



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

April 20, 2017

Dear Diocesan Team members,

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

Over the last month, we have been conducting preliminary interviews with members of Guiding Teams... Clergy... Coaches... and other Diocesan leaders. We have several weeks left to complete that task, and it may help to know what it is we'll be doing with the information we gather.

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 the Diocesan 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 interviews with Guiding Team members
- Listening reports from interviews with Clergy
- Listening reports from interviews with Coaches
- Listening reports from interviews with Diocesan Leaders

At our meeting in March, we distributed materials to help record this information. They consisted of questions and spaces to record answers. Whatever form the information about all these interviews is in, the first step is to gather it together so it's all accessible.

## 2. Prepare a summary of the reports for easy sharing

- Assign a 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 Guiding Team interviews... one reads through the reports on Clergy 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 interview).
  - Once they are all ready, the entire Diocesan 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](mailto: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 Diocesan Team—May 2017

*This summary report pertains to interviews with:*

*Guiding Team members*

*Clergy*

*Coaches*

*Diocesan Leaders*

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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