



**Pastoral
Discernment**
Northern Beaches

Consultation Facilitator Toolkit



Manly Beach on Sydney
Northern Beaches.

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;
pdnb@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
- Conversation in the Spirit Video resource:
https://www.youtube.com/watch?v=ixQSg5_I7hk&t=3s
- Conversation in the Spirit PDF graphic:
<https://bit.ly/conversationinthespirit>

www.bbcatholic.org.au/pdnb



Bulletin/ Newsletter Notice Template

PARISH / COMMUNITY INVITATION

Bishop Anthony Randazzo invites everyone in our community the opportunity to participate in the Pastoral Discernment Northern Beaches project. The Project aims to understand the unique challenges and opportunities distinct to the Northern Beaches 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. This is 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 thanks to God 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/pdnb 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

- Skilled facilitator to lead each small group listening and dialogue conversation at each table
- Table Scribe to work with the small group to complete the Small Group Conversation Summary report.
- Hospitality team
- 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
- 2 and 3 minute sand timers 1 per small group
- Data projector – to display a digital countdown 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 publishing the invitation at Masses, 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 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

DURING the Community Consultation Forum

- Provide hospitality such as food, and greeters to create a welcoming environment for all who come.
- Bring name tags 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, and/or community, 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 below)

Upload your
Parish / School / CatholicCare / community **Pastoral Discernment
Submission** by 1 July 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;

Psalms 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 WILL SING FOR YOU by Deirdre Ni Chinneide

<https://www.youtube.com/watch?v=2EsatYyzuxw&list=RD2EsatYyzuxw&index=2>

JIREH by Maverick City Worship & Elevation Worship
(cover by Cross Point Music)

<https://www.youtube.com/watch?v=nC8HCAg9eRE>

SWEET SUNSHINE by Gus & Iggy

<https://www.youtube.com/watch?v=sLAfwq5jxio>

THE SPIRIT AND THE BRIDE by Matt Maher

https://www.youtube.com/watch?v=k_OfB2mZdfA

WE COME TO YOU by Josh Blakesley

<https://www.youtube.com/watch?v=KryPlpZ6ViM>

RUN TO THE FATHER by Cody Carnes

https://www.youtube.com/watch?v=0aCFACV_2LE

LISTEN TO THE SPIRIT by Fr Rob Galea

<https://www.youtube.com/watch?v=1iGPFNoZTHc>

FALL AFRESH by Bethel Music

<https://www.youtube.com/watch?v=8VdXLM8H-xU>

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 Northern Beaches. 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. *We pray to the Lord*

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 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:

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☐

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

.....

Planning Ahead

Calendar of Events

[illegible]

Appendix 2

Conversation in The Spirit A Dynamic of Discernment in the Synodal Church

