**SYNOD NOTE TAKER TEMPLATE**

This method will make it easier for you to summarize your notes for the final report.

Some participants ramble or jump from one thought to the next. That’s OK. Do your best to record

their experience. Also, write down any quotes or phrases they use that capture the essence of what

they are sharing. You will incorporate these quotes when you summarize participant responses.  
You also may want to get together with the facilitator of the group and go over your notes. Often, two heads are better than one, it is better to do this fairly soon after the event while memories are fresh.

Also, when you make your report, you will be asked to describe the nature and

composition of the group. Therefore, somewhere in your notes, jot down the following:

**DEMOGRAPHICS**

**Helpful:** Diocese

Other possibilities

● **The type of group**

(e.g., parish, Catholic school, college campus ministry, ecclesial movement, fraternal

organization, ecumenical/interfaith, etc.)

● **The names and city of the parish, school, organization, or institution with which the individuals are**

**affiliated**

● **The number of participants in the consultation**

(total, and some understanding of gender identity perhaps)

● **The age of participants**

(the number under age 18, 18-29, 30-64, 65+)

● **The ecclesial status of participants**

(the number of priests, deacons, vowed religious, and laypersons)

**DATA COLLECTION NOTES**

**Core Question 1 Part 1: Joys**

**What have been the joys in your journeying together with the church?**

* Where have you seen this working well and what joys have you experienced? In what ways have you seen an invitation to all baptized Catholics? To those who feel left out…how have they been invited into active life of the community, especially Sunday Mass?”

Participant #1: \_\_\_\_\_\_\_\_\_\_\_\_

Participant #2: \_\_\_\_\_\_\_\_\_\_\_\_

Participant #3: \_\_\_\_\_\_\_\_\_\_\_\_

Participant #4: \_\_\_\_\_\_\_\_\_\_\_\_

Participant #5: \_\_\_\_\_\_\_\_\_\_\_\_

Participant #6: \_\_\_\_\_\_\_\_\_\_\_\_

**Core Question 1 Part 2: Challenges/Sorrows**

**What have been the challenges/sorrows in your journeying together with the church?** Who has been left out in the journeying together? Who is missing? What hinders us from walking together?”

Participant #1: \_\_\_\_\_\_\_\_\_\_\_\_

Participant #2: \_\_\_\_\_\_\_\_\_\_\_\_

Participant #3: \_\_\_\_\_\_\_\_\_\_\_\_

Participant #4: \_\_\_\_\_\_\_\_\_\_\_\_

Participant #5: \_\_\_\_\_\_\_\_\_\_\_\_

Participant #6: \_\_\_\_\_\_\_\_\_\_\_\_

**Core Question 1 Part 3: Reflection**

**Individual Reflection Round**

**What moved, touched, or resonated with you as you were listening?**

Participant #1: \_\_\_\_\_\_\_\_\_\_\_\_

Participant #2: \_\_\_\_\_\_\_\_\_\_\_\_

Participant #3: \_\_\_\_\_\_\_\_\_\_\_\_

Participant #4: \_\_\_\_\_\_\_\_\_\_\_\_

Participant #5: \_\_\_\_\_\_\_\_\_\_\_\_

Participant #6: \_\_\_\_\_\_\_\_\_\_\_\_

**Group Consensus**

What is emerging from our experiences?

**Core question 2 - What are your dreams for the future?**

**Reflecting on our conversion, how might the Holy Spirit be prompting you and all of us as**

**Church to improve the ways we are journeying together?**

• What is your dream for a church that journeys together? What would it look like?

• Who needs to be included? How do we understand them?

• What steps are required to take to reach your dream?”

**Local Church**

Participant #1: \_\_\_\_\_\_\_\_\_\_\_\_

Participant #2: \_\_\_\_\_\_\_\_\_\_\_\_

Participant #3: \_\_\_\_\_\_\_\_\_\_\_\_

Participant #4: \_\_\_\_\_\_\_\_\_\_\_\_

Participant #5: \_\_\_\_\_\_\_\_\_\_\_\_

Participant #6: \_\_\_\_\_\_\_\_\_\_\_\_

**Universal Church**

Participant #1: \_\_\_\_\_\_\_\_\_\_\_\_

Participant #2: \_\_\_\_\_\_\_\_\_\_\_\_

Participant #3: \_\_\_\_\_\_\_\_\_\_\_\_

Participant #4: \_\_\_\_\_\_\_\_\_\_\_\_

Participant #5: \_\_\_\_\_\_\_\_\_\_\_\_

Participant #6: \_\_\_\_\_\_\_\_\_\_\_\_

**Group Consensus What are we collectively hearing?**On fruits, vision, and next steps: What themes, ideas, and next steps emerged in this session?

What is the Spirit asking of us? What are the points to be confirmed, the prospects for change, the steps to be taken? Where do we register a consensus? What paths are opening up for our local Church?

**SUMMARY**

The next section of the report is titled “SUMMARY.” Here you will be asked to analyze participant

responses to Rounds 1, 2, and 3, and answer the following questions:

***Summary: Core Question 1***

*Regarding the experiences shared around Core Question 1, were there any common themes? Were there areas of general agreement or disagreement? Were there experiences that --while not common in the group-- stood out as noteworthy?*

**Summary: Core Question 2**

Your response to these questions will immensely benefit to the Synod Organizing Committee,

whose job it is to identify trends and common themes in the Synodal Consultation Reports

*Regarding the recommendations for improvement and dreams shared around core question 2, please organize and list these recommendations, beginning with the points of greatest consensus.*

**ABOUT THE PERSON FILLING OUT THIS FORM**

The next section of the report is titled “ABOUT THE PERSON FILLING OUT THIS FORM.” Here, you will

be asked for your name, email, and phone number in case the Synod Organizing Committee

needs to reach you. This information will not be included in the report.

**When you have completed the report, please email it to: Michelle Pittel at:**

[**mpittel@att.net**](mailto:mpittel@att.net)

**Please email your report NO LATER than May 24, 2022.**