

**Executive Board Meeting
Convention and Institute Planning
Oklahoma City
12/13/2022**

Opening Remarks - Rose:

- Presence of the Holy Spirit; prayer.
- Purpose: Setting the convention for next year;

I. Approve Minutes

II. USCCB - November 2022 CCLV

A. Rose: Well attended by Bishops at USCCB; discussion regarding seminarian experiences that are effective, are useful at FOCUS, etc. Discussed Eucharsite Congress, PPF6,

1. Bishop Caggiano: Create a generic grant that can be passed off to any Bishop that can be passed off to other diocesan groups for raising monies within the US. Commentary - dont have too specific of a focus or goal, but keep it general so that funds can be used in various ways.
 - a) Allows each bishop to present this the way they want to - Ex. utilize seminarians, social media of the diocese, etc.

III. FOCUS Partnership

A. Seek 2023 - St. Louis - January 2-6, 2023:

1. Rose: Missionaries need annual rejuvenation via a gathering like this; surveys have taken place to identify the areas of need for both missionaries and the students they are ministering to.
 - a) The Seminarian Experience: Now set to run at the upcoming 2023 conference. This will be just for the seminarians; includes a social/evening where there can be wider conversation.
 - (1) Msgr. Shea:
 - (2) Fr. Sean Kilcawley:
 - (3) Sr. Maris Stella SV:
 - b) Curtis Martin, Ed Sri, and John Zimmer Comments:
 - (1) The dynamic of discerning men coming into FOCUS while possibly avoiding further seminary discernment.
 - (2) Ed Sri is willing to create a digital resource for vocation directors to inform them on how to engage college students. He and FOCUS are also willing to assist in exposing FOCUS missionaries to experience discernment experiences - discernment house meetings, seminary events, etc. They will also receive suggested discerning men who are not ready for seminary experience to be considered in the top tier of potential FOCUS missionaries to be accepted.
 - (3)

B. Opportunities with PPF6

IV. Programming

A. NCYC 2022 - 2023:

1. Indianapolis and Los Angeles:
 - a) Rose: Indy sees about 20K attendees, and 2200 for Los Angeles; but Los Angeles was held during the USCCB conference.

2. Winter Retreat
3. National Prayer Breakfast - DC, March 30, 2023
 - a) Connected to many Catholic leaders in the US; Ex. NAPA institute
 - (1) NCDVD would have the interest in attending so as to keep relationship
4. 2023 NAPA Conference - July
 - a) Regarding our table, we will need to make the materials and video/presentation ready
5. WYD Lisbon - August
6. 2024 Eucharsitic Congress & Pilgrimage
 - a) Bishop Cozzens is head of this on the USCCB. Involvement of processing by religious, seminarians, and others in various parts of the US. They will join up outside of Indianapolis and then there will be one procession into the arena.
 - (1) Seminarians will be involved; CFR priests have committed their priests to this.
 - (2) Augustine Institute will offer formation for those processing.
 - b) NCDVD
 - (1) Will need to be involved in this pilgrimage and will be supportive of the seminarians and diocese involved. Vocation Directors to be involved to get their seminarians invested.
 - c) July 2024:
 - (1) Each Bishop has 250 tickets offered for attendance

V. 2022 Convention Wrap Up

A. Initial Thoughts:

1. Good accessibility of the team, good vibe to be in this event;
2. See notes from the whiteboard

B. General Update

1. Best Practices for various sized diocese was well received
2. Liturgy:
 - a) Spanish in Liturgy; using a QR code instead of a printed out;
3. Number of comments about the May USCCB Meeting -
 - a) Many were surprised/astounded that we didn't talk about PPF6 [yet, they also attended the May meeting in Huntington]
 - b) Task: Need to have better communication with our regional coordinators on this; Fr. Chuck
 - c) Fr. Rafferty's Conference: Appreciated by many; full information about the booklet may not have been presented well

C. Evaluations & Discussion - Institute

1. Structure & Generals
 - a) Name: Institute and Convention, Bootcamp - [Tabled]
2. Starting Friday Evening:
 - a) Pros: Positive overall for all team members; came out with a "team" approach - we were all available for those attending. Evening allows travel and arrival.
 - (1) Idea: Have a Summer webinar as an introduction prior to "Bootcamp"
 - b) Cons: Some sections got squeezed because of time; also, we made a powerpoint within 24 hours beforehand. Task: Make a PowerPoint ahead of time.
3. Mentoring program:

- a) If we had contact with men earlier on - summer - we can help suggest the workshops and institute offerings that would benefit them best.
- 4. Webinars, Organization, Tutorials, Documents & More:
 - a) What if we created webinars for the psychological sections due to this benign so important. Ex. Hour long, any member of NCDVD can watch them.
 - b) 2023 Proposals for Psychological Arenas:
 - c) Pratt's Organizational Document
 - d) Tutorial Videos
 - e) Mentors
 - f) Essential Pieces & Tasks:
 - (1) Videos on the tutorial areas done by Easter 2023
 - (a) Welcome Video to the Vocations Office from NCDVD
 - (b) 9 Keys are to be focused upon here: Introduction videos for each section, then a set of videos going deeper, with a lot more specifics.
 - (c) Intro videos to each of the priests involved as mentors, leading to ongoing mentorship
 - (2) Create an August, pre-Institute online meeting
 - (3) Institute itself should focus upon the core values of what the new director needs;
 - (a) Principal parts
 - (i) Outreach → Discernment → Care for Seminarians
 - (ii)
 - (4) Webinars to follow
 - (5) Ongoing mentorship - By Board or Regional Coordinators
 - (6) Creation of a Guidebook/Playbook for the Mentoring Vocation Director
 - (7) Create a new page on the NCDVD Website for New Personnel that includes modules

Timeline Systematic

Timeline	Modules/Items: - Convention/Website/Institute/Mentoring/Webinars/Tutorials	Miscellaneous
July	Institute Tutorial Site - Intro Video Series on Keys	
August	ZOOM Social Institute Post-Institute Webinars	

Levels	Part 101: July Part 201: Prior to Institute	Part 301: Prior to Institute	Part 401: August-September	Part 501: Ongoing
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	Phone Call Mentor Relationship -Explain Steps -Tutorials	Tutorial Site -Gamify the 9 Keys -Psych 1 -Psych 2 -Psych 3 Team -101 -201 PPF6	ZOOM Social -Early August Build Rapport	Attend Institute -3 principal parts: Outreach/Discernment/ Car e of Seminarians	Webinars Ongoing Mentorship
Notes	For the future: Tutorial on fundraising and yearly planning				

<p>Tutorial Topics</p>	<p><i>Czar of Tutorial Vids:</i> Chuck</p> <p><i>Message of Welcome</i> Buettner -Relationship to Bishop and Dio. leadership - Chuck</p> <p><i>Assessment: McCandless</i> -1: Initial assessment: Current parishes and vocation culture -2: How to move forward year to year <i>Spiritual health/Life</i> <i>balance; assess full-time</i> <i>and part-time</i> Gino - Full Time; Buettner - Multiple -Having a specific apostolate, not vocation work Ex. Advent Penance service <i>Administration of Of ice</i> Augenstein Assess all temporal goods and human resources with your diocese <i>Know Your Calendar</i> PPF6 -Fr. Torres <i>Psych Evaluations - SLI</i> -Knowing your personnel</p>		
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	<ul style="list-style-type: none"> -Resources to gather personnel -Language terms and documents -Examples of assessments/case studies -Requirements of PPF6 		
<p>Webinars</p>			

Speaking considerations for Institute:

- Fr. Gino for Part I and Part II (Outreach and Discernment)
- Fr. Eric for Part II (Application) and Part III (Care of Seminarians)

Friday

7:30pm-8:30pm – Opening Conference: Get them fired up about the ministry

- Live address by someone influential in the moment
- Mourning the leaving of parochial life and community

8:45pm – Hospitality

Saturday

7:30am – Morning Prayer

8:00am-9:30am Talk/Small Group Discussion - Outreach [*Template: 45 min talk, 10 min break, 30 min integration conversation; need a playbook/list for the breakout sessions; then have facilitators review the discussion from the small groups*]

- Who is the target group for your outreach efforts?
- Understanding Potential Discerners
- Most Common Elements of an Outreach Strategy
 - Refer to tutorial videos

10:00am-11:30am Talk/Small Group Discussion - Outreach Cont. [*Template: 45 min talk, 10 min break, 30 min integration conversation; need a playbook/list for the breakout sessions; then have facilitators review the discussion from the small groups*]

- Signs your outreach strategy is working
- Questions to Assess your current outreach strategy
 - Include some commentary/stories of successes and failures

12:00pm – Mass

12:30pm – Lunch

2:00pm-3:30pm – Talk/Small Group Discussion - Discernment Opportunities [*Template: 45 min talk, 10 min break, 30 min integration conversation; need a playbook/list for the breakout sessions; then have facilitators review the discussion from the small groups*]

- Who is the target audience for your discernment opportunities?
- Understanding today's discerners
- How do I help them? Keeping in mind the essential principles/resources

4:00pm-5:30pm – Talk/Small Group Discussion - Discernment Opportunities Cont. [*Template: 45 min talk, 10 min break, 30 min integration conversation; need a playbook/list for the breakout sessions; then have facilitators review the discussion from the small groups*]

- How to have a great 1st conversation with a new discerner
- How do I track them? Assess them after each meeting? Keep a record/log of these assessments
- Most Common Discernment Opportunities

6:00pm – Evening Prayer

6:30pm – Dinner

8:30pm – Hospitality

Sunday

7:30am – Morning Prayer

8:00am-9:30am Talk/Small Group Discussion – Discernment Opportunities [*Template: 45 min talk, 10 min break, 30 min integration conversation; need a playbook/list for the breakout sessions; then have facilitators review the discussion from the small groups*]

- The Application Process
- Questions to Assess your discernment opportunities

10:00am-11:30am Talk/Small Group Discussion - Discernment Opportunities Cont. [*Template: 45 min talk, 10 min break, 30 min integration conversation; need a playbook/list for the breakout sessions; then have facilitators review the discussion from the small groups*]

- Psychological Evaluations

12:00pm – Mass

12:30pm – Lunch

2:00pm-3:30pm – Talk/Small Group Discussion – Care of the Seminarians

- Acceptance as a seminarian
 - From Acceptance to move-in day
 - Deciding where they go to seminary
- 4:00pm-5:30pm – Talk/Small Group Discussion - Care of the Seminarians

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6:00pm – Evening Prayer

6:30pm – Dinner

8:30pm – Hospitality

Monday

7:30am – Morning Prayer

8:00am-9:30am Talk/Small Group Discussion - Care of the Seminarians

Onboarding the new seminarians: Propaedeutic Stage

- Summer Assignments
- The 2nd and 3rd year reality check
- Discerning out and dismissals
- Milestones/Installations - Acolyte/Lector

10:00am-11:30am Talk/Small Group Discussion - Care of the Seminarians

- The final year or two
- Keeping the seminarians connected throughout the year
- Questions for Assessing how you care for your seminarians

12:00pm – Lunch

2:00pm – Pre-Convention Workshop

5:30pm – Opening Mass

Name for the New Man experience is : VOCARE INSTITUTE (work on branding)

D. Evaluations & Discussion - Convention

VI. Business Meeting - Wednesday, 12/14/2022

A. 2023 Dues

1. Set with consultation by the USCCB liaisons
2. Sent to main vocation directors
3. Note: Dues do NOT cover the costs of USCCB - see notes for fundraising

B. USCCB Episcopal Liaison

1. Bishop Vetter, Helena

C. Fund Raising

1. Summary points by members
2. How much of a priority is this?
 - a) Rose: Currently we have various needs/priorities - in the short run we are “OK”, but we need to move on this.
3. Planning:

- a) 2023 Start with Episcopal Board for a \$500K benefit
- b) 2023 Convention: with 180 registrations we would benefit \$107K
- c) Utilize funds from this for a professional company
- d) 2024 Convention: Costs are unforeseen
- e) Proposals:
 - (1) Hire a development director - have them work for their own salary?
 - (2) Hire a fundraising company - allow them a portion of the benefit?
- f) Resources:
 - (1) We have the gift of believing and selling
 - (2) Bishops who are willing
 - (3) People who believe what we believe - Ex.

4. Potential friendship

5. Jay Gould, <https://www.theadvancementcounsel.com/aboutmrjaygould>

6. Tasks:

- a) Start with consultant information and guidance
 - (1) Chuck: Gould
 - (2) Buettner: OKC

D. 2023 60th Convention

1. General Update

2. Administrative Assistants - Programming

a) Issues and Considerations:

- (1) Inclusion
 - (a) Fraternity
- (2) Longevity and Institutional knowledge

b) Suggestion: Open attendance for Admins to the institute; not for the Convention. Then have a Spring event for themselves. **c) Proposal: To offer a separate convention for administrative assistants - which will first utilize a survey to garner the level of desire by the administrative assistants to attend. If a positive response, the separate meeting will begin to be planned.**

- (1) 1st Moved: Buettner**
- (2) 2nd: Dornquast**
- (3) Opposed: Pratt**
- (4) PASSED**

3. 60th Convention

- a) Monday night large gathering - Cigar Social with Dolan on the Yard
- b) Suggestion by Gino: Special Moment - a homily, a keynote, that describes the impact and blessing of the institution/organization. Inclusion of a video. Inclusion of a toast at dinner. Discussion to be continued by Rose, etc.
- c) Logistics:
 - (1) Board will plan to meet/arrive and have dinner on Thursday evening, 8/24/2023.
 - (2) Convention Breakdown/Fall Planning Meeting: November 16-19, 2023 - Location TBD

4. Pricing Packages

5. New presenters for “Vocare Institute”

6. Workshops & Presenters

a) Vocare Institute:

(1) See Outline Above

b) Pre-Con Workshop:

(1) Dr. Edward Sri: Current Dynamics of Working with Teenagers/College Students

c) Convention:

Class	Date Area Title	Speaker	Notes/Calls
201	Thursday AM Outreach From Active parishioner to Active Discerner/Make the Ask	Pratt	Confirmed
301	Thursday PM Outreach Developing Diocesan Collaborators & Team and Garnering Referrals from Priests/YMs/Building Your Team - Rome Wasn't Built in a Day	McCandless	Confirmed; Watch videos prior to workshop
101	Tuesday AM Outreach Altar Servers	Dio. Lafayette and Evansville	Fr. Augenstein - Call
101	Thursday PM Discernment Running Retreats - Quo Vadis, etc.		Fr. Chris Sullivan
301	Tuesday AM Discernment Discernment Paralysis/From Being Stuck to Taking Action/App Process/Cold Feet	Fr. Paul Sullivan	Hoke Call Sullivan; Watch Eric's video prior to workshop
201	Thursday AM Discernment Augustine Way	Kenrick-Glennon Seminary	Pratt Call K-G; Sue Harvath/Fr. Hoelsing/Fr. Shane
101	Thursday AM Seminarians Working with Seminaries - Questions to Ask	Fr. Joe Taphorn - MN	Rose - Call Taphorn; Fr. Joe Riley - 20 years

	Rectors/Others		experience
301	Thursday PM Seminarians Seminarians Outside the Walls - Summer Assignments and Working with Vocation Office	Fr. Chris Martin	McCandless - Call Martin;
201	Tuesday AM Seminarians Anxiety, Depression, and Wounds	JP II Institute - Dr. Bob Schuchts or Sr. Miriam	Rose - Sr. Miriam
201	Thursday PM Specialty Priest Health/Support/Transitions/	St. John Vianney Institute -	Rose - Call Fr. Keith Chylinski
101	Tuesday AM Specialty Organizational Programs/Time Management/Hacks	Villanova - Church Advancement	Rose - Call - Fr. Brian Buettner - Follow Up
301	Thursday 301 Specialty Unsweet and Unsavory: Navigating Rough Waters within your Presbyterate/Difficult Conversations Tuesday PM Propaedeutic Conversations by Diocese		Fr. Gino de la Rama Fr. Hoke Fr. Brian Buettner Chuck - Bowen Theory JP II Institute - Dr. Bob Schuchts or Sr. Miriam

Monday PM Dr. Edward Sri Rose - Call

Commentary: For organizing, realize that some directors do not have charge of seminarians, so have a mixture of each focus area for each timeframe.

d) Inclusions:

- (1) Final Conferences by Diocese Size: PPF6 & Propaedeutic Discussion - Include representatives from various PP programs to be available for [Tuesday Afternoon]**
- (2) Working Lunch: Hispanic Vocations [Sam Ward/Dornquast]]**

e) Presiders:

Day	Mass MP	EP

Sat.	Barres Parks	Conley
Sun.	Toups Wong	Olmsted
Mon.	Caggiano Burns	Vetter
Tues.	Cozzens McKnight	Daly
Wed.	Barron	Rhoades
Thurs.	Dolan	Perez

7. Fr. Pratt Document

8. Consider Keynotes for 2024 MN Convention

9. Website Renovation -

VII. Final Arrangements & Details

A. Setting dates for all future meetings till Institute & Convention 2023

Adjourned 5:57pm Wednesday - **Unanimous except Pratt**