



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

April 20, 2017

Dear Guiding Teams and Coaches,

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 practicing Dwelling in the Word with different groups in your congregation... conducting interviews of members of the congregation... spending time in intentional observation of your neighborhood... and interviewing neighbors. 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 team 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:

- Listening reports from Dwelling in the Word, within your team and in the congregation
- Interviews with congregation members
- Reports made in Observation Locations and/or walks out in the broader community
- Interviews with residents in the broader community

At the gathering last January, we distributed materials to help record this information. They consisted of questions and spaces to record answers. Some teams have created online documents to record information; others may have paper and pen notes. Whatever you have been doing to record your experiences, gather it together so it's all accessible.

2. Prepare a summary of the reports for easy sharing

- Assign a Guiding Team member to read through all the reports which pertain to each of the four categories.
 - In other words, one team member reads through the reports on Dwelling in the Word... one reads through the reports on congregation interviews... etc.
 - That person then prepares a summary of the reports, using the form at the end of this letter. (Note that the form has a place at the top for the summarizer to show what category of report he or she is summarizing—the questions are the same for each).
- This process should lead to four Summary Reports (one for each category of activity).
 - Once they are all ready, the entire Guiding Team should meet to review the summaries, and edit them as needed to reflect the input of all members. The goal is for the reports to highlight common themes, and to emphasize what stood out to you in the experience. Key stories are important, as are surprises and discoveries. The underlying question always is—what have we learned? What might God be up to?

3. Send the completed summaries to Michael Ambler (mambler@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.
- Send the forms any way you like: email is easiest to receive, but if you want to take the paper forms and snail-mail them, that's fine too (but please send them early enough that they *arrive* by May 15). Michael Ambler, Episcopal Diocese of Maine, 143 State Street, Portland, ME 04101.

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

Summary Report of Guiding Team—May 2017

Congregation submitting Report: _____

This summary report pertains to:

- | | |
|---|---|
| <input type="radio"/> <i>Dwelling in the Word</i> | <input type="radio"/> <i>Community observation or walks</i> |
| <input type="radio"/> <i>Congregation member interviews</i> | <input type="radio"/> <i>Community interviews</i> |

What were the primary patterns, themes, issues, or challenges that emerged from the “listening to learn” work in this area? (name each and provide a sentence or two of explanation)

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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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