



# PARISH MANUAL

## TABLE OF CONTENTS

APPEAL TIMELINE & "ACTION EVENTS"	2
2018 Appeal Data Analysis	3
NEW APPEAL FEATURES FOR 2019	4
REGIONAL LAY AND CLERGY CHAIRS	6
MESSAGE TO PASTORS AND PARISH LIFE COORDINATORS	7
PARISH CAMPAIGN STRUCTURE, PARISH REP MEETINGS	8
MATERIALS AND INSTRUCTIONS	9
THE APPEAL VIDEO – REGIONAL FEATURES	10
KEY APPEAL PROMOTION OPPORTUNITIES	11
Kick-Off Weekend – September 7/8	
Promotion of In-Pew Weekend – September 21 - 29	12
In-Pew Commitment Weekend – October 5/6	13
PARISH ACTIVITIES FOLLOWING IN-PEW WEEKEND	14
DEVELOPMENT OFFICE CONTACTS	15

## APPEAL TIMELINE - ACTION EVENTS

The active phase of the 2019 Diocesan Annual Appeal, during which we ask parishes to promote the ministries supported by the Appeal and encourage parishioners to make a gift, extends for 11 weeks from the Kickoff in our parishes on the weekend of September 7 and 8 to the Mass of Thanksgiving on Sunday, November 24, 2019.

<u>Pre-campaign</u> First Parish Representative Meetings

AUGUST 19 – AUGUST 22 See Regional Committee Meeting dates on page 8

To add Parish Reps please contact the Development Office

WEEK 1 KICK-OFF WEEKEND – SHOW APPEAL VIDEO

SEPTEMBER 7/8 Pulpit Comments, Bulletin Message; Prayer of the Faithful

September 9 – First Letter from Bishop Bambera to Previous Appeal Donors September 20 – Bishop's Letter with In-Pew Pledge Envelope to Non-donors, New Parishioners and Long-Lapsed Donors

WEEKS 3 - 4 PROMOTE IN-PEW COMMITMENT WEEKEND

SEPTEMBER 21 – 29 Pastor or Parish Representatives, Staff or Volunteers

speak about the ministries supported by the Appeal and

promote In-Pew Weekend (October 5 & 6).

WEEK 5 IN-PEW COMMITMENT WEEKEND

OCTOBER 5/6

Introduced by Pastor and/or Parish Representatives.

Pledges & Prayer Intentions collected for Mass of

Thanksgiving, November 24.

October 25 – Second Letter from Pastors & Parish Life Coordinators Sent by the Diocese to Past Donors Not-yet Responding

WEEK 12
SUNDAY NOVEMBER 24
APPEAL MASS OF THANKSGIVINGS
Liturgical Solemnity of Christ the Kin

Liturgical Solemnity of Christ the King at 10 a.m. at St. Peter's Cathedral celebrated by Bishop Bambera and to

include Prayer Intentions submitted by parishioners

throughout the Diocese.

December 2 - Diocesan Mailing to past donors who have not yet responded

JANUARY – MARCH 2020 WRAP-UP ACTIVITIES IN PARISHES NOT YET AT GOAL

**PARISH CHOICE** Parish-led initiatives (e.g. letters, phonathons, personal contacts, and 2<sup>nd</sup> In-Pew Commitment Weekend option)

FEBRUARY 2020 APPEAL SPECIAL COLLECTION PARISH ENVELOPE

## 2018 DIOCESAN ANNUAL APPEAL DATA ANALYSIS

The challenges facing the Diocese during the 2018 Annual Appeal campaign were reflected in the decreased responses from past regular donors resulting in a shortfall of over \$1.2 million. Last year, nearly 11,000 less members of the Diocese gave a donation in the 2017 Appeal. We realized 75% of our goal of \$5 million or \$3,740,532.



2017 Donors NOT Giving in 2018		
Donor Level	Gifts	Totals
Giving \$500 or more	401	(\$376,193)
Giving \$101 to \$499	1,719	(\$361,695)
Giving \$100 and under	8,812	(\$435,496)

The Annual Appeal supports vital Diocesan Ministries which cannot fully serve those in need without Appeal support. The shortfall in 2018 Appeal support and the challenges resulting from the Grand Jury Report of 2018 prompted the Diocese to reexamine all aspects of the Annual Appeal and to seek the opinions and suggestions of our priests, past Appeal regional chairs, and parish representatives to help improve the Appeal going forward.

## **NEW APPEAL FEATURES FOR 2019**

## "You spoke - We responded"

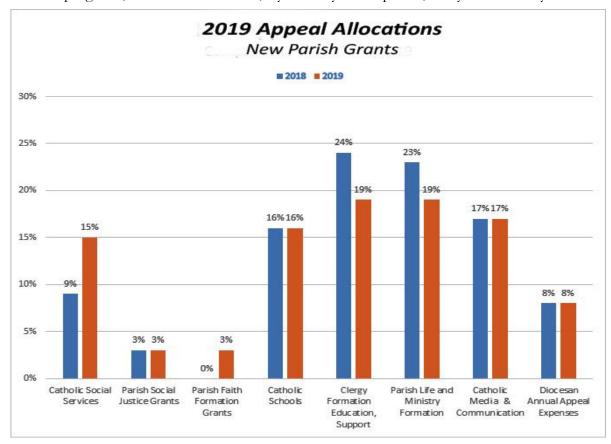
As a result of Listening Sessions held by Bishop Joseph Bambera and Jim Bebla with priests and others across the Diocese *several changes* have been implemented for the 2019 campaign to make the Appeal more interesting and relevant to your parishioners and help your parish reach goal!

## Regionalized Appeal Video

Six different version of the video will be distributed to parishes to use on Appeal Kick-off Weekend and on your websites. These videos will feature pastors, parishioners and special activities - including Social Justice programs – specific to each region.

## • Increased Allocations for Parishes from Appeal Funds

Appeal funds have been allocated this year to further help parishes: The Social Justice Grants continue supporting parishes at 3% and a new allocation of 3% for Parish Faith Formation Grants – has been added to directly support catechesis programs, adult faith formation, lay ministry development, and youth ministry.



\*In 2017, rebates to parishes over goal amounted to almost 5% of the Appeal annually or \$244,800.

#### Increased Allocation for Catholic Social Services

The allocation for Catholic Social Services have been increased from 9 to 15% to assist Catholic Services in its mission to serve individuals and families in poverty and hardship and to respond compassionately to their needs. Catholic Social Services staff advocate for individual dignity and self-sufficiency and actively give of themselves to replace despair with hope.

#### New Campaign Features Continued

- In-Pew Commitment Weekend Moved Closer to Kick-Off
   Parishes have the option of being flexible with the conduct of their campaign regarding Kick-off Sunday and In-Pew Sunday. However, the official date for In-Pew has been moved closer to kick-off per your suggestions.
- "In-Pew" Solicitation Mailing to reach homes of non-donors before In-Pew Weekend A letter and pledge envelope with an overview of Diocesan ministries will be mailed to the homes of non-donors, long-lapsed donors and new parishioners in advance of the In-Pew Weekend. In this way potential donors will be alerted in advance of the "ask" and even parishioners not attending Mass will have an opportunity to give.
- In-Pew Weekend Procedures Streamlined
   Donors who have already given to the Appeal will not be required to fill out the
   envelopes. Prayer Intentions will still remain optional for parishioners whether or
   not they chose to make a pledge.
- Letters signed by Pastors and Parish Life Coordinators
   The Appeal Office will mail out a second reminder letter to Appeal donors not-yet responding over the signature of their pastor or parish life coordinator because we know the parish leaders have a strong connection with their parishioners. Parishes whose leadership advocate for the Appeal more often reach goal.
- Lists of Speakers Representing Various Ministries
  The Development Office is working with the offices of Vocations, Catholic Social
  Services, Parish Life and Catholic Schools to develop a list of volunteers who will be
  available to speak at Masses at any interested parishes. This list will be distributed to the
  parishes in early September. You may also wish to ask your parishioners involved in
  programs funded by Diocesan Social Justice Grants to speak about their experiences.
- Appeal Parish Committees and Receptions
   Some pastors and parish representatives are putting together Annual Appeal committees
   or holding a reception for past/potential donors to help promote the Appeal and
   encourage parishioners to make a donation.
- Gift Designation
  We will provide the opportunity for donors to designate their gift to a specific ministry in all of our pledge forms and response envelopes.
- Increased Use of Social Media and Catholic TV

  The Diocesan Communications Office is assisting our efforts to promote the Appeal through Catholic TV and social media. The Communications staff will be producing and distributing short video features on various ministries supported by the Appeal that will air before and after the broadcast of the Mass on CTV, be posted on our Facebook page and be e-mailed to parishes so that you can post Appeal features on your Facebook page.

## **2019 REGIONAL CHAIRS**

## **Monroe County**

Lay Chair: Robert Moses, St. Matthew Parish, East Stroudsburg

Clergy Chair: Rev. Gregory Reichlen, St. John Parish, East Stroudsburg

## Wayne & Pike Counties

Lay Chairs: Dr. Robert and Mary Gan, St. John the Evangelist Parish, Honesdale

Clergy Chair: Deacon Edward T. Kelly, St. Mary Parish, Waymart

## **Luzerne County**

Lay Chairs: Frank and Sandy Orlando, St. John Bosco Parish, Conyngham Clergy Chair: Rev. Richard Cirba, St. Robert Bellarmine Parish, Wilkes-Barre,

and Exaltation of the Holy Cross, Hanover Township

## Bradford, Sullivan & Susquehanna Counties

Lay Chairs: John and Joan Schoonover, Epiphany Parish, Sayre

Clergy Chair: Rev. Phillip Rayappan, Holy Name of Mary Parish, Montrose

## Lycoming & Tioga Counties

Lay Chairs: Nick and Carol Catino, Our Lady of Lourdes Parish, Montoursville

Clergy Chair: Rev. Brian Van Fossen, St. Joseph the Worker Parish, Williamsport

## Lackawanna & Wyoming Counties

Lay Chairs: Bill and Maureen Bender, St. Mary of the Lake Parish, Lake Winola

Clergy Chair: Rev. Andrew Kurovsky, Sacred Heart of Jesus Parish, Peckville

## MESSAGE TO THE PASTOR & PARISH LIFE COORDINATOR

You play a significant role in encouraging support of the Diocesan Annual Appeal. As Pastors and Parish Life Coordinators, you set the tone for the effort in your parish with your endorsement and public support. Promoting the importance of supporting the appeal and presenting the ministries that benefit from the Appeal (including how the Appeal directly benefits your parish community) are key elements in the success of the Annual Appeal in your parish.

Please reviews the information included here and use it to enhance and bolster your parish campaign. It is advantageous to all when parishioners are encouraged to make their gifts early in the campaign. In-Pew Commitment Weekend is intended to be one of the most significant efforts to secure new donors in your parish and is particularly important to reach those who attend Mass but may not be registered parishioners.

#### **MESSAGE SUGGESTIONS**

- Invite parishioners to joyfully share in the work of the local Church by supporting the Annual Appeal as they strive to be true Disciples of Christ. Stress the importance of raising funds for the ministries of the Annual Appeal as a part of stewardship and how it fits with our call to return our gifts to the Lord in gratitude by sharing our blessings justly and charitably.
- Personalize the message for the parishioner. Reflect on the reasons why you support the Appeal, and consider sharing that you've made your gift to the Appeal...
- Mention the major ministries that are supported by the Annual Appeal.
  - Catholic Social Services
  - Catholic Education in Schools
  - Clergy Formation, Education for Seminarians and Deacons
  - Care and Support for Retired Priests
  - Parish Life and Ministry Formation
  - Catholic Media and Communication
  - Direct Parish Support through Social Justice Grants and New Faith Formation Grants
- List How Appeal Funds Assist Your Parish Explain how funds from the Annual Appeal directly help your parish through Parish Life programs, religious education, care of a retired priest who served your parish or in support of a seminarian or recently ordained priest who has served your parish. Refer to any Social Justice Grants your parish may have received from the Diocese and how the grants are being used; cite future programs your parish might pursue with such funds. Use announcements about the new Parish Faith Formation Grants.
- Promote the fact that 75% of the Appeal collections received over your Parish goal are returned to your Parish. Mention rebates and what the money could be used to fund in your parish, if attained. Announcing during the Appeal that you plan to use your parish rebate for a specific purpose may enhance giving from your parishioners.
- Ask every family to consider giving something to help you reach your parish goal. Two thirds of the gifts to the Appeal are \$100 or less, so every gift matters.
- Say "Thank You" to your past contributors.

## PARISH CAMPAIGN STRUCTURE

#### PARISH LEADERSHIP

Pastors and Parish Life Coordinators provide the leadership for the Appeal but can also benefit from the invaluable assistance and influence of enthusiastic and committed Regional Chairs and Parish Representatives.

#### **REGIONAL CHAIRS**

To assist with the Annual Appeal, Bishop Joseph Bambera invites parishioners and clergy to serve as Regional Chairs, representing the six regions of the Diocese: 1) Bradford, Sullivan and Susquehanna Counties, 2) Lackawanna and Wyoming Counties, 3) Luzerne County, 4) Lycoming and Tioga Counties, 5) Monroe County, and 6) Wayne and Pike Counties.

Regional lay and clergy chairs give significantly of their time, talent and treasure to assist with the Annual Appeal. Regional chairs provide ideas for the Appeal and invite others to join with them in making a leadership gift to the Annual Appeal. They also promote the Appeal in their parishes.

#### PARISH REPRESENTATIVES

Parish Representatives serve as delegates to an Annual Appeal Regional Committee which meets two or three times during the length of the campaign. During regional meetings, Parish Representatives share experiences and suggestions with others to help enhance the Annual Appeal in our parishes.

#### First Regional Parish Representative Meetings:

Monroe – Wednesday, August 14, 4 p.m., St. John Parish, East Stroudsburg

Wayne/Pike – Monday, August 19, 7 p.m., St. Mary Parish, Waymart

Luzerne – Tuesday, August 20, 6:30 p.m., Exaltation Parish, Hanover Twp.

Lackawanna/Wyoming – Wednesday, August 21, 6:30 p.m. Diocesan Pastoral Center, Scranton

Lycoming/Tioga – Thursday, August 22, 6:30 p.m., St. Joseph the Worker, Williamsport

Bradford/Sullivan/Susquehanna – Thursday, August 22, 6 p.m., Mary Mother of God, Montrose

Parish representatives are asked to:

- Attend two to three Regional Committee meetings between August and February.
- Make an Annual Appeal gift.
- Work with pastor and parish staff to coordinate Diocesan Annual Appeal efforts in your parish to
  include showing the video during Kickoff Weekend, assisting with preparation for In-Pew
  Commitment Weekend, updating the goal thermometer poster and helping to involve parishioners.
- Serve as a primary contact in your parish to provide updates on Annual Appeal activities and progress toward goal and to answer any questions.
- Personally consider contacting a small number of friends or potential donors (perhaps parishioners who are involved in leadership positions finance or pastoral council members, Eucharistic ministers, lectors, choir members) to ask them to make a gift to the Diocesan Annual Appeal.
- Speak at Masses (or recruit volunteers to speak) on one or two weekends during the Campaign, perhaps prior to In-Pew Commitment Weekend, to encourage parishioners to make an Appeal gift.
- Consider putting together a Parish Appeal Committee to help make contact with parishioners and ask for support.

For assistance with any questions or concerns about any of the information provided in this Manual or the receipt of parish materials please call 570-207-2250.

I. <u>Bulletin Announcements, Prayers of the Faithful and Social Media Video Clips</u>
Messages to promote the Appeal will be emailed to your parish office periodically throughout the Campaign and will also be available on our website: (See Giving Tab – Parish Resources for the Annual Appeal).

#### II. Materials For Kickoff Weekend on September 7 & 8

Appeal Kick-off Material will be provided to you the week of September 2. If you have not received the following materials by September 5, call the office at 570-207-2250.

- A Regional DVD Specific to Parishes in Your Area- Test DVD to insure it is working properly (6 min. long).
- Posters

#### III. Materials for In-Pew Commitment Weekend on October 5 & 6

Materials will be provided to you in September. If you have not received the following materials by September 30, please call the office.

- Pledge Envelopes (and Pencils if needed)
  - Use the pledge envelopes with the prayer intention tear-off panel. Pass out and collect the pledge envelopes at Mass. Kindly send all completed pledge envelopes to the Development Office in one group at your earliest convenience.
- Outer Mailing Envelopes addressed to the Development Office
   Use this envelope to return your parishioners' completed pledge envelopes from your In-Pew Weekend collections at your earliest convenience.
- Parishioner Labels each parish will receive a set of Parishioner Labels Each label identifies a parishioner/donor by name, address and corresponding Diocesan account number. Make sure to affix the enclosed address labels to each pledge envelope before you send to the Development Office.

Important: Use of these labels allows us to more quickly compute and accurately report your donations and your Parish Appeal progress so we can alert you when you have reached your goal!!

## REGIONAL VIDEO FEATURES

This year, we are preparing six regional versions of the Appeal video to better present how the ministries supported by the Appeal benefit all of our parishes.

The following ministry features will appear in all six versions of the video:

St. Vincent de Paul Kitchen Veteran Dan Grogan, St. Francis Commons

Deacon Kevin Miller, Seminarian Marriage Counseling – St. Patrick Parish, Scranton

Quo Vadis Retreat at Misericordia University

In addition to the features above, the regional videos will highlight a local Catholic School student or parishioner, a retired priest and a parish social justice program.

#### Bradford/Sullivan/Susquehanna Region

- Student at Epiphany Elementary School, Sayre
- Father Vincent Langan
- Food Pantry at SS. Peter & Paul Parish, Towanda

#### Lackawanna/Wyoming Region

- Student at Holy Cross High School, Dunmore
- Father Joseph Horanzy
- Youth Group Summer Lunch at St. Eulalia Parish, Roaring Brook Township

#### Luzerne Region

- Student at Wyoming Area Catholic Elementary School, Exeter
- Monsignor John Bendik
- Kitchen Volunteers at St. John Bosco Parish, Conyngham

#### Lycoming/Tioga Region

- Students at St. John Neumann Regional Academy, Williamsport
- Monsignor Stephen McGough
- Children's Closet at St. Joseph the Worker Parish, Williamsport
- Faith Formation Program at Resurrection Parish, Muncy

#### Monroe Region

- Student at Notre Dame High School, East Stroudsburg
- Monsignor Arthur Kaschenbach
- Parish Nursing Ministry at Our Lady Queen of Peace Parish, Brodheadsville
- Student at ISLI event

## Wayne/Pike Region

- Catechist Camp Parishioner at St. Thomas More Parish, Lake Ariel
- Monsignor William Feldcamp
- Lorenzo's Lunch at St. Ann Parish, Shohola

## **KEY APPEAL PROMOTION OPPORTUNITIES**

The Appeal Kickoff Weekend and the In-Pew Commitment Weekend are the two most significant times when we ask the Pastor, Parish Life Coordinators and Parish Representatives to speak at Masses to strengthen the Appeal message. The Appeal progresses more quickly to a successful conclusion when parishioners hear about the ministries supported by gifts to the Appeal and are personally asked to pledge early in the campaign.

Positively introducing the Campaign and getting off on the right foot makes all the difference in parish success. There are ample reasons for Disciples of Jesus Christ to generously support the Annual Appeal. As suggested by clergy and parish reps in listening sessions, the Diocesan Development Office will regularly provide parishes with more specific examples of what is supported by the Appeal.

## KICK-OFF WEEKEND SEPTEMBER 7 & 8

The Pastor or Mass Celebrant or Parish Life Coordinator informs parishioners that the Annual Appeal is commencing today in all parishes throughout the Diocese. He introduces the video himself or introduces the Parish Representatives who ask parishioners for their attention to the video message and invite parishioners to consider their support of this year's Annual Appeal. The Prayer of the Faithful includes the Appeal reference. The Bulletin should include a Message from the Pastor and either the weekly Appeal Graphic or Appeal Message.

- :
- Prepare to show the video. Set up the projector and screen.
- Preview the Appeal DVD.
- Place Appeal posters in visible areas of the Church.
- Have appropriate 'Prayer of the Faithful' ready.

## AT MASS: PASTOR, PARISH LIFE COORDINATOR OR CELEBRANT

Today we join parishes throughout the Diocese in launching the 2019 Diocesan Annual Appeal "Serving in Faith with Hope and Gratitude." Please direct your attention to the screen as you are invited to share in the work of Christ, here in the Diocese of Scranton.

If you'd like to see the video again, or share with others, you can view it on your computer at: www.DiocesanAnnualAppeal.org.

The overall goal for the 2019 Diocesan Annual Appeal is five million dollars. This year our parish goal is \$\_\_\_\_\_\_. Through your continued charity and generosity, I am confident that we will achieve this goal. Thank you for your support.

(After the Video) Thank you for your attention. This month, all parishioners will receive a gift request letter from Bishop Bambera. I ask you to prayerfully consider making a gift this year.

#### • Prayer of the Faithful:

That our parish community will come together in support of the Diocesan Annual Appeal, sharing the gifts our heavenly Father has given us, as we strive to be true Disciples of Christ.

## PROMOTING IN-PEW WEEKEND

The Pastor, Parish Life Coordinator, Parish Representative or Appeal Volunteer speaks about the ministries and services supported by the Appeal and reminds parishioners of the upcoming In-Pew Commitment Weekend and asks everyone who has NOT YET given to the Appeal to come to Mass prepared to make a pledge. <u>NEW THIS YEAR:</u> An Annual Appeal mailing will be sent to the homes of all parishioners throughout the Diocese.

- Promote the 'In-Pew Commitment' opportunity in your bulletin
- Arrange a speaker to address parishioners. Ask your Parish Rep to speak about the ministries and services supported by gifts to the Appeal (Representatives will receive suggested scripts and talking points similar to the one included below). Or contact the Development Office for a list of available speakers on various ministries.
- Have the appropriate 'Prayer of the Faithful' read.

## PARISH REPRESENTATIVE AT MASS

An important part of attracting parishioners to support the Appeal is the personal witness and testimony that a fellow parishioner may provide. Whether you use a representative from Catholic Social Services or a Parish Representative, please make reference to the upcoming In-Pew Weekend October 5 & 6. The following is a SAMPLE SCRIPT to be personalized.

"Good morning. My name is \_\_\_ and I am a parishioner here at \_\_\_. Father (pastor) \_\_\_\_ has asked me to take a moment to speak today and I agreed --- because I believe in the work of the Diocesan Annual Appeal and I'm here to ask you to join me in my support....

I invite all of you to invest some of the gifts that God has given you—your energy, your prayers, and your resources—in this work to which God has called us. I know that we all believe in God's call to serve others.

Gifts to the Appeal support our Diocese ministries and services that feed the hungry, shelter the poor, counsel individuals and families and provide a place for a veterans to receive needed care and support.

We all want priests who have served us throughout their lives to have a welcoming place to live in their retirement, with their medical care provided. We want to be sure the seminary is available to young men who will be future priests serving in our Diocese. We all believe in passing on our Catholic faith to our children in our parishes and in our schools.

Every time some good is done in our Diocese because of our support of the Annual Appeal, we become part this good work. As the Apostle St. Paul declares: 'You will be enriched in every way for your great generosity.'

When you come to Mass the weekend of October 5 & 6, you will be asked to make a pledge to the Appeal – please ask yourself: "Will I say 'Yes' to a homeless veteran in need, to a retired priest receiving care or to a seminarian studying for the priesthood? Let us put our faith into action by

pledging our support to the Diocesan Annual Appeal next weekend, if you have not already made a pledge. Remember, we are "Serving in Faith Hope and Gratitude" as we strive to be true disciples of Christ. Thank you."

## PRIOR TO IN-PEW WEEKEND

- Before the weekend of October 5 & 6, we ask the Pastor or the Parish Representative to arrange for ushers or volunteers to actively pass out Appeal materials to each pew during all Masses, and then collect the envelopes from parishioners as soon as pledge envelopes are completed
- Confirm brochures, envelopes, and pencils are at the Church. Staff should review all campaign materials delivered to parish office to ensure all elements are there in sufficient numbers, including the Parishioner Labels.

If additional or replacement items are needed, call the Development Office at 570-207-2250.

## IN-PEW WEEKEND - OCTOBER 5 & 6

The highest levels of participation result when the solicitation includes a strong invitation from the pastor asking everyone to join him in supporting the Appeal and when materials and pledge cards are actively distributed and collected at each Mass by parish volunteers.

We suggest that you *do not* leave materials in the pews before Mass, in the back of the church or give parishioners envelopes to take home and return. Handing the materials out personally and collecting envelopes immediately has resulted in the strongest response to the Appeal.

- Kindly ask the ushers or volunteers to distribute the materials and pledge cards and then ask
  everyone to join you in prayerfully considering making a gift to support the important work
  accomplished through the Annual Appeal; and thank them for their generosity.
- Please ask parishioners to complete an envelope and fill in all of the contact information requested on both the outside and inside of the envelope, if they have NOT YET made a pledge.
- Suggest to parishioners that a convenient way to make a gift is by pledging a certain amount and then make monthly payments. Pledges may be spread over a period of several months.

## AT MASS: PASTOR, PARISH LIFE COORDINATOR OR REPRESENTATIVE

"Today is 'Diocesan Annual Appeal Commitment Weekend.' We join parishes throughout the Diocese in inviting our parishioners to make a gift to the Diocesan Annual Appeal... to consider sharing in the work of the Gospels in our local Church to benefit thousands of families, children, men and women,

through various ministries supported by the Diocesan Annual Appeal. We are "Serving in Faith with Hope and Gratitude" as we strive to be true Disciples of Christ.

The Annual Appeal goal is to raise \$5 million to support Diocesan Ministries and Services. Our share of the Appeal goal as a parish is \_\_\_\_\_\_ When we surpass our goal, 75% of our amount over goal is returned to our parish. We will now pass out the Pledge Envelopes.

Today I ask those who have NOT YET MADE A GIFT to the Appeal to fill out a Pledge Envelope. Kindly fill out both the outside and inside of the envelope. You may also include a PRAYER INTENTION on the pledge envelope. All intentions will be remembered at a special Mass of Thanksgiving on Sunday, November 24, at 10 a.m.at St. Peter's Cathedral. Everyone is invited to attend this Mass.

REMINDER: Please know that your pledge can be spread over a period of weeks or months. You do not need to include a check or cash in the envelope at this time. Pledge reminders will be mailed to you monthly. You can also fulfill your pledge by filling out the credit card information on the envelope. Thank you on behalf of all who will benefit from your generosity.

Please hand in your pledge cards to the ushers and volunteers.

## PARISH OFFICE ACTIVITIES FOLLOWING IN-PEW WEEKEND

- A. Collect the pledge envelopes. Then, using the PARISHIONER LABELS provided by the Appeal Office, affix the matching label to the lower right hand corner of the envelope.
  - As you prepare to return the pledge envelopes to the Appeal Office, if you notice that the address that was hand-written by the donor on the pledge envelope is different than the address on the **PARISHIONER LABEL** that was provided to you, please cross out the address on the **PARISHIONER LABEL** after affixing it to the envelope. This will help us to note the change and adjust our records accordingly.
  - Do not open the individual pledge envelopes except to remove a pencil.
  - DO hand-write or stamp YOUR PARISH NUMBER or PARISH NAME on a blank envelope so your parish can be credited for any loose change or checks which may be contained inside.
- B. Place the pledge envelopes (with the PARISHIONER LABEL affixed to each corresponding pledge envelope), along with any monies collected, into the mailing envelopes provided to each parish and mail them back to the Development Office for processing.
  - Kindly ensure your <u>Parish Number</u> is on the outside of the envelope. If you receive additional pledge envelopes in the following weeks' collections, affix the Parishioner LABEL to these as well, and mail them to us.

Thank you for your assistance and support!

## THE DIOCESAN DEVELOPMENT OFFICE CONTACTS

Secretary for Development

Jim Bebla

Phone: 570-207-2250 Cell: 570-862-7762 Jim-Bebla@DioceseofScranton.org

Development Operations Manager

Barbara Clewell

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Director of Development Operations

Christopher Sheperis

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Director of Stewardship & Donor Relations

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#### Bulletin Announcements, Prayers of the Faithful and Social Media Video Clips

Messages to promote the Appeal will be emailed to your parish office periodically throughout the Campaign and will also be available on our website.

See Giving Tab – Parish Resources for the Annual Appeal

If you have any questions about bulletin ads or promotional announcements, please email or call the Development Office or contact Marilouise Ruane (Cell: 570-702-2459).

We will be happy to assist you at any time.

#### Thank You

We are extremely grateful for all that you do in support of the Diocesan Annual Appeal. Your leadership and enthusiasm in presenting the Appeal and inviting your parishioners to contribute to our local Church and its ministries has a critical and significant impact on our ability to reach our goal each year. Thank you for working with us in this shared ministry of stewardship.