



CHECKLIST FOR SYNODAL SESSIONS

Volunteers checklist

- A leader to introduce the session
- A leader for each table with chairs for 6-7 people
- A note-taker for each table
- Some people to look after hospitality and welcoming

Materials checklist

- A warm and comfortable meeting place
- Sign-in sheets for participants names and contact details
- Adequate number of tables to cater for those participating
- A bible open at Luke 24
- A candle
- A talking piece
- Pencils and notepads (one per table)
- Coffee, biscuits/cakes
- Nametags if required
- Enough copies of participants' leaflet for each session
- Enough copies of the biblical passage for the Lectio Divina
- Copy of the Synod Prayer
- A roaming microphone if necessary
- Banners?

