

STEP 1: Collating the THEMES

- Collect together all the Post-It responses for each of the 4 Questions.
- Taking each question in turn, read the comments and try to find the common themes. As you identify the themes, keep account of the number of responses for each theme.
- Try to make the theme a phrase rather than a word (E.g. If people have commented on the leadership and vision of Pope Francis don't just use the theme 'Pope Francis')
- If there are a lot of responses to collate you may want to ask some of the small group leaders to help.
- DO NOT ADD any other comments: Stay true to what was shared at the Gatherings.

STEP 2: CONVERGENCE/DIVERGENCE

- Having collated the responses into themes, look at the numbers who shared that experience and decide which themes show a CONVERGENCE (*where a lot of people share the same thoughts*) and which themes show a DIVERGENCE (*where only a few shared in that theme*)
- DO NOT LEAVE ANY THEMES OUT - especially those with fewer voices as these may be the more prophetic voices and both are just as important.
- You can then type these onto the Synod Feedback Form for each of the 4 Questions.

STEP 4: PROCESS FOR THE MEETING

- Begin the meeting by praying the Synod Prayer Together
- Take a moment to remind the Team/PPC about the difference between Convergence and Divergence - and that BOTH are important!
- Present the themes from the 1st Question
- Take a moment of silence so people can consider, on their own, what they are hearing - and perhaps make a note of anything that strikes them. This is NOT a moment for conversation.
- Repeat the process of presenting themes followed by a moment of quiet for the other 3 questions.
- Then invite people into a time of spiritual conversation where you can begin to notice the themes that are emerging from all 4 questions. There may be connections between the themes from 2 or more of the Questions. Keep a note of what has been shared so you can type it into the section 'What themes are emerging'
- Then take another moment to stop and pray the Synod prayer again - in a slow, reflective way, so as to notice the ways we are inviting the Spirit to lead us and show us the way to go so we are not distracted by our own issues. You may want to use some quiet music too.
- Then, in this atmosphere of prayer and connection to the Holy Spirit, you can have a second spiritual conversation going deeper still to answer 'What might the Holy Spirit be indicating in this?'
- Again, capture what is shared so it can be typed into the space on the Synod Feedback Form.

STEP 3: ORGANISING A MEETING

- As Animators, make contact with the Parish Team (Priests, Parish Sister, Pastoral Worker, Deacon etc.) and the Parish Pastoral Council to arrange a time to meet to complete the final part of the form together.
- As the Parish Team/PPC are the ones in a leadership role in the Parish it is VITAL that they are part of this next stage.
- This meeting should be led by the Animators and ideally be a stand alone meeting and not an agenda item on the PPC

Collating the Sharing from the Synod Gatherings

FINAL STEP: SUBMITTING THE FORM

- Once all the sections of the Synod Feedback Form have been completed, the Animators sign (or type their names) and date the form.
- Forms need to be completed using the Word Template provided by the Archdiocese and then submitted by EMAIL ONLY to synod@dublindiocese.ie
- Forms need to be submitted by Easter 17th - 24th April 2022.