

Recording and Submitting the Listening Data

A Guide for Synodal Facilitators

Introduction

At local listening conversations it is the listeners/facilitators responsibility to faithfully record and report the listening to the Synod Office. You may simply wish to take notes during the conversation and then complete the 'Group Session Record Form'. You can also supplement your own notes by using use the 'feedback' tools offered in the 'Group Synodal Conversation Guide'. www.cliftondiocese.com/synod

A further recording tool is offered here:

You will need

- Post-it notes [Different colours]
- Listening Pieces (e.g. Stones) [One for each small group]
- Pens



Ahead of the meeting assign one of the colours of post-it notes to each question section of the Conversation Guide (e.g. 'Communion' will be yellow' Participation' will be pink etc).

Step 1: Listen

Participants gather in groups of four to respond to the Synodal Questions. Using the Talking Piece each person shares, in turn, from his or her experience in response to the first Synod Question(s).

Step 2: Record

Once everybody in the group has had the opportunity to share, hold a moment of silence. After this, invite participants to record on a post-it note the one thing they have heard that they think is important. Specify which colour they are to use.

Step 3: Repeat

The process is the repeated for the next sections. Each time the recording will be done on the specific coloured post-it note for that section.

Step 4: Collect

At the end of the meeting ensure you collect all post-it notes from each small group.

Step 5: Collate

After the session you are asked to record what is written on the post-it notes in the Group Session Record Form (available from