



**Pastoral
Discernment**
Central Coast

Facilitator Toolkit



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BROKEN BAY










Resources in this toolkit

In this toolkit you will find several resources to help you to plan and host your community consultation listening and dialogue session/s.

As you begin to plan with your Community Leader (Parish Priest, School Principal, CatholicCare Leader, etc) you are encouraged to complete the **Community Consultation Plan** (see **Appendix 1**) to document and track the tasks required and progress along the way. Should you require support with this, please email Project Facilitator, Patti Beattie at; pdcc@bbcatholic.org.au

Please consider the current COVID restrictions at the time of planning your gathering.

This toolkit contains the following resources.

-  Bulletin notice template
-  Suggested agendas for listening and dialogue sessions
-  Checklists for listening and dialogue sessions
-  Pastoral Discernment prayer
-  Prayer of the Faithful
-  Follow up letter template
-  Appendix 1: Community consultation planning document

Bulletin notice template

Parish / Community Invitation

The Pastoral Discernment Central Coast project has been launched. We now begin phase 2 of the project and invite you to join us for the consultation phase.

Please join (INSERT NAME) for a parish/community listening and dialogue session.

Our Parish/School community's listening and dialogue session is on DATE in the INSERT LOCATION / ZOOM LINK. We want to hear from you on how our parish / school community can give God thanks for the way in which the Spirit is at work in the life of the local Church, and to consider new possibilities for both the growth and future of the region. Please consider joining us!

Invite family, friends, neighbours, young people and others – we want everyone to participate in this listening and dialogue session.










If you can't make the parish / community listening and dialogue session, visit www.bbcatholic.org.au/pdcc to submit your individual submission for consideration.

Suggested agendas for listening and dialogue sessions

OPTION 1 Weekend half day

Time required: approx. 3 hours for 2 themes









Format: Community gathering with small group break outs

-  9:00 a.m. – 9:10 a.m. Hospitality
-  9:10 a.m. – 9:12 a.m. Welcome and Introduction
-  9:12 a.m. – 9:17 a.m. Opening prayer for **Community Listening and Dialogue** Session
-  9:17 a.m. – 9:20 a.m. Participant expectations
-  9:20 a.m. – 9:25 a.m. Overview of community pastoral discernment timeline
-  9:25a.m. – 10:25 a.m. Small group listening and dialogue rounds: Theme A
-  10:25 a.m. – 10:45 a.m. Break
-  10:45 a.m. – 11:45 a.m. Small group listening and dialogue rounds: Theme B
-  11:45 a.m. – 12:00 p.m. Whole group summary and closing

OPTION 2 Evening session *(number of sessions is dependent on the number of themes chosen)*




Time required: approx. 75/90 minutes per theme

Format: In person or on zoom with break out rooms for small group listening and dialogue rounds








-  6:30 p.m. – 6:35 p.m. Welcome
-  6:35 p.m. – 6:40 p.m. Opening prayer for the **Community Listening and Dialogue** Session
-  6:40 p.m. – 6:45 p.m. Participant expectations
-  6:45 p.m. – 7:00 p.m. **First Round:** Share the fruit of prayer, recall my experiences.
-  7:00 p.m. – 7:20 p.m. **Second Round:** What am I hearing the group say?
-  7:20 p.m. – 7:25 p.m. Break (optional)
-  7:25 p.m. – 7:50 p.m. **Third Round:** Our group response is.
-  7:50 p.m. – 8:00 p.m. Closing

Checklists for listening and dialogue sessions








Volunteers Checklist:

-  Skilled facilitator to lead each small group listening and dialogue conversation
-  Hospitality team
-  Parish / community group to consolidate small group notes and synthesise at the service of shaping a Pastoral Discernment Submission






Materials Checklist:

-  Facilitator Guide
-  Participant handbook (one per person). Print only pages that are required.
-  Nametags
-  Sign in sheet
-  Food/hospitality
-  Space set-up for small groups
-  Bible open to Isaiah 43:19



Before the Listening and Dialogue Session:

-  Speak with your Community Leader (Parish Priest, Principal, CatholicCare Leader, etc) to plan the consultation phase for your community.
-  Discern how many and which themes will be considered by your community.
-  Decide what groups you will need to invite to be part of your community consultation.
-  Plan your communication strategy. Consider **which platforms** i.e. social media, bulletin notices, newsletter announcements, Compass notifications, short videos and **how often**.
-  Invite the community by publicising the invitation at Masses, in your bulletin, school newsletters, and by asking all parishioners, school community, CatholicCare service community members, young people, and others. Be sure to invite those who do not regularly attend Mass. This consultation journey is for everyone and an opportunity for evangelisation.
-  Identify a skilled facilitator and a note taker for each small group.
-  Identify someone within your community to collate the notes from each small group into one parish/school/community summary report which will form the basis of your Pastoral Discernment Submission.

At the Listening and Dialogue Session:

-  Provide hospitality such as food and greeters to create a welcoming environment for all who come.
-  Bring nametags to encourage conversation, especially for those who are new.
-  Ask participants to sign-in, collecting participant name, email, and if they are interested in learning more about the parish/school/CatholicCare services community.
-  Gather participants in small groups of 5-6 people so that everyone has an opportunity to share and to listen.
-  If you have multiple small groups, you may also encourage the small groups to share with the whole group after they discuss.

After the Listening and Dialogue session:

-  Follow up with the participants. Since the goal of the listening and dialogue session is to consider how the community can continue to invite the participants into deeper participation and leadership in the life of the parish, send an email thanking them for coming and consider asking parishioners to follow up with them one-on-one to encourage their involvement in your parish/school/community. (See follow up letter template).
-  Upload your parish / school / CatholicCare / community **Pastoral Discernment** Submission by 31 March 2022.

Pastoral Discernment prayer

As we journey forward together, we pray;
We stand before You, Holy Spirit,
as we gather together in Your name.

With You alone to guide us,
make Yourself at home in our hearts;
Teach us the way we must go
and how we are to pursue it.

Let us find in You our unity
so that we may journey forward together
and not stray from the way of truth
and what is right.

All this we ask of You,
who are at work in every place and time,
in the communion of the Father and the Son,
forever and ever.

Amen.

Prayer of the Faithful

The following Prayer of the Faithful can be used in whole or part, during Mass/staff meeting prayer time to pray for the guidance of the Holy Spirit during this phase of the project, throughout the listening and dialogue sessions.



For the Church and community of the Central Coast. That we may journey as companions, side by side, with one another, on the same road. We pray to the Lord.

R/. Lord, hear our prayer.



For listening ears. That our hearts and minds be open to listening to others without prejudice as we journey forward together during the consultation phase of the Pastoral Discernment Project. We pray to the Lord.

R/. Lord, hear our prayer.



For the gift of speaking out. That we be encouraged in this pastoral discernment journey to speak with courage, integrating freedom, truth, and love. We pray to the Lord.

R/. Lord, hear our prayer.



For a Church that celebrates. That our journey together in the coming months will be based on listening together to the Word of God and the celebration on the Eucharist in the communion of the People of God. We pray to the Lord.

R/. Lord, hear our prayer.



For our participation in the Mission of Christ. That through our consultation journey we may grow in our shared responsibility of the mission that is entrusted to us. We pray to the Lord.

R/. Lord, hear our prayer.



That our parish community can give God thanks for the way in which the Spirit is at work in the life of the local Church, and to consider new possibilities for both the growth and future of the region.

R/. Lord, hear our prayer.



For a spirituality of journeying together. That we may be formed as disciples of Christ, as families, as communities, and as human beings, through our experience of this Pastoral Discernment Project. We pray to the Lord.

R/. Lord, hear our prayer.

Follow up letter template

Dear [insert name],

Thank you for joining our community for the listening and dialogue consultation conversation/s recently. We'd like to invite you back to our Parish community. You can find out more about our community by visiting our website [insert website] or by contacting [insert contact person name] on the following phone number / email address [insert]. We have a community event [name event] that is planned for [insert details, date/time/location] and we invite you to join us.

We look forward to seeing you again soon,

Kind regards,

[signed – Community Leader]



Appendix 1: Community consultation planning document

Community group name:

Facilitator:

Themes we have chosen;

- Walking Together
- Listening
- Sharing the story
- Participating in mission
- Dialogue with others
- Moving forward

Within our community we need to consider and invite the following groups;

Groups	Who will invite the group	How will you invite	By when

Our community communication strategy is?

Communication type	How often	Who is responsible

We will host our community listening and dialogue sessions;

- Weekend half day session. Date and time:
- One/several weeknight/s in person. Dates and times:
- One/several zoom meeting/s. Dates and times:

