



STEP 1: FORM CORE TEAM (SMALL GROUP PROCESS MANAGERS)

1. Connect with your parish Synod ambassadors

- Locate a list of your parish Synod ambassadors.
- Meet or speak with them and encourage them in their work: on the core team, as facilitators and scribes, or as ongoing ambassadors of prayer, invitation and communication.

2. Plan your core team and review with your pastor

- **Your parish core team may be small or large.**
 - Small Group Process Managers may opt to oversee the effort without additional team members.
 - If you wish to engage a team, review the core team member job description and scope of work, found under #3 below.
- **Ideas for people to consider inviting include:**
 - DRE/Faith Formation staff person: This individual is likely already a Small Group Process Manager.
 - Ambassadors: We encourage you to consider your trained parish Synod ambassadors.
 - School rep: If your parish has a school, a school parent can assist with inviting school parents.
 - Other parishioners: Other parishioners with the desire and available time, including:
 - Names provided by your Pastor,
 - Parishioners whom Core Team members know and recommend,
 - Parishioners who attended the Archbishop Flynn Catechetical Institute,
 - Parishioners who have facilitated small groups at your parish in the past, and others recommended by those facilitators,
 - Parishioners who have taken leadership roles (past or present) such as faith formation teachers, members of various councils, and schools teachers if your parish has a school,
 - Parishioners who take a weekly Adoration hour, and
 - Other names identified from a review of your parish directory.
 - If you are going to start new small groups (see Section III):
 - A woman as a coordinator for women's small groups (and couples), and
 - A man as a coordinator for men's small groups.
- **Note Regarding Other Parish Staff**: Other parish staff will be critical to the success of the small groups, but may not need to be a member of the core team:
 - **Communications**: Parish communications staff member (website, parish electronic communications, social media, parish bulletins, etc.).
 - **Administrative**: Parish administrative staff member (booking parish calendar, reserving parish space, copying materials, hanging posters, etc.).
- **Review list with your Pastor.**

- Core team invite list:

○ Name	Phone Number	Email
○ _____	_____	_____
○ _____	_____	_____
○ _____	_____	_____
○ _____	_____	_____
○ _____	_____	_____

3. Invite core team members

- Email invitation
 - See "Sample Invite - Core Team Member," which includes a job description and scope of work.
 - Download and edit it to fit your parish planning.
- Core team member job description and scope of work.
 - Job Description:
 - Faithful/Desire: Faithful practicing Catholic who desires to help others grow in their faith through the Synod small group process.
 - Available Time: Has the time available to meet and fulfill the scope of work.
 - Experience: Preferably has participated in and/or facilitated small groups.
 - Scope of Work:
 - Spring Training: Attend one training. Trainings are offered by the Archdiocese every Thursday now through May 27 in the afternoon (1-2:30 p.m.) and evening (7:00-8:30.p.m.). Training will cover planning and implementing the baseline approach for Synod small groups at the parish.
 - If your parish wishes to start new small groups, attend an additional training. Trainings are offered the first Tuesday of each month through May (March 2, April 6, and May 4) in the morning (10-11:30 a.m.).
 - Fall Training: Attend one training. Trainings will be offered by the Archdiocese in late August and early September 2021. Trainings will cover (i) Synod small group materials use and reporting parish feedback, (ii) Fall implementation of small groups, and (iii) facilitator and scribe training.
 - Attend parish core team meetings.
 - Complete assigned ministry tasks, and otherwise support the Small Group Process Managers.

4. Set core team meetings and manage the work

- Set core team meetings.
- Manage the work of the core team (based on the steps provided).

5. Small Group Process Manager scope of work (for reference)

- Pastor assigned.
- Scope of Work:
 - Spring Training: Attend one training. Trainings are offered by the Archdiocese every Thursday now through May 27 in the afternoon (1-2:30 p.m.) and evening (7-8:30.p.m.). Training will cover planning and implementing the baseline approach for Synod small groups at the parish.

- If your parish wishes to start new small groups, attend one additional training. Trainings are offered the first Tuesday of each month through May (March 2, April 6, and May 4) in the morning (10-11:30 a.m.).
- Fall Training: Attend one training. Trainings will be offered by the Archdiocese in late August and early September 2021. Trainings will cover (i) Synod small group materials use and reporting parish feedback, (ii) Fall implementation of small groups, and (iii) facilitator and scribe training.
- Form the core team, and facilitate core team meetings.
- Plan and implement the Synod small groups, working with the core team, parish staff, ambassadors, facilitators and scribes.