



# PARISH TOOLKIT

## For the Diocese of Owensboro

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## Introduction

The entire Catholic Church is called to participate in the upcoming Synod of Bishops! The theme for this synod is “For a Synodal Church: Communion, Participation and Mission.” Synodality expresses the nature of the Church as the People of God journeying together on the same path.

Pope Francis has called the entire People of God to journey together! This is an unprecedented moment in our Church. The Holy Father is calling for listening on a scale we have never before seen. All the baptized in every diocese, in every country, on every continent are asked to participate in the synod process. As the Church, we will pray together, listen to one another, and seek the Holy Spirit’s guidance in discerning where the Holy Spirit is leading us as a parish, a diocese, and a universal Church.

Each individual matters and each of our experiences is valid and deserves to be heard. No one is excluded from this process – all are welcome. We are on this journey of faith together. The goal of our journeying together is to be present with one another, to listen and learn with each other, and ultimately to discern where the Holy Spirit is calling us as a synodal Church – a Church that listens to all of its members.

## Overview of the Diocesan Process

The Synod on Synodality is a two-year process of listening and discernment culminating in a meeting in Rome in October 2023 with Pope Francis and bishops. It is a three-phase process: diocesan, continental and universal. The purpose of the diocesan phase, the phase we are in currently, is to listen to the People of God. The goal is to listen to as many people as possible, making a concerted effort to hear the voices of those on the periphery.

This toolkit is offered as a guide to support parishes, schools and Catholic organizations as they implement the diocesan synodal process in their respective communities.

The Diocesan Synod Team has developed the parish listening process in a spirit of prayer designed to encourage open conversations guided by the Holy Spirit. The synodal process is not just another event. We are being invited to listen to one another and share in an experience that will help us discern God's will and lead us "towards deeper communion, fuller participation and greater openness to fulfilling our mission in the world" (*Vademecum*).

Therefore, the entire People of God is being invited to participate in this process. All the baptized will have the opportunity to share, listen, and discern as together we dream about the Church we are called to be. Pope Francis has emphasized how vital it is to hear the voices of those on the periphery – the people who will not be coming to a parish listening session. So, an important part of the parish listening process will be the "Encounters in the Peripheries" piece that happens in between the two listening sessions. Participants will be encouraged to have a conversation with someone who, for whatever reason, is on the margins. They are then invited to come back to the second session to continue the process of listening as well as to be the voice of someone who otherwise would remain unheard.

Steps to the process of listening in the Diocese of Owensboro:

- **PHASE 1: LISTENING IN PARISHES & CATHOLIC ORGANIZATIONS**

In **January and February, 2022** parishes, religious communities and other Catholic organizations and groups are asked to host a series of two listening sessions where everyone in that community will be invited to participate.

- **First Listening Session:** A Facilitator Guide is provided for the first listening session which includes all necessary instructions and a script that can be used by the Facilitator.
- **Periphery Encounters:** The two listening sessions should be approximately 3-4 weeks apart to allow time for participants to engage in "Encounters in the

Peripheries” – a conversation with someone on the margins of the Church. As part of the synodal process we have been asked to take special care to reach out to the peripheries, to those who have left the Church, those who rarely or never practice their faith, those who experience poverty or marginalization, refugees, the excluded, the voiceless. We all know someone who is disconnected from the Church. Therefore, we are encouraging everyone who participates to take one extra step as a missionary disciple to have a one-on-one conversation with someone they know that falls into this category. A tool is provided in the Participant Guide entitled “Encounters in the Peripheries”.

- **Dive Deeper Into Synodality:** In between the two listening sessions, everyone is invited to reflect further on the concept of synodality either individually or as a group. A resource is provided on the Diocese of Owensboro website entitled “Dive Deeper Into Synodality”.
- **Second Listening Session:** A Facilitator Guide is provided for the second listening session which includes all necessary instructions and a script that can be used by the Facilitator.
- **Online input:** In an effort to include those who are not connected to a faith community or who choose not to participate in a gathered listening session, we have created an individual online process. While this is not the ideal way to participate, it is a viable option for those who choose it.

- **PHASE 2: LISTENING IN REGIONS OF THE DIOCESE**

Bishop Medley will host regional listening sessions in **March 2022**. Each parish, religious community, and Catholic organization is asked to send one or two delegates to a regional listening session. These delegates should have participated in the parish listening process. Everyone, however, is invited to attend a regional listening session. The ideal would be to have a representation of the diversity of our parish communities.

## REGIONAL LISTENING SESSIONS WITH BISHOP MEDLEY

Day	Date	Time	Location	Language
<b>Tuesday</b>	March 8, 2022	6:00 – 8:00 PM	Holy Name, Henderson	English
<b>Thursday</b>	March 10, 2022	6:00 – 8:00 PM	Holy Spirit, Bowling Green	English
<b>Monday</b>	March 14, 2022	6:00 – 8:00 PM	Sts. Peter & Paul, Hopkinsville	English
<b>Saturday</b>	March 19, 2022	10 AM – Noon	Sts. Peter & Paul, Hopkinsville	Spanish
<b>Monday</b>	March 21, 2022	6:00 – 8:00 PM	Blessed Mother, Owensboro	English
<b>Tuesday</b>	March 22, 2022	6:00 – 8:00 PM	St. Thomas More, Paducah	English
<b>Sunday</b>	March 27, 2022	2:00 – 4:00 PM	Holy Spirit, Bowling Green	Burmese

At the conclusion of all listening, the Diocesan Synod Team will meet with Bishop Medley to prayerfully reflect on all that has been seen and heard in an effort to discern the movement of the Holy Spirit. This will culminate in a report written by Bishop Medley and submitted to the USCCB for the next phase of listening on a continental level.

### SYNOD TIMELINE IN THE DIOCESE OF OWENSBORO

<b>December, 2021</b>	Begin to advertise the parish listening sessions; preach on the topic of synodality; invite everyone to join in prayer for the guidance of the Holy Spirit.
<b>January – February</b>	Host the two-part listening sessions in your parish. Encourage people to participate in the “Encounters in the Peripheries” experience in-between the two listening sessions.
<b>March 15, 2022</b>	Deadline for submitting all Note Taking Forms and copies of all Listening Session Sign-In Sheets to the Diocese of Owensboro.
<b>March, 2022</b>	Regional Listening Sessions with Bishop Medley. Each parish sends one or two delegates. In addition to the delegates, all are invited! Please encourage everyone to attend.
<b>June 30, 2022</b>	Deadline for Bishop Medley to send a summary of listening in the Diocese of Owensboro to the USCCB.

## Resources in this Toolkit

In this toolkit, you will find several resources to help you plan and host your parish listening sessions.

This toolkit contains the following resources:

- ❖ Bulletin and social media announcements
- ❖ Homily Ideas
- ❖ Prayers of the Faithful
- ❖ Checklist
- ❖ Sign-in Sheet for Listening Sessions *(please submit a copy to the Diocese)*
- ❖ Note Taker Form for Listening Sessions *(Please submit Note Taker Forms to the Diocese as they become available. Deadline for all submissions is **March 15, 2021.**)*

**Instructions for submissions:** *After each listening session, please collect the **Note Taker Forms** and **note cards** from each small group and submit them along with a copy of the **sign-in sheet** to the Diocese of Owensboro by one of these means:*

- *Take a picture of each and email to [synod@pastoral.org](mailto:synod@pastoral.org)*
- *Submit information via the online portal at <https://owensborodiocese.org/synod/>*
- *Submit by mail to:*

Synod on Synodality  
McRaith Catholic Center  
600 Locust Street  
Owensboro, KY 42301

## Bulletin & Social Media Announcements

### #1

Recently, Pope Francis announced a worldwide synod to focus on the life and mission of the Church as we move forward together. The theme for this synod is, “For a Synodal Church: Communion, Participation and Mission.”

Rather than simply a meeting of bishops, Pope Francis has asked us, the People of God, to take part in the synod—to “journey together” with our brothers and sisters in Christ along the path of renewal, guided by the Holy Spirit. The Holy Father has asked that every parish in the Diocese participate in this synod in order to listen to the living voice of the entire People of God. Our parish will conduct a two-part synodal listening session on (dates/times/location) as part of the synod. These sessions will provide an opportunity for every member of our parish community to share our thoughts and feelings, but more importantly to discern how the Holy Spirit is guiding us in our journey together. Please join us for this important event.

We want you to gather with us. However, if you can’t make the parish listening sessions, share your input online at <https://owensborodiocese.org/synod/>

### #2

[Insert Parish / School / Organization] will be participating in a two-part listening session as part of the diocesan synodal process!

Synodality means journeying together and gathering in assembly as the People of God. Pope Francis has invited EVERYONE to participate in a dialogue with one another and with the worldwide Catholic Church. Join us!

We hope you will participate in the conversation. Each individual matters and each of our experiences is valid and in need of ears to listen. Nobody is excluded – all are welcome. We are all on this journey of faith together.

This is an opportunity to listen to one another in a spirit of prayer and dream about the Church we are called to be. The information gathered from the listening sessions will not only help us discern how we can move forward together as a community, but also as a diocesan and universal Church.

Please join us [dates / time / place].

We want you to gather with us. However, if you can’t make the parish listening sessions, share your input online at <https://owensborodiocese.org/synod/>

### #3

The entire Catholic Church is called to participate in the upcoming Synod of Bishops! In preparation for the international Synod of Bishops in 2023, Pope Francis wants your input on the topic of “For a Synodal Church: Communion, Participation and Mission”. You are invited to join with our parish community for a two-part listening session on [dates / time / place]. Invite family, friends, neighbors – we want everyone to participate! What do you want Pope Francis to know about how we are living out our call to be a Church that listens, a Church that calls forth the gifts of all the baptized, a Church that brings everyone to Jesus Christ?

We want you to gather with us. However, if you can't make the parish listening sessions, share your input online at <https://owensborodiocese.org/synod/>.

## Homily Ideas

Not every homily needs to refer to the Synod, and a connection between the readings and liturgy to the synodal journey ought not to be forced. At the same time, the readings and prayers of the liturgy often reflect the three key elements of the Synod: Communion, Participation, and Mission. What follows are some “hints” or “prompts” that can help connect the readings and this synodal journey we are on.

- ❖ **Communion:** Emphasis on our unity-in-diversity. Key messages include: “We are spread out across our entire diocese (and parish and world) but God unites us as one”; “The aim is not for all of us to be the same, but to walk forward together, sharing a common path and embracing our diversity”; “The communion that God builds in our midst is stronger than any divisions”; “Amidst our many differences, we are united in our common baptism, as members of the Body of Christ.”
- ❖ **Participation:** Throughout the synodal journey, efforts should also be made to include those who may sometimes be excluded, including members of other Christian denominations and other religions, people who experience poverty and marginalization, people who live with a handicap, young people, women, etc.
- ❖ **Mission:** The many gifts and charisms of the People of God in the parish and diocese can be emphasized. Key messages to convey are: “Every Christian has a vital role to play in the mission of the Church”; “All the baptized are living stones in building up the Body of Christ”; “No one is excluded from the joy of the Gospel”; “Lay people have a special mission in witnessing to the Gospel in all parts of human society”; “As disciples of Jesus, we are leaven in the midst of humanity so that the kingdom of God may rise across the entire world.”

On November 28, we begin a new liturgical year – and a new liturgical season: Advent. Advent begins with an eschatological focus (first three Sundays) and then ends with intentional preparation for the nativity (fourth Sunday). We “prepare” for Christ’s return at the end of time as we “prepare” to remember his coming in time. The season is marked by a “devout and joyful expectation.” Might we approach our synodal participation with that same spirit?

<b>Day</b>	<b>Readings</b>	<b>One Way to Connect to Synod</b>
12/8/21 Immaculate Conception	Gn 3:9-15, 20 Ps 98 Eph 1:3-6, 11-12 Lk 1:26-38	Mary listened to the messenger, Gabriel. On this synodal journey we are invited to listen just as attentively, just as respectfully, to one another. Perhaps our neighbor, too, is bearing God’s word to us? Entrusting the Synodal Process to God, through the maternal intercession of Mary, we can make the words of the Handbook for the Synod our own: May the Blessed Virgin Mary, Queen of the Apostles and Mother of the Church, intercede for us as we journey together on the path that God sets before us. As in the Upper Room at Pentecost, may her maternal care and intercession accompany us as we build up our communion with one another and carry out our mission in the world. With her, we say together as the People of God: “Let it be with me according to your word” (Luke 1:38).
12/12/21 Third Sunday of Advent	Zep 3:14-18a Is 12:2-6 Phil 4:4-7 Lk 3:10-18	“Shout for joy” (Zep)! “Cry out with joy and gladness” (Resp). Rejoice always (Phil)! Should that not be the spirit that imbues our synodal journey? The Holy One (Is) journeys with us! Are we filled with expectation (Lk) for what might come from this journey? Are we hopeful? Or have we let hope and joy die in the flames of cynicism and fear?
12/19/21 Fourth Sunday of Advent	Mi 5:1-4a Ps 80 Heb 10:5-10 Lk 1:39-45	Bethlehem (Mi) is too small; but the Promised One will come from there. Mary is a pregnant teen; yet she makes a journey to her also-miraculously-pregnant relative (Lk). Two women— one unmarried and one known as barren. Not the expected bearers of divine favor. Who are those who we also push to the margins, prejudging them as unfit to “bear” the Lord to us? They are the ones we need to be “journeying with” so God’s word might be fulfilled.

The purpose of Christmastime is to remember “Christ’s birth and early manifestations.” Our task as preachers is not to treat these feasts simply as a recollection of past events, but as ongoing manifestations of Christ’s redemptive work for us. The synodal journey that we are on is one manifestation of Christ’s ongoing presence and work on our behalf. The Incarnation reminds us that God is present in the messiness of created stuff and daily life, in the messiness of parish life, a diocesan church, a synodal process. Yet, there is where we find Christ: in one another. And so the call, as we gather in synod, to listen to each other as we would to Christ: with deep respect and humility.

<b>Day</b>	<b>Readings</b>	<b>One Way to Connect to Synod</b>
12/25/21 Solemnity of the Nativity	Multiple sets of readings, depending on the	OK. Christmas really isn’t the right day to preach about the Synod... the feast itself ought to take precedence. However... this is also a day when many who don’t frequent our parishes do come to Mass... so it is the perfect time to extend an invitation to those who might feel like outsiders (like the Shepherd) or foreigners (like the Magi)

	Mass.	to take part in the synodal process. But let's do so in a way that's welcoming, rather than subtly (or not so subtly) passes judgment on them!
12/26/21 Feast of the Holy Family	Sir 3:2-6,12-14 Ps 128 or 84 Col 3:12-17(21) OR 1 Jn 3:1-2, 21-24 Lk 2:41-52	The scandal, the mystery, of the Incarnation continues: God allowed God's self to be part of a human family—with all the risk that entailed (such as getting separated, teens pushing boundaries, anxieties and broken hearts). Family life is filled with challenges; the question isn't why we're not more like some saccharine version of Jesus, Mary, and Joseph—the question is seeing our families, warts and all, as also being incarnational realities, loci of encounter with (and expressions of) the Divine. Therefore, why not explore the idea of family life as an example of synodality? We “journey with” each other; we are called to respectful listening (and not just children to their parents) as well as to bold speaking (not just parents to their children). Marriage is about mutual self-giving. Any one-sidedness in any of these relationships is toxic. Family life is messy, and God is in the mess. Just like this synodal journey we're on.
1/2/22 Solemnity of the Epiphany	Is 60:1-6 Ps 72 Eph 3:2-3a, 5-6	The mystery of the incarnation continues to unfold. While in the readings for the Nativity Jesus was placed squarely in the history of Israel, as son of David and Abraham, the field of vision is now widened. Scandalous as it might be, the mystery of God's love is made manifest for those outside of the Chosen People as well. If that's the case, then as part of our synodal journey we need to seek out the “religious other” (“gentile”) to hear the wisdom they have to offer.
1/9/22 Baptism of the Lord	Is 42:1-4, 6-7 OR Is 40:1-5. 9-11 Ps 29 or 104 Acts 10:34-38 OR Ti 2:11-14; 3:4-7 Lk 3:15-16, 21-22	This feast day offers the opportunity to reflect on our baptisms. Through Baptism (an unmerited gift; see Ti), we are made part of the Body of Christ (unity) and are given the gift of the Holy Spirit (diversity). As such, we have both the right AND the responsibility to participate in the life and mission of the Church—including this synodal process that we've undertaken. No one ought to be excluded. At the same time, scandalous as it might be, the mystery of God's love is made manifest for those we consider outsiders. They, too, ought to have a place on our synodal journey. God's justice (Is) requires nothing less. God shows no partiality (Acts).

We enter again into Ordinary Time. During Year C, we hear the Gospel according to Luke proclaimed. This gospel privileges the marginalized, the outsider; and stresses the compassion of God. Are we doing the same on our synodal journey?

<b>Day</b>	<b>Readings</b>	<b>One Way to Connect to Synod</b>
1/16/22 2 nd Sunday in Ordinary Time	Is 62:1-5 Ps 96 1 Cor 12:4-11 Jn 2:1-11	Through this synodal journey, God is doing something new. We are all called to generously share the gifts we have been given, and gratefully welcome the gifts of the other (1 Cor); that is the nature of a synodal Church. Perhaps, through this process, what is feeling “forsaken” and “desolate” (Is) now will bear new fruit. Perhaps the best wine is yet to come (Jn).
1/23/22 3 rd Sunday	Neh 8:2-4a,5-6,8-10; Ps 19	This is also the Sunday of the Word of God. How appropriate, then, that the psalm response is: “Your words, Lord, are Spirit and life.” A synodal Church is a listening Church. And, yes, that means listening to the Spirit (Lk) at work

in Ordinary Time	1 Cor 12:12-30 Lk 1:1-4, 4:14-21	in each of us, to each part of the Body (1 Cor) for no part is unimportant. It also means, listening together to the word of God (the Scriptures) and the Word of God (Christ).
1/30/22 4 th Sunday in Ordinary Time	Jer 1:4-5, 17-19 Ps 71 1 Cor 12:31-13:13 Lk 4:21-30	Paul tells us that the greatest spiritual gift is love (1 Cor). If we are to be a synodal Church, then all our interactions ought to be marked by love as Paul described it: patient, kind, rejoicing in the truth. A synodal Church is not jealous, pompous, inflated, rude, self-interested (or, as Pope Francis might put it, self-referential), or quick-tempered; it does not brood over injury or rejoice over wrongdoing. How are our synodal conversations going? What attitudes mark those conversations? Are we welcoming, even to those who might have challenging words for us (Lk), or do we try to throw them off a cliff?
2/6/22 5 th Sunday in Ordinary Time	Is 6:1-2a, 3-8 Ps 138 1 Cor 15:1-11 Lk 5-11	Only God is Holy. Isaiah cries out that he is “a man of unclean lips, living among a people of unclean lips.” Peter confesses: “I am a sinful man.” If we are honest, we ought to make these words our own: we sin. What passes our lips isn’t always edifying! Perhaps in our synodal conversations we have heard—or said—harsh words; hurtful words. Hopefully, we have sought—and given—forgiveness as needed. But that’s the messiness of a synodal Church, a Church made up of human beings. It can be no other way. Yet, God still calls: “Whom shall I send? Who will go for us?” Do we answer, as Isaiah did: “Here I am,” I said; “send me!”
2/13/22 6 th Sunday in Ordinary Time	Jer 17:5-8 Ps 1 1 Cor 15:12, 16-20 Lk 6:17, 20-26	To undertake this synodal journey is an act of hope, of trust—in the faithful God who journeys with us (Jer, Ps). While we have also needed to trust in each other, in order to both listen humbly and speak boldly, our ultimate trust has been (hopefully) in the Spirit. The Lukan beatitudes remind us to look for those who are blessed (Spirit-filled) in unexpected places: the poor, the hungry, the sorrowful, the hated. Have we sought their voices during this synodal process? Or have we paid more attention to the rich, powerful, scornful, and popular?
2/20/22 7 th Sunday in Ordinary Time	1 Sm 26:2, 7-9, 12-13, 22-23 Ps 103 1 Cor 15:45-49 Lk 6:27-38	As our parish listening sessions begin to draw to a close, perhaps we need to reflect on the conversations that have taken place – and, in light of the gospel, perhaps confess that our listening has not always been humble and our speaking not always gracious. Has someone been hurt in the process? What healing and mercy do they need? What of the one who has done the hurting? What healing and mercy do they need? How have we judged one another? Whom have we run through with the spear of our words, or dared to call enemy instead of sister or brother (cf. 1 Sm)? What do we need to let go of?
2/27/22 8 th Sunday in Ordinary Time	Sir 27:4-7 Ps 92 1 Cor 15:54-58 Lk 6:39-45	By now, our parish listening sessions are drawing to a close. We have done a lot of speaking and listening. By doing so, we’ve made ourselves vulnerable. As Sirach tells us: “When a sieve is shaken, the husks appear; so do one’s faults when one speaks.” Hopefully, then, we have become more attentive to removing the planks from our own eyes than the splinter in the eyes of others (Lk). As this portion of our journey draws to a close, we hope and pray that the process we have undertaken will bear good fruit. If we have listened and spoken out of the goodness of our hearts, we are promised that it will (Lk).

*Homily Ideas used with permission from the Diocese of Davenport.*

## Prayers of the Faithful

*The following Prayers of the Faithful may be used during Mass to pray for the guidance of the Holy Spirit during the synodal process.*

For Francis, our Pope, as we journey together in synod. Let us pray to the Lord. **R/. Lord, hear our prayer.**

For Francis, our Pope, William our Bishop, and all Bishops; that they might have the grace to listen humbly and speak boldly as the Church gathers in synod. Let us pray to the Lord. **R/. Lord, hear our prayer.**

That the Church, convoked in Synod, would be open and responsive to the movement of the Spirit. Let us pray to the Lord. **R/. Lord, hear our prayer.**

For an outpouring of the Holy Spirit on the Church as we undertake this synodal journey. Let us pray to the Lord. **R/. Lord, hear our prayer.**

That the Holy Spirit may fill the hearts and minds of all the faithful, and accompany us on this synodal journey. Let us pray to the Lord. **R/. Lord, hear our prayer.**

For the Church, gathered in Synod; that by the outpouring of the Holy Spirit this journey will be marked by humble listening, courageous speech, and lively hope. Let us pray to the Lord. **R/. Lord, hear our prayer.**

For our participation in the Mission of Christ. That through our Synodal journey together, we may grow in our shared responsibility of the mission that is entrusted to us. We pray to the Lord. **R/. Lord, hear our prayer.**

For the unity of Christians. That dialogue between Christians of different denominations, united by one Baptism, may radiate with new brightness on this Synodal journey. We pray to the Lord. **R/. Lord, hear our prayer.**

For our discernment to be led by the Holy Spirit. That all decisions made on this Synodal path may be discerned through a consensus that flows from our common obedience to the Holy Spirit. We pray to the Lord. **R/. Lord, hear our prayer.**

For a spirituality of journeying together. That we may be formed as disciples of Christ, as families, as communities, and as human beings, through our experience of this Synodal journey. We pray to the Lord. **R/. Lord, hear our prayer.**

# Checklist for Listening Session #1

## Volunteers Needed:

- Facilitator
- A reader to proclaim the Scripture passage (Listening Session #1)
- Hospitality Team (*to provide hospitality such as food, beverages and greeters to create a welcoming environment*)
- Note Taker for each small group
- Moderator for each small group

## Materials Needed:

- Facilitator Guide (*There is a separate Facilitator Guide for each listening session.*)
- Participant Guide for each person (*There is a separate Participant Guide for each listening session.*)
- A copy of the Scripture if using a reader other than the Facilitator (*It is preferable that the Scripture be proclaimed using a Bible instead of the Facilitator script.*)
- Vessel with holy water (*if using for the prayer*)
- Nametags and markers
- Sign in sheet
- Note Taker Forms (*one for each small group of 5-6 people,*) pen, and note cards
- Food / hospitality (*be mindful of any COVID guidelines in place*)
- Space set up for small groups of 5-6 people each

## Before the Listening Sessions

- Invite the community by publicizing the Synod using bulletin announcements, social media, announcements from the pulpit, etc. Be sure to invite those who do not regularly attend Mass. This Synod is for everyone and an opportunity for evangelization.
- Identify a facilitator who can lead the listening sessions. Ask the facilitator to become very familiar with the Facilitator Guide.
- Submit the dates of your listening sessions to the Diocese of Owensboro so that we can keep you in prayer. (Submit via email to: [synod@pastoral.org](mailto:synod@pastoral.org))

## At the Listening Sessions:

- Provide **hospitality** such as food, beverages and greeters to create a welcoming environment.
- Provide **nametags** to encourage conversation, especially for those who are new.
- Provide a **sign-in sheet** to collect participant name, email or phone, and other identifying information.
- Gather participants in **small groups** of 5-6 people so that everyone has an opportunity to share and to listen.
- Provide **note taker forms** – one for each group.

- Provide **Participant Guide** – one for each person
- Provide each small group with **note cards** and **pens**

**After Each Listening Session:**

- Follow up with the participants. Send an email or text thanking them for coming and participating in this important moment in the Church.
- Collect the **Note Taker Forms** and **note cards** from each small group and submit them along with a copy of the **sign-in sheet** to the Diocese of Owensboro by one of these means:
  - Take a picture of each and email to [synod@pastoral.org](mailto:synod@pastoral.org)
  - Submit information via the online portal at <https://owensborodiocese.org/synod/>
  - Submit by mail to:

Synod on Synodality  
McRaith Catholic Center  
600 Locust Street  
Owensboro, KY 42301
- Appoint one or two delegates from the parish who will participate in the Regional Listening Sessions with Bishop Medley. *(In addition to the delegates, all are welcome and encouraged to attend the Regional Sessions.)* The delegates should be representative of the make-up of the parish and should have a good grasp of the English language.
- Invite Spanish-speaking only and Burmese-speaking only to attend a regional listening session with Bishop Medley. Spanish-speaking will be at Sts. Peter & Paul Parish in Hopkinsville on Thursday, March 17, 2022 and Burmese-speaking will meet at Holy Spirit Catholic Church in Bowling Green on Sunday, March 27, 2022. Translators will be provided at these events.

## Checklist for Listening Session #2

### Volunteers Needed:

- Facilitator
- One to three people to read aloud excerpts from Pope Francis' book.
- Hospitality Team (*to provide hospitality such as food, beverages and greeters to create a welcoming environment*)
- Note Taker for each small group
- Moderator for each small group

### Materials Needed:

- Facilitator Guide (*There is a separate Facilitator Guide for each listening session.*)
- Participant Guide for each person (*There is a separate Participant Guide for listening session #1 and listening session #2.*)
- Nametags and markers
- Sign in sheet
- Note Taker Forms (*one for each small group of 5-6 people*)
- Notecards and ink pens
- Food / hospitality (*be mindful of any COVID guidelines in place*)
- Space set up for small groups of 5-6 people each

### Before the Listening Sessions

- Invite the community by publicizing the Synod using bulletin announcements, social media, announcements from the pulpit, etc. Be sure to invite those who do not regularly attend Mass. This Synod is for everyone and an opportunity for evangelization.
- Identify a facilitator who can lead the listening sessions. Ask the facilitator to become very familiar with the Facilitator Guide.
- Submit the dates of your listening sessions to the Diocese of Owensboro so that we can keep you in prayer. (Submit via email to: [synod@pastoral.org](mailto:synod@pastoral.org))
- Check the Parish Toolkit for a list of Regional Listening Session times and places so that you can pass along that information to the people who attend your listening session.

### At the Listening Sessions:

- Provide **hospitality** such as food, beverages and greeters to create a welcoming environment.
- Provide **nametags** to encourage conversation, especially for those who are new.
- Provide a **sign-in sheet** to collect participant name, email or phone, and other identifying information.
- Gather participants in **small groups** of 5-6 people.
- Provide **note taker forms** – one for each group.
- Provide **Participant Guide** – one for each person
- Provide each small group with **note cards** and **pens**

## After Each Listening Session:

- Follow up with the participants. Send an email or text thanking them for coming and participating in this important moment in the Church.
- If anyone has provided you with their contact information and expressed an interest to be involved in a particular ministry, contact them in a timely manner to invite them to participate. *(See Round 3 of Small Group Listening and Sharing.)*
- Collect the **Note Taker Forms** and **note cards** from each small group and submit them along with a copy of the **sign-in sheet** to the Diocese of Owensboro by one of these means:
  - Take a picture of each and email to [synod@pastoral.org](mailto:synod@pastoral.org)
  - Submit information via the online portal at <https://owensborodiocese.org/synod/>
  - Submit by mail to:

Synod on Synodality  
McRaith Catholic Center  
600 Locust Street  
Owensboro, KY 42301
- Appoint one or two delegates from the parish who will participate in the Regional Listening Sessions with Bishop Medley. *(In addition to the delegates, all are welcome and encouraged to attend the Regional Sessions.)* The delegates should be representative of the make-up of the parish and should have a good grasp of the English language.
- Invite Spanish-speaking only and Burmese-speaking only to attend a regional listening session with Bishop Medley. Spanish-speaking will be at Sts. Peter & Paul Parish in Hopkinsville on Saturday, March 19, 2022 and Burmese-speaking will meet at Holy Spirit Catholic Church in Bowling Green on Sunday, March 27, 2022. Translators will be provided at these events.



