



LIVE EVENT DETAILS

Help needed – when and where.

ARRIVAL

An estimated time of arrival will be agreed upon in advance, but in most cases MOMM attempts arrival 5 to 6 hours prior to the start of the program. Joan and Dave should be met at the church by someone familiar with the planned event and also with the church to show them around and review the details listed below. Once they have their bearings and are familiarized with the church they will unload equipment and begin set up.

SOUND

MOMM typically brings a sound system but occasionally requires a connection to the church system. Please have a knowledgeable person present during set-up time to explain the church's sound system.

LIGHTING

Please have a knowledgeable person present during set-up time to explain the church's lighting system. If possible lighting should be as follows:

Before the Program – Dim, but light enough so people can be safely seated. Dim lighting helps to set a prayerful mood and quiet the soul.

During the Program – All church lights off, the darker the better, to create the maximum effect of the presentation. **Identify church lighting that is automatic or always remains on. Please make appropriate arrangements for this lighting to be extinguished.**

During Exposition – To keep a prayerful ambiance, the church lights should be brought up just enough to allow readability of the prayer booklet, but not full on, if at all possible.

MUSIC

All music for the program will be provided by MOMM and played on their sound system so there is no need of a music minister, musicians or choir, but please encourage them to attend!

Meditative music will begin one hour before the program to set a prayerful atmosphere and help quiet the soul. Simple, traditional hymns will be beautifully led by the presenters *a cappella* for the adoration portion of the program. The songs are included in the Adoration Companion booklet provided by MOMM for the program.

GREETERS

Please recruit **a person or two for each church entrance** to arrive one hour before the program. Duties are to offer welcome and distribute materials provided by MOMM. Greeters may also help direct people to the confessionals during the second portion of the program. See topic entitled CONFESSIONS for more details.



TABLE NEEDS AND HELPERS

Pamphlets, books, images, CD's, and DVD's that pertain to The Divine Mercy message and devotion will be tastefully displayed and available for attendees before and after the program. **Two 6 or 8 foot tables** are needed for each "sales" area. In a large church or one with multiple well used exits additional tables may be set up. **If space is limited**, please arrange for tables that will accommodate the space best.

MOMM brings tablecloths, money boxes, change, and devotional materials, but "*sales*" assistance is needed and appreciated. **Please have 2 or 3 responsible persons committed to service each book table before and after the program** arrive one hour before the program to be briefed on the items, pricing and payment options. It is common for attendees to begin to arrive as early one hour prior to the program and we want to be ready to serve them. Having the helpers arrive on time will allow the presenters time to see to other final preparations and prepare spiritually for the program

Table help should return to their stations immediately after the presentation as attendees are eager to acquire materials. About 30 minutes of help is usually needed after the program. Checks are accepted and made payable to MOMM. Credit cards are also accepted.

CONFESSIONS

The Sacrament of Penance plays an integral part in The Divine Mercy message and devotion and thus in most **MOMM** presentations as well. Often pastors are surprised at the number of penitents, the sincerity of the confessions, and the number of persons that come to receive this sacrament after many years, so we want to be properly prepared.

Do not let long lines or a lack of priests be responsible for turning away or discouraging God's children who are longing to be reconciled at the present moment. Do what you can to ensure a sufficient number of priests, at least two or three is recommended, but four, five, or even more may be ideal based on the expected number of attendees. Remember, the greater number of priests, the easier it is on each of them. Inform them that confessions are often heard for 30 minutes or so after the program and confirm that they would be willing to stay to serve the remaining penitents if necessary. Consider appropriate stipends for each confessor.

Do not let a lack of confessionals be an obstacle. Improvise if need be. Set up stations in discreet, accessible areas. Use screens or room dividers and keep the lines at a safe distance to provide an adequate amount of privacy. Since adoration will be taking place the sanctuary it is usually not an appropriate location for confessions to be heard.

Make plans for the greeters or ushers to guide people to the confession lines or to an available confessor. Keep in mind that there will most likely be visitors to your parish that are unfamiliar with your church and not know where to go.



EXPOSITION & BENEDICTION

Please assign someone to prepare the altar and necessary items for Benediction at least one hour prior to the program. A priest, deacon or sacristan is helpful in making such preparations. Make plans for an altar server or two to assist the priest or deacon.

Items need: Monstrance, Tabernacle Key, Charcoal & Incense, Cope, Humeral Veil, Candles.

Transition is made to adoration shortly into the second hour. After Jesus is placed on the altar, the priest may pause briefly in prayer and then head to a confessional. If a priest hearing confessions will be performing benediction we need someone to monitor and delicately interrupt the line about 12 minutes before the end of the program so that he may return to the altar timely. Awaiting penitents may be directed to another confessor or wait for his return *if this is acceptable to the priest*. Ask him what to do.

PACK UP & LOAD OUT

Depending on attendance and assistance pack up and load out is complete 1 ½ - 2 hours after the conclusion of the final presentation. Dave & Joan have an organized system for packing up materials and equipment. One or two gentlemen could help roll equipment out of the church. Joan could use help gathering and sorting the Love Offering and Prayer Intention baskets and contents. Make arrangements for locking up the church at the appropriate time.

ACCOMMODATIONS

MOMM appreciates overnight lodging for the happily married presenters the night of the program and sometimes the evening before. Please make the arrangements and notify. From time to time a Marian priest or other special guest may accompany the Maroneys and may require housing as well. The priests prefer to stay in the rectory if at all possible. Advance notice will be given in these instances.

Once Dave and Joan arrive at the church for set up they usually prefer to stay put rather than go to the host home or hotel before the program. Regarding meals, a sandwich or light meal in the afternoon is best if someone is so inclined. Meals with the pastor, priests, or coordinators are welcome, but please make such plans in advance so that adequate time can be planned to set up and accommodate the dining schedule. The presenters **MUST** be back at the presentation location no later than 75 minutes before the program to brief the volunteers and make all final preparations.

FINAL CONSIDERATIONS

This document covers the majority of standard details that help events go as smoothly as possible. Please review carefully, plan in advance, and follow the suggestions. Keep in mind that events vary so some of the details may either not apply to your situation or may need to be adapted. In these cases do not hesitate to contact us for clarification or alternate considerations. Utilize the Advertising & Volunteer Checklists to help you cover all the bases and keep track of all preparations. And remember, prayer, especially before the Blessed Sacrament, is the greatest way to prepare!