

SYNOD 2022



ARCHDIOCESE OF SAINT PAUL & MINNEAPOLIS



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OF
SAINT PAUL &
MINNEAPOLIS

*United in Faith,
Hope and Love*

Archdiocesan Synod Parish Consultation with Small Groups Fall 2021



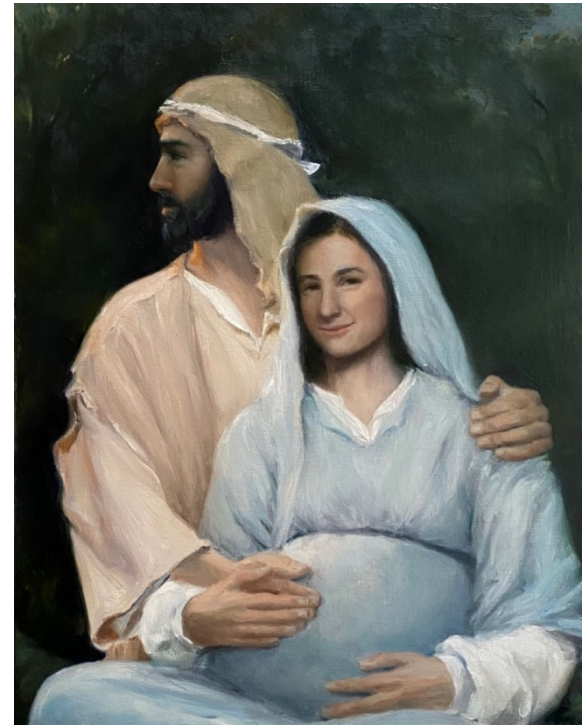
Important Considerations for Virtual Groups

September 10, 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.





AGENDA

- 1. INITIAL CONSIDERATIONS**
 - 2. SETTING-UP ZOOM SESSIONS**
 - 3. SHARING WRITTEN MATERIALS WITH PARTICIPANTS**
 - 4. COLLECTING FEEDBACK FROM PARTICIPANTS**
 - 5. ADDITIONAL/LEGAL CONSIDERATIONS**
- Open discussion at the remainder of the time.



PART 1: INITIAL CONSIDERATIONS

- **BASELINE ASSUMPTIONS**
- **NOT YOUR TYPICAL ZOOM MEETING**
- **WHAT IS NEEDED TO SUCCEED?**
- **MANAGING EXPECTATIONS**



BASELINE ASSUMPTIONS

- **Baseline Expectation:** In-Person Synod Small Groups is the only format expected by Archbishop Hebda of parishes.
 - Virtual Small Groups are not required; offered at the option of the parish.
- **Thank you:** Thank you for your desire to make the Synod Small Groups as available as possible; especially for those who cannot attend in-person.
- **Video Access:** Individual participants shall not to be given access to the Synod Small Group Videos to watch on their own.
 - The word Synod literally means “journeying together”.
- **Only Scribes Enter Data:** only trained scribes are authorized to enter feedback in order to protect the integrity of the process.
 - Individual participants shall not enter their personal feedback into the Synod Electronic (Data Entry) Form.
- **Archdiocesan Support:** Due to limited resources, the Archdiocese is unable to provide technical support beyond this Powerpoint to parishes who choose to implement Virtual Synod Small Groups.



NOT YOUR TYPICAL ZOOM MEETING

- Streaming a long video
- Managing breakout rooms for many groups
 - Getting facilitators and scribes attached to those breakout rooms—in advance
- Sharing written materials in advance
- The more people you have, the less you can rely on home internet solutions and wifi
- Gathering feedback for the trained scribes to enter
- Creating a prayerful experience
- Privacy concerns



WHAT IS NEEDED TO SUCCEED

- Lead Technical Person experienced in running a sophisticated Zoom meetings session
 - These must be in Zoom meetings, not in webinar or live-streaming, due to hour of small group interaction
 - Someone who knows intricacies like: optimizing video, managing breakout rooms, Zoom registration process, etc.
 - Serious issues can arise from small technical details
- Plan to pilot test before offering to participants
- Registration process for sending materials and break-out room logistics.
 - We suggest, for multiple reasons, a registration deadline of 24 hours before each session.



MANAGING EXPECTATIONS

- Pilot testing showed that virtual Synod Small Groups are difficult to administer and may negatively impact the participant experience.
- Virtual Small Groups best suited for participants who are experienced Zoom users; could be especially difficult for those with limited computer skills.
- **Before you start, think about your capacity to create a positive, prayerful experience.**



PART 2: SETTING UP ZOOM SESSIONS

- **General Session Options**
- **Participation by Minors**
- **No Recording of Sessions**
- **Additional Training in Zoom**
- **Email Privacy**



GENERAL SESSION OPTIONS

- Single group on a single zoom meetings session
- Large Group with Breakout Rooms of up to 8 people
 - Recommend pre-assigning membership so that there is a facilitator in each breakout group.



PARTICIPATION BY MINORS

- Minors may not attend a Virtual Synod Small Group meeting.
 - The only exception is for children of a virtual small group member who is participating in the meeting and responsible for the child's supervision.
- Encourage interested high school students to participate in the in-person Synod Small Groups at your parish.



NO RECORDING OF SESSIONS

- **Recording Zoom sessions is not allowed, because:**
 - Group discussion should be confidential
 - Catholic Mutual (the insurance company of our Archdiocese) requires written permission when recording any group member—even if they only appear in a thumbnail video.





ADDITIONAL ZOOM TRAINING

Click on the following links for in-depth Zoom training

- [Archdiocesan Tip Sheet on Zoom Security](#)
- [Lists of Online Training provided through Zoom](#)
- [Setting up Registrations in Zoom](#)
- [Pre-Assigning Breakout Rooms in Zoom](#)



EMAIL PRIVACY

- Receive permission before sharing someone's email address
- Do not gather nor share email addresses of minors



PART 3: SHARING WRITTEN MATERIALS WITH PARTICIPANTS

- The 6 pages per session of written materials are crucial to effective participant engagement.
- Prior to the session, email to virtual participants the 4 page “Session Handout” and the two “Discussion Questions and Feedback Forms” for each session.
- Clearly instruct participants to print out all documents before session begins.
 - Engaging in the session without the documents in front of you could lead to a frustrating experience.



PART 4: COLLECTING FEEDBACK FROM PARTICIPANTS

- **PRINCIPLES**
- **SUGGESTION FOR COLLECTION**



FEEDBACK COLLECTION PRINCIPLES

- **All feedback shall be entered by a trained scribe through the appropriate Synod Electronic Feedback Form (individual virtual participants may not enter their own feedback into the Synod Electronic Feedback form)**
- **Participants should return their feedback immediately following the session (i.e. within a half hour after the session).**



SUGGESTED FEEDBACK OVERVIEW

- Participants communicate feedback data with a centralized parish email account.
 - A plain text email with feedback form sent to participants
 - Participants reply to that email with their responses
 - Perhaps create a special email account for this purpose.
- The person managing the parish account could be a trained scribe or someone who gives the data to a trained scribe for entry of feedback into Synod Electronic Feedback Form.



SUGGESTED FEEDBACK SPECIFICS

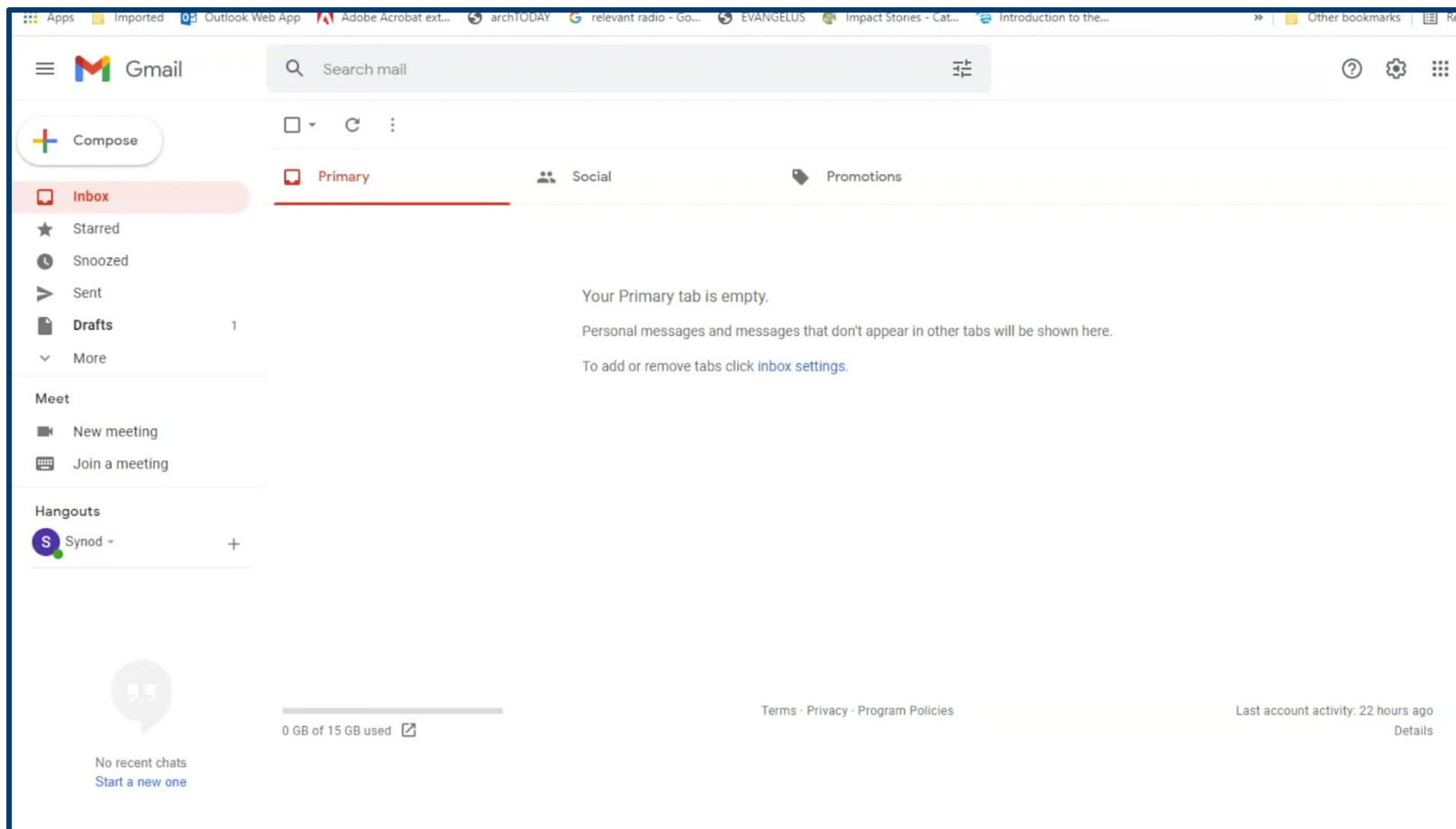
- Copy the feedback form text into an email.
 - Text-only versions of the feedback forms can be obtained by registering for them at <https://www.surveymonkey.com/r/SynodForm>
 - They will be emailed at the same time the other materials are posted on Thursdays at noon.
- Send an email with the text-only form in it to virtual participants.
 - This would ideally happen near the end of their discussion time, but if there are multiple groups in your parish that may not be feasible.
- Participants instructed to:
 - “reply” to the email
 - Insert their responses at the blanks in the email
 - Return email with completed feedback within half-hour of end of session

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VIDEO EXPLAINING PROCESS





ADDITIONAL QUESTIONS?

1. Download this Powerpoint at archspm.org/synodsmallgroups
2. Attend another Monday Q & A session on virtual groups
 - September 20 from 10-11am
3. Checklists for Virtual Small Groups Organizers and Facilitators posted at archspm.org/synodsmallgroups
4. Talk to business administrator or tech coordinator at your parish—or at other parishes
5. Search for online info and training

Note: The Archdiocese is unable to support virtual small groups beyond 1., 2., and 3. above.



QUESTIONS/DISCUSSION

- **Please unmute to ask questions or share tips you have found helpful.**



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THANK YOU!

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