

Instructions for Preparing the Final Report on the Diocesan Encuentro

The Diocesan Team should collect the following materials at the time of the Diocesan Encuentro:

- Registration records from the Diocesan Encuentro
- Table notes from each small group from the “Getting Involved” moment
- Table notes from each small group from the “Being Fruitful” moment
- Delegate ballots
- Evaluations

The Diocesan Team should complete the following **three tasks** at least one month before the Regional Encuentro, and usually **within four weeks** from the date of their Diocesan Encuentro. It may be helpful to assign each task to a different subcommittee of 2 or 3 people, then come together with the whole Team to review both parts of the *Final Report* (the *Diocesan Working Document* and the *Diocesan Post-Encuentro Supplement*) before sending it to the Bishop for review and approval. Once it has been approved, it should be sent to the Regional Team and the National Research Staff.

1. Review and update the ***Diocesan Working Document***, taking into account:

- The collected small group notes from “Getting Involved” and “Being Fruitful” moments; the notes regarding successful practices should be incorporated into the answers to questions 5 through 7
- The personal experience and observations of the Diocesan Team, especially with regard to the “Voices of Hispanic/Latino People in the Peripheries” and the “Voices from the Parish Communities and Participating Organizations”
- The pastoral Areas and Recommendations should be updated with the average scores from all of the table groups, then sorted according to the highest total scores in each pastoral Area
- The Bishop should be consulted to approve the final ordering of the Recommendations; if there are Recommendations with a high overall score, but the Team does not feel that they are realistically “Achievable”, they should discuss whether those Recommendations should be ranked lower overall considering that it may not be possible to put them into practice at this time
- Review the additional recommendations from the last question on the Evaluations and consider adding them in an appropriate pastoral Area

2. Fill out the ***Diocesan Post-Encuentro Supplement*** document, based on:

- Registration records... If the ages of the participants attending the Diocesan Encuentro were not recorded, just give an estimate of the percentage of people in each age group
- The Evaluations... Whenever an average rating is requested, add up the points on that item from the Evaluations and divide by the number of responses
- The collected small group notes from “Being Fruitful” moment, as well as the notes that were taken in the final plenary. The “Top Areas of Pastoral Concern for the (Arch)Diocese” and the “Top Areas of Shared Pastoral Concern for the Region” should be discerned, taking into account the input from the table groups and what was reported and recorded in the final plenary session; however, the determination of the top priorities should be made by the Diocesan Team under the direction of the Bishop, who has ultimate responsibility for what is reported here
- List the Parish Coordinators/Chairs from the diocesan records and the *Parish Working Documents*



3. Select the **Delegates to the Regional and National Encuentros**

- The Regional Chair will provide the number of delegates to be selected from each (arch)diocese
- Review the delegates with the Bishop and select those who will be invited and those who will be named as alternates in case someone has to cancel
- It is recommended: 30% youth and young adults; 30% new or emerging leaders; 40% seasoned leaders
- Also try to get an equal mix of men and women, U.S.-born and immigrant
- Inform the delegates of their selection and obtain a renewed verbal commitment
- Report the contact information for the delegates at the end of the *Diocesan Post-Encuentro Supplement*

Once these three tasks are completed, the revised *Diocesan Working Document* and the *Diocesan Post-Encuentro Supplement* should be sent directly to the Regional Chair(s) and the National Research Staff. These documents should also be given to the Bishop and reviewed with his staff to develop pastoral plans for the next 3 to 5 years.