



## Parish Working Document Template

### Introduction

*The main goal of the V Encuentro is to discern ways in which the Church in the United States can better respond to the Hispanic/Latino presence, and to strengthen the ways in which Hispanics/Latinos respond to the call to the New Evangelization as missionary disciples serving the entire Church.*

The process designed to achieve this goal is rooted in the life of the local Church as Catholic parishes, schools, institutions, organizations, service agencies, and the like gather to enter a process of consultation, sending forth community participants to engage local Hispanics/Latinos, especially those living in the peripheries.

The consultation process includes dialogue, reflection, journaling, and consultation forms, and each local team must consider how this information best serves the pastoral planning efforts of the community. Based on the findings, each team is tasked with creating a *Working Document* to be presented at the *Parish Encuentro*, to be submitted later to the arch/diocesan team after incorporating feedback from the parish event.

The *Working Document* best serves the local community, since it reflects the information gained from the missionary encounters and represents the observations and insights of the Parish Team and the participating members or parishioners, as the case may be. In turn, the *Document* also significantly benefits the *V Encuentro* process in its ability to raise awareness, make recommendations and provide resources and support at the local, (arch)diocesan, regional, and national levels.

The following template is designed to assist the Parish Team in constructing an effective *Working Document*. For your convenience, we have indicated in red the *Consultation Form* questions that best apply to each section, although insights from other consultation questions may also apply. Please note that the questions are not numbered in the *Journal*. It may be helpful for the Parish Team to review the template in advanced to gain familiarity with the focus areas.

As a template, it may be adapted in any way necessary to ensure a clear and comprehensive summary of your process. When writing the *Document*, delete the instructions and only leave the bold section headers and questions in black. The *Working Document* **must** be approved by the pastor before being presented at the *Parish Encuentro* and before the final version is submitted to the (Arch)Diocesan Team. **Each parish or organization must submit a bilingual Working Document to their (Arch)diocesan Team within two weeks after the Parish Encuentro.**

This template incorporates all of the “Post Consultation Questions for Parish Team Members,” which appear on page 50 of the *V Encuentro Guide*, but they are not listed in the same order. If the Parish Team is utilizing the *V Encuentro website* or the *V Encuentro Mobile App* to submit the responses from the consultation forms, the link received from the Diocesan Coordinator of the V Encuentro can be used to view all of the responses in a “Parish Data Report.” In some cases, the data can be cut and pasted directly from there to fill out this template; in other cases it will be necessary to analyze the data in order to summarize it as a clear, concise, and complete answer to the question being asked.



## Parish/Organization – Working Document

### Parish Information

Date: _____
Name of Parish/Organization: _____
City: _____
(Arch)Diocese: _____

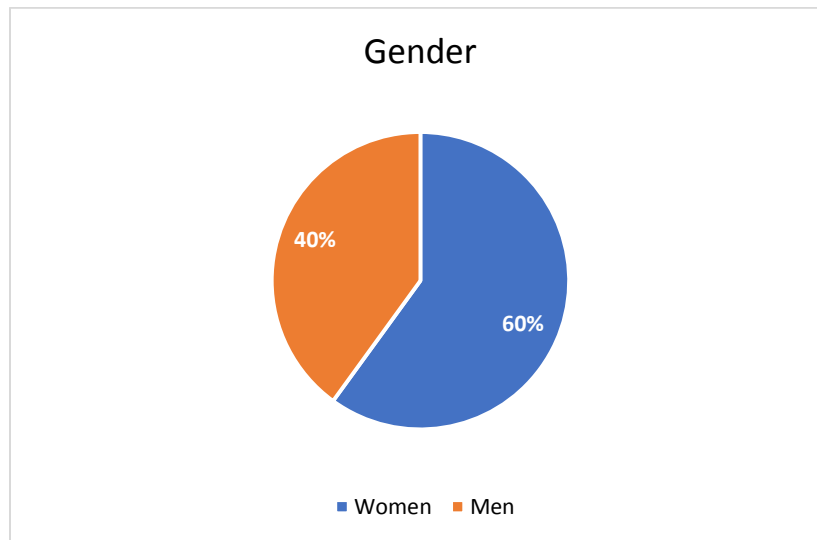
1. **Briefly describe the parish/organization:** *[Include: location (inner-city, rural, coastal, etc); total number of families, students, or members served; ethnic, linguistic, and socioeconomic composition of the community; age range, race/ethnicity, and gender (if applicable); type of services provided (if applicable)]*
  
2. **Parish/Organization Team:** *[List the names, titles, ethnicity, and generation (1st, 1.5, 2nd, 3<sup>rd</sup>) of Parish/Organization Team Members.]*
  
3. **Briefly describe the participants of the five sessions and consultation process.** *[How many? Include age ranges, ethnic backgrounds, spoken languages, and types of involvement with the parish/organization.]*

### Demographics of Hispanic/Latino People in the Peripheries

4. **Briefly describe Hispanics/Latinos encountered in the peripheries.**

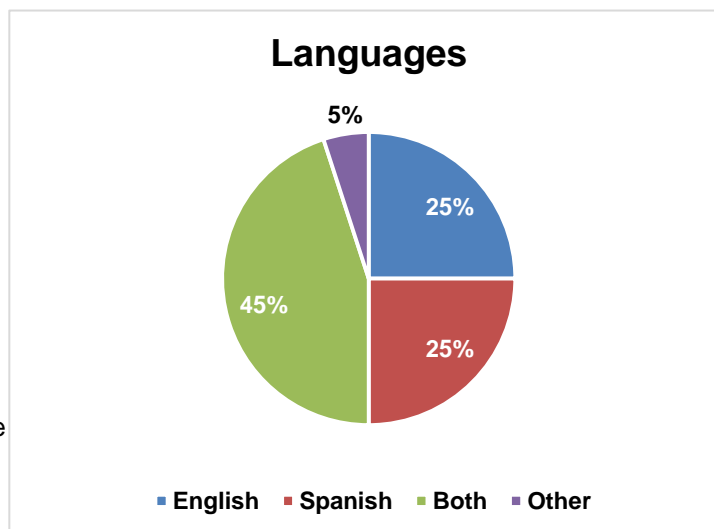
- a. **Who they are** [Include number of people/families and number of youth/young adults, adults or families. For example, "Overall, we engaged 55 people, specifically 25 young adults, 15 adults and 15 families."]
  
- b. **Locations:** [Include locations where visits and observations occurred. For example "We engaged 20 people in their homes, 12 in the park, 6 in the hospital... We also observed people, in active contemplation, at community college campuses, in the garment district, on 6th street with the homeless community..."]
  
- c. **Gender:** [Include breakdown of male and female persons visited in the peripheries. If that information was left blank, include it as Unknown. Please include numbers and percentages. This may be presented as a pie chart. See example below.]

For example, "We encountered 60 women and 40 men, for a percentage total of 60% women and 40% men.



- d. **Primary Spoken Languages:** [Include English, Spanish, Both, or Other. This statistic is important since it helps raise awareness around cultural influences and language identities, especially related to bicultural

people young information it as include be chart. See



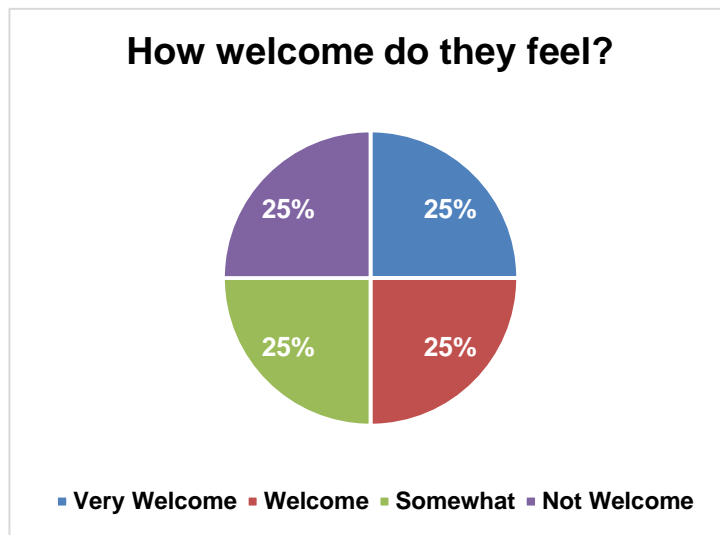
bicultural Hispanic/Latino young (adolescents and adults). If that was left blank, include Unknown. Please numbers and percentages. This may be presented as a pie example below.]

e. **Countries of Origin:** *[Include where they are from – be specific. Again, this summary is important since it indicates cultural influences and represents 1.5, 2nd and 3rd generation Hispanics/Latinos.]*

f. **Catholic Identification:** *[How many identify as Catholic, Not-Catholic, etc. If that information was left blank, include it as Unknown. Please include numbers and percentages. This may be presented as a pie chart.]*

**The Voices of Hispanic/Latino People in the Peripheries**

5. **Sense of Belonging:** *How welcome do Hispanics/Latinos living on the periphery feel by the Catholic Church, and how could the Church be more present in their life? [If that information was left blank, include it as Unknown. Please include numbers and percentages. This may be presented as a pie chart. See example below.]*





- a. What can we do to **increase a sense of welcome, belonging, and stewardship** among Hispanics/Latinos?
  
- b. What does our community of faith do **to seek out and accompany Hispanic/Latino Catholics who have left the faith and those who live in at-risk situations**, especially our young people (adolescents and young adults)? How can we make them more of a priority in our evangelizing efforts?
  
- c. What can we do to **foster family ministries** that genuinely support Hispanic/Latino families?

**10. Name the insights and next-action steps that have emerged throughout this process:** *[Here you are asked to consider insights and steps intended to move the process forward. Consider the following question: What have we learned and how do we integrate our insights into our pastoral vision and future planning?]*

### **New Leaders**

*[Note: The following questions do not come from the Consultation Forms. Parish Teams should discuss the questions and compose a response based on their experience and insights.]*

- 11. What do we currently do in our faith community to promote our Hispanic/Latino leaders and how do we accompany them in their leadership development?**
  
- 12. What kind of commitments and investments are needed for a greater number of Hispanic/Latino Catholics to discern the vocation to the priesthood, diaconate and religious life, and lay ecclesial ministry, at the service of the entire Church and the common good?**
  
- 13. After the Missionary and Consultation process, how many potential new leaders have emerged in your Parish/Organization ready to serve the Hispanic/Latino community and our diverse local communities and ministries?** *[For example, "After the Missionary and Consultation Process, we now have 5 potential new leaders in English, 12 bilingual leaders, and 15 leaders in Spanish."]*

## Appendix: Documents and Key Terminology

**(Arch)diocesan Coordinator:** The lead organizer of the V Encuentro in the (arch)diocese and the chair of the (Arch)Diocesan Team. This person generally oversees the implementation of the V Encuentro process throughout the (arch)diocese through trainings, communication, support, and collaboration with the Team.

**(Arch)diocesan Team:** Sometimes referred to as “EDAVE” (Equipo Diocesano de Acompañamiento al V Encuentro), this is the group of people who work together to recruit parish leaders to form teams, plan and conduct the trainings of the parish teams, coordinate the preparations for the Diocesan Encuentro, and prepare both the draft and the final (Arch)diocesan Working Document in advance of the Regional Encuentro.

**Consultation Forms:** The pages found at the end of the *Mission and Consultation Journal* whose purpose is to guide the missionary actions of the participants after each session. The results of those actions are recorded here and either turned in to the group facilitator(s) or entered into the *V Encuentro website* or *Mobile App*.

**Consultation process:** This phrase is used to describe the totality of the five sessions and the Missionary Action that follows each, as well as the reporting of those efforts on the *Consultation Forms*.

**Five sessions:** The five gathered moments for small groups in parishes and organizations to reflect on five themes inspired by Pope Francis’ call to foster a culture of Encounter (cf. *The Joy of the Gospel*, n. 24).

**Mission and Consultation Journal:** A tool to be utilized by all participants in the V Encuentro to record their reflections during the five sessions and the results of their missionary actions.

**Parish Data Report:** For the parishes and dioceses that choose to utilize the digital tools to record and summarize their *Consultation Forms*, the (Arch)diocesan Coordinator will receive a list of internet links (URLs) where the data will be reported by parish. The Coordinator will send the appropriate link to each parish coordinators so that they may use the *Parish Data Report* when preparing their *Parish Working Document*.

**Parish Encuentro:** The one-day culminating event to be held after all groups have completed their five sessions. The participants will reflect on and provide feedback to the *Parish Working Document* and select delegates to the (Arch)diocesan Encuentro.

**Parish Team:** Sometimes referred to as “EPAVE” (Equipo Parroquial de Acompañamiento al V Encuentro), this is the group of people who work together to recruit parish leaders as small group facilitators for the five sessions, provide training and support to them as needed, coordinate the preparations for the Parish Encuentro, and prepare both the draft and the final Parish Working Document in advance of the (Arch)diocesan Encuentro.

**Parish Working Document:** The document that summarizes the results of the consultation process and the reflections of parishioners on those results. It is prepared in three stages: 1) the initial draft prepared by the Parish Team based on their own reflections and the *Parish Data Report*; 2) the dialogue, reflections, revisions, and feedback collected at the Parish Encuentro; and 3) the final editing of the document by the Parish Team based on the feedback from the Parish Encuentro.

**Parish Working Document Template:** This template, serving as a guide to prepare the *Parish Working Document*.

**V Encuentro Guide:** The main tool utilized by Parish Teams and small group facilitators to prepare and guide the parish consultation process, starting with the five session and culminating in the Parish Encuentro.

**V Encuentro Mobile App:** Available on Android and iOS mobile devices; search for “V Encuentro” in iTunes, the iOS App Store, or the Google Play Store.

**V Encuentro website:** The bilingual internet portal for the V Encuentro, found at <https://www.vencuentro.org>.