



**PARTNERS
IN THE GOSPEL**

Input Review Synthesis Process

“What are our gifts?”

Once the community listening is complete, ensure every piece of input is read by at least two people to identify themes and suggestions. These themes and suggestions will be compiled into a synthesis document to share with the whole parish family. Here is a reading and synthesis process to assist with taking what was recorded and turning it into something useful for the pastor in his discernment, for the PFAC in their work moving forward, and for the community in gaining a better understanding of the sentiments shared at large. This process exists in three parts:

1. Have **multiple readers** review each input form. Readers may work in pairs or small groups. At least 2 people should read each piece of input.
2. The **duo or group** generates one document of themes based on what they read.
3. **One** writer creates a synthesis report based on the themes sheet(s) created by the readers.

For the process of reading and identifying themes, the following format may be helpful. This format was used to review 2,000+ pages of input received during the consultation on parish family configurations in Fall 2023 and was very effective:

1. When reading the notes ask: What stands out to you? Highlight key passages in one color. The goal here is to find general themes and trends across the sessions.
2. Use a different color to highlight specific suggestions or insights that would be helpful for the pastor of PFAC to know. If possible, highlight specific quotes, which may be helpful for the synthesis document.
3. Review the notes for *all* the listening sessions that were held. What themes emerged? Did people share a particular set of hopes or concerns? Jot these down.
4. After reading all the notes from a parish family, have a brief conversation with the other reader. Discuss what each noticed and as well as the most important hopes, concerns, and quotations to share with the pastor, PFAC, and parish family community. Collect these on the provided review sheet for use in creating the synthesis.
5. Keep in mind the synthesis writer needs to be able to read and understand the assessment. Ideally this person would write the synthesis by pulling directly from the reader notes, without re-doing them.