

Knights of Columbus Our Marriage Prayer Event Council Checklist

Brother Knight:

I want to thank you for helping lead your council in participating in the Our Marriage Prayer event in your parishes.

Celebrating this beautiful event demonstrate to the parish how much your council cares about the marriages and families in the parish. Fully celebrating it in a mass setting gives your council significant recognition to the congregation of how much your members serve their church.

Hopefully this checklist will help you facilitate the event within each of the parishes you support. Understand that they are a guide and can be adjusted accordingly. If you see anything that should be changes or fixed, please let me know as soon as possible so I can update the master files on the website. This way it can benefit as many councils as possible.

For more information, please go to <http://www.ourmarriageprayer.com/Knights-of-Columbus>. If you have any questions, please contact me.

Thanks again!

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920-757-5138 (H)
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Event Key Dates

Handout Materials Deadline	January 10 th , 2016
Typical Parish Bulletin Deadline	Monday before the weekend
Probably bulletin deadline for a February 7 th -8 th event	Monday February 2 nd , 2015
Ideal Weekend	February 7 th – 8 th , 2015
Alternate Weekends	February 1 st – 2 nd or 14 th – 15 th , 2015
Any weekend after Easter April 5 th , 2015	

Checklist

Whenever you see **<available on website>** below, the latest version of the document is available on the website. Please go to the **bottom** of the page <http://www.ourmarriageprayer.com/Knights-of-Columbus> and download it from there.

Check	Complete By	Task
<input type="checkbox"/>	Dec 20 th 2014	For the latest information, please read the How to Hold an Our Marriage Prayer Event page on the website http://www.ourmarriageprayer.com/Knights-of-Columbus
<input type="checkbox"/>	Dec 20 th 2014	Fill out sections on this checklist (Page 2) <ul style="list-style-type: none">• Our Marriage Prayer Coordinator• Parishes Information: Name, Number of Families

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<input type="checkbox"/>	Dec 20 th 2014	<p>Work with DD to decide what parishes will be</p> <ul style="list-style-type: none"> • Bulletin Only • Celebrated by knights in person and on which weekend • Fill out the Parish section accordingly (Page 3)
<input type="checkbox"/>	Dec 2014	Publish an article in the council newsletter announcing how and when the Our Marriage Prayer will be celebrated by the council in each parish
<input type="checkbox"/>	Dec 20 th 2015	<p>Print out one parish worksheet for each of your parishes</p> <ul style="list-style-type: none"> • Parish Worksheet <available on website> • Fill out Event, Parish and Bulletin sections • Fill out Role section for Parishes that are celebrated in person
<input type="checkbox"/>	Dec 20 th 2015	<p>Identify someone who would be willing to lead the Our Marriage Prayer during mass</p> <ul style="list-style-type: none"> • Use suggestion list on website • Encourage him begin saying the Our Marriage Prayer with his bride every night • Print off scripts from website and give to them. Let them choose which one they want to say <available on website>
<input type="checkbox"/>	Jan 3 rd 2015	<p>Begin calling council members to find out who can participate in the event</p> <ul style="list-style-type: none"> • If knights can read the word or distribute communion, be sure to tell the parish coordinator so they do not double schedule people the event
<input type="checkbox"/>	Jan 10 th 2015	Deadline for ordering any handouts if desired
<input type="checkbox"/>	Jan 31st 2015	<p>Print out bulletin announcement and send to parish contact</p> <ul style="list-style-type: none"> • Bulletin Announcement <available on website>
<input type="checkbox"/>	Jan 31 st 2015	<p>Prepare for in person celebration</p> <ul style="list-style-type: none"> • Print out script for introduction by priest or parish director <available on website> • Print out backup scripts for Our Marriage Prayer leader <available on website> • Remind door openers to be there 30 minutes early • Find and bring vests if available
<input type="checkbox"/>	Feb 7-8 2015	<p>In person event</p> <ul style="list-style-type: none"> • Make sure door openers are in place 30 minutes before mass • Give introduction script to priest or pastoral director • Make sure Our Marriage Prayer leader has his script • Take pictures of all roles for history book • Write the estimated number of couples at the mass on the Parish Worksheet. <ul style="list-style-type: none"> ○ Please do this even for masses that were Bulletin Only • Thank those who helped in person
<input type="checkbox"/>	Week after event	<p>Put this completed Council Checklist, Parish Worksheets and any pictures taken at the event in the council's history book for future reference next year</p> <ul style="list-style-type: none"> • Update the Estimated couples at all masses column on this checklist below
<input type="checkbox"/>	March 1st 2015	Get estimated couples that attended the event at each parish to the District Deputy
<input type="checkbox"/>	Optional Suggested	Create council newsletter article with pictures and thank all those who helped again
<input type="checkbox"/>		<p>Give feedback to Joe Uchytel on how this event could be improved for next year 920-757-5138 juchytel@outlook.com</p>

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Our Marriage Prayer Coordinator

Council Name (Number)	
OMP Coordinator name	
OMP Coordinator Phone	
OMP Coordinator Email	

Parish

Add one row per parish.

Work with the DD to decide how to handle each parish. Here are some ideas to consider

- If this is your first year celebrating the event, consider only celebrating it in one parish in order to maximize the number of knights at the event.
- If there is no preference, prioritize the parish with the largest number of families first
- It would be great to celebrate the event at all masses at the parish
- If you wish to celebrate it at more than one parish and the events are on the same weekend, consider having an assistant help coordinate it at each additional parish
- For the parishes where the event is not celebrated in person, ensure that it is published in the bulletin for the weekend of February 8th, 2015

Name	# Families	Priority (# Families)	Bulletin Only	Bulletin and Knights	OMP Date	Parish OMP Coordination Assistant	Estimated number of couples at all masses

Refer to the website to download what can be put in the bulletin and the details on how to celebrate the event with knights. <http://www.ourmarriageprayer.com/Knights-of-Columbus>