



THE ROMAN CATHOLIC DIOCESE OF BRIDGEPORT

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MEMORANDUM

TO: All Priests, Deacons, and Liturgical Ministry Coordinators
FROM: Patrick Donovan
DATE: March 26, 2019
RE: Updates from The Leadership Institute

Update by the Numbers

Please see page three of this memo for an infographic overview of the formation process for the Norms Governing the Liturgical Ministries. Other updates are as follows:

Order of Malta

As per the Bishop's directive, those members who have been appropriately formed through the Order of Malta as Extraordinary Ministers of Holy Communion do not need to participate in diocesan formation through The Leadership Institute. Knights and Dames are welcome to participate (and many already have) but their participation in formation with the Order of Malta is enough to satisfy the requirements. Their mandate will be issued with all others at the end of May.

Ministry to the Homebound

Copies of *The Catholic Handbook for Visiting the Sick and Homebound 2019* have arrived, but only half the number necessary to satisfy the order placed by parishes. There is no plan by the publisher to print more. I will be in touch to distribute the books in the coming weeks. Since we will be ordering in advance for the 2019-2020 liturgical year, we will have many more on hand to accommodate your needs.

Reports

This week, all parish coordinators will receive an email with a link to allow them to see how parish liturgical ministers are doing with formation requirements. Instructions will be included in the email. This will allow parish coordinators to sort by ministries and see who needs a gentle nudge to complete formation on time.

Face-to-Face Sessions

There are 19 face-to-face sessions left and only two open dates for parishes to request formation sessions. To date, we have hosted 41 sessions and gathered 2,670 attendees. Those who do not



participate in face-to-face sessions will not receive a mandate to serve as readers and EMHCs. The complete list is posted online - <https://formationreimagined.org/liturgical-norms/>.

Offline Learning

To date, more than 300 people have requested to learn offline. Paper applications are available here - <https://formationreimagined.org/liturgical-norms/> - for you to download and distribute. Once the application is returned, I will mail a workbook, quiz, and other materials. This is a time-consuming process and I appreciate your patience. Anyone who wishes to learn offline should submit a paper application no later than May 1, 2019 to ensure the workbooks can be sent and the quiz can be returned by May 31, 2019.

Formation for Minors

Parishes are encouraged to host formation for minors using the online tools found on this page - <https://formationreimagined.org/formation-for-high-school-students/> - and to return the request for mandates before mid-May. Please note that mandates for minors who are readers are not necessary.

Frequently Asked Questions

Frequently asked questions are updated on a regular basis and are available online in English, Spanish, and Portuguese. If you have a suggestion for a question, please email institute@diobpt.org. FAQs can be found at <https://formationreimagined.org/liturgical-norms/>.

Mandates

All mandates will be issued on June 1, 2019. Please encourage your liturgical ministers to have completed their online formation (or offline workbooks) by mid-May. It will take some time to pull together all the names, attendance records for face-to-face sessions, and online/offline reports in order to generate the mandates. Once issued, all participants will receive a copy of their mandate and all pastors will receive a report indicating that a mandate has been issued.

Looking Ahead

Pastors are asked to remind parish DREs and Virtus coordinators to please mark all current catechists in the “roles” area in Virtus before June 1, 2019. This will allow us to begin formation for catechists in the coming months more smoothly than we did with liturgical norms.





THE LEADERSHIP INSTITUTE
DIOCESE OF BRIDGEPORT

Encounter • Formation • Discipleship

Norms Governing Liturgical Ministries

2,670

as of 3/24

Number of those who have attended face-to-face sessions



Number of those who participated in Liturgy Source and Summit workshop

110



93%

Number of parishes with coordinators identified



Number of people enrolled in LEAD

2,460

Number of times the online videos have been viewed

2.7k
Intro to Liturgical Norms

6.3k
Total play of all videos

Devices on the platform



2,814
Desktop



297
Mobile



224
Tablet

Institute Site

www.formationreimagined.org



46.6k
page views



9,395
users



77.1%
new visitors

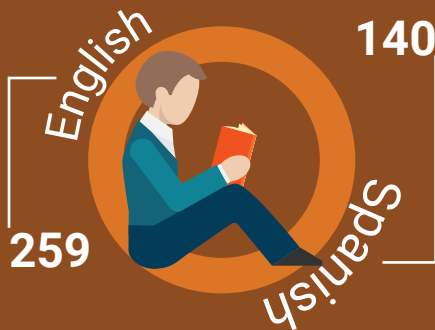


3,987
from mobile device

Number of people who visited web page for norms

7,243

Number of people learning offline



Number of face-to-face sessions held

41

Number of face-to-face sessions to go

19

Liturgical Ministers
(currently enrolled in online learning)



Readers
1,009



EMHC
1,677



Musicians
308