



# GUIDE FOR A SUCCESSFUL PARISH ASSEMBLY

## *Action Item 1: Choose a Parish Assembly Coordinator*

- Appoint a staff person or other lay leader who can coordinate your parish assembly in collaboration with you.
  - You could have more than one person to serve in this role.
  - Please email Emily Rizza at [erizza@dpvd.org](mailto:erizza@dpvd.org) with your coordinator name, email, and phone number.
- This person/people will complete all the action items below.
- An online training will be offered on **Monday June 15**.

## *Action Item 2: Pick the Date, Time, and Location*

- For seasonal parishes, if you think it appropriate, pick one of these dates (this would replace the Fall option):
  - July 25 or 26
  - August 1 or 2
- Pick a date during one of these weeks:
  - Week of September 21
  - Week of September 28
- Please report your chosen date to the Diocese by June 30 via email to Emily Rizza at [erizza@dpvd.org](mailto:erizza@dpvd.org).
- NOTES:
  - Parishes who have schools could host a separate assembly for the school community or invite proper representation to the parish assembly.
  - Parishes who have a particularly large ministry/outreach could consider hosting a separate assembly for those involved.
  - We recommend allotting at least 1.5 hours for the assembly. Larger groups might require more time.

## *Action Item 3: Appoint Additional Lay People to Key Roles*

- Emcee: leads participants through the assembly.
  - The parish assembly coordinator could serve as the assembly emcee
- Recorder: documents responses from participants. After assembly, he/she will collate responses and submit them via the online reporting tool: <https://bit.ly/42Dz1A3>.
  - Consider having a couple of recorders.
- Small Group Facilitator: ensures that each group stays on the topic, allows each voice to be heard, and shares what was discussed with the larger group.
  - See small group tips.
- Hospitality Coordinator: takes care of refreshments, sets up tables, and creates a warm atmosphere for those who participate.

## *Action Item 4: Choose and Prepare Registration Method*

- Possible Methods for Registration:
  - Parish Website
  - Flocknote (using RSVP functionality)
  - Email
  - Phone
  - Paper (clip out section in bulletin, in pew, or sign-up stations at doors)
  - Some combination of the above
- Information to gather with registration (recommended):
  - Name
  - Email
  - Phone
- NOTE: Set a registration deadline for your assembly.
- Send an email to registrants encouraging them to pray and prepare for the assembly. Include the 6 questions that will be discussed and the "rules for conversation."

## *Action Item 5: Promote and Invite Parishoners to Parish Assembly*

- Create a list of representatives who should be at the assembly and personally invite them:
  - Staff
  - Members of councils (core team, finance, and parish pastoral)
  - Trustees
  - Ministry leaders
  - Catechists
  - School leaders, teachers, parents (where applicable)
  - Parents (with younger children, older children, adult children)
  - Representation from different ethnic groups
  - Young adults (18-39)
  - High school youth
  - Retirees
  - Recent converts
  - Clergy who help at parish
  - Religious
- Share invitation with broader parish community:
  - Use flyer template (to be created).
  - Announce at Masses leading up to assembly, on website, and social media.
  - NOTE: We have created an online survey to allow those who cannot attend the in-person assembly to participate: <https://bit.ly/3PpCPlm>

## *Action Item 6: Have a Great Assembly! (See Parish Assembly Outline)*

- Recorder submits the common themes and summary of each of the six questions using the online reporting tool by Sunday, October 18.