



## Parish Encuentro Planning Guide

### What is the Parish Encuentro?

The Parish Encuentro is an opportunity to:

- **Gather** members of the distinct parish groups who participated in the five sessions and missionary activities to share what they experienced during the five weeks of reflection, discernment, consultation, and evangelization.
- **Reflect** together on the various social, cultural and pastoral realities experienced by Hispanics/Latinos in their parish and in the United States.
- **Propose** practical responses to specific needs and aspirations in a process of reflection and discernment.
- **Make** concrete commitments to advance the New Evangelization as a parish, small communities, lay ecclesial movements, and other groups.
- **Celebrate** through our sharing, prayer, and in the Eucharist.

### Who Is Invited to the Parish Encuentro?

The Parish Encuentro is a unique opportunity to express the beauty of being a community of faith. The gathering is open to all parishioners who are interested in witnessing the V Encuentro process. However, the main participants in the Parish Encuentro are those who participated in the V Encuentro five sessions and those who engaged in missionary activities.

Parishes are strongly encouraged to reach out and invite Hispanic/Latino youth and young adults. Encuentro Parish Teams are to make the best effort to create an environment in which young Hispanics/Latinos are welcomed and engaged as active participants during the Parish Encuentro.

### Planning the Parish Encuentro

- All Parish Encuentros are to be planned as one-day events (about eight hours), ideally concluding with the Eucharistic celebration.
- Each parish will establish the best date and schedule to celebrate the Parish Encuentro. Please maintain the proposed structure so that all parishes and dioceses throughout the country share a similar experience.
- Select a date in the parish calendar that follows the five-session experience. Make sure that the pastor and leaders who work directly with the Hispanic community are available.
- Identify a facilitator (or team of facilitators) who are well familiarized with the language and process of the V Encuentro. *Note: in some communities, the facilitator may need to be bilingual (English and Spanish).* The facilitator needs to be very familiar with the flow of the day and understand the Objectives for each moment.
- Establish a planning strategy, coordinated by the Parish Encuentro Team (EPAVE).
  - Estimate how many people will attend (start with people participating in the five-session experience). Remember that people who we encountered during the missionary activities will be invited. Develop an estimate that includes this group.



- Develop a budget and determine sources of funding
- Plan meals (i.e., light breakfast and lunch); coffee/tea during the day
- Hospitality committee
- Liturgical committee (including music team)
- Plan childcare options
- Set up/Clean up committee
- Technology (projector, screens, Wi-Fi, microphones, sound system, etc.).
- Notepads/sheets for participants to take notes
- Pens or pencils to take notes and fill out Commitment & Delegate Ballots
  
- Design invitation
  - Letter to all people who participated in the five-session experience
  - Bulletin announcement
  - Social media
    - 140-character blurb
    - Three-sentence blurb
    - Meme (Instagram)
    - YouTube videos
  - Parish website
  - Flyer
  
- Prepare recommended handouts or project on screen
  - Prayer of the V Encuentro- **See website**
  - Opening Prayer – Include songs
  - Prayer to identify priorities
  - Prayer to discern delegates to Diocesan Encuentro
  - Handout with readings and music for the Eucharist (where needed).
  - Document to record discerned parish priorities
  - Document to record recommended priorities for diocese
  - Instructions to discern parish delegates- **See website**
  - Ballot to discern delegates to Diocesan Encuentro- **See website**
  - Instructions to identify and affirm parish priorities
  - Instructions to identify and affirm recommended priorities for diocese
  - Discussion Questions for Moment 2: Getting Involved (small groups)
  - Discussion Questions for Moment 4: Being Fruitful (small groups)
  - Information about the life of the parish, particularly Hispanic ministry
  - Instructions to facilitate small group conversations (to be distributed to conversation facilitators)
  - Working Document with consultation outcomes based on the template developed by ENAVE to be distributed to all participants at the time of check-in.

## Moments of the Parish Encuentro

- 1) Taking the First Step
- 2) Getting Involved
- 3) Accompanying
- 4) Being Fruitful
- 5) Rejoice

## After the Parish Encuentro

- Collect all the written materials from the note takers from the discussion.
- Update the Working Document using the notes collected.
- Disseminate the core pastoral priorities agreed upon at the Parish Encuentro (e.g., bulletin, social media, flyers).
- Select Parish Delegates and Commission them during a Sunday Mass.
- Acknowledge the parish delegates for the Diocesan Encuentro in the bulletin.
- Once a month invite the parish community to offer prayers for these delegates, the Diocesan Encuentro, and the rest of the V Encuentro process.
- Invite other people in the parish that may want to experience the 5 sessions and missionary activity in the fall, mindful that the consultation aspect of the process has concluded.
- Provide opportunities for reflection and missionary activity (Check the V Encuentro website for ideas).

## Model for a One-Day Parish Encuentro

### INTRODUCTION TO THE DAY

Length of time	Hour	Activity
30 minutes	8:30 am	Registration
60 minutes	9:00 am	Introduction, Welcome, and Prayer

### To keep in mind...

- Have a hospitality team welcome everyone. Invite young people to be part of this team.
- Secure and acknowledge the participation of the pastor in the parish Encuentro.
- Welcome everyone with enthusiasm.
- Briefly describe the V Encuentro process, its Objectives, and its impact on the life of the parish. Share how many small groups/communities met, an estimate of how many people participated in the process, and how many people were encountered in the missionary activities.
- Briefly walk participants through the schedule of the day.
  - Explain the importance of the consultation that has taken place
  - Highlight the process of identifying pastoral priorities and discerning delegates for the Diocesan Encuentro. Explain that local priorities will be shared with other parishes during the diocesan Encuentro to build a sense of *pastoral de conjunto*.
- Ask people to introduce themselves to people around them.
- Identify the various parish groups and ministries represented.
- Acknowledge the presence and the work of the Parish Encuentro Team (EPAVE)
- Invite everyone to enter into a moment of prayer.



**Moment 1**  
**“TAKING THE FIRST STEP”**

**Objectives:**

1. Offer a summary of the meaning and impact of the V Encuentro for the parish.
2. Reflect on the common vocation to be missionary disciples in this particular moment in the history of the Church in the United States of America.

Length of time	Hour	Activity
30 minutes	10:00 am	<b>Presentation:</b> Pastoral reflection by the pastoral agent that normally accompanies the Hispanic/Latino community or someone delegated by this person. The presentation highlights the blessings of being missionary disciples and identifies some experiences that have taken place during the missionary activities in the parish.
15 minutes	10:30 am	Break

**To keep in mind...**

- a) Use the language present in V Encuentro materials (e.g., V Encuentro Guide, V Encuentro pastoral theological reflection, etc.).
- b) Make sure that people understand the methodology that is shaping nearly every dynamic of the V Encuentro: 1) take the first step, 2) get involved, 3) accompany, 4) bear fruit, and 5) rejoice.
- c) Focus on the importance of evangelization.
- d) Keep in mind the national scope of the V Encuentro.

**Moment 2**  
**“GETTING INVOLVED”**

**Objectives:**

1. Provide a space in which participants listen carefully to one another about what they heard and experienced during the five-session experience, the missionary activities, and the consultation process
2. Review and deepen our understanding of the needs and possibilities to better serve Hispanic Catholics in the parish, with emphasis on Hispanic/Latino youth and young adults.

Length of time	Hour	Activity
45 minutes	10:45 am	<b>Small group sharing:</b> <ul style="list-style-type: none"> <li>• Share the blessings you have experienced during the 5 sessions and missionary activity.</li> <li>• Review and discuss the responses to the questions generated by the consultation included in the Working Document under the section “The Voices of Hispanic/Latino People in the Peripheries”</li> </ul>

30 minutes	11:30 pm	Plenary
60 minutes	12:00 pm	Lunch

**To keep in mind...**

- a) Each small group should have a facilitator, a note taker, and a reporter. The note taker can also serve as a reporter
- b) At the time of Plenary, ask the person representing the small group to share only one insight. Everything else should be in writing.
- c) Listen to as many different voices during the plenary as possible. Give priority to young people as far as this is possible

**Moment 3**  
**"ACCOMPANYING"**

**Objectives:**

1. Listen to the testimony of a new leader in the parish community.
2. Give witness that the Church is ready for a new generation of pastoral agents emerging from our own communities.

Length of time	Hour	Activity
30 minutes	1:00 pm	A motivational talk and reflection by a new leader giving on God's call to missionary discipleship. The talk should include their personal encounter with God in the Process of the V Encuentro that led them to share their personal gifts, talents, limitations, and personal journey as a gift to the Church.

**To keep in mind...**

- a) Identify the speaker in advance. Make sure that this is a person who is comfortable speaking in front of larger audiences.
- b) Take time to prepare the speaker. Help them to focus the message. Ask them to have an outline.
- c) The speaker needs to highlight how they are being motivated to actively serve as a missionary disciple in the Church's evangelizing mission. They should invite others, especially young Hispanics/Latinos, to remain open to discerning the possibility of pastoral service and leadership.
- d) Stay on schedule.

**Moment 4**  
**“BEING FRUITFUL”**

**Objectives:**

1. Reflect and discuss the responses generated by the Parish Team available in the Working Document under “Listening to the Voice of the Parish Community.”
2. Discern pastoral priorities to better serve the pastoral and spiritual needs and aspirations of Hispanic Catholics, especially young people.
3. Collect information from potential delegates who will formally represent the parish at the Diocesan Encuentro.

Length of time	Hour	Activity
60 minutes	1:30 pm	<b>Small groups:</b> <ul style="list-style-type: none"> <li>• Discuss the Working Document based on the parish consultation.</li> <li>• Identify areas of priority that need to be addressed for pastoral action in the parish and missionary action that needs to be addressed within the next two years.</li> <li>• Identify pastoral responses needed at the diocesan level.</li> </ul>
15 minutes	2:30	Break
45 minutes	2:45 pm	<b>Plenary</b> <ul style="list-style-type: none"> <li>• What needs to move forward?</li> <li>• Identify and record 3 to 5 areas that need implementation in the Parish in the next two years.</li> <li>• Identify and record 2 to 3 areas in which the diocese can support the evangelizing mission of our parish.</li> <li>• Distribute <b>Commitment &amp; Delegate Ballot</b> to collect information from potential delegates to Diocesan Encuentro.</li> </ul>

**To keep in mind...**

- a) Each small group should have a facilitator, a note taker, and a reporter. The note taker can also serve as a reporter.
- b) At the time of reporting, ask the person representing the small group to share one idea that names one or two priorities in response to the Working Document. Everything else should be submitted to the Parish Team in writing.
- c) Listen to as many different voices during the plenary as possible. As much as possible, give priority to young people.
- d) Have a team of two or three people taking notes at the time of the plenary. These people will then summarize what they have heard in terms of priorities and will name 3 to 5 top priorities discerned by the entire community gathered at the Parish Encuentro. All other materials should be submitted and saved in writing (see instructions to identify and affirm priorities).
- e) Each parish will discern approximately **10** delegates to the Diocesan Encuentro (see Instructions to Discern Parish Delegates).\*



*\* Dioceses will invite all parish delegates and others who were part of the process at the local to participate in the Diocesan Encuentro. Consult with your arch/diocese for specific directions in this regard. Each delegation will be accompanied by their Pastor —or associate priest or priest working with the Hispanic community. These delegates, who will be selected by the Pastor or priest in charge of the Hispanic community after the Parish Encuentro, will have expressed willingness and availability to be part of the Diocesan, Regional, and National Encuentros, even though a specific number of delegates will be selected at each level.*

**Moment 5**  
**“REJOICING”**

**Objectives:**

1. Celebrate the joy of being missionary disciples of Jesus Christ as a Eucharistic community.
2. Present Commitment & Delegate Ballots with the information of the potential delegates to the Diocesan Encuentro during the Eucharistic celebration.
3. Offer in prayer the core pastoral priorities of the parish and those recommended for the diocese to better serve Hispanic Catholics and promote their leadership for service in the Church and society.

Length of time	Hour	Activity
30 minutes	3:30 pm	Preparation for the Mass
75 minutes	4:00 pm	<ul style="list-style-type: none"> <li>• Celebration of the Mass – presided by Pastor or the priest the pastor delegates</li> <li>• Acknowledge and thank the Parish Team and facilitators.</li> <li>• Collect the <b>Commitment &amp; Delegate Ballots</b> during the time of the Mass Offertory.</li> <li>• Provide information for the next steps in the discernment of delegates (see Instructions to Discern Parish Delegates). Also, provide information about the Diocesan Encuentro and details about who is invited to participate (EPAVE members will consult with their own diocese about these details).</li> </ul>

**To keep in mind...**

- a) Coordinate this moment with the liturgy team
- b) Speak with the presider about presenting the core pastoral priorities—for the parish and the diocese—as well as the Commitment & Delegate Ballots during the Offertory.



## Recommended Auxiliary Materials

Some Auxiliary Materials can be found on the [V Encuentro website](#) under resources.\*

Other materials can be developed by the Parish Team.

1. Model of a budget for the Parish Encuentro
2. Model of invitation to Parish Encuentro
3. Opening Prayer model.
4. Closing liturgical ritual in case that celebrating the Eucharist is not a possibility
5. Prayer to identify priorities
6. Prayer to discern delegates to Diocesan Encuentro
7. Prayer/ritual to receive the Commitment & Delegate Ballots.
8. Document to record discerned parish priorities
9. Document to record recommended priorities for diocese
10. Instructions to discern parish delegates- **See website**
11. Ballot to discern delegates to Diocesan Encuentro- **See website**
12. Document to record information of delegates to Diocesan Encuentro
13. Instructions to identify and affirm parish priorities
14. Document to record discerned parish priorities
15. Instructions to identify and affirm recommended priorities for diocese
16. Document to record recommended priorities for diocese
17. Instructions to present core pastoral priorities during the liturgy
18. Document to record information of delegates to Diocesan Encuentro
19. Instructions to facilitate small group conversations
20. Model of letter to all people who participated in the five-session experience
  - a. Model of bulletin announcement
  - b. Model of social media invitation
    - i. 140-character blurb
    - ii. Three-sentence blurb
    - iii. Meme
    - iv. Video sample
  - c. Model of invitation via parish website
  - d. Model of flyer
21. What Happens After the Parish Encuentro? – Document
22. Model of Working Document with results from the Consultation Process- **See website**