 **PARISH -BASED CONGRESS – *Know Christ, Live Christ, Lead Others to Christ***

**Parish Planning Steps**

1. **Form a Congress Planning Team with suggested members listed below:**

Pastor RCIA Ministers

Deacon Liturgical Ministers (Lectors, Musicians)

LEMs / Emáus Parish Staff

DRE / Catechists Youth Group Leaders

1. **Select a format that works best for your parish. The suggested format is:**

9:00 AM Prayer for the Morning

9:30 Bishop’s Welcome & Greeting ( a pre-recorded message link will be available)

10:00 Keynote Presentation (on-line link to the keynote speaker presentation)

11:00 Break (w/refreshments optional)

11:30 Small Group Breakouts for Guided Questions and Reflection with Facilitators

12:30 Closing Prayer

 **Possible Options**

A. Offer the Congress on a different date if September 18 is not possible for your parish.

 B. Add additional parish- sponsored breakout sessions in the afternoon.

 C. Adjust the time schedule as needed to accommodate both English and Spanish participation.

1. **Planning Team Responsibilities and Implementation.**
* **Facility**: Reserve adequate space for the keynote presentation and breakout rooms or spaces for small group discussion.
* **COVID-** 19: Follow parish COVID -19 guidelines for the safety of all attendees.
* **Technology:** Ensure the parish’s ability to show the keynote speaker’s virtual presentation preferably on large screen and designate an individual (or team) to manage the technology.
* **Worship:** Prepare and celebrate a morning prayer service as well as a closing prayer. Resources will be offered by the Diocese or you may create your own.
* **Registration:** Develop procedures for registration by phone, mail, on-line, or in person. Provide registration area and volunteers to help for the event. Keep a count and record of those who attended.
* **Hospitality**: Provide name tags, handouts, and refreshments if desired.
* **Coordinate Facilitators**: Determine how many facilitators (group leaders) will be needed to lead small group (6-8 people) discussions following the virtual presentation. Facilitator guidelines and information will be provided by the Diocese. Coordinate with the DRE for those catechists who need certification hours.
* **Marketing/Communication:** Publicize Congress through various media i.e., on-line, parish bulletin, Facebook, flyers, etc. Resources will be provided by the Diocese.

**QUESTIONS:** Contact the Office of Faith Formation at 801-328-8641 ext. 369

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