



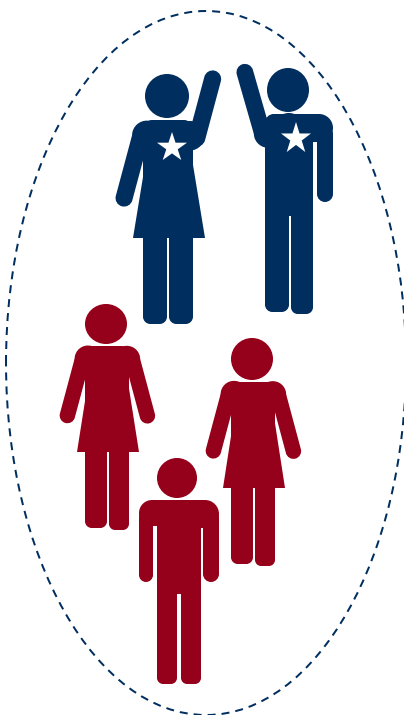
# Archdiocesan Synod

Parish Consultation with Small Groups  
Fall 2021



ARCHDIOCESE  
OF  
SAINT PAUL &  
MINNEAPOLIS

*United in Faith,  
Hope and Love*



Small Group Process  
Manager Training  
(and Core Team Members)

**WELCOME!**

September 1, 2021



# OPENING PRAYER

Heavenly Father,  
Who gave St. Joseph to Jesus and Mary as protector  
and guide,  
Grant that our Archdiocesan Synod,  
Under his protection and guidance,  
May help us discern your direction for our Church.  
May we listen as he listened,  
Trust as he trusted,  
Obey as he obeyed,  
Receive as he received,  
Love as he loved,  
And share in his life of devotion to Jesus and Mary.  
*Amen.*

**St. Joseph, pray for us.**





# **MEETING AGENDA**

- 1. GENERAL INFORMATION**
- 2. NOW THROUGH STARTING WEEK**
- 3. STARTING WEEK – SESSION 1**
- 4. AFTER SESSION 1**
- 5. OFFSITE SMALL GROUPS**



# 1 PAGE OUTLINE OF THE PPT

**SYNOD 2022**

PARISH CONSULTATION PROCESS WITH SMALL GROUPS ARCHDIOCESE OF SAINT PAUL & MINNEAPOLIS

**PARISH CONSULTATION WITH SMALL GROUPS  
SMALL GROUP PROCESS MANAGER TRAINING  
OUTLINE OF POWERPOINT PRESENTATION – FOR AUGUST 19 PILOT TESTING**

- 1. GENERAL INFORMATION**
  - COVID-19: Fall in-person small groups will occur as planned. Will communicate and adjust as needed.
  - Web page: [archspm.org/synodsmallgroups](http://archspm.org/synodsmallgroups) Contains this PPT, and documents referenced in this training. Will also contain this link to the session videos and session handouts.
  - The 6 Sessions & 12 Topics: Document on web page.
    - Session 1 – Topic A: The heart of the Gospel – “Kerygma” & Topic B: Forming missionary disciples
    - Session 2 – Topic B: Life-long discipleship & Topic B: Universal call to holiness
    - Session 3 – Topic A: Welcoming parishes & Topic B: Collaboration in parish ministry
    - Session 4 – Topic A: Liturgy and Sunday experience & Topic B: Sharing the Gospel in word and deed
    - Session 5 – Topic A: Parents as primary educators & Topic B: Helping the young encounter Jesus
    - Session 6 – Topic A: Youth ministry & Topic B: Young adult ministry
  - Virtual Small Groups: “Tips Sheet for Virtual Small Group”; 3 open forum sessions
- 2. NOW THROUGH STARTING WEEK**
  - Communications Plan:
    - Work with Communications Manager; updated resources on [archspm.org/synodpromo](http://archspm.org/synodpromo)
    - Plan for 4 key weekends (Aug. 28/29; Sept. 4/5, 11/12, 18/19); testimony and pastor invite Sept. 11/12
  - Recruit Facilitators: Kicks off discussion and gently guides it; also table member giving feedback
  - Recruit Scribes: Does not document table discussion; role primarily after session; inputs data electronically
  - Support Fac/Scribes: Communicate; attend training; provide form link and “Synod Parish Number”
- 3. STARTING WEEK**
  - Step 1: Access the video: “How to Access Video” instructions on web page; Download from Microsoft OneDrive; Watch on YouTube; videos posted Thursday noon before start week; Session 1 posted Sept. 16
  - Step 2: Session Handouts: Print and provide to participants; Session Handout (4 pages); feedback forms
  - Step 3: Prepare Room: Table setup; audio/visual tested; hospitality; staff on-site to oversee
- 4. AFTER STARTING WEEK**
  - Date Input Due Dates: Input same day or next; Session 1 latest submittal date is October 11;
  - Parish Can Capture Data: Archdiocese will return; parish may capture if want timely; discard paper forms
  - Encourage and thank Facilitators & Scribes: If starting or growing parish small group ministry, invite them
- 5. OFF-SITE SMALL GROUPS**
  - Facilitator & Scribe Preparations: Identify, facilitator recruits scribe; both attend training; send “Off-site Synod Small Group Information” document posted on web page
  - Form 1 – Facilitators: Small Group Facilitator Form for Meetings Not Held in the Parish:
    - See form for details; defines vulnerable adult; facilitator is to notify parish Safe Environment Coordinator if there is a concern; Coordinator determines next steps
    - Minors may not be present. Only exception is if parent is present and responsible
  - Form 2 – Members: Small Group Member Adult Liability Waiver for Small Groups that Meet in a Home

August 28, 2021



# **AGENDA – PART 1**

## **GENERAL INFORMATION**

- **COVID-19 PLANNING**
- **SYNOD WEB PAGES**
- **THE 6 SESSIONS & 12 TOPICS**
- **VIRTUAL SMALL GROUPS**



# COVID-19 PLANNING

- **In person:** Fall in-person small groups will occur as planned
- **Assess:** The Archdiocese will continue to assess the situation in the weeks ahead and communicate updates to parishes as needed
- **New mandates?** There may be new mandates, which may result in social distancing and masks
  - If there are social distancing restrictions which limit the number of participants, parishes may opt to offer additional weekly in-person session(s) to accommodate more people



# SYNOD WEB PAGES

- **[archspm.org/synodsmallgroups](https://archspm.org/synodsmallgroups)**
  - Web page for SGPMs and Core Team members. Contains this PPT, the link to the session videos and session handouts, and documents referenced in this SGPM training.
- **[archspm.org/facilitatorscribe](https://archspm.org/facilitatorscribe)**
  - Web page for facilitators, scribes, SGPMs, and Core Team members. Contains this PPT, the Data Input Instruction video, and all documents referenced in the Facilitator & Scribe training.
- **[archspm.org/ambassadors](https://archspm.org/ambassadors)**
  - Sign up all trainings: Facilitator & Scribes & SGPMs
- **[archspm.org/synodpromo](https://archspm.org/synodpromo)**: Promotional materials



# THE 6 SESSIONS & 12 TOPICS

- **Session 1: Forming missionary disciples**
  - Topic 1A: The heart of the Gospel – the “Kerygma”
    - **Exception: Topic 1A** has discussion questions but no feedback form
    - Topic 1B and all other sessions have both discussion questions and a feedback form
  - Topic 1B: Personally, encountering Jesus
- **Session 2: Forming missionary disciples**
  - Topic 2A: Life-long discipleship
  - Topic 2B: Universal call to holiness





# THE 6 SESSIONS & 12 TOPICS

- **Session 3: Forming parishes**
  - Topic 3A: Welcoming parishes
  - Topic 3B: Collaboration in parish ministry
- **Session 4: Forming parishes**
  - Topic 4A: Liturgy and the Sunday experience
  - Topic 4B: Sharing the Gospel in word and deed



# THE 6 SESSIONS & 12 TOPICS

- **Session 5: Forming youth & young adults**
  - Topic 5A: Parents as primary educators (birth – adult)
  - Topic 5B: Helping the young encounter Jesus (birth – grade 6)
- **Session 6: Forming youth & young adults**
  - Topic 6A: Youth ministry (grades 6-12)
  - Topic 6B: Young adult ministry (ages 18-35)



# VIRTUAL SMALL GROUPS

- **Baseline: In-person small groups**
  - The base-line ask for all parishes is to plan for in-person small groups (“Parish Hosted Open Invite Small Groups,” and existing small groups.)
- **Virtual small groups**
  - A parish may opt to offer virtual small groups in addition to the in-person baseline small groups. Those parishes will need to plan for and implement the virtual small groups.
  - Synod small group materials are designed for in-person use. Pilot testing showed that virtual small groups are difficult to administer and may negatively impact the participant experience.



# VIRTUAL SMALL GROUPS

- **Limited Archdiocesan support**
- **Tips sheet**
  - “Tips Sheet for Virtual Small Groups,” gives Zoom trainings links and other information on [archspm.org/synodsmallgroups](https://archspm.org/synodsmallgroups).
- **Host 3 open forums for parishes**
  - Archdiocese hosts 3 Zoom sessions Monday Aug. 30, Sept 13 & 20 from 10-11am (registration link on [archspm.org/ambassadors](https://archspm.org/ambassadors) web page)
  - SGPMs and Core Team members who have attended both trainings are invited
- **Given limited resources, the Archdiocese is not otherwise able to support virtual small groups**



# **AGENDA – PART 2 NOW THROUGH STARTING WEEK**

- **COMMUNICATIONS PLAN**
- **RECRUIT FACILITATORS**
- **RECRUIT SCRIBES**
- **SUPPORT FACILITATORS AND SCRIBES**



# COMMUNICATIONS PLAN

- **Work with your Communications Manager**
  - **Electronic:** website, electronic, social media
  - **Traditional:** bulletin text/insert, pulpit announcements, parish posters
- **Updated resources on [archspm.org/synodpromo](https://archspm.org/synodpromo); click on "Year 3 Resources"**
  - Promotional planning calendars for August & September
  - Bulletin announcements
  - Customizable Poster and Postcard
  - Year Three Infographic
  - Year 3 Synod Overview



# COMMUNICATIONS PLAN

- **Have a plan for the 4 key weekends**
  - 4 weekends: August 28/29; Sept. 4/5, 11/12 & 18/19
  - Key weekend is September 11/12, weekend after Labor Day
- **Recommend the following as a baseline**
  - Bulletin announcements – all 4 weekends
  - Pulpit announcements – 3 September weekends
  - Recommend testimony & pastor invitation – September 11/12
  - Information table after Mass – September 11/12
  - Assumes start week of September 19 (adjust as needed based on your parish start week)



# TESTIMONY DURING ANNOUNCEMENTS

- **Who to invite**

- Person comfortable speaking at podium
- Can speak from heart on the value of small groups
- Approved by your pastor

- **Guidance for testimony**

- Speak about value of small groups from personal experience, then add what they are excited about with the Synod small groups. For example:
  - Meet and have conversations with other parishioners, building community
  - Have important discussions about the life and mission of the parish and our Archdiocese
  - Provide feedback to Archbishop Hebda for Synod/resulting Pastoral Plan

- **Review content and length in advance**





# RECRUIT FACILITATORS

- **Facilitators wear 2 hats**
  - **Hat 1: Facilitators kick off the discussion and gently guide it**
    - Facilitator role is made easy by the video host explanations and handouts
    - The video host explains the table discussion process before starting
    - Handouts provide the structure for the discussion and giving feedback
  - **Hat 2: Facilitators are table members**
    - Participate in table discussion
    - Provide their individual feedback



# RECRUIT SCRIBES

- Can be the same person as the facilitator, provided they have the skills
- Scribe's role is primarily after the table discussion
- During the table discussion, scribes:
  - Read a portion of the guidelines, and then participate in the table discussion as a table member
  - Scribes **do not** document the table discussion



# RECRUIT SCRIBES

- **After session ends, the scribe inputs the feedback**
  - **Data Input:**
    - The scribe collects the feedback forms and enters the data electronically
    - Estimated 30 minutes per session or less (assumes 8 people at a table and 16 feedback forms in total)
  - **Electronic Form:**
    - The scribe needs to be comfortable using a smart phone, computer or tablet, as they will have to open their web browser to access the data input form
  - **Training:**
    - Everything is explained in training, which includes an instructional video on data input



# SUPPORT FACILITATORS & SCRIBES

- **Parish is the primary contact**
  - Archdiocese does not communicate directly with facilitators and scribes
- **Request facilitators and scribes attend training**
  - Let them know where to sign-up: [archspm.org/ambassadors](https://archspm.org/ambassadors)
- **Provide scribes the link and parish numbers**
  - Give scribes the link to get the input form. **Expressly ask scribes to not share the link with anyone. It is for scribe use only.** Link will be sent via a flocknote to Small Group Process Managers Sept. 16
  - Give scribes your Synod Parish Number
  - Instruct them what to do with the paper forms after done with inputting data



# SUPPORT FACILITATORS & SCRIBES

- **Other support for scribes**
  - Let scribes know they can input the data from their smart phones, computer, or tablet. If they do not have one, provide one at the parish.
  - Provide access to the parish internet
  - If available, offer a computer room/lab at the parish right after each session to input the data
- **Communicate**
  - Check-in with facilitators and scribes prior to start week to answer questions
  - Thank them for their leadership and encourage them in their role



# PARISH FLEXIBILITY

- **Scribe data input**
  - The role of the scribe is designed to relieve work from parish staff
- **Parish flexibility on data input**
  - Parishes may opt to collect the forms and input the data themselves
  - If you have trouble recruiting scribes, consider asking high school students to input the data as service hours



# **AGENDA – PART 3 STARTING WEEK – SESSION 1**

**Step 1: Access the video**

**Step 2: Copy & provide session handouts**

**Step 3: Prepare room**



# STEP 1: ACCESS THE VIDEO

- **See the “How to Access the Video” reference sheet on [archspm.org/synodsmallgroups](https://archspm.org/synodsmallgroups)**
  - Download from Microsoft OneDrive and run off a computer
    - Warning: Downloading the video can take 2 hours
    - If you do not download in advance, the voice and video will be out of sync
    - After downloading, confirm the video works properly throughout
  - Watch on YouTube (need good internet access)
- **Videos posted to [archspm.org/synodsmallgroups](https://archspm.org/synodsmallgroups) Thursday noon, before start week**
  - Session 1: Posted Thursday noon, September 16
  - Session 2: Posted Thursday noon, September 23





## STEP 2: SESSION HANDOUTS

- **Print session handouts and provide to participants**
  - Posted to the small group web page Thursday noon, before start week
  - Copy and place at table, or hand out as participants walk in
- **Pages to print:**
  - **Session Handout**
    - 4 pages, can be printed double sided (2 pages)
    - Staple together
  - **Discussion Questions & Feedback Form for Topic A & Topic B**
    - Do not staple together



# PREPARE ROOM

- **Tables**
  - Tables are set up; 8 to a table (Covid-19 permitting)
  - Name tags and pens
  - Session Handout on table (or given as enter)
- **Audio/Visual**
  - Screen is set up and audio tested
- **Hospitality**
  - Welcome participants as they arrive
  - Suggested: Water, coffee and cookies
- **Parish Staff on-site**
  - Start video, oversee, troubleshoot. Thank participants as they leave.



## **AGENDA – PART 4 AFTER SESSION 1**

- **DATA INPUT DUE DATES**
- **PARISH CAN CAPTURE THE DATA**
- **ENCOURAGE AND THANK FACILITATORS & SCRIBES**



# DATA INPUT DUE DATES

- **RECOMMEND** – input data same day or next
- **DUE DATES - AT THE LATEST – MONDAY**
  - Session 1: October 11
  - Session 2: October 18
  - Session 3: October 25
  - Session 4: November 1
  - Session 5: November 8
  - Session 6: November 15
- **REASON FOR DUE DATES**
  - Data evaluated session by session; short turnaround to prepare for January Deanery Consultation



# PARISH CAN CAPTURE THE DATA

- **Archdiocese will return the data to parishes**
  - Timing: Data will not be sent for a while, as the focus will be to analyze the data to prepare for the Deanery consultation in January
  - If a parish wants the data quickly, the parish may capture the data by collecting the paper feedback forms
- **Input only forms turned in at that session**
  - If forms are turned in to a scribe at a later session, or turns them in to the parish after the session, accept them but please do not enter the data
- **Discard paper feedback forms when done**
  - Please do not send the paper feedback forms to the Archdiocese (as we will work with the electronic data)



# **ENCOURAGE AND THANK**

- **Continue to encourage and thank the facilitators, scribes and volunteers throughout the process**
- **If you are considering starting or growing a parish small group ministry after the Synod small groups:**
  - Consider asking your Synod small group facilitators to facilitate a small group for the parish
  - Contact Jean Stolpestad, Director of the Office of Marriage, Family and Life, for assistance starting or growing a parish small group ministry



# AGENDA – PART 5

## OFF-SITE SMALL GROUPS

- **FACILITATOR & SCRIBE PREPARATIONS**
- **FORM 1 – FACILITATOR**
  - Small Group Facilitator Form for Meetings Not Held in the Parish
- **FORM 2 – MEMBERS**
  - Small Group Member Adult Liability Waiver for Small Groups That Meet in a Home



# FACILITATOR & SCRIBE PREPARATIONS

- **Identify the existing small groups and their facilitator**
- **Attend training**
  - Ask facilitator to recruit a scribe, and both sign up for training at [archspm.org/ambassadors](https://archspm.org/ambassadors)
- **Instructions for facilitators and scribes**
  - Download the “Off-Site Synod Small Group Information Document,” add your “Parish Synod Number” and email it to the facilitator and scribe for each group
  - The document contains instructions for:
    - Accessing the video, and
    - Providing the session handouts





# FORM 1: FACILITATORS

- **Applies to small groups that meet off-site**
- **Applies only to the facilitator**
- **Facilitator signs the facilitator form for safety**
  - Form is titled “Small Group Facilitator for Meetings Not Held in the Parish”
  - Download the form from [archspm.org/synodsmallgroups](https://archspm.org/synodsmallgroups), and add your parish information
  - Email or send to facilitator to sign and return to parish.
  - Keep on file for 2 years.



# FACILITATOR FORM DETAILS

- **See form for full details**
- **Defines a vulnerable adult**
  - Because the small group is not advertised or designed for vulnerable adults, Essential 3 requirements are not required for facilitators.
  - Facilitator's role is to know the definition of a vulnerable adult and to notify the parish Safe Environment Coordinator if they suspect someone in the group fits the definition.
  - Parish Coordinator will then assess the situation and decide next steps.
- **Minors**
  - Minors may not be present. The only exception is for children of a small group member who is present at the meeting and responsible for child's supervision.
- **Meeting size**
  - At least 3 members. If less, cancel or reschedule.



## FORM 2: MEMBERS

- **Applies to only those small groups that meet in a home**
- **All members must sign the form**
  - Form is titled: “Small Group Member Adult Liability Waiver for Small Groups that Meet in a Home”
  - Download the form from [archspm.org/synodsmallgroups](https://archspm.org/synodsmallgroups), add your parish information
  - Email to the facilitator and ask the facilitator to get signed copies from all participants and return them to the parish
  - Keep on file for 2 years
  - Catholic Mutual requirement; Homeowner’s insurance is primary



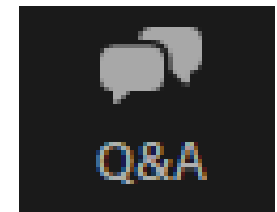
# QUESTIONS AFTER TRAINING

1. Attend another Small Group Process Manager training
2. Review info: [archspm.org/synodsmallgroups](https://archspm.org/synodsmallgroups)
3. Attend a Monday Q & A session
  - September 13 & 20 from 2:00-3:00pm
  - Signup at [archspm.org/ambassadors](https://archspm.org/ambassadors)
4. Email: [synoddata@archspm.org](mailto:synoddata@archspm.org) with questions regarding your role Small Group Process Manager



# QUESTIONS?

To pose questions to the presenters,  
click on the button that looks like this





ARCHDIOCESE  
OF  
SAINT PAUL &  
MINNEAPOLIS

*United in Faith,  
Hope and Love*

# THANK YOU!

**Please continue to pray for  
Archbishop Hebda,  
our Archdiocese and  
the Synod!**