

Sample Meeting Agenda for TOWN HALL

Welcome and Opening Prayer

Introduction

Private Reflection

Please reflect quietly on the following question, and make note of your thoughts and feelings in the space provided.

- 1) Looking back at your experience of parish life at our parish over the past few years, what are the 2-3 things that you most value and appreciate? Include an example of a time when you felt most enthused and proud to be a member here. *(Use opposite side as needed.)*



*I came that they might have life,
and have it more abundantly.*
John 10:10

Small Group Discussion

- First person shares their response to Question One. All listen.
- Invite another person by name to share their response. Continue
- Summarize and record key responses on table flip chart
- Discuss & asterisk the 3 ideas that received the most interest/support.

Private Reflection and Small Group Discussion (see Notes above)

- 2) As you look ahead to the future, if you could imagine or transform our parish in any way you wished, what 3 things would you do to enhance its life and vitality? *(Use opposite side as needed.)*

Break

Large Group – Reports and Discussion

- Report highlights from each group, with clarifications as needed
- Reflect upon all we have heard and what it means to us

Next Steps

Closing Reflections and Prayer

As a Catholic people we are called:

- + I CALL us to be servant leaders who are people of the WORD, preaching, teaching, evangelizing and cherishing the Gospel message throughout our entire lives.
- + I CALL us to be servant leaders who WORSHIP our God and celebrate the Sacraments in union with the universal Church.
- + I CALL us to be servant leaders who build COMMUNITY through hospitality, respect, inclusion and holiness.
- + I CALL us to be servant leaders who engage in SERVICE to our neighbors near and far and who work for justice and stewardship to hasten the Reign of God.

In order to maintain and support vibrant parish life, every parish is called:

- + To work with other parishes to offer better ministry to our Catholic people and the larger community than any parish could provide alone.

Meeting Responsibility Checklist

Person Assigned

Opening Prayer

Leader
Music
Readers
Type up Prayer Service and Copy

Schedule a time/place/day

Communicate with all appropriate persons/groups

Type the Agenda and all other handouts

Assemble handouts in folders

Identify a facilitator

Check on need for directions
Confirm time of meeting
Obtain check for honorarium (if applicable)
Confirm name and title of meeting leader for introduction

Invitation/Communication

Bulletin announcement
Newsletter
School letter to parents
CCD letter to parents
Web Site
Announcement for Pastor and other presiders
Parish pastoral council members to attend Masses on weekend to personally invite people
Invite all parish groups

Welcoming, Hospitality and Refreshments

Order blank nametags
Arrange for water, coffee, tea and any other drinks
Obtain cups, napkins, etc.
Arrange for snack items if desired (ask parish groups)

Room Set Up (see separate sheet)

Materials and Hand-outs (see separate sheet)

Room Set-up Checklist

Advance Preparation

- Arrange for room adequate for size of group expected (don't over or under estimate)
- Have a contact person you meet with to review room set up
- Draw a sketch of room set up if needed
- Have the name, phone number of someone you can call during the time of the event if something is not working
- Make sure that you have the proper keys to get entrance to the room and/or that someone will be there to let you in
- Find out where there are extra chairs, tables, garbage bags, etc.
- Find out where lighting controls are located

Room Set Up:

- Table for registration, name tags, handouts (e. g. agenda, prayer, other)
- Tables (round if possible) with 6 people seated per table
- Flip chart pages and markers for each table plus pens for personal notes
- Podium with microphone
- Portable microphone if needed for reports
- VCR and screen if using video clip in introduction
- Access to coffee maker, ice, etc.
- Table for refreshments

Room Check one hour before meeting to:

- Check number and position of tables
- Handouts and resources in place
- Climate control
- Properly working equipment, e.g. microphones, VCR, coffee maker, etc.
- Ensure that people can see the screen if one is used

Parish Leaders Copy of a Sample Town Hall Meeting Agenda

7:05 **Welcome and Overview**

- Thank parishioners for coming and for their interest in this important gathering
- Explain the purpose of this meeting
- Introduce facilitator, Prayer leader

7:10 **Prayer (Song, reading, etc.)**

7:20 **Introduction**

- Give an introduction to the process and the work that needs to be accomplished
- Identify table discussion leaders if these have been assigned (Parish pastoral council members may be available to serve as discussion leaders)
- Ask groups to quickly choose a discussion leader & recorder to take notes on flip chart.
- Ask recorder to label question 1 on flip chart paper
- Review notes on the agenda, and process of discussion leaders inviting people to go around one at a time and share their response to the question. All listen.
- Remind people that there is no initial reaction or cross-talk. When one person is finished they invite another person by name to share their response to the question.
- After all have spoken, the group is asked to summarize and record key responses on the table flip chart (Recorder can also do this as people speak)
- Review the summary and discuss and asterisk the 3 ideas that received the most interest, support and energy in the group.
- Label another flip chart page Question 2 and repeat the process.
- Delegate a member to share the highlighted responses with large group.
- Discussion leader and recorder should sign summary sheet in case of any questions – all sheets will be reviewed by the PPC

7:25 **Private Reflection** Read the first question aloud and invite private reflection.

7:30 **Small Group Discussion**

- Facilitator keeps track of time and gives periodic reminders of the time constraints (After 15 -20 minutes remind groups to work on writing summary and noting 3 ideas with most support; Remind 2 minutes to end; Introduce Question 2 & private reflection)

8:30 **Break (or no break if you want a shorter meeting)**

8:40 **Large Group Discussion**

- Review reporting process – each group will report its 2-3 points for each question
- Remind groups that this should take 2-3 minutes per group
- Remind groups that discussion leader and recorder should sign their sheets
- Facilitator should ask large group for clarification if any points in reports are not clear

9:10 **Next Steps**

- Thank all for their participation
- Re-emphasize that this is an exciting and creative time for our parish
- Ask if there are there any questions about the planning process
- Parish pastoral council will review all comments and prepare a summary to the parish
- Make sure to ask for flip chart sheets to be turned

9:15 **Closing Blessing**