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## National Formation Commission Report to the National Fraternity Council August 15, 2022

**Formation Commission members:** Justin Carisio, OFS, Francine Gikow, OFS, Layna Maher, OFS, Mary Stronach, OFS, Spiritual Assistant-Anne Mulqueen, OFS, Chair-Diane Menditto, OFS

### COMMUNICATION AND RELATIONSHIPS

- **NFC Commission** presented 3 breakouts at the Quinquennial: General discussion/questions panel; presentation on Office of the Passion and Franciscan prayer in English and Spanish; presentation on Praying with St. Clare of Assisi. All three breakouts were very well received.
- **Ongoing formation for the National Fraternity Council:** The NFC will participate where needed in providing formation at the National Chapter in 2022.
- Co-hosted **Zoom formation calls in Spanish** with our International Councilor, Willie Guadalupe, and Bro. Lombardo D'Auria, OFM Cap. We have now given 5 formation workshops in Spanish for formation directors serving Spanish-speaking fraternities.
- Commission members are **maintaining contact** with Regional Formation Directors—
- **Talks given by Commission Members**
  - Ongoing mini-workshops for Ohana O Ke Anuenue:
    - Talk on the Ritual—Rite of Profession
    - Rekindling the Franciscan Spirit (charism)
    - Tools for Fraternity (scheduled for the fall)
  - Ongoing formation program for newly professed and professed in two regions in the form of a book club
  - Open Forum for Regional Formation Directors
  - Open Forums for various regions for local formation directors
  - Talk on Rites of Admission and Profession to Our Lady of the Angels Region for Inquirers and Candidates
  - Talk on servant leadership to St. Margaret of Cortona Region and St. Kateri Region (in person and virtual)
  - Talk on ongoing formation to St. Margaret of Cortona Region (in person)
  - Talk to local fraternity on Cantic of the Creatures
  - Talk to Capuchin Novices about the Nature of the Secular Franciscan Order (virtual)
  - Scheduled: “Ongoing Formation” talk for a local fraternity
  - Scheduled: Talk to St. Elizabeth of Hungary Region on Fraternity
- **Commission members participate on the following:**
  - We represent the order on the Executive Leadership of Franciscan Organizations (ELFO)
  - We represent the order on the Franciscan Family Forum
  - We represent the order on the CIOFS formation Secretariat
  - We represent the order on the CIOFS formation team where we are presently doing formation for the Arab countries on Zoom and have been producing the short videos on Memoriale Propositi.
  - We edit and translate documents for YOUFRA and CIOFS
  - We serve on the Duns Scotus Formation Fund board of advisors
- **Formation questions that are sent to the national website are forwarded to the NFC.** We contact the person and provide requested information. (This is ongoing.)
- **We also respond to questions posted on the NAFRA-FORM Google Group.**
- **Posts on FORM**—We have been using the NAFRA-FORM to keep our RFDs updated. One of the main items shared each week is **Formation Friday**. RFDs are encouraged to share with local formation directors.

According to comments at the Quinquennial, this feature has been very helpful to our members.

- **Facebook—**

**Formation Friday:** Excerpts from the FUN Manual and various formation resources are shared each Friday on Facebook. On many occasions these posts provoke discussion and questions. Visitors to our site have said that they are grateful for the material. We also share these posts on the NAFRA-FORM for RFDs who do not participate on Facebook and on NAFRA-RSA and NAFRA-L.

The posts are also shared in Spanish with several countries in Latin America. Fr. Frank Scornaienchi, TOR Minister Provincial, Immaculate Conception Province, will be sending them to the Seculars in Mexico and South America.

- **We also provide a regular series of quotes from the Early Sources on Tuesdays and Thursdays.**

- **TAU PERIODICAL-**

- The Commission members have volunteered to rotate as authors of the formation article for the TAU each quarter.

### **COMMISSION WORK ON OTHER PROJECTS**

- **National website:** Formation materials are available on the National website and will continue to be updated.
- **Formation Materials Project**
  - We are presently reviewing work that has been done on a new publication that is called ***For the Formator***
- **Presentation copy of the updated translation of the Rule**
  - We reviewed and helped with translation, proofreading, and design

### **COMMISSION MEETINGS**

- The Commission meets at least once a month to discuss formation topics.
- In July and August we have been meeting to plan our presentations for the Quinquennial.
- Planning sessions for mini workshops (4) in process for Ohana O Ke Anuenue

### **Goals for 2023**

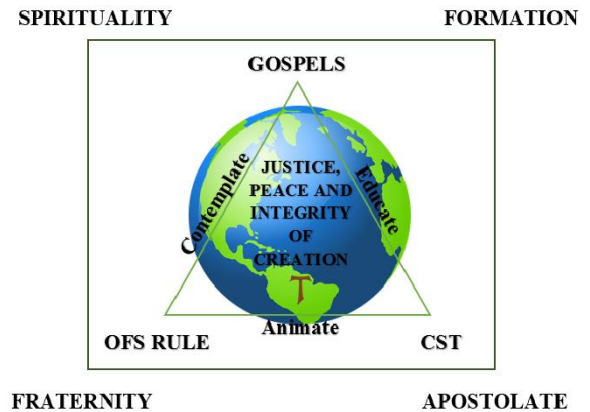
- **Formation Materials Project will continue**
- **Continue and increase communication with RFDs**
- **NFC availability to regions to assist with formation programs**
- **Continue to develop formation guidelines as needed**
- **Continue Formation Friday which has proved to be very popular**
- **Continue workshops with Hawaii/Guam**
- **Provide training workshops for new For the Formator book**
- **Plan and execute a retreat for Regional Formation Directors in Spring/Summer 2023**

Submitted on behalf of the National Formation Commission

Diane F. Menditto, OFS

**Justice, Peace and Integrity of Creation**  
**National JPIC Commission Report**  
**September 2021 – August 2022**

The **National Commission of Justice, Peace and Integrity of Creation** has continued to meet monthly to share and discuss what is going on in our regions and in our world. Several members of the Commission are also regular members of Racial Equity Task Force, the JustFaith programs, the Virtual Justice Circles and attend many of our related gatherings.



Facilitated 4-session **Advent Meditations** over the Advent 2021 season. It was well attended and well received. I also facilitated the **Lenten Prayer for Peace** gatherings on the six Saturdays of Lent.

Facilitated two **JPIC Animators Gatherings** in January and April. It was well attended with lots of sharing and exchanges of ideas.

**Vice-Animator Joe Makley** and I attended the virtual Ecumenical Advocacy Days in April.

**Susan Tabor** and I have been featured animators for the **Spirituality and JPIC Beatitudes** sessions.

I have been facilitating the **Racial Equity and Belonging Task Force** meetings. We have a dedicated group of participants and allies. It continues to be a fruitful gathering.

As a member of the Emergent Group of the **Franciscan Federation**, I participated in the planning stages for the June Assembly gathering in Philadelphia.

I co-founded a **Franciscan Action Network** Justice Circle for those who have limited mobility – the homebound, the infirmed, those who cannot get out and about as readily, but still want to serve in the cause of peace and social justice. It is a virtual Circle and meets every two weeks. We have read and studies Fratelli Tutti and are about to begin a JustFaith program on “**Just Engagement**.”

I was nominated and appointed as the OFS member of the International Board of Directors for **Franciscans International**.

I participated and co-facilitated two JustFaith courses: one on “**Want To Talk? Communication Tools for Divided Times**,” and one on “**Faith and Racial Healing**.”

I am also a member of an organization called **Braver Angels** and have been participating in their workshops on Depolarization and Race.

I plan to use all the tools and skills I glean from these workshops and gatherings to compile a toolkit around **Mindful Dialogues**; which will include racial justice, conflict management and unconscious bias.

Vice-Animator Joe Makley represented at the **Quinquennial Congress** in Pheonix, AZ. Joe manned the JPIC Table and answered any concerns or questions.

I have continued to send out monthly JPIC Letters to the members and have facilitated the 2022 JPIC Award process.

Humbly and peacefully submitted by,

**Carolyn D. Townes, OFS**

National Animator, Justice, Peace and Integrity of Creation

Franciscan Youth and Young Adult Commission  
August 2022  
Annual Report

The commission's main goal has been to educate regions as to why reaching out to youth and young adults is important and how that is best accomplished. During 2020/2021 we completed 11 weekly presentations and subsequently continued meeting monthly to inspire action, support efforts, and create networking opportunities. After each training session, presentations were posted on the national website and handouts and references were sent to regions. Each region was also sent what the commission considers YouFra Essential Documents.

Communication is another important goal. We have accomplished this through letters to ministers/animators; articles in the TAU USA; weekly Facebook messages; personal contact through phone calls; and evenings of presentations and prayer via zoom. The few established YouFras in the United States have been contacted several times, and representatives have participated in our zooms. . We also received positive feedback regarding our presentations at the Quinquennial and had many conversations with folks visiting our booth.

Results of a recent survey sent to ministers and animators regarding their involvement with younger Catholics, indicated that the zoom gatherings have been well received, folks want to continue them, and that little steps have been taken in many regions toward fulfilling the goal of bringing the gospel to young people. Many regions have presented formation at their chapters; written articles for their regional newsletters; have continued to seek animators and spiritual assistants; and in general have garnered more support and interest. Some regions planned and conducted events specifically for youth and/or young adults—Beach Mass; Day of the Dead celebration; Dramas for youth to present to younger folks; youth participation in the Transitus; and Care for Creation Days, to name a few.

Goals going forward:

- Follow up with those we connected with at the Quinquennial.
- Offer another series of trainings, scheduled to begin after the Quinquennial. Topics will be beneficial to more than just ministers/animators, so invitations will include others. Commission feels involving other members of fraternity and regional councils will give animators more support and grow awareness.
- Conduct smaller instructional and social zoom gatherings in each of the geographic groups.
- Continue to learn about various social media choices and how to use them effectively.
- Find ways to solicit donations to help young attend the YouFra International Gathering/World Youth Day in August of 2023 held in Portugal.
- Our terms will end a year after the elective chapter in Oct. 2022, so another goal is to seek and approach others who may consider working on the FY/YA Commission beginning in Oct. 2023

# **Annual Report: Vocation Committee/ “800 Francis”**

## **(& website emails)**

Prepared & respectfully submitted by Terri Leone, OFS

(Following #s are close approximates)

**Total:** 130 phone calls & 200 emails to website

**Breakdown:** 100 requests for information re joining OFS or  
looking for new fraternity c/o move

Included in these – 4 from outside of USA - referred to proper country

4 from Non-Catholics - referred to Non-Catholic OFS

7 requests re information re re-activation in OFS

18 responses to Synod questions

28 related to “Q”

35 requests re finding or purchasing Rule, Constitutions, etc.

90 Miscellaneous

**Expenses:** no addl. Phone expense (included w/home) or postage (used email)

Travel to this gathering – approx.. \$400.00

**Budget:** anticipate the same amount

## **ANNUAL REPORT FOR 2022**

### **OFS-USA Accessibility Committee**

This committee is composed of the following persons:

- Janice Benton, OFS, Co-Chair, St. Margaret of Cortona Region, St. Francis Fraternity
- Susan Tabor, OFS, Co-Chair, Juan De Padilla Region, Brother Jacoba Fraternity
- Mark Banschbach, OFS, Five Franciscan Martyrs Region, St. John Capistrano Fraternity
- Michael Freeman, OFS, St. Joan of Arc Region, St. Maximilian Kolbe Fraternity
- Awilda (Willie) Guadalupe, OFS, Five Franciscan Martyrs Region, St. Damiano Fraternity
- Consuelo Wild, OFS, St. Margaret of Cortona Region, St. Francis Fraternity of the Deaf

As we worked together this year, we adopted the following:

#### **Mission Statement**

The OFS-USA Accessibility Committee provides Brothers and Sisters within and outside of the OFS with the tools, resources, and promotion of understanding that make vocations accessible for all.

#### **Vision Statement**

The Vision of the OFS-USA Accessibility Committee is to create a coherent, cohesive, collaborative, and ongoing network of communication and action relating to access, between and among OFS national committees, regions, and fraternities.

#### **Immediate and Long-Term Goals approved at our working retreat:**

##### **Immediate Goal #1: Ensuring accessibility for attendees of OFS events, such as the 2022 Quinquennial (Q).**

For the first time, members of the only Deaf OFS fraternity in the United States would be attending our Q and we wanted to make them welcome, along with everyone else. All attendees requesting any accommodations, including special diets, were contacted by an Accessibility Committee member. Nearly a third of the attendees fell into this category. To meet all the requests, we maintained the access list on a weekly basis, prepared materials in Braille and large print, and collaborated with community resources in Phoenix, e.g., the local independent living center for persons with disability, the Valley Center for the Deaf, and durable medical equipment rental agencies for wheelchairs and scooters. It was well worth the countless hours spent on these tasks to help the Quinquennial run smoothly so everyone could enjoy it and learn from it.

Though we distributed many handouts at our table, it was mainly a spot for networking, information sharing, and for fielding last-minute wheelchair and other requests that we knew would come up. Again, the work we did beforehand helped us manage these more quickly, efficiently, and effectively.



We were unable to hire free-lance interpreters for our Deaf attendees as we had hoped, as there was a national convention for the Deaf going on at the same time in Las Vegas which pulled away many interpreters, as did the beginning of the school year. We were pleased to work with the local interpreter agency to cover all the needs, including the Friday mass with Fr. Mike Depcik preaching and concelebrating, which required a voice interpreter. We got Braille materials donated by the Kansas Braille Transcription Institute and located a reasonably-priced printer who helped with much of our printing, including our large-print items. We raised money to help with the cost of sign-language interpreters and re-apportioned our budget to pay for the rest, thus postponing some of our planned 2022 activities and expenses until next year.

Thirty people attended our Q breakout session entitled “The Gift of Difference.” Each participant in the breakout was given a folder of information and resources on a variety of disability-related issues.

Additionally, we were contacted before the Q by Donna Hollis, who facilitated the “Dance for Joy” prayer service. She engaged our Deaf community to work with her on integrating American Sign Language into her prayer service.

Contacts will be made concerning accessibility for the upcoming Chapter to be held in Detroit, Michigan.

#### **Immediate Goal #2: Providing identified and available OFS resources in accessible formats.**

As stated above, this was accomplished at the Q. In addition to sign-language interpreters for our Deaf participants, we also provided Q materials in Braille and large print for those requesting it. The Rule and Ritual were displayed in Braille, and the Rule and Q Program and morning prayers were made available in large print.

In addition, an audio version of *The Franciscan Journey* has been prepared by a committee member.

#### **Long-term Goal: Raise awareness and develop tools to educate and support national committees, regions, and fraternities to assist them in recognizing the dignity and gifts of each person, and take ownership of creating access within their area of responsibility.**

Committee member Mark Banschbach has been in close communication with the national OFS webmaster to discuss access issues and availability of space on the national website for OFS materials produced by the Access Committee in accessible formats (Braille, large print, audio). The collaboration is going well and we appreciate the openness of the webmaster to consider our input on behalf of current and future OFS members with access needs.

#### **Additional objectives for 2022 and 2023 to meet this long-term goal:**

1. We wish to have something from the Accessibility Committee in every issue of “The Tau,” our national OFS newsletter. This will help to keep us visible and accessible. To that end,

we may also share in our “column” some of the printed materials we shared at the Q. We also exchanged contact information with people while we were there, and anticipate that those and other follow-up contacts will stimulate this development.

2. We plan to produce videos which will be available on the national OFS website for use by fraternities and regions.
3. Continue conversations regarding web access and posting of accessible materials on the national OFS website.
4. Work with other standing committees and the NEC regarding access of their materials and programming.
5. We wish to conduct a working retreat of the Accessibility Committee members early in 2023. The day and location are yet to be determined, but may take place immediately preceding or following a regional or national event in order to save travel funds.
6. We may consider adding one or two people to the Accessibility Committee with experience or expertise not yet reflected on the committee, such as a person with autism or someone who could serve as a chaplain.
7. We have discussed presenting some webinars on designated topics that would model best practices. These would be offered via Zoom or similar technology for regional and fraternity leaders.

Prayerfully and Respectfully Submitted,  
Susan Tabor and Janice Benton, Co-Chairs  
OFS-USA Accessibility Committee  
August 11, 2022

## 2022 Annual Report- National Archives

Since 2002, Elizabeth Allen, Sharon Deveau and myself have strived to adhere to 9 specific goals which address the needs of the National Archives, past, present and future. I have edited the following goals with updated information:

1. To locate all previous records and materials pertaining to the history, governing, activities and ministries of OFS-USA.
2. To organize all records relating to OFS-USA at St. Bonaventure University in Olean, NY, and to assist our regions to organize their materials within their regions.
3. To assist the national leadership with preserving their records of service and to prepare them for transfer to the Archives at SBU.
4. To provide preservation and security for our records utilizing the most current information, materials and methods for this purpose.
5. To educate and encourage everyone from the current Executive Council to the councils of local fraternities about the importance of the Archives to our Order.
6. To provide the Nat'l Executive Council with annual reports and updates on the progress and completion of projects and goals as well as any specific information requested by them.
7. To be a resource for information regarding the history and activities of OFS-USA to qualified individuals or organizations.
8. To prepare a "Guidelines" document for regions to access easily through our national website
9. To plan for future needs of our National Archives to better accommodate its growth & access.

In May of this year I again drove to New York to spend 5 days searching and sorting through files in our archives. It was my goal to collect significant documents and artifacts from our National collection in preparation for a first-ever OFS Museum as a part of our 2022 Quinquennial in Phoenix, AZ. I was able to bring 10 boxes back with me to work on through the summer. Our Nat'l Historian Tom McNamara and I considered this an opportunity as well as a challenge to share with everyone the amazing history of our Order here in the U.S. Two large boxes of 300+ documents and even 2 old "habits" once worn by Secular Franciscans at their fraternity gatherings were sent in anticipation of this historic event. I was thrilled to hear from Tom that several attendees indicated an interest in becoming archivists in their own regions as a result of "touring" our museum.

Dennis Frank, SBU Archivist, continues to send me boxes from NY which are sorted and scanned electronically as soon as they are received, then returned to Dennis. Of the 237 shelved boxes, to date over half of our archive documents have been electronically stored.

I continue answering emails and phone calls from Region Secretaries and Archivists asking about pertinent information relating to their Region Visitations and Elections. I remind them that local fraternity information should be stored in their own archives with the exception of Documents of Establishment, which are stored in our Nat'l Archives. As yet, not all Regions have sent me copies of their DOE's; periodically I've sent out "reminder" emails. Seven regions have no certificate of their Date of Establishment. I'm hoping the NEC can duplicate these missing records.

In this next year I plan to contact those on the current NEC together with Commission and Committee Leaders, asking them to send their records from 2009 to 2019. We must secure these valuable materials for the future of the Order.

Respectfully submitted,  
Sharon Dale OFS  
OFS-USA Archivist

## **2022 Annual Report from the Joint Committee on Franciscan Unity** **Ecumenical Interfaith – OFS**

Our past Chair, Mike Carsten, of, stepped down In October of 2021 at the completion of his term.

I automatically took over the position as Chair since I was a Committee member for several years. This position is Temporary until we Appoint a Ecumenical Interfaith Chair; we have several Nominees. This will be decided at our next Chapter and new NEC.

In November of 2021, members of the Joint Committee participated in an interfaith gathering sponsored by the Roots and Branches organization called “The People of God: A Sacred Prism”. This program was led by joint committee member Fr. Masud Ibn Syedullah, TSSF, in partnership with Imam Mohamad Bashar Arafat, Rabbi Shefa Gold and Fr. Steve Holton, TSSF. Participants from the Christian, Jewish and Muslim traditions gathered to explore prayer and the desire for peace that is at the heart of our faith and practice. It was a beautiful experience of community, unity and hope.

In May of 2022, we scheduled a mini-conference which was canceled due to low registration numbers. This led to a discussion at our annual meeting about ways to make the committee’s work more accessible and meaningful for the members of our Orders.

In June of 2022, we held our Joint Committee Annual Meeting via Zoom

- We continue to have regular zoom meetings throughout the year.
- Our Ecumenical web page on the National Website is kept up to date with activities in the past and present
- TAU Newsletter has a page for the Ecumenical events and reflection

In August of 2022, there was a Presence of the Ecumenical Interfaith members at the Quinquennial in Phoenix AZ. August 3-6. We created an Ecumenical Prayer Service. The table at the Q also served as a platform to educate and recruit interest in committee activities. We also had a raffle for art work created by Marie Bianca, of, who is a committee member. On Saturday afternoon a film presentation was shown called “Stranger/Sister” in the main meeting room. Many people attended than we anticipated. The movie stirred hearts which sparked interest in the Ecumenical way of understanding our Brothers and Sisters. There was to be discussion after the movie but due to time constraint there was not enough time to do so. There were some short comments shared by different individuals afterwards.

**Goals – Our Joint Committee has decided to shift our work this coming year from the previous semi-annual model of mini-conferences to a series of brief sessions exploring the elements of Franciscan unity in preparation for an extended retreat in November of 2023.**

**These brief sessions will be held via zoom on September 10, 2022**

**January 21, 2023, April 22, 2023 and July 22, 2023, from 4-6 pm Eastern Time.**

**Each session will focus on a single element of Franciscan Unity, with special emphasis on how each element is part of our practice as followers of Christ in the way of Francis and Clare. Information about each retreat will be shared on our web site. We welcome all to these sessions. Topics for the mini-retreats are: Elements of Franciscan Unity – Baptism, Vocation, Charism, Christ Centered and Prophetic Voice**

**Our Joint Committee is excited about the prospects for more regular engagement with our Member Orders over the next calendar year, and grateful for your support of the work of the joint committee through your prayers and participation in the vital task of modeling and living into the unity we share in Jesus Christ.**

**Respectively Submitted,**

**Donna Hollis, OFS** (temporary Chair Joint Committee on Franciscan Unity and Ecumenical Interfaith)

**Marie Bianca, OFS** – Member of the Joint Committee

**Kelly Moltzen, OFS**- Ecumenical-Interfaith Committee

# Annual Report for 2022 - National Historian

September 1, 2022

Thomas R. McNamara, ofs

The majority of work this year was spent preparing for our 20th Quinquennial Chapter. I worked closely with our National Archivist to prep, ship, store and transport materials. The Q Team was very helpful and provided for us a very generous space which we were able to use both to display historical materials but also to meet and greet attendees.

At the Q I also gave a "breakout" lecture featuring some of the remarkable people who made or are making significant contributions to the development of our Order. We were able to use specific artifacts and discuss many topics and experiences during free times. I heard many compliments both for the materials and the talks, so I am very pleased with the results. Sharon was truly a gift and I was very happy working with her.

As a result of the event, several people told me they were going home to explore and enrich themselves with materials from their own Regional archives. This interest is exactly what I hoped the Q would generate and may become the beginning of a real program for developing and training archivists and historians.

## Ongoing Projects

As national Historian there has been little opportunity leading up to the Q to get out and promote historical topics among the fraternities. I have been contemplating ways to integrate this goal with formation programming, perhaps a self-directed course in our National History using materials kept online. Lessons will focus on ideas and principles that nourish us in modern times. I have also been asked to write more for the National community, but I haven't settled on a plan.

I am still working on a new History covering the span between 2007 and 2019. It has been a real challenge. I think I have enough material but it's all in "research notes" and needs to be put into story form. There is surprising local interest, but demands on time--partly due to Covid19--have been an unexpected source of delays. I am also undecided whether the book should be physical or digital. There are opportunities and limitations in both formats.

## Future Plans

I am hoping at least once to visit our National Archive and spend time getting familiar with its material. I think there are treasures there waiting to be found but at least I can get an idea what's available to borrow for deeper study.

I am not planning to attend the upcoming National Chapter as there doesn't appear to be anything for me to contribute in person. Instead I will continue working on my ongoing projects. I am always happy to hear from everyone and hope you continue in good health and the devoted presence of Christ.

Sincerely Yours,

Tom McNamara, ofs

Oh, dear! I nearly forgot. It was a tremendous honor to meet and spend time with Bill Wicks at the Quinquennial. He was immeasurably helpful and encouraging, but the best part was just being with him "talking shop". Now I have a hundred new questions!



## Annual Report 2022

The following information is from the mailing statistics for the June 2022 issue of the TAU-USA

The **English** lists are as follows:

<u>File Name</u>	<u># Records</u>	<u># Copies</u>	<u>Note</u>
TAU_USA_Intl.TAB	19 Intl	19	International
TAU_USA_Multiple.TAB	21 Mult.	62	2 or more copies
TAU_USA_Single.TAB	10,846 Single	10,846	1 copy
<b>Total Copies</b>		<b>10,927</b>	

The **Spanish** lists are as follows:

<u>File Name</u>	<u># Records</u>	<u># Copies</u>	<u>Note</u>
TAU_USA_SP_Intl.TAB	1 Intl	1	International
TAU_USA_SP_Multiple.TAB	7 Mult.	86	2 or more copies
TAU_USA_SP_Single.TAB	462 Single	462	1 copy
Total Copies		549	
<b>Grand Total</b>		<b>12,168</b>	

Printing and Mailing is handled by Valley Offset Printing in Valley Center Kansas.

Since candidates are now included in the TAU-USA mailing, it is very important that their data be added to the national database as soon as they enter candidacy. Keeping the mailing list updated is a constant challenge because the list comes directly from the national database. Any problems with individuals not receiving their issue is usually the result of missing or incorrect database information. Updating the database is a regional responsibility.

During the past year we have continued to translate the TAU USA into Spanish and Korean. There are fourteen active translators for the Spanish edition, which is mailed out in hard copy like the English, and available online.

In addition to the Spanish translation, selected article are translated into Korean by a team of seven translators and published only on the NAFRA website.

Jim Wesley OFS, TAU-USA Editor  
Cindy Wesley OFS, Coordinator of TAU-USA translations



# CNSA Annual Report 2022

This report covers September, 2021 through August 11, 2022.

## I. SERVING THE NATIONAL FRATERNITY

FRIAR MINOR:	Jerome Wolbert, OFM, President-in-turn
FRIAR MINOR CONVENTUAL:	Christopher Shorrock, OFM Conv.
FRIAR MINOR CAPUCHIN:	John DeLaRiva, OFM Cap.
THIRD ORDER REGULAR:	Christopher Panagoplos, TOR
CNSA EXECUTIVE SECRETARY:	Miriam Kennedy, OFS
CNSA TREASURER:	Mary Frances Charsky, OFS

*“... the national assistants give their service to the national council, see to the spiritual assistance to the OFS in the whole territory of the national fraternity and at the national level, to the coordination of the regional assistants. If there is more than one, they form a conference and give their service collegially.”*  
**(OFS CcGg Article #90, 3-b 01-)**



In March of 2022, Fr. John DeLaRiva, OFM Cap., was appointed to the CNSA to take the place of Br. Alexander Escalera who is still suffering from the effects of his stroke in March of 2021. Our prayers continue for Br. Alexander, who is not likely to return to ministry. Fr. John is currently the rector of St. Francis Shrine in San Francisco, CA, and will not be released from his assignment there until mid-September 2022. However, he will be able to attend the Quinquennial in August.

Fr. Jerome has transitioned to a ministry with the Custody of the Holy Land in Washington, D.C., and has spent much of the last several months orchestrating the closing of the monastery in Sybertsville, PA, and transitioning his parish in Hazelton, PA, to a new administrator.

The Covid pandemic continued to cause disruption in the scheduling of visitations and elections, and many postponements have had to be moved to 2022 and beyond.

The CNSA Friars continue to meet virtually, and are scheduled for several in-person visitations and elections in the remainder of this year. The Friars and support staff will attend the Q, and the elective Chapter in October.

## II. CNSA MEETINGS

- October 6, 2021 (Zoom call)
- January 14, 2022 (Zoom call)
- February 17, 2022 (Zoom call)
- April 7, 2022 (Zoom call)
- May 10, 2022 (Zoom call)
- June 21, 2022 (Zoom call)

## III. NEC MEETINGS

Father Jerome Wolbert, OFM, President-in-Turn of the CNSA, participated in multiple Zoom calls for the NEC including the virtual National Chapter, October 26<sup>st</sup> to 31<sup>st</sup>, 2021.

Father Jerome attended the NEC's first in-person meeting since the 2020 Chapter in March in Phoenix, Arizona.

*“The Conference of National Spiritual Assistants exercises pastoral care and spiritual guidance in regard to NAFRA as one of the integral component parts of the OFS by suitable means including participation in deliberations of its governing body [cf. Statutes for Spiritual and Pastoral Assistance in*

*the Secular Franciscan Order (hereafter Statutes for Spiritual Assistance), articles #19 and #20]. (OFS NAFRA Statutes, Article 2, #2)*

*“The President of the Conference of National Spiritual Assistants, in addition to the duties enumerated in article #90 of the General Constitutions, has the following duties...to attend meetings of the National Fraternity Council and of the National Executive Council, of which he is a member by right, collaborating with these bodies in all their activities...to act collegially with the other National Spiritual Assistants to coordinate spiritual assistance on the national level and to cooperate in the initial and continuing formation of the brothers and sisters [General Constitutions, article #90.3b; Statutes for Spiritual Assistants article #19]...to vote in all matters and in elective chapters.” (OFS National Statutes, Article 6, #6-a, b, c)*

*“The term of the President of the Conference of National Spiritual Assistants is determined by the members of that Conference.” (OFS National Statutes, Article 13, #1-c)*

#### IV. VISITATIONS

*“With the consent of the appropriate council the request for the fraternal visit as well as for the pastoral visit is made...by the minister of the local and regional fraternity, at least every three years, to the council of the immediately higher level and to the respective conference of spiritual assistants...” (OFS CcGg Title VI, Article 92-2, a)*

Date	Region	CNSA Visitor	NAFRA Visitor
11/12-14/2021	Holy Trinity	Fr Christopher Panagoplos, TOR	Josh Molidor
12/10-12/2021	Mother Cabrini	Fr. Chris Shorrock, OFM, Conv.	Josh Molidor
4/22-24/2022	Our Lady of the Rockies	Fr. Jerome Wolbert, OFM	Donna Hollis
4/30/2022	St. Katharine Drexel	Fr. Jerome Wolbert, OFM	Dennis Ross
5/13-15/2022	Tau Cross	Fr. Jerome Wolbert, OFM	Donna Hollis
5-20-22/2022	Ohana 'O Ke Anuenue	Fr. Christopher Panagoplos, TOR	Josh Molidor
6/3-5/2022	Queen of Peace	Fr. Chris Shorrock, OFM Conv.	Josh Molidor
6/10-12/2022	Our Lady of Indiana	Fr. Jerome Wolbert, OFM	Dennis Ross
6/24-26/2022	La Verna	Fr. Chris Shorrock, OFM Conv.	Dennis Ross
7/23-24/2022	Franciscans of the Prairie	Fr. Jerome Wolbert, OFM	Dennis Ross

#### V. ELECTIONS

*“The National Minister shall in a timely fashion contact the President of the Conference of General Spiritual Assistants, requesting that he or a delegate attend forthcoming National Fraternity elections and ecclesial witness.” (OFS National Statutes, Article 11, #6-b)*

Date	Region	CNSA Witness	NAFRA Presider
8/21/2021	Santa Maria de los Montanas	Br. Augustine Rohde, OFM Cap.	Donna Hollis
9/25/2021	Our Lady of the Angels	Fr. Frank McHugh, OFM	Dennis Ross
11/13/2021	Blessed Solanus Casey	Fr. Jerome Wolbert, OFM	Miriam Kennedy
12/10-12/2021	Mother Cabrini	Fr. Chris Shorrock, OFM, Conv.	Josh Molidor
1/14-16/2022	St. Joan of Arc	Br. Dan Barrett, OFM	Donna Hollis
4/22-24/2022	Our Lady of the Rockies	Fr. Jerome Wolbert, OFM	Donna Hollis
5/13-15/2022	Tau Cross	Fr. Jerome Wolbert, OFM	Donna Hollis
5/20-22/2022	Ohana 'O Ke Anuenue	Fr. Christopher Panagoplos, TOR	Josh Molidor
6/10-12/2022	Our Lady of Indiana	Fr. Jerome Wolbert, OFM	Dennis Ross
6/24-26/2022	Los Tres Companeros	Br. Tim Unser, OFM Conv. (delegated)	Donna Hollis
7/23-24/2022	Franciscans of the Prairie	Fr. Jerome Wolbert, OFM	Dennis Ross
8/19--21/2022	Br./Sisters of St. Francis	Fr. Cid Joseph, OFM	Josh Molidor

## VI. REQUESTS FOR CANONICAL ESTABLISHMENT OF NEW FRATERNITIES

The CNSA received four requests for Canonical Establishment documents for the following emerging fraternities since August of 2021:

- St. Mary Fraternity, Stockton, CA, St. Junipero Serra Region, St. Barbara Province, OFM.
- St. Padre Pio Fraternity, Frankfort, IL, Mother Cabrini Region, Sacred Heart Province, OFM
- Our Lady of Kibeho Fraternity, Shreveport, Louisiana, Saint Joan of Arc Region, Saint John the Baptist Province, OFM
- Fraternidad Monte Alvernia, Austin, Texas, Los Tres Companeros/Three Companions Region, Our Lady of Consolation Province, OFM Conv.
- The Heart of St. Francis, Houlton, ME, St. Elizabeth of Hungary Region, St. Mary Province, OFM Cap.

Establishment documents were prepared and sent to the respective Regional Ministers Consistent with the *Guidelines for Canonical Establishment of a Secular Franciscan Fraternity*, released *ad experimentum* in April, 2021.

## VII. OTHER ACTIVITIES

- The Friars continue to work on the revision to the *Handbook for Spiritual Assistance to the Secular Franciscan Order*. They have also begun work on a revision to the Ritual for the Secular Franciscan Order with the help of David and Theresa Ream, OFS, as editors.
- Fr. Christopher Panagoplos, TOR, and Miriam Kennedy, OFS, have continued to be involved in the Franciscan Family Forum. The Core team is now comprised of Sr. Agnes Marie Regan, OSF, Br. Jerome Schroeder, OFM Cap., Linda Solis, OFS and Janice Novello, OFS.
- The CNSA has continued to submit articles for each issue of the TAU.
- The CNSA and the NEC worked together to resolve several regional issues.
- Fr. Christopher Panagoplos has continued to record Sunday and Feast Day homilies, which have been posted to the National OFS Facebook page. They are widely viewed and appreciated.
- All four Friars of the CNSA attended the Quinquennial in August, 2022, and conducted breakout sessions for RSA/PSAs and Commission SAs, local in-service Spiritual Assistants, and prospective Spiritual Assistants.

## VIII. CHALLENGES AND CONCERNS

- **Irregular unions** supported by the local Spiritual Assistant and sometimes with people at the regional level in spite of being inconsistent with Church teaching.
- **Dealing with behavioral issues with certain OFS members.** These issues rise to the National level and require a great deal of time on the part of the NEC and the CNSA. There are several instances of regional ministers or former regional ministers who have been exercising their authority in harmful ways.
- **Questions of doctrinal heresy in one region having to do with Franciscan theology of the Incarnation (John Duns Scotus).** The section in the FUN manual on Franciscan Theology is being rewritten to insure that the errors in the presentation are not made again.
- **Third Order Franciscan Breakaway Groups (Ongoing).** The Third Order of St. Francis, established in 2021 in Ohio, continues to draw members away from the OFS in some areas. The Confraternity of Penitents, based in Indiana, is longer standing, and is actively recruiting OFS members in Florida and in

California. Both of these groups follow rules that have been abrogated by the Rule of 1978. They both involve First Order Friars (OFM and OFM Capuchin, respectively) as Spiritual Directors/Guardians.

- There is one region where there are questions of doctrinal heresy. The section in the FUN manual is being rewritten to insure that the errors in the presentation are not made again.
- **Continuing scheduling issues with Visitations and Elections due to Covid.** Prioritization of Regional visitations and elections must consider more than just the time elapsed since the last event. The specific needs of each Region must be taken into consideration.
- **Other Covid-related Challenges.** The disruptions of the pandemic have resulted in deactivations of several local fraternities, and differences of opinion regarding the safety of meeting again in person. The pandemic has also opened up more possibilities for sharing programs between fraternities and regions virtually. Striking the correct balance between the importance of face-to-face gatherings with virtual opportunities, and safety concerns for vulnerable members will require ongoing discussion and discernment.
- ***Permissions for Revision of the Ritual of the Secular Franciscan Order.*** The NEC would like a new edition of the Ritual in order to provide Spanish and Korean versions with matching page numbers and ancillary material like that included in the 1985 (English only) edition. Franciscan sources will follow the newer translation in FA:ED, and the proposal is to follow the new English translation of the Ritual which makes a few changes more helpful for American users (chairperson instead of president of the meeting, for example). The CGSA has informed us that after compiling these new proposed editions, the correct procedure is to request approval from the US friar provincial ministers of the four obediences, who after approving of any such document, request approval from the four friar ministers general.

**DUNS SCOTUS SECULAR FRANCISCAN FORMATION FUND**  
**Administrative Board Annual Report to the National Fraternity, OFS-USA**  
**July 1, 2021 - June 30, 2022**

**Board Members**

Jan Parker, OFS - National Minister (Chair)  
Claudia Kauzlarich, OFS - National Treasurer  
Diane Menditto, OFS - National Formation Commission Chair  
Anne Mulqueen, OFS - Member-at-Large  
Robert Fitzsimmons, OFS - Member-at-Large  
Michelle Bryk, OFS – Member-at-large  
Linzy Martin, OFS – Member-at-large  
Patricia Serotkin, OFS - Secretary  
Fr. Jerome Wolbert, OFM – CNSA President in-Turn

**Meetings of the Board**

The Administrative Board met four times via ZOOM call:

- September 17, 2021
- April 4, 2022
- May 18, 2022
- May 30, 2022

**Summary of 2021-2022 Requests and Grants**

A total of \$12,808.65 was awarded to three recipients (detail in next section). All requests were reviewed by the Board and processed in a timely manner.

**2021-22 Requests and Grants**

Cycle 1 (July-September 2021):

2021-3 St. Margaret of Cortona Region: Requested \$583.65 to support the purchase of translation equipment for formation with fraternities who speak languages other than English. Approved at 100%.

Cycle 2 (October-December 2021): None

Cycle 3 (January-March 2022): None

Cycle 4 (April-June 2022):

2022-1 National Fraternity Executive Council: Requested \$4, 600.00 to support translation services for a new edition of the Rule. Approved at 100%.  
2022-2 Queen of Peace Region: Requested \$7,625.00 to support their event, “Building the Kingdom of God by Building the Bonds of Fraternity.” Approved at 100%.

Respectfully submitted,

*Jan*

Jan Parker OFS  
National Minister OFS-USA / Chair, DSFF Board

# Annual Report for Database Committee (2021-2022)

1. Membership: William Mussatto, OFS, Miriam Kennedy, OFS, Stephen Shields, OFS, Robert Herbelin, OFS
2. History
  - a. Existing system is based on an obsolete computer language.
  - b. It is not flexible enough to incorporate changes (e.g., profession levels).
  - c. Errors and maintenance difficulty due to inconsistent coding.
3. Activities last year (prior 12 months)
  - a. Assisted users in data cleanup in preparation for migration to the new system. (Active members in inactive fraternities, missing dates, etc.)
  - b. Evaluated 9 different solutions using selection matrix and had NEC representatives perform a similar review. Selected CASPIO for flexibility, reputation and performance.
  - c. Executed contract with Caspio on June 30, 2021.
  - d. Revised initial structure of information: combined various organizations into single format and completed initial design of data structure.
  - e. Wrote the data conversion routines from the old to the new structure.
  - f. Performed a preliminary (full) transfer of information from the old to new database.
  - g. Created all tools for managing people, positions, and organizations in Caspio.
  - h. Implemented new security infrastructure.
  - i. Created user interface on a WordPress website hosted by Bluehost. User interface developed initially on National Website and migrated to Bluehost in June, 2022 due to performance and system load concerns when using National Website.
  - j. Began initial testing with advanced users.
4. Features compared to current system
  - a. Improved security and accessibility. (e.g., Spiritual Assistant can see only those Fraternities over which they have responsibility).
  - b. Flexible permission structure, allowing for a mix of read/edit permissions on multiple organizations.
  - c. Implemented table of allowable positions for each type of organization (local fraternity, regional fraternity, national fraternity, province, diocese and other entities). Logic implemented to determine which positions are required, and which can have multiple people assigned.
  - d. Ability to add persons to any position authorized for a given organization while allowing local clarifying descriptions.
  - e. Global search of all members and associated friars, etc., while protecting privacy of personal data. Available as menu item as well as being incorporated into the new member creation to minimize duplicate records.
  - f. Dual OFS membership for members in newly forming groups/emerging fraternities. (Sponsoring fraternity and their own group.)
  - g. Capture history for position assignments, and all key tables.
  - h. Multiple addresses for "snow birds"
  - i. Data structures to capture multiple languages/proficiencies, and interests.
  - j. Enhanced member forms allowing conditional required fields based on profession level.

- k. Birth dates as year, month, day, with year being required for demographic purposes.
  - l. Allow multiple TAU distribution methods and multiple language distribution.
5. Plans for future:
- a. Solicit feedback on design.
  - b. Develop standard and ad hoc reporting including history/change reporting.
  - c. Expand testing to include less experienced users.
  - d. Write user manual and provide training.
  - e. Write system documentation. Train additional database team members.
  - f. Develop user interface for maintaining members' language and interests.
  - g. Develop process for creating and formatted TAU mailing lists.
  - h. Develop Annual report and directory generation capability.
  - i. Develop Admin tools for table and process maintenance.
  - j. Perform data conversion/load and "go live" after extensive testing.
  - k. Develop processes for changes and enhancements. Develop change management process with steering committee.

## **2022 Public Relations Committee Report**

**Committee members:** Bob and Mary Stronach, OFS, and Sharon Winzeler, OFS

**Chairpersons:** Bob and Mary Stronach, outgoing, and Sharon Winzeler, incoming

**Activities:** In 2022, the publicity committee attended the Quinquennial in Phoenix, AZ. Bob Stronach documented the event with photographs. Mary Stronach attended as the new international vice minister general and spoke to the gathering and small groups. Sharon Winzeler videotaped and uploaded the keynote addresses to YouTube and the <https://www.secularfranciscansusa.org/> website.

The publicity committee will attend the Chapter of Elections in Detroit. Sharon will write stories for the Tau and the website along with other writers recruited for the task.



## 2022 Website Committee Report

**Committee members:** Miriam Kennedy, Theresa Leone, Carolyn Seal, Jim Thomas, Michael Gath, and Sharon Winzeler

**Chairpersons:** Jim Thomas and Sharon Winzeler

**Activities:** In 2022, the website committee transferred operation and maintenance of the website at <https://www.secularfranciscansusa.org/> from webmaster Lee Potts to the committee. Costs of running the website, which includes a hosting company as well as plug-ins and security for the site, were transferred to the fraternity. Lee had paid these costs out of his own pocket since establishing the new website. Lee met with the committee every other week for nearly a year over Zoom, teaching us the intricacies of the website. He continues to work with us on a consulting basis.

The committee meets every two weeks via Zoom to discuss content and related work for the website as well as trouble shooting challenges as they occur.

The committee has continued posting relevant and timely information to the website for its members and for those seek more information about the Secular Franciscan Order. The homepage and the latest news page are refreshed on a regular basis. A carousel of slides on the homepage is maintained by Jim Thomas and offer quick links to the latest information.

During Lent we provided direct links to Formation Friday materials on the home page.

This year we worked with Jan and the Quinquennial Committee to advertise and provide the latest news on the event held Aug. 3-7. The committee also posted videos from the Quinquennial that have more than one thousand views.

The committee will continue to keep the website updated with the latest information, working through the NEC to provide information from committees and commissions.



## Quinquennial Committee Report to the National Fraternity OFS-USA

September 5, 2022

20th QUINQUENNIAL CONGRESS – August 3, 4, 5, 6, 2022

Sheraton Grand Hotel, Phoenix Downtown

Theme: **Jubilee**



Mission: ***Celebrate and renew our Franciscan calling in the spirit of conversion.***

The members of the Q Committee include Donna Hollis, ofs, Claudia Kauzlarich, ofs, Kathy Taormina, ofs, Tim Taormina, ofs, Cathy Roszhart, ofs, co-chair, Steve Roszhart, ofs, Jan Parker, ofs, Mary Bittner, ofs, Br. Bob Brady, ofm, Sharon Dale, ofs, and Susan Simeone ofs. The following people were included in our meeting the last 4 month before the Q: Pat Nikolaisen, ofs, (Coordinator of Local Volunteers), Susan Tabor, ofs, and Janice Benton, ofs (Accessibility Co Chairs). We met in person March 2022. The other regular meetings were Zoom conference calls. Subcommittees (such as Liturgy, Conference Rooms, Guest Rooms, Registration, Local Volunteers, Accessibility, etc....) met via zoom on a regular basis as needed.

The Quinquennial Prayer stated below and published in the TAU newsletter was created by the Liturgy subcommittee. We ask for each Minister to read the Quinquennial 2021 Prayer during Regional meetings. Also ask each fraternity to include it in their prayers at the local fraternity gatherings during these next few years.

### *20<sup>th</sup> OFS Quinquennial 2021 Prayer*

*Lord God, Heavenly Father,  
We come before you in awe of Your love for us.  
We acknowledge Your divine seed in everyone.  
Through your merciful compassion  
help us to see our need for conversion.  
In our service to each other  
let us experience this time of JUBILEE!  
We walk the path before us, upon  
foundations built by our brothers and sisters.  
We are thankful for our present  
and excited for our future,  
always believing that You, O Lord, guide our journey.  
AMEN*

### REGISTRATION

- Over six hundred people have successfully completed electronic registration. Steve and Cathy Roszhart, ofs and Claudia Kauzlarich, ofs helped many individuals register and/or amend their registration form. An enormous amount of time and energy was expended by these people throughout the early bird registration and through the regular registration process and during the Quinquennial Congress
- Program with evaluation insert and the wallet id were provided for each registrant

### SCHEDULE

- See schedule printed in program for more details
- Sunday - Travel

### LITURGY

Liturgy Committee (Br. Bob Brady, ofm, Kathy Taormina, ofs, Tim Taormina, ofs, Donna Hollis ofs, Dcn Ed Mirasol, ofs

Masses in St. Mary Basilica daily

- Auxiliary Bishop Eduardo Nevares accepted our invitation to celebrate Mass at the closing Mass on Saturday, August 6, 2022.
- A hearing-impaired priest celebrated one of the Masses and was greatly received.
- Sign Language interpreters were provided and appreciated by all.

- The Liturgy Committee met with the St. Mary Basilica Master of Ceremonies to identify what is exactly needed at each of the Masses. In addition, a CNSA representative must serve at the very least as a consultant at the very beginning of Quinquennial Congress planning, if not on the core committee.
- Almost all identified Liturgies as the most important aspect of the Q, partly due to the fact that we could celebrate Mass in a church and not a hotel ballroom: Homilies, singing, and attendance also contributed to the high evaluation marks.

**LOCATION OF EVENTS:** Maps were printed in program and available on Information Table

- Second Floor: Breakout Rooms Ahwatukee A & B, Laveen A & B, Maryvale A & B, Estrella, South Mountain (chapel)
- Third Floor: Registration, Museum, Phoenix Ballroom (meal room), Jubilee Room (general assembly and Little Fraternities), Desert Sky (storeroom), Labyrinth, Information table, Raffle/Silent Auction, Vendors and Accessibility Committee table
- Overall ratings were good but there is concern in the future to not put too many Little Fraternities in a room because of noise factors.
- Identification of room capacity was helpful.
- More Signage on each floor identifying what event is going on where and when daily

### KEYNOTE PRESENTERS

Keynote Presenters: The keynote speakers addressed the general assembly in the morning. Later in the day, during a Breakout Session, questions were discussed.

- Bishop John Stowe, ofm Conv., Catholic Diocese of Lexington, KY
- Rev. David B. Couturier, ofm, Cap., Executive Director of the Franciscan Institute and Franciscan Institute Publications at St. Bonaventure University, Olean, NY Graduate Theological Foundation, Mishawaka, IN
- Doug and Marion Clorey, ofs, Prince Edward Island, Canada
- Timothy and Kathy Taormina, ofs and Lori Hinker, ofs of Apple Valley MN
- All will provide materials to be uploaded to website

**BREAKOUT SESSIONS** are offered in the afternoons for an hour with time for Q & A. All breakout sessions received favorable evaluations.

<ul style="list-style-type: none"> <li>• Spiritual Assistants (3 days)</li> <li>• Young Adults (3 days)</li> <li>• Ecumenical</li> <li>• Immigration: Showing Mercy to Others</li> <li>• Prayer in Art</li> <li>• Spanish speaking</li> <li>• Korean speaking</li> <li>• Ethical Challenges and Leadership</li> <li>• Franciscan Approach to Handling Conflict</li> <li>• Liturgical Movement</li> <li>• Always Let Gospel Be Your Guide</li> <li>• Franciscan Approach to Handling Conflict (canceled)</li> </ul>	<ul style="list-style-type: none"> <li>• Wellness</li> <li>• National Formation Commission</li> <li>• Museum: The Loom of God</li> <li>• Office of the Passion</li> <li>• Praying with St. Clare</li> <li>• Conversion and Memorial Propositi</li> <li>• Franciscan Justice Circles</li> <li>• God's Gift of Difference</li> <li>• Spirituality of Justice, Peace, and Care for Creation</li> <li>• Q &amp; A for our morning Keynote Speakers</li> <li>• Understanding Unconscious Bias (canceled)</li> </ul>
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### LITTLE FRATERNITIES

- Each registrant was placed in a Little Fraternity for the Opening Meal and assigned to a specific table
- Registrants met their Facilitator and were given locations where they would meet for the next 3 days
- Questions to discuss were provided daily during Morning Prayers but they could use another topic
- Participants enjoyed this time to "share deeply" with other Franciscan brothers and sisters and many

identified this as one of the three most favorite of Q.

- Next time spread out Little Fraternities more so there is not so much noise in rooms.
- Decide ahead that Spanish and Korean speakers can be in multiple groups of Spanish speaking and Korean speaking members and not just one large group of each.

#### **TRANSPORTATION TO/FROM AIRPORT**

- Provided by national fraternity on Tuesday and Wednesday to the Sheraton hotel
- Sunday only the transport service will be available in the morning (until noon) to return to the airport
- In future we need to provide a couple of non-Secular Franciscans to help with the late arrivals (after Quinquennial Congress begins) so they feel welcomed.
- Arrange for volunteers to help at hotel as we return to airport on Sunday.
- How can we obtain their transportation information in a timely manner so we could accommodate them better? Or explain the importance of securing airline reservations early to avoid not missing the commencement of the Q
- Consider announcements and signage on last day of Q Congress.
- Evaluations were favorable for providing this courtesy; except for those who arrived after 4 pm

#### **TRANSLATORS AND EQUIPMENT**

- Interpreters for hearing impaired attendees were provided
- No contracted translators needed for Korean or Spanish speaking presentations although once they arrived to the Quinquennial, they wanted to be altogether in a Little Fraternity.
- Next Q we need to incorporate those who understand the language and culture better than English speaking people to help in phrasing certain questions – ask the Spanish speaking and Korean speaking people ahead of time what they understand of certain questions: Such as do they want to be in a Spanish speaking Little Fraternity or do they want to be in a mixed language Little Fraternity.
- Divide the large Spanish speaking fraternity into groups of 8-10 people ahead of Quinquennial. This time they wanted to be separated and wanted an entirely different room, which was arranged by the second time they met but they wanted to remain altogether and not divide into smaller groups
- Next time work more closely with those individuals who arrange and bring many Spanish speaking and/or Korean speaking registrants.

#### **VENDORS**

- Total number of vendors for profit are 5
- Non-profit vendors were varied and provided important information about their mission.
- Next time have more Spanish and Korean publications, religious articles, saints, books, etc.

#### **AUDIO VISUAL**

- Separate contract
- Jan Parker and another ran the equipment during the keynote presentations
- All keynote presentations had large screens

#### **VOLUNTEERS Total:** over 80 from St. Thomas More Region and at least 20 from other Regions

- Greeters at airport on Tuesday and Wednesday were well received
- Greeters at hotel upon arrival Tuesday and Wednesday were well received
- Registration table was well received and ran efficiently
- Merchandise to sell and pre-sold was organized well
- Ambassadors from City of Phoenix were on the street corners for assistance if needed
- Accessibility table offered large print material, distilled water, information
- Information table offered maps, evaluations, directions, collection of evaluations, etc.
- Wheelchair movers were provide to/from church and throughout the meeting rooms of the Sheraton
- Deacon at Masses celebrated at all Masses

- Raffle table
- First Meal (placemats, prayer cards, Saint and Table # identification, display of children's artwork story behind the artwork)
- Vendor table for OFS
- Little Fraternity Facilitators and placement of the fraternities within hotel
- Guides to help registrants traverse from one activity to another
- Signage – handheld for airport greeters; for Little Fraternities' location in the Breakout Rooms and Jubilee Room; Hospitality Room; in Meal Room,
- Helpers for folks who have mobility concerns
- Evaluations: collection, tabulating data and report
- Hospitality Room
- Aprons (decorating, check in and out of volunteers)
- AV screen coordinator for keynote speakers and general assembly presentations
- Silent Auction Item and table
- Service Project
- Tuesday Dinner for Volunteers (Prepare, serve, and clean-up spaghetti dinner in Social Hall of St. Mary Basilica)
- Vendor Assistance
- Other

#### **PROGRAM**

- Program sent to all registrants in mid-July and available at onsite registration
- General Information
- Letter from Minister
- Letter from Quinquennial Congress Committee
- Letter from the Bishop
- Information for Breakout Sessions with Presenters' resumes
- Information on Keynote Sessions with Speakers' resumes
- Advertisements from Regions, businesses, individuals

#### **WEBSITE AND TAU**

- Quinquennial "things to know" slide developed and put on website
- Dates and prices put on the site
- Regularly updated during the planning of the Quinquennial Congress and encouraged to use website
- How do we encourage people to read information?

Respectfully submitted,

Susan Simeone, ofs  
 Quinquennial Congress Committee  
 602-315-1950  
 Sksimeone1950@gmail.com