



Diocesan In-Service Tasks

Event Set-Up

Please note that these tasks may vary depending on the specific requirements of your in-service event. Adjustments and additional tasks may be needed based on the event's unique needs.

Tasks for set up of Diocesan In-Service event:

- Set up the registration table with necessary materials and supplies.
- Arrange a hospitality area with refreshments for participants.
- Prepare welcome and direction signs to guide participants to the event location.
- Organize parking arrangements and ensure clear signage or instructions for participants.
- Set up the main room with tables and chairs for participants. For an in-service with parish leaders and organizations/institutions, assign tables by organization, parish, institution, and ecclesial movement. Set up signs about photography/video.
- Set up the necessary audiovisual equipment, including microphones, speakers, and projectors.
- Test the audio and video equipment to ensure proper functioning. Ensure that internet is available at the venue to play videos.
- Coordinate with presenters to ensure their PowerPoint presentations or videos are ready for playback and troubleshooting any technical issues.
- Ensure proper lighting and framing for quality photos and videos.
- Coordinate with the kitchen or hospitality team to ensure everything is ready to serve meals and refreshments.
- Create a sacred space for prayer and reflection. This can be a table or a separate room with sacred icons that reflect Hispanic/Latino spirituality. If a Eucharistic celebration will take place, ensure the space is prepared.

Check-In/Registration

Tasks

- Set up welcome area with necessary materials and supplies.
- Greet participants as they arrive and guide them through the check-in process.
- Provide name tags or badges for participants.
- Collect necessary registration information from participants (names, contact details, etc.). Ensure they consent to photography/video under registration form.
- Provide participants with any relevant event materials or documents including all handouts.

- Assist participants with any questions or concerns they may have during the check-in process.

9:00 AM - Introduction, Welcome, and Prayer

Tasks for Facilitator or Team to prepare for welcome:

- Prepare a welcome to introduce the event and set the tone for the gathering.
- Test microphone 30 minutes before start of event.
- Familiarize yourself with the agenda and schedule for the day to provide accurate information during the welcome and throughout the day.
- Prepare any visual aids or slides that may be needed for the welcome.

Tasks for conducting the Opening Prayer:

- Coordinate with the liturgy team to ensure the necessary materials for the opening prayer are prepared.
- Have lectors and musicians rehearse and/or do a mic check.
- Conduct a rehearsal or briefing with the liturgy team to ensure everyone is familiar with their roles and the flow of the opening prayer.
- Set up the space for the opening prayer, setting up a sacred space/environment, and ensuring any necessary equipment or audiovisuals are ready.

9:30 AM – Overview of the National Pastoral Plan PowerPoint

Tasks for Presenter of Overview of the Plan:

- Download the PowerPoint presentation *Overview of the National Pastoral Plan*.
- Test the PowerPoint presentation on the event computer to ensure it runs smoothly.
- Familiarize yourself with the content and flow of the presentation.
- If using the PowerPoint presentation, prepare any additional speaking notes or explanations to accompany the slides and practice delivering the presentation to ensure a clear and engaging delivery that stays within the time allotted. Feel free to replace the photos with some from your diocese. Review the notes section regarding copyrights and important instructions.
- Coordinate with the audiovisual team to ensure proper setup and display of the PowerPoint presentation.
- Present *Overview of the National Pastoral Plan* video/PowerPoint.

10:00 AM- See: *Current Reality of Hispanic/Latino Ministry* Video/PowerPoint

Tasks for Presenter of the Current Reality:

- Download the PowerPoint presentation or prepare the video *Current Reality of Hispanic/Latino Ministry*.
- Familiarize yourself with the content and flow of the presentation or key points of the video.
- If using the PowerPoint presentation, prepare any additional speaking notes or explanations to accompany the slides and practice delivering the presentation to ensure a clear and engaging delivery that stays within the time allotted. Feel free to replace the photos with some from your diocese. Review the notes section regarding copyrights and important instructions.
- If using the video, prepare an introduction to give the participants, highlighting its relevance to the topic of the gathering and any additional speaking notes or explanations to provide context and facilitate discussion after the video.
- Present *Current Reality of Hispanic/Latino Ministry* video/PowerPoint.

10:10 AM- Handout on Reality

Task for Facilitator(s)

- After the presentation or video, instruct participants to take a few minutes to answer the questions and then discuss a few amongst each other. You may want to divide the questions by groups given time limitations.
- They may need additional time. Advise them that there is a break of 30 min at 10:30 AM and so they can stay and chat a bit longer if they wish to.

10:30 AM- Break

Task for Facilitator(s)

- Communicate the duration of the break to participants and remind them of the starting time for the next session. Direct participants to restrooms and hospitality areas.
- Answer any questions or address any concerns participants may have during the break.
- Make a clear and timely announcement approximately 5 minutes prior to the start of the upcoming session. This announcement will serve as a reminder for them to find a comfortable space and be mentally ready to actively engage in the session.

11:00 AM- See: 10 Pastoral Priorities for Hispanic/Latino Ministry Video/PowerPoint

Task for presenter of the Pastoral Priorities:

- Download the PowerPoint presentation or prepare the video *10 Pastoral Priorities for Hispanic/Latino Ministry*.
- Familiarize yourself with the content and flow of the presentation or key points of the video.

- If using the PowerPoint presentation, prepare any additional speaking notes or explanations to accompany the slides and practice delivering the presentation to ensure a clear and engaging delivery that stays within the time allotted. Feel free to replace the photos with some from your diocese. Review the notes section regarding copyrights and important instructions.
- If using the video, prepare an introduction to give the participants, highlighting its relevance to the topic of the gathering and any additional speaking notes or explanations to provide context and facilitate discussion after the video.
- Present *10 Pastoral Priorities for Hispanic/Latino Ministry* video/PowerPoint.

11:20 AM- Small group sharing: Handout on *Pastoral Priorities*

Task for Facilitator(s)

- After the presentation or video, instruct participants to take a few minutes to answer the questions and then discuss a few amongst each other.
- Inform participants that they have 30 minutes for this session.
- Answer any questions that they may have.

11:50 AM- See: Structure and Ongoing Development of Hispanic/Latino Ministry in the Diocese

Video/PowerPoint

Task for presenter of Structure and Ongoing Development

- Download the PowerPoint presentation *Stages of Development of Hispanic/Latino Ministry at the Diocesan Level* or prepare the video- *Structure and Ongoing Development of Hispanic/Latino Ministry in the Diocese*.
- Familiarize yourself with the content and flow of the presentation or key points of the video.
- If using the PowerPoint presentation, prepare any additional speaking notes or explanations to accompany the slides and practice delivering the presentation to ensure a clear and engaging delivery that stays within the time allotted. Feel free to replace the photos with some from your diocese. Review the notes section regarding copyrights and important instructions.
- If using the video, prepare an introduction to give the participants, highlighting its relevance to the topic of the gathering and any additional speaking notes or explanations to provide context and facilitate discussion after the video.
- Present *Stages of Development of Hispanic/Latino Ministry at the Diocesan Level* video/PowerPoint.

12:05 PM- Small Groups: Handout on *Structure and Ongoing Development*

Task for Facilitator(s)

- After the video, instruct participants to take a few minutes to answer the questions and then discuss a few amongst each other. Ensure that participants are utilizing the correct handout according to group. Let them know that questions may vary according to who they represent.
- Inform participants that they have 25 minutes for this session before they head to lunch.
- Answer any questions that they may have.

12:30 PM- Lunch

Tasks for Lunch:

- Assign someone to lead the prayer before the meal.
- Set up the lunch area with tables, chairs, and utensils an hour before. Ensure that set up does not distract participants. It is best if it is located in a separate location.
- Coordinate with the kitchen staff to ensure that the food is prepared and ready to be served.
- Display the food in an organized and appealing manner.
- Ensure that there are options available for different dietary restrictions or preferences indicated in the registration forms.
- Monitor the lunch area to ensure cleanliness and replenish any empty food or drink stations.
- Assist participants with any questions or concerns related to the lunch.
- Communicate any necessary announcements or reminders during the lunch break.
- Call participants back to the meeting area 10 minutes before the end of lunch.

1:30 PM- Plenary

- Guide a group conversation and invite 1 person per table to share the following:
 - What are the top priorities in your diocese/parish/organization?
 - What structural considerations need to be incorporated into your new or existing Hispanic/Latino Ministry Pastoral Plan?
- Have a notetaker take notes for your writing team to incorporate into the Plan.

2:00 PM- Discern: *Vision and Mission for Hispanic/Latino Ministry* Video/PowerPoint

Task for presenter of Vision and Mission

- Download the PowerPoint presentation or prepare the video *Vision and Mission for Hispanic/Latino Ministry*.
- Familiarize yourself with the content and flow of the presentation or key points of the video.
- If using the PowerPoint presentation, prepare any additional speaking notes or explanations to accompany the slides and practice delivering the presentation to ensure a clear and engaging delivery that stays within the time allotted. Feel free to replace the photos with some from your diocese. Review the notes section regarding copyrights and important instructions.
- If using the video, prepare an introduction to give the participants, highlighting its relevance to the topic of the gathering and any additional speaking notes or explanations to provide context and facilitate discussion after the video.
- Present *Vision and Mission for Hispanic/Latino Ministry* video/PowerPoint.

2:20 pm- Discern: *Pastoral Guidelines in the Context of a Culturally Diverse Church* Video/PowerPoint

Task for presenter of Pastoral Guidelines

- Download the PowerPoint presentation or prepare the video *Pastoral Guidelines in the Context of a Culturally Diverse Church*.
- Familiarize yourself with the content and flow of the presentation or key points of the video.
- If using the PowerPoint presentation, prepare any additional speaking notes or explanations to accompany the slides and practice delivering the presentation to ensure a clear and engaging delivery that stays within the time allotted. Feel free to replace the photos with some from your diocese. Review the notes section regarding copyrights and important instructions.
- If using the video, prepare an introduction to give the participants, highlighting its relevance to the topic of the gathering and any additional speaking notes or explanations to provide context and facilitate discussion after the video.
- Present *Pastoral Guidelines in the Context of a Culturally Diverse Church* video/PowerPoint.

2:30 pm- Discern: *Evaluation Based on Pastoral Guidelines* Handout & small group sharing

- After the video, instruct participants to take a few minutes to answer the questions and then discuss a few amongst each other.
- Inform participants that they have 30 minutes for this session.
- Answer any questions that they may have.

3:00 pm- Act: *Methodology and Pastoral Approaches* Video/PowerPoint

Task for presenter of Methodology and Pastoral Approaches

- Download the PowerPoint presentation or prepare the video *Methodology and Pastoral Approaches*.
- Familiarize yourself with the content and flow of the presentation or key points of the video.
- If using the PowerPoint presentation, prepare any additional speaking notes or explanations to accompany the slides and practice delivering the presentation to ensure a clear and engaging delivery that stays within the time allotted. Feel free to replace the photos with some from your diocese. Review the notes section regarding copyrights and important instructions.
- If using the video, prepare an introduction to give the participants, highlighting its relevance to the topic of the gathering and any additional speaking notes or explanations to provide context and facilitate discussion after the video.
- Present *Methodology and Pastoral Approaches* video/PowerPoint.

3:30 pm- Break

Task for Facilitator(s)

- Communicate the duration of the break to participants and remind them of the starting time for the next session. Direct participants to restrooms and hospitality areas.
- Answer any questions or address any concerns participants may have during the break.
- Make a clear and timely announcement approximately 5 minutes prior to the start of the upcoming session. This announcement will serve as a reminder for them to find a comfortable space and be mentally ready to actively engage in the session.

4:00 pm- Act: *New Responses Based on Pastoral Guidelines* Handout

Task for Facilitator(s)

- Instruct participants to take a few minutes to answer the questions.
- Inform participants that they have 20 minutes to do this activity privately for this session.
- Answer any questions that they may have.

4:20 pm- *Template to Develop or Enhance a Pastoral Plan*

Task for Facilitator(s)

- Introduce Participants to the Template for developing their own Pastoral Plan or Enhancing the current one.

- Inform them that they can use the template to develop a plan in their parish, organization, or institution. If the In-Service is for Diocesan staff, let them know that feedback collected today will be incorporated in the diocesan plan and they will be asked to provide feedback as well as current and future initiatives/projects into the plan.
- Answer questions, discuss next steps, and final considerations.
- Identify potential dates for a follow-up to continue the conversation or to plan out initiatives.
- Gather any feedback by notetakers or handouts submitted when appropriate. Participants can be instructed to take a picture of their handouts and submit them electronically.

4:45pm- Preparation for Mass/Closing Liturgy

Tasks for Liturgy Team

- Prepare the necessary liturgical items at least one hour before the Mass or Closing Liturgy.
- Ensuring that seating and audiovisual equipment are in place.
- Coordinate with the audiovisual team to ensure proper setup and display of any visuals or multimedia elements during the liturgy.
- Make sure that the musicians and choir are prepared.

Tasks for Facilitators

- Direct participants to the designated area for the liturgy.

Clean Up

Tasks for Clean Up:

- Clear all tables and chairs from the main room if applicable.
- Dispose of any trash or waste in designated bins.
- Clean and disinfect surfaces, including tables, chairs, and any shared equipment.
- Return any audiovisual equipment to its proper storage location.
- Pack up and store any remaining event materials and supplies.
- Coordinate with the venue staff or facility management for any additional cleaning or closing procedures.