

# Final Synthesis and Report to DWC

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[dwc.org/synod](http://dwc.org/synod)

Now that the listening session(s) are complete, the feedback received throughout the listening process should be gathered into a “synthesis,” or report. The goal is not to produce a generic summary of everything that was said, but rather, it is an act of discernment in choosing and writing what will contribute to the next stage of the Synodal Process, by being sent to the diocese.

Each facilitator will need to submit a detailed synthesis of the comments, questions, and concerns raised by the people who attended your session(s). We are looking for an accurate report that truly captures the wide range of perspectives in all responses, including those views expressed by only 1 or 2 participants.

Once all listening sessions have concluded for each parish and group within the Diocese of Wheeling-Charleston, a pre-synodal meeting for discernment will take place with Bishop Brennan where the reports will be presented. In the final step, the Diocese will submit a 10-page document to the Holy See, reflecting the widest possible range of comments, concerns, ideas, and thoughts included in each parish report.

After each listening session has concluded, the parish coordinator should do the following:

1. Listen to the audio recording if one was taken and write any missed comments that would be essential to the topic.
2. Start a new document in which you use noteworthy comments and ideas that describe the main themes to each of the 10 topics. Break your report down into the 10 topics, even if only some were addressed at the listening session. For each topic, read through each note/point written. Identify any duplicate comments and eliminate redundancy. Incorporate the ***most important ideas***. As you do this, ask yourself: What key themes have emerged? How are these relevant to the goals and objectives of the Synodal process?
3. Submit your synthesis report to the Diocese **no later than May 1, 2022**, at [dwc.org/synod](http://dwc.org/synod). If you are not able to submit online, you can email your synthesis to: [synod@dwc.org](mailto:synod@dwc.org).

