



CONVERSATION AND CONSULTATION-PART II, WINTER-SPRING 2023

Reporter Guide

The reporter is responsible for submitting a meeting report to the apostolic planning steering committee following the completion of the conversation. The reporter is also the contact person should the steering committee have questions about the report.

Report Content

- 1) **Name of Organization**
- 2) **Date of Meeting**
- 3) **Name of Facilitator**
- 4) **Facilitator Email Address**
- 5) **Name of Reporter**
- 6) **Reporter Email Address**
- 7) **Number of Participants**
- 8) **A Brief Description of the Composition of the Group** (e.g., a group of faculty members; a mix of board members and senior leadership; an academic department; a mix of staff, parishioners and volunteers; a group of students and parents; retreat directors, etc.; please do not include names)
- 9) **How did the group summarize its responses to the Apostolic Directions?**
- 10) **What suggestions does the group want to offer to the Province as we continue Apostolic Planning?**

Gathering Information and Submitting the Report

- 1) For the **## 9 and 10** above, the information included in the report should be gathered during the **Review** portion of the meeting, when the conversation will center on these questions. It is only during this discussion that you ought to take notes; please do not take notes during the earlier portions of the meeting.
- 2) Please circulate a copy of the report to all participants.
- 3) Please submit the report to the Apostolic Planning Steering Committee by May 4, 2023, using the online form at: <https://forms.office.com/r/GM4G4gqAyT>