



**NCDVD Executive Board
Fall Planning Meeting
October 17-18, 2023
Immaculate Conception Seminary, Huntington, NY**

Members present: Fr. Brian Buettner (President), Fr. Chuck Dornquast (Vice President), Fr. Neal Hock (Treasurer), Fr. Eric Augenstein (Secretary), Fr. Jordan Dosch (At Large), Fr. Blake Dubroc (At Large), Rose Sullivan (Executive Director)

Action Items

Approved Motions

The meeting was convened at 10:04 am by Fr. Brian Buettner, who led an opening prayer.

1. Approve agenda: **motion by Fr. Chuck, seconded by Fr. Jordan. All voted to approve agenda.**
2. **NCDVD Episcopal Board Meeting**: November 13, 2023
 - a. 13 bishop members of Episcopal Board, many of whom have served for many years
 - b. Recent areas of focus have been development and collaboration with FOCUS for seminarian experience
 - c. Fr. Brian will NOT represent NCDVD Board at the meeting
3. **USCCB CCLV Meeting**: November 11-14, 2023
 - a. Rose represents NCDVD to CCLV as a facilitator for represented organizations and also serves as a consultant to the bishops
4. **NCYC**: Indianapolis, November 16-18, 2023
 - a. Clergy Central - NCDVD assists in hospitality and engagement of bishops, priests, and seminarians
 - b. Adoration Chapel - NCDVD coordinates chapel, provides DiocesanPriest.com prayer cards
 - c. Ongoing relationship between NCDVD and NCYC has been fruitful in cultivating sacramental and prayer opportunities at the conference
 - d. **NCDVD will send out an email blast to vocation directors asking who is coming to NCYC**
5. **FOCUS Partnership**:
 - a. SEEK24, St. Louis, January 1-5, 2024
 - i. NCDVD SEEK Booth
 1. **Fr. Blake will take lead on coordinating planning of booth; Fr. Eric will assist, especially on site.**
 - a. Size of booth is 10'x20x
 - b. Budget for booth is approx. \$7000

- c. Ideas proposed include coffee bar; some active, competitive experience, such as axe throwing or boxing bag; collar toss; variety of resources available to give out
- d. Axe throwing thingy:
https://www.etsy.com/listing/1524409864/east-point-axe-throw-set-outdoor-game?gpla=1&gao=1&&utm_source=google&utm_medium=cpc&utm_campaign=shopping_us_a-toys_and_games-games_and_puzzles-board_games-other&utm_custom1=_k_Cj0KCQjw4bipBhCyARIsAFsieCwdHbA986An07ae1mRz9CKeaE0PjDsodHgBsa3dqcsdXR8uw_VJ4WEaArkEALw_wcB_k_&utm_content=go_1844702853_71423551402_346429774013_aud-1118323511478:pla-314262775187_c__1524409864_12768591&utm_custom2=1844702853&gad_source=1&gclid=Cj0KCQjw4bipBhCyARIsAFsieCwdHbA986An07ae1mRz9CKeaE0PjDsodHgBsa3dqcsdXR8uw_VJ4WEaArkEALw_wcB

2. NCDVD will send out an email blast to vocation directors to assist in booth

- ii. Seminarian Experience: Bishop Cozzens, Dr. Jonathan Reyes, Sr. Maris Stella for sessions; social evening; hospitality suite
 - 1. No breakfast this year
 - 2. Formalized morning prayer and evening prayer in adoration chapel
- iii. Adoration Chapel
 - 1. Relics - must be approved by NCDVD
 - 2. Liturgy of the Hours - NCDVD invites bishops to preside
- b. SEEK25 in Salt Lake City - may need to determine plan for seminarians to serve Masses and be present in adoration chapel
- c. Founders Forum: 120 benefactors, The Cloister at Sea Island, Georgia; February 8-11, 2024; Rose will be giving a talk

6. NCDVD Winter Retreat

- a. 5 Day: 12 retreatants (In 2023: 18)
- b. 8 Day: 9 retreatants (In 2023: 10)

7. General Programs

- a. **National Prayer Breakfast** - Washington, DC, February 8, 2024; Rose is unable to attend, so NCDVD will not be represented
- b. **2024 NAPA Summer Conference**, July 24-28, 2024
 - i. 2024 gathering follows immediately after the National Eucharistic Congress, so unsure who will be present at both and what best value of presence for NCDVD will be
 - ii. Will look to Bob Flanagan on best path forward for NCDVD presence and presentation at Napa Institute in 2024 or 2025
 - iii. **Motion by Fr. Chuck, seconded by Fr. Brian for NCDVD to attend Napa Institute in 2024. Approved unanimously by board**
 - iv. **Motion by Fr. Chuck, seconded by Fr. Brian to have option to give presentation at Napa Institute in 2024 or 2025 pending advice of Bob Flanagan et al. Approved unanimously by board.**
 - v. Fr. Neal, Fr. Chuck, and Fr. Jordan are available to attend Napa Institute 2024
- c. **2024 National Eucharistic Conference and Pilgrimage**
 - i. Utilization of Seminarians at the Congress
 - 1. General labor: communion guides, sacristy assistance, adoration chapel; training portal will be created giving instructions on particular roles
 - 2. Free housing plan fell through
 - 3. Proposal to allow seminarians to attend for free; not yet finalized

4. Once seminarian involvement plans are finalized, NCDVD will send out information to vocation directors asking how many seminarians will be attending
 5. Vocations Pavilion in marketplace: overseen by USCCB and CCLV, staffed and coordinated by NCDVD. More information forthcoming.
- ii. National Eucharistic Pilgrimages
1. 2 seminarians assigned to each of four perpetual pilgrimage team; housing, meals, stipend will be provided during pilgrimage and at the Congress; only cost to home diocese is transportation to starting point and from Congress
 2. Formation provided by Augustine Institute beginning in February 2024 for entire team; encourage seminarians to participate
 3. Requirements for Seminarians to Participate
 - a. Availability for entirety of May 17 - July 21, 2024
 - b. Completed at least one year of Configuration Stage
 - c. Preference given to those finishing a pastoral year
 - d. Good physical condition to complete walking 10-15 miles per day
 - e. Agreement to refrain from all alcohol and tobacco throughout the pilgrimage
 - f. Competent public speakers
 - g. Prepare a 3-5 minute video as part of application speaking to why they want to participate in this pilgrimage and how the Eucharist has impacted their life
 - h. Approval of Vocation Director and Bishop
 - i. Invited by Vocation Director, who gathers application and submits materials to NCDVD Board
 4. Fr. Chuck and Fr. Brian will represent board in reviewing applications and selecting seminarian pilgrims and will prepare document to give to Regional Coordinators
 5. Information will be given to Regional Coordinators to pass on to their members; deadline for submitted applications to National Office: November 27, 2023

8. 2023 Convention Wrap-Up

9. Financials

- a. Following past practice of raising dues by 30% every three years, this is the year in which dues will see that increase. The increase will be for 2024 dues. Invoices will be sent electronically to the primary vocation director in December 2023.
- b. Venue fees for Convention Comparison:
 - i. 2022 Hotel in Baltimore ~\$154,000
 - ii. 2023 Retreat Center in Huntington ~\$34,000
- c. Board reviewed financial documents. Benefits of having 2023 convention in Huntington has increased financial stability of the organization.
- d. **Development**
 - i. Motion proposed by Rose and seconded by Fr. Brian to ask Bob Flanigan to be named Chair of a new NCDVD Development Committee for a term of 3 years. Motion is approved unanimously by the board.
 - ii. Rose asked the board to reflect on whether they have people in their dioceses who could assist in development efforts for NCDVD.
 - iii. Goal is to raise \$150,000 each year.

10. **2023 60th Convention:** Hilton, Minneapolis, MN, hosted by Region VIII, August 23-30, 2024, \$175 per night
- a. General update
 - i. Only 3 concurrent workshops due to space constraints
 - ii. For Institute: room for 100 people, chapel, and meal space; need to determine space for small groups
 - iii. Separate space for Pre-Con on Monday
 - iv. Meals:
 1. Lunch every day but Wednesday
 2. No daily breakfasts; AMS will do a sponsored breakfast
 3. No hospitality unless it is sponsored
 4. Two dinners: Monday and Thursday (opening and closing)
 - v. Need to emphasize staying in hotel because of contractual obligations to fill rooms
 - b. **See below for 2024 Vocare Institute and Convention Outlines**
 - i. **2023 Convention Schedule** for guys to look at:
<https://docs.google.com/spreadsheets/d/1oVdboJv7IEVlhWq4Yumg9Ps3ygoMNVXkFWJ1iVrvNVE/edit?usp=sharing>
 - ii. Info for **vocare institute videos**
https://docs.google.com/document/d/1AvDtNM0sBSbXd3x9on9_lq7LxobEQcGorfE7c_pLOTM/edit
 - iii. **Book** fleshing out Vocare Institute topics from Fr. Michal Pratt:
https://docs.google.com/document/d/1Gudn1ETaVcTllwwVG2gBV5rTYFuiNDs/edit?usp=drive_link&oid=109963649857715989429&rtpof=true&sd=true
 - c. Fr. Eric will be liturgy liaison and will seek assistance of a Region VIII member to assist with on-site liturgical coordination

11. Development Report - Mr. Bob Flanigan

- a. Review of NCDVD Mission Development Plan (see document below)
 - i. Led by small (2-4 member) volunteer team, with support of NCDVD Executive Director
 - ii. Cultivating small group of more major benefactors - 30-50 people
 - iii. Begin as operational support plan, not endowment or capital
 - iv. What groups or individuals are board members connected to which might be a source of potential benefactors?
- b. Metrics
 - i. 2023 CARA Seminary Report, year-over-year seminary enrollment:
<https://static1.squarespace.com/static/629c7d00b33f845b6435b6ab/t/64baa10e3aab100e6193ff11/1689952526988/priests2023.pdf>
 - ii. Participants in NCDVD programs, e.g., Vocare Institute, Winter Retreat, etc.
 - iii. Survey of national vocation directors on numbers of discerners, retreat participants, etc.
 - iv. Way to measure reach of NCDVD's formation efforts beyond the conference, e.g., vocation directors becoming seminary rectors; influence on healthy priestly life in the diocese; national reach of NCDVD fraternity and formation: no other comparable group in the Church that brings together priests from most US dioceses on a regular basis
- c. Be where benefactors gather
 - i. SEEK and other FOCUS events
 - ii. Napa Conferences
 - iii. Legatus
 - iv. National Eucharistic Congress
- d. Consider proper branding when having conversations with benefactors: use DiocesanPriest.com as public presentation of organization

- e. Fr. Chuck made a motion to drop the .com from the public branding name of DiocesanPriest.com, seconded by Fr. Brian. All voted in favor.
- f. Board members asked to consider and submit names to Rose and Bob for potential members of volunteer team. Responsibilities:
 - i. Zoom call every 2-3 weeks
 - ii. Oversee Moves Management process with benefactors
- g. Bob Flanigan agreed to become the chairperson of the NCDVD/DiocesanPriest.com Development Committee.

12. Convention Registration details

- a. Registration portal opened early just for member dioceses, then six weeks later for exhibitors and supporters.
- b. Password sent to membership to use for advance registration.
- c. Need to do this advance membership registration is in preparation for return to Huntington in 2025 due to limited number of rooms at the seminary.

13. **Future Conventions** - the board discussed needs for future sites for Convention. All agreed that the needs of the convention must guide the selection of sites, in particular the ability to have common spaces for flow between accommodations, exhibits, workshops, chapel; the ability to have extended periods of adoration throughout the day; the ease of potential overflow rooms; and reasonable, all-inclusive cost

14. Mentor Program

- a. Spreadsheet: https://docs.google.com/spreadsheets/d/1Bj9H-3vO6e_qtpJgk_uuimG3SGJ2uayd_aFFh01_w9Ww/edit#gid=0
- b. Fr. Chuck will bring the topic of the mentor program to the regional coordinators asking them to assist in mentoring new vocation directors in their region and asking for other ideas for mentoring
- c. Consider asking vocation directors who are leaving the ministry to stay on for a year to serve as a mentor

15. Webinars - Potential Topics and Dates

- a. November 2023: How to live Advent as a vocation director - IPF/Fr. Rafferty
- b. March 2024: Online or digital applications - Fr. Blake
- c. May 2024: Working with parents - Rose and Fr. Neal
- d. Social Media
- e. One-on-one conversations with discerners
- f. How to involve seminarians in discernment programs

16. National Application

- a. Sub-committee chaired by Fr. Brian, who will gather committee members
- b. Info shared with regional coordinators
- c. Goal to present it at business meeting in August 2024

17. Future Board Meetings

- a. Virtual: Wednesday, November 29, 2023, 2 pm Eastern
- b. In-person: During SEEK in St. Louis, January 1-5, 2024
- c. Virtual: Thursday, March 7, 2024, 2 pm Eastern
- d. Virtual: Thursday, May 16, 2024, 11 am Eastern

Rose made a motion to adjourn the meeting, seconded by Fr. Chuck. The meeting was adjourned at 4:13 pm. Fr. Chuck led a closing prayer.

2024 Vocare Institute Overview

<u>Time</u>	<u>Topics</u>	<u>Presenters</u>
Friday Evening: 6:30-8 pm	<p>Opening Conference: What is NCDVD? Intro of Board and staff; PPF 6 Overview; set expectations for Institute; Get excited, form community, bind together</p> <p>Informal Social: at hotel bar with board available for free conversations</p>	
Saturday Morning	<p>Outreach 1: Understanding potential discerners, target of outreach efforts, elements of outreach strategy</p> <p>Outreach 2: Assessing outreach strategy, signs it is working; stories of successes and failures</p> <p>Small Groups</p>	
Saturday Afternoon	<p>Discernment 1: Target of discernment efforts; understanding discerners; how do I help discerners?</p> <p>Discernment 2: How to have a great first conversation with a discerner; tracking discerners; most common discernment opportunities</p> <p>Small Group</p>	
Sunday Morning	<p>Psychological Evaluations: Video in advance for foundational info, with in-person follow-up, preferable with the same psychologist</p>	Christina McShane, Psy. D. - CONFIRMED
Sunday Afternoon	<p>Seminarian Application</p> <p>Small Group</p>	
Monday Morning	<p>Care of Seminarians 1: milestones and installations (candidacy, lector, acolyte); the final year or two; keeping your seminarians connected; assessing care of seminarians and seminary</p> <p>Care of Seminarians 2: Seminary visits; summer assignments; discerning out and dismissals</p> <p>Small Group</p>	
Monday Afternoon	Pre-Con	Vocare Institute ends at noon; option to attend Pre-con at additional charge

General Notes for Vocare Institute:

- Create small groups in advance, linked with board members and mentors
- Need to determine location for small groups in hotels - Rose during fall site visit
- Region VIII: Provide list of local bars and restaurants for evening dinners and socials

Vocare Institute Toolbox: **New Assignments (see document), due by December 1, 2023**

https://docs.google.com/document/d/1AvDtNM0sBSbXd3x9on9_lq7LxobEQcGorfE7c_pLOTM/edit

2024 Convention

Pre-con

1. Msgr. James Shea - application of From Christendom to Apostolic Mission for vocations ministry; poverty and ministry - **Fr. Jordan has contacted**
2. Fr. Timothy Gallagher, OMV - if Msgr. Shea can't do pre-con
3. Matt Fradd

Spirituality Day

1. Msgr. James Shea - if he can't do Pre-con
2. Msgr. Thomas Richter
3. Archbishop Jose Gomez
4. Sr. Miriam James, SOLT

Morning Reflections and Tuesday PM Keynote (20 minutes)

1. Msgr. Thomas Richter - **Fr. Jordan has contacted**

Bishops for Masses - **Rose and Fr. Jordan will coordinate bishop presiders**

1. Archbishop Hebda, Minneapolis-St. Paul
2. Bishop Vetter, Helena - CONFIRMED
3. Bishop Fulda, Fargo
4. Bishop Cozzens, Crookston
5. Bishop Barron, Winona-Rochester
6. NCDVD Episcopal Board and CCLV Members

Convention Cost - **Motion: to allow the convention fee to be raised from \$695 to as much as \$895 for a period of one year to cover rapidly rising hotel convention costs; exact fee to be determined after November hotel site visit and upon consultation with the board. Fr. Eric proposed, Fr. Brian seconded. Unanimously approved by the board.**

Workshops

Date	Area	Title	Speaker	Notes/Calls
Tues PM	Special	Best Practices for Large, Medium, and Small Dioceses	Board members	CONFIRMED
Thurs AM	Outreach 101	Understanding New Generation	LifeTeen: Joel Stepanek or Mark Hart	Rose
Tues AM	Outreach 201	Called By Name Program	Fr. Jordan Dosch	CONFIRMED
Thurs PM	Outreach 301	Hispanic/Minority outreach	Southeast Pastoral Institute (SEPI)	CONFIRMED (Fr. Chuck)
Thurs AM	Discernment 101	D180	Fr. Greg Gerhart	CONFIRMED (Fr. Eric)
Thurs PM	Discernment 201	Discernment Retreats/Events	<i>Fr. Tyler Tenbarge and/or ideas from regional coordinators</i>	
Tues AM	Discernment 301	Personal and Spiritual Health for VD	Fr. Jim Rafferty (IPF)	Fr. Brian
Thurs PM	Care of Seminarians 101	Relationship with VD and Seminary and Having Difficult Conversations	Fr. Luke Strand	Fr. Eric
Tues AM	Care of Seminarians 201	Psych Issues in	Dr. Christina	CONFIRMED

		Seminary	McShane, PsyD	
Thurs AM	Care of Seminarians 301	Training for Pastors to Mentor Seminarians	Fr. Andrew Turner	Rose Summer, pastoral year, vocational synthesis

Confirm presenters by October 27, 2023

- Brief bio
- Headshot
- Title and brief description of workshop
- NCDVD will pay for airfare and one night accommodations (or more if required) or mileage reimbursement plus stipend

Alternate Topics if one of the above fall through

201	Discernment	One on one conversations with discerners		
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201	Outreach	Social Media		
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NCDVD Mission Development Plan - 2023

- NCDVD Mission Development Needs/Goals
 - Expressed in a clear, articulate way in the NCDVD Case Statement
 - Completed, Review with Board
 - 2023 Goals and priorities:
 - Development funds to support projects that have been successful to date
 - Build NCDVD capacity through additional staff
 - Create and share communication materials for the diocesan vocation community
- What NCDVD mission development is not...
 - A large staff and organization
 - Lots of small gifts
 - An endowment or capital campaign
 - The driver of vocations
- The Goal
 - The current NCDVD budget is \$500,000
 - Raise an additional \$150,000 of donations in 2023
 - Set new goal for 2024
 - Build a growing and sustainable development program going forward
- Using Metrics to measure and drive NCDVD forward
 - Development funds raised
 - Ask/Moves Management
 - Vocation directors trained at boot camp, involved in mentoring
 - Yearly Matriculation at seminaries
 - Yearly Ordinations
 - Other metrics?
- Who/When
 - February - June 2023: Robert Flanigan will work with the NCDVD Team to define and articulate the Mission Development Program for 2023
 - Write a compelling and concise Case Statement that describes the “Why” for supporting NCDVD, the need for financial support
 - June - December 2023: Robert Flanigan and the NCDVD team will build relationships with a small group of donors to reach our goal.
 - November - December: Reflect and create 2024 NCDVD Mission Development Plans. Expand the Development Committee with several other people.
 - Set 2024 goals
- Benefactor engagement
 - Common responses to date:
 - Why have I not heard of NCDVD before?
 - You know Rose Sullivan, don't you?
 - I want to interview you on my show!
 - Identifying benefactors
 - Individual and personal relationships: Every serious Catholic wants to help address the vocation needs of the Church
 - Napa CA, July 2023: Rose was the guest of Bishop Connolly
 - NCDVD Convention, September 2023: Bob Flanigan, John Flynn and Valerie Pletcher from FOCUS Mission Development, and Tim Watkins attended
 - Napa NY, October 2023: Rose attended the conference and events
 - FOCUS immersion event, October 2023: Benefactor dinner at Sebonack NY
 - FOCUS SEEK24, January 2024: Opportunity to engage the large Catholic benefactor

- community at SEEK24
- FOCUS Founders Forum, February 2024: Rose has been asked by FOCUS to address this group of Benefactors
- Catholics at the Shore, May 2024: Rose met Chris and Molly McMahon at FOCUS immersion event
- EWTN interview with Montse Alvarado
 - What opportunities are there for Board involvement to identify benefactors?
- Board member/Bishop outreach to benefactors
 - **His Eminence Cardinal Timothy M. Dolan**, Archbishop of New York
 - **Most Reverend Samuel J. Aquila**, Archbishop of Denver
 - **Most Reverend Paul S. Coakley**, Archbishop of Oklahoma City
 - **Most Reverend Jose H. Gomez**, Archbishop of Los Angeles
 - **Most Reverend Michael F. Burbidge**, Bishop of Arlington
 - **Most Reverend Edward J. Burns**, Bishop of Dallas
 - **Most Reverend Frank J. Caggiano**, Bishop of Bridgeport
 - **Most Reverend Andrew Cozzens**, Bishop of Crookston
 - **Most Reverend Thomas Daly**, Bishop of Spokane
 - **Most Reverend W. Shawn McKnight**, Bishop of Jefferson City
 - **Most Reverend Kevin C. Rhoades**, Bishop of Fort Wayne-South Bend
 - **Most Reverend Gregory L. Parkes**, Bishop of St. Petersburg
- Build strong, ongoing, personal relationships with benefactors
 - Personal outreach and Moves Management to a small group of committed and capable Catholic benefactors
 - [Benefactor Prospect/Moves Management List](#)
 - Leverage Episcopal Board and friends of NCDVD to invite Benefactors to know/support NCDVD ■ FOCUS
 - Augustine Institute
 - Knights of Columbus
 - OSV
 - Raskob Foundation
 - Invite benefactors to events and welcome them
 - See list of events above
 - Increase Website, email and Social Media engagement to keep benefactors connected and up to date.
 - Part-time staff position