

# Facilitators Instruction Sheet for Listening Sessions

Thank you for agreeing to be a facilitator of a Synod listening session. Please read and follow the instructions below. If you have any questions, please contact Aimee DeLeon for assistance at [adeleon@scd.org](mailto:adeleon@scd.org) or 916-733-0202. All listening session materials: videos, PowerPoint and this facilitators instruction sheet can be downloaded here:

<https://www.scd.org/synod/facilitators>

## Preparation Prior to Listening Session:

- Listen to the recording by Bishop Soto and Sr. Karla for facilitators for guidance on the what, why and how of the synod listening session – Bishop explains the synod and what we are trying to accomplish and then Sr. Karla will explain the nuts and bolts of the two hour session you are being asked to facilitate.
  - a. Watch English facilitators video: <https://vimeo.com/638258514/7a804503ee>
  - b. Watch Spanish facilitators video: <https://vimeo.com/638255378/a5776d8486>
- Invite people to participate. Be intentional in finding a broad range of participants: active Catholics, lapsed Catholics, poor, marginalized etc. Listening session should have no more than 10 participants.
- Ask someone to be a note taker. This is an important role. At the end of the session, the note-taker will submit his or her notes using this online form: <https://catholic.formstack.com/forms/synodnotes>
- Setting for the session:
  - 12 chairs in the circle (10 participants, the facilitator (you), and the note taker)
  - Prayer table in the center with a candle, bible, prayer cloth, etc.
  - Have a laptop and/or screen available to play introductory videos and the PowerPoint presentation, and display the image for reflection
    - i. Watch/download English intro video: <https://vimeo.com/638261331>
    - ii. Watch/download Spanish intro video: <https://vimeo.com/638262089>
  - One copy of the prayer card for each participant
- Prepare ways to show the image clearly (laptop, screen etc.)
- Duration of a listening session: Overall, two hours; spend 30 minutes on introductions and prayer, one hour on questions 1-2, after an extended pause move to questions 3-4 for the next 30 minutes.
- The note taker should enter the notes on the online form within 2 days of the session taking place or by February 15, 2022 at the latest.
- PowerPoint presentation that includes the synod prayer, the biblical image, and the reflection questions is downloadable here: <https://www.scd.org/synod/facilitators>

