



Parish Social Ministry Regional Training

Guidelines for Implementation

Parish social ministry is the empowerment of the parish as the people of God to fulfill the Church's mission of love, justice, freedom, and peace by communally responding in an organized way to societal and individual human needs.

Parish Social Ministry Office

The Parish Social Ministry (PSM) Office of Catholic Charities USA, the National Member Service Center of more than 1,300 Catholic Charities agencies and institutions, works with local Catholic Charities to do parish social ministry in their dioceses.

The PSM Office supports our members through the PSM professional interest section, the PSM Regional Training, and consultation on parish social ministry. It also connects the Catholic Charities network to one another and to organizations with complimentary missions.



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Overview

One great way to carry out the Catholic Charities mission of convening—uniting people of good will to work toward serving the poor and transforming society—is to hold

a Parish Social Ministry Regional Training.

A Parish Social Ministry Regional Training is a collaborative effort by a regional group of Catholic Charities agencies, diocesan offices, parishes, and Catholic Charities USA to build support and capacity for parish social ministry. A Parish Social Ministry Regional Training is a weekend-long conference that strives to assist parishioners in understanding and acting on the Catholic social mission. Each Regional Training contains:

- theological foundation of the Catholic social mission for parish social ministry

- a framework for parish social ministry based upon the U.S. Conference of Bishops' Statement, *Communities of Salt and Light: Reflections on the Social Mission of the Parish*
- workshops to build capacity for parish social ministry
- prayer and liturgy

A Regional Training is provided in an atmosphere that provides for personal interaction between diocesan and parish leaders to build the connections that are necessary in diocesan-wide parish social ministry.

The Parish Social Ministry Regional Training is designed to be a component of the overall strategy of Catholic Charities agencies and diocesan offices to support and enhance parish social ministry in their dioceses. Great care is given during the planning process to ensure that the content, structure, and group follow-up strategy are tailored to your needs.

A Parish Social Ministry Regional Training provides an opportunity for Catholic Charities and diocesan offices to:

- convene people of good will to serve the poor and change society
- deepen understanding of our Catholic identity
- nurture relationships with the parish communities in your diocese
- develop parish social ministry leaders at the diocesan and parish levels
- be a catalyst for parish social ministry in your diocese
- build a network of people with ideas and resources in your region
- raise awareness of current issues and trends
- support the overall strategy of your organization

Participants will have the opportunity to:

- renew their sense of personal and collective call to follow Christ's example
- deepen their understanding of the theological and spiritual foundations of the Catholic social mission and its manifestation in parish social ministry
- develop leadership skills effective in parish social ministry
- connect with people and resources in their diocese and region



Getting Started

1. Express your interest in a Regional Training by contacting Catholic Charities USA.

Catholic Charities USA has been offering Parish Social Ministry Regional Trainings since 1995. The Parish Social Ministry Office of Catholic Charities USA will provide information as to availability of Regional Trainings and will initiate the planning process.

Contact Rachel Lustig, director of the Parish Social Ministry Office, at (703) 549-1390, ext. 174 or rlustig@catholiccharitiesusa.org.

2. Create a partnership for the training.

The PSM Regional Training is offered to a regional cluster of Catholic Charities agencies and diocesan offices, because building a partnership between geographically close dioceses has strengthened relationships, improved advocacy capacity, and promoted sharing of best practices and working together to create innovative strategies for dealing with similar challenges.

In your region, contact Catholic Charities agencies or diocesan social ministry offices. In your diocese, consider partnering with diocesan offices such as the Office of Hispanic Ministry, Diocesan Deaconate programs, or the Office of African-American Catholics. Partners are strongly encouraged to invite local parish leaders to the planning team because of their invaluable insights and increased ownership. Encourage your regional partners to also extend invitations to these groups in their diocese.

3. Set the date and location and determine host.

The date and location of the Regional Training are set and sent to be put on diocesan calendars. One of the partners takes the role of hosting the Regional Training. In addition to assisting in the planning, the host takes responsibility for registration and of being the liaison to the site where the Regional Training will be held. While this does add to the work load, the benefit of hosting is that the training is held in close proximity to the parishioners in your diocese and staff of your organization.

4. Fill out the Partnership Application for a Parish Social Ministry Regional Training.

The most important part of the Parish Social Ministry Regional Training Project is making the commitment to do it well. Each partnering organization will fill out a **Partnership Application** for a Parish Social Ministry Regional Training. While the application is short, it is extremely important since it gives each partner the opportunity to lay out their vision and needs for the Regional Training, and it offers clarity to Catholic Charities USA to help you reach these goals. After this information is completed, it is compiled and made available to all partners during the planning process.

In the application, partners are also asked to designate representatives to take the lead in planning the training and to estimate how many people from their organization and diocese they can recruit to attend. Regional Trainings will not be held for less than 40 participants and can be modified to include multiple workshop tracks if there is large number of anticipated attendees.

5. Consider holding a Catholic identity training for your organization.

One of the ways to augment the Parish Social Ministry Regional Training in your region is to encourage a heightened sense of awareness of the foundation of the mission of your organization in the Catholic social mission.

By hosting a half-day Catholic identity training as a precursor to the Parish Social Ministry Regional Training a couple of months prior to it, your diverse staff will have a better understanding of the organization's mission and why it is so important to connect with Catholic parishes who share the Catholic social mission.

Express your interest in hosting a Catholic identity training to the persons working with you at Catholic Charities USA.



What Comes Next

Planning Team

With the application completed, the vision for the Regional Training has been laid out and the planning team has been formed and commissioned to the task.

The following must next be considered by the planning team: the content, the structure, the cost to participants, and the group follow-up strategy. Sample agendas from previous Regional Trainings are available to start the discussion.

The planning team will meet for a single Planning Day in the host diocese. This provides an opportunity for the team and Catholic Charities USA staff to begin preparation for the Regional Training. The Catholic Charities USA staff will travel to the site to host the meeting. Following the face-to-face meeting, subsequent meetings will be held via conference call.

Responsibilities

Responsibilities of the partner organizations are:

- completing the Partnership Application
- assigning of a planning representative(s) from your organization and local parishes
- getting the Regional Training on your diocesan calendar
- recruiting attendees and promoting the training within your diocese
- sponsoring a component of the training to lower costs to participants

Additional responsibilities of the host organization are:

- facilitating the registration
- recruiting partners
- being the liaison to the site: e.g. reserving the space, making catering and audio-visual specifications
- putting together participant materials for the training

Responsibilities of Catholic Charities USA are:

- facilitating the planning process
- serving as liaison to presenters

- promoting the event to the Catholic Charities network and recruiting Parish Social Ministry Section membership
- connecting to national organizations with complementary missions
- designing support material
- offering media relations support

Financial Obligations

Participants will be responsible for these fees:

- registration fee (which includes \$40/participant fee assessed by Catholic Charities USA)
- room, board, and travel costs

Partners agree to cover the cost of the following aspects of the training:

- promotion costs incurred to recruit participants
- simultaneous translation if provided
- sponsorship of a component of the training, e.g. reception, meal

Additional costs to the host diocese:

- registration costs, e.g. flyer, Web site, data processing
- participant materials, e.g. name tags

Catholic Charities USA agrees to cover the cost of the following aspects of the training:

- travel and lodging for Catholic Charities USA staff for Planning Day Meeting
- all conference calls for additional planning done by the planning team
- travel, lodging, and stipend of presenters (local presenters working for partnering organizations are not paid a stipend)
- participant packet

Evaluation

Participants of the training will be asked to fill out an evaluation upon completion of the Regional Training. The results will be compiled and given to the planning team. In addition, the planning team and Catholic Charities USA staff will participate in an evaluation of the training session in light of the participant evaluation, the goals of the training, and the strategic direction presented by your organization.