



# SEMINAR SERIES

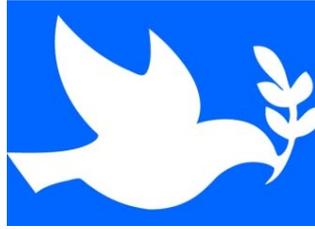
**“WHERE WORK  
MEETS FAITH”  
NEW EVANGELIZATION  
PARISH PROGRAM**

You are invited to the Our Parish Seminar Series – “Where Work Meets Faith.” The Seminar Series is about using the gifts that God gave you to build up community. Each series will feature presenters who will tell real life stories and how their faith played an important role. Hearing many different stories in our Seminar Series may increase connections among us that will bring us all closer together increasing our sense of community. Each presenter will answer questions from the audience at the end of their presentation.

# Seminar Series

To evangelize within the church membership is a mission field. Later steps of small group members include witnessing in a parish Seminar Series – “Where Work Meets Faith” video recorded and aired at Loquate.tv under the parish name. The initiative is accompanied by an honorary ethics association membership for qualifying Catholics as a lay association. Many Presenters become Consultants. A Consultant offers up to one hour of free consultation on the work side or God side of their presentation. To be a member of the lay association, Consultants agree to support each other’s faith gifts, defined as extreme value from God for the common good, agree to support the Seminar, and seek to lead a more faithful life, defined as loving God and loving neighbor. See the brochure “Seminar Series.”

# St. Paul of the Cross Seminar Series



## “Where Work Meets Faith”

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SPC Holy Family Chapel 320 S. Washington Street Park Ridge, IL. 60068

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**Wednesday, November 19, 2014, 7:30 pm – 9:00 pm. About our Presenters:**

***Gilberto Kuzuhara**, a supply chain Consultant from Oracle, who travels around the country and elsewhere will share what he has learned to do in his spare time when on the road. Hear how faith formation affects his everyday life. Listen to his story of an on the job caring for an associate, which favorably impacted the associate off the job and his marriage. Hear specific tips on faith formation.*

***Jim McCaimbridge**, Sales Executive, will tell a real life story of forming a coalition for growth for small businesses. Hear how he used connections to make a difference for the common good. Listen to an alliance that affected O’Hare Airport. Learn tips from this veteran network specialist about joining a group, using, and finding your talent, thru prayer.*

***Fr. Matthew Kowalski**, Associate Pastor at St. Paul of the Cross parish, will tell us of his work as a graduate chemical engineer, and will tell us of a surprising outcome of his first job experience. Hear how Fr. Matt listened to his heart and become a Catholic Priest.*

The event’s social benefit is getting to know each other better. The more we know about each other, the more opportunity we have for being connected. Go to [www.Loquate.TV](http://www.Loquate.TV) to hear these “Inspiring and Practical” talks. Better yet, come in person. The Seminar Series will take place on the 3rd Wednesday of every month. If you have any questions, please contact Mary Ann or Jeff Liautaud 773-594-9234. We look forward to seeing you.

# Getting Started

Our goal is to duplicate start up equipment so each location has functionally identical equipment. That way trouble shooting will be easier. A Flip UltraHD 720P Video Camera Black 8GB 2h 3rd Generation is low cost (under \$150), commercially available and easy to use by an amateur. The battery may only work for one hour though the memory chip allows 2 hours of recording. To connect to an extension cord to recharge in between talks, at Amazon you can buy Unlimited Cellular Travel and Home Charger for Flip Video Camera for about \$9.00.



The charger is recommended due to loss potential for a 3<sup>rd</sup> presenter and the battery runs out. If another camera is used, a video must be submitted prior to ok for start up. Every video must come to us in a .MP4 format. “MPEG-4 Part 14 or MP4 is a digital multimedia format most commonly used to store video and audio” according to Wikipedia. This is to ensure processing may be accomplished.

## Start Up Needs

1. You will store all files in one location.
  - i. Create a folder on your computer to store all Seminar Series (non email, non video, Loquate) files,
  - ii. Go to your main computer that you will be using for the Series.
    1. Computer (from desktop);
      - a. hint: use window icon to get to desktop
    2. Libraries
    3. Documents
      - a. Place your cursor anywhere to the right
        - i. right click
        - ii. new
        - iii. folder
        - iv. enter in box name of folder as P018 - Loquate
        - v. move cursor to another location and left click
        - vi. the new “P018 – Loquate” folder will appear
          1. Tip: this is where you will store all word files from the Series
      - b. Right click on the folder
        - i. Open
        - ii. Tip: after you create a word file, do a save as function, find folder “P018 – Loquate”, open and save
2. Loquate will edit, publish, air, and promote your videos at a cost per video of \$60 as of 10/13/15 and subject to change.
3. You will follow the automated procedure for initially setting up all your contacts:
  - i. Church bulletin
  - ii. Pulpit announcement
  - iii. Local groups to publicize talks

1. Knights of Columbus
  2. Women's Guilds
  3. Etc
4. It would be good to have an assistant who is your Promoter
    - i. Promoter saves all files in one location.
    - ii. Promoter will need 1 package of light blue paper for about \$5, one package of light rose paper for about \$5, and one carton of white paper for about \$25, from Office Max.
    - iii. Each series gets promoted with an alternating color flier.
      1. This makes clean up easy and notifies alert parishioners as to your next Seminar.
      2. This also makes counting leftovers easy. So you waste less.
  5. Initiator will need Legal folder-8.5 x 11 hard cover light green folder with 2 hole posts on each of two sides, for example Smead no 2K403-1&3, upc 14931. Smead 651-437-4111. Note: In write-ups, this folder is referred to as a legal folder because of the 2 hole posts and not because of size. You can purchase by special order at Office Max or call Smead for stocking local distributors.
  6. Initiator will need Flip Ultra HD Video camera 3<sup>rd</sup> generation newest model Flip used for about \$110 using a Google search of "Flip Ultra HD Video camera for sale used." Shop for the best price on the internet. Prices vary greatly with Amazon usually highest.
    - i. Flip stopped making these but you can still buy new Flip cameras.
    - ii. We have used model U32120 with great success for 6 years.
    - iii. Tip: Get an extra replacement battery
      1. Flip video rechargeable L-Ion battery, rating 3.7v, 1300 MAH, Model ABT2W
  7. Initiator will need tripod Dolica ST-300 for about \$30 from [www.newegg.com](http://www.newegg.com)
  8. Promoter will need small plastic basket handy for toting materials to event and for bringing materials back from event. This basket doubles for cash collections and audience feedback sheet receptacle. Basket signage is available to fit 10" wide x 12" long x 5" deep plastic basket.
  9. Promoter and initiator should have Outlook or other contact file to store names by category.
  10. Initiator
    - i. You will upload videos from your camera to Loquate's YouTube website or send them to Loquate headquarters via dropbox. Email Admin@ Loquate.tv.
    - ii. You will notify us of your new uploaded video
      1. You will provide a signed video release from each presenter as a pdf file sent via email to Admin@ Loquate.tv. See Appendix A for brochure given to Presenters entitled "Question for Presenters."
      2. The "Questions for Presenters" serves as a checklist during your interview and for them to follow as a communication protocol in preparation for presenting.
        - a. Hint: Loquate has certain standards and if the checklist is followed, the likelihood of a successful, promotable video will be high. Without following the protocol a video may not be published.

- b. The “Questions for Presenters” brochure also contains information on how to become a Consultant and member of the “Where Work Meets Faith” honorary ethics association. Without dues or meetings, the association builds community thru servant leaders world-wide.
- iii. Loquate.tv will correspond with you about the progress of your video edits.
- iv. A priest from your parish will edit your videos for faith cuts (usually none needed)
- v. You will correspond with each presenter to obtain their ok for final publication thru using unlisted video link. By unlisted is meant that only a person with the link may view the video.
- vi. Once the video is approved for sense of community, faith, and by the presenter himself or herself, the video is made public through a shared video link.
  - 1. Loquate promotes the video.
  - 2. The presenter promotes the video via social media. This is New Evangelization inside and outside the parish.
  - 3. When a video is viewed 150 times, many others have an opportunity to hear sticky information as only the Holy Spirit can provide.
  - 4. God’s favorite way of talking to people is thru others.

P016: I003-p-getting “Where Work Meets Faith” presenters’ routine

11/8/2015

Revised: 10/3/2015

Previous revision: 4/24/2013

Here is how you get presenters:

1. In addition to members of Work Meets Faith small group as a resource pool of presenters for the Seminar Series, you can ask members of daily mass.
2. The Approach to get an interview
  - a. Ask: “Have you heard of the (name your church) Seminar Series – ‘Where Work Meets Faith’? I was wondering if you might consider meeting to discuss your becoming a presenter? (pause) I ask my questions. All our presenters are comfortable presenting. (pause) Can you suggest a time for us to get together (a public place like Panera - name, location, date time) Great! See you then.” For an explanation as to why these words, see Appendix A below.
3. The interview - takes about 1 hour- You will need a pen and 2 copies of the latest version of I003-questions for presenters for each presenter. You keep the original. The presenter gets the other copy.
  - a. At the interview, I let them get a drink or food, chit chat about a minute then say: “In your work a day experience (work, volunteer, student, or family) have you ever found that you provided extreme value? ...(pause) for example, when you drive home at night you say ‘This was a good day.’”

- i. If not specific, say “Does something specific come to mind? Can you give me a concrete example? We begin our presentations with concrete examples.”
  1. Take notes on the margins of your copy of the “Questions For Presenters.” These notes will become your copy for your bulletin.
- b. That’s great. That is just what I am looking for. Now, at the same time that you provided extreme value, did you also feel a sense of humility?
  - i. (if no, or uncertain, “Did you feel a sense of humility because you know that no matter how hard you tried you could never create what had occurred. There are just too many variables.)
  - ii. (If yes, 80% of the time, “You felt humility because you know that no matter how hard you try you could never get on your own all of the good that came...(pause) I submit that the reason you felt a sense of humility is because you were in the presence of the Holy Spirit. Whenever we are in the presence of God (draw yourself into a moment when you were in the presence of God), we feel a sense of humility. It is a gift that God gives to us that we might know we are not alone.)
- c. The audience comes 50% for faith enrichment, 25% because they know the presenter and 25% because they are interested in the topic. The audience most wants to hear how your faith influences your work. Does your faith influence your work? Can you relate it to your concrete example?
  - i. Keep taking notes.
- d. So in the first 6 minutes you share a concrete example of where work meets faith. In the second 6 minutes you give tips that the audience can use whether they ever come to you or not for advice on matters relate to your work a day experience (work, volunteer, student, or family). These would be things that you have learned that if your audience knew would help them. We want to make these presentations inspiring, that’s the faith part, and practical, that’s the tips part. Does anything come to mind?
  - i. Keep taking notes.
- e. The final 6 minutes is for questions. No person can share their work in 6 minutes and 6 minutes. It is interesting to see the Holy Spirit at work in the questions from the audience. We are trusting that the Holy Spirit will put all of this together. The audience learns what it needs to know.
- f. General
  - i. We have 3 presenters in an evening. The audience does not know the formula the presenters follow, but the formula makes the evening move right along. What we are trying to do is to create space around a preciousness of the Holy Spirit at work in our life.
  - ii. Time yourself as you prepare your speech. We say 6 minutes per segment, but it is your speech. If your speech goes over 22 minutes, we have to edit it.
- g. We video record your speech. The audience is anywhere from 20 to 40 and averages about 30 depending on who is presenting. By video recording the presentations we make the presentations available to more people than those just attending.
  - i. As soon as we start talking videos, we have to talk ownership.
    1. A not for profit, Loquate, owns the videos. Loquate is not trying to make any money on this. Loquate seeks to disseminate the videos.
    2. The video is edited form 3 points of view: faith by (name the priest), sense of community by myself to prevent any untoward remarks about any

group, and you. Before any video is published, you view the video. Any of the three can keep the video from being published. We cannot add to the video but we can take things out. Once it is published, Loquate reserves all rights to edit the video.

3. So we need you to sign this form. Give them your copy to sign.
  - ii. Tell them the date. Confirm.
  - iii. Ask the presenter to fill in the bottom of your copy of the form.
  - iv. The video release must be signed. They can always sign the form now, call later and tell you otherwise if they so desire, and their presentation will not be video recorded.
- h. Ask the presenter if they are willing to offer one hour free consultations to those who may have a question about the God side of their talk or about work expertise. Circle Y for yes or N for No.
- i. Explain each Trustee is a member of an association before they can offer the consultations. Use the language beneath the “Y/N” to describe what that means.
- j. Tell the presenter you have a copy for them of what you have told them so they can prepare using the form.
  - i. Write the date and time on the back of their form,
  - ii. plus on the front of the form, write your phone number.
  - iii. Give the presenter their copy.
  - iv. Use your copy to write up promotional copy.

## **Appendix A Why these words?**

- a. Ask: “Have you heard of the St. Paul of the Cross Seminar Series – “Where Work Meets Faith?” I was wondering if you might consider meeting me to discuss your becoming a presenter? (pause) The way it works is that we meet someplace like Panera’s. I ask my questions. After we talk you determine if you would be comfortable presenting. All my presenters are comfortable presenting. (pause) When would be a good time to meet? I can meet anytime, in the morning after mass, or (pause). (Set time and place to meet.) Great! See you then.” For an explanation as to why these words, see Appendix A below.

Words make all the difference.

“Have you heard of the St. Paul of the Cross Seminar Series – “makes it local and relevant to your church.

“Where Work Meets Faith?” - orients listener to the topic

“I was wondering if you might consider meeting me to discuss your becoming a presenter?” – use the word presenter, as opposed to speaker. Speaker is more daunting than presenter. A presenter presents on a topic that he or she knows, which makes presenting easier.

Use the words “consider meeting me to discuss” – takes them off the hook from having to decide now about something they may know little about.

“The way it works is that we meet someplace like Panera’s. I ask my questions. After we get together you determine if you would be comfortable presenting. You don’t have to prepare ahead of time. All my presenters are comfortable presenting. (pause) When would be a good time to meet? I can meet anytime, in the morning after mass, or (pause). (Set time and place to meet.)

“all my presenters are comfortable presenting” – takes pressure off listener

“When would be a good time to meet? I can meet anytime, in the morning after mass, or (pause).” – the prospect will never be more enthusiastic than right now. In sales, this is called “closing.” You close when you get a date to meet. Based on a survey of presenters, 80% choose to present because they believe God is asking them to present.

## Appendix B - Lessons

1. Some people do not wish to present. Let them be. There is a fine line though. The best approach is “If it was any of us presenting about ourselves, we would never want to do it. But it is God at work in our lives that we are sharing. If we get together, I have my questions to ask. Then you decide. All of my presenters are comfortable in presenting. Can we meet to just talk about this?”
2. When I have no luck, I pray at my favorite spot. I place myself in God’s hands. I ask only to do His will. This morning, after praying in my favorite place, I asked a lawyer who was also praying if he might consider meeting with me. I used all the right language. He said he was still working. He said he works 80 hours a week.

On our way out to his car I offered a suggestion. I said: “When we rely on our busy - ness, we really are relying on ourselves. Everything in balance means putting our trust in God as well as ourselves. We are trying to create space around a preciousness of God at work in our lives. I see you at prayer. I know you have a deep faith. I believe you would make a good presenter.” He refused again, and thanked me for asking.

So what did God have in mind? I had peace. I will ask another.

3. 9 times out of 10, if a presenter goes to the interview, they end up presenting. I get the objection in the approach.
4. Sometimes a presenter is reluctant to talk about themselves. I say “if this series was about ourselves, we would not get very far. Rather the series is about the preciousness of God at work in each of our lives.”
5. I would not advise presenters going to the website first. I don't want them comparing themselves to others. I try to create a private environment where God can be present, or rather I help them find God at work in their life thru the interview technique.
6. I advise each presenter not to compare themselves to another. It is common for a presenter to think they have nothing to say, even after you have heard a good speech. I just let them be. Usually they will present.
7. I try to under promise and over deliver. Done right, I feel energized after hearing the presenter’s interview. This is a part of the Seminar Series that I never wish to give up. Done right, the evening of the presentations is abuzz. That is God at work making connections. I go home and am energized. Sometimes after the Seminar Series presentations I cannot sleep at night. I like the sticky information that comes out in the presentations.
8. I try to make an interview setting private in a public place by shortly after a few minutes of chit chat getting right into the “extreme value” question, paying attention to the presenter, repeating back what they say or taking a stab at how I think they may be feeling, as well as occasionally sharing about myself and my faith so that I might better relate to them and risking is not an issue. Then after they answer the extreme value question with their story, I ask if they felt humility at the same time, and if they say yes, I say “I submit that is God at work...” God is where the closeness and trust comes from. It is like I am inviting them into a private place where they can share their faith both in the interview and in the Series.
9. Not every presentation is a formula presentation. Some who are obviously deeply faithful have a story to tell that will not be stopped. In 44 presentations I had two. See Tom Svoboda and Mary Kowal. I just let them tell their story.

10. I had a person say she wanted to discern. I wondered about it because her presentation was perfect. Then I got two other presenters whose stories were terrific. One of the presenters had a double slot, one presenter taking the place of two presenters, because it was not a “formula” presentation. The double slot was Tom Svoboda. Tom had a unique church wide story. Look at his video and you will see why it was a double slot. Then a month later the person who wanted to discern came up to me and said she wanted to present. I felt it was all providential. A ministry is providential.
11. I will try to provide more advice. Here are a few of my errors that turned into learning.
  - a. A perception issue. At the very beginning of the Series I got names of prospective presenters from two main groups in our church, a Men’s Club and an Apostolate of Women. A problem was that a first perception was that presenters could promote their business. When another person makes a referral to you, that referral is subject to the perceptions of the person making the referral. If it does not work out the way the person making the referral thought it would work, you may disappoint. So rather than seeking referrals that rely on some person in authority to understand your goal, I found that by asking daily goers to faith meetings, I was more successful.

**Lesson: Get your own presenters.**

- b. A presenter merit issue. At first I was working thru the Men’s Club as a member of the Men’s Club. They reviewed every aspect of what I was trying to do. For example, the Men’s Club got involved in who I should get as a presenter. They wanted me to get a high profile presenter. I found a person who was a young charismatic US soldier, an Iraq war veteran, with an amazing story. Then for whatever reason, the Iraq veteran was unable or unwilling to talk. I thought “Great! Who will I get now?” Then I stopped myself. I said to myself “Wait a minute. Every person has a story.”

I found myself talking to myself a lot, and praying. I prayed a lot. I was in community with close friends with whom I could talk in relaxed faith and charity, especially my wife, Mary Ann. Mary Ann and I would talk over everything of import.

I was sure in my belief that everyone had a story. I learned from actual experience that every person does have a story.

**Lesson: Every person has a story. There is no such thing as a bad presentation. Every presentation is a good presentation.**

- c. A conflicts of interest issue: At first I was trying to run the Series thru a Men’s Club. The demands of the Men’s Club just became too great. For example, some thought that since I was a financial planner, I was only seeking to get new business. I continually had a lot of explaining to do because the Men’s Club was worried about a perception that I might bring to them. It is true that some on the outside may only pick up on the work side of “Where Work Meets Faith.” Those on the inside who go through an interview do not make this mistake, but before we got our routine down and were just in the conceptual stage, rightly so the Men’s Club wanted to protect its name. This is just one example of difficulty that I had working with a group as my sponsor. I believe I would have had

similar difficulties working with any other organization. There were many other problems I experienced from the group, from creating language to promote the series that would be acceptable to the group and to the undertaking, to obtaining the group's Board approval, and then seeking group membership approval, all without actually having a single presentation. It took about 8 months and became too cumbersome. For a time there, I had to stop working with the group and had no clue what to do next. Then two close friends said I did not need the group. I went to my cleric. I learned I could do this on my own with the cleric's approval. My cleric readily said yes and gave me the freedom to do this project which he was the first to call a Ministry. After I made the switch, an officer of the group perceptively said that in the long run the change was better because then my work could have its own identity.

**Lesson: You cannot have an organization run this program because of conflicts of interest.**

- d. A business issue: I learned that this Ministry was between God and myself... and in the context of my religion. I always had to be subservient to my religion. Done right, this ministry will be between God and yourself in the context of your religion. By being subservient to my cleric, I was saved from making mistakes. For example, in the talking stages, I found myself saying a lot in response to primary motivation being a profit motive "No. There is a spiritual element to this." I spoke to my Cleric about this. He put it well. He said "The reason you are doing this is to talk about your faith in your work. If a person profits as well, fine. But I want to separate the profit motive from the faith motive." So we set up Loquate .TV as a separate website from the faith location to house the presentations.

**Lesson: The purpose of this ministry is to talk about our faith in our work. If a person profits as well, fine. But we want to separate the profit motive from the faith motive.**

- e. A video record or not issue. Next we began to talk about video recording the presentations. As soon as you start talking videos, you now have to start talking about ownership. A video is intangible property. To obtain a video release you have to have an entity owning the video. By having Loquate, a separate not for profit corporation own the videos, that entity could get a video release from the presenters and Loquate could disseminate the videos. The video release means that Loquate owns the videos. As such Loquate may edit the videos at any time and even choose not to publish any video.

Having a video release was a legal topic. I obtained legal advice from attorneys. The video release is a legal document.

Then I had a problem with a presenter that I had asked to present but then was informed by some that a topic being discussed had to be just right. The presenter was not willing to comply. I had to terminate the presenting engagement. I modified the Liability release to include agreement from the beginning by the prospective presenter to whatever Loquate should decide. This and other legal issues were thought through. I tried to put myself in the shoes of all those with whom I had to deal and I tried to do the next right thing.

At first my cleric said it was a lot of work to video record. We also needed a video release. He asked why don't I simplify, drop the video recording, and just give the presentations? I found myself adamant. I said "If I give up the videos, I do not want to do this ministry." I had a feeling that I could not adequately express that was a potential. Sometimes you have to take a stand. Your faith may be seen in your stand. I reasoned that if just a few people show up for these important presentations, how will others see them? I was putting a lot of work into every talk. Videos were the answer. My cleric let me proceed. In 2011, during the summer, when we were not running the Series (we take off summers), we had over 500 hits to our website and we did nothing. Each year that number increases. The videos bring a life of its own to the Series.

**Lesson: Through Loquate's Video release, Loquate distributes videos which bring a life of its own to the Series.**

- f. A community agreement issue. A lot of things didn't work. I made many mistakes. I learned from trial and error, the school of hard knocks, what works and what does not work. It is like God wanted me to know what did not work. So I would get these little lessons, I believe, for a purpose of others avoiding my mistakes going forward.

We give the presentations in a chapel of my church on the third Wednesday of the month. Our year follows the school year. We are off in the summer. In our third year the choir took our space. Recognized ministries were given priority over non recognized ministries. A new person was in charge of the church calendar. Our pastor suggested we move to a different location. I was adamant that the Series be held in the chapel. I was vocal about the sacredness of the presentations and that they belonged in church. My cleric said to me that he saw a different side of me than he had seen before. He graciously said it was because I was so passionate about my work. The new church person assigning the rooms suggested that I talk with the choir. The choir told me they only used the room in the summer. They were happy to switch the balance of the year, which was the full school year, over to me. The church bulletin publishes the presentations as St. Paul of the Cross Seminar Series – "Where Work Meets Faith." The church website has a link to Loquate's website, but Loquate's website is separate from the church.

**Lesson: Be subservient to your religion. Take a stand. Your faith may be seen in the stand you take, but go in through the narrow gate. Be in agreement with your faith community.**

- g. A sense of community issue. Before the Series began again the next year, I wondered what the Series would bring to me. My church is a large church and I have been a part of it for over 30 years. By the end of my first year, I realized that I had experienced a sense of community at my faith location through the stories of presenters in the Series. For me it came after I had heard many presenters. When one of my presenters was going thru the faith location middle door and saw me way across the grounds. She gave me a great big, hearty wave. I did the same to her. We were outside of ourselves.

Learning about another, even one with whom you have been attending daily services for 30 years, through the Series changes everything. Attendees have said “the stories are inspiring and practical.” There is a glow I feel when I hear these stories.

Something special happens when you listen to enough of the stories in your location. You experience a sense of community perhaps unlike what you felt before. This is something that Mary Ann and I experienced while at what was billed as “the friendliest college in America,” Quincy College. It was for us. By sense of community we mean an environment characterized by togetherness and sharing as opposed to cool detachment. The leaders in the environment know the members and go out of their way to be helpful. Though the members are quite diverse, personal diversity is celebrated for its contribution. The atmosphere is cohesive. The environment is a community.

It is a thrill to me that others can experience the sense of community that I feel. For their convenience the stories at Loquate.TV are categorized, for example, by church location, by “faith enrichment” based on the subject matter and spiritual attributes of presentations, by presenter, by work, and chronologically so you can view any series of 3 presenters that you may have missed. Taken together Loquate.TV is an amazing collection of stories.

The glow our presenters bring to our community is our library of testimony from God, the Giver of life. There is an immense value of a one on one personal relationship that occurs from hearing their story. I am constantly thinking of this value. To have someplace local to go to, to hear wisdom beyond my own, is a treasure. There is not a direct monetary gain to being a part of a community, but nothing can compare to it. It is great being a valued, needed part of a vibrant community.

**Lesson: The glow our presenters bring to our community is our library of testimony from the Giver of life. We call the glow the sense of community.**

- h. If a presentation does not meet the Guidelines found on “Questions for Presenters,” the presentation will be removed from YouTube. Ask to meet the presenter in private. Ask “What happened?” Let the presenter talk. Then when the presenter explains, explain how and why the presentation does not meet our guidelines. All talks are to be, for example, experiential where work meets faith. If a presentation is primarily conceptual and biographical, as opposed to a single extreme value experience, you might say the presentation was very informative but does not meet our guidelines and cannot be published. Give him choices: a) we could make a DVD of his presentation and give it to him to do with as he chooses, or b) he could come back and present again the original presentation as planned, or c) he could come to more sessions, and to present on a different experience that meets our guidelines when he is ready again after first meeting with you ahead of time.

**Lesson: If you knew ahead of time what a presentation would be like, and would not proceed, for example, primarily an ad for a speaker, as opposed to the story as originally heard, do not publish the video or the Series will become watered down.**

- i. On complaints received about a presenter: You are misdirecting your concern. Please direct your concern to the presenter in question. It is best to follow a teaching that transcends definitions. If your brother does you wrong, go and have it out alone with your brother. If your brother hears you, you have won back your brother. If your brother does not hear you bring one or two witnesses. A witness is needed to sustain any charge. If your brother does not hear the witnesses bring it to the community. If the brother does not hear the community, bring it to the church. If the brother does not hear the church, treat him like a pagan or a tax collector. (For our purposes treating another like a pagan or a tax collector means you can still love the person, but the person is in a different community, and therefore the opportunity for interaction is reduced because you are apart.)

If you need to do more, hear the compliant, do work to find a reliable source that permits the person about whom the complaint was made to continue in good graces with your faith location, share the resource with the complaining party, then redirect the complaining party to the person.

A breakthrough can occur in talking, not in an email chain. I called the question when the time was right when I said in an email: "Are you saying you do not wish to express your concern to her? Please call." The email chain can turn toxic because there is so much to say, whereas in conversation each could feel the care and love for each other. You may wish to avoid one who may seek to use you to deliver a message they are unwilling to deliver themselves.

**Lesson: Do not be drawn into third party complaints as a middle man. Rather redirect concerns to let a complaining party speak directly to the one about whom the complaint is made.**

- j. A negative audience issue. If you find repeated negativity from one audience member you may meet with them in private, and explain the problem. They must know how much you appreciate them and then frame the concern as a very minor negative. You want them to see that overall you are pleased with them but you have this narrow little matter to discuss. Then explain the concern.

If the problem recurs, meet with them for breakfast. Again tell them what you like about their coming. Be charitable, affirm them. Do not scare them away. Internalize the write-up below. Share the ideas. Ask their opinion about this?

If the problem recurs again, again tell them what you like about their coming. Be charitable, affirm them. Give them a written copy of the "Seminar Series Audience Best Practices."

# Seminar Series Audience Best Practices

**Context:** The Seminar Series is a public forum for video recorded presentations to affirm the existence of God, where work meets faith. Questions and answers are important.

**Avoid:** Please no untoward questions or remarks directed at any person or group. The Series is not primarily a forum for controversy. An untoward question leads to a negative answer. An untoward remark leads to a negative outcome. In general follow a practice of giving criticism in private, and affirmation in public. It is best to follow a teaching that transcends definitions:

If your brother does you wrong, go and have it out alone with your brother. If your brother hears you, you have won back your brother. If your brother does not hear you bring one or two witnesses. A witness is needed to sustain any charge. If your brother does not hear the witnesses bring it to the community.

**Seek:** Meet in person. Understand your key points. Make your points. Do not avoid making your points. Our primary goal is to create space around a preciousness of God at work in a person's life. A secondary goal is to increase sense of community. We are trying to be friendly to all. Please do attend. Please be involved. Here are some best practices on how to participate in a way to enhance the Series for yourself and others.

- Listen carefully. To really hear another shows deep respect for their personhood.
- Affirm.
- Ask questions of presenters for yourself to better learn from the presenter how to change yourself to ways that are more loving ways, and away from ways that hurt and harm others. Humility is affirming, by an adoring child of a loving God.

**Lesson: If you do not nip a problem of negativity in the bud, the problem may just grow out of control. Give criticism in private. Make your points. Odds are you will win back your brother.**

- k. I want you to feel that you have a personal relationship with me. I want you to know that you can call me with the smallest detail, or just to talk, or to ask a question of me, just like you can call a most trusted friend. We are in this together. You will succeed.

**Lesson: You can call Jeff any time at 773-621-0863.**

## Appendix A

A 20 minute format is the same for each Presenter. Presenter opens with a real life story (about 6 minutes) where work meets faith, followed by practical advice from the Presenter's work that permits listener's to apply the advice to their own situation (about 6 minutes). Time your actual presentation to about 12 minutes followed by audience questions (about 6 minutes- leaving about 2 minutes to spare). Three presenters in a snappy format is key.

### **Questions for Presenters Checklist**

1. Can you share a real life story (volunteer, student, family, retired) where you provided extreme value where work meets faith? When you focus on the extreme value that you provided, often God may be found. When your faith gift crosses over into the common good by the grace of God, the extreme value is always outwardly directed.
2. In your real life story where work meets faith did you feel a sense of humility along with the sense of providing extreme value? A presenter may feel a sense of humility because more has occurred than the presenter alone could ever do. That more may be the presence of God at work in your life. If so, share why you felt humble.
3. *Jump right into your presentation* telling us that story, as opposed to beginning with anything else. The audience will remember the story because it is concrete like a parable. You may change names or circumstances to keep your extreme value story anonymous if you wish.
4. What influence did your faith have in the story you told? This is the most important part. What practices built your faith? Our goal is to create space around a preciousness of God, where work meets faith. Now trim the story back to 6 minutes. Time it.
5. Please do not read, rather tell us the story. Your story comes across more powerfully when told without notes. Practice, then trust in God as a form of prayer.
6. For the second 6 minutes, what advice can you offer to our audience that you have learned that they may find most practical and/or helpful? If you have something specific, please share it. Your gift could be pointers, advice, handouts, anything of practicality from your work expertise that could be helpful to others.
7. Finally, open up your presentation to a last 6 minutes for audience questions. Please time and limit your total presentation to 20 minutes or less. We will give you two prompts one at 5 minutes left and one at 1 minute left.
8. Loquate, a not for profit organization, may video or audio record your presentation for publication after your editing.
9. You need to sign a Video Edit and Liability Release form. Thank you.

Prepare in harmony with the Checklist. The audience is most interested in faith enrichment, knowing and hearing more about how your faith influences your work. The primary motive of a Seminar – “Where Work Meets Faith” (the “Seminar”) is not promoting business but sharing faith stories. Trust in God for your presentation of your faith gift to reach all hearts.

**Sense of Community** Another of our goals is to intentionally build sense of community. Please, no un-toward remarks toward any group or person. By sense of community we mean an environment characterized by togetherness and sharing as opposed to cool detachment. The leaders in the environment know the members and go out of their way to be helpful. Though the members are quite diverse, per-

sonal diversity is celebrated for its contribution. There is a sense of group loyalty and group support. The atmosphere is cohesive. The environment is a community.

## Video Agreement and Liability Release

Presenters are at the cutting edge of making religion relevant today where work meets faith. The relevance is found in stories of loving authentically in one's work, and having charity in the truth of one's work. Every person has a gift or talent innately planted in their heart and mind. Faith grows when God bestows extreme value for the common good thru our gift or talent. Unlike a gift or talent used solely to benefit one's self, God's gift is always outwardly directed for the common good. Our task is to increase awareness of the gift and God's preciousness, so God does not go unnoticed, unmarked, without God's proper honor.

One way to do this is to publish media arising out of presentations including but not limited to articles, audios and videos (hereafter called "Media"). All Media is owned by Loquate, a not for profit organization.

The Media may be sponsored by groups and organizations (hereafter called "Sponsors"). Loquate offers a forum for speakers (hereafter called "Presenters") to talk about their desire to love authentically (hereafter called "Presentation").

Loquate's hope is that Media will continue on a self sustaining cost basis thru its partners. Partners include participants, volunteers, Presenters, Sponsors, local groups, advertising groups, website developers, video production groups, communication networks, and others (hereafter called "Partners").

### **You may choose to publish or not. If you choose to publish, you agree to all aspects of this Video Agreement and Liability Release. If you do not agree, do not publish.**

Here is a brief summary of the steps of video publication (hereafter termed "Publication").

- 1) Loquate owns the video used in the Presentation.
- 2) Prior to Publication by Loquate, the video may be edited by three parties: the Presenter, the Sponsor and Loquate; each party may solely in its discretion edit by deletion any portion(s) of the video, or deny Publication of the video.
- 3) Upon Publication by Loquate, the video will be considered a final edited version (hereafter called "THE VIDEO").
- 4) THE VIDEO and Media produced are owned by Loquate** and all rights of Publication including copyrights in whole or in part are reserved for Loquate.
- 5) Upon prior written consent from Loquate, you or others as licensees (hereafter called "Licensees") may publish THE VIDEO and Media and may offer links (hereafter called "Links") to your own website or website's of others (hereafter collectively called "Affiliated Websites").
- 6) Loquate reserves the right at any time to edit THE VIDEO and Media** or deny links.

**Upon participation or Publication of THE VIDEO, Loquate, Partners, Licensees, and Affiliated Websites, agree to hold harmless and indemnify Loquate, Partners, Licensees, and Affiliated Websites from any and all liability, loss, damages, costs, or expenses which are sustained, incurred, or required arising out of participation, consultation, Association, Publication of THE VIDEO, or use of the Media.**

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**Initiator:** first 3 letters of presenter's last name, followed by first 2 letters of first name, then middle initial \_\_\_\_\_; Presenter's Church 3 letters, followed by 2 numbers \_\_\_\_\_; Date of Presentation \_\_\_\_\_; Presentation Location \_\_\_\_\_

**Signature X** \_\_\_\_\_ **Witness** \_\_\_\_\_ **Date:** \_\_\_\_\_

Printed Name with middle initial \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_ Workplace link \_\_\_\_\_

Address, city, state, zip \_\_\_\_\_

**Y/N** (circle one).....**If a person has a question, I will consult up to 1 hour.** Consultants form "Where Work Meets Faith" an honorary ethics association. Consultants support each other's faith gifts, defined as extreme value from God for the common good, support the Seminar, and seek to lead a more faithful life, defined as loving God and loving neighbor.

Work type listings \_\_\_\_\_ Groups \_\_\_\_\_ Religion: \_\_\_\_\_

House of Worship \_\_\_\_\_ if new } Cleric/name/email/phone \_\_\_\_\_

You may view presenter videos at [WWW.Loquate.TV](http://WWW.Loquate.TV), but be yourself. Each person has their own story.

## Consultants

1003-df

**Interfaith Dialogue** www.Loquate.TV airs videos of a Seminar – “Where Work Meets Faith.” Presenters’ interfaith dialogue is not on how they disagree but on how they agree. The Seminar’s premise is that people of good will of every faith experience a sense of community. Their sense of community can never belong to just one religion or one group. For God is above all. A village’s sense of community belongs to God. The village’s sense of community belongs to all.

**Who are Consultants?** Presenter’s videos are viewed many times. A telephone icon next to a Presenter’s video indicates the Presenter is a consultant (“Consultant”). The Consultant offers up to one hour of free consultation on God or work expertise to inquirers.

**What must I do to qualify to offer my free consultation?** To qualify Consultants must also 1) support each other’s faith gifts, which are defined as extreme value from God for the common good, 2) support the Seminar and 3) seek to lead a more faithful life defined as loving God and loving neighbor. Consultants are members of an honorary ethics association (the “Assn.”) called the “Where Work Meets Faith.” Without meetings and without dues, Consultants collectively by their actions and voice build a sense of community and peaceful co-existence in God’s name is facilitated. Loquate is a charitable center for peace. Loquate in Latin means “Speak.”

**How Consultations Work** Any person may inquire about a presentation. The Inquirer clicks on a telephone icon at Loquate.tv, then enters: Name, Phone, Email, Zip, and Question. Within seconds, an auto responder sends an email to the Consultant. The Consultant is asked to contact the Inquirer with potential meeting times/dates/location within 48 hours and consult up to 1 hour.

As servant leaders in their respective communities, Consultant’s values bring peace and joy to the community in which they live. Their message, God’s message, where work meets faith is that God loves us. The more we give our hands to God, the more God will honor us, and our village.

**May I opt out?** Consultants may opt-out at any time. To opt-out, you would send an email to jeff@loquate.TV; include your name, and phone.

**What Is Loquate?** Loquate is a charitable (IRS 501 C 3) community for peace that uses technology for intentional community building. Hearing many different video stories in the Seminar may increase connections among us that will bring us all closer together increasing our sense of community.

By sense of community we mean an environment characterized by togetherness and sharing as opposed to cool detachment. The leaders in the environment know the members and go out of their way to be helpful. Though the members are quite diverse, personal diversity is celebrated for its contribution. There is a sense of group loyalty and group support. The atmosphere is cohesive. The environment is a community.

### What Is Loquate’s Mission?

- To develop a member’s diversity and sense of shared humanity thru self awareness,
- To develop a sense of community in small groups of self aware members,
- To develop the sense of community within the larger group or organization of which they are a part,
- To develop the larger group or organization into a catalyst for the sense of community in its surrounding environment,

- To spread the sense of community throughout our fragile world using small incubator groups to serve as a model for peace.

**Can I help?** As of 12/31/13 total expenses of the charity divided by videos is \$114 per video. Financials are available. Donations to Loquate (6436 N. Oketo, Chicago, Il. 60631) are invited.

## **“Where Work Meets Faith” Association**

1003-df

**Association Summary** “Where Work Meets Faith” is an honorary ethics association (“Assn.”). Thru extraordinary sense of community, peaceful co-existence in God’s name is facilitated. A copy of Articles and Bylaws is available by contacting [Jeff@Loquate.TV](mailto:Jeff@Loquate.TV). The Articles and Bylaws prevail in interpretation over the following Summary.

**Article 1- The Problem** The problems that brought our world economy to near collapse are in part exploitation and greed including unethical or deceptive practices. Secular media readily reports news of evil. Negative information receives more processing and contributes more strongly to the final impression than does positive information. Exploitation and greed gets reported. The function of media is to make widespread every reported story. This bombardment of evil creates a common perception of secular society as a culture of evil. Organized religion is routinely under attack by secular media as part of the broader culture of evil.

**Article 2 – A Solution – “Sharing Our Stories, Building Our Community** A Seminar - “Where Work Meets Faith” (the “Seminar”) is offered. Video recorded real life stories where presenters provide extreme value demonstrate the relevance of God and love of neighbor. A video channel of the Seminar at Loquate.TV becomes pervasive news of the culture of good. The answer to the problem lies in the video recorded stories of each ordinary person, who, in their own work, lives out extreme value for the common good through their faith. Consultants (“Consultants”) offer up one hour of free consultation per inquirer on their own video presentation.

**Article 3 – Video Stories** Thru a focused channel of video stories, the relevance of God and love of neighbor is demonstrated. Viewers identify the video presentations as “inspiring and practical.”

**Article 4 – Faith Gift Awareness** When the Consultant’s gift or talent or work crosses over into the common good through God’s grace, it is called a faith gift. The audience is interested in hearing about faith gifts, defined as extreme value from God for the common good. Consultants create an outreach thru their faith gifts.

**Article 5 – Mission** Thru an extraordinary sense of community, peaceful co-existence in God’s name is facilitated. A willingness to consult makes our community extraordinary. Consultants form the Assn. as members that: 1) support each other’s faith gifts, which are defined as extreme value from God for the common good, 2) support the Seminar and 3) seek to lead a more faithful life defined as love of God and love of neighbor (“Works”).

**Article 6 – Sense of Community** The Assn. seeks to build sense of community thru Seminar videos and then to go outward from there turning city neighborhoods and towns into villages. Better villages build a better world.

**Article 7 – Authority** A charity, Loquate, provides all documentation and procedures to run the Seminar. The personality of the Assn. is to declare and proclaim the relevance of God and love of neighbor to the secular world thru the Seminar. As such the Assn. provides its own bylaws.

## **Bylaws**

**Section 1 – Spiritual Formation** Each Consultant seeks to lead a more faithful life.

**Section 2 – Equality** No Consultant has preferential status over any other Consultant.

**Section 3 – Working Together** Consultants support each other’s faith gifts for the common good.

**Section 4 – No dues and no collection of money on behalf of the Assn.** The Assn. has no assets and no money. No donations may be made to the Assn.

**Section 5 – Reasons for leaving** are centered around not doing “Works” of the Assn. For example engaging in a deceptive practice that hurts or harms others would be a reason for leaving because it is inconsistent with leading a more faithful life thru love of neighbor.

**Section 6 – Moderator** Only for purposes of being part of a faith-based review a moderator has been appointed. To know your moderator, contact [Jeff@Loquate.TV](mailto:Jeff@Loquate.TV).

**“Where Work Meets Faith” – New Evangelization Parish Program**

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