

# EXPANDED NOTES

## for Note-Takers



## HOW TO CREATE EXPANDED NOTES

After the conclusion of the small group sessions, the note-taker and facilitator for each circle will meet (a) to share with each other perceptions of what was said during the session and (b) to discuss how to present the answers to the three prompts that will be documented on the following pages.

Unlike jot notes, the expanded notes need not follow the order in which participants spoke; rather, if several people in the group said much the same thing, it should be noted. However, still provide the sort of details that will make the meaning of comments clear and compelling. In other words, present, on the following pages, at least some of the stories participants shared during the session.

Two additional points: First, even if only one person said something, it is important and should be recorded. There will be a quantitative component of this project later, but the goal here is not primarily to learn how many people said a certain thing; rather, the goal is to document the range of experiences described, even if that means you describe what you heard only one person say.

Second, the facilitator and, especially, the note-taker (the person who will fill out the following pages) should gently but continuously remind themselves to keep their biases in check. In this role, your focus is on describing what was said as comprehensively as possible. One way to do this is to be sure that what is being written in the expanded notes reflects both the note-taker's and facilitator's perceptions about what was said. If time permits, the facilitator should review and provide feedback on what the note-taker has written before the expanded notes are submitted.

If possible, submit the expanded notes in typed form. These are the notes that will be reviewed by those responsible for writing an account of what was said during the small group sessions in the diocese, so it would be helpful if those reading your notes did not have to contend with penmanship issues. In some cases, however, those reviewing the submitted expanded notes may want more information, so we are also asking you to submit the jot notes for your session.<sup>1</sup> Both sets of notes should be submitted to the parish or group synod coordinator within two days after the completion of the small group sessions.

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<sup>1</sup>We do not expect notes to be typed.

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Name of parish/group and number (e.g., Sacred Heart Coronado, small group #1)

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## EXPANDED REPORT FOR QUESTION #1:

*“Tell us about a meaningful experience you or someone close to you had when participating in the Eucharist.”*

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## EXPANDED REPORT FOR QUESTION #2:

*“Tell us about a challenge you or someone close to you experienced related to the Eucharist.”*

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## EXPANDED REPORT FOR QUESTION #3:

*“As you leave this experience, how can you be the living presence of Jesus in your parish and community?”*