



ORGANIZING SIGN-UP SUNDAY/WEEKEND

Why a sign-up Sunday/Weekend?

Sign-up Sunday/Weekend has proven to be an effective strategy for getting the greatest number of parishioners to join small Christian communities. The liturgical environment, the music, and the hospitality are all ways to communicate that something special is happening on this weekend. During all the Masses, an invitation is extended to parishioners to sign up for *Live Lent!*

Selecting the right speaker

Selecting the right speakers, one for each Mass, is key to the success of Sign-up Sunday. RENEW recommends the selection of two speakers to cover the Masses – a man and a woman who are respected in the parish, who can motivate others, and who have a passion about the process.

A speaker must understand the importance of his or her role in the sign-up process. Each speaker is the medium for the message, the one who will convey a personal invitation to the people in the pews. The speakers will also guide parishioners through the sign-up process.

A speaker needs a good working knowledge of the points for the talk and must speak clearly with conviction and enthusiasm.

The invitation to sign up

The talk in which parishioners are invited to sign up for *Live Lent!* is given at each Mass on Sign-up Sunday or Weekend. In addition to its role in attracting people to sign up, this talk is the primary means of educating people about *Live Lent!*

The talk is motivational and must include the following:

- **An overview of the process and its benefits.** Many of our spiritual and human needs are met in small groups. Participants attest to growing in their faith, experiencing meaningful relationships, and discovering connections between faith and their daily lives. Small groups motivate us to find time and space to sort out the demands of our complicated, busy lives and give time to God and community. Small groups emphasize applying the Gospel to everyday life — not just in the parish but in the community at large — and that creates an opportunity for each parishioner to participate in the New Evangelization. *Live Lent!* is the ideal resource for that, because besides providing weekly sessions for small groups, it provides daily meditations for individuals to use on every day of the season.
- **The time frame for the process.** Ninety minutes once a week for six weeks.
- **A description of small groups.** Small groups consist of eight to twelve people who gather in someone's home or at the parish to share faith on a day and at a time of their choosing.
- **An emphasis on a relaxed atmosphere.** The atmosphere in a small group is informal. Each person is respected, and no one is forced to talk. A trained leader helps facilitate the prayer and sharing.
- **A visual presentation of the faith-sharing book.** The speaker shows the faith-sharing book during the presentation and makes it available afterward. Faith-sharing includes prayer, scripture readings, reflections, responses to faith-based questions, and an invitation to connect faith with the activities of everyday life. Meditations are included for every day of Lent.
- **Instructions on how to sign up.** Ideally, sign-up cards and pencils are in the pews. The speaker explains that after the congregation has had time to fill them out, the cards will be collected by hospitality ministers. Your parish may prepare a basket in which to place the cards — to emphasize the special nature of this opportunity — and play a reflection song such as “I Say Yes, My Lord” (Donna Peña, GIA, Inc.) or “Here I Am, Lord,” (Daniel L. Schutte, OCP Publications) while the cards are being collected. After all cards have been gathered, they might be placed in a prominent place near the altar. A small prayer table with a faith-sharing book and a candle may be prepared ahead of time.

Liturgical environment makes a difference.

Parishioners will gauge the importance of the process not just from what the speakers say but also from the whole environment of Sign-up Sunday. You need not make elaborate plans, but provide some type of simple focus on the importance of the event. You may choose to involve those responsible for planning the Sunday liturgy so that everyone collaborates to present a coherent theme. It's important that the celebrant of each Mass knows ahead of time that this is occurring so that he can introduce the speaker with enthusiasm.

Details: Some finer points of preparation

In addition to the major tasks of Sign-up Sunday/Weekend, minor tasks behind the scenes contribute to the success of the process:

- Prepare announcements to be used for at least one week prior to the event and on the day of the event itself. Samples are available on the *Live Lent!* landing page at www.renewintl.org/LiveLent.
- Create and print sign-up cards. A sample is on the landing page.
- Place cards and pencils in the pews.
- Make name tags for the speakers.
- Create general information posters and flyers. Samples are available on the landing page.
- Collaborate with the celebrant and/or homilist before each Mass.
- Prepare arrangement for hospitality.
- Devise a system to collect the cards.

Further, ministers of hospitality must have a working knowledge of the process so that they can answer parishioners' questions. Identify places for extra sign-up cards to be kept after the sign-up event — the parish office or near the doors of the church might be good locations. Provide a basket at each location for the completed cards along with the organizers' contact information. In this way, late deciders and those who may have been away for the weekend will have the opportunity to sign up for the process or call an organizer if they have questions.