



# Catherine of Siena Institute

Equipping Parishes for Form Lay Apostles

## Introduction to Hosting a Called and Gifted Workshop

We are delighted by your interest in the *Called and Gifted Workshop*. The following paragraphs provide some introductory information about questions commonly asked by our host parishes or sponsors. We hope this information will help you reach a decision about hosting a workshop and which financial arrangements suit you best. Please contact our office with any questions you may have.

### What is the format of a *Called and Gifted Workshop*?

The *Called and Gifted Workshop* normally takes place on a Friday evening, 7 pm to 9:30 pm, and Saturday 9:30 am to 4:30 pm. Two presenters cover approximately six hours of content. (You should find an attached schedule.) Each participant receives a *Catholic Spiritual Gifts Inventory* and a packet of materials, which includes an outline of the entire workshop for note taking. Several breaks are built into the schedule, with plenty of time for lunch on Saturday. Usually, tables are provided to facilitate note taking and completion of the *Inventory*. Our presentation utilizes a digital slide projection medium throughout, and so the presenters usually stand to the right or left of a projection screen.

Although it stands on its own very well, the *Called and Gifted Workshop* is designed to help individuals only *begin* a discernment of personal vocation. At the Catherine of Siena Institute, we are committed to helping your parish or community foster this discernment process over time. We develop the structures and trained leaders necessary to sustain it provide the needed resources for its implementation. Towards this end, the *Extended Spiritual Gifts Discernment Program* is provided as a next step. This process entails a personal interview, experimentation, and small group discussion. Some more details are given below under "What's next..." but we mention this "up front" in hopes that you will look upon the *Called and Gifted Workshop* as one step, perhaps a foundational one, in building a house of formation for lay apostles.

*As he is,  
so are we  
in this world.*

-1 John 4:17b

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The Catherine of Siena Institute  
is a program of the Western  
Dominican Province.

**How many people can attend?**

We ask for a minimum of 50 participants. To help you generate interest, the Institute can provide promotional material and has developed a planning packet that includes posters, brochures, pulpit announcements, pastoral letters, and suggested timelines. If 50 participants seem like a lot for your parish or group, then we suggest collaborating with neighboring parishes or taking advantage of other workshops in your region. *Strong pastoral support* has proven to be the single most important factor in ensuring good attendance. There is no upper limit on the number attending.

**How much will it cost?**

Institute charges for a *Called and Gifted Workshop* divide into three general areas: (1) the workshop fee, (2) travel expense reimbursement, and (3) participant materials. The overall costs depends mostly upon the number of participants, but in general, the more participants the less your cost. You may choose among several options for the workshop fee. We can charge a sliding scale fee, collect a free will offering, or do a combination of both. We will ask for a small deposit when you reserve a date.

Travel expenses are separate from the workshop fee. These expenses include transportation, meals, and lodging for 2 presenters. We gladly accept “at home” accommodations. We may also possibly ask for help in finding some accommodations for a third presenter, one who is in training, although the Institute would cover his or her travel. The separate document entitled *Financial Terms for the Called and Gifted Workshop* contains further information on costs and financial terms.

**What about materials?**

Each participant will receive a set of notes and various sheets, as well as a copy of the *Catholic Spiritual Gifts Inventory* (also available in Spanish). We send originals of these pages, which the sponsoring group or parish reproduce, and then assemble, together with an *Inventory*, into a participant packet. The Institute will provide the *Spiritual Gifts Inventory* at the substantially reduced rate of \$5.00 US per copy (normally \$8.95 US retail). Our program coordinator will work out details on shipping of materials. Please note that the cost of materials supplied by the Institute is separate from the workshop fee.

**What type of facility do we need?**

We have found that, given the number of handouts, the need to take the written inventory, and the length of the workshop, participants prefer to sit at tables. The size of the facility depends entirely on the number of expected participants. It should have room for comfortable seating, and readily accommodate additional tables for registration, refreshments, and a book and materials table that we use for sale of Institute resources.

We realize you may have little choice of venue, but be aware that the more control over lighting conditions, the better. Both bright sunlight and “all or nothing” overhead fluorescent lights can limit visibility of projected slides and adversely affect the learning experience. Ideally, the area behind and in front of the projector screen can be darkened, and the remaining light dimmed or at least selectively turned off. Further details on lighting and room set-up will be supplied after you have reserved your date.

**What equipment will we need?**

Workshops produced by the Catherine of Siena Institute utilize computerized slide technology and require a *digital projector* along with a suitably large projection screen. If your parish or sponsoring group does not own such a projector, you may be able to borrow or rent one for the weekend provided it meets the minimum requirements. We will send details on equipment, lighting, microphones, and room set-up after you have reserved your date.

**We’re ready, what’s the sign-up process?**

When you decide you want to host a *Called and Gifted Workshop*, review a copy of *Financial Terms for the Called and Gifted Workshop*, if you have not already done so, and contact our program coordinator at (719) 219-0056 as soon as possible to schedule a date. We usually have openings 8 months or more away, but earlier dates may well be available. Please take time to check your local church and community calendar for annual or other events that may unfavorably impact attendance. These would include special holidays, feast days, retreats, missions, sports events, parades, and other town celebrations.

We will also want to discuss the particulars of your situation. We try to discover as much as we can about the needs of your community and about your hopes and expectations, so that we can accommodate them as fully as possible. We will also want to implement the fuller *Extended Spiritual Gifts Discernment Program*.

When you have chosen your date and understand the basic financial terms we offer, you will receive a confirmation letter to sign and return with a deposit. This letter will securely reserve the date you have chosen and represents your commitment to holding a workshop.

Next we will send you a promotional package together with a suggested timeline (comprising approximately eight weeks) to aid in your preparation. About six weeks before the workshop we will send a set of originals to use in your preparation of participant packages. Approximately three weeks prior we will contact you to see how things are going and to run through a basic checklist.

**What kind of support can the Institute provide?**

We have garnered a great deal of experience working with parishes hosting *Called and Gifted Workshops*. We can provide helpful suggestions for all aspects of putting on a workshop, as well as ways of avoiding common problems. You will have direct access to our program coordinator who will keep in touch to help ensure that the process unfolds smoothly. We always welcome your questions. Please call us anytime. For more information, or to set a date, please contact our project coordinator at (719) 219-0056.

**What's next after the *Called and Gifted* workshop?**

As mentioned above, the Institute provides the *Extended Spiritual Gifts Discernment Program* as the next step. This process entails a personal interview, experimentation, and small group sessions. This process usually takes 6 to 8 weeks to complete after the initial *Called and Gifted Workshop*.

Participants in the initial workshop will have the chance to receive an hour-long personal interview by trained interviewers (cost is \$25) to help them sort-out *Inventory* results and continue the process of discernment. The interview aids in identifying potential areas of giftedness and encouraging actual experimentation. In our experience, most participants in the *Called and Gifted Workshop* want to take this next step. Call for more details on the interview process, or see additional information on the *Extended Spiritual Gifts Discernment Program*.

Please let us know if you have any questions.