

## PLANNING GUIDE FOR THE REGIONAL ENCUESTRO

### What is a Regional Encuentro?

The Regional Encuentro is designed to:

- **Gather** delegates from dioceses, 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 answers to specific needs and the aspirations of the Hispanic community, in a process of reflection and discernment of the Region.
- **Make** concrete commitments as a Region to advance the New Evangelization by supporting the work of dioceses, small communities, ecclesial movements or other groups.
- **Celebrate** in our sharing, in prayer and in the Eucharist.

### *Moments of the Regional Encuentro*

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

### Who is invited to a Regional Encuentro?

Participants in the Regional Encuentro are primarily discerned delegates representing dioceses. These are delegates who in turn went through the parish processes and were discerned by their communities at that level.

**Important:** Delegates to the national event are NOT discerned at the Regional Encuentro BUT at the diocesan level. Follow the instructions from the USCCB about the number of delegates expected from each diocese. Remember the guidelines established by ENAVE to identify delegates: 30 percent leaders under 35; 30 percent new and emerging leaders; and 30 percent established leaders; and, 10 percent diocesan staff.

Regions can choose to invite other pastoral leaders and Catholics from different groups to the Regional 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.

### Planning the Regional Encuentro

- Regional Encuentros are envisioned as two-day events opening and concluding with the celebration of the Eucharist. A three-day outline with Friday evening program is also included in this guide.
- Regions will decide the best date and time to celebrate the Regional Encuentro. They are requested to maintain the proposed structure so that all the regions of the country share the same experience.
- Each Diocese will present their *Diocesan Working Document* a month or two ahead of time to the Regional Team. The National Team will draft the *Regional Working Document* and finalize it in collaboration with the Regional Team. All participants will receive the *Regional Working Document* at the Regional Encuentro.

- Make sure diocesan delegations and leaders working directly with the Hispanic community can participate in regional delegations.
- Choose a facilitator/MC (or team of facilitators/MCs) who are well versed in the language and process of the V Encuentro. **Note:** *It may be that in some regions the facilitators must be bilingual (English and Spanish). The facilitators have to know the schedule of the day and understand the objectives of each moment.*
- Establish a planning strategy, coordinated by the Regional Team for the V Encuentro (ERAVE).
- The Regional Team should decide if planning to invite families as part of diocesan delegations and how the families will participate at the Regional Encuentro.

### **Committees & Responsibilities**

#### **Logistics Team**

Chairperson: \_\_\_\_\_

#### **FOOD & BEVERAGE**

- Plan food and beverage (i.e., breakfast, lunch, dinner, snacks)
- Work with provider to select meals that meet budget requirements
- Review, sign BEOs (Banquet Event Orders)
- Track meal counts and convey to provider
- Identify and negotiate outside F&B options for attendees
- Help negotiate/articulate policy regarding outside food in contracted venues

#### **SAFETY & SECURITY**

- Select, contract, and liaison with security and first aid providers
- Facilitate safety meeting with local officials
- Develop security deployment plan
- Request and assign volunteers as needed

#### **REGISTRATION**

- Coordinate with the Secretarial Team
- Have a clear estimate of how many delegates will be part of the Regional Encuentro
- Design a registration process for delegates; online pre-registration is recommended
- Coordinate the registrations through the Diocesan Teams chairs
- Registrations should allow participants the opportunity to sign up for 3 Ministerial Area sessions of their greatest interest – include final assigned Ministerial Area group on name tag or participant folder
- Evaluate needs and request on-site volunteers; form a hospitality committee
- Monitor on-site set up
- Manage registration process
- Assist team, speakers, delegates and observers with registration/credentials
- Troubleshoot

#### **TECHNOLOGY**

- Coordinate technology needs of presenters/exhibitors (projector, screens, WI-FI, sound, mics, etc.)
- Select, liaison and support vendors in providing tech solutions for V Encuentro
- If possible, coordinate live streaming and/or recording of events

#### **Communications Team**

Chairperson: \_\_\_\_\_

- Work with all areas to develop messaging
- Implement marketing-communication plan
- Coordinate social media posts

- Write articles and submit photos from events

**Development Team** Chairperson: \_\_\_\_\_

- Make a budget of the expenses and how it will be supported
- Coordinate all fundraising activities to assure a coherent, respectful approach to potential funders
- Develop plan for acquiring sponsors and donors
- Develop sponsor levels and packages
- Track sponsors and donors to be acknowledged and communicate requirements to appropriate parties
- Identify Diocesan team members that best match a potential sponsor/donor for the asking

**Exhibits Team** Chairperson: \_\_\_\_\_

- Liaison with service contractor and exhibitors
- Develop floor plan for exhibitors
- Process registrations and collection of fees for exhibitors
- Identify and invite potential exhibitors
- Coordinate with the Development Team to identify the exhibitors/donors that will be offered free exhibitor space
- Make exhibit booth assignments
- Oversee exhibit set-up and removal
- Create guidelines and monitor exhibitor compliance of the guidelines

**Secretarial Team** Chairperson: \_\_\_\_\_

- Communicate information to Regional Team
- Propose budget for approval and monitor expenses
- Produce minutes from the Regional Team meetings
- Coordinate with the Communication Team sending out information
- Identify and secure needed supplies
- Track items for registration packets
- Review and cross-check registration reports
- Monitor development and printing of badges

**Liturgical Team** Chairperson: \_\_\_\_\_

- Coordinate liturgies & prayer services with the Process/Program Team
- Propose budget for approval and monitor expenses
- Prepare the liturgical materials and worship aids
- Identify presiders and coordinate the participation of bishop, priests, and deacons
- Identify liturgical ministers
- Create the liturgical environment
- Plan and facilitate the Communion distribution plan
- Recruit musicians (including music equipment)

**Process/Program Team** Chairperson: \_\_\_\_\_

- Coordinate process during regional events
- Propose budget for approval and monitor expenses
- Collaborate with logistics team regarding space and needs
- Review stage/set development, including audio-visual equipment and labor
- Oversee stage management and rehearsals
- Coordinate contracting of keynotes, musicians, and animators
- Oversee PowerPoint development for main screens, prayer and worship
- Oversee the collation and synthesis of the information from the consultative process

**Bishops/VIP Team**

Chairperson: \_\_\_\_\_

- Work with the Diocesan Teams to identify areas for bishop participation (program and sacramental)
- Propose budget for approval and monitor expenses
- Develop and send invitation and response form
- Track responses
- Send confirmations of receipt/registration
- Track travel, housing, ground transportation, participation responses, dinner attendance
- Work with local volunteers on transportation
- Work with Food & Beverages (F&B) on dinner plans
- Help develop orientation and hospitality
- Liaison with Bishop & Host Diocese/Venue, as needed

**Host Diocese/Venue Team** Chairperson: \_\_\_\_\_

- Help implement Program/Process
- Collaborate with Liturgy Team
- Coordinate Safe Environment requirements
- Manage local process for speakers and musicians
- Act as resource regarding local resources

**Prepare handouts**

- V Encuentro Prayer
- Worship guide for opening prayer – include songs
- Worship guide with readings and songs for the Eucharist (where necessary)
- Document to write the recommended priorities for the Region
- Instructions for Ministerial Area Session lead facilitators
- Small group handouts for Moment 2, Moment 3 and Moment 4
- Information on key activities of the Region, with emphasis on those directly at the service of Hispanic ministry
- *Regional Working Document* to be distributed to all participants upon arrival
- Provide notebooks / paper for participants to take notes
- Provide pencils or pens for taking notes

**After the Regional Encuentro**

- Collect all material written by the people who took notes during the discussion
- Update the Working Document using the collected notes
- Publish the main pastoral priorities agreed upon at the Regional Encuentro (e.g. in the diocesan newspapers, social media, flyers)
- Publish the names of the regional delegates to the Regional Encuentro
- Invite dioceses to pray once a month for these delegates, for the National Encuentro and for the entire process of the V Encuentro

## Structure for a Two-Day Regional Encuentro

(Saturday morning – Sunday afternoon)

*Note: The following outline offers instructions to plan a standard two-day Regional Encuentro primarily with diocesan delegates. Regions that decide to use a different timeframe or invite participants other than delegates should make the appropriate adaptations ensuring that the objectives of the Regional Encuentro are fulfilled.*

### DAY ONE

#### **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 Region.
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
60 min	8:00 am	Registration/Breakfast
2 hrs	9:00 am	<b>Bilingual Mass with Ritual/Procession</b> <ul style="list-style-type: none"> <li>• La Cruz del V Encuentro, the Regional Working Document and the Individual Diocesan Documents</li> <li>• Homilist Theme: “Taking the First Step”. Highlight the blessings of being a missionary disciple and identify some experiences that have occurred during the missionary life in the Region.</li> </ul> Welcome/Introductions Objectives for the Regional Encuentro and Overview of the Day
15 min	11:00 am	Break

#### *Keep in mind...*

- For Friday early arrivals: provide early registration and a social/light reception.
- Have a hospitality team to welcome everyone. Invite young people to be part of this team.
- Make sure the bishop(s) of the Region can be present at the Regional Encuentro.
- Welcome the delegates, observers, and vendors/exhibitors with enthusiasm.
- Ask participants to introduce themselves to those around them. Invite everyone to prepare themselves for Mass.
- For the homily:
  - 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.)
  - 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
  - Focus on the importance of evangelization
  - Keep in mind the national scope of the V Encuentro
- Following the Mass, welcome everyone again and briefly describe the process of the V Encuentro and its objectives.
- Present the bishops, diocesan delegations, ecclesial movements and other groups or organizations represented there.
- Thank the sponsors and vendors/exhibitors.
- Recognize the presence and work carried out by the Regional Team (ERAVE).

- Briefly introduce participants to the two-day schedule.
  - Explain the importance of the consultation that is being carried out.
  - Indicate the importance of the process of identifying pastoral priorities. Explain that the priorities of your Region will be shared with others at the National Encuentro, in a spirit of *pastoral de conjunto*.

### **Moment 2: “Getting Involved”**

#### **Objectives**

1. Provide a space for participants to listen to each other about what they have experienced during the five sessions, missionary activities, consultation process, and the parish and diocesan Encuentros.
2. Review and deepen our understanding of the needs and ways to better serve Hispanic Catholics in the dioceses and Region, particularly Hispanic youth and young adults.

<b>Duration</b>	<b>Time</b>	<b>Activity</b>
30 min	11:15 am	<b>Presentation:</b> Break open the <i>Regional Working Document</i> . Review the document, highlight areas of interest from Parts II, III, and the Appendices, and make other interesting observations.
15 min	11:45 am	Overview of Ministerial Area Session 1, focused on the <i>Working Document</i> . <ul style="list-style-type: none"> <li>• The main goals are: 1) to share common elements and experiences; and 2) to identify successful practices, 3 challenges, and 3 opportunities for being missionary disciples.</li> <li>• Describe the Ministerial Areas for the small groups.</li> <li>• Describe small group process and provide directions to Ministerial Area meeting rooms. Participants should have received their Ministerial Area assignments in advance at the registration.</li> </ul>
60 min	12:00 pm	Lunch/Exhibits
90 min	1:00 pm	<b>Ministerial Area Session 1:</b> Opportunities & Challenges Discussion using the <i>Regional Working Document</i> . Share common elements and experiences. <ul style="list-style-type: none"> <li>• Identify successful practices, 3 challenges, and 3 opportunities for being missionary disciples within the Ministerial Area assigned to each group.</li> <li>• The Ministerial Areas will be chosen from the top priorities identified by the Region in the <i>Working Document</i>.</li> <li>• One Ministerial Area that has received less attention nationally will also be assigned to each Region by the National Team.</li> <li>• The total number of Areas for discussion may be limited by the number of Ministerial Area rooms available.</li> </ul>
30 min	2:30 pm	Break/Exhibits
45 min	3:00 pm	<b>Plenary 1:</b> Opportunities & Challenges <ul style="list-style-type: none"> <li>• Report by Ministerial Area group 2-3 challenges and 2-3 opportunities.</li> </ul>

#### *Keep in mind...*

- All delegates should receive the *Regional Working Document* at registration. The document is a consolidated report, categorized according to Ministerial Areas.
- Each Ministerial Area group should have a facilitator, two note takers, and a presenter. One of the people who take notes may also be the presenter.

- Make sure each small group in the Ministerial Area Session has a copy of Moment 2 – Handout 1.
- For the plenary, the person representing the Ministerial Area group will report the top three challenges and three opportunities identified during the session. Submit all other points from the small groups in writing.
- Listen to as many people as possible. As far as possible, give priority to young people.

### ***Moment 3: “Accompanying Everyone”***

#### **Objectives**

1. Listen to the testimony of a new leader from one of the dioceses in the Region, or a video of the work carried out in each diocese in the Region.
2. Bear witness that the Church is prepared to empower a new generation of pastoral agents that arise from our own communities.

<b>Duration</b>	<b>Time</b>	<b>Activity</b>
30 min	3:45 pm	<p><b>Presentation:</b> 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.</p> <p>The Region may also produce a video or slideshow presenting the events, diversity of experiences, and stories of new leadership within the different dioceses in the Region. Missionary discipleship should be at the center of this multimedia presentation. If a video, it should be posted to the regional YouTube channel or sent to ENAVE to post after this session.</p>
15 min	4:15 pm	<ul style="list-style-type: none"> <li>• Summarize the day and preview day 2.</li> <li>• Provide instructions for the rest of the evening.</li> </ul>
30 min	4:30 pm	Break/Exhibits
60 min	5:00 pm	<p><b>Ministerial Area Session 2: Regional Priorities</b></p> <ul style="list-style-type: none"> <li>• Discuss the <i>Regional Working Document</i> according to each small group’s assigned Ministerial Area.</li> <li>• Identify the top strategies for the Region’s pastoral and missionary activity over the next two to five years.</li> <li>• End the session with the Prayer of the V Encuentro.</li> </ul>
60 min	6:00 pm	Dinner
60 min	7:00 pm	<p><b>Evening Program</b> (optional) Social, cultural, or spiritual program OR Panel Discussion</p> <ul style="list-style-type: none"> <li>• Select topics and presenters (at least 3) before the Encuentro based on themes surfaced in the <i>Regional Working Document</i></li> <li>• 10 min - Introductions</li> <li>• 30 min - Presentations (10 min each)</li> <li>• 20 min - Q &amp; A</li> <li>• This can be done as one general session or in several breakouts.</li> </ul>

*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 him/her to have an outline of what will be said or presented.
- The presenter should emphasize how motivated he/she is 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.
- Each Ministerial Area group should have a facilitator, two note takers, and a presenter. One of the people who take notes may also be the presenter.
- Make sure each small group in the session has a copy of Moment 3 – Handout 2.
- Because of the later dinner, you may want to offer an afternoon snack during one of the breaks.

## DAY TWO

### ***Moment 3: “Accompanying Everyone” (continued)***

Duration	Time	Activity
60 min	7:30 am	Breakfast
30 min	8:30 am	Morning Prayer Overview of the day Instructions for check out/departure
45 min	9:00 am	<b>Plenary 2:</b> Pastoral Priorities <ul style="list-style-type: none"> <li>• Reporting by Ministerial Area, highlight top 3 regional strategies.</li> <li>• Reports are written and submitted to the Regional Team.</li> </ul>
30 min	9:45 am	Break/Exhibits

#### *Keep in mind...*

- For the plenary, the person representing the Ministerial Area will report their top three regional strategies identified. Submit all other points from the small groups in writing.
- Listen to as many people as possible. As far as possible, give priority to young people.
- If it is necessary to change the schedule for an earlier departure time, Plenary 2 can be done on Saturday evening after dinner, so that the only thing that remains after lunch on Sunday is the Mass.

### ***Moment 4: “Bearing Fruit”***

#### **Objectives**

1. Reflect on and discuss the *Regional Working Document* prepared by the Team.
2. Identify national recommendations to better serve the pastoral and spiritual needs and aspirations of Hispanic Catholics, especially young people.

Duration	Time	Activity
75 min	10:15 am	<b>Ministerial Area Session 3:</b> National Recommendations <ul style="list-style-type: none"> <li>• What actions are necessary for the future?</li> <li>• Identify 2 or 3 areas in which the ENAVE team can promote the evangelizing mission at the national level.</li> </ul>
75 min	11:30 am	Lunch / Exhibits
45 min	12:45 am	<b>Plenary 3:</b> National Recommendations



		<ul style="list-style-type: none"> <li>• Reporting by Ministerial Area, highlight 1 or 2 national recommendations.</li> <li>• Reports are written and submitted to the Regional Team.</li> </ul>
--	--	--

*Keep in mind...*

- Each Ministerial Area group should have a facilitator, a note taker and a presenter. The person who takes notes may also be the presenter.
- Make sure each small group in the session has a copy of Moment 4 – Handout 3.
- At the time of small group reporting in the Ministerial Area Session, the person representing the small group is to share one or two national recommendations in response to the *Regional Working Document*. Everything else must be submitted in writing to the Regional Team.
- During the plenary, listen to as many groups as possible. As much as possible, give priority to young people.
- 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 recommendations that have surfaced as priorities by the entire community. All other materials must be submitted in writing and saved according to the form designed by ENAVE.

**Moment 5: “Celebrating”**

**Objectives**

1. Celebrate, as a Eucharistic community, the joy of being missionary disciples of Christ Jesus.
2. Present a list of the names of people discerned by their dioceses as delegates to the National Encuentro during the celebration of the Eucharist.
3. Offer in prayer the main pastoral priorities of the Region and the recommendations made to the ENAVE Team to better serve Hispanics and promote their leadership at the service of the Church and society.

Duration	Time	Activity
30 min	1:30 pm	Preparation of the Eucharist / Evaluation
90 min	2:00 pm	Celebration of the Mass, presided by a bishop or designated priest. <ul style="list-style-type: none"> <li>• Recognition and thanks to the Regional Team and facilitators.</li> <li>• Name and present before the community the delegates to the National Encuentro after Communion.</li> <li>• Provide any information that may help delegates already discerned by their dioceses or that may help dioceses that have not taken this step to do it promptly (see instructions for discerning diocesan delegates). Also provide information about the National Encuentro and who is invited to participate (Members of the ERAVE Team should consult with the ENAVE Team about these details).</li> </ul>
	3:30 pm	Departure

*Keep in mind...*

- Coordinate this moment with the liturgy team.
- Talk to the person who presides over the Eucharist to see when regional priorities can be offered, as well as the presentation/blessing of delegates.

## Regional Encuentro Schedule-at-a-Glance (Option 1)

### Saturday

8:00 am	Registration / Breakfast
9:00 am	<i>Moment 1. Taking the First Step</i> Opening Liturgy Welcome & Overview of the Day
11:00 am	Break
11:15 am	<i>Moment 2. Getting Involved</i> Presentation
12:00 pm	Lunch / Exhibits
1:00 pm	Ministerial Area Session 1
2:30 pm	Break
3:00 pm	Plenary 1. Opportunities & Challenges
3:45 pm	<i>Moment 3. Accompanying Everyone</i> Presentation
4:30 pm	Break
5:00 pm	Ministerial Area Session 2
6:00 pm	Dinner
7:00 pm	Evening Program (optional) Social, cultural, or spiritual program OR Panel Discussion

### Sunday

7:30 am	Breakfast
8:30 am	Morning Prayer & Overview of the Day
9:00 am	Plenary 2. Pastoral Priorities
9:45 am	Break
10:15 am	<i>Moment 4. Bearing Fruit</i> Ministerial Area Session 3
11:30 am	Lunch
12:45 am	Plenary 3. National Recommendations
1:30 pm	Preparation of the Eucharist / Evaluation
2:00 pm	<i>Moment 5. Celebrate</i> Celebration of the Mass
3:30 pm	Depart

## Structure for a Three-Day Regional Encuentro

(Friday evening – Sunday midday)

*Note: The following outline offers instructions to plan a standard three-day Regional Encuentro primarily with diocesan delegates. Regions that decide to use a different timeframe or invite participants other than delegates should make the appropriate adaptations ensuring that the objectives of the Regional Encuentro are fulfilled.*

### DAY ONE

#### **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 Region.
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
2 hrs	5:00 pm	Early Registration Bishop’s Hospitality Vendor & Exhibitors Set-up Dinner on your own
2 hrs	7:00 pm	Welcome <b>Opening Liturgy with Ritual/Procession</b> <ul style="list-style-type: none"> <li>• La Cruz del V Encuentro, the Regional Working Document and the Individual Diocesan Documents</li> <li>• <i>Homilist Theme: “Taking the First Step”</i>. Highlight the blessings of being a missionary disciple and identify some experiences that have occurred during the missionary life in the Region.</li> </ul> Optional reception immediately following with light hors d'oeuvres

#### *Keep in mind...*

- Have a hospitality team to welcome everyone. Invite young people to be part of this team.
- Make sure the bishop(s) of the Region can be present at the Regional Encuentro.
- Welcome the delegates, observers, and vendors/exhibitors with enthusiasm.
- Ask participants to introduce themselves to those around them. Invite everyone to prepare themselves for Mass.
- For the homily:
  - 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.)
  - 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
  - Focus on the importance of evangelization
  - Keep in mind the national scope of the V Encuentro
- Following the Mass, briefly review the next day morning schedule. Invite everyone to reception if provided.

**DAY TWO**  
**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 five weeks, missionary activities, the consultation process, and the Parish Encuentro.
2. Review and deepen our understanding of the needs and possibilities to better serve Hispanic Catholics in the diocese, particularly Hispanic youth and young adults.

Duration	Time	Activity
60 min	7:30 am	Registration/Breakfast
60 min	8:30 am	Welcome/Introductions Objectives for the Regional Encuentro & Overview of the Day Morning Prayer
40 min	9:30 am	<b>Presentation:</b> Break open the <i>Regional Work Document</i> . Review the document. Highlight areas of interest from Parts II and III in the <i>Regional Working Document</i> . Make other interesting observations.
20 min	10:10 pm	Overview of Ministerial Area Session 1, focused on the <i>Working Document</i> . <ul style="list-style-type: none"> <li>• The main goals are: 1) to share common elements and experiences; and 2) to identify successful practices, 3 challenges, and 3 opportunities for being missionary disciples.</li> <li>• Describe the Ministerial Areas for the small groups.</li> <li>• Describe small group process and provide directions to Ministerial Area meeting rooms. Participants should have received their Ministerial Area assignments in advance at the registration.</li> </ul>
30 min	10:30 am	Break/Exhibits
90 min	11:00 am	<b>Ministerial Area Session 1: Opportunities &amp; Challenges</b> Discussion using the <i>Regional Working Document</i> . Share common elements and experiences. <ul style="list-style-type: none"> <li>• Identify successful practices, 3 challenges, and 3 opportunities for being missionary disciples within the Ministerial Area assigned to each group.</li> <li>• The Ministerial Areas will be chosen from the top priorities identified by the Region in the <i>Working Document</i>.</li> <li>• One Ministerial Area that has received less attention nationally may also be assigned to each Region by the National Team.</li> <li>• The total number of Areas for discussion may be limited by the number of Ministerial Area rooms available.</li> </ul> End session with a prayer before meals.
60 min	12:30 pm	Lunch/Exhibits
45 min	1:30 pm	<b>Plenary 1: Opportunities &amp; Challenges</b> <ul style="list-style-type: none"> <li>• Report by Ministerial Area group 2-3 challenges and 2-3 opportunities</li> </ul>

*Keep in mind...*

- Welcome everyone again and briefly describe the process of the V Encuentro and its objectives.
- Present the bishops, diocesan delegations, ecclesial movements and other groups or organizations represented there.

- Thank the sponsors and vendors/exhibitors.
- Recognize the presence and work carried out by the Regional Team (ERAVE).
- Briefly introduce participants to the schedule of the day.
  - Explain the importance of the consultation that is being carried out.
  - Indicate the importance of the process of identifying pastoral priorities. Explain that the priorities of your Region will be shared with others at the National Encuentro, in a spirit of *pastoral de conjunto*.
- All delegates should receive the *Regional Working Document* at registration. The document is a consolidated report, categorized according to Ministerial Areas.
- Each Ministerial Area should have a facilitator, two note takers, and a presenter. One of the people who take notes may also be the presenter.
- Make sure each small group in the session has a copy of Moment 2 – Handout 1.
- For the plenary, the person representing the Ministerial Area will report the top three challenges and three opportunities identified during the session. Submit all other points from the small groups in writing.
- Listen to as many people as possible. As far as possible, give priority to young people.

### ***Moment 3: “Accompanying Everyone”***

#### **Objectives**

1. Listen to the testimony of a new leader from one of the dioceses in the Region, or a video of the work carried out in each diocese in the Region.
2. Bear witness that the Church is prepared to empower a new generation of pastoral agents that arise from our own communities.

<b>Duration</b>	<b>Time</b>	<b>Activity</b>
30 min	2:15 pm	<p><b>Presentation:</b> 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 your personal encounter with the Lord in the process of the V Encuentro that has led you to share your gifts and talents and your personal journey as a gift to the Church and society.</p> <p>The Region can also produce a video or slideshow presenting the events, diversity of experience, and stories of new leadership within the different dioceses in the Region. Missionary discipleship should be at the center of this multimedia presentation. If a video, it should be posted to our regional YouTube channel or sent to ENAVE to post after this session.</p>
30 min	2:45 pm	Break/Exhibits
60 min	3:15 pm	<p><b>Ministerial Area Session 2:</b> Regional Priorities</p> <ul style="list-style-type: none"> <li>• Discuss the <i>Regional Working Document</i> according to each small group’s assigned Ministerial Area.</li> <li>• Identify the top strategies for the Region’s pastoral and missionary activity over the next two to five years.</li> </ul>
30 min	4:15 pm	Break/Exhibits
45 min	4:45 pm	<p><b>Plenary 2:</b> Regional Priorities</p> <ul style="list-style-type: none"> <li>• Reporting by Ministerial Area, highlight top 3 regional strategies</li> <li>• Reports are written and submitted to the Process Team</li> </ul>
30 min	5:00 pm	<ul style="list-style-type: none"> <li>• Summarize the day and preview day 2.</li> </ul>

		<ul style="list-style-type: none"> <li>• Provide instructions for dinner and evening program, if any.</li> <li>• End with the Prayer of the V Encuentro</li> </ul>
90 min	5:30 pm	Dinner
60 min	7:00 pm	Evening Program (optional) Social, cultural, or spiritual program OR Panel discussion <ul style="list-style-type: none"> <li>• Topics and presenters (at least 3) selected before the Encuentro based on focus themes surfaced in the <i>Regional Working Document</i> <ul style="list-style-type: none"> <li>o 10 min Introductions</li> <li>o 30 min Presentations (10 min each)</li> <li>o 20 min Q &amp; A</li> </ul> </li> </ul> This can be done as one general session or in several breakouts.

*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 him/her to have an outline of what will be said or presented.
- The presenter should emphasize how motivated he/she is 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.
- Each Ministerial Area should have a facilitator, two note takers, and a presenter. One of the people who take notes may also be the presenter.
- Make sure each small group in the session has a copy of Moment 3 – Handout 2.
- You may want to offer an afternoon snack during one of the breaks.
- For the plenary, the person representing the Ministerial Area will report their top three regional strategies identified. Submit all other points from the small groups in writing.
- Listen to as many people as possible. As far as possible, give priority to young people.

## DAY THREE

### *Moment 4: “Bearing Fruit”*

#### Objectives

1. Reflect and discuss on the *Regional Working Document* prepared by the Team.
2. Identify national recommendations to better serve the pastoral and spiritual needs and aspirations of Hispanic Catholics, especially young people.

Duration	Time	Activity
60 min	7:00 am	Breakfast
30 min	8:00 am	Morning Prayer Overview of the day Instructions for check out/departure
15 min	8:30 am	Break & Exhibits

75 min	8:45 am	<b>Ministerial Area Session 3: National Recommendations</b> <ul style="list-style-type: none"> <li>• What actions are necessary for the future?</li> <li>• Identify and establish 2 or 3 areas in which the ENAVE team can promote the evangelizing mission at the national level.</li> </ul>
15 min	10:00 am	Break & Exhibits
45 min	10:15 am	<b>Plenary 3: National Recommendations</b> <ul style="list-style-type: none"> <li>• Reporting by Ministerial Area, highlight 1 or 2 national recommendations</li> <li>• Reports are written and submitted to the Process Team</li> </ul>

*Keep in mind...*

- Each Ministerial Area should have a facilitator, a note taker and a presenter. The person who takes notes may also be the presenter.
- Make sure each small group in the session has a copy of Moment 4 – Handout 3.
- At the time of small group reporting in the Ministerial Area Session, the person representing the small group shares an idea that indicates one or two national recommendations in response to the *Regional Working Document*. Everything else must be submitted in writing to the Regional Team.
- During the plenary, listen to as many groups as possible. As much as possible, give priority to young people.
- 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 recommendations that have surfaced as priorities by the entire community. All other materials must be submitted in writing and saved according to the form designed by ENAVE.

**Moment 5: “Celebrating”**

**Objectives**

1. Celebrate, as a Eucharistic community, the joy of being missionary disciples of Christ Jesus.
2. Present a list of the names of people discerned by their dioceses as delegates to the National Encuentro during the celebration of the Eucharist.
3. Offer in prayer the main pastoral priorities of the Region and the recommendations made to the ENAVE Team to better serve Hispanics and promote their leadership at the service of the Church and society.

Duration	Time	Activity
15 minutes	11:00 am	Preparation of the Eucharist / Evaluation
75 minutes	11:15 am	<ul style="list-style-type: none"> <li>• Celebration of the Mass, presided by a bishop or designated priest.</li> <li>• Recognition and thanks to the Regional Team and the facilitators.</li> <li>• Present before the community and bless the delegates to the National Encuentro.</li> </ul>
	12:30 pm	Departure (provide box lunches to go)

*Keep in mind...*

- Coordinate this moment with the Liturgy Team.
- Talk to the person who presides over the Eucharist to see when regional priorities can be offered, as well as the presentation/ blessing of delegates.

- Provide any information that may help delegates already discern by their dioceses or that may help dioceses that have not taken this step to do it promptly (see instructions for discerning diocesan delegates). Also provide information about the National Encuentro and who is invited to participate (Members of the Team - ERAVE- should consult with the ENAVE Team about these details).

### **Regional Encuentro Schedule-at-a-Glance (Option 2)**

#### **Friday**

5:00 pm	Early Registration Dinner on your own
7:00 pm	<i>Moment 1. Taking the First Step</i> Opening Liturgy

#### **Saturday**

7:30 am	Registration / Breakfast
8:30 am	Welcome & Morning Prayer Overview of the Day
9:30 am	<i>Moment 2. Getting Involved</i> Presentation
10:30 am	Break
11:00 am	Ministerial Area Session 1
12:30 pm	Lunch
1:30 pm	Plenary 1. Opportunities & Challenges
2:15 pm	<i>Moment 3. Accompanying Everyone</i> Presentation
2:45 pm	Break
3:15 pm	Ministerial Area Session 2
4:15 pm	Break / Exhibits
4:45 pm	Plenary 2. Pastoral Priorities
5:30 pm	Dinner
7:00 pm	Evening Program (optional) Social, cultural, or spiritual program OR Panel discussion

#### **Sunday**

7:00 am	Breakfast
8:00 am	Morning Prayer & Overview of the Day
8:30 am	Break
8:45 am	<i>Moment 4. Bearing Fruit</i> Ministerial Area Session 3
10:00 am	Break
10:15 am	Plenary 3. National Recommendations
11:00 am	Preparation of the Eucharist / Evaluation
11:15 am	<i>Moment 5. Celebrate</i> Celebration of the Mass
12:30 pm	Depart