



Stage Two: Wisdom & Works of Mercy Coordinator Preparation Checklist

This simple checklist is meant to help you prepare to lead your Stage Two small-group study based on the popular books by Fr. Michael Gaitley, MIC, *The 'One Thing' Is Three: How the Most Holy Trinity Explains Everything* and *'You Did It to Me': A Guide to Mercy in Action*.

You will want to begin your weekly session meetings about 14 weeks prior to your last meeting (Session 11). Remember: you meet for a total of 11 sessions, and there are about 4 weeks between the Session 10 meeting and the Session 11 meeting.

And before you even start meeting, you'll want to get the word out and invite people to the group study.

6 Weeks Before Your Study Begins:

1. Review all the materials
 - a. *The 'One Thing' Is Three* book
 - b. *'You Did It to Me'* book
 - c. *Two-in-One Companion*
 - d. *Coordinator's Guide*
 - e. The DVD talks
 - f. Information on AllHeartsAfire.org
2. Meet with your pastor and the parish Adult Education Coordinator regarding all that will be coming up: Masses, training of leaders, meetings of participants, Celebration Day, works of mercy, etc.

For this specific meeting, you will want to:

 - a. Print: the Hearts Afire brochure
 - b. Print and Review: "Meeting with your Pastor" document
3. Form a Core Team of 3-6 passionate and faithful people to assist you. Schedule a time to meet with them and assign responsibilities.
4. Begin scheduling with the parish *all* the 11 sessions of Stage Two: Wisdom & Works of Mercy
 - a. Large Gathering Room
 - b. Small Group locations (rooms if possible)
 - c. Bulletin announcements (see examples and suggestions online)
 - d. Schedule a registration weekend or weekends
 - e. Schedule training for Small-group Leaders
 - f. Schedule Celebration Day Mass or Adoration time
 - g. Schedule location for Celebration Day party
 - h. Reminder: Schedule the Large Gathering Room and Small Group Location for Session 11
5. Begin advertising in your parish bulletin, on website, with flyers and posters, answering phone inquiries, and most importantly, with your core team, begin talking about your retreat to all. Your excitement may be the spark that just might light another person on fire!

4 Weeks Before Your Study Begins:

1. Meet with your Core Team and delegate responsibilities
2. Prayerfully find Small-Group Leaders
3. Hold a registration weekend(s) with sign-ups after each Mass

3 Weeks Before Your Study Begins:

1. Train Small-group Leaders
2. Order the materials for all Small Groups (consider ordering a few extra packets for any stragglers you may have)

2 Weeks Before Your Study Begins:

1. Assign participants to Small-group Leaders
2. Train Small-Group Leaders
3. Ask Small-group Leaders to contact their small-group members and welcome them

A Week Before Your Study Begins:

1. Announce the beginning of the study in bulletin
(Catch the stragglers and sign them up!)