**Checklist for Parish Coordinators**

**First, schedule 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 to accommodate more parishioners
* You may wish to have special consultation for certain groups (for example, adolescents, young adults, married couples, migrants, and refuges, those who are less active in the faith, and those who experience poverty and marginalization)

**Location**

* Parish hall
* School cafeteria
* Church

**Date(s) and Time(s)**

* If you are holding multiple listening sessions, consider offering different times. For example, after each Mass, weeknight evening, Saturday morning, etc.
* Listening sessions need to be concluded and, notes/feedback should be submitted to the Diocese no later than **March 18, 2022.**

Once these details have been confirmed with Father, please solidify the dates, times and locations with the parish secretary or person in charge of reserving the appropriate space for your listening session.

**Inviting and Marketing the Listening Session**

* Who will post social media announcements, inserts in parish bulletin, send emails, etc.
* Please advertise the listening sessions as much and as often as possible.
* A marketing kit is provided for you 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 announcements
	+ Bulletin Inserts
	+ Social Media posts
	+ Emails
	+ Postcard/letters
	+ Scrolling on TVs before Masses
	+ School newsletters
	+ Flyers places around the church
	+ Prayer cards in pews
	+ Personal phone calls

**Helpful Websites**

<https://www.synod.va/en.html>

<http://secretariat.synod.va/content/synod/en.html>

dwc.org/synod

**Optional Things to Consider**

* Will you begin with Mass?
* Will you provide refreshments?
* Will you provide childcare?

**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 out – “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