

The background features a large, stylized tree with a thick trunk and several curved branches. A large, solid orange circle representing the sun is positioned in the upper left quadrant. At the bottom left, there is a row of colorful silhouettes representing a diverse group of people, including a person in a wheelchair, a person with a cane, and a child holding an adult's hand.

Universal Synod

Facilitator and Note Taker Training

January 29, 2022



DIOCESE OF
SAN JOSE

OUTLINE OF THE DAY

- INTRODUCTION
 - What is the Universal Synod
- LISTENING SESSION
- BREAK
- COORDINATOR, FACILITATOR & NOTE-TAKER ROLES
- LOGISTICS
- DATA COLLECTION
- SYNOD SURVEY
- QUESTIONS
- CONTACTS
- CLOSING PRAYER

Adsumus Sancte Spiritus

Prayer of invocation to the Holy Spirit

We stand before You, Holy Spirit,
as we gather together in Your name.

With You alone to guide us,
make Yourself at home in our hearts;

Teach us the way we must go
and how we are to pursue it.

We are weak and sinful;
do not let us promote disorder.

Do not let ignorance lead us
down the wrong path

nor partiality influence our actions.

Let us find in You our unity
so that we may journey together
to eternal life
and not stray from the way of truth
and what is right.

All this we ask of You,
who are at work in every place and time,
in the communion
of the Father and the Son,
forever and ever. Amen.

Oct. 10, 2021

Pope Francis officially opens World Synod of Bishops

Oct. 17, 2021

Bishop Cantú celebrates the opening at the Cathedral Basilica of St. Joseph

Nov. 20, 2021

Bishop Cantú establishes Synod Committee

Dec. 5, 2021

Bishop Cantú opens the local Synodal Process

December

Invitation to participate sent to Parishes, Movements, Schools, Religious as well as Universal Ministries

January

Training of facilitators and note-takers

January

One-day encounter for all Religious of the Diocese

**February
March**

Listening sessions

April to May

Data collection and processing

June

Deadline for 10-page document



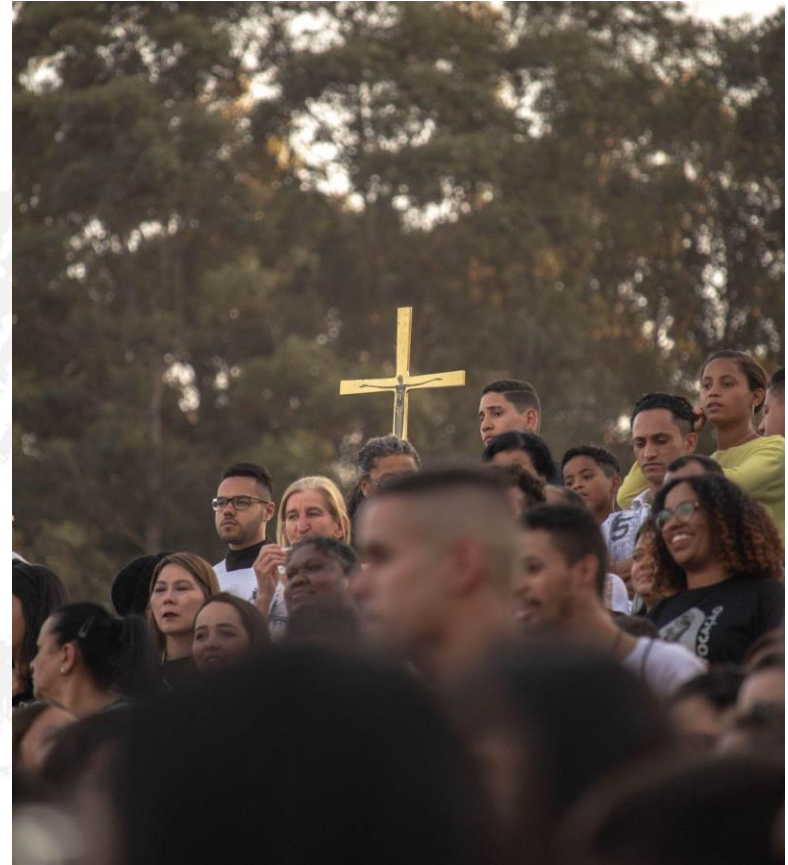
What is the Universal Synod

Message from our Bishop...



SYNODALITY

- *syn* = “together” *hodos* = “road”
- synod = “on the road together”
- **Synodality** is a style or mode of being Church, in which we journey together, both clergy and laity, each according to our roles and spiritual gifts
- The intention of this process is “to inspire people to dream about the Church we are called to be, to make hopes flourish, to stimulate trust, to bind up wounds, to weave new and deeper relationships, to learn from one another, to build bridges, to enlighten minds, warm hearts and restore strength to our hands for our common mission.”



Listening Session Outline

1. Gathering Prayer and Faith Sharing
2. Short remarks - Bishop video
3. Explanation of the Purpose, Roles, and Process
4. Focus the Consultation with Questions
5. Small Group Table Discussions
 - Session 1
 - Break
 - Session 2
6. Large Group Feedback
7. Video & Survey
8. Sending Forth Prayer

Listening Session: Participant Ground Rules

Respectful Communication Guidelines - USCCB

- R: take **RESPONSIBILITY** for what you say and feel, and speak with words others can hear and understand
- E: use **EMPATHETIC** listening, not just words but also feelings being expressed, non-verbal language including silence
- S: be **SENSITIVE** to differences in communication styles
- P: **PONDER** on what you hear and feel before you speak
- E: **EXAMINE** your own assumptions and perceptions
- C: keep **CONFIDENTIALITY**
- T: **TRUST** the process because we are not here to debate who is right or wrong but to experience true dialogue.

Listening Session: Participant Ground Rules

Respectful Communication Guidelines - USCCB

The Invitation Method is a way to include all people in the conversation in a very respectful atmosphere.

While each person is speaking, the others listen. No one may interrupt the speaker or jump in to speak without being invited by name.

Questions for the Listening Session

Small Group Session 1:

- Where and how do you personally experience Church today? ***Describe your personal experience***
- What joys do you experience?
- What difficulties and obstacles have you encountered?
- What insights do you have?

Small Group Session 2:

- What is your dream or vision for our church in the future?
- Are there any aspects of the Church's evangelizing mission that you would like to see?
- How do you value the Church's social mission to care for the poor and marginalized, as well as its efforts to address poverty and social change?



Break

Coordinators, Facilitators & Note Takers

Role of the Coordinator

*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
- 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
- Works closely with the Facilitator and the Note Taker and makes sure that the online form is submitted for the site.
- Creates registration process as needed

Role of Facilitator


- If no Coordinator at parish/school/ community site, also does serves as coordinator.
- Guides each session
- Monitors time
- Keeps participants focused on the questions/discussion.
- Schedules and conducts groups
- Sets up the environment in small groups
- “Air traffic Controller, not the Pilot”
- Prepping the starting point
- Invites! Doesn't force to participate
- Relationship building
- Maintaining balance and respect among participants avoiding unnecessary detours and friction
- Brings relevance into the discussion
- Open ended questions (To share, not solve)
- Questions vs. Answers
- Works closely with the Note Taker

Role of Note Taker

- 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.
- Works closely with the Facilitator to submit report.

A large, stylized tree with a thick trunk and several branches extending upwards and to the right. A large, solid orange circle is positioned in the upper left quadrant, partially overlapping the tree's branches. The entire graphic is rendered in a light orange or tan color.

DIFFICULT CONVERSATIONS

A row of colorful silhouettes representing a diverse group of people. The silhouettes are in various colors including green, blue, purple, yellow, and red. They depict people of different ages, a person in a wheelchair, and a person with a cane, walking from left to right.

[Leadership Roundtable – Process for Facilitating Synodal
Conversations \(Appendix 1\)](#)



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Logistics

Each location should have the basic logistics

- * **Coordinator** (if multiple listening sessions or has been assigned)
- * **Facilitator** (takes on Coordinator's role if none)
- * **Note Taker**

In-Person listening sessions:

If the sessions will be done in-person we suggest to prepare the following, if applicable:

- ~ Hospitality
- ~ Venue
- ~ Chairs and tables
- ~ Audio and Video equipment
- ~ Computer equipment
- ~ Other volunteers

Video Call/ Meeting

If the listening session will be done thru a videocall platform, we suggest to prepare the following, if applicable:

- ~ Videocall platform operator “expert”
- ~ Technician to prepare the computer equipment
- ~ Internet connection (provided by the location/venue)

Zoom

Technical details of Zoom:

- ~ Scheduling and Starting a Meeting
- ~ Zoom Etiquette
- ~ Setting the Meeting
- ~ Host and Co-Host
- ~ Sharing Screen
- ~ Break out Rooms (for Small group sessions)
- ~ Sharing your screen
- ~ No recording of the listening session

* Zoom Support Videos [click here](#)

Virtual Listening Session

- We encourage everyone to be on camera to build community
- You need to be present and visible. No blank screens or pictures of yourself.
- First names only on screen
- Once the presentation starts, we recommend using speaker view instead of gallery view.
- Chat box should be reserved for asking questions
- If you are having any technical issues, private message the volunteer tech coordinator of the session.

Data Collection



Synod Survey video

[DSJ Universal Synod Survey 2022](#)



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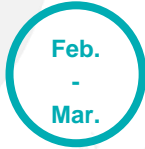
Reports

* Note Taker Form available soon.



Jan.
-
Feb.

Training Sessions



Feb.
-
Mar.

Listening Sessions



Apr.
8

**Parish, School,
Community Report
Submission &
Processing**




End
of
June

**DSJ Report
Submission**



Questions



**If you would like more information about counseling,
spiritual direction, or other resources, please contact the
Office for the Protection of Children and Vulnerable Adults**

<https://www.dsj.org/protecting-gods-children>

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Universal Synod Contacts

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Prayer of Pope Francis

Prayer of invocation to the Holy Spirit

Come, Holy Spirit!

You inspire new tongues and place words

of life on our lips:

keep us from becoming a museum Church,

beautiful but mute,

with much past and little future.

Come among us,

so that in this synodal experience

we will not lose our enthusiasm,

dilute the power of prophecy,

or descend into useless

and unproductive discussions.

Come, Spirit of love!

Open our hearts to hear your voice.

Come, Holy Spirit of holiness!

Renew the holy and faithful People of God.

Come, Creator Spirit!

Renew the face of the earth!

Amen.



Thank you!