

First, schedule a meeting with your Pastor to discuss your parish listening session and the topics below.

Number of Listening Sessions

- Smaller parishes may only need one; larger parishes may choose more sessions to accommodate more parishioners.
- You may wish to have a separate session for certain groups (for example, adolescents, young adults, married couples, migrants, and refugees, those who are less active in the faith, and those who experience poverty and marginalization).
- Please keep in mind that there is a potential for your listening session to exceed two hours.

Location

- Meeting location should have enough space for tables and chairs for all participants you are expecting, based on the size of your parish.
- Consider using your parish hall or even the school cafeteria or gymnasium.
- Each location should have a microphone for the pastor and facilitator.

Date(s) and Time(s)

- Consider if you will begin the listening session with a Mass (this will add time to the overall session).
- Choose a time of day and day of the week that would allow the most participation and attendance.
- If you are holding multiple listening sessions, consider offering different times. For example, one held after each Mass, one on a weeknight evening, and one on a Saturday morning, etc.
- Listening sessions need to be concluded and final report should be submitted to the Diocese no later than **May 1, 2022**.

Once these details have been confirmed with Father, please solidify the dates, times, and session locations with the person in charge of reserving the appropriate space for your listening session. Please let Tim Bishop (tbishop@dwc.org) know when your session is being held.

Inviting and Marketing the Listening Session

- Please advertise the listening sessions as much and as often as possible.
- A marketing kit is provided online, at **dwc.org/synod** with samples that you can plug in your parish information.
- Consider the following ways to invite parishioners:
 - Letter from the pastor
 - Pulpit and bulletin announcements (provided online)
 - Social Media posts (provided online)
 - Emails (provided online)
 - Postcard/letters (provided online)
 - Scrolling on TVs before Masses
 - School newsletters
 - Flyers placed around the church (provided online)



- Prayer cards in pews (provided online)
- Personal phone calls

The day/evening of the Listening Session

At each table place provide:

- Prayer Card
- Copy of the “Sample Questions”
- “Notes for Topic” sheets for each small group table
- Pens and/or pencils

Arrange tables and chairs in small group discussion format, if needed.

Ensure there is a podium and microphone for pastor, facilitator, and those sharing thoughts during the session.

Sample Timeline for Marketing your Listening Sessions:

1 Month Prior – “Save the Date”

- Announcement at Mass
- Social media post
- Email to all parishioners

2 Weeks Prior – “Don't forget to register/rsvp”

- Announcement at Mass
- Social media post
- Email to all parishioners

1 week prior – “Event Reminder”

- Social media post

2 days prior – “Don't Forget”

- Social media post
- Email to all parishioners

1 day prior – “Event Reminder”

- Social media post

Day of – “Today's the day!”

- Social media post

Day after – “Thank You”

- Social media post thanking all those who attended
 - Take photos and share them with the post
- Thank you email to attendees

