

Parish Synod Process: Roles and Descriptions

Facilitator (1-2 people)

- *Assist the pastor by facilitating Large or Small Group Listening Sessions (Optional format 2 or 3)*
- **Responsibilities:**
 - Attend facilitator training (remote via Zoom) on January 5, 2022
 - Welcome and thank individuals who have gathered to listen and share.
 - Pose the listening session questions to those who have gathered to share feedback.
 - Introduce the “prayer prompt”, open prayer and close prayer.
 - Keep track of time and ensure that all questions are posed, prayed about, and discussed during the agreed upon length of the listening session.
 - If some form of large group sharing is expected (*only applies to optional format 3*), the facilitator will be responsible for managing sharing to the large group (length of sharing time, amount of small group representatives who can share, etc)

Listening Session Event Coordinator (1-2 people)

- *Assist the pastor by facilitating logistics of parish listening sessions.*
- **Responsibilities:**
 - Manage the communication to the parish around all listening sessions.
 - Manage the distribution of the digital listening session questions/survey (option 1)
 - Ensure the “data” collected through the digital survey is given to the Parish Representatives.
 - If optional format 2 or 3 will be implemented at the parish, the Listening Session Event Coordinator will be responsible for
 - Booking parish rooms/facilities needed for each session
 - Organizing table/chair set up
 - Ensuring any A/V needs are met
 - Printing any copies of questions or prayer prompts that will be needed for attendees
 - Organizing hospitality (if parish intends to provide any light refreshments, etc)
 - *In essence – the Listening Session Event Coordinator manages all the “behind the scenes” details of the listening session, so the pastor, facilitator, table leaders, scribe, parish representatives, and attendees can simply “show up” and be confident everything is prepared for a listening session.*

Table Leader

- *Facilitate Small Group sharing in optional format 3 (Large Group Listening Session)*
- Number needed will be dependent on how many parishioners will be attending the listening session
 - Likely 1 Table Leader for every 8-10 parishioners who will attend.
- **Responsibilities:**
 - Watch Table Leader video training by January 22, 2022
 - Welcome and thank each person for attending.
 - Facilitate brief introductions among parishioners at the table.
 - Be familiar with both the parish and diocesan synod timeline, so they will be able to answer basic questions parishioners may ask about the process.
 - “Shepherd” the sharing among those at the table:
 - Ensure no one dominates the conversation and everyone is heard
 - Keep the conversation on topic – gently redirect if the group enters into a distracting tangent

- **Facilitate conversation between attendees, *not* teach/preach/or share their opinion.**
 - 95% listening and 5% talking.

Scribe

- *Record what is shared in Small Group and Large Group listening sessions.*
- Number needed will be dependent on what format the parish chooses.
 - Every small group sharing should have a scribe to document what the group shares.
 - i.e: The parish hosts a Large Group Listening session and there will be 12 tables of parishioners at the event, the parish will need 12 scribes to record the sharing at each table.
 - ***A table leader can also play the role as scribe if the individual is comfortable/capable.***
- **Responsibilities:**
 - Record, to the best of their ability, what is shared in the small group.
 - Regardless of how the scribe captures the information during the listening session, they will need to provide the Parish Representatives with a digital copy of what they recorded from the small group.
 - **Scribes are not required or asked to “interpret” what they hear, simply to record what is shared and report it to the parish representative.**

Parish Representative (2 people)

- *Pray with the information gathered through the parish listening sessions and represent the parish at the Diocesan Synod Event in March 2022*
- **Responsibilities:**
 - Attend a Parish Representative Preparation Gathering on January 21-22, 2022
 - Receive the information from the digital survey of the parish and “scribe records” from all the listening sessions.
 - Read through, pray with, and discern themes from all the information gathered.
 - Discuss with each other and the pastor the results of their reading, prayer and discernment.
 - Represent their parish at the Diocesan Synod Event in March 2022

Lay Faithful of the Parish

- *Humbly listen to the Lord during times of prayer and share the fruit of that “listening” with the global Church, beginning with their parish and our Archdiocese.*
- **Responsibilities:**
 - Receive the proclamation of the Gospel during this Advent season with humility and openness.
 - Intentionally pray for their pastor, parish, and Archdiocese during this synodal process.
 - Take the Synodal questions to prayer and “listen” for the response of the Holy Spirit.
 - Share the fruit of their prayer and “listening” with their parish: either through the digital survey or in a parish listening session.