

2ND ROUND SYNODAL SYNTHESIS

Archdiocese of San Francisco



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PREPARED BY



Catholic Leadership
INSTITUTE

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Encountering the People of God: Approach and Methodology

Approach

In March 2024, the Archdiocese of San Francisco partnered with Catholic Leadership Institute to facilitate listening sessions for the diocesan interim phase in preparation for the Synod on Synodality in Rome in October 2024. These sessions followed the 2022 data collection efforts in which 25 listening sessions and the Disciple Maker Index survey reflected the voice of the faithful. The Holy Father's call to continue the dialogue led to three new topics to be explored:

1. Successes in Growing in Discipleship
2. Difficulties in Growing in Discipleship
3. Forming Disciples Who Make New Disciples

Methodology

1. The process was grounded in Prayer and Scripture

Prayer (e.g., *Adsumus Sancte Spiritus*, *Prayer to the Holy Spirit and spontaneous prayer*) was a cornerstone of the experience. Archbishop Cordileone provided Acts 4:8-12 for the Scripture reflection time that preceded the topic discussions. This allowed participants to get to know each other and set a tone of sharing and listening.

2. Facilitated consultative sessions

A Catholic Leadership Institute leadership consultant conducted three in-person listening sessions. Instructions were provided to each participant encouraging open listening and discussion. Volunteer scribes recorded small-group feedback/experiences and then submitted their notes to the leadership consultant for synthesis and incorporation into the final report.

3. 2022 Disciple Maker Index (DMI) Survey

All parishes were invited to participate in the 2022 Disciple Maker Index. The survey was made available in 20 languages, online, on paper, and in braille. It was provided through the Archdiocese and promoted within the parishes. The survey's purpose was to get a sense of how participants self-identify on their faith journey and how they believe parishes are accompanying them. Demographics are also self-identified and are helpful in seeing the scope of diversity and how well distinct groups within communities are being served.

A Time of Sharing: Findings

It is important to recall some important statistics from the 2022 Disciple Maker Index (DMI) survey, as the findings will be used in this report for context. The DMI gathered data from a significant number of participants. While 12,530 parishioners participated in the DMI survey, less than 100 people participated in the 2024 listening sessions. The listening sessions were conducted at three parishes in the Archdiocese, each one centrally located in each of the three counties that comprise the Archdiocese of San Francisco. The listening session feedback is valid and important even though it is a small sample size. The recently captured data from the 12,530 DMI respondents is used for purposes of comparison.

Demographics

Feedback participant demographics were collected in two ways:

- 1) The Disciple Maker Index captured demographics as voluntary, self-reported data.
- 2) At listening sessions, the Catholic Leadership Institute Leadership Consultant completed an observation form

2022 DMI

Of the 12,530 respondents, nearly 10,000 answered questions about demographics. The data is presented below:

Ethnicity/Race	9789 Responses	Age	9835 Responses
Black or African American	1%	Under 18	2%
Hispanic or Latino	15%	18-25	1%
Asian American	22%	26-35	3%
Caucasian	54%	36-45	10%
		46-55	16%
		56-65	21%
		66-75	24%
		Over 75	23%

Sex	9724 Responses
Male	33%
Female	67%

The 2022 Disciple Make Index (DMI) survey respondents were mostly over the age of 45 (85%). Females comprised two-thirds of the respondents while males only about one-third. Caucasian participants were the majority represented in the listening sessions, constituting 78%, but for the DMI survey, only 54%.

2024 Listening Sessions

There were 83 participants at the three consultative sessions. The observed demographics of participants are listed below:

TOTAL	83 Participants
Age	
Under 30	4%
31-50	17%
51-70	59%
Over 70	20%
Sex	
Male	31%
Female	69%
Ethnicity	
Asian American	8%
Caucasian	78%
Hispanic/Latino	12%
Black or African American	1%

Most of the attendees of the listening sessions were from the Baby Boomer generation (79% were over age 50) with some Gen Xers (17% aged 31-50). Few Millennials participated (< 4%).

Executive Summary and Key Learnings on Guiding Topics

A variety of perspectives and opinions were offered by listening session participants and, in this report, are contextualized with the 2021 Disciple Maker Index results. This diversity of feedback from the three sessions revealed several repeated themes, which are discussed in detail in the listening session data. The **top three** repeated themes are outlined below.

Theme #1 – Our Clergy

It was apparent from the listening sessions that priests have the utmost influence on individuals' experience of the Church. This is confirmed by the national Disciple Maker Index data that revealed that those who strongly recommend their pastor to a friend are 11 times more likely to recommend their parish to a friend. In the listening sessions, the priests were commended for their support, care, and service to the Church. With that, priests were also the topic of some of the difficulties, most notably in specific instances of being unwelcoming to different groups of people, lacking sensitivity on difficult issues, or lacking humility.

The faithful also recognize the declining number of priests and want to see deacons become more involved as well as women. However, very few (DMI respondents or listening session attendees?) have ever invited a man to consider a vocation to the priesthood (only 16%).

The Disciple Maker Index results indicate that 75% of respondents would recommend their pastor to a friend and 68% would recommend other priests serving their parish to a friend. This aligns with the praise that listening session participants gave about their priests. By and large, Disciple Maker Index respondents feel welcomed and accepted (82%). Even still, 8% of respondents (roughly 1000 faithful) disagreed or strongly disagreed that they felt welcomed and accepted.

Theme #2 – Community

The theme of community was noted as both a contributor of success in growing in discipleship and one that poses difficulties in growing in discipleship. Listening session participants value their communities and seek opportunities to develop deeper connections; however, participant findings on the Disciple Maker Index indicate that overall participation is low. Approximately 11% spend five hours or more at parish-related activities each week. Those who are most engaged in their community experience a stronger commitment to their parish and grow in discipleship. Getting community members to commit to involvement continues to be challenging.

In some cases, there is still a sense of division among cultures, though, a desire to be unified. A call for more intergeneration and intercultural dialogue was identified to help one another build community and move forward in discipleship. Participants want to share in each other's burdens and help one another in service. This somewhat aligns with the 2021 Disciple Maker Index survey in which 65% of participants indicated that

their parish community provides support in times of need. The national average for this response is slightly higher (69%), showing that this may be an area of opportunity for parish communities.

Theme #3 – Service & Outreach

Listening session participants expressed the faithful’s commitment to serving one another (both within and outside of the parish community). There is great acknowledgement of the needs of brothers and sisters within the boundaries of the Archdiocese. Service and outreach are noted as a great way to work side by side and put *faith in action*. They want a larger focus on a comprehensive outreach strategy. Participants believe that discipleship can happen more effectively when these relationships are built, thus, bringing more people to the Church. It is also predicted that more opportunities to serve will bring youth and young adults into the life of the Church.

Several scribes noted discussions about the great work of St. Vincent de Paul Society. They wish to build upon that organization and the service that its members provide.

The 2022 Disciple Maker Index shows that 74% believe the parish provides opportunities to serve those in need, yet only 34% report serving at least monthly or more often. Furthermore, 27% report never serving.

Topics - Responses and Corresponding Analysis

Three topics for exploration were identified by the Archdiocese in alignment with the Holy Father’s recommended synod process. The following section provides a review of the findings. Within each, the findings focus on the listening sessions and are contextualized with the data from the 2021 Disciple Maker Index survey. Listening session themes are listed in order of prevalence.

Topic 1 – Successes in Growing in Discipleship

How has your faith in Jesus Christ and His Church been positively impacted by your parish or Church leadership or its structures?

Listening Sessions- Top Themes

1. **Clergy.** The most impactful positive experiences at parishes were credited to relationship with and acceptance by the priests at the parish. Several groups indicated feeling welcomed and understood by parish priests. These encounters lead to greater faith, most particularly in the Catholic Church.
2. **Community.** The parish community was noted as a significant contributor to the faith development of participants. Again, the theme of feeling welcomed and accepted was discussed, this time in the context of community. Additionally, getting to know one another and supporting one another through challenging times increases people’s faith.
3. **Service & Outreach.** Performing service together as a parish community and having an outreach strategy for those in need in the parish and its surrounding community helps participants grow in their faith.
4. **Liturgies.** Attendance and participation in the Mass is another way that participants grow their faith through the leadership and its structures. Offering various times, different languages and diversity of music are all positive aspects that leadership facilitates.

5. **Involvement.** Involvement in ministries and events helps people grow in their faith. The Church provides opportunities that indirectly helps members grow closer to one another and to their faith in Jesus Christ and His Church.

In what ways have your experiences with the Church's structures, leaders, or parish life been positive?

2024 Listening Sessions- Top Themes

Four of the five prevailing themes from the first question rose to the top for question two.

1. **Community.** The notion of acceptance, welcoming, and closeness was very positive for participants. They value bonding with one another and with clergy. They seek deep, meaningful relationships.
2. **Service & Outreach.** Participants are committed to caring for the poor. They have had positive experiences in doing this together, most specifically with St. Vincent de Paul Society. The idea of social justice and faith in action is very critical in creating positive experiences within the church structures.
3. **Mass.** Gathering together to pray and worship has been a positive experience. Attendance has been growing post-COVID. Coming together to receive the Eucharist, listen to Sacred Scripture, and take-in homilies has been spiritually enriching.
4. **Clergy.** The pastors are heroic. They are welcoming and accepting and lead by example. The participants feel that they have been blessed by these great leaders.
5. **Diversity.** The Archdiocese is a diverse community, and celebrating that diversity is beautiful. Having Masses in Spanish has been a wonderful experience. Bringing cultures together continues to be beneficial to the experience of participants.

Topic 1- Related 2021 DMI findings:

- 76% agree or strongly agree that they would recommend their pastor to a friend
- 71% agree or strongly agree that they would recommend their parish staff to a friend
- 81% agree or strongly agree that they would recommend their parish to a friend
- 82% agree or strongly agree that their parish makes them feel welcomed and accepted
- 65% agree or strongly agree that the parish provides a community to support me and/or my family in times of need
- 83% attend Mass at least weekly
- 73% agree or strongly agree that Masses are vibrant and engaging
- 71% agree or strongly agree that the parish exhibits care to members of our community through charitable works and donations
- 74% agree or strongly agree that their parish provides opportunities for them to serve those in need.
- 71% believe that the Church is critical to their relationship with God.
- Only 35% volunteer for some kind of service on a monthly basis.
- Only 13% participate in a parish social event on a monthly basis.

Summary of Successes in Growing in Discipleship

There is consistency between what was heard in the 2024 listening sessions and survey feedback from 2022 concerning the successes that participants experience in growing in discipleship. Findings for both questions heavily overlapped, highlighting the importance of community, clergy, Mass, and service and outreach. In each theme was a sub-theme of feeling welcomed and accepted.

Topic 2 – Difficulties in Growing in Discipleship

How has your faith in Jesus Christ and His Church been discouraged by your parish or Church leadership or its structures?

Listening Sessions- Top Themes

1. **Hot-Topic Issues.** Most often, the hot-topic issues discussed are concerning dogma and/or Church teaching on the topic. While some believe that the Church is too liberal on these issues and some believe that the Church is too conservative, there is agreement that these hot-button issues need to be addressed head-on. Most notable was the issue of women as priests or in other visible leadership roles. Particularly with the decrease in vocations, some believe that it is time to give women a chance. Next, the concepts of sexual identity, homosexuality, divorce and remarriage were all brought to the table. Many negative experiences stem from those who are frustrated with Church teaching and/or the lack of tools or understanding that they have and perceived rejection (including but not limited to access to the Eucharist). Additionally, many struggle (for example) as parents of children who experience same-sex attraction and find no help in the Church.
2. **Lack of Youth & Young Adults.** Some participants believe that children are unwelcome in Masses and that the Archdiocese is not doing enough to appeal to or recruit youth and young adults. They feel that the teachings and structures do not support the reality of young peoples' lives.
3. **Unwelcoming.** The notion of being unwelcoming also touched on the belief that children are not welcomed at the Mass. Similarly, some preaching and teachings push people away. One bad experience can sustain a feeling of not being accepted.
4. **Disharmony & Inconsistent Teachings.** Again, some believe the Church is too flexible on difficult issues, while others maintain it is too inflexible. Either way, the disharmony among leadership, priests, and bishops is evident and is discouraging to the faithful. The faithful want to see leadership align.
5. **Leadership.** In a similar way, leadership is viewed in both dynamics (too liberal or too conservative). Generally, participants felt that the Archdiocese lacks a vision, clear consistent teaching, and general leadership of its people. A sub theme of leadership that came out was the recognition that lay people need to be providing leadership to their parishes given the declining number of priests.

In what ways have your experiences with the Church's structures, leaders, or parish life been negative?

2024 Listening Sessions- Top Themes

1. **Leadership.** Participants identified leadership as the biggest impact on negative experiences within the Church. Several issues of leadership were discussed. The faithful believe that the vision of the Archdiocese is lacking and that part of that vision should be *care for the poor*. Participants were disappointed that many leaders (priests and bishops) do not follow the Church teachings themselves. There was also much discussion about the need for laity to assist in leadership at the local level. There is a belief that the clergy are not trained for many of the responsibilities that they have.
2. **Hot-Topic Issues.** Hot-topic issues were prominent regarding participant experiences within the church structures, parish life and with leaders. Participants believe that these issues drive people away from the Church whether due to Church teaching itself, the lack of tools and support, the way the information is presented, or the attitude towards certain groups (women, people who struggle with gender identity or same-sex attraction, the divorced and remarried, immigrants, etc.).
3. **Education & Formation.** Participants believe that the faithful are not well formed or catechized. Particularly, the need for an educational overhaul was noted. There was an eagerness to have additional education and formative opportunities at all levels.

4. **Priest Issues.** Another contributor of negative experiences within the Church that was discussed is the pastor's inability to manage staff and volunteers. Furthermore, the limited availability of priests is difficult for the faithful. Participants are aware that there are not enough priests, although, their desire to have relationships with their priests has not changed.
5. **Unwelcoming.** In the first topic, participants noted how impactful a welcoming spirit can be in strengthening faith and building community. It is consistent that negative experiences of unwelcoming have had the opposite effect of turning people away from the Church.

Topic 2- Related 2022 DMI findings:

- Only 55% agree or strongly agree that the parish is growing their confidence in answering someone's question about the faith
- 20% have never answered another person's question about a Catholic teaching
- Only 52% agree or strongly agree that they are involved in decisions that affect the future of the parish
- 54% have never attended a class or workshop about the Catholic faith (in person or online)
- 75% agree or strongly agree that their parish helps them grow spiritually
- 70% agree or strongly agree that in the teaching authority of the Church
- 77% agree or strongly agree with Jesus' moral teachings for their lives as taught by the Church
- 84% have never invited someone to consider a priestly vocation

Summary of Successes in Growing in Discipleship

There was clear overlap among the themes that surfaced at the 2024 listening sessions between the first and second topics. Similarly, in general, there was alignment between the 2022 survey results and the 2024 listening sessions regarding the critical role of the pastor/priests, the notion of welcoming, and communal aspect of the faith. Similar to the results from the 2022 listening sessions, participants expressed a desire for clear and consistent teachings from Church leaders and additional opportunities for faith formation in order to understand and explain these teachings to others. On the theme of hot topics, there was a decided contrast with the 2022 survey data that reported 70% strongly agreeing with the teaching authority of the Church and 77% of survey respondents stating they believe in Jesus' moral teachings for their lives as taught by the Church.

Topic 3 – Forming Disciples Who Make New Disciples

What would most positively impact your growth in Christian Discipleship? What would most help you mirror Christ's love and mercy for others?

2024 Listening Sessions- Top Themes

1. **Education & Formation.** There was an overwhelming response by participants that education and formation is critical to discipleship. Many specified the need for adult faith formation, family catechesis, and Bible studies. Participants need support, resources, and other tools to help them spread the faith to others.
2. **Service & Outreach.** Some participants desire more focus on social justice issues and a strategy for outreach. They acknowledged that parishes are doing a lot individually, but a collaborative effort working toward a larger vision would be more effective. Some suggest that reaching out to those within the parish community and those in surrounding neighborhoods would increase participation in the life of the parish.

3. **Welcoming.** Some participants want to focus on welcoming and being tolerant of everyone including, but not limited to, women, members of the LGBTQ community, new people, and those who speak other languages. Fostering a more welcoming spirit is viewed as imperative in bringing people to the faith.
4. **Hot-Topic Issues.** Again, some participants expressed the desire to have women in leadership roles (even as priests) and more fully and pastorally address same-sex attraction and gender ideology. The lack of addressing hot topics head-on is seen as a major barrier in discipleship.
5. **Community Involvement & Inclusion.** Being united with one another, sharing burdens, and being inclusive will build strong bonds by which discipleship can grow. It is important that other Catholics support one another and become more involved in the life of the parish. Additionally, bringing together diverse communities will only make parishes stronger.

How can the structures, leaders, and parish life most effectively support you in this goal of being a disciple who makes new disciples for Christ?

2024 Listening Sessions- Top Themes

1. **Education & Formation.** A consistent theme, participants believe that education and formation is the key to growing in discipleship and equipping them to make new disciples. There is a desire for education and formation at all levels. Bible study is also something that is wanted.
2. **Service & Outreach.** With a commitment to the poor, reaching out to communities in love can bring people together. While serving, the faithful can offer testimony as well as evangelize local communities.
3. **Clergy.** Participants want to see priests out in the community more often. Knowing that numbers of priests are dwindling, some participants want to see the role of the deacon increased as well as the role of women. Furthermore, priests must be humble and welcoming.
4. **Community & Evangelization.** Community gatherings are an entry point for discipleship. There's a need for more intergenerational communication, inclusivity, and welcoming. Growing the community bond will only result in more effective discipleship.
5. **Feedback.** The laity want to be heard and be included in decision making. The synod sessions are a great start, but this needs to happen at the parish level as well. Additionally, the faithful would like to have opportunities to express themselves and work toward solutions.

Topic 3- Related 2022 DMI findings:

- Only 57% feel that their parish equips them to share the story of Jesus.
- Only 44% feel that their parish equips them to share their personal witness story.
- Only 46% agree or strongly agree that their parish teaches them to read and pray with the Bible
- 72% agree or strongly agree that the Church helps them recognize God working in their lives.
- 63% agree or strongly agree that their parish helps them develop a personal prayer life that connects them with God.
- Only 50% agree or strongly agree that their parish provides high-quality events and other opportunities to which they can invite others.
- Only 46% agree or strongly agree that their parish provides retreats, workshops, and other resources to help them figure out the purpose of their lives.
- Only 22% invite someone else to Mass on a monthly basis.
- Only 15% invite someone else to a parish activity on a monthly basis.

Summary of Forming Disciples Who Make New Disciples

Participants were very consistent with overarching themes. Education and formation are the most important factors in growing in discipleship and forming others. While that was vocalized, only 54% of those who took the 2022 Disciple Maker Index have participated in some type of education event. There is a disconnect in the desire of the 2024 listening session participants (smaller sample size), and what is happening. Service and outreach is another area that is consistently surfacing.

Next Steps

This synthesis report will be reviewed by leaders in the Archdiocese of San Francisco and made publicly available on the Archdiocesan website. It will be submitted to synod team members in Washington, D.C. The committee at the United States Conference of Catholic Bishops will submit its national report to Rome. Please note that the report does not capture direct quotes or any individual comments, rather, it includes reoccurring themes that were articulated by participants.

Parishes of the Archdiocese of San Francisco are encouraged to continue to use their *Disciple Maker Index* (DMI) Survey results as the starting point for pastoral planning or, minimally, some response to the faithful.

Appendix

Experience Participation & Design – A Time of Inclusive Dialogue

Consultative Materials – Participant Handout (in Spanish as well)



For a synodal Church
 communion | participation | mission

Welcome!

The Holy Father has called us to engage in this global dialogue at this particular moment in the Church's life for a very specific reason. It is not to solve one specific issue or revise a piece of doctrine. It is to regain our ability to listen, to demonstrate the interdependence of our respective journeys of faith, and to remind us that the Holy Spirit is "at work in every place and time." (from *Adsumus Sancte Spiritus*) The "Synod on Synodality: Communion, Participation, and Mission" is a multi-year process of listening and dialogue that began in 2021.

Pope Francis invites the entire Church to reflect on a theme that is decisive for its life and mission: "It is precisely this path of synodality which God expects of the Church of the third millennium." This journey, which follows in the wake of the Church's "renewal" proposed by the Second Vatican Council, is both a gift and a task: by journeying together and reflecting together on the journey that has been made, the Church will be able to learn through her experience which processes can help her to live communion, to achieve participation, to open herself to mission. (Courtesy of USCCB).

Guiding question for local churches:

1. Where have I seen or experienced success - And the distresses - within the church's structures (s)/ organizations / leadership / life that encourage or hinder the mission?
2. How can the structure and organization of the church helps all the baptized to respond the call to proclaiming the gospel and to live as a community of love and mercy in Christ?

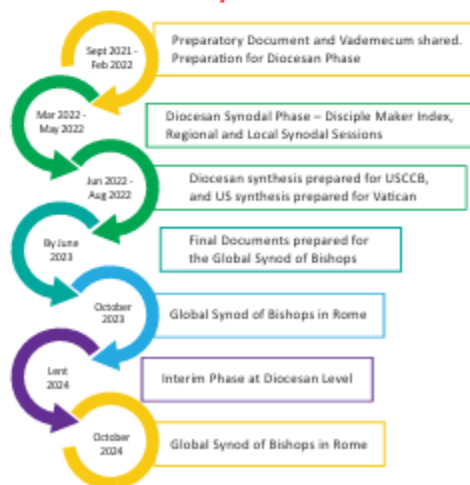
Our Time Together

- Welcome, Opening Prayer, and Overview
- Scriptural Reflection
- Synodal Dialogue
 - Topic 1: Success in Growing in Discipleship
 - Topic 2: Difficulties in Growing in Discipleship
 - Topic 3: Forming Disciples Who Make New Disciples
- Closing Prayer

Adsumus Sancte Spiritus

We stand before You, Holy Spirit,
as we gather together in Your name.
With You alone to guide us,
make Yourself at home in our hearts;
Teach us the way we must go
and how we are to pursue it.
We are weak and sinful;
do not let us promote disorder.
Do not let ignorance
lead us down the wrong path
nor partiality influence our actions.
Let us find in You our unity
so that we may journey together
to eternal life
and not stray from the way of truth
and what is right.
All this we ask of You,
who are at work in every place and time,
in the communion of the Father and the Son,
forever and ever.
Amen.

Synodal Timeline



For more information about the Synod, visit <https://www.synod.va/en.html>

As we enter into this sacred time together, please help us to honor the spirit of synodality, by embracing and modeling the following norms to ensure a fruitful experience:

- **We are here to enter into prayerful, serene listening.** Avoid debate or argument or jumping in with your thought, rather ensure others have time to finish their thought and allow for some silence so that you can really process their offering.
- **We are here to share our respective journeys of faith.** Avoid advocating for programs, policies, procedures, rather focus on reflecting back on your journey and looking forward to the future with hope.
- **We are here to receive and honor the stories of others.** Avoid repeating specifics of what you've heard outside of the session, rather share the fruits and challenges of the overall experience of synodality.
- **We are here to discern the will of the Holy Spirit.** Avoid trying to persuade or pressure others into your will, rather listen for common threads and profound insights.

Scripture Reflection Activity

"Then Peter, filled with the Holy Spirit, said to them, "Rulers of the people and elders, if we are being examined today concerning good deeds done to a cripple, by what means this man has been healed, be it known to you all, and to all the people of Israel, that by the name of Jesus Christ of Nazareth, whom you crucified, whom God raised from the dead, by him this man is standing before you well. This is the stone which was rejected by the builders, but which has become the cornerstone. And there is salvation in no one else, for there is no other name under heaven given among men by which we must be saved." (Acts 4:8-12)

Questions for Scripture Reflection Activity:

What experiences in your faith journey does this Scripture call to mind? Some ways that you can approach this question:

- What joys or sorrows do they provide?
- What obstacles or wounds are brought to light?
- What hope is found?

Prayer to the Holy Spirit

Come, Holy Spirit, fill the hearts of your faithful. And kindle in them the fire of your love.
Send forth your Spirit and they shall be created. And you will renew the face of the earth.

Lord, by the light of the Holy Spirit you have taught the hearts of your faithful.
In the same Spirit help us to relish what is right and always rejoice in your consolation.
We ask this through Christ our Lord.

Amen.

Topic 1: Successes in Growing in Discipleship

1. How has your faith in Jesus Christ and His Church been positively impacted by your parish or Church leadership or its structures?
2. In what ways have your experiences with the Church's structures, leaders, or parish life been positive?

Topic 2: Difficulties in Growing in Discipleship

1. How has your faith in Jesus Christ and His Church been discouraged by your parish or Church leadership or its structures?
2. In what ways have your experiences with the Church's structures, leaders, or parish life been negative?

Topic 3: Forming Disciples who make New Disciples

1. What would most positively impact your growth in Christian Discipleship? What would most help you mirror Christ's love and mercy for others?
2. How can the structures, leaders, and parish life most effectively support you in this goal of being a disciple who makes new disciples for Christ?



Scribe Instructions for Synodal Consultative Sessions

Thank you for agreeing to serve as a scribe for your small group. Your role is to help capture themes, topics, questions, and recommendations from your group.

Please use the “Scribe Form for Synodal Sessions” to capture what your group shares.

When taking notes, please keep in mind the following:

- Use the provided note-taking handout.
- Please write as legibly as possible.
- Listen for themes and key words; you do not have to write every word that is shared. Bullet points will be especially useful.
- If a word or idea is repeated, you can place a hashtag (#) next to it to indicate the repetition.
- If someone offers a moving comment or articulates an idea particularly well, please record that in your notes.
- Be sure to indicate the areas in which there is agreement in the group as well as the areas where group members have different opinions.