Timeline for Parish Synodal Session(s)

Bishop Zubik has requested that each parish host at least one synodal session. All parishes are welcome to offer more sessions.

By January 14, 2022: Pastor and Point of Contact are to complete the following items:

I. Review Diocesan Synod Participant and Organizer Guides.

II. Select date, time and location for the parish synodal session(s).

III. Notify the Department of Communications and Community Relations of the details of the parish synodal session(s) at synodemail@diopitt.org. All synodal sessions will be published on the diocesan website and in the Pittsburgh Catholic magazine to ensure that all participants have the option to attend sessions that accommodate their schedules.

IV. Decide if a registration process will be used and what options will be available for participants to register. For example:
   A. Website form
   B. Bulletin form
   C. Communication with the Administrative Center by phone and/or email

V. Identify Facilitator and Note Taker(s) based on the roles in the Organizer Guide.

VI. View the training video. Facilitators are required to review the video. It is also recommended for the Point of Contact and Note Takers.

VII. Begin communications with parishioners to inform them about the parish synodal session(s) and process. Communications should be ongoing and span multiple platforms to reinforce the message.
   A. Bulletins
      1. Refer to Sample Bulletin Announcements sent via email from Bishop Zubik.
      2. Create a “Save the Date” box with specific registration information and deadlines to draw attention to the reader.
      3. Inform parishioners of how to participate in a session. Consider setting up a registration process and RSVP deadline of at least 7-10 days prior to the session.
B. Website
   1. Post synodal session date(s), time(s) and location(s).
   2. Registration details should be clearly posted on the parish website.
   3. A registration form can be created for the parish website. Contact Theresa Sullivan for more information at: tsullivan@diopitt.org.

C. Flocknote
   1. Text and email notifications can be sent regularly.

D. Announcements at Mass

**At least one week prior to the Parish Synodal Session(s)**

Remind all participants in the parish synodal session(s) to download the Participant Guide posted on the parish or diocesan website or pick up a hard copy at the Administrative Center. Participants should review the Participant Guide in advance and come to the sessions prepared to listen and prayerfully discuss the fundamental questions and core topics. The parish should provide hospitality (water, coffee/tea, cookies, etc.) and room/table set-up as suggested in the **Preparing for a Synodal Session** section of the Organizer Guide.

**January 16, 2022 – March 30, 2022**

Host synodal session(s) and create the synthesis for each session. **Note Takers are to provide all notes to the Facilitator immediately following the session.**

**Within 10 days of the Parish Synodal Session(s)**

Create a synthesis from the notes for each session and submit as directed in the **Role of the Facilitator** section of this guide.

**April 15, 2022**

Submission of any synthesis that is outstanding from a parish session is due to the diocese. A separate synthesis should be submitted for each parish synodal session held.