



NOTE-TAKER REPORT

Participants who function as note-takers during the small group sessions have an important task to do:

Document what people say about the following three questions.

Question #1: *“Tell us about a meaningful experience you or someone close to you had when participating in the Eucharist.”*

Question #2: *“Tell us about a challenge you or someone close to you experienced related to the Eucharist.”*

Question #3: *“As you leave this experience, how can you be the living presence of Jesus in your parish and community?”*

During the small group circles, you as the note-taker, will be taking notes, sometimes called “jot notes,” about what the people say in response to each of the prompts. Use the jot notes to capture key words, phrases or themes shared. You can then refer to these notes in your debrief with your group’s facilitator immediately after the small group session ends.

The jot notes are not intended to capture every word, rather brief notes unobtrusively taken. Later, you can extend your jot notes into expanded notes, which you will submit to your parish/group synod coordinator within two days following the small group sessions. When you do this, try to share at least some of the rich stories participants undoubtedly shared. Please include the kind of details that will make the stories you are recounting compelling and interesting. Your parish/group synod coordinator will forward your and others’ expanded notes and jot notes, along with an overall summary of ideas generated during the parish/group session, to the diocese.

Use the following pages to record your “jot notes.” Then, use other sheets to record your expanded notes that you will submit to your parish/group synod coordinator. In addition to being included in this guide, all of these forms are available for downloading on the webpage sdcatholic.org/communicationresources.



RESPONSES (Jot Notes) TO QUESTION 1:

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

Participant #1:

Participant #2:

Participant #3:

Participant #4:

Participant #5:

Participant #6

Participant #7:

Participant #8:



RESPONSES (Jot Notes) TO QUESTION 2:

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

Participant #1:

Participant #2:

Participant #3:

Participant #4:

Participant #5:

Participant #6

Participant #7:

Participant #8:



RESPONSES (Jot Notes) TO QUESTION 3:

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

Participant #1:

Participant #2:

Participant #3:

Participant #4:

Participant #5:

Participant #6

Participant #7:

Participant #8: