



SAMPLE TIMELINE

We have provided a sample timeline* to help you celebrate the Solemnity of the Annunciation and the anniversary of *Evangelium vitae*. While these steps apply most directly to a parish coordinator, they can be adapted to help you think about key steps you can take to plan ahead in whatever capacity you serve the Church.

**Because the Solemnity of the Annunciation can fall near the Sunday of Divine Mercy, plans for celebrating these two observances may overlap. Consider combining tasks; for example, maybe it would be helpful to discuss plans for the Solemnity of the Annunciation and the Sunday of Divine Mercy with your pastor during a single meeting. Or, he may prefer separate meetings. Ask what you can do to make the most of your time together. And don't forget that the Solemnity of the Annunciation is sometimes transferred to another date, rather than being celebrated on March 25.*

FEBRUARY						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Early February

- ◆ Visit respectlife.org/action-guides to review and familiarize yourself with all the resources and materials available to help you celebrate the Solemnity of the Annunciation. Download any resources you hope to use. This would include things like bulletin announcements, intercessions, homily notes, the *Blessing of a Child in the Womb*, and the Annunciation novena, “A Heart Open to God’s Will.”
- ◆ Connect with your pastor, and remind him about the upcoming celebration of the Solemnity of the Annunciation. Let him know what resources are available, such as homily notes, prayer intercessions, and the novena. Ask what your parish might do to observe this important celebration. Most importantly, *ask what you can do to help*. Perhaps emailing him the homily notes directly will save him time. Or, he may ask if you can send the prayer intercessions to another parish staff member. Ask permission for any bulletin submissions you have in mind and for any special activities you would like to plan. Keep in mind that this observance often falls during Lent, which is often a busy time for parishes and priests.
- ◆ Following your conversation with your pastor, contact your parish office to open the lines of communication. Share the results of that conversation and what you are requesting to help celebrate the Solemnity of the Annunciation of the Lord. Ask about bulletin submission policies. Many parishes need content several weeks in advance to be able to include it in the weekly bulletin. Inquire about deadlines and share what content you hope to have featured. This will help your parish plan ahead and allot the necessary space in the bulletin. Lent often requires additional bulletin space for special announcements. Contact your parish while there may still be space available. Again, most importantly, *ask what you can do to help*.
- ◆ If your parish is planning to offer the *Blessing of a Child in the Womb*, be sure to download and/or order a copy for your parish.

MARCH

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Mid to Late February

Complete all bulletin submissions. This includes the bulletin announcements for the novena in preparation of the Solemnity of the Annunciation and invitations for parishioners to receive the *Blessing of a Child in the Womb*.

Early March

- ◆ Reconnect with appropriate parish staff and your pastor to confirm any plans you may have made and that all content has been received by those who need it, as well as to offer any help needed in tying up loose ends. If you ordered a copy of the *Blessing of a Child in the Womb* for your pastor, check to make sure he has received it.
- ◆ Begin highlighting these celebrations on bulletin boards, in newsletters, and on social media and your website.

March 16

- ◆ Begin praying the Annunciation novena, “A Heart Open to God’s Will” individually, with your family or a friend, or in union with your parish, school, or ministry community. Consider sharing parts of the novena on social media each day, encouraging others to join in. Pray that the Solemnity of the Annunciation would move hearts and open eyes to the gift of every human life.
- ◆ Touch base with your pastor and/or appropriate parish staff one last time to make sure everything is in order. Be sure your pastor has copies of everything he needs, like the homily notes, intercessions, and the *Blessing of a Child in the Womb*. You may be asked to share copies of these with a deacon or sacristan who helps in preparations for the Sunday Mass.



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