



**Capuchin Franciscan**  
*Province of St. Joseph*

Mission Effectiveness Commission  
1 May 2006  
Teleconference Meeting

*Present:* (Ms) Robert Swift (chair), Perry McDonald, (Mr) Dave Bartel, (Mr) Jeff Parrish, Joseph Monachino, Keith Clark, (Mr) Mark Gillett and TL Michael Auman

*Discussion regarding DVD on charism:* This presentation would include “What I began you must continue.” There are some things on the video that have changed, but these do not seem to be problematic. We could include various DVDs from other ministries.

The PR Commission has also recommended that we produce an historical presentation in regard to the 150<sup>th</sup> anniversary. We discussed the possibility, especially in light of the fact that Colleen Crane has volunteered to handle the logistics of the production of this presentation. We have the available funds in our budget for this project. We also believe that we should provide some degree of oversight in the production of the presentation. We are in agreement in recommending that this presentation be produced, and that it will become a part of our media packet to be used by various ministry directors in their efforts to provide orientation to our partners in ministry.

Roberta suggested that there needs to be some type of contextualizing text with the packet of DVDs which might include introductions and group discussion questions. We probably need to develop a short manual to accompany the DVD packets.

We may need to ask someone outside the commission membership to help us develop the discussion questions that would accompany the DVD materials.

TL will collect various DVD presentations from the other ministries.

*Update on prayerbook:* Joe talked with Steve Kropp. Steve does not believe that the Liturgical Commission is going to have time to work on this project until after the 150<sup>th</sup> anniversary celebration. Joe will contact Steve regarding the posting of anniversary prayers on our web site. Keith also suggested that a prayer be composed that would focus on our mission/summary statement (transforming the world through reverence). Keith will try to develop some possibilities for this prayer.

Initial announcement of the provincial assembly 2007: We need to begin to communicate with the friars and the partners information regarding this event.

Official release:

- It is happening
- When it is happening
- What are your plans for next summer (2007)
- Get the event on people's calendars
- Sense of the purpose
- One blurb on the event
- All friars are invited

PR with ministry directors

Answer the who what where when how and why

Create a memo to all employees

- All employees are invited

Get friars who are in province sponsored ministries and they could bring one or two people

Send a letter to ministry directors so that they know what's going on - give them the parameters so that they can answer questions:

- Tell them all employees are invited

- Expectation that 100 of our partners come to the event

- There is a certain percentage of their employees that should attend

- The percentage should represent a cross section

- Here is the expectation

- Bring at least \_\_\_ number of employees

- If all want to come they are welcome

- Communicate there are only \_\_\_ number of slots so if you want to be part, contact your supervisor as soon as possible

- Be clear about the purpose in the promotional materials

- To move the friars and their partners closer in MVV in a way that intensifies their experience of partnering

- Focus on the mission, vision and values so that in that focus we come together as one team

A letter needs to be sent from Dan Anholzer to all friars and ministry directors introducing this and asking that they begin considering how to invite their employees.

TL will compose a letter from Dan Anholzer (for his approval).

*Agenda for our next meeting:*

- Need to discuss the DVD and inservice materials

- Bill Cieslak and the donors (conversation with TL)

- Prayers regarding the anniversary of the province (Joe)

- Marketing: report on the letters to ministry directors and friars

- Let's ask for further guidance on how to deal with their partners regarding this issue. We want advice.

*Next meeting:* 25 July, at Roberta's home (Pontoon, cocktail sauce)