



The Episcopal Diocese of Maine
Living Local: Step One, *Listening to Learn*
How to Prepare Initial Summary Reports-Clergy

April 20, 2017

Dear Clergy,

As we approach the May 20 gathering in Waterville, it's time to take stock of what we've learned from the first stage of the Living Local journey.

For the last couple of months, you have been interviewing members of your congregation, and conducting observations of your neighborhood. What have you learned along the way? What has surprised you, challenged you, delighted you, changed the way you think about your church, your neighbors, God?

Part of our time on May 20 will be sharing our learnings with one another, as we get ready for the next stage of the journey. To help with that sharing, we need to get information in a comprehensible, manageable form. To that end, we are asking each of you to prepare an

Initial Summary Listening Report.

Here's how to do it.

1. Gather the information you have been generating

You should have records or reports about your activities in four categories:

- Interviews with members of your congregation's Guiding Team
- Your own neighborhood observations

At the gathering in March, we distributed materials to help record this information. They consisted of questions and spaces to record answers. You may have used these forms, or you may have found other ways to record your experiences. Whichever the case, start by gathering all your notes and materials so it's all accessible.

2. Prepare a summary of the reports for easy sharing

- The form of the report is attached. It asks you to engage the following questions:
 - From the interviews with Guiding Team members, what were the primary patterns, themes, issues, or challenges that emerged as you “listened to learn”?
 - From the Community Observation experiences, what were key patterns, themes, and insights that further inform you about the community that the congregation serves?
 - What stories have emerged that pertain to this phase of our work?
 - Name the three-to-five key leadership challenges you face in providing leadership for this process in your congregation.

3. Send the completed summaries to Jane Hartwell (jhartwell@episcopalmaine.org) no later than May 15

- That’s a real, latest-possible sort of deadline, because it will take the week between then and the May 20 meeting to review, extract from and share all this information. .

**Next Big Meeting: Saturday, May
20, 2017 at Waterville High
School: 10 am to 3 pm.**

Summary Report of Clergy—May 2017

Name of Congregation you serve: _____

From the interviews with Guiding Team members, what were the primary patterns, themes, issues, or challenges that emerged as you “listened to learn” in this area? (name each and provide a sentence or two of explanation)

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From the Community Observation experiences, what were key patterns, themes, and insights that further inform you about the community that the congregation serves?

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What were some key stories, if any, that should be noted from this part of your listening to learn? (just name the story here and note why it was important—later we’ll flesh out the actual stories)

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Name the three-to-five key leadership challenges you face in providing leadership for this process in your congregation.

1.

2.

3.

4.

5.