

GUIDELINES FOR SCHEDULING THE SYNOD CONSULTATIONS/CONVERSATIONS

Synod Coordinators are kindly asked to use the following table as a guide in developing a draft schedule of proposed consultations/conversations for the period January – March 2022. Please identify the proposed dates for the consultations and the persons or groups to be targeted in each session. Please note that, depending on the length of a session, more than one session may be required to complete the listening process with a specific group.

ITEMS FOR CONSIDERATION	OPTIONS
<p>1. How will the consultations/conversations be conducted?</p>	<ul style="list-style-type: none"> i. Owing to the pandemic, online meetings (e.g., via Zoom) are recommended for group interactions. ii. Where one-on-one or small group conversations are requested or required, face-to-face meetings may be arranged with all COVID-19 health protocols observed. iii. Questionnaires and written submissions can also be used where necessary or where online participation is not practical or possible.
<p>2. Who will organize the consultations/conversations?</p>	<ul style="list-style-type: none"> i. Synod coordinators are required to serve as planners, organisers, facilitators, scribes and report writers during the synodal process. ii. Synod coordinators may co-opt additional persons with the specific skills required for an effective process. iii. These responsibilities should be clearly defined and assigned to persons who are willing and able to carry out those functions. iv. A Catholic professional facilitator — or someone else with higher level facilitation skills — may be needed, on occasion, when participants come

	<p>from marginalized groups (e.g., abuse survivors, LGBTQ, persons with disabilities, migrants/refugees, etc.)</p> <p>or when special interest groups are participating in a particular consultation. <i>Please contact your Synod Team Liaison for assistance.</i></p>
<p>3. Who should be invited to participate?</p> <p><i>[Please note that each person should participate only once, so that persons who belong to multiple groups, ministries, etc., should select one role in which to participate.]</i></p>	<ul style="list-style-type: none"> i. There must be an open invitation to all to participate. However, it is the primary responsibility of the Synod Coordinators to ensure maximum participation and inclusion. ii. Create a list of all the persons, ministries, groups (Catholics and non-Catholics) in your parish/community, etc., you will reach out to listen to during the conversations and develop a strategy to reach out to them.
<p>4. What is the period over which the consultations/conversations should take place?</p>	<ul style="list-style-type: none"> i. There will be a training session for Synod Coordinators on January 15, 2022 and, immediately following that session, the conversations should begin. ii. Parish/community reports must be submitted to the Synod Team by March 31, 2022. iii. A draft report should be prepared by the Synod Coordinators and circulated to all participants in the conversations for feedback before the final report is submitted to the Synod team.

