



NOTE TAKER

ROLE AND RESPONSIBILITY

PARISH/SCHOOL/ COMMUNITY SITE

- Remain neutral and avoid biased opinions.
- Stay focused and on task
- Listen carefully and filter out distractions
- Carefully records the sharing of the participants
- If possible, notes should be written on a digital device, such as an iPad, Chromebook or laptop.
- What is heard vs. what will be recorded
- No audio or video recording
- Records the essence of the shared opinion, thoughts, or ideas of each participant.
- Avoid rephrasing the words if it will go away from the actual meaning of the shared thought/s that participant want to convey.
- If not clear, clarify
- Fully catches the essence of the shared thought, idea, or opinion of the participant.
- At the end of each synodal session, Note Taker and Facilitator should review the notes taken and correct spelling. Content should not be changed. The Note Taker will then email the report to the Diocese.

CONTACT

- EH** Sister Ellen Hess
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- HD** Father Hao Dinh
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- AD** Father Angelo David
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