

CALLED BY NAME Timeline

1. **Advance Preparation & Promotion**
 - a) Download planning packet from diocesan website
 - b) Identify parish coordinator
 - c) Print sufficient copies of the brochure and response card
 - d) Place brochures in church by November/December 2011
 - e) Give bulletin editor material for future bulletins

2. **Bulletin Announcement** **Week I**
 - a) Confirm that bulletin editor has material for this week's bulletin

3. **All Weekend Masses** **Week II**
 - a) Vocation Homily, Intercessions, music
 - b) Response cards placed in pews
 - c) Confirm that bulletin editor has material for this week's bulletin

4. **All Weekend Masses** **Week III**
 - a) Vocation Homily, Intercessions, Music
 - b) Response cards are collected (replenished, if necessary)
 - c) Confirm that bulletin editor has material for this week's bulletin

5. **Screening and Follow-up** **Week IV and beyond**
 - a) Pastor and staff screen names
 - b) Pastor mails letter to candidates (see sample in packet)
 - c) Parish coordinator phones candidates (see sample script in packet)
 - d) Parish Nomination Form sent to Vocation Office

6. **Follow-up Discernment Event / Other Retreats** **Ongoing**

Contact the Vocation Office for upcoming events or log onto www.dioceseofbrooklyn.org/upcoming-events .