

# GUIDE FOR SURVEY COORDINATORS



Dear survey coordinator,

Thank you for agreeing to be the coordinator for your Parish, for the Parish 2020 Parish and Community Consultation for the Archdiocese, and welcome to this first stage of the planning process. Your assistance is critical to the success of this consultation, and we appreciate your generosity in serving your Parish and the Archdiocese in this way.

## WHAT ARE THE COORDINATOR TASKS?

You are being asked to liaise closely with the Parish Priest and Parish leadership team in coordinating the administration of the consultation process in your Parish generally, and to be the point-of-contact person for the *Parish 2020 Working Group*.

## TELL ME MORE ABOUT THIS CONSULTATION PROCESS?

To assist you, attached is a document providing some background to Parish 2020 including information about the Parish and Communities Consultation.

In brief, the Archbishop wishes to hear from all the faithful across the Archdiocese with their opinions and feedback on growing and supporting our Parishes for the future. This feedback to be received using the survey template designed for this purpose. This survey takes around 10-15 minutes to complete and responses are due by 31st March 2017.

## WHAT IS INVOLVED IN ADMINISTERING THE CONSULTATION

Much will depend upon the method of consultation chosen for your Parish or Community by your Priest and the Leadership team. This may take the form of a parish and community wide survey (online and/or paper version); Parish/Community assembly and/or focus groups etc.

Whatever method has been decided upon, the following is recommended when preparing for and conducting the consultation:

### STEP 1—Attend one of the Facilitators Seminars

The Archdiocese is conducting three seminars during February, one located in each Region of the Archdiocese. Parishes are invited to send their appointed coordinator, and one or two Parish leaders to any one of these seminars. These gatherings are an opportunity for these representatives to meet with the local Auxiliary Bishop and members of the working group, hear more about this pastoral project, engage in Q&A, and generally be well-informed to facilitate reflection, prayer and discussion in response to the consultation survey in their local community. For more information, and to register, please see the form attached with this Guide.

### STEP 2—Access the Consultation Resources

Visit [www.sydneycatholic.org/parishes/parish2020/](http://www.sydneycatholic.org/parishes/parish2020/)

- (a) Revisit Archbishop Anthony Fisher's Parish 2020 presentation
- (b) Review the consultation resources

*Each Parish will also be provided with a Consultation Pack which will include hard-copies of the online resources.*

### LAUNCH RESOURCES

Archbishop Fisher's  
Parish 2020  
presentation  
Parish 2020 Q&As  
Parish 2020 Prayer

### PARISH & COMMUNITIES CONSULTATION RESOURCES

Online survey URL link  
Paper version Survey PDF  
Suggested Bulletin Item  
Suggested Intercessory Prayer  
Power-point + Speaking notes  
Parish Facilitator's seminars  
information and registration  
Parish and Deanery Profile  
(available on request)

The Parish 2020 Working  
Group would appreciate  
receiving final feedback  
for the Parish and  
Community consultation  
by **31 March 2017**.

### STEP 3—Advertise the Consultation

The aim of this consultation is to hear back from as many people across the Archdiocese as possible. Advertising is vital in order to reach, not only regular parishioners, but others in the community. It is important to hear from the many diverse voices which reflect the Church in Sydney.

Please use whatever methods are available to you to communicate details of the consultation as broadly across your community as possible eg: Parish website and other social media technology, links to the Parish 2020 website, newsletter items, fliers, items published in local newspapers, information distributed throughout the local schools, nursing homes, etc. within your local area.

### STEP 4—Plan and conduct the Survey

In consultation with your Priest, the Leadership team will have agreed on a preferred method for your parish/community consultation:

(a) **Parish Wide Survey:**

Publicise the URL link for the online survey version <https://www.surveymonkey.com/r/2V7XL9X> and print and distribute copies of the paper version of the survey (for people not wishing to use the online option) with a reminder that the due date for submitting completed responses is 31 March 2017. *(Please note: the online survey can only be completed once from a device)*

For those opting to use the paper version, the survey suggests return by mail to the Chancery : **Parish 2020, Level 11, Polding Centre, 133 Liverpool Street NSW 2000**

Alternatively people may leave their forms with the Parish Office who will forward to the Chancery on their behalf. As coordinator, please ensure that written surveys left with the Parish Office are mailed on a regular basis. This will assist the Working Group with collating responses.

(b) **Focus Groups and/or Parish Assembly**

For Parishes opting to consult through discussion groups, parish assembly, etc., it is important that such groups are scheduled with sufficient time for the Parish to collate the collective reflections of these gatherings, using the survey template to submit the collective response.

### STEP 5– Other Survey Considerations

As much happens over Christmas and New Year and throughout January, it is suggested that people be reminded of the Archbishop’s Pastoral letter launching Parish 2020. The Parish might consider

- (a) Re-playing the Archbishop’s DVD presentation;
- (b) Regularly including Parish 2020 in the Prayers of the Faithful, and otherwise encourage Parish Committees and groups to pray for the success of Parish 2020;
- (c) Publicising Parish 2020 widely and regularly throughout the Parish and neighbouring community

### WHERE WILL THE RESULTS OF THE CONSULTATION BE PUBLISHED?

The Parish 2020 Working Group is responsible for collating and analysing the survey responses and the results of the survey provided to Archbishop Fisher for his reflection. The feedback will also be made available on the Parish 2020 website link, and will feed into the second phase of consultation to take place later this year.

#### WHAT SUPPORT IS AVAILABLE?

The Working Group are available to assist and support you. Please email **[parish2020@sydneycatholic.org](mailto:parish2020@sydneycatholic.org)** or phone **9390 5233** to speak with a representative of the Working Group.

#### THANK YOU!

The Working Group are very grateful for your willingness to assist with this most important project and you may be assured of our prayers and full support.





CATHOLIC ARCHDIOCESE OF SYDNEY

# FACILITATORS SEMINAR



## PURPOSE OF THE SEMINAR

The Archdiocese is conducting three seminars during February, one located in each Region of the Archdiocese. Parishes are invited to send their *appointed coordinator*, and *one or two key Parish leaders* to any one of these seminars.

These gatherings are an opportunity for these representative to meet with the local Auxiliary Bishop and members of the working group, hear more about this pastoral project, engage in Q&A, and generally be well-informed to facilitate reflection, prayer and discussion in response to the consultation survey in their local community.

## SEMINAR PREFERENCE (Choose only one)

SEMINAR A	SEMINAR B	SEMINAR C
<b>DATE</b> Wed 15 Feb 2017	<b>DATE</b> Sat 18 Feb 2017	<b>DATE</b> Tues 21 Feb 2017
<b>VENUE</b> Polding Centre	<b>VENUE</b> Lidcombe Parish Hall	<b>VENUE</b> Gymea Parish—Benedict Hall
<b>ADDRESS</b> Level 8, 133 Liverpool Street, Sydney	<b>ADDRESS</b> 2 Mills Street, Lidcombe	<b>ADDRESS</b> 123 Gymea Bay Rd Gymea
<b>TIME</b> 5.00pm—6.30pm	<b>TIME</b> 2.30pm—4.00pm	<b>TIME</b> 7.00pm—8.30pm
<b>Close to Museum Station</b>	<b>PARKING available</b> <b>Close to Lidcombe Station</b>	<b>PARKING School grounds</b> (Enter off Koorabell Avenue) <b>Close to Gymea Station</b>

## REGISTER

(Please complete one registration per person attending)

**PARISH or COMMUNITY NAME** .....

**Signature of Priest or Community Leader** .....

**SEMINAR PREFERENCE (A, B or C—One only)** .....

**SURNAME** ..... **FIRST NAME** ..... (Mr/Ms/Miss/Mrs)

**YOUR ADDRESS** .....

**YOUR EMAIL** .....

**PHONE** ..... **MOBILE** .....

### Thank you for Registering

Please return this completed form By email to: parish2020@sydneycatholic.org  
Or by Mail: Parish 2020, Level 11, Polding Centre, 133 Liverpool St, Sydney 2000

Learn more about Parish 2020  
[www.sydneycatholic.org/parishes/parish2020/](http://www.sydneycatholic.org/parishes/parish2020/)



For assistance please email us: [parish2020@sydneycatholic.org](mailto:parish2020@sydneycatholic.org)  
or hone us on 9390 5233