



September 24, 2021

Dear Brothers and Sisters in Christ:

As a graduate of the Catechetical Institute, you should have received my letter asking graduates (i) to participate in the six-session Synod Parish Consultation with small groups at your parish in the coming weeks and, if possible, (ii) to volunteer to serve as a facilitator or scribe of one of the small groups.

I am writing to make a second request of you given your experience facilitating a small group in the Catechetical Institute. I ask that you **prayerfully consider serving as a Facilitator for at least two Deanery Consultations, and time providing, to also serve as a Facilitator at the Archdiocesan Synod Assembly.** The Deanery consultations will occur over 4 Saturdays in January and February 2022, and the Archdiocesan Synod Assembly will occur over Pentecost weekend, June 3-5, 2022. The formation and skills you developed as a facilitator of a Catechetical Institute small group prepares you well for these leadership roles in the Synod.

For your reference, page 2 of this letter provides details about serving as a Deanery Facilitator. Page 3 provides details for serving as a Synod Assembly Facilitator.

To accept this invitation, please email ambassadors@archspm.org by October 15 and provide your preferred email and phone for future communications. Our Synod directors, Therese Coons and Father Bambenek, will communicate with you via a Flocknote sent by email. We ask for your preferred phone for emergency use only.

I hope and pray that you can be a part of this important work of the Synod. Thank you, in advance, for your prayerful consideration.

With every personal good wish and prayer,

Sincerely in Christ,

Most Reverend Bernard A. Hebda
Archbishop of Saint Paul and Minneapolis

As you prayerfully consider this request, below is more information about the roles of Deanery Facilitator and Synod Assembly Facilitator.

Please note that the job descriptions below are based on our current plans. The Deanery Consultation materials will be prepared based on the feedback from the Parish Consultation, so the job description may be adjusted accordingly.

DEANERY FACILITATOR

1. Deanery Event Dates, Locations, and Time:

- **Dates and locations:**
 - January 29: All Saints Church, Lakeville
 - February 5: Benilde-St.Margaret High School, St. Louis Park
 - February 12: Cretin-Derham Hall High School, St. Paul
 - February 19: St. John the Baptist Church, New Brighton
 - February 26: Bad weather make-up
- **Time:**
 - The consultation is from 9:30am – 3:30pm.
 - You are asked to arrive at 9:00am and plan to stay to 4:00pm

2. Deanery Facilitator Job Description

- Be a welcoming presence and gently guide the Deanery Consultation table discussions throughout the Saturday session.
- Collect paper feedback forms from the table members and input the data using an electronic link on your smart phone or computer.
- Note regarding your role: Your role is as a Deanery Facilitator only. Your role will not be a Deanery Consultation participant (unless you are appointed by your pastor to serve as one of the ten representatives of your parish at the Deanery Consultation).

3. Deanery Facilitator Commitment - Attend all of the following:

- **Parish Consultation with small groups:** Participate in your parish Synod small groups this fall (either as a table member, or as both a table member and a facilitator and/or scribe).
- **Virtual training:** Attend a virtual zoom training for Deanery Facilitators (estimated time is 1 hour).
- **Preparatory meeting:** Attend, as an observer, the preparatory meeting for parish representatives of the Deanery Consultation.
- **Deanery events:** Attend and fulfill your role as Deanery Facilitator for at least 2 of the 4 Saturday Deanery Consultations. You may opt to be a Deanery Facilitator for more than 2 of the Deanery Consultations.
 - Explanatory note regarding number of sessions requested: Our objective is to have at least 150 Deanery Facilitators. Each Deanery Consultation will require 80 Deanery Facilitators, which includes backups.

SYNOD ASSEMBLY FACILITATOR

1. Synod Assembly Dates, Times and Locations:

- **Dates and Times:** Friday afternoon or evening June 3 through Sunday evening June 5.
- **Location:** Cretin-Derham Hall High School, St. Paul

2. Job Description of Archdiocesan Synod Facilitator

- Be a welcoming presence and gently guide the table discussions throughout the Archdiocesan Synod Assembly.
- Collect the paper feedback from the table members and input the data using an electronic link on your smart phone or computer.
- Note regarding your role: Your role is as a Synod Assembly Facilitator only. Your role will not be a Synod Assembly member (unless you are one of two people appointed by the Archbishop to serve as a member of the Synod Assembly from your parish).

3. Commitment of an Archdiocesan Synod Facilitator - Attend all of the following:

- **Parish Consultation with small groups:** Participate in your parish Synod small groups this fall (either as a table member, or as both a table member and a facilitator and/or scribe).
- **Deanery Facilitator:** Serve as a Deanery Facilitator.
- **Virtual training:** Attend a virtual zoom training for Synod Assembly Facilitators (estimated time is 1 hour).
- **Preparatory meeting:** Attend, as an observer, the preparatory meeting for Synod Assembly members.
- **Archdiocesan Synod Assembly:** Attend and fulfill your role as Synod Facilitator for the entire 3 days of the Synod (Friday – Sunday).
 - Explanatory note regarding numbers: The Synod Assembly will require 100 Table Facilitators and Scribes, which includes backups. As a result, some Table Facilitators and Scribes who serve at the Deanery Consultation will not need to serve in the Synod Assembly.
 - After October 15, you will receive a further communication and be asked to indicate if you can also serve at the Synod Assembly.