

Annual Catholic Appeal 2016-2017

*“Giving in Gratitude-Sharing God’s Gifts
Across Central Washington”*

By: Alma Benitez
Director of Stewardship and Development

ACA Manual Cont.

- **The Role of the Pastor**
- **The Role of the Chairperson**
- **The Role of the Secretary**

ACA Manual

- **Solicitation Method, Prayers and Announcements – Sharing the Mission**
 - Solicitation Methods
 - Prayers of the Faithful
 - Bulletin Announcements
 - Pulpit Announcements

Parish Action Timeline

Week of September 26 All Annual Appeal materials that were not picked up during ACA Training will be mailed to parishes.

Saturday & Sunday
October 22 & 23

ANNOUNCEMENT WEEKEND

Display Annual Appeal Posters in prominent location this weekend

Prayers of the Faithful

Bulletin and Pulpit Announcements

Saturday & Sunday
October 29 & 30

EDUCATION WEEKEND

Pastor Letter in Parish Bulletin

Lay Witness Talk

Prayers of the Faithful

Bulletin and Pulpit Announcements

Parish Action Timeline

Saturday & Sunday
November 5 & 6

ANNUAL CATHOLIC APPEAL PLEDGE WEEKEND

In-pew Appeal – Help Parishioners Complete Envelopes
ACA Video - **IMPORTANT**
Prayers of the Faithful
Bulletin and Pulpit Announcements

Thursday
November 10

First report due to Development Office

Saturday & Sunday
November 12 & 13

FIRST FOLLOW-UP WEEKEND

Prayers of the Faithful
Bulletin and Pulpit Announcements
Envelopes available in pews

Parish Action Timeline

Thursday

November 17

Second report due to Development Office

Each Wednesday reports are due in Development Office

Saturday & Sunday

November 21 & 22

SECOND FOLLOW-UP WEEKEND

Envelopes available in pews

In late February 2017, a follow-up letter from Pastor will be sent to all parishioners who have not responded to the Annual Catholic Appeal by January 31, 2017, except those parishioners whom the pastor has elected not to contact with the Follow-Up Letter.

ACA Check Off List

▶ **September 26-30:**

- ❑ **Identify** person(s) to give Witness Talk for Masses on Oct. 29/30 during Education Weekend.
- ❑ **Recruit** persons to Supply Pews -- those who will be responsible to distribute or supply in-pew pledge envelopes and pencils at each Mass.

Education Weekend

- Lay Witness
 - Someone from the parish
 - Someone cheerful, a happy giver, sincere and good presenter
 - Someone who fits the demographics of your parish in age, socio-economic background

ACA Pledge Weekend

- ❑ **Share Video at all Masses**

- ❑ **Let them know about the materials inside the in-pew envelopes**
 - ❑ **ACA Information Sheet**
 - ❑ **Pledge Card**

- ❑ **Let them know the different ways to donate by Cash, Check or Credit/Debit/EFT. If they check Credit/Debit/EFT they must complete the backside of the pledge card.**

- ❑ **Online**

ACA Website

- Electronic Materials/Resources

Any Questions