

Large Groups: (recommended for an overall group of less than 20 persons)

- When it is time to begin the 10 topic discussion questions, if you plan to audio record the session using a cell phone or recording device, **make sure to get consent from the participants**. You should stress that the recording is *only* to ensure important issues are not forgotten for submission of the final report to the Diocese.
- The facilitator should review the “Participant Ground Rules” (see handout) with participants.
- The facilitator introduces the first topic and the question(s) associated with it as found on the handout “Sample Questions.” (see handout).
- Discussions begin on that topic with only one person speaking at a time, without interruption.
- Please try to keep responses to 1-2 minutes per person, so that as many people who would like to speak can do so.
- The *Note Taker* and/or *Facilitator* will take notes on all discussions. If there are two Parish Coordinators, one should serve as the *Facilitator* and the other as the *Note Taker*. The “Notes for Topics” handouts or a notebook can be used.
- Once all comments have been made, move on to topic 2. And continue the process until everyone who wanted to speak was able to do so and all questions that were intended to be discussed are covered.

Small Groups: (recommended for more than 20 participants)

- The facilitator should review the “Participant Ground Rules” (see handout) with participants.
- Divide the participants in small groups of 5 to 8 persons, depending on the number you have in your large group and size of tables.
- Each group will need someone to take notes using the “Notes for Topic” sheets or a notebook to capture the essence of the group discussion for each topic.
- The facilitator will introduce the first topic and the question(s) associated with it. Discussions begin among each small group.
- Allow approximately 10-15 minutes of discussion per questions.
- After everyone who wanted to speak in the small group was able to do so, the facilitator will ask someone from each small group to share a brief 1–2 minute(s) review of that group discussion.
- Only one group/table will speak at a time, without interruption.
- The *Note Taker* or *Facilitator* will make notes of each small group discussion.
- Once each small group has been heard from, move on to topic 2. And continue the process until everyone who wanted to speak was able to do so and all questions that were intended to be discussed are covered.
- Notes from each small group should be collected by the Facilitator for later use in composing the final report.

