



# COORDINATOR

## ROLE AND RESPONSIBILITY

*\*PLEASE NOTE NOT ALL PARISHES/SITES HAS A COORDINATOR. AT SOME SITES THE FACILITATOR WILL TAKE ON THIS ROLE.*

## PARISH/SCHOOL/ COMMUNITY SITE CONTACT PERSON

- Provides vision for consultations at their site(s).
- Provides an overview of the synod process
- Familiarizes himself/herself with the tools and methodology to be used to canvas their parish and/or communities.
- Coordinate/ promote the listening sessions that will be happening at your location(s).
- Coordinate facilitators and note-takers of your site(s).
- Organizes the logistics of each session, including date, time, and location
- Creates registration process as needed
- Organizes hospitality
- Understands of the synodal process. Members of the diocesan Synod Planning Team will provide advice and assistance when needed.
- Communicates with participants and respond to their questions regarding the synod
- Communicates with the Diocesan Synod Coordinator and/or team
- Tracks key dates and action items
- Makes sure that the Note taker(s) fill out online form.

## CONTACT

- EH** Sister Ellen Hess  
Bishop's Delegate to Religious
- HD** Father Hao Dinh  
Pastor - Church of the Ascension
- ST** Sandra Torres  
Youth-Young Adult Ministry Director
- AD** Father Angelo David  
Pastor - Saint Julie



**DIOCESE OF  
SAN JOSE**