



PARISH CAPTAIN CHECK LIST

2018 Diocesan Assembly ♦ September 22, 2018

www.madeforhappiness.org

WHEN (Task Dates)	WHAT	<input checked="" type="checkbox"/>	DATE DONE (MM-DD-YY)
JUNE 22 – SEPTEMBER			
June 22-26	Provide parish secretary or parish communicator with ads to be run in bulletins for these weekends: July 7/8, July 14/15, July 21/22, and July 28/29 bulletins ; available for downloading from the MfH Parish Captain web page.	<input type="checkbox"/>	__-__-__
June 22-26	Provide parish secretary or parish communicator with pulpit announcements to be read at Masses on July 14/15 and July 28/29 ; available for downloading from the MfH Parish Captain web page.	<input type="checkbox"/>	__-__-__
June 22 and later	Access the registration report located on the Parish Captain web page to monitor progress toward reaching your parish's registration goal . <i>The report will be updated twice monthly through August 1 and weekly thereafter.</i>	<input type="checkbox"/>	__-__-__
June 22-July 5	If you have not yet reached out by phone, email or in-person to parish ministries, please do so. Ministries should be invited register for the Assembly and to make a banner for the Eucharistic Procession.	<input type="checkbox"/>	__-__-__
June 22-July 5	If you have not rotated posters in your church/parish in the last month, please change the location of the posters and display any extra posters you have on hand in new locations.	<input type="checkbox"/>	__-__-__
June 22-July 22	Register for a regional Captain Meeting scheduled for the week of August 13. Visit the Parish Captain web page to register yourself and other parish captains from your parish.	<input type="checkbox"/>	__-__-__
June 22-August 10	Recruit volunteers who will personally invite Mass goers to register for the Assembly while passing out updated brochures at Masses held the weekend of August 25/26.	<input type="checkbox"/>	__-__-__
June 22-August 15 (Optional)	You or another member of your parish team are invited to organize buses or carpooling to the Assembly, if your parish's Knights of Columbus Council is not taking on this role.	<input type="checkbox"/>	__-__-__
June 22-August 15 (Optional)	You and members of your parish team are invited to design/sell color T-shirts with your parish name/logo for those attending the Assembly. If you wish to include a logo for the Assembly or want information on T-shirt vendors, refer to the MfH Parish Captain web page.	<input type="checkbox"/>	__-__-__
July 1-10	Provide parish secretary or parish communicator with ads to be run in each of the August bulletins ; available for downloading on MfH Parish Captain web page.	<input type="checkbox"/>	__-__-__
July 10-30	Request that parish secretary or communicator display an updated Made for Happiness Assembly graphic on the parish website; available from the MfH Parish Captain web page.	<input type="checkbox"/>	__-__-__
July 23-August 3	Provide parish secretary or parish communicator with pulpit announcements to be read at Masses on August 11/12 and August 25/26 ; available for downloading from the MfH Parish Captain web page.	<input type="checkbox"/>	__-__-__
August 1-6	Check with the parish secretary or parish communicator regarding promotion of the Assembly via parish's social media.	<input type="checkbox"/>	__-__-__



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WHEN (Task Dates)	WHAT	<input checked="" type="checkbox"/>	DATE DONE (MM-DD-YY)
August 13-16	Attend one of the regional Parish Captain meetings and receive a supply of new MfH brochures for distribution at all Masses on August 25/26 and for immediate display of new posters that will be distributed at these meetings. Assembly prayer cards also will be distributed at these meetings.	<input type="checkbox"/>	__-__-__
August 13-16	Provide parish secretary or parish communicator with ads to be run in the September 1-2, 7-8, 14-15 bulletins ; available from the MfH Parish Captain web page.	<input type="checkbox"/>	__-__-__
August 20-27	Arrange for pulpit announcements to be read at weekend Masses on September 1-2, 7-8, 14-15 ; available from the MfH Parish Captain web page.		
August 20-24	Please display new posters in prominent locations. If appropriate, remove some or all of the posters that have been displayed since May.	<input type="checkbox"/>	__-__-__
August 25-26	For each Mass, please staff a table at the church and be ready to answer questions about the Assembly. Also, please station volunteers at each exit so that parishioners will be given an Assembly brochure (and invitation to attend) as they leave. Please also place prayer cards in the pews for all weekend Masses.	<input type="checkbox"/>	__-__-__
September 1-6	Check with the parish secretary or parish communicator, asking if greater prominence can be given to the Assembly on the parish website and the parish's social media.	<input type="checkbox"/>	__-__-__

Questions: Please feel free to contact us.

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