



*Catechesis of the Good Shepherd*

**Hosting Packet**

**for Regional Gatherings with**

**the National Director**

*A guide provided by the*

*The United States Association of Catechesis of the Good Shepherd*



# *The Catechesis of the Good Shepherd*

*An Association of Children and Adults*

7655 East Main Street, Scottsdale, Arizona 85251

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[www.cgsusa.org](http://www.cgsusa.org)

Thank you for your interest in hosting a CGS regional gathering with me. We know that there is a particular friendship among catechists that seeks celebration and unity. This friendship we share is held in the vision of CGSUSA: *"Regional groups will be encouraged in every part of the nation."* Regional gatherings are a solid way of developing these groups. Thank you for joining us in this effort by considering hosting a gathering in your region.

As you consider this possibility, I hope you will find this packet helpful. Hosting a regional gathering can be quite an undertaking, but at the same time, richly rewarding! I am eager to assist you in whatever way I can as you begin this process. In this packet, you will find a series of documents that can guide you as you plan your gathering. There is information on *Initial Planning* for a gathering, *Usual Responsibilities of the Hosting Committee*, *Possible Hosting Expenses*, *Some Ways the National Association Can Help*, and a list of commonly asked questions. In addition, please find a **Regional Gathering Agreement Form**. **This needs to be completed in order to register your gathering with our association.** Please send a copy of **The Regional Gathering Agreement Form** and a copy of **your gathering invitation** to my office address listed above.

My travels around the country to various regions have been a delightful blessing in my life. I enjoy meeting with our members, hearing about the work being done with our children and encouraging a deepening of our understanding of the religious life of children through Catechesis of the Good Shepherd. I look forward to meeting you and those you work with. I am available to answer your questions, so feel free to contact me by email or phone.

May you walk in the guiding love of the Good Shepherd as you prepare for this adult CGS gathering. May your work be doubly blessed through this endeavor as you are also helping children draw closer to God.

In His Love,

National Director



# *Catechesis of the Good Shepherd*

## Hosting Packet for Regional Gatherings

with the National Director

### **Initial Planning**

1. Form a hosting committee who can work with you in planning and hosting the regional gathering. If there is a parish or diocesan office or school who will be helping you to sponsor the gathering, make sure to include persons from this institution on your team.
2. Determine the type of format that would be most accessible and feasible for the potential catechists you think the gathering will serve. This may take the form of a morning, a full day or a weekend event that can be a workshop or a retreat.
3. Investigate potential sites and dates for hosting the gathering.
4. Determine a tentative budget for the gathering. (More details later in the packet!)
5. Contact the National Director by emailing her at [marymirrione@cgsusa.org](mailto:marymirrione@cgsusa.org) to set a date.
6. Following your conversation with Mary, establish a more concrete budget with your team that will allow you to determine a registration fee and minimum number of participants needed to make this regional event a success.
7. Create an invitation to encourage participation in the gathering to a wide regional audience.
8. Send the Regional Gathering Agreement Form, and a copy of your regional gathering invitation to **The United States Association of Catechesis of the Good Shepherd, 7655 E. Main Street, Scottsdale, Arizona 85251**

## Possible Hosting Expenses

The three most significant and consistent budgetary items in planning a regional gathering are:

1. Travel, food, and lodging for the National Director
2. Rental of space in which to host the course (where applicable)
3. The regional donation to The United States Association

Other potential costs that should be considered when constructing a budget include:

- Creation of the invitation and its mailing (this could also be done by email).
- Phone and fax expenses.
- Copying of handouts (sometimes a parish may donate this).
- Meals, snacks and beverages for the event participants.
- CGS Publications. The host may want to order a supply of CGS books so that they are available for purchase by participants. This can be done by ordering from our CGS website: [www.cgsusa.org](http://www.cgsusa.org)
- Child care, if offered.
- A simple gift for event participants to be given at the end of the gathering. (e.g. a small picture of the Good Shepherd, a small packet of mustard seeds, etc.)
- Membership dues for the The United States Association of Catechesis of the Good Shepherd. (The National Director will actively seek new members and ask lapsed members to renew.)

## Usual Responsibilities of the Hosting Committee

Preparing for and hosting a regional gathering is a great deal of work for one person. We highly recommend that you form a team of volunteers that can assist with the many details. Based on the previous experience of other hosting committees, we share with you one possible way of dividing up some of the hosting responsibilities:

### 1. Gathering Coordinator:

- Distribute invitations to all who may be interested in the gathering.
- Send the **Regional Gathering Agreement Form**, and a copy of the **Regional Gathering invitation** to the National Director's office.
- Respond to all inquiries about the gathering.
- Arrange for transportation, housing and meals for the National Director.
- Handle difficulties as they arise.
- Secure checks for all expenses.
- Send roster of participants' names and contact information and the donation check to The United States Association after the gathering concludes.

### 2. Site Management Coordinator:

- Prepare name tags.
- Prepare or provide a whiteboard or an easel with a flip chart.
- Provide an LCD projector.
- Arrange tables and chairs.
- Set up refreshments.
- Lock and unlock the site, check on heat or air conditioning, windows, fans.
- Make all arrangements necessary with whoever is in charge of the site building.

### 3. Resources Coordinator:

- Produce the invitation.
- Oversee all duplicating of handouts.
- Order books and manuals for participants if needed.
- Sell books and supplies, provide receipts.
- Provide song books and Bibles.

# **How The United States Association of Catechesis of the Good Shepherd Can Help With Your Regional Gathering Planning**

## **The National Director can:**

1. Suggest possible themes and models for the gathering.
2. Provide the hosting team with practical help, advice, and updated information on materials and presentations.
3. Promote the regional gathering through the association's website calendar.
4. Suggest appropriate gifts for event participants, if needed.
5. Listen to concerns regarding regional gathering implementation.

## **The United States Association Office can:**

1. Promote the regional gathering through the association's website calendar and social media.
2. Send the items that the hosting committee needs from the office such as membership forms, book order forms, and publications.
3. Include new catechists from the region in the fall membership mailing as an invitation to join The United States Association of the Catechesis of the Good Shepherd.

## Commonly Asked Questions about Hosting a Regional Gathering with the National Director

### *How do we invite the National Director for our gathering?*

The National Director can be contacted by email at [marymirrione@cgsusa.org](mailto:marymirrione@cgsusa.org). Please offer a few possible dates when writing, along with the number of possible participants and any particular theme you would like her to present.

### *Is there a speaker's fee or suggested donation to the association associated with inviting the national director to a regional gathering?*

The National Director is very happy to visit the regions and does not seek a speaking fee but will ask for a donation for The United States Association. While these donations are necessary to the life of the association, if your region is in financial difficulty, please write and say so. We are really trusting in God and the generosity of our catechist members to make these gatherings a reality.

### *Is the air fare covered by the inviting group or is this part of the national budget?*

The inviting group covers the cost of travel and hospitality, if they can. The United States Association is also seeking those who might sponsor the travel of the National Director through the donations of funds and air miles to help with those regions where this expense might be challenging.

### *Are there suggestions on structure/activities of the gatherings that have worked well in other areas?*

It is the actual gathering and building of friendship that really fills a "vital need" of the catechists. Some gatherings have been around prayer, some around material making, some around a particular theme... but all are seeking that amazing friendship where we know each other even if we have only just met. As our beloved founder Sofia Cavalletti said, "...we all have a common spring at which we drink: the mystery of God filtered through the child. The face of God has many aspects, and what is shown to us through the child, is different from what is familiar to us as adults. We enter into a spontaneous relationship with God because it is He who first 'called us by name.'" (*The Founding of the International Council, 1998 Journal*) We invite you to prayerfully consider together how He is calling you to gather with each other.

***"I believe it is friendship that supports  
and sustains our call, and keeps alive  
our longing for that perfect friendship of the Parousia."***

--Tina Lillig, *Life of the Catechist: The Necessity of Friendship for the Catechist, 2000 Journal*

*Hosting A Regional Gathering With The National Director Guidelines Provided By The United States  
Association Of The Catechesis Of The Good Shepherd*







# *Catechesis of the Good Shepherd*

## **Regional Gathering Agreement**

### **Between the National Director & Host Community**

Please send a copy of this agreement to The United States Association of Catechesis of the Good Shepherd, 7655 E. Main Street, Scottsdale, Arizona 85251, United States

Date(s) for the Regional Gathering:
Name of Hosting Site where Gathering will be offered:
Street Address:
City, State, Zip:
Telephone for Hosting Site:
Gathering Coordinator:
Gathering Coordinator Telephone:

What kind of travel and lodging arrangements have been made for the National Director?

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Will meals expenses be covered for National Director? (Or will there be a per diem amount for food?)

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What is the minimum number of participants expected for this gathering? \_\_\_\_\_

What is the maximum number of participants expected for this gathering? \_\_\_\_\_

If the gathering does not reach its minimum number what will be the "cut-off date" for determining whether the gathering will take place?

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Are there any additional services the National Director will provide the local community during her visit (e.g. an evening "seed planting" session for school parents; speaking after Sunday Eucharist about the Catechesis to interested parishioners; etc...)? Please describe.

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What will be the expected donation to CGSUSA during this visit? \_\_\_\_\_

**Is there agreement between the Gathering Coordinator and the National Director about how all payments will be made (whether they are donations, travel, room and board expenses, etc.) to The United States Association of Catechesis of the Good Shepherd? \_\_\_\_\_**

*(Note: When the National Director's travel is scheduled to more than one region in the same period of time, necessary travel expenses will be prorated and/or divided between the multiple hosting regions at the National Director's discretion, and invoiced by the National Association for reimbursement payment to the respective hosting regions accordingly.)*

Signature of National Director:

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Signature of Gathering Coordinator for Hosting Site:

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Date Agreement Finalized: \_\_\_\_\_

Please send a copy of this agreement to the National Director's office, The United States Association of Catechesis of the Good Shepherd, 7655 E. Main Street, Scottsdale, Arizona 85251

For more information or questions, contact:

Mary Mirrione, National Director, 480-874-3759, [marymirrione@cgsusa.org](mailto:marymirrione@cgsusa.org).

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