Duration	Time	Activity
45 minutes	10:45 am	Share in small groups, according to ages (adolescents, youth and adults):

		<ul style="list-style-type: none"> • Share a “successful practice” that responds to the “Voices of Hispanic/Latino People in the Peripheries” in the <i>Diocesan Working Document</i>. • Review and discuss the diocesan priorities in the section “Part IV: (Arch)Diocesan Priorities for the Pastoral Care and Accompaniment of Hispanic/Latino Catholics” in the <i>Diocesan Working Document</i>
30 minutes	11:30 am	Plenary
60 minutes	12:00 pm	Lunch

Keep in mind...

- Each group should have a facilitator, a note taker and a presenter. The person who takes notes may also be the presenter.
- Look to the *Table/Small Group Facilitator Instructions* document to see the process in detail.
- When submitting to the plenary, ask the person representing the small group to share only one point. All other points must be submitted in writing.
- During the plenary, listen to as many people as possible. As far as possible, give priority to adolescents and young people.

Moment 3: “Accompanying Everyone”

Objectives:

- Listen to the testimony of a new leader in the diocese.
- Bear witness that the Church is prepared to empower a new generation of pastoral agents that arise from our own communities.

Duration	Time	Activity
30 minutes	1:00 pm	A reflection given by a new leader who motivates the participants on the call of the Lord to be missionary disciples. The talk should include their personal encounter with the Lord in the process of the V Encuentro that has led them to share their gifts and talents and their personal journey as a gift to the Church and society.
15 minutes	1:30 pm	Break

Keep in mind...

- Choose the presenter of the reflection in advance. Make sure this person is comfortable talking to a large audience.
- Help the presenter prepare to stay focused on the topic. Ask them to have an outline of what they are going to talk about.
- The presenter should emphasize how motivated they are to actively serve as a missionary disciple in the evangelizing mission of the Church. They should invite others, especially young people, to always be open to the possibility of pastoral service and leadership.
- Carefully observe the times indicated in the schedule.

Moment 4: “Bearing Fruit”

Objectives:

- Continue to reflect on and discuss the Recommendations in the *Diocesan Working Document* prepared by the Diocesan Team.

2. Identify the top Recommendations in each pastoral Area to better serve the pastoral and spiritual needs and aspirations of Hispanic Catholics, especially young people.
3. Gather information on the possible delegates who will officially represent the (arch)diocese at the Regional and National Encuentros.

Duration	Time	Activity
60 minutes	1:45 pm	Small Groups: <ul style="list-style-type: none"> • Discuss the <i>Diocesan Working Document</i>. • Identify areas of priority that need to be included in a pastoral action in the Diocese and in its missionary activity over the next two to five years. • Identify pastoral responses needed at the regional level.
15 minutes	2:45 pm	Break
45 minutes	3:00 pm	Plenary <ul style="list-style-type: none"> • What actions are necessary for the future? • Identify 3 to 5 areas that need to be implemented in the diocese in the next two years. • Identify 2 or 3 areas in which the regional team can promote the evangelizing mission of the dioceses. • Provide information on the steps to be followed in the discernment of delegates (see <i>Instructions for Discerning Diocesan Delegates</i> document). Also provide information about the Regional and National Encuentros and who is invited to participate. • Distribute the ballots for the selection of delegates to gather information on possible diocesan delegates to the Regional and National Encuentros.

Keep in mind...

- a. Each group should have a facilitator, a note taker and a presenter. The person who takes notes may also be the presenter.
- b. Look to the *Table/Small Group Facilitator Instructions* document to see the process in detail.
- c. When submitting to the plenary, ask the person representing each small group to share only one point. Each table or small group's final worksheet scoring the Recommendations and pastoral Areas should be collected and submitted to the Diocesan Team.
- d. During the plenary, listen to as many groups as possible. As much as possible, give priority to young people.
- e. Have a team of two or three people take notes during the plenary. These people will then summarize what has been heard, identifying 3 to 5 preliminary priorities that stand out as priorities for the entire community. All other materials must be submitted in writing and saved according to the form designed by ENAVE (see the *Instructions for Preparing the Final Report on the Diocesan Encuentro* document, which is available on the V Encuentro website).

(Important note: In case there is one or more dioceses that did not participate in the process of the V Encuentro, each region is responsible for re-assigning delegates from other dioceses).

* The Diocesan Team under the direction of the ordinary bishop or person assigned by him, is responsible for the selection of the delegates of his Diocese who will participate in the Regional and National Encuentros. This selection will take place after the Diocesan Encuentro. The regions will invite all diocesan delegates and others who have been part of the local process to participate in the Regional Encuentro. Check with your archdiocese for specific instructions in this regard.

Moment 5: “Celebrating”

Objectives:

1. Celebrate as a Eucharistic community the joy of being missionary disciples of Christ Jesus.
2. Present the ballots for the selection of delegates with the information of the possible diocesan delegates to the Regional and National Encuentros during the celebration of the Eucharist.
3. Offer in prayer the main pastoral priorities of the diocese and the Strategies offered to the region to better serve Hispanics and promote their leadership at the service of the Church and society.

Duration	Time	Activity
30 minutes	3:45 pm	Evaluation and preparation of the Eucharist
75 minutes	4:15 pm	<ul style="list-style-type: none"> ▪ Celebration of the Mass, presided by the bishop or priest delegated by him. ▪ Recognition and thanks to the Diocesan Team and the facilitators. ▪ Collect the ballots for the selection of delegates during the offertory.

Keep in mind...

- a. Coordinate this moment with the liturgy team.
- b. Talk to the person who presides over the Eucharist to see when diocesan priorities can be offered, as well as the presentation of ballots for the selection of delegates during the offertory.

Structure for a One-Day Diocesan Encuentro

Model 2: Delegates participate with guests, according to the discernment of the dioceses

The following structure reorganizes the moments described above allowing the involvement of others who are not delegates in the experience of the diocesan Encuentro. The content of the sections is the same unless otherwise specified. Each diocese can make the necessary adaptations; however, it is important that the five moments of the Diocesan Encuentro be present in one way or another. It is recommended that schedules be adjusted so that delegates have sufficient time to build community and advance their conversations as delegates.

Option A: The first part of the Diocesan Encuentro begins with all the delegates and guests. The second part focuses only on the delegates.

With all the participants (delegates and invited guests):

- Taking the First Step
- Getting Involved
- Accompanying Everyone
- Celebrating

Note: This option invites guests to share their parish experience and offer their reactions to the Diocesan Working Document.

Only delegates

- Bear Fruit

Note: *This time allows delegates to focus more fully on the selection of diocesan priorities, which should reflect conversations at parish level and in other groups, strategies for regions, and discernment of delegates to the Regional Encuentro.*

Option B: The Diocesan Encuentro begins with the work of only the delegates. In the second part the guests are welcomed.

Only delegates

- Getting Involved
- Bearing Fruit

Note: *This time allows delegates to focus more fully on the selection of diocesan priorities, which should reflect conversations at parish level and in other groups, strategies for regions, and discernment of delegates to the Regional Encuentro.*

With all participants (delegates and guests):

- Taking the First Step
- Accompanying Everyone
- Celebrating

Note: *This option invites guests to share their parish experience and offer their reactions to the Diocesan Work Document.*

After the Diocesan Encuentro, the Diocesan Team will have the responsibility to reconcile the materials that emerge from the two moments of the day.

Auxiliary Materials

Some of the support materials can be found on the website of the V Encuentro under the Resources section.

1. Model of a budget for the Diocesan Encuentro
2. Invitation model for the Diocesan Encuentro
3. Opening prayer model
4. Model for the closing liturgy, in case it is not possible to celebrate the Eucharist
5. Prayer for the selection of diocesan delegates to the Regional and National Encuentros
6. Prayer to identify priorities
7. Prayer/ritual to receive ballots for the selection of regional and national delegates
8. *Diocesan Priorities* document (Part IV of the *Diocesan Working Document*)
9. * Instructions for Discerning Diocesan Delegates
10. * Ballots for the selection of diocesan delegates to the Regional and National Encuentros
11. * *Table/Small Group Facilitator Instructions* document
12. Instructions for presenting the main pastoral priorities during the liturgy
13. * *Diocesan Post-Encuentro Supplement* document
14. * *Instructions for Preparing the Final Report on the Diocesan Encuentro* document

Diocesan Encuentro

Structure for a One-Day Diocesan Encuentro

Model 1 (Only delegates)

Moment 1: “Taking the First Step”

Objectives:

1. Give a brief presentation of the meaning and impact that the experience of the V Encuentro has for the diocese.
2. Reflect on the common vocation of being missionary disciples in this particular moment in the history of the Church in the United States of America.

Duration	Time	Activity
30 minutes	10:00 am	Presentation: pastoral reflection offered by a diocesan leader or a guest lecturer. This presentation highlights the blessings of being a missionary disciple and identifies some experiences that have occurred during the missionary life in the diocese.
15 minutes	10:30 am	Break

Moment 2: “Getting Involved”

Objectives:

1. Provide a space for participants to listen to each other about what they have heard and experienced during the Encuentro process at the parish or organizational level—from the initial planning to the Parish Encuentro—and share a “successful practice” from their parish that responds to the “Voices of Hispanic/Latino People in the Peripheries” in the *Diocesan Working Document*.
2. Review and deepen our understanding of the needs and ways to better serve Hispanic Catholics in the diocese, particularly Hispanic youth and young adults.

Duration	Time	Activity
45 minutes	10:45 am	Sharing in small groups according to age (adolescents, youth and adults): <ul style="list-style-type: none"> • Share a “successful practice” that responds to the “Voices of Hispanic/Latino People in the Peripheries” in the <i>Diocesan Working Document</i>. • Review and discuss the diocesan priorities in the section “Part IV: (Arch)Diocesan Priorities for the Pastoral Care and Accompaniment of Hispanic/Latino Catholics” in the <i>Diocesan Working Document</i>
30 minutes	11:30 am	Plenary
60 minutes	12:00 pm	Lunch

Moment 3: “Accompanying Everyone”

Objectives:

1. Listen to the testimony of a new leader in the diocese.
2. Bear witness that the Church is prepared to empower a new generation of pastoral agents that arise from our own communities.

Duration	Time	Activity
30 minutes	1:00 pm	A reflection given by a new leader who motivates the participants on the call of the Lord to be missionary disciples. The talk should include their personal encounter with the Lord in the process of the V Encuentro that has led them to share their gifts and talents and their personal journey as a gift to the Church and society.

Moment 4: “Bearing Fruit”

Objectives:

1. Continue to reflect on and discuss the Recommendations in the *Diocesan Working Document* prepared by the Diocesan Team.
2. Identify the top Recommendations in each pastoral Area to better serve the pastoral and spiritual needs and aspirations of Hispanic Catholics, especially young people.
3. Gather information on the possible delegates who will officially represent the (arch)diocese at the Regional and National Encuentros.

Duration	Time	Activity
60 minutes	1:45 pm	Small groups: <ul style="list-style-type: none"> • Discuss the <i>Diocesan Working Document</i>. • Identify areas of priority that need to be included in a pastoral action in the Diocese and in its missionary activity over the next two to five years. • Identify pastoral responses needed at the regional level.
15 minutes	2:45 pm	Break
45 minutes	3:00 pm	Plenary <ul style="list-style-type: none"> • What actions are necessary for the future? • Identify 3 to 5 areas that need to be implemented in the diocese in the next two years. • Identify 2 or 3 areas in which the regional team can promote the evangelizing mission of the dioceses. • Provide information on the steps to be followed in the discernment of delegates (see <i>Instructions for Discerning Diocesan Delegates</i> document). Also provide information about the Regional and National Encuentros and who is invited to participate. • Distribute the ballots for the selection of delegates to gather information on possible diocesan delegates to the Regional and National Encuentros.

Moment 5: “Celebrating”

Objectives:

1. Celebrate, as a Eucharistic community, the joy of being missionary disciples of Christ Jesus.
2. Present the ballots for the selection of delegates with the information of the possible diocesan delegates to the Regional and National Encuentros during the celebration of the Eucharist.
3. Offer in prayer the main pastoral priorities of the diocese and the Strategies offered made to the region to better serve Hispanics and promote their leadership in the service of the Church and society.

Duration	Time	Activity
30 minutes	3:45 pm	Evaluation and preparation of the Eucharist
75 minutes	4:15 pm	<ul style="list-style-type: none"> ▪ Celebration of the Mass, presided by the bishop or priest delegated by him. ▪ Recognition and thanks to the Diocesan Team and the facilitators. ▪ Collect the ballots for the selection of delegates during the offertory.

Structure of a One-Day Diocesan Encuentro

Model 2 (Delegates participate with guests according to the discernment of the diocese)

The following structure reorganizes the moments described above, allowing the involvement of others who are not delegates in the experience of the Diocesan Encuentro. The content of the sections is the same unless otherwise specified. Each diocese can make the necessary adaptations; however, it is important that the five moments of the Diocesan Encuentro be present in one way or another. It is recommended that schedules be adjusted so that delegates have sufficient time to build community and advance their conversations as delegates.

Option A: The first part of the Diocesan Encuentro begins with all delegates and guests. The second part focuses only on the delegates.

With all the participants (delegates and guests):

- Taking the First Step
- Getting Involved
- Accompanying Everyone
- Celebrating

Note: This option invites guests to share their parish experience and offer their reactions to the Diocesan Working Document.

Only delegates

- Bearing Fruit

Note: This time allows delegates to focus more fully on the selection of diocesan priorities, which should reflect conversations at parish level and in other groups, strategies for regions, and discernment of delegates to the Regional Encuentro.

Option B: The Diocesan Encuentro begins with the work of only the delegates. In the second part, the guests are welcomed.

Only delegates

- Getting Involved
- Bearing Fruit

Note: *This time allows delegates to focus more fully on the selection of diocesan priorities, which should reflect conversations at parish level and in other groups, strategies for regions, and discernment of delegates to the Regional Encuentro.*

With all the participants (delegates and guests):

- Taking the First Step
- Accompanying Everyone
- Celebrating

Note: *This option invites guests to share their parish experience and offer their reactions to the Diocesan Working Document.*

After the Diocesan Encuentro, the Diocesan Team will have the responsibility to reconcile the materials that emerge from the two moments of the day.