



AN INVITATION

From: Mark Lewis, SJ, Provincial

RE: MINISTRY OF MANAGEMENT SEMINAR 2012

Date: January 25, 2012

Registration is now open for the upcoming 2012 Ministry of Management Seminar, which will be held June 11-16 at Loyola University in New Orleans. This year's seminar will focus on *Leading Organizations* and we have an excellent line-up of workshops. In addition to daily reflections on Ignatian Leadership, workshop topics include:

- Working with Parish Councils or Boards (your choice)
- Financial Management (budgets, audits, rules and regulations, and reading those confusing reports!)
- Fund Development
- Strategic Planning and Program Design
- Communications Skills

Our faculty members have many years of experience working with church and nonprofit organizations. Our daily liturgies and morning reflections on Ignatian spirituality make this seminar one that is particularly geared toward the Ignatian family.

We also have a great line-up of fun, including a Cajun music concert in City Park followed by a poby dinner, a streetcar ride to one of New Orleans' many delicious restaurants, and our now legendary Mint Julep Party on the Avenue (the newly renovated Jesuit residence on St. Charles Avenue). The most fun of all, however, is being with Jesuits and lay colleagues from around the country who are all learning together to be better managers. A wonderful sense of community and camaraderie is developed during our five days together.

Why does the New Orleans Province offer Ministry of Management? Jesuits are often placed in positions as pastors, department heads, directors of works, and board members where they have a strong commitment to their ministry but often lack the management skills needed to do their jobs well. The Ministry of Management Seminar is an intense plunge into the practical, but done in an Ignatian environment. I think we Jesuits and our lay colleagues owe it not only to the people we minister with but to ourselves to develop the practical skills that will help us be ministers who can effectively manage organizations and managers who keep our faith at the heart of our work.

Please consider joining us for the 2012 Seminar and spreading the word to your lay and Jesuit colleagues. In order to allow for full participation in the seminar, we limit registration to 36 participants, so we encourage you to register early. All registration and contact information follows.



MINISTRY OF MANAGEMENT SEMINAR CYCLE 2 – LEADING JESUIT ORGANIZATIONS

a workshop for Jesuits and lay colleagues on managing people and organizations

DATES: Begins Monday, June 11, 2012 at 5:00 p.m.
Ends Saturday, June 16, 2012 at 2:30 p.m.

SPONSOR: The Jesuits of the New Orleans Province

LOCATION: Loyola University New Orleans

The university located in uptown New Orleans, on St. Charles Avenue directly across the street from beautiful Audubon Park. Each participant will have a private dorm room with a shared bath. Access to the Recreational Center is offered free of charge for those staying in the residence halls.

WHO SHOULD ATTEND? The workshop is for Jesuit priests and brothers, men in formation who may be entering regencies where management skills will be helpful, and lay persons in leadership positions in Jesuit works. Participants who attended Cycle 1 of the seminar are strongly encouraged to return this year.

COST: \$775 per person if registered by May 15, 2012, \$ 825 per person thereafter. The fee is all inclusive of room, meals, social hours, coffee breaks, a group night out, and a workbook with resource materials. This cost does not include your airfare or dinner out (on your own) on Tuesday evening. The price for those not residing on campus is \$275, plus the cost of meals on campus.

REGISTRATION: Complete the attached form and return with a \$100 deposit. Checks should be made payable to the **New Orleans Province of the Society of Jesus**. Final and full payments are due no later June 5, 2012.

WORKSHOPS:

- ≠ *Financial Management*
- ≠ *Ignatius as Organizational Leader*
- ≠ *Governance Structures: Nonprofit Boards OR Effective Parish Councils*
- ≠ *Fund Development*
- ≠ *Strategic Planning*
- ≠ *Communications Skills*


PLANNED FUN NIGHTS FOR THIS YEAR'S SEMINAR

- ❖ **Tuesday Night:** A streetcar ride and dinner on your own at one of New Orleans' fabulous restaurants.
- ❖ **Thursday Night:** A Cajun Music Concert in City Park Botanical Gardens followed by poboys at Parkway Bakery and Tavern.
- ❖ **Friday Night:** Mint Juleps at the Jesuit Community Residence on St. Charles Avenue.



For more information contact:

Mary Baudouin, Assistant for Social Ministries, The Jesuits, New Orleans Province
710 Baronne Street, Suite B, New Orleans, LA 70113

Phone: (504) 571-1055  e-mail: mbaudouin@norprov.org

MINISTRY OF MANAGEMENT SEMINAR 2012 - CYCLE 2
Registration Form for Returning Participants

Name: _____

E-mail address: _____

Mailing Address and Phone

cell: _____ residence: _____

Current ministry: _____

Identify an organizational challenge that you hope to work on as part of the training process, preferably dealing with time management, priority setting, conflict resolution, meeting facilitation, or human resources.

Please list any dietary or access needs that you might have.

Are you available to assist with prayer or Eucharist?

Return this form with a \$100 deposit to:

Ministry of Management Seminar
The Jesuits of the New Orleans Province
710 Baronne Street, Suite B
New Orleans, LA 70113

Checks should be made payable to:

New Orleans Province of the Society of Jesus

Full seminar cost:

\$775 if registered by May 15, 2012, \$825 thereafter.

MINISTRY OF MANAGEMENT SEMINAR 2012 - CYCLE 2
Registration Form for First-Time Participants

Name: _____

E-mail address: _____

Mailing Address and Phone:

cell: _____ residence: _____

Current ministry: _____

Background Information about you:

1. What is the most responsible leadership or management position you have held?

2. What do you consider the most challenging aspects of leadership and/or management for yourself?

a) _____

b) _____

c) _____

3. Identify an organizational challenge that you hope to work on as part of the training process, preferably dealing with time management, priority setting, conflict resolution, meeting facilitation, or human resources.

4. Where do you see connections or disconnects between your spirituality and your management responsibilities?

Other information:

Please list any dietary or access needs that you might have.

Are you a cantor or musician?

Would you be available to help with prayer or the Eucharist?

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MINISTRY OF MANAGEMENT SEMINAR 2012

DETAILS, DETAILS

Here's a few specifics that may help you to plan for this year's seminar.

- **Location, Location.** This year's seminar will be held at Loyola University (www.loyno.edu) , right in the middle of uptown New Orleans, across the street from beautiful Audubon Park where you'll find lots of joggers, walkers and golfers. There is a great zoo (www.auduboninstitute.org) in the park, but you'll need to make time outside of the seminar to visit it.
- **Rooms.** Each participant will have a private dormitory room with a shared bathroom. To learn more about the campus residence halls, go to <http://www.loyno.edu/reslife/residencehalls.htm>. Basic linens will be provided in every room, but nothing else will. If you need a bed lamp or alarm clock or other things that you consider necessary, please bring your own.
- **Travel.** Most of you will be flying into the Louis Armstrong International Airport in New Orleans. The province will arrange for rides to the airport on Saturday, *but you'll need to get to Loyola on your own. When arranging your outgoing flight, PLEASE be sure that it leaves after 3:45 pm – it is important that you stay until the END of the seminar.* Shuttles are available from the airport to Loyola dormitories, but be forewarned that you may get a tour of New Orleans hotels first. The shuttle service website is <http://www.airportshuttleneworleans.com/>. You can make a reservation online if you like, but it is not necessary. Your fare will be \$20.00. A taxi will be faster, but more expensive - \$33.00 one way. We will send out contact information about arrival times of other participants so that those arriving around the same time can arrange to share taxis.
- **Recreation Center.** Anyone staying at the Loyola Dormitory is welcome to use the Recreation Center at Loyola University. Go to <http://www.loyno.edu/recreational.sports/facility.html> to learn more about the facilities & hours.
- **Dress.** Summers are hot, and therefore very casual in New Orleans and on campus. Shorts, jeans, casual pants and shirts will be fine for the seminar, but you should bring a light sweater or jacket because the meeting rooms get cold. Dress for most restaurants in New Orleans is very casual.
- **Extra Time in New Orleans.** You are welcome to stay at the Loyola University Dormitory on the nights of Sunday, June 10 and Saturday, June 16 for a fee. (Sorry, we are still negotiating this year's fee with Loyola, but it will probably be about \$60 without meals.) You must let Mary Baudouin know if you want to stay in the dormitory extra nights. Jesuits arriving early or staying late may be able to get a room or meals with the Jesuit communities in New Orleans; please make those arrangements directly with the guestmasters listed in the Jesuit Catalog (Loyola, Jesuit High, or Immaculate Conception communities) .
- **Phone and Internet Access.** Each dorm room comes with a basic cable connection, local telephone service, and wireless connections. If you do not have a laptop, you can access your e-mail at the University library.
- **Liturgy and Prayer.** We will have liturgy Tuesday through Saturday during the seminar. Mary will be contacting some of you about presiding at liturgy or leading prayer services. Please say yes when she calls!
- **Meals and snacks.** Three meals will be served each day *except* Tuesday and Thursday evenings - some at Loyola's dining hall and some in a special room set aside for our seminar. Coffee, tea, water and light snacks will be available during the seminar. Snowballs and gourmet popsicles will be special treats on 2 days! All meals and snacks are covered in the registration fee EXCEPT Tuesday night dinner, drinks during the Thursday outing, and fancy coffee that you buy from the on-campus coffee shop.

If you have any questions or concerns about any of the items included in this memo, please give Mary Baudouin or Saralyn Joshua a call at (504) 571-1055.