



Synod 2027 Listening Session Facilitators

Description:

The role of the facilitator is crucial in Synod 2027 listening sessions. The facilitator sets the tone and guides the process in a manner that ensures the fullest possible participation of everyone. A script will be provided, which the facilitator will follow throughout the session.

Facilitators should have the ability to:

- Communicate clearly
- Is comfortable speaking to a room full of people
- Be committed to creating a prayerful tone
- Ensure that participants feel welcome and understand the process
- Keep the process on track, managing time throughout the session
- Observe times of prayerful silence during the session
- Establish and maintain ground rules

FACILITATOR ROLE: SETTING THE TONE

The room facilitator will:

- Following the welcome by pastoral center staff member, the facilitator follows the session script, inviting participants to enter into a time of prayer.
- Lead the prayer, which includes a time of Lectio Divina (prayerful reading of Sacred Scripture).
- Explain there are three rounds of conversation, the role of the table host, and the importance of keeping each person's response to one to two minutes (depending on size of table).
- Offer closing instructions for the group following the completion of all table conversations.

Synod 2027 Table Hosts

Description:

Listening session table hosts fully participate in the Conversation in the Spirit, maintaining a prayerful, listening spirit throughout. The table host guides the process if it goes off track. A key role of the table host is to take notes during the third period of conversation. Table hosts make a commitment to transcribe the sharing notes into a digital survey within 24 hours of the session.

Table hosts should have the ability to:

- Ensure that all participants are heard, gently guiding the group back on track as needed
- Take succinct and accurate notes

Table Host Role:

The table host gently guides the table to remain faithful to the process. Key aspects include:

- Fostering listening to understand.
- Discouraging interruptions or speaking out of turn.
- Inviting the table to sit quietly and wait for closing instructions from the room facilitator following the close of each period, especially since other tables may still be in conversation.

The table host helps collect the “harvest” of the conversation by:

- Not scribing every detail but listening to the group’s collective wisdom.
- Offering a brief summation during the final round of the conversation.

The table host transcribes the sharing notes in a digital survey (link will be provided in advance) within 24 hours of the session.

House manager is also needed for each site. The house manager will ensure the room is set up well and be on hand in case of unexpected circumstances (such as loss of electricity, medical emergency, or other situation that requires someone with local knowledge of the site).

