



# ***God's Recipe for School and Family***

## *Learning and Living the Ten Commandments*

### Project Coordinators Guide

We are extremely excited to be working with you to bring the truth and wisdom of the Ten Commandments to your school and parish. Thank you so very much for working with us as the coordinators of ***God's Recipe for School and Family: Learning and Living the Ten Commandments***.

This guide provides an overview of the phases of the project and the tasks for each phase. As we developed this program, we intentionally focused on how to make it easy to implement it within the schools and parishes. To this end, we have invested considerable time creating all the materials needed so that your work and time are minimized. As coordinators, your main focus will be to follow the outline and checklists that we have provided to keep the project moving forward.

#### Project Overview

At a high level, the overriding mission of ***God's Recipe for School and Family: Learning and Living the Ten Commandments*** is to foster, within the entire school and parish community, a culture of intentionally knowing and living the Commandments. Then, as the members of your school and parish go about their lives, the Commandments will be restored back into the larger communities in which they live and work. Collectively, working together, we can restore the truth and wisdom of the Ten Commandments into society. To accomplish this mission, ***God's Recipe for School and Family*** includes the following supporting objectives.

1. To provide a plaque with an image of the Ten Commandments in every classroom and throughout the school (lunchroom, library, etc.). This visual image of the Commandments will remind the children, teachers and staff to learn the Commandments and to order their life according to them.
2. To provide each of the children an image of the Ten Commandments plaque, in the form of a puzzle, to take home and assemble with mom and dad, brothers and sisters. Then, display the puzzle in a frame to be a reminder of living the Commandments at home.
3. To inspire the parents to (re)learn the Commandments and teach them to their children by giving each family a copy of our book ***God's Recipe for a Wonderful Life***. This book is an easy-to-use guide through the Commandments and includes family activities to make learning the Commandments a fun family activity.
4. To provide all members of the parish access to the ***God's Recipe for a Wonderful Life*** video study of the Commandments. This study is online and is designed to be used individually, in small groups, or with a parish hosted faith formation offering.

5. Then, throughout the school year, to cultivate a deep understanding and appreciation of the Commandments, the Commandments will be the theme for the year, focusing on one Commandment a month in newsletter articles, sermons at school and parish Masses, videos, and an essay contest.

## Project Coordinators

To divide the coordination responsibilities, we recommend having two coordinators. Having two coordinators allows the responsibilities to be shared and not rest squarely on the shoulders of just one person.

One of the coordinators will be a school staff member who has good organizational skills and a good understanding of the inner workings and communication channels of the school & parish.

The other coordinator should be a volunteer from the school or parish at large who has a natural network of friends within the school and parish and who has, or can readily develop, a strong affinity for the purpose and vision of the *God's Recipe for School and Family* project. The benefit of having a volunteer coordinator, who is not a member of the school or parish staff, is that the volunteer coordinator will more readily be chatting with other parents and parish members making it easy and natural to tell others about the program and get them talking about it too.

As you reach out to possible volunteer coordinators, make use of the program material on our website ([www.IfULoveMe.org/schools](http://www.IfULoveMe.org/schools)) and in the School Promotion Kit (<https://IfULoveMe.org/school-promotion-kit>).

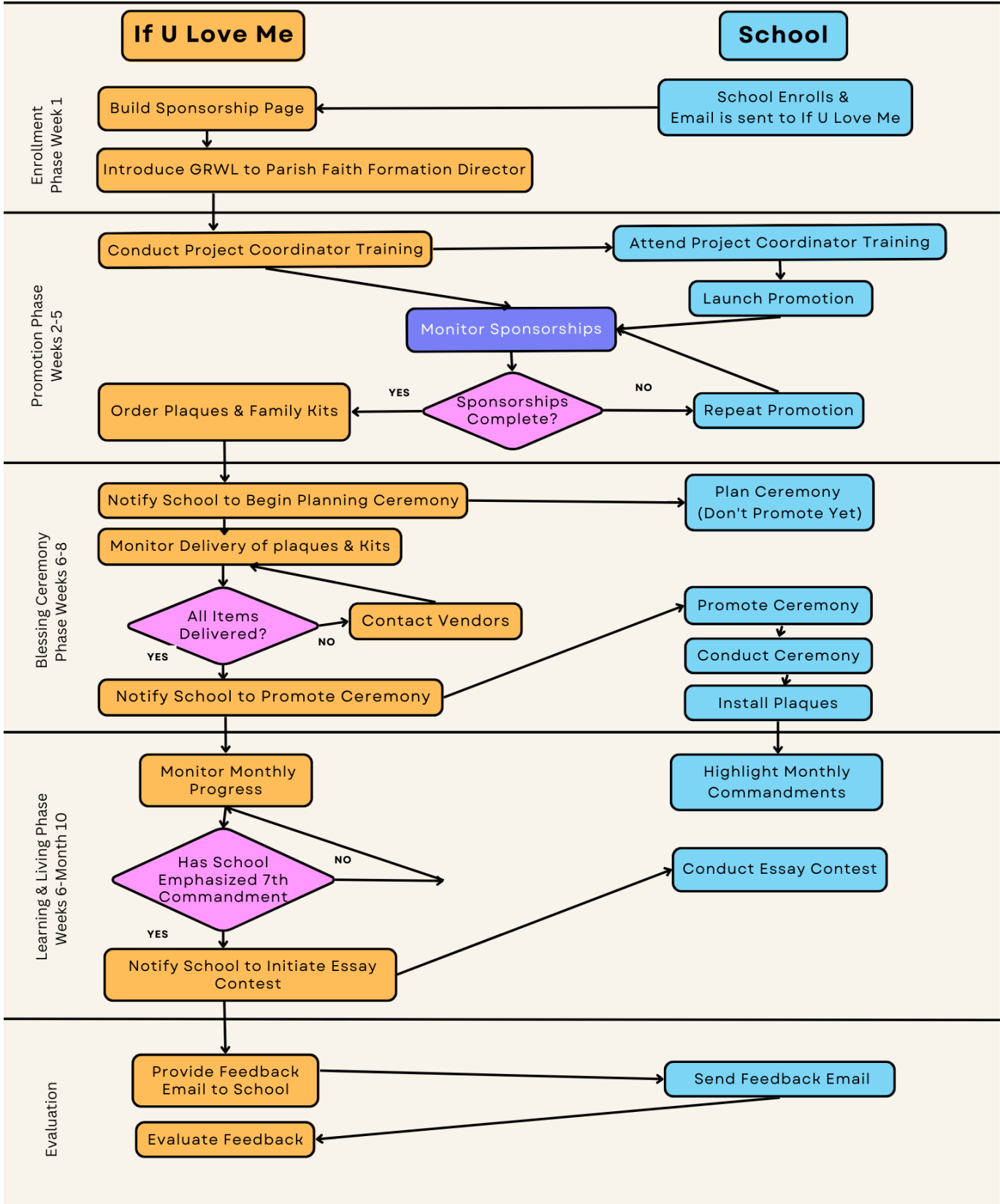
## Project Timeline and Phases

The project consists of five phases. Chances are, you have already completed the first phase and the last phase is to provide feedback about the program. Therefore, the majority of the project consists of just three phases. The phases are outlined below, each phase taking the estimated length of time shown for completion. The actual amount of time for each phase may vary.

1. **Enrollment phase (Week 1):** The project is initiated by your school enrolling in the program at [www.IfULoveMe.org/enroll](http://www.IfULoveMe.org/enroll). The enrollment is completed by providing a list of plaques needed and the number of students enrolled. Chances are, you have already completed this phase.
2. **Promotion Phase (Weeks 2-5):** The focus of the promotion phase is to promote the program throughout the school and parish community to accomplish two purposes. First, to raise people's awareness as to the importance of the Ten Commandments and the program. Secondly, to inspire members and groups (i.e., Knights of Columbus, Booster Club, Altar Society) to sponsor the plaques and family kits.
3. **Blessing Ceremony (Weeks 6-8):** Once the promotion phase is complete, the blessing ceremony phase begins. In this phase, the blessing ceremony, during which the plaques and family kits are blessed and presented to the school and parish, is planned and conducted. Ideally, the blessing ceremony should be conducted very early in the school year to set the tone and theme for the year.
4. **Living and Learning (Weeks 6 – Month 10):** To allow this phase to be started immediately following the blessing ceremony, this phase slightly overlaps the previous phase. It is during this phase that the Ten Commandments should grow some deep and strong roots by focusing on one commandment a month throughout the school year.
5. **Evaluation (1 Week):** In this final phase, we will assess the impact that the program has had and to learn ways that the program can be improved. Everyone who was involved in the program at your school and parish will be invited to provide feedback. The feedback will be provided through a form on our web page.

The flowchart on the following page provides a visual snapshot of the project phases, the tasks that *If U Love Me* will be performing and those that the Project Coordinators are to perform.

# God's Recipe for School & Family Project Flow Diagram



## Promotion Campaign Plan and Checklist

The Promotion Plan and Checklist will guide you through the promotion phase of the program with easy-to-use templates making your work quite simple and reducing the time you would otherwise spend creating announcements and fliers yourself.

A successful promotion of the program will generate a 'BUZZ' throughout the parish and get people excited and want to participate, making your job even easier. Without strong participation from the entire school and parish community, it will be very challenging to get the sponsorships you need and the program will fall short of the vision you and others have for it.

Therefore, it is vital that you make this promotion campaign a high priority and follow this checklist diligently. As you do, you will likely think of methods of promoting the program that we have not considered. We encourage you to be creative and have fun as you create a 'BUZZ' about ***God's Recipe for School and Family***.

The promotion campaign should be concentrated over a four-to-six-week period with the goal of the campaign to generate excitement about the program and to garner the sponsorships needed. A well-executed campaign should generate the needed sponsorship in the four-to-six-week campaign period. If the sponsorships fall short, additional effort will be needed to complete the sponsorships.

A sponsorship webpage, where all the sponsorship donations will be made, has been created for your school/parish. To see your school/parish web page go [www.IfULoveMe.org/schools](http://www.IfULoveMe.org/schools) and click on your school/parish name. There are several options to sponsor the children. Your goal, and the goal of this Promotion Plan, is to obtain sponsorships for all the children at your school, based on what you provided on your school's Enrollment Form.

To make your job of getting sponsors for all the plaques and family kits easy, we have prepared a complete Promotion Plan checklist. All you have to do is complete each of the tasks on the checklist using the campaign documents we have provided in the Online Promotion Kit on our website at [www.IfULoveMe.org/school-promotion-kit](http://www.IfULoveMe.org/school-promotion-kit).

Using the checklist below, locate the specific template in the Promotion Kit, edit the template to include keywords specific to your school and parish (shown in green in the templates) and submit your revised version to the appropriate communications channels in your school and parish. Then, follow up to make sure the announcements and documents were properly communicated. If you follow the checklist, your promotion should be easy and successful.

**\*\*\*\*\* IMPORTANT \*\*\*\*\***

All documents referred to in the checklist are available in the Online Promotion Kit at [www.IfULoveMe.org/school-promotion-kit](http://www.IfULoveMe.org/school-promotion-kit)

## Weekly Promotion Checklist:

The **God's Recipe for School and Family Announcement** document, located in the Online Promotion Kit, contains a list of weekly announcements that are to be submitted to all the communications channels of your school and parish. Each week of the campaign, use the checklist below to determine the specific announcements for that week. Be certain to include the **God's Recipe for School and Family** logo in the announcements where the logo has been included. The logo will help magnify the impact of your campaign efforts.

- Each week of the campaign submit the appropriate weekly **School** Announcement for inclusion in the following:
  - School Newsletter
  - School Email Blast
  - School Website
  - Other???
- Each week of the campaign submit the appropriate weekly **Parish** Announcement for inclusion in the following:
  - Mass prayer intentions
  - Parish Newsletter
  - Parish Email Blast
  - Parish Website
  - Flocknotes
  - Pulpit Announcements
  - Bulletin

## Additional Promotion Campaign Checklist Tasks

In addition to the **Weekly Promotion Checklist**, complete the following promotion requirements at the designated weeks of the campaign.

### Additional Week 1 Tasks

- Send **Pastor Letter** and the **GRSF Program Flier** to the pastor
- Send **Parent Letter** and the **GRSF Program Flier** to all the school parents
- Send **Parent Letter** and the **GRSF Program Flier** to all School of Religion/CCD parents
- Send **Teacher Letter** and the **GRSF Program Flier** to all the school teachers and school staff
- Send **Ministry Letter** and the **GRSF Program Flier** to the leader(s) of each of the following ministries.
  - Booster Club
  - Athletic Committee
  - Knights of Columbus
  - Altar Society
  - Men/Women Groups
  - Faith Formation
  - Parish Council
  - School Council
  - Seniors Club
  - Social Justice
  - Environment Committee
  - Other #1 \_\_\_\_\_
  - Other #2 \_\_\_\_\_
  - Other #3 \_\_\_\_\_
- Introduce the adult faith formation director (DRE) at your parish our Program Coordinator here at **If U Love Me** so we can explain the corresponding program for the adults in your parish. If there is no DRE at your parish, introduce us to your pastor or RCIA teacher. To introduce us, send an email to your DRE/Pastor/RCIA teacher and to [Admin@IfULoveMe.org](mailto:Admin@IfULoveMe.org), using the following text.

Hello NAME,

As you may know, we are bring the **God's Recipe for School and Family: Learning and Living the Ten Commandments** program to SCHOOLNAME. This program includes, at no additional charge, an associated Adult Faith Formation program. Doing both programs simultaneously will enhance the impact these programs have to the members of our school and parish community.

So that you can learn more about the corresponding adult program, I introduce you via this email to the Program Director at **If U Love Me**. The **If U Love Me** Administrator will be contacting you soon.

Thank You,

NAME

- Assist the parish pastor in sending the **Letter to Parish Members** and the **GRSF Program Flier** to all parish households. Ideally this would be sent in U.S. Mail and by email.
- Submit the **GRSF Program Flier** as an insert for the bulletin.
- Contact all parish priests to tell them about the program and ask them to emphasize the Ten Commandments in their sermons throughout the campaign. Provide them a copy of the **GRSF Program Flier**
- It is very important for the teachers to have a solid understanding of the purpose of the program and for them to understand the impact they can have on its success. Therefore, include in the next Teacher Meeting time on the agenda to provide an overview of the program. Provide them copies of the **GRSF Program Flier** and a copy of the **Letter to Teachers**.
- It is also very important for the parents to understand they, as the most effective teachers for their children, will have the strongest impact on the success of the program. Therefore, include in the next Parent/Teacher meeting time on the agenda to provide an overview of the program. Provide copies of the **Parent Letter** and **GRSF Program Flier** to all attendees. Alternately, or in addition to providing them at the next meeting, send the letter and flier in the U.S. Mail or give them to the children to take home.
- Send a summary of how the campaign is going to **If U Love Me** ([Admin@IfULoveMe.org](mailto:Admin@IfULoveMe.org)). Any problems encountered? Any questions?

### Additional Week 3 Tasks:

- Review the remaining sponsorships to complete the Promotion phase. Go to your sponsorship webpage ([www.IfULoveMe.org/schools](http://www.IfULoveMe.org/schools)) and click on each of the sponsorship items. The number of remaining items will show in red.
- Referring to the list of plaques and kits not yet sponsored, follow up with all ministry leaders (KofC, Altar Society, Men/Women Groups, Faith Formation, Seniors, Social Justice, Environment, etc.) Ask them if the group can help sponsor the remaining plaques and God's Recipe Family Kits.
- Send a summary to **If U Love Me** ([Admin@IfULoveMe.org](mailto:Admin@IfULoveMe.org)) explaining how the campaign is going. Any problems encountered? Any questions?

### Additional Week 5 Tasks:

- Review the remaining sponsorships to complete the Promotion phase. Go to your sponsorship webpage ([www.IfULoveMe.org/schools](http://www.IfULoveMe.org/schools)) and click on each of the sponsorship items. The number of remaining items will show in red.

- Referring to the list of plaques and kits not yet sponsored, follow up with all ministry leaders (KofC, Altar Society, Men/Women Groups, Faith Formation, Seniors, Social Justice, Environment, etc.) Ask them if the group can help sponsor the remaining plaques and Family Kits.
- Send a summary to **If U Love Me** ([Admin@IfULoveMe.org](mailto:Admin@IfULoveMe.org)) explaining how the campaign is going. Any problems encountered? Any questions?

## Blessing Ceremony Plan

This section is under development.

## Learning and Living the Ten Commandments Plan

This section is under development.

## Project Evaluation

This section is under development.