

What do we want to accomplish today?

○ Agenda

- Gain an understanding of the Synod Process
- Clarify your role in helping with the Synod process
- Determine the questions to ask in the first part of the Parish work
- Plan to conduct the survey
- Introduce the next steps
- Culture for the Day

What is a **Synod**?

A process...

- ❖ Initiated by the Bishop
- ❖ Carrying on a conversation with the people of the Diocese
- ❖ Discussing matters of importance in the Diocese
- ❖ A Synod calls us to rediscover the true identity of the Diocese as a family of communities

Synod Process

- ❖ Preparation
- ❖ Parish Work
- ❖ Synod Decrees
- ❖ Synod Gatherings
- ❖ Synod Outcomes
- ❖ Synod Celebrations

Preparation

- Three years
- Steps
 - Meetings with Priests
 - Area Meetings
 - Training Parish Leaders

Parish Work

- Begins with today's training
- Continues from November through Feast of the Annunciation, April 4, 2005
- Then,
 - April 2005, Parish work sent to Synod Steering Committee
 - Synod Steering Committee begins work on first draft of Decrees

Synod Draft Decrees



- What is a Synod Decree?
- Three draft Decrees are created from needs expressed by Parishes
- Parishes participate in each stage in the refinement of the Draft Decrees

Synod Gatherings



- The Bishop determines
 - The number of delegates
- The two Gatherings
 - Feast of the Annunciation, March 25, 2006
 - The Vigil of Pentecost, June 3, 2006
- Participants work to develop final Synod Decrees with Bishop Blaire

Synod Outcomes



- Synod Decrees determined by:
 - Work of the entire Diocese
 - Delegates to the Synod
- Bishop Blaire decided that
 - Synod Decrees will become the mandate for a newly formed *Diocesan Pastoral Council*

Synod Celebrations



- We will celebrate the work and results of the Synod throughout the Diocese
- Celebrations will be coordinated with cultural feast days during November and December, 2006

Synod Logo



Synod Committee



- Bishop Stephen E. Blaire, *Chairman*
- Sr. Terry Davis, *Secretary*
- Msgr. John Armistead
- Ms. Mercedita Dumo
- Sr. Beverly Dunn
- Mr. Rich Fowler
- Fr. Larry McGovern
- Rev. Tuan Nguyen
- Ms. Digna Ramirez-Lopez
- Sr. Barbara Thiella
- Sr. Emilie Schenone

TODAY'S TRAINING

Overview of Training

- Step one (Nov/Dec)
 - Looking at the big picture of parish needs
- Step two (Jan/Feb)
 - Refining and prioritizing the needs
- Step three (Mar/Apr)
 - Recommending opportunities and strategies

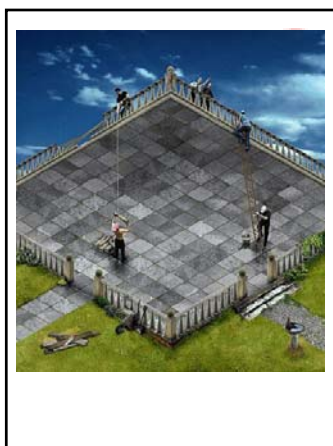
More Detail

1. Getting the BIG picture through a survey (November)
2. 2nd meeting (Jan/Feb) learning to prioritize "needs" from your questions & reporting back
3. 3rd meeting – March – learning to prioritize "opportunities" to meet the needs & reporting back



Today's work

- Survey
 - Determining questions to ask
 - Deciding how to ask the questions
 - *When to distribute the survey*
 - *Who distributes the survey*
 - Planning how to tally information
 - Reporting the information
- Preparing for the next meeting



First, determine the Questions to Ask

- General Questions
 - Choosing 7 Questions
 - "General questions" #1-14
- Open-ended Question
 - Choosing only one to include
 - #15-17
- Demographic Questions
 - Determining clarity of the statistic describing populations such as age, sex, children, etc.
 - #18-25

Second, decide how to ask the questions

With help from others in your Parish, you will determine

- # of survey forms to distribute
- When in November to distribute them
- Who will help you tally the information from the one "essay" question

Third, determine when to report the results

- By November 24th – mail the completed survey forms to Sr. Terry
- By December 10th – mail the open-ended question tally to Sr. Terry

Let's get started

Select someone at your table to lead the discussion – *to help keep you on task and on time*

1. Decide which 7 general questions **you** think best measure the commitment people have to the Church
2. Work with your group to come to a **joint** decision as to which questions should be included in a Parish Survey.
3. One person from your group puts the group results on the combined sheet


In the past year, how frequently have you....	Include	Don't
1. ...invited someone to attend one of our parish services or activities?		
2. ...sponsored someone who wants to become a Catholic?		
3. ...encouraged someone to return to the practice of their Catholic faith?		
4. ...felt welcome in this parish?		
5. ...talked to someone about my faith?		
6. ...spent time in personal prayer?		
7. ...spent time learning about my faith?		
8. ...read the Bible?		
9. ...participated in a small faith sharing group?		
10. ...given service on behalf of the poor or others in need?		
11. ...participated in community efforts to create a more just society?		
12. ...volunteered for a parish ministry?		
13. ...contributed generously to the support of the parish?		
14. ...left Mass and spend the rest of my week more inspired by my faith?		

Now...take about 20 minutes to decide

which 7 questions

BEST MEASURE THE COMMITMENT PEOPLE HAVE TO THE CHURCH

(do not change the questions)

BEST MEASURE THE COMMITMENT PEOPLE HAVE TO THE CHURCH 

- 20 minutes
- 15 minutes
- 10 minutes
- 5 minutes
- 2 minutes

Open-ended question

1. Decide which question **you** think gives the most information on what the Church can do for its people
2. Work with your group to come to a **joint** decision as to which ONE question should be included in a Parish Survey.
3. One person from your group puts the group results on the combined sheet

CHOOSE ONE

OPEN-ENDED QUESTIONS	Include	Don't
15. What is the <i>most important</i> need for our parish to focus on in the next 1 to 3 years?		
16. If there is one thing you could do to make this parish a more vibrant faith community, what would it be?		
17. What would enrich your experience about being part of the Church?		

Now...take about 10 minutes to decide

which question gives.....
the most information on what the Church can do for its people

(do not change the questions)

Now...take about 10 minutes to decide

The most information on what the Church can do for its people


- 10 minutes
- 5 minutes
- 2 minutes

Demographic Questions

1. You decide if each question is clear
2. Work with your group to come to a **joint** decision as to the clarity of each question
3. One person from your group puts the group results on the combined sheet


How clear?

DEMOGRAPHIC QUESTIONS	Clear	Not Clear
18. How frequently do you attend Mass? <input type="checkbox"/> Rarely <input type="checkbox"/> Every few months <input type="checkbox"/> Once or twice a month <input type="checkbox"/> Once a week <input type="checkbox"/> More than once a week		
19. How many activities other than attending mass are you involved in at the parish? Examples would be singing in the choir, teaching catechism... <input type="checkbox"/> None <input type="checkbox"/> One <input type="checkbox"/> Two to four <input type="checkbox"/> Five or more		
20. I am: <input type="checkbox"/> Male <input type="checkbox"/> Female		
21. What is your primary racial or ethnic identity? <input type="checkbox"/> African American/Black <input type="checkbox"/> Anglo/White/European <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Hispanic/Latino(a) <input type="checkbox"/> Native American/American Indian <input type="checkbox"/> Other		
22-25...		

Now...take about 15 minutes to decide 

If each question is clear or unclear

(do not edit the questions)

Time 


CLEAR OR UNCLEAR?

- 15 minutes
- 10 minutes
- 5 minutes
- 2 minutes


Break 

- First.....
- Thank the facilitators




Getting the answers 

- Distribute the survey forms at Masses the 1st or 2nd weekend in November
- Work with your Pastor and the Priests who say Mass on the weekend you wish to distribute the forms
 - To tell the Parishioners about the Synod & the forms you are handing out
- Designate one person to address the congregation

How to Distribute 

- Do not need to distribute forms at every Mass
 - BUT, you do want to get a good representation of your Parish
- BRING**
 - both forms (general & essay)
 - extra pencils
 - clipboards for the people outside helping parishioners fill out forms
 - a few boxes to collect the forms

Collecting 

- Survey Forms
 - At the end of Mass
 - Have someone outside who can assist people
- Open-ended question
 - Collect week one
 - Collect again week two

Planning – week 1

Aim – List the dates and times of each meeting you will distribute the survey off in the same weekend		List the name of the person who will link to the registration at each time about the survey		List the names of the people who will CONTACT the survey and provide at each time and collect the multiple choice survey forms	
Date: Time:	Who:	Who - inside: Who - outside:		Who - inside: Who - outside:	
Date: Time:	Who:	Who - inside: Who - outside:		Who - inside: Who - outside:	
Date: Time:	Who:	Who - inside: Who - outside:		Who - inside: Who - outside:	
Date: Time:	Who:	Who - inside: Who - outside:		Who - inside: Who - outside:	
Date: Time:	Who:	Who - inside: Who - outside:		Who - inside: Who - outside:	

Planning – week 2

Aim – List the dates and times of each meeting you intend to run		List the name of the person who will link to the registration at each time about the survey		List the names of the people who will CONTACT the survey and provide at each time	
Date: Time:	Who:	Who - inside: Who - outside:		Who - inside: Who - outside:	
Date: Time:	Who:	Who - inside: Who - outside:		Who - inside: Who - outside:	
Date: Time:	Who:	Who - inside: Who - outside:		Who - inside: Who - outside:	
Date: Time:	Who:	Who - inside: Who - outside:		Who - inside: Who - outside:	
Date: Time:	Who:	Who - inside: Who - outside:		Who - inside: Who - outside:	

Nov/Dec

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

Survey Forms to Sr. Terry by Nov. 24
Tally of Open-ended questions to Sr. Terry by Dec 10

Next Steps

- Getting the BIG picture through a survey (November) 
- 2nd meeting learning to prioritize "needs" from your questions 1/8, 1/22, or 2/5 
- 3rd meeting – March – learning to prioritize "opportunities" to meet the needs & reporting back 

Closing Meeting

○ Bishop Blaire