

SYNOD DISCERNMENT SESSIONS FOR PARISHES

Roles and Responsibilities



Synod Participation Coordinator

Assist the pastor by helping to plan, organize, and promote parish discernment sessions and participation in the synod.

Responsibilities:

- Attend/view recorded video of Archdiocesan Synod Zoom Workshop held Jan. 20, 2022.
- Work with the pastor to establish date(s) and time(s) for discernment session(s).
- Overseeing outreach efforts to ensure wide consultation
- Manage the communications to the parish around all discernment sessions.
- Book parish rooms/facilities needed for each session.
- Organize table/chair set up.
- Ensure any A/V needs are met.
- Print copies of materials needed for attendees (i.e. discernment questions, prayers).
- Organize hospitality (if parish wants to provide light refreshments, etc.).
- Ensures the results of the discernment sessions are submitted to the Archdiocese through the online portal by March 31, 2022 (see role of “Parish Representatives” below)
- *In essence – the Synod Participation Coordinator manages all the “behind the scenes” details of the discernment session(s) and synod participation.*

Discernment Session Facilitator

Assist the pastor in running and facilitating the Discernment Sessions.

Responsibilities:

- Attend/view recorded video of Archdiocesan Synod Zoom Workshop held Jan. 20, 2022.
- Work with the pastor and Synod Participation Coordinator to plan and organize the discernment session(s), which includes the Holy Hour and table conversations.
- At the discernment session, welcome and thank those gathered to listen and share.
- Provide instructions as needed to those gathered to participate.
- Keep track of time and ensure all questions are posed, prayed about, and discussed during the agreed upon length of the discernment session.
- Manage sharing to the large group (length of sharing time, amount of small group representatives who can share, etc.).

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Table Leader

Facilitate Small Group sharing. Number needed will depend on how many parishioners are attending the discernment session. Likely 1 Table Leader for every 6-10 parishioners who will attend.

Responsibilities:

- Introduce self, welcome and thank those participating.
- Facilitate brief introductions among parishioners at the table.
- “Shepherd” the sharing among those at the table:
 - Ensure no one (including the table leader) dominates the conversation and everyone is heard
 - Keep the conversation on topic. Focus on the three questions, and gently redirect if the group goes off topic
 - Remind participants not to comment on the sharing offered by others
 - If a participant raises an issue against the church or shares an experience of church that has hurt them, please acknowledge you have heard them (even if you don’t resonate with their sentiments). If needed, gently direct the conversation to be constructive (e.g. by asking the 2nd part of question 2).
- Appoint someone to report a few highlights from the conversation to the large group

Scribe

Record what is shared in discernment sessions. Number needed depends on how many parishioners attend the discernment session. Likely 1 Scribe for every 6-10 parishioners who attend. *Note: A table leader can also play the role of scribe if the individual is comfortable/capable.*

Responsibilities:

- Write down/type, to the best of their ability, what is shared in the small group.
- Regardless of how the scribe captures the information during the discernment session, the scribe needs to provide the synod coordinator 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 Synod coordinator.

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Parish Representatives (at least 2 people)

Pray with the information gathered through the parish discernment sessions. They will also represent the parish at the vicariate (regional) discernment session and submit the report from their parish.

Responsibilities:

- View recorded video of Archdiocesan Synod Zoom Workshop held Jan. 20, 2022.
- Receive the information from “scribe records” from all the discernment sessions.
- Read through, pray with, and discern themes from all the information gathered.
- Discuss with the pastor & synod coordinator the results of their reading, prayer and discernment.
- Submit a written summary of what emerged from the session(s) to the pastor & synod coordinator. The synod coordinator will submit the report through the Archdiocesan online portal by March 31, 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:

- Intentionally pray for the 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 prayer and discernment with the parish

All those involved in the discernment sessions are invited to participate in a spirit of genuine listening and readiness to receive what the Holy Spirit might be revealing to the Church at this time. As we journey together through this synodal process, let us never cease to recall the radical love of Jesus Christ—the one who changes everything.