



ARCHDIOCESE *of* MILWAUKEE

*Stewardship*

**Why You Should Run a Registration Drive**

**April 16<sup>th</sup>, 2024**

## Opening Prayer

*Loving God, we do good work, important work.*

*Instill in us a spirit of gratitude for the good work we do – together.*

*Help us to see you, God, in those we serve.*

*Fill us all with faith, hope and love as we continue to build your Kingdom.*

*Unite us. Inspire us. Sustain us.*

*Help us all to see you and seek you in all that we do.*

*For this we pray, in the mighty name of Jesus.*

*Amen.*



## Agenda

**Opening Prayer**

**Why?**

**Planning**

**Implementation**

**Follow-Up**

**Additional Tools**

**Questions?**

**Closing Prayer**

# Why **SHOULD** you run a Registration Drive?

## **Right now, in your parishes....**

- We are on the 3<sup>rd</sup> generation with lacking catechetics.
- Parishioners do not realize they **should** register.
- They are not given reasons **WHY** they should register.
- They believe once they register they will be asked for money

## **By not registering with the parish:**

- It is difficult to identify and fulfill their spiritual needs.
- Their communication is limited to what fits in the bulletin.
- It is harder to connect them to the parish community.

# Planning



- Firm up the New Parishioner welcome process
- Set-up Online Registration
- Revisit your Registration Forms

# Planning



- Firm up the New Parishioner welcome process

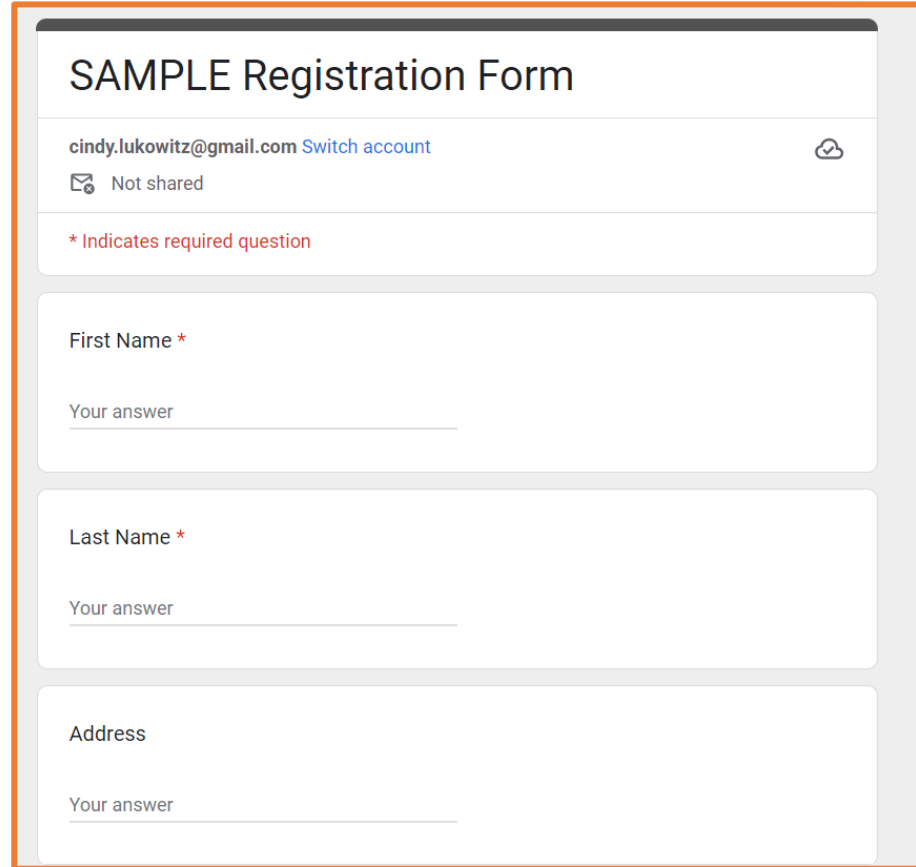
## Sample Welcome Plan

Communication Type	Timeline	Done!
Welcome email	Within 24 hours	
Welcome letter	Within 1 week	
Call from Father	Within 1 week	
Call/Email to complete registration	Within 2 weeks	
Welcome Packet delivered	Within 2 weeks	
Mentor assigned	Withing 1 month	
New Member Event	Quarterly	

# Planning



- Set-up Online Registration
  - PDS & ParishSoft appear to have built-in solutions.
  - If you have other software, consider a Google Form.



**SAMPLE Registration Form**

cindy.lukowitz@gmail.com [Switch account](#)

Not shared

\* Indicates required question

First Name \*

Your answer

Last Name \*

Your answer

Address

Your answer

# Planning



- Revisit your Registration Forms
  - Create an easy Registration Form

 BLESSED SACRAMENT PARISH REGISTRATION FORM	
<b>Welcome! We are SO GLAD you are here!</b>	
First/Last	
Address City, St Zip	
Best Email & Phone	
How can we pray for you?	
How can we best serve you?	


 Blessed Sacrament    414-555-1212    [info@blessedsacrament.org](mailto:info@blessedsacrament.org)    [www.blessedsacrament.org](http://www.blessedsacrament.org)



# Planning



- Revisit your Registration Forms
  - Update the more detailed form



**BLESSED SACRAMENT**  
CATHOLIC PARISH & SCHOOL

**REGISTRATION FORM**

Personal Information	
Name	
Date of Birth	Maiden Name
Marital Status	Date of Marriage
Married in the church? Yes No	If not, has the marriage been validated? Yes No
Spouse Name	
Date of Birth	Maiden Name
Children at Home	
Name	Date of Birth Baptized? Y/N 1 <sup>st</sup> Communion? Y/N Confirmed? Y/N
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Name	Date of Birth Baptized? Y/N 1 <sup>st</sup> Communion? Y/N Confirmed? Y/N
Contact Information	
Address, City, St, Zip	
Best Phone	Best Email
2 <sup>nd</sup> Phone	2 <sup>nd</sup> Email
Do you have any special needs?	
How can we pray for you?	
How can we best serve you?	

# Planning

- Pick the Registration drive launch date

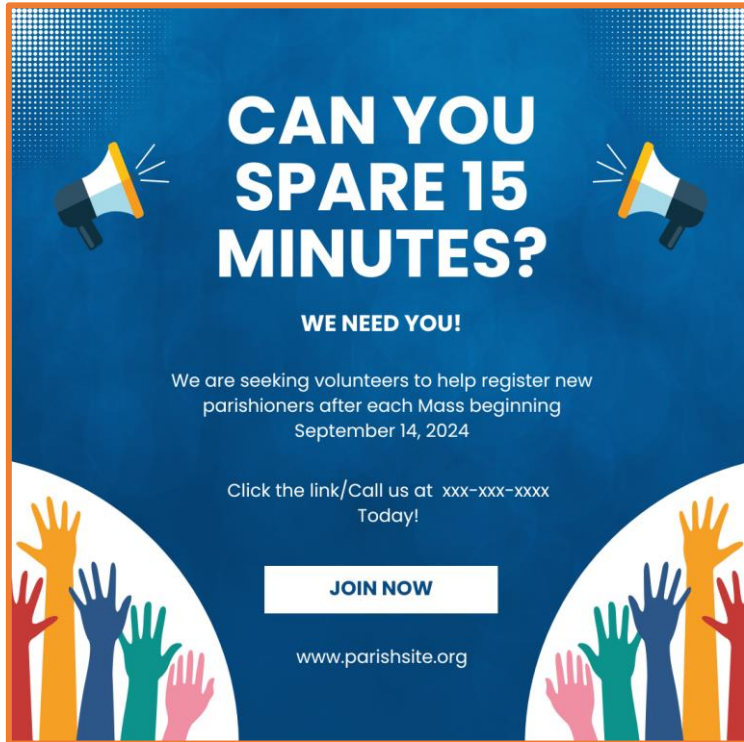
<b>Registration Drive Planner</b>	
Date of Registration Drive	
Weekend of:	<b>9/14/2024</b>
Communicate the date to the staff	7/16/2024
To the parish	8/8/2024
Run Why Register Communication pieces	
Week 1	8/8/2024
Week 2	8/15/2024
Week 3	8/22/2024
Week 4	8/31/2024
Registration Drive is NEXT WEEK!	9/7/2024
Registration Drive Continues messaging	9/21/2024
	9/28/2024
	10/5/2024
	10/12/2024
Thank you & Welcome messaging	10/19/2024
	10/26/2024
	11/2/2024

**TIME TO  
PLAN**



# Planning

- Recruit volunteers to help people register



**CAN YOU  
SPARE 15  
MINUTES?**

**WE NEED YOU!**

We are seeking volunteers to help register new parishioners after each Mass beginning September 14, 2024

Click the link/Call us at xxx-xxx-xxxx Today!

**JOIN NOW**

[www.parishsite.org](http://www.parishsite.org)

## TIME TO PLAN





go time!



## Implementation – Week 1

- Remind volunteers a week prior and then 24 hours before their assigned time.
  - Make sure they are clear with where they will be stationed and their role.
- Check all pieces one more time.
  - Print the hard copy forms.
  - Verify there is enough technology to register people online.
- Pray, Pray & Pray some more!
- GO TIME!



go time!



## Implementation – Weeks 2, 3 & 4

- Address any lessons learned from Week 1.
- Continue communication across all channels about the Registration Drive.
- Welcome all those who have joined from the pulpit or if you have them, on screens.
- Repeat the welcome messages in ALL parishioner facing communication.

## Follow-Up



- Launch your Welcome Plan
  - Trust, but verify the steps are completed
- Confirm or enter the New Member data into your Parish Management System.
  - Add their emails to all parish communications
  - Invite them to join you on Social Media platforms
- Plan your next Registration Drive
  - Have a multi-week drive annually
  - Once or twice a month have messaging in the bulletin, or on screens mentioning the availability of a Registration table (staffed with a volunteer) in the Narthex.

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**I AM  
HERE  
TO  
HELP**

## Additional Tools

Date	Time	Topic
Thursday, May 30 <sup>th</sup>	1:00 PM	What is Name Tag Sunday? - <b>Zoom</b>
Tuesday, July 30 <sup>th</sup>	8 AM- 12:30 PM	2024 REBOOT! Stewardship Workshop - <b>In-Person</b> at MMCPC

- **Archdiocese of Milwaukee Stewardship Forum on Facebook**





# Questions?

## Closing Prayer

*Lord of day and night, of beginnings and endings, as we prepare to conclude this meeting, we once again lift up our hearts to you, good and merciful Father.*

*We thank you for the gifts and blessings you so freely give to us, each and every day, especially those we take for granted.*

*Help us to grow in our love of You. Guide us as we strive to bring more people to know You, to love You and to serve You.*

*Watch over us and protect us from all evil whether visible or invisible.*

*May your blessing be upon us, now and always,  
Amen.*

