

## **Suggested Procedure for Parish Listening Sessions Weekend of October 24-25, 2009**

### **ADVANCE PREPARATION**

1. Work with your planning team members (and possibly pastoral council or staff) to decide how you will collect feedback—e.g. orally with a notetaker? the use of a written survey?
2. Decide who will be present from the planning team (and possibly pastoral council or staff) and who will facilitate.
3. Make sure the date, location, and purpose are advertised at least one week prior—in the bulletin and by pulpit announcement.
4. Distribute copies of the draft pastoral plan to parishioners—either at Masses or by direct mail.

### **THE DAY OF THE FEEDBACK SESSION**

- If the session is immediately after Mass, have a brief announcement in the regular pulpit announcements.

### **FORMAT OF THE FEEDBACK SESSION**

1. Welcome and brief summary of key elements of the draft pastoral plan.
2. Either in large group or small group (depending on your time and number of participants) ask people to identify:
  - a. strengths/advantages of the draft plan
  - b. weaknesses/disadvantages of the draft plan
  - c. (most important) suggestions for improving or strengthening it**
3. Give people time to fill out a response sheet (see sample).
4. If time, address questions.

### **OTHER**

- You may want to make the written feedback forms available for those who cannot come to the feedback session—just give a clear deadline on when they need to be returned and to whom at your community.

### **AFTER THE FEEDBACK SESSION(S)**

- Forward a **summary** of your community's feedback to Karen Rinefierd **by Thursday, October 29.**