



ARCHDIOCESE
of BALTIMORE



Encountering Christ through the Synodal Process in the Archdiocese of Baltimore

REPORTING ON PARISH SYNODAL CONSULTATION SESSIONS

Use a template to standardize the reporting (Electronic if possible)

- Reporting does NOT include everything that is said
- Reporting is NOT a verbatim account of the session
- Use bullet points as much as possible
- Record the points people made in the session without adding your own biases
- Provide quotes where appropriate, without attribution to particular person or group
- Record what people used to support what they said
- Record areas of agreement, whether that agreement is formally or informally established
- Record areas of dissent and what people used to support their dissent
- Create a list of points made during the session of directions the Church needs to take, actions steps the Church needs to take, the elements that should be seen in a future Church

SAMPLE TEMPLATE FOR REPORTING A PARISH SYNODAL CONSULTATION SESSION

Date	Location	Group Number	Facilitator	Recorder
Focus Area				
	MAIN POINTS MADE DURING THE SESSION		SUPPORT PROVIDED FOR EACH POINT	
Main Points				
Areas of Agreement				
Areas of Disagreement				
List of Directions, Actions, Key Elements of a Future Church				
TRANSMIT THIS RECORD TO				