



SHINING CHRIST'S LIGHT
SUNRISE TO SUNSET

A Mutually Shared Vision

Empowering the Faithful in Evangelization

Final Report



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INTRODUCTION

This team worked to promote a deeper understanding of the New Evangelization among the parishes and communities within the Diocese of Gaylord, to assist the faithful to live the good news of the Gospel as missioned by their Baptism, and to share that Gospel lifestyle with those they encounter in day to day life.

It is our hope that members of the Catholic community will in turn reach out to those who may have experienced a crisis of faith or perhaps have not had the chance to hear and respond to the Gospel message. Our goal is to assist parishes of the Diocese of Gaylord in developing intentional opportunities to help their members understand, grow and respond to the mandate of Christ to share the Good News. These efforts include, but are not restricted to, various organized processes that this committee reviewed and evaluated.

With the guidance of the Holy Spirit, our desire is to help parishes discern which approaches might best fit their environment and support them in their efforts to integrate the New Evangelization into their community.

The Team was assigned the following task:

At least 50 parishes will have no less than one team participating in an ongoing training process for empowering the faithful in evangelization by July 31, 2014.

(Note: This deadline was adjusted to await the arrival of our new bishop.)

The members of the Team are:

- Fr. Don Geyman, St. Mary Cathedral, Gaylord
- Patty Furtaw, Boyne Valley Catholic Community, Boyne City/Boyne Falls
- Judy Abeel, St. Mary Cathedral, Gaylord
- Bob Bowersox, St. Mary/Kalkaska, St. Aloysius, Fife Lake
- Karen Derris, St. Mary/St. Charles, Cheboygan
- Vicki Looker, St. Mary Cathedral, Gaylord
- Fr. Joe Muszkiewicz, All Saints, Alpena

Our Charter Purpose Statement is:

To use enthusiasm and love of the Gospel to educate, train and inspire the faithful of our parishes to see evangelization as their natural response to God's love by providing them with tools for this purpose. *(See Appendix A: Charter)*



The Team used many resources including, but not limited to:

- Prayer
- United States Conference of Catholic Bishops resources on the New Evangelization including *“Go and Make Disciples”* and *“Disciples Called to Witness”*
- *“Living the Eucharist”* by Paulist Evangelization Ministries
- *“Disciples of the Lord: Sharing the Vision”* by Cardinal Donald W. Wuerl
- *“Evangelical Catholicism”* by George Weigel
- *“The Joy of the Gospel”* by Pope Francis
- Letter to all pastors informing them of our vision and asking for any suggestions on June 30, 2013, with a follow up letter on May 1, 2014 (*See Appendix B: Letter to Pastors dated 6/30/13 and Appendix C: Letter to Pastors dated 5/1/2014*)
- Diocesan survey to all parishes (*See Appendix E: Survey*)
- New Evangelization Conference - Joy of the Gospel in San Antonio, February, 2014
- Various Evangelization processes described within this document



PROCESS UNDERTAKEN

In the Spring of 2013, a team was formed for the purpose of fulfilling one of two goals within the evangelization priority of the Diocese of Gaylord's Mutually Shared Vision. The goal of this team was to assist parishes in the diocese in developing intentional opportunities to help their members understand, grow and respond to the mandate of Christ to share the Good News. The team was to help parishes discern which approaches to evangelization might best fit their environment and support them in their efforts to integrate the New Evangelization in their faith communities.

The team was given the following task: *"At least 50 parishes will have no less than one team participating in an ongoing training process for empowering the faithful in evangelization by July 31, 2014."*

Utilizing guidelines from the Catholic Leadership Institute, the team began by creating a charter to determine their purpose and the direction they wanted to take. They also began looking at a variety of resources that could be beneficial as they progressed in efforts to fulfill their task. They quickly realized that they themselves needed to be educated in the area of the New Evangelization. Before delving into the task at hand, they devoted themselves to studying documents such as *Disciples Called to Witness* and *Disciples of the Lord: Sharing the Vision*. They also read and discussed the book *Evangelical Catholicism* by George Weigel. Finally, the team spent time reading, reflecting upon, and praying with *Joy of the Gospel* by Pope Francis.

After prayer, study, and discussion, the team decided there were two important outcomes they hoped to achieve. The first outcome was to be able to present programs/processes that parishes would be able to implement in their faith community regarding the New Evangelization. The other outcome was to assist parishes in forming evangelization teams.

The first goal was accomplished by reviewing five different programs and processes dealing with evangelization. The team realized these five were not the only programs that would be beneficial to parishes, but felt that they were varied enough that each parish in the diocese would find merit in different aspects of the programs. The team spent considerable time on each process, discerning the pros and cons of each and writing up reviews and summaries.

The second goal was accomplished by investigating different formulation plans for evangelization teams that were already in existence. The team researched the plans that had the most merit and used them to devise a plan for our own diocese. Parishes were given options as to how they might form teams, recognizing that each parish is unique and would form their local teams in many and varied ways.

The result of all the work of the committee was compiled into an Executive Summary and presented to the diocesan directors. Once the Executive Summary was approved by the directors and the Bishop, the team had one more very important step to complete. In order to properly fulfill their mission, the team had to go out to the parishes in the diocese to present their findings and research, and help parishes begin to formulate processes.



Four meetings were held throughout the diocese from October 8 through October 14, 2015. Meetings were held in Gaylord, Ossineke, Acme, and Boyne City. The meeting sites were set up based on responses to a letter sent by Bishop Raica to all parishes requesting them to designate and send representatives who might lead local evangelization efforts. The evangelization team determined that these four sites would provide respondents the easiest access to a meeting. Flyers were sent out to every parish in the diocese informing them of the meeting dates, times and places in the hope that other parishes who had not responded might also participate in the meetings.

Fifty-eight people from 36 parishes participated in the meetings which lasted approximately two and a half hours. The majority of the time at each meeting was spent discussing the five processes that were reviewed (along with *Formed*, a resource which was not reviewed by the team but presented as an option). Each process was previewed with a short video clip introducing the program, followed by a discussion of the team's research, including the pros and cons. Time was also spent discussing how to formulate an evangelization team in the parish, and sharing of evangelization efforts currently being conducted by individual parishes.

Overall, the meetings were a success. Many attendees said that it was very advantageous to be exposed to a variety of processes, especially the information on the pros and cons of each. They stated that it was also beneficial to hear how other parishes are exploring the New Evangelization and what processes they have already put in place. The biggest benefit of the meeting may have been the dialogue that was begun as a result between the various parishes of what they would like to see in the future and how they can help one another in this mission of understanding evangelization as the mandate of the Gospel.

As stated earlier, the goal of this team was to have 50 parishes enrolled in some form of evangelization. The team feels strongly that this process was a success, even if only 36 parishes were represented for the meetings. The team realizes that some parishes feel that they have strong evangelization processes already in place and did not feel a need to attend the meeting. The team also understands that not everyone could make the date of the meetings. There is also an understanding that some parishes will simply not participate. With that said, having almost 60 people from this diocese representing 36 parishes come together to begin a process of discussion on evangelization and how they can continue the great mandate of Christ was a great success. It is the hope and prayer of this team that a permanent evangelization contact person or evangelization office for the diocese will be established so this work will continue to grow and thrive in the Diocese of Gaylord.



FORMATION OF EVANGELIZATION TEAMS

What is evangelization?

At its most basic, evangelization is sharing the Good News (*euangélion* in Greek) with everyone we meet. It is to share Jesus Christ who is the Way and Truth and Life. It is to tell the story of Christ's life, death and resurrection anew: that he died for our sins, was buried and raised on the third day in accordance with the scriptures. "In order to bring to all people the Good News of Jesus, as required by a New Evangelization, all the parishes and their small communities should be living cells, places to promote the personal and communitarian encounter with Christ, experience the richness of liturgy, to give initial and permanent Christian formation, and to educate all the faithful in fraternity and charity especially towards the poor." (*Proposition 26, Synod for the New Evangelization*)

Evangelization Team:

The purpose of a parish evangelization team is primarily to function as a catalyst to help the whole parish, and all its ministries, to evangelize. They are not merely the "designated" evangelizers of the parish alongside all the other ministries of the parish. Since evangelization is the mission of the entire Church and all its members, the Evangelization Team exists to examine all the various ministries of the parish and how they can serve the mission of evangelization. In addition, the Evangelization Team can also propose new ministries that would serve the goals of evangelization.

How to start an Evangelization Team in your Parish:

- **Pray about it.**

Everything starts with prayer and a relationship with Jesus. You have a passion to reach out and spread the Good News. Bring it to prayer and let the Holy Spirit guide you.

- **Discuss it with your pastor.**

Your pastor is responsible for everything in the parish. In order for an Evangelization Team to function in the parish you need the permission and support of your pastor.

- **Who do we invite to be on the Evangelization Team?**

This step requires discernment, prayer and discussions with the pastor and parish staff to identify people who are:

- **Evangelized:** Their relationship with Jesus is at the center of their life.
- **Faithful:** They are committed to prayer and the practice of the faith.
- **Open:** They are comfortable with sharing their faith and patient listening to the faith stories of others. They are not afraid of those with doubts, or judgmental of those who question, are inactive in the faith or are unchurched.



- **Flexible:** They are not rigid about a certain spirituality or piety (as in "if you don't pray this way you are doing it wrong...") and are willing to try new ways of doing things.
- **Not the usual suspects:** Try to tap into some "new blood" rather than those who always volunteer for everything. Perhaps that quiet person who sits in the back pew but comes to many of the parish events, or that parent who is always offering suggestions for parish activities, but isn't on any committee. Depending on your parish(es), the Evangelization Team should be large enough so that there are a variety of voices at the table. A suggested size would be to aim for 6-8 people at each meeting, so invite about 8-12 people. Because you are looking for people with the specific qualifications, you want to invite people personally, one-on-one, not through a general announcement in the bulletin.

Once you have the potential members of the Evangelization Team in place, there should be a period of formation and training of the team.

Formation/Training of the Team:

The Evangelization Team should go through a period of formation. The Evangelization Team should meet regularly (every other week or weekly) for a couple of months to pray together; to read, study and discuss the basic documents; and to come to a shared understanding of the mission and purpose of the Evangelization Team in your parish. There is no such thing as one size fits all.

The formation time is also a wonderful opportunity to become a faith sharing community that will be able to serve as a model for other small faith sharing groups in the parish. Be sure to take time to get to know each other. As the Evangelization Team you want to be a small community, not just a collection of individuals. Take time to share your faith stories: who Jesus is for you, why you are Catholic, what Church means to you, where you have met God, etc. At the heart of evangelization is our relationship with Jesus and through Jesus with each other. It takes practice to share this story. You may want to pray a shared Holy Hour together, to ask the Holy Spirit to guide the Team in this ministry.

Excerpts taken from www.rcdony.org/evangelization. Used with permission.

Different Models of an Evangelization Team:

There are many models of what the team could look like. Much will depend on the size of your parish, number of parishes in a cluster, or if you are working with another parish in your cluster. The pastor and staff should play an integral part no matter the model.



Below are some suggested models of Evangelization Teams:

OPTION A

The pastor and or staff leader can invite a few parishioners who they have prayerfully discerned to be part of this new team. This group can then function outside the existing ministries and help advocate for evangelization. The benefit of this group is having new people who are not weighed down by other responsibilities. They will be able to focus all their efforts on the work of evangelization. The downfall may be a lack of quick connection or information about various ministries.

OPTION B

Invite a representative from every ministry in the parish, to form this new team. It is important that each group or ministry in the parish has a representative on the team. Everyone is called to take up the call of evangelization, so everyone should have representation. This cannot be the work of a few. The benefit of this is having every group represented. The downfall might be that these people are already invested in a ministry and may have a difficult time giving more time and or seeing past their own ministry.

OPTION C

Make an existing parish team the Evangelization Team. This group might be the parish staff, or pastoral council, or another advisory group already in existence. The benefit is that this group already works together for the good of the parish; the downfall may be that this group will have a difficult time seeing past its current role.

Excerpts from www.evangelizerichmond.org. Used with permission. For full document see Appendix F: Formation Guidelines for Evangelization Teams

Once you have chosen your Team Model

- **The Evangelization Team should identify a team leader or chairperson** who will be the liaison with the pastor and the pastoral council. This person will be responsible to keep the pastor and pastoral council informed of Evangelization Team activities and to secure any needed permissions from the pastor.
- **The Evangelization Team should meet monthly.**
- **Create a Parish Evangelization Inventory:** Before planning any new activities or programs, the Evangelization Team should ascertain what the parish is already doing. One way is to make a list of all the ministries, prayer groups, outreach groups, liturgical committees, etc. with a contact person for each group. Ask the contact persons to give the committee a short description of the group, its purpose, what they do and how they contribute to the mission of evangelization (note: this information will also be valuable in creating a parish website or a welcome packet for new parishioners).



- **Using the Parish Evangelization Inventory information, along with the strategies in *Go and Make Disciples*, the Evangelization Team can then begin to assess** the parish's strengths and weaknesses, who is or is not being served, what needs exist, and begin to formulate a pastoral plan for evangelization.
- **The Evangelization Inventory** will also be used to see who is missing. For example, as you go through your parish groups, you may notice that you have prayer groups, but they are only attended by women. Where are the men, and why are they not coming? Is it perhaps because since only women attend the prayer group, they feel unwelcome or uncomfortable? Perhaps the form of prayer is too "touchy-feely." Perhaps the time of day doesn't work for them. Should there be a men's group?
- **Try to avoid getting stuck in the "programming mode."** Many groups think that if we run this DVD series, have that Bible study program, create this type of prayer group or buy that resource material, we will have an evangelizing parish. Programs can be great resources, but evangelization is not primarily about programs. Rather it is about people and relationships: our relationship with Christ and our relationships with others leading them to a relationship with Jesus. The fruit we are looking for is conversion of heart and mind to Jesus Christ. To that end, high on the priority list of any evangelization effort should be liturgy (Mass) and hospitality, not just hospitality for people new to the parish, but also getting to know on a deeper level the people who are already there and making them feel welcome.

Excerpts taken from www.rcdony.org/evangelization. Used with permission.

Additional Resource

Another great resource with practical aids for setting evangelization goals, putting together parish surveys and evangelization worksheets can be found at www.phillyevang.org.



PROGRAMS REVIEWED BY THE TEAM

Recognizing that there are other effective processes, given our time limitations during the scope of this review, the team evaluated the following:

RENEW INTERNATIONAL: ARISE Together in Christ

A parish-centered process for spiritual renewal.

Goals of the process include:

- Sharing and witnessing to the Word of God in Sacred Scripture
- Developing vibrant communities of faith and service
- Forging deeper relationships among parishioners and across diverse ethnic groups
- Providing a concrete and practical means of evangelization

The process begins with a period of formation for diocesan and parish leaders, then guides participants through five connected independent and distinct periods of time (called Seasons), each of which lasts six weeks. Each Season engages the entire parish in a basic Gospel theme:

1. (Fall) Encountering Christ Today
2. (Lent) Change Our Hearts
3. (Fall) In the Footsteps of Christ
4. (Lent) New Heart, New Spirit
5. (Fall) We Are the Good News!

Comprehensive training is provided by RENEW International for the diocesan, parish and small community leaders and includes ongoing pastoral support. This process works under the spiritual leadership of the parish priest. After the ARISE process, parishes continue in the areas of catechesis, Scripture reflection, small Christian communities, peace and justice initiatives, and liturgical appreciation. RENEW offers a variety of faith-sharing materials for this ongoing formation.

PROS

- Leaders are very well trained
- Well established program
- Good follow-up
- Six week process is optimal
- Meetings are home based, able to invite others, even non-Catholics

CONS

- Cost prohibitive for some parishes
- Snowbirds will miss some seasons



ALPHA FOR CATHOLICS

Covers the basics of Christianity.

- Introduction Dinner: Is there more to life than this?
- Week 1: Who is Jesus?
- Week 2: Why did Jesus die?
- Week 3: How can we have faith?
- Week 4: Why and how do I pray?
- Week 5: Why and how should I read the Bible?
- Week 6: How does God guide us?
- Week 7: How can I resist evil?
- Week 8: Why and how should we tell others?
- Week 9: Does God heal today?
- Week 10: What about the Church?
- Weekend 11: Who is the Holy Spirit?
What does the Holy Spirit do?
How can I be filled with the Holy Spirit?
How can I make the most of the rest of my life?

Each week, guests gather for about two hours and share an informal meal, sing a few songs, listen to a talk given either by a live speaker or by viewing a DVD, and then gather into small groups for discussion.

PROS

- Number of Catholic parishes using the process is growing
- Multi-generational oriented
- Trans-denominational
- Cost effective: \$500 for initial kit plus \$5 each for participant books

CONS

- Christian, but not specifically Catholic
- Ten weeks long plus retreat – may be too long
- No follow-up



CHRIST RENEWS HIS PARISH

A parish spiritual renewal process that grew out of the Cursillo movement.

It calls together groups of up to 36 women or men in order to experience personal conversion and Christian community. It is free for participants and includes meals, snacks, several witness talks, time for personal reflection, and fellowship with others.

Participants are asked to bring a sleeping bag, pillow, toiletries, cot or air mattress, Rosary, water bottle and coffee mug. The two day, one overnight, live-in retreats (30 hours) are held in parishes, led by a well-trained team of parishioners. Retreats offer an invitation to continued personal growth and parochial ministry. There is a formation period leading to team ministry of the next Renewal Weekend. The weekends are separately structured for men and women because of the psychological dynamics of the brief time period, and the facility and pastoral considerations involved in an overnight at the parish. This helps the parish to become home for its people.

Topics for the witness talks include:

- Renewal
- New Life in Christ
- Spirituality
- Christian Community
- Christian Awareness
- Reconciliation
- Eucharist
- Scripture
- Father's Loving Care for Us
- Discipleship

Ideally a team of women and a team of men is continuously in formation for the ministry of four Renewal Weekends per year (two women's and two men's), which is the recommended maximum. CRHP is a copyrighted process and permission must be obtained for its use in any parish. There are opportunities during the retreat for worship, prayer, Eucharistic Adoration, reflection, sharing, and the Sacrament of Reconciliation.

PROS

- Scripture based
- Team formation lasts for 6 months-makes a great support system
- Renews the parish inwardly
- Catechetical

CONS

- Takes a lot of people
- Team formation is lengthy
- Does not reach inactive Catholics
- Facilities necessary to hold meetings and retreats



THE CHRISTLIFE SERIES

A process that trains parishes in how to evangelize.

It offers DVD-based resources and collaborates with parishes and individuals to evangelize the unchurched and inactive/nominal Christians. ChristLife is rooted in personal relationship with God our Father, Jesus our Savior, and the Holy Spirit our Helper. It is faithful to the Magisterium, nourished by the sacraments, sustained by a charismatic prayer life, evangelically oriented, dependent on the power of the Holy Spirit, and committed to Christian unity.

There are three steps in the process:

- Discovering Christ – a seven week series inviting people of all backgrounds to encounter Jesus and be part of the Church.
- Following Christ – a seven week series on Catholic discipleship with topics on prayer, Scripture, sacraments, spiritual warfare, and more.
- Sharing Christ – a seven week series training Catholics how to share Jesus with others and invite them to be part of the Church.

PROS

- Great topics; very relational
- Seven weeks per series with a break between each series
- DVD driven
- Small group component
- Retreat
- First series begins with a meal at each session
- Very cost effective for parishes

CONS

- Length of sessions (2-2 ½ hours)
- No meal the last two series
- Time commitment for all day retreat



CATHOLICISM: THE NEW EVANGELIZATION

A documentary and multi-media formation program that explores the Church's mission within the challenges of contemporary culture.

Hosted by Father Robert Barron, the documentary focuses on challenges such as the emergence of “the new atheism” and relativistic attitudes toward questions of faith and morality and shows us how to put our faith into action in today’s increasingly secular world. All Catholics are called to share the Apostolic Faith with new ardor, new expressions and new methods. Reaching out to those in our culture who have already been baptized, but have drifted, we are called to awaken their faith and bring them closer to Jesus Christ and to His Church. *Catholicism: The New Evangelization* is accompanied by a study program for adult and mature teen faith formation, which was written by Brandon Vogt, author of “The Church and the New Media” and a well-known Catholic blogger and advocate of the Church’s evangelization efforts via the new media. The study can be presented in six 90-minute sessions, or in shorter segments.

Topics for the sessions are:

- Chapter One: “Introduction”
- Chapter Two: “New Ardor”
- Chapter Three: “New Expressions – Part I”
- Chapter Four: “New Expressions – Part II”
- Chapter Five: “New Methods”
- Chapter Six: “Faith In Action”

PROS

- Visuals are well done
- Has a way of making complex topics easy to understand
- Fr. Barron is the “pro”
- Answered questions that came up
- Good length of videos – average of 18 minutes per chapter
- The last two sessions are “how to” - practical aspects and ideas to use

CON

- Some vocabulary requires explanation



Empowering the Faithful in Evangelization

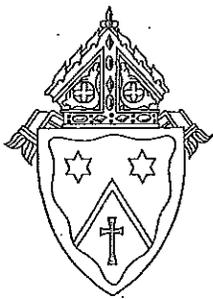
Appendices

EVANGELIZATION TEAM CHARTER

TEAM VISION	OUR VISION IS TO HELP PEOPLE UNDERSTAND EVANGELIZATION, SEE IT AS THEIR MISSION AND LIVE IT OUT IN EVERY ASPECT OF THEIR LIVES.
PURPOSE STATEMENT	TO USE OUR ENTHUSIASM AND LOVE OF THE GOSPEL TO EDUCATE AND INSPIRE THE FAITHFUL TO SEE EVANGELIZATION AS THEIR NATURAL RESPONSE TO GOD’S LOVE FOR THEM.
VALUES	<p>HONESTY: TO OPENLY SHARE THOUGHTS AND IDEAS</p> <p>COMMITMENT: RESPONSIBILITY, ATTENDANCE TO MEETINGS, AND FOLLOW-THROUGH ON TASKS.</p> <p>RESPECT: HAVING PATIENCE AND UNDERSTANDING WITH OTHER TEAM MEMBERS CONCERNING THEIR VIEWS AND IDEAS. VALUING THE OPINIONS OF EVERYONE ON THE TEAM.</p> <p>PRAYERFUL: BE COMMITTED TO PRAY FOR THE SUCCESS OF OUR TASK AND LISTENING TO THE SPIRIT OF GOD TO HELP US ACHIEVE OUR GOALS.</p> <p>POSITIVE: OPTIMISM ABOUT THE TASKS ASSIGNED, AND AFFIRMING THE CONTRIBUTIONS OF ALL MEMBERS OF THE TEAM.</p>
TEAM OUTCOMES/ TIMING	<p>GOAL 1. - BRAINSTORM WHAT PROCESSES WE WANT LOOK AT AND USE. IMPLEMENTED BY: MAY 31, 2013</p> <p>GOAL 2. – GENERAL NOTIFICATION TO PARISHES OF UPCOMING PROCESS. IMPLEMENTED BY: JUNE 30, 2013</p> <p>GOAL 3. – CONTACT REPRESENTATIVES FROM PROGRAMS THAT WE HAVE SELECTED COME AND DO A PRESENTATION FOR US. IMPLEMENTED BY: AUGUST 31, 2013</p> <p>GOAL 4. –REVIEW PROCESS(ES) FROM THE REPRESENTATIVES THAT WE WOULD LIKE TO PRESENT TO THE BISHOP FOR IMPLEMENTATION. IMPLEMENTED BY: OCTOBER 31, 2013</p> <p>GOAL 5.-CHOOSE WHICH PROCESS (OR POSSIBLY MORE) THAT WE WOULD LIKE TO PRESENT TO THE BISHOP. IMPLEMENTED BY: DECEMBER 15, 2013</p>

	<p>GOAL 6.-THE PROCESS THAT TEAM HAS CHOSEN IS PRESENTED TO THE BISHOP FOR APPROVAL. IMPLEMENTED BY: JANUARY 15, 2014</p>
	<p>GOAL 7.-DATE THAT WE WOULD LIKE A DECISION (FROM BISHOP) FOR FINAL APPROVAL. IMPLEMENTED BY: MARCH 1, 2014</p>
	<p>GOAL 8.-SPECIFIC PLANS OF ACTION/NOTIFICATIONS GIVEN TO THE PARISHES IMPLEMENTED BY: APRIL 1, 2014</p>
	<p>GOAL 9.- ENROLLMENT BY THE PARISHES IS TO BEGIN IMPLEMENTED BY: JUNE 8, 2014 (PENTECOST)</p>
	<p>GOAL 10. - PROCESS BEGINS TO BE IMPLEMENTED IN THE PARISHES. GOAL IS AT LEAST 50 PARISHES TO BEGIN THIS PROCESS. IMPLEMENTED BY: JULY 31, 2014</p>
<p>RESOURCES AND BUDGET</p>	<p>THE EVANGELIZATION TEAM; BISHOP HEBDA; THE DOCUMENT (BOOK) <i>DISCIPLES CALLED TO WITNESS</i> BY USCCB PUB.; <i>EVANGELICAL CATHOLICISM</i> (GEO. WEIGEL) ARE RESOURCES. BUDGET APPROVED BY THE BISHOP.</p>
<p>TEAM OPERATIONAL GUIDELINES</p>	<ol style="list-style-type: none"> 1. PRAYER FOR POSITIVE OUTCOME OF OUR TASK. 2. ATTEND MONTHLY MEETINGS. 3. COME PREPARED TO PARTICIPATE. 4. DECISIONS WILL BE MADE (IF POSSIBLE) BY CONSENSUS. IF VOTING IS NEEDED, A MAJORITY VOTE WILL BE OBTAINED. 5. AN AGENDA WILL BE DISTRIBUTED TO THE TEAM. (CONTAINING MEETING MINUTES AND SUMMARY OF MEETING DECISIONS & TASKS).
<p>TEAM NORMS & GROUND RULES</p>	<p>COMMUNICATE: ALL MEMBERS WILL HAVE A CHANCE TO SPEAK, LISTEN ACTIVELY BUT NOT INTERRUPT. ASSUME BEST INTENTIONS, INSTITUTE CONFIDENTIALITY AND HONESTY.</p> <p>FEEDBACK: NO PERSONAL ATTACKS, BUT BASED ON IDEAS. FOCUSED ON GOALS AND TIMELY.</p> <p>COMMITMENT & INVOLVEMENT: ATTEND MEETINGS, BE ON TIME, STAY FOR THE ENTIRE MEETING, BE ENGAGED AND PREPARED.</p> <p>LEADERSHIP: ALL HAVE EXPERIENCES TO SHARE AND ALL ARE EXPECTED TO SHARE.</p> <p>tone: FOCUSED & LIMITED TO AGENDA</p>

<p>TEAM ROLES AND RESPONSIBILITIES</p>	<p>TEAM LEADER: PATTY MEETING FACILITATOR: SCRIBE: JUDY PROCESS OBSERVER: BOB TIMEKEEPER: KAREN SPIRITUAL ADVISOR FOR MEETINGS: FR. JOE</p>
<p>CHARTER ENDORSEMENTS</p>	<p>SPONSORS SIGNATURES:</p> <p>FR. DON GEYMAN _____</p> <p>FR. JOE MUSZKIEWICZ _____</p> <p>PATTY FURTAW _____</p> <p>VICKI LOOKER _____</p> <p>JUDY ABEEL _____</p> <p>BOB BOWERSOX _____</p> <p>KAREN DERRIS _____</p>
<p>DATE</p>	



DIocese OF GAYLORD

**611 WEST NORTH STREET
GAYLORD, MI 49735-8349
(989) 732-5147
FAX: (989) 705-3589**

June 30, 2013

Greetings,

Upon completion of the Listening Sessions held through the diocese, Bishop Hebda has requested that a strategic plan be implemented to address our core diocesan values: Prayer and Worship, Catechesis, Evangelization, Communion and Service. Six teams were formed to accomplish some specific goals that were agreed upon by Bishop and the diocesan directors.

We are the Evangelization Training Team. Our members are Patty Furtaw (team leader), Fr. Joe Muszkiewicz, Judy Abeel, Vicki Looker, Bob Bowersox, Karen Derris and myself. Our purpose is to help the faithful of our parishes to see evangelization as their natural response to God's love, and to equip them with tools for this purpose. Our specific goal, assigned by Bishop Hebda and his staff leadership, is that at least fifty of our parishes in the Diocese of Gaylord would have one or more teams enrolled in an evangelization training program by July of 2014.

Since we began meeting, the team has worked toward our goal of linking the parishes with processes that will allow them to fully embrace the New Evangelization. We are reading, researching and reviewing new programs at each meeting.

We understand that each parish is unique, and each unique parish is composed of diverse groups. Thus, multiple options will be suggested. We wanted to make you aware of this in case you are already planning some type of evangelization training in your parish.

We welcome any suggestions of processes or programs that you are already instituting to explore and share. Our goal is to have these recommendations to the parishes by Spring 2014.

Please forward this information to those who are involved with Evangelization in your parish.

God's blessing on your ministry,

Rev. Don Geyman

Email Sent: Wednesday, April 30, 2014
Subject: Update from the Evangelization Team

Dear Pastors, Administrators, and Catechetical Leaders,

Last year a strategic plan was created for our Diocese following input received from meetings held in each vicariate during May and June, 2012. One priority identified during that planning was to foster a spirit of evangelization in our parishes and to assist parishes with the education and implementation of evangelization methods and procedures. To that end an Evangelization Team was formed.

This Evangelization Team continues to move forward in the study and pursuit of multiple tools that can benefit our parishes in regard to evangelization. We hope to publish the findings of our studies soon and will present some possible assets to help with evangelization in our Diocese. We hope to move to completion on this task once we have a new bishop and can meet with him to evaluate our findings together, as well as discuss any ideas and experiences he will bring with him.

In the meantime, if you want to pursue opportunities for evangelization in your parish in a more immediate time frame, please know that we are willing to assist you in learning more about evangelization and/or the many evangelization processes that are available. If you need more information or would like to discuss this further you may contact any member of the Evangelization Team via the contact information listed below.

May God continue to bless our parishes and Diocese as we endeavor to “go and make disciples of all nations.”

Patty Furtaw - pafurtaw@gmail.com

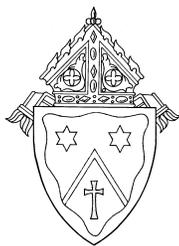
Karen Derris - Chebcathff@gmail.com

Vicki Looker - vlooker@dioceseofgaylord.org

Judy Abeel - JAbeel@dioceseofgaylord.org

Bob Bowersox - stmaryofthewoods@yahoo.com

Fr. Joe Muszkiewicz - jmuszkiewicz@dioceseofgaylord.org



DIOCESE OF GAYLORD

611 West North Street
Gaylord, MI 49735
Phone: 989.732.5147
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July 7, 2015

Dear Priests and Pastoral Administrators:

As you know, through a process led by the Catholic Leadership Institute while Archbishop Hebda was here, a Mutually Shared Vision (MSV) for the Diocese of Gaylord was discerned. Three priority areas, Communication, Faith Development and Evangelization, were identified and six teams comprised of leaders from across the diocese have been working to accomplish specific goals. I have been very supportive of this work and am grateful that a plan – a guide for the next few years -- was in place when I arrived. I have been impressed with the dedication and commitment of the teams. Enclosed you will find an Executive Summary from the MSV Evangelization Team charged with the goal to have *at least 50 parishes participating in an ongoing training process for empowering the faithful in evangelization.*

Evangelization is a mission of the Church to which every Catholic is called by virtue of their baptism. For those parishes struggling in their efforts to evangelize, a major obstacle often is how and where to start. This team has been researching programs and processes to assist you to more effectively evangelize within your parish community as well as to share our faith with those who may be seeking or who may still need to experience God's love for the first time. The Evangelization Team has done some of that "leg work" for us and is excited to share what they have learned.

The next step for this team is to gather representatives from every parish or cluster and to help them form an evangelization team in their parish(es). Recognizing that each parish is unique, the team will also present and explain the five evangelization processes they have researched which you may find very helpful in your local efforts.

I hope you will prayerfully consider who would be able to lead a process of evangelization in your parish or cluster, share with them the enclosed document and encourage them to attend one of the regional meetings being planned by members of our MSV Evangelization Team. It would be most helpful if you would provide the name(s) and contact information to the Evangelization Team leader, Patty Furtaw at pafurtaw@gmail.com or by phone at 231.582.7718. She will then contact them directly to provide meeting details. To appropriately plan, Patty needs your response by **July 30, 2015.**

I look forward to seeing the fruits that will come from the work of all of teams as we all strive to live out our sacred purpose as outlined in the Mutually Shared Vision: *In response to God's love, the faithful of the Diocese of Gaylord, relying upon the Sacraments, Catholic Tradition, and prayer, seek to form a community that hopes in Christ, shares the Good News and lives the Gospel of justice and peace.*

Sincerely yours in Christ,

A handwritten signature in black ink, reading "Steven J. Raica".

Most Reverend Steven J. Raica
Bishop of Gaylord

DIOCESAN SURVEY TO ALL PARISHES

Name of Parish/Cluster	Program(s) being used	Intended audience	Description of program
Star of the North -St Joseph, West Branch and Holy Family Parishes	Still being developed-awaiting pamphlets from other CL's to decide what direction to take	Non-Catholics, fallen-away Catholics, active non-participating Catholics	Information booklets and catechetical sessions
Contact person: Wayne Winter			
Phone #/email: 989-345-0064			
<hr/>			
St. Ann - Frankfort	Nothing at this time		
Contact person: Kris Smeltzer			
Phone #/email: 231-352-4421			
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St. Paul - Onaway			Christmas program, ministry to shut ins, faith formation, men's bible study
Contact persons: Debby Nash; Marty Osantowski			
Phone #/email: 989-733-9901			
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Holy Rosary -Cedar	New Evangelization (Fr Barron) Youth & Adult Legion of Mary	Fallen away parishioners	Door to door evangelization
Contact person: Fr. Don Libby			
Email:			
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St. Luke-Bellaire /St. Joseph-East Jordan	Saturday Café Living the Eucharist Catholicism (Fr Barron) RCIA	Ecumenical-needy and those needing fellowship All All	Used during Lent
Contact person: Barb Kowal			
Phone#/email: t 231-675-7544			
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Cheboygan Catholic Community St. Mary/St. Charles	Living the Eucharist Catholicism (Fr. Barron) 33 days of Morning Glory Consoling the Heart of Jesus New Evangelization	Teen/adults adults adults adults adults	small group study DVD-discussion Marian consecration DVD-small group study DVD-discussion
Contact persons: Karen Derris, Fr. Joe Ortega			
Phone #/email: 231-627-2105			
<hr/>			
Alpena Catholic Community	Hoping to use the HIS Discipleship program	Regional to East Side of state	Door to door evangelization
Contact person: Seth Peters			
Email:			
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DIOCESAN SURVEY TO ALL PARISHES

Name of Parish/Cluster	Program(s) being used	Intended audience	Description of program
Catholic Consortium of the 45th Parallel	Come Home	Inactive parishioners	Parishioners send out cards and periodic invitations to major liturgies
Contact person: Fr. Rolando Silva	St Joseph Communications	Inactive parishioners	The company contacted the inactives for prayer intentions, see if they would like a visit from a priest or lay person.
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Boyne Valley Catholic Community	New Evangelization	Various	Train our parishioners to evangelize
Contact person: Patty Furtaw			
Phone #/email: 231-582-7718			
<hr/>			
St. Stephen, Lake City	Welcoming Team	Fallen away Catholics	Two team members contacting those who have fallen away from the Church
Contact person: Frank Kopasz			
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St. Michael-Suttons Bay/St. Gertrude-Northport	US Catechism Collaborative YM program	RCIA and adults teens and young adults	Form candidates and adults Reach the youth of Leelanau County
Contact person: Rev. Leonard Paul			
Phone #/email: 231-271-3744			
<hr/>			
All Saints Catholic Community-Cadillac	St Ann School	Movie night at high school	
St Ann, St. Edward, St. Stephen, and St. Theresa	Sac Prep RCIA	Fallen away Catholics	
Contact person: Leslie Pastula	Adult Faith Formation Faith Afire		
Phone #/email: 231-775-2471	Welcome Home-St Stephen's		
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St. Philip Neri- Empire	Catechesis of the Neocatechumenal Way	Anyone older than 12	15 sessions-lead people on the way of growing in their faith
Contact persons: Fr. Zeljko; Fr. Mariano			
Phone #/email: 231-326-5255			
<hr/>			
St. Mary - Lake Leelanau	Children's Liturgy of the Word VBS	11 week course	
Contact persons: Mary Kuznicki, Michael Collins Fr. Mike Janowski	Faith formation classes Youth Group - Middle school RCIA		
Phone #/email: 231-256-9676	Alpha Course Catholicism 201 Women's Advent retreat Catholic Literature Young Adult group		

DIOCESAN SURVEY TO ALL PARISHES

Name of Parish/Cluster	Program(s) being used	Intended audience	Description of program
St. Helen - St. Helen	Don't use any programs. We are a welcoming parish in the community		
Contact person: Sr. Barb Matievich			
Phone #/email:			
St. Kateri Tekakwitha-Peshawbestown	We are not using any programs. Very small population of Native Americans		
Contact person: Sr. Sue Gardner			
Phone #/email: 231-271-6651			
St. Mary Cathedral, Gaylord	Oremus ReBuilt Book Study School of the Heart Perpetual Eucharistic Adoration	Adults Adults Adults All	8 week prayer program introducing participants to how to develop/sustain a prayer life Study of books on how to vision a more welcoming parish Using media, lecture & discussion Awaken a person's spiritual life based on the Church's teachings
Holy Childhood, Harbor Springs	Fr. Robert Barron's series along with Pope Francis' new exhortation	Adults	5 weeks with morning and evening sessions
Contact person: Denise Sinke			
Email:			

ENCOUNTER THE JOY OF THE GOSPEL

SET THE WORLD ABLAZE



Diocese of Richmond

Formation Guidelines for Evangelization Teams by Parish/LPA/Region

Purpose of an Evangelization Team

An Evangelization Team is needed so that there are some people in a parish, cluster, or LPA group solely dedicated to the efforts of Evangelization. With so many other important tasks of parish life, evangelization is too often put on the backburner. “Asked whether spreading the faith was a high priority of their parishes...only 6 percent of Catholics” responded in the affirmative. “Asked whether they sponsored local evangelistic activities...only 3 percent of Catholic parishes” responded that they did (Weddell 51). These statistics show that evangelistic efforts will not happen on their own. Thus it is important that a group form to advocate for the work of evangelization.

Although Evangelization cannot be accomplished solely by starting a new committee on a parish or LPA level, it is necessary to have some people in the parish(es) spearhead efforts to make sure that Evangelization is on the forefront of parish in-reach and out-reach. This team will serve as a constant reminder for the people of the parish of the true goal of evangelization. Through collaboration with parishioners, staff, and ministries of the parish the team will be able to weave in the goal of Evangelization into all aspects of parish life. As each parish has an Evangelization team, they will also be able to connect and support with the teams from other parishes, clusters, and/or LPA's across the diocese to share ideas and resources.

What does an Evangelization Team Do

Although the team will be making efforts for Evangelization, their broader goal is to start to advocate for evangelization on all levels of parish life. Every Catholic needs to be aware that they are called to be an evangelist at all times. Old patterns of thinking and acting need to be formed into new ways that will enable the Holy Spirit move more freely as the converter of hearts.

This team will help set a vision for evangelization:

- They will pray.
- They will be formed.
- They will explain the need for an Evangelization and what that means for their local community.
- They will spearhead new efforts for welcoming returning Catholics.
- They will advocate for Evangelization within all aspects of the life of the parish, remembering that every parishioner has a role to play.

Characteristics of Team Members (from Disciples Called to Witness 17)

Use this list to identify who might make a good team member. People on the team should already be living a vibrant Catholic faith.

- Deep love of Church
- Mature prayer life
- Joy-filled witness
- Willingness and ability to share their faith story with others
- Welcoming
- Time to commit

Different Models of an Evangelization Team

There are many models of what the team could look like. Much will depend on the size of your parish, number of parishes in a cluster, or if you are working with another parish in your LPA group. The pastor and staff should play an integral part no matter the model.

The size of the team will vary depending on the parish, cluster, or LPA. The team may be small or the team may be large. A medium size parish may have about 7-8 committed members. The smallest parishes may consider having everyone in the parish be a part of Evangelization Team.

Because the work of advocating for evangelization is so critical, it requires a dedicated time commitment. The team should be prepared to meet as often as every two weeks for the first few months. After that, the team will need to meet once a month to continue its work.

Below are some suggested models of Evangelization Teams:

Model Option A

The pastor and or staff leader can invite a few parishioners who they have prayerfully discerned to be part of this new team. This group can then function outside the existing ministries and help advocate for Evangelization. The benefit of this group is having new people who are not weighed down by other responsibilities. They will be able to focus all their efforts on the work of evangelization. The downfall may be a lack of quick connection or information about various ministries.

Model Option B

Invite a representative from every ministry in the parish, to form this new team. It is important that each group or ministry in the parish has a representative on the team. Everyone is called to take up the call of Evangelization, so everyone should have representation. This cannot be the work of a few. The benefit of this is having every group have a representative. The downfall might be that these people are already invested in a ministry and may have a difficult time giving more time and or seeing past their own ministry.

Model Option C

Make an existing parish wide team Evangelization Team. This group might be the parish staff, or pastoral council, or another advisory group already in existence. The benefit is that this group already works together for the good of the parish; the downfall may be that this group will have a difficult time seeing past it's current role.

Formation of the Team

Once a team has been selected, they must be formed. Elements for consideration for formation are the following:

- Understanding what Evangelization is
- Study and Discussion of "Disciples Called to Witness: Evangelization"
 - <http://www.usccb.org/beliefs-and-teachings/how-we-teach/new-evangelization/disciples-called-to-witness/upload/Disciples-Called-to-Witness-5-30-12.pdf>
- Survey of the parish for what efforts in evangelization are being made and need to happen
- How to create a plan for parish-wide implementation
- Identifying areas of first contact within already existing parish ministries
- Being Hospitable in words and actions: how interaction with others is an important component of evangelization
- Deciding if a specific program will be helpful
- Selecting and implementing a specific program
- Developing a measurable success tool

Evangelization Coordinator Position Description

Throughout the Diocese each parish or cluster of parishes is being asked to form a team that dedicated to Evangelization. The guidelines for these teams have been put forth elsewhere (Formation Guidelines for Evangelization Teams) but an important position needs to be clarified, that of Evangelization Coordinator. For each team it will be helpful to establish one member as the Coordinator to guide the team and to communicate and work with the pastor. This individual might be part of the pastoral council or a new person could be asked to serve in this role separate from a council. Evangelization Coordinator will need to be someone who can reach out both to active parishioners as well as “inactive” parishioners. In order to lead others to Christ and to assist them in growing in their faith, the Coordinator would need to be a person with a strong faith, love of the Church, willingness to share their faith, and time to commit to the efforts of evangelization.

While the role of the Coordinator might differ from location to location the basic responsibilities of the position would be the same. They would be expected to:

- Coordinate Evangelization Team in whatever form it becomes for the particular parish.
- Coordinate Evangelization efforts within each of the different ministries that the parish offers.
- Work with the Pastor and the Pastoral Council to implement the Diocesan Plan.
- Help to adapt the plan so that it would work for the particular parishes needs.
- Set goals for Evangelization Team and coordinate the necessary plans to achieve those goals.

