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.

<table>
<thead>
<tr>
<th>Saturday &amp; Sunday</th>
<th>ANNOTCMENT WEEKEND</th>
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<tbody>
<tr>
<td>October 22 &amp; 23</td>
<td>Display Annual Appeal Posters in prominent location this weekend</td>
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<td>Prayers of the Faithful</td>
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<td>Bulletin and Pulpit Announcements</td>
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<thead>
<tr>
<th>Saturday &amp; Sunday</th>
<th>EDUCATION WEEKEND</th>
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<tbody>
<tr>
<td>October 29 &amp; 30</td>
<td>Pastor Letter in Parish Bulletin</td>
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<td>Lay Witness Talk</td>
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<td>Prayers of the Faithful</td>
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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

<table>
<thead>
<tr>
<th>Thursday</th>
<th>Second report due to Development Office</th>
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<tr>
<td>November 17</td>
<td>Each Wednesday reports are due in Development Office</td>
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<tr>
<th>Saturday &amp; Sunday</th>
<th>SECOND FOLLOW-UP WEEKEND</th>
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<tr>
<td>November 21 &amp; 22</td>
<td>Envelopes available in pews</td>
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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