



Parish Consultation with Small Groups Fall 2021 Small Group Process Managers ~ Winter/Spring Training

1 Page Checklist for Baseline Approach

For more information and downloadable documents go to archspm.org/synodsmallgroups

Step 1. ☐ Form Core Team

- can be big or small (list of parishioners to consider provided – consider ambassadors) • invite members (sample invite with job description provided on website) • members attend one winter/spring training • set meeting schedule
- communicate this work to other parish staff as needed (communications and administrative staff)

Step 2. ☐ Plan Baseline Approach: Parish Hosted Open Invite Small Groups & Existing Small Groups

- **Parish Hosted Open Invite:** parish hosts Synod small groups open to all parishioners • pick day/time • consider hosting two (one morning, one evening) • review with pastor • example:

Join our parish Synod small groups Thursday evenings 7-9pm starting in September!
Come with your own small group, or the parish will place you in one.
Registration appreciated, but not required. All are welcome!
- **Existing Small Groups:** prepare list (Cursillo, bible study groups, etc.) • send request to use Synod materials this fall and report feedback (sample request provided on website) • facilitator and scribe attend one training Aug./Sept.
- **Materials:** provided and explained at Aug./early Sept. trainings • includes 2-hour video with significant and multiple built-in times for discussion. The process is designed for participants to stay at their same table for the entire 2 hours.

Step 3. ☐ Reserve Parish Calendar and Space

- **Calendar:** reserve 6 weeks between Sept. 19 – Nov. 14 on Adult Faith Formation Calendar for Synod small groups • sacramental prep continues without interruption • avoid other adult faith formation opportunities during this time frame to encourage Synod small group participation
- **Space:** reserve rooms for small groups at parish • will need a screen for small group video

Step 4. ☐ Prepare Communications Plan and Calendar

- **Communications Plan and Calendar through late August:** prepare plan through late August • consider electronic means (website, electronic communications, and social media) and traditional means (bulletin text/insert, pulpit announcements, and posters) • review with parish Communications manager • resources at archspm.org/synodpromo
- **Aug. 28/29, Sept. 4/5 (Labor Day weekend); Sept. 11/12 and 18/19 weekends:** prepare specific plan to invite and encourage attendance at small groups
- **Sept. 11/12:** Consider pastor homily messaging and testimony after Mass (person comfortable speaking at podium, can speak from the heart about value of small group experience, review content and length in advance)

Step 5. ☐ Recruit Facilitators and Scribes

- **Estimate Numbers:** estimate # parishioners attend • divide by 8 to get # of small groups • plan 1 facilitator and 1 scribe for each small group • ex: estimate 100 people attend/8 = 12.5; recruit 13 facilitators and 13 scribes
- **Prepare list to invite:** list of parishioners to consider provided • consider ambassadors • review with pastor for approval
- **Invite:** invite facilitators and scribes (sample invite with job description provided on website) • attend one training late Aug./early Sept. • personal invitation or follow-up best • pastor invite effective (email or as leave Mass)

That's it!

Attend one training in late August/early September

Small Group Process Managers (and Core Team): Small group materials provided and explained along with next steps
Facilitators & Scribes: Training for roles provided