

BASA Parish Checklist

Project	Recommended Date(s)	Person(s) Responsible	Support Page in Guide	Completed y/n
Appoint Appeal Committee Chair	Prior to Start	Pastor	Page 7	
Select Lay Witness Presenter(s)	Early January	Pastor/Chair	Pages 10-11	
RSVP to attend BASA Training	<i>See guide for training dates /locations</i>	Pastor of Parish Admin/Chair/Business Manager or Secretary	Page 9	
Conduct Volunteer/Usher Training	February 20-28	Chair	See Online Resources	
Use BASA Bulletin Messages	January 30-31 February 6-7 February 13-14 February 20-21	Chair/Bulletin Editor	See Online Resources	
Use BASA Pulpit Announcements	January 30-31 February 6-7 February 13-14 February 20-21	Pastor/Chair/Pulpit Announcer	See Online Resources	
Pastor Speaks briefly about BASA	January 30-31	Pastor		
Lay Witness Speaks at Mass	January 30-31	Lay Witness	Pages 10-11 and Online Resources	
Prepare in-pew materials to hand out prior to each Mass	February 8-12	Chair/In-Pew Coordinators	Page 7 for tips	
Show BASA Video and conduct in-pew request process	February 13-14	Chair/In-Pew Coordinators	Page 11	
Follow-Up Weekend script and in-pew process	February 20-21	Chair/In-Pew Coordinators	Page 12	

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The 2021 BASA Campaign Closes September 30, 2021