



ARCHDIOCESE OF BALTIMORE + ARCHDIOCESE OF WASHINGTON + DIOCESE OF WILMINGTON

2009 Catholic Advocacy Network In-Pew Registration Drive Parish Outline

Materials Provided to Parishes:

1. Parish outline
2. Registration weekend RSVP and contact form
3. Catholic Advocacy Network registration form (to be duplicated) for Catholic Advocacy Network (in English and Spanish)
4. In-pew script
5. Clergy resources that include:
 - Bulletin announcements
 - Pulpit announcements
 - Homily notes
 - Prayers of the Faithful
 - Additional resources
6. Report form
7. Pencils and Priority Mail envelope/box (to return completed forms to MCC)

Note: Items #1-6 distributed by e-mail and postal mail, item #7 distributed by postal mail only. Pastors in key districts will receive pencils and return envelopes at meetings.

When Materials Are Received:

1. Designate a weekend between mid-September and late October to conduct the in-pew registration for the Maryland Catholic Advocacy Network. (**Note: completed registration forms must be returned to the MCC no later than Friday, November 6 to allow time to enter the new registrations before the start of the Maryland General Assembly session in January**).
2. Return the Registration RSVP form to the MCC that indicates the date on which your parish will hold the registration drive and a parish contact (see #3). These dates will be forwarded to the (arch)bishop's office.
3. Designate a staff member or volunteer to serve as parish contact and to:
 - Ensure that bulletin and pulpit announcements are used as appropriate.
 - Ensure that enough copies of the registration form are made. **Note: the registration form should be completed by all voting-age Mass-goers who have**

an e-mail address, NOT one per family. Sufficient copies should be made to give copies to all voting-age Mass-goers.

- Inform ushers of the registration drive and of their responsibility to collect completed forms during Mass on the designated weekend.
 - Have sufficient copies of registration forms available at all Masses and replenish in between as necessary. Also have pencils available in pew.
 - Ensure that all completed registration forms are safely collected from all Masses on the dedicated weekend.
 - Return completed registration forms and MCC report form to the MCC in a timely fashion, though no later than Friday, November 6.
4. At least one weekend before designated registration drive, alert parishioners by including the “week before” bulletin and pulpit announcements.
 5. Plan to incorporate homily notes and prayers of the faithful during Mass on the designated weekend.

Weekend of Registration Drive:

1. Run “week of” bulletin announcement.
2. Incorporate homily notes and prayers of the faithful as appropriate into all Masses.
3. Have sufficient copies of registration forms available in the pews at all Masses and replenish in between as necessary.
4. Have pencils available in pew.
5. Conduct in-pew registration drive for Catholic Advocacy Network using in-pew script. It is recommended that the in-pew script be read by the pastor, presiding priest, or assisting deacon.
6. Ensure that completed registration forms are collected after all Masses.
7. Pick up pencils after last Mass for the weekend (parish may keep the pencils).

After the Registration Drive:

1. Complete MCC parish report form.
2. Return completed registration forms and parish report form using Priority Mail envelope/box in a timely fashion, but no later than Friday, November 6.
3. Extra registration forms can be made available on literature/bulletin racks in the back of church.
4. Run the “week after” bulletin announcement.

Questions? Contact the Maryland Catholic Conference:

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Thank you for your support!