

# PARISH FACILITATOR PACKET

---

## STEP 1



## BECOME FAMILIAR

Start with reading through the Table Packet. This will help you understand the process the participants will go through. This will also help orient you in your role and where you need to lead them, how you can best assist them, and what they will need to do to complete their listening sessions.

## STEP 2

## PLAN YOUR LISTEN SESSIONS

Each parish will hold listening sessions appropriate to their needs and territory.

### CALANDER & MARKETING

Be sure to select your dates and location(s) early, so that you can market them through your bulletin, social media, website, postal mailings, radio, television, and other advertising that is appropriate to your location. The goal is to invite those who would like to assist us in this endeavor, Catholic or not. If you are conducting your listening sessions on Zoom, on the road to nursing homes, prisons, university, and other institutions, you may need to coordinate and plan along with these institutions. Secure your dates and locations early!

### TABLE PACKETS

Have a packet on each table and extras at the ready. It is recommend that you paper clip the packet together, so that the unused pages can be recycled into new packets for the future listening sessions.

### EXTRA NOTES

Copy the “Extra Notes” page to have plenty on hand. It is recommended that you put five six “Extra Notes” pages at the back of the Table Packets.

## PARISH FACILITATOR PACKET

---

### **TURN-IN STATION**

Responses should have the “Table Information Sheet” and the listening session(s) that are filled out stapled together. The unused topics/sheets can be turned in a separate container and re-used for future listening sessions. Items: stapler(s), two containers

### **OTHER ITEMS**

Pens on each table, Covid supplies (masks, hand sanitizer), appropriate social distancing at the small group tables (you may need to put several tables together to properly social distance)

### **OPENING PRAYER**

Select someone in advance of the event to prepare an opening prayer and to lead the community in the prayer.

### **SCRIPTURE**

Select someone in advance of the event to proclaim the Word of God and then offer a brief reflection, or lead the community in a group reflection. See Appendix B for suggested scripture.

### **VOLUNTEERS**

Recruit additional volunteers as desired to welcome everyone, to provide refreshments, to clean up and sanitize everything afterward, etc.

## STEP 3

### **PREPARE THE WELCOME & INTRODUCTION**

Welcome everyone informally as they enter the venue. Remember not everyone will be Catholic, or familiar with your parish. Start in one large group to give a formal welcome, to have an opening prayer and scripture reflection (see the Appendix B for suggested options, or prepare your own). Focus on encouraging a spirit of listening to one another, resisting the urge to correct, catechize, or try to solve a perceived problem.

# PARISH FACILITATOR PACKET

---

Listening to each others' hopes and dreams, struggles and challenges are all part of the process – it is the listening that is most important. Finally, describe the process of what will happen in the small table groups, answer any questions, encourage diversity in the small groups, and then let everyone break into their small groups and begin their listening session(s).

How many topics should a parish do? There is not a set number, but everyone is asked to begin with Topics 1-10. If a table does more than one topic, they may consider Topic 11 as a subsequent choice.

## STEP 4

### **COLLECT THE NOTES**

It is recommended that the facilitator or another volunteer be available when Table Packets are being turned in. The RESPONSES will include the Table Information Sheet and ALL the notes that were taken. Staple them together. All the unused Note pages can be turned in separately to be reused in future listening sessions.

If individual note takers want more time to clean up their notes, or better organize their thoughts on paper that's okay. Give them your preferred instructions for turning them in at a future date, e.g. parish office, to the pastor, or emailed to a specific email. Just be sure to record their name and phone number, so that you can follow up if necessary.

## STEP 5

### **PARISH SYNTHESIS**

Listening sessions will happen over days, and most likely weeks. Various small table groups will often choose the same topic, e.g. five groups all completed topic #8. The Parish Facilitator will group these five responses together and synthesis them into one, single response

## PARISH FACILITATOR PACKET

---

for topic #8. This synthesis will then be submitted through the diocesan website. In effect, there will be a separate single synthesis for each topic submitted. This is why it is important to wait until 100% of your parish's listening sessions have been completed to begin the synthesis process. Be sure to leave enough time for the synthesis to be written up and submitted before the April 30<sup>th</sup> deadline.

## PARISH FACILITATOR PACKET

---

### APPENDIX A SAMPLE WELCOME

Good evening (day, afternoon) everyone. On behalf of our parish community, the Diocese of Salt Lake City, and the Synod of Bishops 2023, I want to welcome you and thank you for joining us today.

We are embarking on a historic moment in our Church's history, as bishops from around the world, along with Pope Francis, are asking for the people of God to share their thoughts, feelings, faith, and even lack of faith with them. They are not asking for input from practicing Catholics alone, they want to hear from all of the people of God – everyone! Anyone and everyone who would like to assist us in our effort to give them feedback in a constructive way is welcome. Think about this for a moment! What a wonderful opportunity to share with them our challenges, disappointments, our hopes, dreams, and aspirations. We have the opportunity to give a collective response to questions that they are asking, on topics that interest them. They also are extending an invitation to us to respond with topics not on their list.

Synodality is a journeying together with the bishops, with one another. A journey that takes us into the future, to God. A journey where we learn from the past, embrace the realities of the present, and strive and reach for the glory and goodness of the future. A journey where we walk better with each other, even in the midst of our differences at times.

## PARISH FACILITATOR PACKET

---

Today, we gather to listen to one another, truly listen. Undoubtedly, we will have different opinions and thoughts, and even faith. We need not try to fix everything that differs between us, what is most important is that we listen to each other, that we seek to understand each other. Sometimes the greatest areas of growth come from the differences being understood as the beginning point. So, there is no need to correct, or try to fix the differences today. The more we understand about one another, the more we can understand what motivates us, inspires us, and areas that need to be considered for the future.

We want to hear from every person, and want to be sure that everyone has the opportunity to be heard. What we think we know of a person is often only the tip of the iceberg. There is a deepness, a richness, and a mountain more to a person and their experiences. We want to hear from both the majority and minority positions on various topics. Let us thoughtfully shed light where it is needed. Let us charitably listen to one another, and be humble enough to allow others to have their say.

### PROCESS

Let me talk for just a moment about the time line and process for today. In a moment we will have an opening prayer, and a short scripture reflection. This is to spiritually orient us in the most important work ahead of us, and to invite the Spirit to lead and guide us as we listen to one another. Afterward, we will break into small table groups. To allow a greater diversity in our

## PARISH FACILITATOR PACKET

---

discussions and listening, I want to encourage you to sit with people that you may not know well, that are different than you. On your table, you will find a “Table Packet,” and it has everything in to get you started. Page one is a step-by-step instruction, Page two is your “Table Information Sheet” that will help us compile demographic information, and the subsequent page are the topics that can be chosen for the listening sessions.

Follow the steps, and your listening session should last about 30-60 minutes. Afterward, you can do a second listening session and repeat the process. I will be here throughout to assist you if you have questions or need assistance.

Let’s begin with an opening prayer and short scripture reflection, and then I’ll get us started and take any questions.

[INVITE the person for the opening prayer to come forward]

[INVITE the person for the scripture proclamation and reflection]

To begin, please break into small table groups of 6-10. Whenever possible, try to join a table where you can meet new people. This will help us to diversify our table groups. When you begin to follow the instruction sheet, you will choose a note taker and table leader, select your topic together, and begin your listen session. Again, there are step-by-step instructions to get you started, but I’ll be here to assist you too.

Are there any questions before we continue? (Answer questions)

## PARISH FACILITATOR PACKET

---

Thank you for joining us today, your participation is truly appreciated. Please see me if you need assistance with anything.

Okay, everyone, go ahead and form your small group tables and begin with step 1 on the table helper sheet.

[Be sure to tell them they may depart when finished, or whatever method of ending you prefer. Be aware the discussion may vary greatly between tables, so they most likely will be finishing on very different timelines. You might consider giving them a 30 and 60 minute time announcement/chime to help them be conscious of the time.]

# PARISH FACILITATOR PACKET

---

## APPENDIX B SUGGESTED SCRIPTURE

### **Matthew 5:1-12a**

### **The Beatitudes**

---

When he saw the crowds, he went up the mountain, and after he had sat down, his disciples came to him. He began to teach them, saying: The Beatitudes “Blessed are the poor in spirit, for theirs is the kingdom of heaven. Blessed are they who mourn, for they will be comforted. Blessed are the meek, for they will inherit the land. Blessed are they who hunger and thirst for righteousness, for they will be satisfied. Blessed are the merciful, for they will be shown mercy. Blessed are the clean of heart, for they will see God. Blessed are the peacemakers, for they will be called children of God. Blessed are they who are persecuted for the sake of righteousness, for theirs is the kingdom of heaven. Blessed are you when they insult you and persecute you and utter every kind of evil against you [falsely] because of me. Rejoice and be glad, for your reward will be great in heaven.

### **Luke 6:20-26**

### **The Sermon on the Plain**

---

And raising his eyes toward his disciples Jesus said: “Blessed are you who are poor, for the kingdom of God is yours. Blessed are you who are now hungry, for you will be satisfied. Blessed are you who are now weeping, for you will laugh. Blessed are you when people hate you, and when they exclude and insult you, and denounce your name as evil on account of the Son of Man. Rejoice and leap for joy on that day! Behold, your reward will be great in heaven. For their ancestors treated the prophets in the same way. But woe to you who are rich, for you have received your consolation. But woe to you who are filled now, for you will be hungry. Woe to you who laugh now, for you will grieve and weep. Woe to you

## PARISH FACILITATOR PACKET

---

when all speak well of you, for their ancestors treated the false prophets in this way.

### **John 4:4-42**

### **The Samaritan Woman at the Well**

---

Jesus came to a town of Samaria called Sychar, near the plot of land that Jacob had given to his son Joseph. Jacob's well was there. Jesus, tired from his journey, sat down there at the well. It was about noon. A woman of Samaria came to draw water. Jesus said to her, "Give me a drink." His disciples had gone into the town to buy food. The Samaritan woman said to him, "How can you, a Jew, ask me, a Samaritan woman, for a drink?" (For Jews use nothing in common with Samaritans.) Jesus answered and said to her, "If you knew the gift of God and who is saying to you, 'Give me a drink,' you would have asked him and he would have given you living water." [The woman] said to him, "Sir, you do not even have a bucket and the well is deep; where then can you get this living water? Are you greater than our father Jacob, who gave us this well and drank from it himself with his children and his flocks?" Jesus answered and said to her, "Everyone who drinks this water will be thirsty again; but whoever drinks the water I shall give will never thirst; the water I shall give will become in him a spring of water welling up to eternal life." The woman said to him, "Sir, give me this water, so that I may not be thirsty or have to keep coming here to draw water." Jesus said to her, "Go call your husband and come back." The woman answered and said to him, "I do not have a husband." Jesus answered her, "You are right in saying, 'I do not have a husband.' For you have had five husbands, and the one you have now is not your husband. What you have said is true." The woman said to him, "Sir, I can see that you are a prophet. Our ancestors worshiped on this mountain; but you people say that the place to worship is in Jerusalem." Jesus said to her, "Believe me, woman, the

## PARISH FACILITATOR PACKET

---

hour is coming when you will worship the Father neither on this mountain nor in Jerusalem. You people worship what you do not understand; we worship what we understand, because salvation is from the Jews. But the hour is coming, and is now here, when true worshipers will worship the Father in Spirit and truth; and indeed the Father seeks such people to worship him. God is Spirit, and those who worship him must worship in Spirit and truth.” The woman said to him, “I know that the Messiah is coming, the one called the Anointed; when he comes, he will tell us everything.” Jesus said to her, “I am he, the one who is speaking with you.” At that moment his disciples returned, and were amazed that he was talking with a woman, but still no one said, “What are you looking for?” or “Why are you talking with her?” The woman left her water jar and went into the town and said to the people, “Come see a man who told me everything I have done. Could he possibly be the Messiah?” They went out of the town and came to him. Meanwhile, the disciples urged him, “Rabbi, eat.” But he said to them, “I have food to eat of which you do not know.” So the disciples said to one another, “Could someone have brought him something to eat?” Jesus said to them, “My food is to do the will of the one who sent me and to finish his work. Do you not say, ‘In four months the harvest will be here’? I tell you, look up and see the fields ripe for the harvest. The reaper is already receiving his payment and gathering crops for eternal life, so that the sower and reaper can rejoice together. For here the saying is verified that ‘One sows and another reaps.’ I sent you to reap what you have not worked for; others have done the work, and you are sharing the fruits of their work.” Many of the Samaritans of that town began to believe in him because of the word of the woman who testified, “He told me everything I have done.” When the Samaritans came to him, they invited him to stay with them; and he stayed there two days. Many more began to believe in him because of his word, and they said to the woman, “We no longer

## PARISH FACILITATOR PACKET

---

believe because of your word; for we have heard for ourselves, and we know that this is truly the savior of the world.”

### Other Scripture Options

Mt 8:5-13	The healing of the centurion’s servant
Mt 17: 24-28	The conditions of discipleship
Mt 19: 21-35	The parable of the unforgiving servant
Mk 2: 1-12	The healing of a paralytic
Mk 4: 35-41	The calming of the sea
Mk 10:46-52	Bartimaeus
Lk 2: 120	The birth of Jesus and visiting of the shepherds
Lk 6: 20-26	The sermon on the plain
Lk 6: 37-42	Judging others
Lk 17: 11-19	The cleansing of ten lepers
Lk 24:13-35	The road to Emmaus
Jn 4:4-42	The Samaritan woman at the well
Jn 6:16-21	Walking on water
Jn 9	The man born blind
Jn 21: 15-19	Do you love me?

# PARISH FACILITATOR PACKET

---

## APPENDIX C PASTOR HELPER SHEET

1. The materials provided by the diocese are recommended, not required.
2. Submission of your parish's synthesized responses are required to be submitted by April 30, 2022. They are also required to be submitted in the needed format.
3. Your participation in the listening sessions is desired, encouraged, and requested. Priests from around the world are participating and have important insights, discussion, and often excellent listening skills. You might even draw inspiration from what you hear for the ministry, and pastoral care in your parish. The notion that someone might be intimidated by having a priest in their small table group is a real consideration. However, a person that is intimidated could always choose a different small group, and most likely will.
4. You can choose to be your parish's facilitator and may be the easiest option for you in leading your community in this activity. Someone other than you can also be chosen, it's really up to you! Whoever is your parish's facilitator will need to complete the synthesis reports that will be submitted. This is an excellent opportunity for you to learn more about the challenges, hopes, dreams and aspirations of your parishioners and non-parishioners in your community.
5. Once a parish facilitator is chosen, have them become familiar with what happens at the small group table first, and then how they will lead the community at the listening session(s). This will help them/you feel comfortable in what is going to happen.
6. If you previously chose facilitators, note takers, etc. You can encourage them to still participant by spreading themselves out across the small groups and volunteering to be table note takers, or table leaders. They could also help in the synthesis process the parish facilitator is responsible for compiling, it could become a group activity.

## PARISH FACILITATOR PACKET

---

- Remember to try and include non-Catholics, fallen away Catholics, and others along with your parishioners.
- If you have questions, please contact your Deanery Representatives that are on the Diocesan Preparatory Team. Here's the list:

### **Eastern Deanery**

Rev. Albert Kileo, A.L.C.P., Dean	435-724-2975
Pam Felice	_____
Leonora Callor	_____

### **Northern Deanery**

Rev. Clarence Sandoval, Dean	801-544-4269
Kit Cummings	801-336-8604
Kevin Cummings	801-499-9520

### **Salt Lake Deanery**

Rev. Christopher Gray, Dean	435-649-9676
Kim Tosti	435-513-1648
Roberto Mercado	801-641-6195

### **Southwestern Deanery**

Rev. David Bittmenn, Dean	435-673-2604 ext. 204
Ruth Ann Pilney	530-295-7792
Kathy Snyder	307-256-9814

### **Wasatch Deanery**

Rev. Dominic Briese, O.P., Dean	801-968-2369
Guadalupe Vazquez Gonzales	801-300-5489
Lera Johnson	385-499-3990