



Synod 2021 – 2023 • For a Synodal Church

Spiritual Conversations Notetaker's Guide



Thank you for agreeing to serve as a notetaker for a Synodal Spiritual Conversation taking place at the Church of St. Francis Xavier. Your task is to record, synthesize and transmit to the parish what you hear from your small group as they share and listen to one another. Your notes will be vital in shaping what Xavier communicates to the archdiocese and ultimately the Vatican about our parish's Synodal experience.

Notetaking proceeds in three steps:

- 1. As the conversation proceeds, take careful notes** – handwritten or typed – as participants share in your small group. These notes are meant for your purposes only; they will form the “first draft” of what you send to the parish.
- 2. After the conversation concludes, synthesize and distill your notes** to answer all of the questions in this guide. These responses will be your report.
- 3. Once you've completed all your responses, transfer what you've written to the Google Form** that will automatically transmit your report to the Xavier Pastoral Council, which is collecting all notes. Here is a link to the form: <https://forms.gle/FwtmuhwPFBppdqB78>.

List of questions

Following is the list of questions that will form the basis of your report. Some people may find it easiest to type the first draft of these notes directly into this document as participants are speaking. Others may prefer to take notes with pen or pencil first. **Keep in mind that the notes you transmit to the parish are confidential and thus must be free of any identifying information about participants.**

1. ROUND 1 RESPONSES. What have been the joys and obstacles in your journeying together with the church? Share a brief story that illustrates your experience. [Summarize the response of each participant]
2. ROUND 2 RESPONSES. What moved, touched, or resonated with you as you were listening? [Summarize the response of each participant]
3. ROUND 3 RESPONSES. Reflecting on our conversation, how might the Holy Spirit be prompting you and all of us as Church to improve the ways we are journeying together? [Summarize the response of each participant]
4. Regarding the experiences shared in ROUNDS 1 and 2, were there any common themes? Were there areas of general agreement or disagreement? Were there experiences that—while not common in the group—stood out as noteworthy?
5. Regarding the recommendations for improvement in ROUND 3, please organize and list these recommendations, beginning with the points of greatest consensus.

Group demographics

Finally, please record the following demographic characteristics of the group. **In order to respect participants' privacy, do not ask these questions directly.** Instead, use your observations—and when applicable, participants' self-disclosures about their demographic characteristics—to answer these questions to the best of your ability.

Number of participants (not including facilitator or notetaker)	
Number of youth (appear to be under 18)	
Number of young adults (appear to be 18-39)	
Number of older adults (appear to be 40-64)	
Number of seniors (appear to be 65+)	
Number of women/female-presenting people	
Number of men/male-presenting people	
Number of self-described non-binary people	
Number of self-described lesbian, gay, bisexual, transgender or queer (LGBTQ) people	

Note any other relevant information you learned about the group's demographic characteristics during the conversation. Examples might include participants' race, ethnicity, or marital status. Again, please do not ask participants these questions directly.

That's it! Once you've answered all the questions here, visit our [Google Form](#) to transmit your responses to the parish. Here is a link to the form: <https://forms.gle/FwtmuhwPfbppdqB78>.