



CATHOLIC  
DIOCESE OF  
BROKEN BAY



**Pastoral  
Discernment**  
**North Shore**

# Consultation Facilitator Toolkit



## Resources in this Toolkit

In this toolkit you will find several resources to help you to plan and host your community consultation forum; 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, Patti Beattie at:

[pdns@bbcatholic.org.au](mailto:pdns@bbcatholic.org.au)

### 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
- Prayers



# Bulletin/ Newsletter Notice Template

## PARISH / COMMUNITY INVITATION

Bishop Anthony Randazzo invites everyone in our community the opportunity to participate in the Pastoral Discernment North Shore project. The Project aims to understand the unique challenges and opportunities distinct to the North Shore Deanery in order to develop a Pastoral Mission that enables all in the community the opportunity to participate more fully in the Mission of Jesus Christ.

All members of our community are invited to participate in the consultation phase of the project at the service of shaping a pastoral discernment submission for Bishop Anthony's consideration.

Please join (INSERT NAME) for a parish/ community Consultation Forum, an opportunity for us to listen deeply to each other and attend to how the Holy Spirit is moving within us.

Our Parish/School/CatholicCare 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:

<https://forms.office.com/r/NCZvMNvw6U> to submit your individual submission for consideration.

## Agenda Samples

### SUGGESTED AGENDAS FOR YOUR COMMUNITY CONSULTATION FORUM

#### OPTION 1 WEEKEND HALF DAY (Time required: approx. 2-3 hours)

##### *Suggested Format:*

- 9:00am – 9:30am Hospitality, welcome, and introductions
- 9:30am – 9:45am **Step 1:** Pray Together
- 9:45am – 9:50am **Step 2:** Time to Reflect
- 9:50am – 10:50am **Step 3:** Share and Listen: Round 1, Round 2 and Round 3.
- 10:50am – 11:15am **Step 4:** Group Response
- 11:15am – 11:30am **Step 5:** Pray and Respond

#### OPTION 2 EVENING SESSIONS (Time required: approx. 2-3 hours)

##### *Suggested Format:*

- 6:30pm – 7:00pm Hospitality, welcome, and introductions
- 7:00pm – 7:15pm **Step 1:** Pray Together
- 7:15pm – 7:20pm **Step 2:** Time to Reflect
- 7:20pm – 8:20pm **Step 3:** Share and Listen: Round 1, Round 2 and Round 3.
- 8:20pm – 8:45pm. **Step 4:** Group Response
- 8:45pm – 9:00pm **Step 5:** Pray and Respond





## Preparing for your Community Consultation Forum

### Checklist for your Community Consultation

- **Table Facilitator** (See notes Appendix 3) to lead each small group listening and dialogue conversation at each table
- **Table Scribe** (see notes Appendix 4) to work with the small group to complete the **Small Group Conversation Summary** report.
- Hospitality team
- Small team to consolidate small group notes and synthesise at the service of shaping a Pastoral Discernment Submission

### Materials Checklist

- Facilitator Guide
- Blank paper for participants to jot down notes during the rounds of conversations
- Pens
- **Small Group Conversation Summary booklet:** 1 per table required.
- Name tags
- Sign in sheet
- Food/hospitality
- Space set-up for small groups
- Bible
- Printed copies of prayer
- 1 - 2 - and/or 3-minute sand timers 1 per small group
- Data projector – to display a digital count-down timer



## BEFORE the Community Consultation Forum

- Speak with your Community Leader (Parish Priest, Principal, CatholicCare Leader, etc) to plan the consultation phase for 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, school assemblies, morning teas, in your bulletin, school newsletters, on Compass, 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 **Table Facilitator** and a **Table Scribe** for each small group.
- Identify someone or small team 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

## DURING the Community Consultation Forum

- 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 Community Consultation Forum

- 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 their engagement and participation.
- 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 on page 7).

Upload your Parish / School / CatholicCare / community **Pastoral Discernment** Submission by 12 November 2024

### 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.*

*We are weak and sinful;  
do not let us promote disorder.*

*Do not let ignorance  
lead us down the wrong path  
nor partiality influence our actions*

*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**

## Possible/Suggested SCRIPTURE

Conversation in the Spirit begins with a significant time for each participant to engage in personal prayer with scripture. To assist you in the Conversation in the Spirit conversation method you may like to use one of the following or prepare your own;

### **Psalm 133:1**

“How very good and pleasant it is when kindred live together in unity”.

### **1 Cor 12:13**

“For in the one Spirit we were all baptised into one body”.

### **Matt 5:14-15**

“You are the light of the world. A city built on a hill cannot be hid. No one after lighting a lamp puts it under the bushel basket, but on the lampstand, and gives light to all in the house”.

### **Proverbs 2:2**

“Making your ear attentive to wisdom and inclining your heart to understanding”.

### **Luke 24:13-15**

“That very day two of them were going to a village named Emmaus, about seven miles from Jerusalem, and talking with each other about all things that had happened. While they were talking and discussing together, Jesus himself drew near and went with them”.

## Possible/Suggested MUSIC

You may choose to listen and reflect on a song before you begin your listening and dialogue, conversation rounds.

### **I AM HERE** Deirdre Ni Chinneide

<https://youtu.be/2EsatYyzuxw?si=rkb8DqdYkp4IPC0k>

### **JIREH by Maverick City Worship and Elevation Worship** (cover by Cross Point Music)

<https://youtu.be/nC8HCAg9eRE?si=rG3tYVkBHalos42E>

### **SWEET SUNSHINE** by Gus & Iggy

<https://youtu.be/sLAFwq5jxio?si=dCLmE2AEAdLSCTyZ>

### **THE SPIRIT AND THE BRIDE** by Matt Maher

[https://youtu.be/k\\_OfB2mZdfA?si=OAEBDgpNM5ohSk1t](https://youtu.be/k_OfB2mZdfA?si=OAEBDgpNM5ohSk1t)

### **WE COME TO YOU** by Josh Blakesley

[https://youtu.be/KryPlpZ6ViM?si=G2\\_u53pmSbis8hDR](https://youtu.be/KryPlpZ6ViM?si=G2_u53pmSbis8hDR)

### **RUN TO THE FATHER** by Cody Carnes

[https://youtu.be/0aCFacV\\_2LE?si=a8AEqGSxeyWuf3IY](https://youtu.be/0aCFacV_2LE?si=a8AEqGSxeyWuf3IY)

### **LISTEN TO THE SPIRIT** by Fr Rob Galea

[https://youtu.be/1iGPFNoZTHc?si=Nrg\\_qYQbGbmay7uc](https://youtu.be/1iGPFNoZTHc?si=Nrg_qYQbGbmay7uc)

### **FALL AFRESH** by Bethel Music

<https://youtu.be/8VdXLM8H-xU?si=7JiqwQGAr8FsYtIT>





## 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 North Shore. 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.

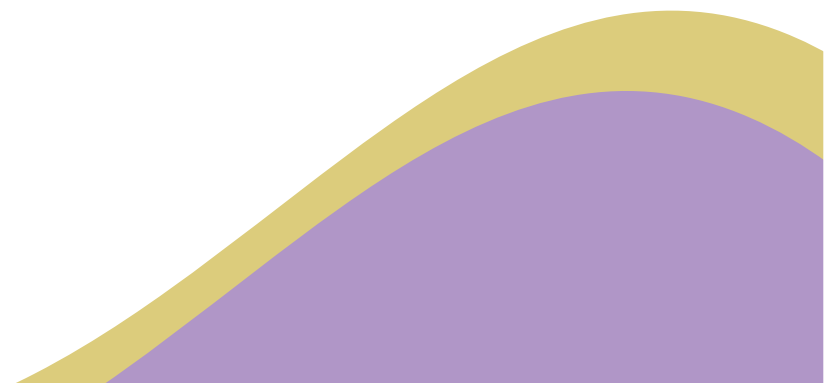
We'd like to invite you back to our Parish community. You can find out more about our community by visiting our website [insert website] or by contacting [insert contact person name] on the following phone number / email address [insert].

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 Forum Planning Document

Community Group Name: .....

Consultation Facilitator: .....

**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 consultation forum/s:**

Weekend half day session. Date and Time:

.....

One/several weeknight/s in person. Dates and Times:

.....

One/several zoom meeting/s. Dates and Times:

.....





## Appendix 2

# Conversation in The Spirit

## A Dynamic of Discernment in the Synodal Church



**SILENCE, PRAYER AND LISTENING TO THE WORD OF GOD**

### TAKING THE WORD AND LISTENING

In small groups of 6-8 people, each person takes turns speaking from his or her own experience and prayer. When others are speaking, remember to listen with an open and humble heart.

### PERSONAL PREPARATION

By entrusting oneself to the Father, conversing in prayer with the Lord Jesus and listening to the Holy Spirit, each one prepares his or her own contribution to the topic. Read the reflection in advance on your own or together in a small group. How are you feeling after reading the reflection? What are you thinking? What do you desire?



**SILENCE AND PRAYER**



**SILENCE AND PRAYER**

### MAKING SPACE FOR OTHERS AND THE OTHER

From what the others have said, each one shares what has resonated most with him or her or what has aroused the most resistance in him or her, allowing himself or herself to be guided by the Holy Spirit: "What am I hearing the Holy Spirit saying to us?" This time when sharing, do not add anything new to the conversation - just your response to what you have heard already shared.

### BUILDING TOGETHER

Together we dialogue on the basis of what emerged earlier in order to discern and gather the fruit of the conversation in the Spirit: to recognise intuitions and convergences; to identify discordances, obstacles and new questions; to allow prophetic voices to emerge. It is important that everyone can feel represented by the outcome of the work. "To what steps is the Holy Spirit calling us together?" Once everyone has shared their ideas for action, identify 2-3 emerging actions which could be taken.



**FINAL PRAYER AND THANKSGIVING**

## APPENDIX 3

### Role of the Table Facilitator

- Make everyone at the table feel welcome, explain the methodology of the approach being taken (Conversation in the Spirit), travel with the group and guide them, and allow people to be vulnerable and share their views and opinions.
- Invite everyone at the table to participate in the discussion.
- Keep an eye on time. Redirect if necessary to keep everyone on topic.
- People may choose not to say anything – that's ok – your role as table facilitator is to invite people to speak.
- Create the opportunity to listen to the Holy Spirit.
- Encourage dialogue and listening at the table.
- Create an environment of openness where people feel comfortable in sharing.
- Observe times of silence and prompt and remind those at your table of prayerful silence between rounds. Time for silence in between rounds allows time to listen to any interior movements in one's heart and spirit.
- Be mindful that this process is NOT a place for;
  - Debating, defending or arguing
  - Correcting others,
  - Feeling obliged to teach others, even if well-intended
  - Advancing an agenda
  - A search for the 'one right answer'

## APPENDIX 4

### Role of the Table Scribe

- **During the three rounds** of Conversation in the Spirit the Table Scribe takes notes of what everyone is saying to use as the collective notes of what was shared amongst the group.
- **Following the three rounds** of Conversation in the Spirit the Table Scribe works with the Table Facilitator, and all those at the table, to synthesise the fruits of the conversation and completes the **SMALL GROUP CONVERSATION SUMMARY** report.
- **At the conclusion of the three rounds** of conversation, time will be allocated for writing the summary report during the session.
- The Table Scribe then submits the **Small Group Conversation Summary** to the Community Consultation Facilitator. The **Consultation Facilitator** will collate and synthesise the responses that have been received from all the small groups into a summary Parish/School/Community report and prepare a Pastoral Discernment Submission for Bishop Anthony's discernment and consideration.

