

ARCHDIOCESE OF MILWAUKEE

Hispanic Ministry in the Archdiocese of Milwaukee

Guidelines

Introduction

According to the Pontifical Council for the Care of Migrants and Itinerant People, “in the year 2000 there were approximately 4000 parishes with Hispanic Ministry in the United States and 20.6% of parishes with a majority of Hispanic presence.” (*People on the Move* - N° 93, December 2003, pp. 55-62). The Archdiocese of Milwaukee has 33 parishes with Hispanic Ministry, which represents 16% of its total of parishes.

Hispanic Ministry is a consistent, dynamic and committed effort of the Archdiocese of Milwaukee to bring Christ to Catholics of Hispanic origin within the ten counties of this archdiocese. Consistent with the USCCB’s guidelines in their document “Best Practices for Shared Parishes: So That They May All Be One,” this policy responds to the multicultural and multilingual reality of the faithful of the Archdiocese of Milwaukee. In doing so, the local Church seeks to promote full participation and integration of Hispanics in the life of the Church. Hispanic Ministry in the Archdiocese of Milwaukee is:

- a) a pastoral initiative and commitment of the Archdiocese of Milwaukee; as such, first, the creation and termination of Hispanic Ministry require the approval of the Archbishop; and second, Hispanic Ministry is part of the overall pastoral efforts of every office and department of the Archdiocese of Milwaukee.
- b) a pastoral initiative that is integrated to the life of a parish/cluster; as such, Hispanic Ministry is a commitment of the pastor¹, parish administrator or parish director, the pastoral staff and the parish pastoral council(s).
- c) a pastoral initiative that responds to very specific ministerial needs; as such, it could be established, developed, transformed and/or terminated by using the proper channels and means.
- d) a pastoral initiative that requires specific skills on the part of its ministers; as such, Hispanic Ministry requires knowledge of Spanish and English, Hispanic culture and popular religiosity, the social and religious challenges and gifts of Hispanic people, American culture, and proper pastoral skills for this type of ministry.
- e) a pastoral initiative that involves the spiritual wellbeing and life of Catholics of Hispanic origin; as such, Hispanic Ministry should foster hospitality and solidarity.
- f) a pastoral initiative that seeks integration, not assimilation,² of Hispanic Catholics into the religious, cultural and social life of the parish and the Archdiocese of Milwaukee.

¹ The term “pastor” includes the moderator and members of *in solidum* teams.

² Cultural integration is the process whereby one becomes an acceptable member of society. Cultural integration eliminates conflicts arising from cultural differences by organizing and amalgamating the values, psychological states, and behavior modes of different communities. However, cultural integration does not imply the elimination of one’s own culture and/or language. Cultural assimilation, on the other hand, is the process by which a person or a group’s language and/or culture come to resemble those of another group. “Immigrant assimilation is a complex process in which immigrants not only fully integrate themselves into a new country, but also lose aspects, perhaps all of their heritage too. Integration is not to be confused with assimilation. Through the policy of assimilation, new immigrants are

- g) a pastoral initiative that serves a very diverse group of Catholics; as such, those in Hispanic Ministry are to be aware of the diversity in culture, country of origin, gender, age, social reality, and experiences of the U.S. that form what we call “Hispanic Community.”
- h) a pastoral initiative that must be understood under the principle of *gradualness*;³ as such, Hispanic Ministry is an ongoing journey, not a group of activities in Spanish.
- i) a pastoral initiative that must be understood under the principle of *subsidiarity*;⁴ as such, Hispanic Ministry should foster the development of individual skills and participation.
- j) a pastoral initiative that must be understood under the principle of *solidarity and preferential option for the poor*;⁵ as such, Hispanic Ministry is particularly sensitive to the material, social, and legal needs of Hispanic Catholics.
- k) a pastoral initiative that understands that there is a presence of people of Hispanic origin in every district and county of the Archdiocese of Milwaukee; as such, Hispanic Ministry must favor *regionalized* initiatives and activities.

1. Leadership

The ultimate authority of Hispanic Ministry in the Archdiocese of Milwaukee is the Archbishop. However, the liaison between the Archbishop and Hispanic Ministry is the Vicar for Hispanic Ministry (VHM).

1.1. The Vicar for Hispanic Ministry (VHM)

The VHM is an active full or part-time priest who is appointed by the Archbishop to fulfill the following duties:

- a) Report to the Archbishop on matters related to Hispanic Ministry. However, the VHM’s performance is supervised by the Vicar General/Auxiliary Bishop.
- b) Represent the Archbishop in events and projects related to Hispanic Ministry.
- c) Be the chair-person of the Hispanic Ministry Advisory Board (HMAB).
- d) Attend and participate in the Archdiocesan Curial Council meetings.
- e) Attend and participate in the Priest Placement Board.
- f) Oversee the planning of Hispanic Ministry.
- g) In close collaboration with the Associate Director for Hispanic Ministry (ADHM), supervise the implementation of the *Archdiocesan Pastoral Plan for Hispanic Ministry*.
- h) Delegate specific tasks to the ADHM.
- i) Collaborate with the Vicar for Clergy in fostering the spiritual, pastoral, human and intellectual wellbeing of priests in Hispanic Ministry.

forced to give up their language, culture, values, and traditions... By integration we mean that our Hispanic people are to be welcomed to our church institutions at all levels. They are to be served in their language when possible, and their cultural values and religious traditions are to be respected. Beyond that, we must work toward mutual enrichment through interaction among all our cultures.” (USCCB, “Remembering the Past with Gratitude,” in: <http://usccb.org/issues-and-action/cultural-diversity/hispanic-latino/resources/hispanic-ministry-remembering-the-past-with-gratitude.cfm>).

³ See Saint John Paul II, *Familiaris Consortio*, n. 34

⁴ See Pontifical Council for Justice & Peace, *Compendium of the Social Doctrine of the Church*, nn. 185-188.

⁵ See Pontifical Council for Justice & Peace, *Compendium of the Social Doctrine of the Church*, nn. 192-196.

- j) In close collaboration with the ADHM, be available to pastors, parish directors, parish administrators, and/or parish coordinators of Hispanic Ministry in developing their own Hispanic Ministry in the parish, cluster or district.

1.2. The Hispanic Ministry Advisory Board (HMAB)

The HMAB is a consultative body to the Archbishop on matters related to Hispanic Ministry. When needed, the Archbishop is represented by the VHM, who in turn serves as a chair of this board. In the absence of the VHM, the ADHM serves as a chair of the board. The chair-person of the HMAB is responsible for the agenda, the order of each meeting, and the coordination of the functions of this board. The *ex-officio* members of the HMAB are the VHM and the ADHM. In addition to the chair, the HMAB has a secretary, who is an *ordinary member* of the board selected by the chair during the first meeting of the month of September. The secretary is responsible for taking the minutes of *ordinary* and *extraordinary meetings*, sends the minutes to each member of the HMAB, and makes any necessary amendments to the minutes.

The *ordinary members* of the HMAB are full-participant Catholics in good standing of the Archdiocese of Milwaukee (priests, religious, deacons or lay leaders), who have knowledge and experience in Hispanic Ministry, are willing to volunteer and be part of this board, and are appointed by the Archbishop. The HMAB will have no more than 15 and no less than 10 *ordinary members*. The chair of the HMAB may assign specific pastoral areas to each *ordinary member*. The term of membership is of three years, renewable by the Archbishop for three more years. The HMAB membership could be terminated in three ways:

- By having the membership term or terms expired.
- By writing a letter to the VHM at any time during the membership term, requesting its termination.
- By being removed by the Archbishop.

The *ordinary meetings* of the HMAB are held every other month, beginning in September. The HMAB may hold *extraordinary meetings* as needed.

The functions of the HMAB are:

- a) Oversee and evaluate the implementation of the *Archdiocesan Pastoral Plan for Hispanic Ministry*.
- b) Advise the Archbishop or the VHM on matters related to Hispanic Ministry in the Archdiocese of Milwaukee.
- c) Serve as a support to Archdiocesan Curial Offices in the implementation of the *Archdiocesan Pastoral Plan for Hispanic Ministry*.
- d) Advise the Archbishop about the creation of new sites for Hispanic Ministry or the termination of them.
- e) Advise the ADHM about his or her leadership in the implementation of the *Archdiocesan Pastoral Plan for Hispanic Ministry*.
- f) Prepare and discuss the final draft of the *Archdiocesan Pastoral Plan for Hispanic Ministry*. This is the plan that is presented to the Archbishop for final approval.

1.3. The Associate Director for Hispanic Ministry (ADHM)

The ADHM is a full-time employee of the Archdiocese of Milwaukee. He or she must have, at least, an Associate Degree and/or education on Ministry and/or Theology. The ADHM must have at least three years of experience in parish ministry. Knowledge of Catholic Doctrine, Hispanic Ministry and Culture, English and Spanish are necessary for this position.

Focused on the mission of the Catholic Church, the ADHM collaborates with other archdiocesan curial offices, pastoral leaders and volunteers to provide services and support to Hispanic pastoral ministry from the archdiocesan level and to advocate for a just response to the needs of the Hispanic people and parishes with Hispanic Ministry. The ADHM fosters a holistic vision of the Body of Christ, honoring, developing and celebrating the unique gifts of Hispanic Catholic communities throughout the Archdiocese of Milwaukee in the spirit of *pastoral de conjunto* or comprehensive pastoral planning.⁶ The ADHM is an *ex-officio* member of the HMAB and collaborates with groups that provide leadership, inspiration, and assistance to those ministering to diverse communities throughout the Archdiocese, the region and the nation. The ADHM works closely with the VHM, and reports and is supervised by the Director of the Office for Intercultural Ministries. The ADHM coordinates the Office for Hispanic Ministry of the Archdiocese.

1.4. The Office for Hispanic Ministry

The Office for Hispanic Ministry acts on behalf of the Archbishop of Milwaukee to promote full participation and integration of Hispanics in the life of the Church. In ongoing prayer, this office attentively listens to the Word of God, the Church teachings, and the experiences of the Hispanic people in order to do the following:

- a) Coordinate and evaluate the implementation of the *Archdiocesan Pastoral Plan for Hispanic Ministry* in parishes of the Archdiocese of Milwaukee.
- b) Serve as a resource to pastors and pastoral agents serving the Hispanic Catholic community through networking.
- c) Serve as an instrument of spiritual, pastoral and human growth – especially in areas of social justice.
- d) Identify resources, respond to the needs, promote the strengths, and overcome the weaknesses of Hispanic Ministry.
- e) Foster commitment to and create awareness of the implications of the Hispanic presence in the United States of America among archdiocesan curial offices, parishes, schools, other institutions and community in general, through an effective, direct or mediated communication, positive testimony, and fraternal participation.

⁶ The *Pastoral de Conjunto* is the harmonious coordination of all the elements of the pastoral ministry with the actions of all the pastoral ministers and structures in view of a common goal: the Kingdom of God. It is not only a methodology, but it is the expression of the essence and mission of the Church, which is to be and to make communion (# 6 National Pastoral Plan for Hispanic Ministry NCCB).

2. The Creation of a Hispanic Ministry Site

In the Archdiocese of Milwaukee, the creation of Hispanic Ministry must always be connected to a parish or cluster of parishes of the Archdiocese. These are the steps for the creation of Hispanic Ministry in a parish or cluster of parishes:

PHASE A: Hispanic Presence Awareness (2 to 5 months)

- a) The ADHM and/or the pastor, parish administrator or parish director conduct a preliminary study on the presence of Hispanics in the area/parish. Such a study should consider the various existing resources and studies available. The goals of this preliminary study are: (1) to identify the presence and needs of Hispanic Catholics in that area/parish; and (2) to provide initial foundations for the creation of Hispanic Ministry in this site. The results of this study are presented by the ADHM and/or the pastor, parish administrator or parish director to the VHM.
- b) The VHM and/or the ADHM, with the permission, request, support and collaboration of the pastor, parish administrator or parish director, petition the HMAB for the creation of Hispanic Ministry in a parish. In doing so, the VHM or the ADHM should present the HMAB with the written permission and/or request of the pastor, parish administrator, or parish director, evidence of support by the parish pastoral council, and a written rationale for the petition (Hispanic population in that region, particular needs of the district, financial support of the parish, etc.).
- c) The HMAB discusses the petition.
- d) At this point, the chair of the HMAB, one ordinary member of the HMAB, and the ADHM conduct the necessary interviews with the Dean of the district, pastor, parish administrator or parish director, parish staff, parish pastoral council, and if needed, with the priests in the cluster and/or priests in the district.
- e) This sub-committee of the HMAB (chair, one ordinary member, and the ADHM) presents their report to the HMAB with a copy to the pastor, parish administrator or parish director.
- f) The HMAB discusses the report of the sub-committee, and writes a recommendation to the Archbishop, with copy to the Vicar General/Auxiliary Bishop, the Dean of the district, and the pastor, parish administrator or parish director, regarding the establishment of Hispanic Ministry in that specific parish.
- g) If the HMAB does not recommend the establishment of Hispanic Ministry in that parish/cluster, the ADHM communicates this decision to the pastor, parish administrator or parish director and the Dean of the district. In this case, the pastor, parish administrator, or parish director could appeal the recommendation of the HMAB to the Vicar General/Auxiliary Bishop within 10 business days of the reception of the letter from the HMAB. If the Vicar General/Auxiliary Bishop decides in favor of the pastor, parish administrator or parish director such a recommendation is presented to the Archbishop. Otherwise, the Vicar General/Auxiliary Bishop may decide in favor of the recommendation of the HMAB.
- h) If the recommendation of the HMAB confirms the request of establishing Hispanic Ministry in the parish, this recommendation is presented to the Archbishop.
- i) The Archbishop approves or not the petition to move this request to PHASE B. The decision of the Archbishop is final.

PHASE B: Initial Building of Hispanic Ministry (at least three years)

- a) The ADHM and the pastor, parish administrator, or parish director write a job description for the Coordinator of Hispanic Ministry (a template is provided by the HMAB).
- b) Depending on the case, this position could be filled by a priest, a deacon, a religious or a lay leader with the appropriate qualifications. The Coordination of Hispanic Ministry could also be an added function to the existing pastor, parish administrator, or parish director, associate pastor, or pastoral associate. In this case, the Coordination of Hispanic Ministry will cover at least one third of the ministerial time of the pastor, parish administrator, parish director, associate pastor, or pastoral associate who also serves in other qualified types of ministry in that same parish/cluster.
- c) If the Coordinator of Hispanic Ministry is a newly assigned ordained minister, he will receive a letter of assignment for a three-year term by the Archbishop. In this case, the assignment of this position should follow the existing norms on clergy assignments of the Archdiocese of Milwaukee.
- d) If the Coordinator of Hispanic Ministry is an added function to an existing assigned ordained ministry (the current pastor, associate pastor, or a deacon), he should receive a letter from the VHM indicating the functions and expectations of the Coordinator of Hispanic Ministry in Phase B.
- e) If the Coordinator of Hispanic Ministry is a lay leader, he or she should receive a letter from the VHM indicating the functions and expectations of the Coordinator of Hispanic Ministry in Phase B. In this case, however, the pastor, parish administrator or the associate pastor is responsible for the celebration of the sacraments in Spanish.
- f) The Coordinator of Hispanic Ministry is responsible for the outreach and building of a stable Hispanic assembly (typically, no less than 40 people), fostering a sense of belonging, and strengthening Catholic identity. The ADHM provides the Coordinator of Hispanic Ministry with different pastoral models and strategies that may serve the reality of the parish/cluster.
- g) The Coordinator of Hispanic Ministry is also responsible for fostering the necessary skills and awareness appropriate for this type of ministry among the staff and personnel of the parish/cluster.
- h) The ADHM will be available to the Coordinator of Hispanic Ministry for ministerial support and guidance.
- i) If the Coordinator of Hispanic Ministry is a lay person, he or she should undergo an evaluative review by the pastor, parish administrator, or parish director 90 days after his or her first day at this position. If the Coordinator of Hispanic Ministry is an ordained minister, he should undergo an evaluative review by the VHM 90 days after his first day at this position.
- j) The ADHM should conduct an assessment of the state of the newly created Hispanic Ministry one year after the assignment or hiring of the Coordinator of Hispanic Ministry. This process involves consultation with the pastoral and administrative personnel of the parish/cluster, the parish pastoral council, members of the local Hispanic community, and the Dean of the district. The results of this assessment, as well as any pertinent recommendation, are shared with the Coordinator of Hispanic Ministry, the pastor, parish administrator or parish director, the Dean of the district, and the VHM.
- k) The ADHM should conduct an evaluation of the state of Hispanic Ministry within the first semester of the third year. This process involves consultation with the pastoral and administrative personnel of the parish/cluster, the parish pastoral council, members of the

local Hispanic community, and the Dean of the district. The results of this evaluation are presented by the ADHM, first, to the parish pastoral council, and then to the HMAB.

- l) The HMAB discusses the evaluation of the ADHM, and writes a recommendation to the Archbishop, with copy to the Vicar General/Auxiliary Bishop, the pastor, parish administrator or parish director, and the Dean of the district, regarding the establishment of Hispanic Ministry in that specific parish.
- m) If the HMAB does not recommend the establishment of Hispanic Ministry in that parish, the ADHM communicates this recommendation to the pastor, parish administrator or parish director and the Dean of the district. In this case, the pastor, parish administrator or parish director could appeal the recommendation of the HMAB to the Vicar General/Auxiliary Bishop within 10 business days of the reception of the letter from the HMAB. The Vicar General/Auxiliary Bishop writes a recommendation to the Archbishop.
- n) If the recommendation of the HMAB confirms the request of establishing Hispanic Ministry in the parish, this recommendation is presented to the Archbishop.
- o) The Archbishop approves or not the Archdiocesan commitment in establishing Hispanic Ministry in that parish. The decision of the Archbishop is final.
- p) The approval of the Archbishop means that Hispanic Ministry in that parish/cluster has entered Phase C.

PHASE C: Ownership & Stewardship

- a) If the Coordinator of Hispanic Ministry is a newly assigned ordained minister, he will receive a letter of assignment by the Archbishop. In this case, the assignment of this position should follow the existing norms on clergy assignments of the Archdiocese of Milwaukee.
- b) If the Coordinator of Hispanic Ministry is an added function to an existing assigned ordained minister (the current pastor, parish administrator, associate pastor, or a deacon), he should receive a letter from the VHM indicating the functions and expectations of the Coordinator of Hispanic Ministry in Phase C.
- c) If the Coordinator of Hispanic Ministry is a lay leader, he or she should receive a letter from the VHM indicating the functions and expectations of the Coordinator of Hispanic Ministry in Phase C. In this case, however, the pastor, parish administrator or the associate pastor is responsible for the celebration the sacraments in Spanish.
- d) In close collaboration with the pastoral staff of the parish and the Office for Hispanic Ministry, the Coordinator of Hispanic Ministry will make sure that Hispanic Catholics of the parish/cluster are affirmed in a sense of ownership by promoting stewardship and achieving full commitment in the life and mission of the parish.

3. The Termination of Hispanic Ministry Site

Hispanic Ministry could be terminated from a parish for a number of reasons; these include:

- Insufficient presence of people of Hispanic origin in the parish or designated area. An insufficient presence means less than 5% of the total population of the parish (typically, less than 40 people).
- The reorganization of the parishes in the area. This could mean the translocation of Hispanic Ministry to a more appropriate parish or cluster.

In any case, the termination of Hispanic Ministry from a parish/cluster is the result of a comprehensive study which, at the end, requires the approval of the Archbishop. These are the steps for the termination of Hispanic Ministry from a parish/cluster:

3.1. Determination of the Case

- a) The pastor, parish administrator or parish director presents the case for termination of Hispanic Ministry to the ADHM. In doing so, the pastor, parish administrator or parish director must clearly describe the reasons for termination and present sufficient documentation.
- b) The ADHM communicates the request and the steps of the process to the Dean of the district and the VHM. At this point the Dean is advised to submit feedback, comments and/or recommendations on the termination of Hispanic Ministry in that particular parish/cluster.
- c) The ADHM conducts a research on the case and collect the necessary information from the pastor, parish administrator, or parish director, parish pastoral council, pastoral staff, parish members, the Dean of the district and, if needed, priests of the cluster and/or the district.
- d) The ADHM submits a report to the HMAB along with the documentation presented by the pastor, parish administrator or parish director and the Dean of the district.
- e) The HMAB discusses the case and makes a recommendation to the Archbishop, with copy to the Vicar General/Auxiliary Bishop and the pastor, parish administrator or parish director, and the Dean of the district confirming or not the termination of Hispanic Ministry.
- f) The pastor, parish administrator or parish director could appeal the recommendation of the HMAB to the Vicar General/Auxiliary Bishop within 10 business days of the reception of the letter from the HMAB. The Vicar General/Auxiliary Bishop writes a recommendation to the Archbishop.
- g) The Archbishop makes a decision on the case.
- h) If the Archbishop does not approve the termination of Hispanic Ministry, the HMAB has 30 business days to write strategic pastoral recommendations to the pastor, parish administrator or parish director regarding Hispanic Ministry in that parish.
- i) The Archbishop approves the termination of Hispanic Ministry by writing a letter to the pastor, parish administrator or parish director with copy to the VHM, ADHM, the Vicar General/Auxiliary Bishop, the Chancellor, the Vicar for Clergy, and the Dean of the district. The approval of termination of Hispanic Ministry allows the pastor, parish administrator or parish director and the ADHM to move to the following step.

3.2. Pastoral Communication and Transition

- a) The termination of Hispanic Ministry in a parish/cluster may affect not only parishioners of Hispanic origin, but also the entire community.
- b) The pastor, parish administrator or parish director, the pastoral staff (including ministers of the cluster or team), the parish pastoral council, and the ADHM outline a pastoral strategy that best fits the concrete situation of the parish regarding termination of Hispanic Ministry.
- c) Such pastoral strategy seeks to help any Hispanic member of the community to identify appropriate ways to continue participation in the life and mission of the Church.
- d) This pastoral strategy must include:
 - (1) Communication of the decision to the parish pastoral council.
 - (2) Identification of potential issues and tentative strategies to resolve those issues.
 - (3) Proper communication of the decision with parishioners of Hispanic origin.

- (4) Proper communication of the decision to the entire parish.
- e) The pastor, parish administrator, parish director or a delegate should be available to any parishioner who is in need of an individual conversation regarding the decision of termination of Hispanic Ministry.
 - f) The pastor, parish administrator or parish director is responsible for handling any administrative consequence of terminating Hispanic Ministry.
 - g) One week after the pastor, parish administrator or parish director has announced the termination of Hispanic Ministry from the parish/cluster, the ADHM should communicate this decision to all pastors, parish administrators, parish directors, and central office personnel of the Archdiocese.