

Lenten and Easter Checklist

Plan for Your Lenten or Easter Mass:

Family Suite

☐ Clean and Organize Family Directory Records

- Update Member Records to reflect current Families, Members, and Visitors
- Remove outdated or duplicate records to make room for new entries

☐ Prepare Mailing Labels and Lists

- Create Email Lists for Parishioners and Visitors to send newsletters, announcements, or reminders.
- Generate and Print Mailing Labels for outgoing letters.

☐ Manage Workgroups for Events

- Create or Merge workgroups for special masses, missions or holiday events.

Offering

☐ Set up Funds for Seasonal Needs

- Ensure all necessary funds are active and deactivate funds no longer needed.

Giving

☐ Prepare for Holiday Campaigns

- Set up forms for Mass Intention, Fish Fry Sign-Ups, and Flower Sales.
- Promote Forms across Different Locations

☐ Ensure Second Collections Readiness

- Activate and confirm Second Collections funds and related forms



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Giving

☐ Highlight Mission Impact

- Use [Impact Reports](#) to showcase how donations are used, reinforcing the purpose behind your campaigns

☐ Prepare Funds

- Review current [Funds](#) to ensure they are ready for use during the holiday season
- Add new funds as needed for Easter-specific campaigns or events (e.g., Easter Offering, Flower Fund).

Mobile App

☐ Fully Utilize the Mobile App

- Create a [Custom Page](#) dedicated to Easter or the holiday season.
- Add [Event Forms](#) to the app for easy access by parishioners
- Send [Push Notifications](#) as reminders for events, mass times, or updates throughout the season.

☐ Set Up the MinistryOne App

- Follow [this guide](#) for setting up the MinistryOne App

