



## Office of the Vice-Chancellor and Pastoral Ministries

Deacon David Ford, Vice-Chancellor  
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March 5, 2024

Dear pastors, priests, deacons, religious and lay leaders:

As you all know, the formal stages of the current Synod will end with the gathering in Rome in October 2024.

As a further help to our Church-wide listening and discernment, the Synod leadership has asked the dioceses to facilitate further constructive listening sessions and discussions. The following Guidelines are below for the parishes and other diocesan organizations:

Our two Questions:

- Where have I seen or experienced successes—and distresses—within the Church’s structure(s)/organization/leadership/life that encourage or hinder the mission?
- How can the structures and organization of the Church help all the baptized to respond to the call to proclaim the Gospel and to live as a community of love and mercy in Christ?

### LISTENING SESSIONS

Hold listening sessions during Lent 2024 with various parish/organizational groups regarding the guiding questions above.

### SCRIPTURE

Prayer and reflection with the word of God is essential on the synodal path. The US Synod Team recommends using the following scripture for deepening reflection upon synodality:

- John 14
- Romans 12
- Isaiah 61

### SEND A PARISH/RELIGIOUS/GROUP SYNTHESIS (email to Deacon Ford and to Ann Ventura)

- Focus upon the voices of the People of God and use quotations in the synthesis.  
(You might share Best Practices as you experience them regarding these questions)  
**Corrected Due Date: Monday, April 15, 2024.**

### TIMELINE

Lent / Easter 2024: Hold diocesan wide listening sessions during Lent / Easter regarding the guiding questions. April 15, 2024: Synthesis report sent Diocesan Synod Director

Further Synod Discussions, con't.

My brothers and sisters, I inquired among a number of pastors and other diocesan leaders as well as the Bishop, regarding our approach to this request. This process need not be cumbersome. It was suggested the pastors and other leaders, utilize already planned meetings for their parish consultative and other bodies (Pastoral Councils, Finance Councils, parish spiritual and lay organizations), to place this Listening and Discussion Session on their agendas to obtain the wisdom of the People of God in these important questions. The Pastors can utilize the Lay Leaders trained in the original Synod experience to lead the discussions and listening sessions.

The leadership of other groups (the men and women religious, Catholic Charities, etc.) can accommodate the process to what works best for them. I do think it is important to respond to the Holy Father's request to have our people look at these two important questions and obtain their feedback.

I'm eager to read your syntheses and to forward them to the USCCB as part of our work as Church to prepare spiritually and prayerfully for the last official Session of Synod 2021-2024.

Thank you and God bless you for your efforts!

I remain sincerely yours, in Christ,  
in His Name and service,



**Deacon David R. Ford, Th.M., S.T.L.**  
**Synod Director**  
Vice Chancellor and Director of Pastoral Ministries  
Director of Diaconate and Ministry Formation



## **Diocese of Monterey Synod Summary Report Guidelines**

For note takers to produce a good written record, they should present an accurate account of what they hear during the listening session. During the small-group discussion, he/she takes notes for each of the comments made by the individuals in the small group. The two questions we are focusing on are:

**#1 Where have I seen or experienced successes—and distresses—within the Church’s structure(s)/organization/leadership/life that encourage or hinder the mission?**

**#2 How can the structures and organization of the Church help all the baptized to respond to the call to proclaim the Gospel and to live as a community of love and mercy in Christ?**

A suggested format is provided to help capture all feedback shared. You can use this format for the final report as well.

- **Question #1 and Question #2**
- **Feedback Shared:** answers the question “and explains what the person had to say about each question

If multiple people share the same sentiment, it may be helpful to include tally marks next to each comment instead of writing it repeatedly, and to help remember how many people shared the same feedback (see example on following page).

**During the final portion of each small-group discussion:** The note taker will read the notes aloud to ensure comments were accurately recorded.

**After all Listening Sessions have occurred:** The leader and their team take responsibility to synthesize all listening session feedback into a two-page document using the following guidelines: Times New Roman / font 12-point/ 1.5 spaced / English. This document is to be scanned and emailed to Deacon David Ford with a copy to Ann Ventura.

**Report is due April 15 to Deacon Dave Ford, Vice Chancellor with a copy to Ann Ventura.  
([dford@dioceseofmonterey.org](mailto:dford@dioceseofmonterey.org) and [aventura@dioceseofmonterey.org](mailto:aventura@dioceseofmonterey.org))**



## **Diocese of Monterey Synod Summary Report Guidelines**

### **Parish Synod Contact Information**

(For diocesan coordinator to reach out for clarification, if necessary)

Parish: \_\_\_\_\_

Pastor: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Synod Coordinator's Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Approximate number of attendees for all sessions: \_\_\_\_\_

How many Listening Sessions were conducted? \_\_\_\_\_

## Discussion #1

Question #1	Feedback Shared:
Where have I seen or experienced <u>successes</u> —and <u>distresses</u> —within the Church's structure(s)/organization/leadership/life that <u>encourage</u> or <u>hinder</u> the mission?	<ul style="list-style-type: none"><li>   Many people attend services from different parts of the community</li><li>¶ Lenten community dinners bring parish together</li></ul>
How can the structures and organization of the Church help all the baptized to respond to the call to proclaim the Gospel and to live as a community of love and mercy in Christ?	Ecumenical services



## **Pautas para el informe con el resumen del Sínodo de la Diócesis de Monterey**

Para que las personas que tomen notas produzcan un buen registro escrito, deben presentar un relato preciso de lo que escuchan durante la sesión de escucha. Durante la discusión en el grupo pequeño, tome notas de cada uno de los comentarios hechos por las personas del grupo pequeño. Las dos preguntas en las que nos centramos son:

**#1 ¿Dónde he visto o experimentado éxitos (y angustias) dentro de la(s) estructura(s)/organización/liderazgo/vida de la Iglesia que alientan o dificultan la misión?**

**#2 ¿Cómo pueden las estructuras y la organización de la Iglesia ayudar a todos los bautizados a responder al llamado a proclamar el Evangelio, y a vivir como comunidad de amor y de misericordia en Cristo?**

Se proporciona un formato sugerido para ayudar a capturar todos los comentarios compartidos. También puede utilizar este formato para el informe final.

- **Pregunta # 1 y Pregunta # 2**
- **Comentarios compartidos: responde la pregunta "y explica lo que la persona dijo sobre cada pregunta".**

**Si varias personas comparten el mismo sentimiento,** puede resultar útil incluir marcas junto a cada comentario en lugar de escribirlo repetidamente, y ayudar a recordar cuántas personas compartieron el mismo comentario (consulte el ejemplo en la página siguiente).

**Durante la parte final de cada discusión en grupos pequeños:** Quien toma notas leerá las notas en voz alta para asegurarse de que los comentarios se registraron con precisión.

**Después de que se hayan realizado todas las sesiones de escucha:** el líder y su equipo asumen la responsabilidad de sintetizar todos los comentarios de la sesión de escucha en un documento de dos páginas utilizando las siguientes pautas: Times New Roman / fuente de 12 puntos / espacio 1.5 / en Inglés. Este documento debe escanearse y enviarse por correo electrónico al diácono David Ford con una copia a Ann Ventura.

**El informe debe entregarse el 15 de abril al diácono Dave Ford, vicecanciller, con copia a Ann Ventura. ([dford@dioceseofmonterey.org](mailto:dford@dioceseofmonterey.org) y [aventura@dioceseofmonterey.org](mailto:aventura@dioceseofmonterey.org))**



## **Pautas para el informe con el resumen del Sínodo de la Diócesis de Monterey**

### **Información de Contacto para el Sínodo**

(En caso de que el coordinador diocesano necesite contactarle para alguna aclaración, si fuera necesario)

Parroquia: \_\_\_\_\_

Párroco: \_\_\_\_\_

Teléfono: \_\_\_\_\_

Correo Electrónico: \_\_\_\_\_

Nombre del Coordinador del Sínodo: \_\_\_\_\_

Teléfono: \_\_\_\_\_

Correo electrónico: \_\_\_\_\_

Número aproximado de personas que participaron en todas las sesiones: \_\_\_\_\_

¿Cuántas sesiones de escucha tuvieron lugar? \_\_\_\_\_

## Discussion #1

Pregunta #1	Información compartida:
¿Dónde he visto o experimentado éxitos (y angustias) dentro de la(s) estructura(s)/organización/liderazgo/ vida de la Iglesia que alientan o dificultan la misión?	<p><input checked="" type="checkbox"/> Muchas personas asisten a los servicios desde diferentes partes de la comunidad.</p> <p><input checked="" type="checkbox"/> Las cenas comunitarias de Cuaresma unen a la parroquia.</p>
Pregunta #2	Información compartida:
¿Cómo pueden las estructuras y la organización de la Iglesia ayudar a todos los bautizados a responder al llamado a proclamar el Evangelio, y a vivir como comunidad de amor y de misericordia en Cristo?	Servicios ecuménicos.