



## How to Organize Operation Rice Bowl

This timeline will help you plan and organize Operation Rice Bowl in your community. To help you prioritize, we have highlighted the first step under each week as the most important activity to complete for that week.

### Important dates to remember:

- Ash Wednesday: February 17, 2010
- Easter Sunday: April 4, 2010

#### 6 weeks before Lent:



**Discuss integrating Operation Rice Bowl into your community's Lenten activities with your pastor or principal. See the Activity Suggestions on page 5 for ideas. Remember that all Operation Rice Bowl materials are available in both English and Spanish.**

- Alert parish staff that Operation Rice Bowl materials will be arriving in early January. Decide where you will store the materials until it is time to distribute them.
- Verify that you have received all of the materials you need. To order additional materials, call (800) 222-0025 or place your order online at orb.crs.org.
- Review the content of the materials you have received and begin planning your activities.
- Visit orb.crs.org to explore all of the resources and activities that are available for your community.
- Meet with parish committees to get help organizing Operation Rice Bowl activities or sponsoring events.

#### 5 weeks before Lent:



**Mark dates for Operation Rice Bowl events and activities on your community's calendar, including the due date for the return of contributions.**

- Distribute the *Educator's Guide* to classroom and Religious Education teachers to ensure they have time to incorporate lessons into their classes. Encourage them to use some of the lessons and activities throughout Lent.
- Make sure parish committees and teachers know about the Operation Rice Bowl CD-ROM and make it available for review when materials arrive.

#### 4 weeks before Lent:



**Ask your pastor to use the Operation Rice Bowl *Prayer Intentions* and *Homily Notes* during Lent. Including Operation Rice Bowl in the liturgy and endorsing it from the pulpit is very helpful in contributing to its success.**

- Review the activities your faith community organized last Lent, and consider adding one or two new ideas to enhance your celebration this year.
- Continue to encourage parish committees and groups that are not involved in Operation Rice Bowl to participate.
- Continue planning how to incorporate Operation Rice Bowl into weekly parish activities. Consider preparing an Operation Rice Bowl recipe for a weekly gathering.

#### 3 weeks before Lent:



**Determine how and when Operation Rice Bowl materials will be distributed and coordinate this with your pastor or planning committees. Plan to distribute one *Rice Bowl/Lenten Calendar* to each family in your community. Consider the following ideas:**

- Distribute materials on the Sunday before Ash Wednesday, at Mass on Ash Wednesday, or on the first Sunday of Lent.
- Distribute materials after communion as a symbol that through Operation Rice Bowl participants share the spiritual nourishment of the Eucharist with those who hunger physically.
- Distribute the *Rice Bowl/Lenten Calendar* with the parish bulletin.
- Consider a symbolic blessing of the *Rice Bowls* as part of your distribution.
- Meet with any parish group (e.g., ushers, youth group, etc.) helping to pass out Operation Rice Bowl materials to discuss the logistics of the distribution.



**2 weeks before Lent:**  Place the Operation Rice Bowl *Poster* and *Display* in a prominent place to publicize your community's participation.

**1 week before Lent:**  Confirm with your pastor or principal when and how you will distribute the Operation Rice Bowl materials to the community.

**Ash Wednesday:**  Ask your pastor or principal to make an announcement about your community's participation and to introduce the *Rice Bowl* and *Lenten Calendar* from the pulpit or at a school assembly.

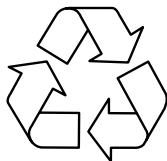
**During Lent:**  Use the Operation Rice Bowl *Bulletin Announcements*, *Homily Notes* and *Prayer Intentions* each Sunday during Lent as a reminder of your community's participation.

- Have extra Operation Rice Bowl materials available at entrances and common areas.
- Determine how you wish to collect the Operation Rice Bowl contributions, and inform participants of your preference. Some groups find it easier to ask participants to write a check instead of turning in the *Rice Bowls* with cash.
- Remind participants when their Operation Rice Bowl contributions are due.
- Bring your community together during Lent by hosting weekly events featuring Operation Rice Bowl (e.g., soup suppers, speakers, Stations of the Cross, etc.).
- Encourage members of your faith community to visit [orb.crs.org](http://orb.crs.org) to find activities and resources for use in the home and to sign up for the Operation Rice Bowl weekly email reflections.

**After Lent:**  Finish collecting the Operation Rice Bowl contributions and publish your total amount with a thank you to participants.

- Thank all who assisted with organizing Operation Rice Bowl in your faith community.
- Consolidate contributions into one check and send it to your CRS Diocesan Director. Be sure to write "Operation Rice Bowl" on the memo line of your check. Contact your Diocesan Director to learn where to send your check (contact information is available at [orb.crs.org](http://orb.crs.org)).

## Did You Know?



Operation Rice Bowl materials are recyclable. Please consider this when discarding unused materials. If your faith community received too many materials this year, let us know so we can reduce your materials order for next year. You can update your order at [orb.crs.org](http://orb.crs.org) or by calling 1-800-222-0025. Together, we can be good stewards of our resources!