



## Parish Family Input Review and Synthesis Process

Once the community listening session 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. Use the questions below to assist with the development of this synthesis to help the community gain a better understanding of the sentiments shared at large. This process exists in three parts:

1. **Multiple readers** (at least 2) should review each input form. Readers may work in pairs or small groups.
2. The **duo/group** generates one summary 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 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 and PFAC to know. If possible, highlight specific quotes that were recorded, which may be helpful for the synthesis document.
3. Review the notes for *all* the listening sessions. What themes emerged? Did people share a particular set of hopes or concerns?
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 quotes to share with the pastor, PFAC, and community. Collect these on the provided review sheet for use in creating the synthesis.
5. Please remember the synthesis writer needs to be able to read and understand the assessment., ideally just pulling directly from the reader notes.