



DIRECTIONS FOR CAN IN-PEW REGISTRATION DRIVE

Materials Provided to Parish:

1. Registration Weekend RSVP and Contact Form
2. Catholic Advocacy Network registration cards/forms
3. In-pew script (preferably read by pastor, presiding priest, or assisting deacon)
4. Report Form

Online Resources Available for Clergy:

1. Bulletin announcements
2. Prayers of the Faithful
3. Homily Notes

When Parish Receives MCC Materials:

1. Designate a weekend to conduct the in-pew registration for the Catholic Advocacy Network.
2. Return the Registration RSVP form to MCC that indicates your parish contact and the date on which your parish will hold the registration drive.
3. Designate a staff member or volunteer to serve as parish contact to:
 - a. Ensure that bulletin announcements are included in bulletins.
 - b. Ensure that enough copies of the registration card are made and are available at the end of each pew prior to each mass. **NOTE: The registration card should be completed by all voting-age Mass-goers who have an email address, NOT one per family.**
 - c. Ensure enough pens or pencils are available in each pew.
 - d. Inform ushers of the registration drive and of their responsibility to collect completed forms during Mass on the designated weekend.
 - e. Return completed cards and MCC report form to the MCC in a timely fashion.
 - f. Evaluate how the registration went (with other volunteers) and make suggestions in writing to the diocese/MCC to improve the process.
4. At least one weekend before designated registration drive, alert parishioners by including the "week before" bulletin announcement.

Weekend of Registration Drive:

1. Run "week of" bulletin announcement.
2. Have sufficient copies of registration cards available in the pews at all Masses and replenish in-between as necessary.
3. Have a sufficient number of pens/pencils available in each pew.

4. 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.
5. Ensure that completed registration cards are collected after all Masses.

After the Registration Drive:

1. Complete the MCC parish report form.
2. Return completed registration forms and parish report form to MCC no later than the end of the month in the provided envelope. You may request reimbursement for the cost of postage.
3. Extra registration cards/forms can be made available on literature/bulletin racks in the back of the church.
4. Run the “week after” bulletin announcement.