

## Suggested Agenda for Parish Meeting

- I. Welcome and introductions (5-10 minutes)  
*Describe purpose of the meeting; welcome invited guests; offer printed materials; remind people of ground rules.*
- II. What is Realignment? Why is now the time to Realign? (30 minutes)  
*This information should be presented clearly by those who favor realignment. The presenters should, however, take care to treat other perspectives with respect.*
- III. Clarifying questions, answered by speakers and diocesan invitees. (approx. 30 minutes)  
*Be sure to allow enough time for people to ask questions. Ask those who give a “point of view” to hold their comments until after all questions have been answered. Remind people that the only “dumb” questions are unasked ones. Do not be afraid to spend longer than 30 minutes on answering questions.*
- IV. “Open Mike” – time for expressing personal points of view (approx. 30 minutes)  
*Remind people that the best decisions are made when folks do not squelch other points of view prematurely. And encourage no applause or boo’s.*

*Suggested meeting guidelines to be published with agenda:*

All viewpoints will be heard

- Listen without interrupting
- Raise hands to speak
- Honor the process outlined by facilitator

All will be treated with respect

- No sidebars or electronic interruptions
- No personal attacks or labeling of people focus on events and behaviors
- You may describe behaviors of others, but do not impute motive
- Describe and own your emotions — don't act them out
- No applause

Seek shared understanding

- Ask clarifying questions
- Speak for self, not for others
- Stay on topic — side issues go to "parking lot"