



## INFORMATION DISTRIBUTION TEAM INSTRUCTIONS

### AS A MEMBER OF THE INFORMATION TEAM, YOU CAN ACCOMPLISH THESE IMPORTANT THINGS:

Lay the foundation on which the capital stewardship program will be built.

“Not by might, ... but by my Spirit,” says the Lord. (Zechariah 4: 6, NAB)

By representing your parish, you are saying to everyone, “YOU ARE IMPORTANT.”

#### **Your Assignment:**

- ☐ To staff a distribution table before or after Mass on Information Distribution Weekend.
  - Arrange for a table at each entrance.
  - Decide who will deliver enough packets to each table for distribution.
  - Discuss the number of people from the Information Team to be assigned to each table.
  - Be sure you have separate people for collecting tickets and others for handing out the packets.
- ☐ To make every effort to see that each household receives an Information Packet.
  - Work with the Campaign Administrator and the consultant to see that alternative arrangements have been made for providing packets to those who could not attend Mass.
- ☐ To provide parish registration forms for anyone who would wish to register.

### STEPS TO SUCCESSFUL INFORMATION DISTRIBUTION

The Contact Team has attempted to call every parish household to remind the parishioners to pick up their Information Packet before or after Mass. The Campaign Administrator will arrange for tickets to be placed in the pew racks. Someone from each household will be instructed to complete a ticket and exchange it for an Information Packet.

- STEP 1**      ASSIGNMENTS—When your training is complete, be sure to receive your assignment for the location where you will be distributing Information Packets. There should be at least three people assigned to each entrance to the church.
- STEP 2**      ARRIVE EARLY AT YOUR ASSIGNED DISTRIBUTION POINT—Spend a few minutes organizing the materials on your table. Understand what each person at your table is going to do.
- STEP 3**      As people arrive for Mass, you may ask if they would like to pick up their packet at that time. Others will be picking up packets as they depart from Mass. One team member should be prepared to take up tickets (be sure you have extra blank tickets available), while another team member hands the person an Information Packet. It is good to have a third person to help anyone who wishes to complete a parish registration form. Take advantage of this opportunity to warmly greet the people.
- STEP 4**      After the last Mass, return any unused packets and materials, signed tickets (the Campaign Administrator will use these to identify those who have not received packets), and any completed parish registration forms. All items should be returned to the designated location.
- STEP 5**      Be sure to review your own Information Packet. Place the date of the Commitment Weekend/Parish-Wide Event on your personal calendar.