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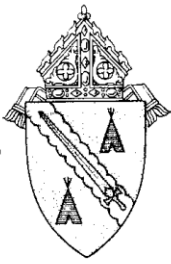
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THE DIOCESE OF YAKIMA • PASTORAL OFFICE
LA DIÓCESIS DE YAKIMA • CENTRO PASTORAL

From the Office of the Bishop

September 2018

Dear Friends in Christ,

As we make preparations to launch the 2019 Annual Catholic Appeal (ACA), I want to express my gratitude to you for the many blessings we enjoy in the Diocese of Yakima because of your ministry and service. The Holy Spirit is truly at work through you, our priests, deacons, religious men and women, and our parish staff and lay leaders. You come from all walks of life to make Christ's presence known in many ways here in our Diocese and beyond.

This ACA Leadership Resource Manual has been prepared to help you plan and implement a successful ACA campaign in your parish. The theme of this year's ACA is: "**Followers of Christ, Disciples of Love.**" This theme suggests that as we strive to put Christ first in our lives, we cannot help but to spread His love to our brothers and sisters: "Whatever you did for one of the least of these brothers and sisters of mine, you did for me." (Matthew 25:40)

To those of you who are helping for the first time, as well as those who are seasoned veterans, please accept my gratitude for your willingness to give your time and talent to promote and implement the ACA. Your efforts, along with the generosity of our many donors, allow us to continue the important mission entrusted to us by Jesus Christ: to serve our people here in the Diocese of Yakima.

Should you have any questions about this manual or other ACA matters, please contact Alma Benitez in our Development Office at (509) 367-5299.

Thank you very much for your generosity of spirit, and may God bless our Church here in central Washington with much abundance.

Sincerely yours in Christ,

A handwritten signature in black ink, appearing to read "Joseph Tyson".

Most Reverend Joseph Tyson
Bishop of Yakima

**PARISH ACTION TIME LINE FOR
2019 YAKIMA DIOCESE ACA CAMPAIGN**

Week of September 17 All Annual Appeal In-Pew materials that were not picked up during the ACA Training will be mailed to parishes

Saturday & Sunday
October 20 & 21 **ANNOUNCEMENT WEEKEND**
Display Annual Appeal Posters in prominent location this weekend
Prayers of the Faithful
Bulletin and Pulpit Announcements

Saturday & Sunday
October 27 & 28 **EDUCATION WEEKEND**
Pastor Letter in Parish Bulletin
Lay Witness Talk
Prayers of the Faithful
Bulletin and Pulpit Announcements

Saturday & Sunday
November 3 & 4 **ANNUAL CATHOLIC APPEAL PLEDGE WEEKEND**
Pastor/Associate Pastor – Homily on Annual Support
In-pew Appeal/Video – Help Parishioners Complete Envelopes
Prayers of the Faithful
Bulletin and Pulpit Announcements

Thursday
November 8 First report due to Development Office

Saturday & Sunday
November 10 & 11 **FIRST FOLLOW-UP WEEKEND**
Prayers of the Faithful
Bulletin and Pulpit Announcements
Envelopes available in pews

Thursday
November 15 Second report due to Development Office
Each Thursday of the following weeks, reports are due in Development Office

Saturday & Sunday
November 17 & 18 **SECOND FOLLOW-UP WEEKEND**
Envelopes available in pew

In late February 2019, a follow-up letter from the Pastor will be sent to parishioners who have not responded to the Annual Catholic Appeal by January 31, 2019, except those parishioners whom the pastor has elected not to contact with the Follow-Up Letter.

ACA Check-Off List

September 13: ACA Training Day

- Pick-up ACA Posters
- Pick-up In-Pew Material
- Review the sample Pastor Follow-Up Letter which will be handed out today. Have the pastor make any desired changes or write his own letter and return to the ACA Office by October 31.

Week of September 24:

- Identify** person(s) to give Witness Talk for Masses on Oct. 27/28 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.
- All ACA materials that were not picked up at the ACA Training Day were shipped the week of September 17. If you have not received them yet, contact the ACA Office.
- ACA Labels will be emailed to ACA contact at the parishes.

October 20/21: Announcement Weekend

- Confirm that all Annual Catholic Appeal materials have been received by the Parish Office. Also assure that the parish has sufficient posters and in-pew pledge envelopes.
- Display posters at church entrances and exits and other "high traffic" areas such as parish school, parish hall, and meeting rooms.
- Train** those who will distribute in-pew pledge envelopes and pencils at each Mass. If these are not going to be hand distributed, then distribute sufficient pledge envelopes and pencils in the pews or pew pockets on Pledge and Follow-Up Weekends.
- Call to confirm** your Lay Witness Speaker for Education Weekend on October 27/28.
- Ensure that the Bulletin Announcement is customized and given to the Bulletin Editor in a timely manner.
- Ensure that the Prayers of the Faithful are submitted to the person who is responsible for them.
- Letter from Bishop Tyson will be sent out. (The Development Office is responsible for this task)
- Place announcements in bulletin and make pulpit announcements at all Masses.
- Use ACA suggested Prayers of the Faithful at all Masses.
- Call the Witness Speaker** and go over logistics for the coming weekend.

October 27/28: Education Weekend

- Insert Pastor Letter in Parish Bulletin. (Sample Letter on Page 7 of Manual)
- Pastor/Associate Pastor Introduce Lay Witness Speaker.
- Use ACA suggested Prayers of the Faithful at all Masses.
- Place announcements in bulletin and make pulpit announcements at all Masses.
- Confirm** with those who will distribute in-pew pledge envelopes/pencils at each Mass. If these are not going to be hand distributed, then assure that the pencils are inserted in all in-pew envelopes during the week before ACA Pledge Weekend.

November 3/4: ACA Pledge Weekend

- Pastor/Associate Pastor Homily on Annual Support.
- NEW** In-Pew Envelope includes ACA Prayer on the outside flap. We highly recommend before showing them the video and or doing the “Ask” begin with ACA Prayer. This is a great opportunity for each parishioner have an envelope in his or her hands.
- Play ACA Video and Make In-pew Appeal – Help parishioners complete Pledge Card* in envelope. Assure Pledge Cards are completed thoroughly - take parishioners step by step. **Make sure they indicate the language they prefer mailings to be received.** Also have them indicate how they prefer receiving their monthly statement by **Email or Direct Mail**. Please let them know to only check one. Have them clearly print Name, Address, Home Phone #, Email Address, Parish Name.
 - Let them know about the materials inside 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. Also let them know that pledges and payments can be made online.
 - Tell parishioners that the Diocese of Yakima will send them a monthly statement if desired. If they plan to pay via their bank’s “Bill Pay” to be sure to address the payments each month to ACA and send to the Pastoral Center.
- Before each Mass on Pledge and Follow-Up Weekends, make certain that each pew pocket is replenished with envelopes and a sufficient number of pencils.
- Use ACA suggested Prayers of the Faithful at all Masses.
- Place announcements in bulletin and make pulpit announcements at all Masses.

November 8: First Report due to Development Office

- Assure Bookkeeper/Appeal Secretary submits first report to Sandra at 5301-A Tieton Drive, Yakima, WA 98908-3493. This includes 2019 Annual Catholic Appeal Donor List, Parish Report Transmittal Form, Pledge Cards, and Parish Check. If you have any questions about completing the reports, feel free to contact Sandra at 509-367-5301, and she will walk you through it.
- Be sure to double-check all figures before making out the check and mailing the report to the Development Office.

November 10/11: First Follow-Up Weekend

- Use ACA suggested Prayers of the Faithful at all Masses.
- Place announcements in bulletin and make pulpit announcements at all Masses.
- Before each Mass make certain that each pew pocket is replenished with envelopes and a sufficient number of pencils.

November 15: Second Report Due to Development Office

- Assure Bookkeeper/Appeal Secretary submits second report to Sandra at 5301-A Tieton Drive, Yakima, WA 98908-3493. This includes 2018 Annual Catholic Appeal Donor List, Parish Report Transmittal Form, Pledge Cards, and Parish Check.
- Be sure to double-check all figures before making out the check and mailing the report to the Development Office.
- Reports are due on Thursday of each week during the rest of the Appeal.

November 17/18: Second Follow-Up Weekend

- Assure Appeal envelopes and pencils are available in the pews.
- Before each Mass, make certain that each pew pocket is replenished with envelopes and a sufficient number of pencils.

January 1, 2019:

- Make sure to separate any pledge cards received at the end of December from pledges cards received in January. Pledge cards received in December (2018 calendar year) must be noted for tax purposes. For this reason, it is best to put these December donations on their own report and clearly note they are from December. Please make every effort to send those to us no later than January 4, 2019, so that we can send out tax receipts to donors in a timely manner.*

February 2019: Second Letter from Pastors

- The Second Letter (Follow-Up Letter) will be sent to parishioners who have not responded to the Annual Catholic Appeal. (This letter will come from the Pastor.) *The Development Office will again manage an automatic follow-up system for each parish.*

THE ROLE OF THE PASTOR

The role of the Pastor is ***paramount*** to the success of the Diocesan Annual Catholic Appeal. The necessary ingredients for a successful campaign are enthusiasm and a conscious decision to succeed.

Your support of the Annual Catholic Appeal and its ministries is vital to the fulfillment of the appeal and Church's mission. It makes a **greater impact** when the local pastor personally asks their parishioners to support the appeal.

The Pastor...

... is responsible to ensure parish does an In-Pew solicitation.

... is responsible for guiding the parish Appeal and ensuring its success.

... selects the parish leadership to act as the ACA Chairperson(s), Secretary, and volunteers in his parish according to the prescribed plan.

... speaks supportively of the appeal from the pulpit. Your personal endorsement is the single most important part of a successful ACA campaign. In order to meet the Parish and Diocesan goal, more emphasis should be placed on participation of all families in the parish.

... utilizes prepared campaign materials – Homily Hints, Prayers of the Faithful, Bulletin Announcements, Bulletin Inserts, Posters, and other information as outlined in the ACA Leadership Manual.

... provides sufficient opportunities for all parishioners to make a gift to the annual appeal and encourages the utilization of the pledge program.

... pursues follow-up activities until the campaign concludes and all parishioners have been contacted, using phonathon campaign or direct mail.

... should recognize the time, talent, and treasure of all volunteer workers and donors.

Speak often about the goal of 100% participation. Ask every household to consider a gift to the Annual Catholic Appeal. Remember, no gift is too small. We need everyone's participation!!!

Complete your personal Pledge Card early and make your parishioners aware during the Masses on Appeal Weekend that you have donated to and support the Annual Catholic Appeal.

Thank you for giving your own time, talents, and treasure to the Annual Catholic Appeal. Please call the Development Office at (509) 367-5299 if you have any questions.

**SAMPLE LETTER FROM PASTOR TO BE PLACED IN THE BULLETIN ON THE
WEEKEND OF OCTOBER 27 & 28, 2018**

October 28, 2018

Dear Brothers and Sisters in Christ,

On the weekend of November 3 and 4, we will celebrate Pledge Weekend for the Annual Catholic Appeal of our local Church, the Diocese of Yakima. We have a special opportunity each year to answer Christ's call in a unique way through our Annual Catholic Appeal. On Pledge Weekend, we are able to renew our personal commitment to more fully participate as good stewards in His mission for the Church. What a blessing!

Through the ACA, we share Christ's message by serving countless people in ways we may not realize. All of us in some way enjoy the fruits of the work of the Diocesan ministries and programs funded by the ACA. When we use God's blessing to make our annual pledge to the ACA, we join with all of our sisters and brothers in 39 other parish communities throughout the Diocese to do the Lord's work — work that no one individual or parish can do alone.

This year, our parish goal is \$_____, and your financial support will assist us in reaching that goal. All funds collected in excess of this goal will be returned to our parish for use in our own ministries and programs.

I personally support the ACA and encourage you do so as well. My hope is that every household in our parish will make some pledge or gift this year. I urge you to prayerfully consider your financial situation and make the most generous pledge your circumstances will allow. If it is more convenient, consider the suggested pledge plan and spread your payments over a number of months.

Thank you for your generosity. Be assured of my prayers for you and for your loved ones.

Signature

Rev. John Smith, Pastor

THE ROLE OF THE CHAIRPERSON

As a parish leader, you have the important role of communicating to the parishioners that they are an integral part of the Annual Catholic Appeal mission. It is important that you express your own commitment as well as financial support of the Appeal.

You are the link between the Appeal and the people of your parish. Together with your pastor, your responsibility is to see that the overall Appeal plan is appropriate for your parish and that the steps of the plan are carried out within the period established for the Appeal.

Communication between Appeal volunteers in your parish is essential. As Chairperson(s), you are the primary coordinator of this communication. You must ensure that volunteers meet and that they thoroughly understand the plan. You must make certain that each individual knows his or her responsibilities and carries them out.

The Parish Appeal Chairperson(s) must...

... organize the structure of the parish Appeal and supervise every phase of the parish campaign under the guidance of the Pastor.

... enlist as many volunteer workers as necessary to effectively carry out the primary solicitation and follow-up efforts.

... familiarize yourself with all Annual Catholic Appeal printed materials.

... oversee the distribution of all operative materials necessary for the recruitment and training of all volunteers.

... coordinate the follow-up phase in your parish through either personal contact, telephone contact, or direct mail.

... support the Annual Catholic Appeal by making your own pledge. Motivate and guide volunteers in considering their own financial commitments to the Annual Appeal.

In order to reach the parish and diocesan goal for 2019, we ask that special emphasis be placed on increasing the donor base. We are targeting a 10% increase in donor participation in order to support the important ministries of the Church here in our Diocese. We need to enlist the support of every family in the parish.

Thank you in advance for giving of your time, talents and treasure to this important Appeal. Please call the Development Office at (509) 367-5299 if you have questions.

THE ROLE OF THE SECRETARY

As Appeal Secretary, you will play an important role in the management and control of the gifts received from your fellow parishioners. You will also serve as a vital communication link between your parish and the Development Office. The information contained in this section is here to help you clarify and simplify your responsibilities.

Each week, please complete the Annual Catholic Appeal forms (found on pages 17 & 18) and mail, along with the pledge cards and one parish check for the total amount paid made out to *Annual Catholic Appeal*, to Sandra Boguslawski at the Development Office. Please note the following:

- **Do not process another Parish's donations;** Please forward them to the Diocesan Development Office.
- Please **differentiate payments received in calendar year 2018** from those received in **calendar year 2019**, including completing separate reports and submitting separate checks. This will help to ensure that donations are receipted for the proper calendar year, and to prevent any confusion.
- **Alphabetize the pledge cards.** The pledge cards and the names written/typed on the **Donor List** **MUST BOTH** be in alphabetical order.
- Place the appropriate parishioner **label** (provided by the Development Office) on the pledge card, unless the card is already pre-printed, including a Diocesan account number.
- **Correct names and addresses** if needed. Ensure that titles such as Mr., Mrs., Mr. & Mrs., Ms., Rev., are correctly shown on the card.
- Transfer the information from the pledge card to the appropriate column on the Donor List form.
- **Verify the Amount Enclosed** with the check or cash submitted by circling the amount on the "Amount Enclosed" line on the pledge card or putting a check mark next to it. This procedure will serve as a check and balance so the amounts on the reporting forms will equal the cash and check totals that will be deposited into the Parish checking account. **If there is no payment enclosed**, make sure a **zero** is written on the "Amount Enclosed" line on the pledge card.
- Please fill in the **Parish Report Transmittal Form**. It is important to list any payments on prior 2019 pledges under line #4 with the account number (if known), name, and amount of payment. Line #4 is for recording a payment made on a pledge that was recorded earlier in the 2019 Campaign. Any late payments submitted from a prior year's ACA campaign will be processed as a new pledge and payment for 2019.
- Once the forms are completed, please **make a copy** of them for your records and mail the originals to the Development Office, along with the pledge cards and **ONE parish check** by Thursday of each week during the Appeal. You will deposit the individual payments into the parish account, and the amount of the parish check you submit to the Diocese should equal the amount that you deposit into the parish account. **Please double-check that these are equal and that the math on your ACA forms is correct.**

We thank you in advance for your important work on the 2019 Annual Catholic Appeal. If you have any questions or need any help, please contact Alma Benitez, Director of Stewardship & Development, at (509) 367-5299 or alma.benitez@yakimadiocese.net or Sandra Boguslawski, ACA Bookkeeper, at (509) 367-5301 or sandra.boguslawski@yakimadiocese.net.

GENERAL OUTLINE FOR LAY PRESENTER TALKS

NOTE: *Please follow steps 1- 7 and 11. When it comes to telling your story in steps 8-9, it is not absolutely necessary to use every item on the list below, nor is it important to use them in the order presented. Circumstances and attitudes in your parish should determine what you need to say to insure a successful campaign. Remember to smile, pause, look directly at someone when speaking and most of all be you. Add humor where appropriate.*

1. Pause...smile...scan and admire your audience
2. *Have these two statements memorized. Look directly at one person as you say: "Imagine for a moment how many more children, youth, young adults, and families in need could be served by this parish if you were to give to this year's Annual Catholic Appeal. **Pause for reflection.** Imagine for a moment how many more children, youth, young adults, and families in need the Diocese of Yakima could serve throughout Central Washington if you made a commitment to give to this year's Annual Catholic Appeal." **Pause for reflection***
3. "My name is _____ and _____ (state your association and years with the parish/diocese.)"
4. "Today you will help kick off the 2019 ACA! You may be thinking to yourself, "How many times have I listened to this?" "Hopefully today you will not only listen with your ears, but listen with your heart."
5. "By the time you leave the spiritual and emotional warmth of this house of God, you will take with you our theme for this year and how you can partner with your parish and the Diocese of Yakima in reaching our goal. Are you ready?"
Pause for response
6. "The theme for the 2019 ACA is "Followers of Christ, Disciples of Love." It reminds us **Pause:** "As the people of God, we are His hands and feet that bring His love to those around us." "Raise your hand if you believe that everything you have belongs to God." **Pause** "Most likely in your family, you have an important part to play in keeping life going smoothly. If you're like me, at times, I haven't done my share and things didn't get done. Your parish works the same way; that's why today you are called to be an **active and contributing** member of God's family."

7. “Thanks to your generosity last year, our parish reached its 2018 ACA goal. We were able to _____. (Tell how their giving made a difference). Your special talents you shared made it possible for _____.” (Share aspect of volunteerism and other outreach and how it made a difference).

Tell Your Story (See following page for suggestions on how to begin your story)

8. Tell why you give to the Annual Catholic Appeal. Relate a personal story of why you give, and some examples of what your gift does and how it helps other people.
9. Tell how your parish and the Diocese of Yakima are partners in faith by working together to strengthen the Catholic Church throughout Central Washington.
10. **Complete the talk by making the “ask”**. “In God’s family, some plant seeds and others will water. But in all things, God gives the growth. God has blessed us with a deep capacity to encourage, to love, and to give generously. May God work through you and me to bring hope to the people in this parish and throughout the Diocese of Yakima and use our gifts to glorify God. Please make a generous pledge to this year’s Annual Catholic Appeal.”
11. **Closing Prayer:** Let’s pray: Help me God to remember that everything belongs to you and that I am the administrator of your gifts. May Your Face shine radiantly upon me as I give and may I encounter Your Son Jesus in my brothers and sisters. Amen”

IN-CHURCH SOLICITATION FOR THE ANNUAL CATHOLIC APPEAL

Properly preparing the parishioners during the weeks immediately preceding Appeal Weekend and **asking them to make a decision** are both extremely important. Pulpit presentations should be given on two of the ACA weekends—Education Weekend, when the theme of this year’s Appeal and needs of the Diocese will be presented in some detail, and Appeal Weekend, when the parishioners will be asked for a decision about a gift.

The manner in which the solicitation procedure of Appeal Weekend is handled from the pulpit is the key to its effectiveness. The Appeal should be made in a positive manner and as a personal invitation to each parishioner. It is suggested that the pastor or chairperson(s) make this presentation. The idea is to ask **ALL** the parishioners to **make a decision** to support the Appeal with a gift.

The congregation must be given **sufficient explanation and adequate time** to fill out the gift pledge card. It is suggested that the “filling-out” process be done right then and there in the pews. **LEAD THEM THROUGH IT, STEP-BY-STEP, LINE BY LINE!** *Please mention the option of using credit cards again this year and lead them through the information on the pledge envelope. **It is also very important that your parishioners observe you completing your pledge card.***

******Be sure to mention that pledge envelopes should be completed today, even if they do not intend to make payment(s) until after the first of the year.***

Remind people about **BUDGETED GIFT PLANS: Every gift, regardless of amount, is needed. Pledging a gift usually makes it possible for a person to be as generous as he or she would like to be. Ask them to put the Appeal on their important list and consider making a budgeted gift this year.**

The ushers before each Mass should place extra envelopes and pencils in all the pews. Those who are unable to make a gift should be asked to fill in their name and address on the envelope and write “NONE” in the gift box. Envelopes should be picked up by the ushers at the regular collection.

******Please note: We suggest that the same procedure be used on the Follow-up Weekends, November 10th & 11th and November 17th & 18th.***

SUGGESTED PRAYERS OF THE FAITHFUL

Announcement Weekend - October 20 & 21, 2018

For the success of the Annual Catholic Appeal; that through our generosity, Christ's presence may be experienced in a special way by all who are touched by the ministries and programs of the Diocese of Yakima ... we pray to the Lord.

Education Weekend – October 27 & 28, 2018

That our support of the upcoming Annual Catholic Appeal reflects in a substantive and meaningful way our love for God and our neighbor ... we pray to the Lord.

Pledge Weekend - November 3 & 4, 2018

In thanksgiving for this special opportunity the Annual Catholic Appeal affords us to renew our personal commitment to more fully participate as good stewards in Christ's mission for the Church we pray to the Lord.

First Follow-up Weekend - November 10 & 11, 2018

That through our support of this year's Annual Catholic Appeal, we may share the Gospel more fervently and hear the joyous words of the master: "Well done good and faithful stewards" ... we pray to the Lord.

Second Follow-up Weekend – November 17 & 18, 2018

That through the ministries and programs funded by our gifts to the Annual Catholic Appeal, families and individuals be transformed by the love of Christ ... we pray to the Lord.

SAMPLE BULLETIN ANNOUNCEMENTS

Announcement Weekend - October 20 & 21, 2018

On November 3rd & 4th, all of us will have the opportunity to respond to the Diocesan Annual Catholic Appeal. Watch your mailboxes next week for more information regarding this once-a-year appeal! Please prayerfully consider your gift to support these important ministries.

Education Weekend – October 27 & 28, 2018

The programs, services, and ministries supported by the Diocesan Annual Catholic Appeal are intended to meet the needs of Catholics here in the Diocese of Yakima. The Church serves each of us, and our financial support is needed to continue God's work here in Central Washington. Remember to bring your envelopes with you to Mass next week if you have not already mailed it in!

Pledge Weekend - November 3 & 4, 2018

This is Pledge Weekend for the Diocesan Annual Catholic Appeal. Our Parish goal as always is 100% participation. Can you imagine the additional good works that can be accomplished with just a 10% increase in donors? In order to achieve this goal, each of us is asked to prayerfully open our hearts to the needs of our Diocese and make a gift as our individual circumstances allow. If you would like to donate online, please visit www.yakimadiocese.org.

First Follow-up Weekend - November 10 & 11, 2018

We are most grateful to our loyal donors and the new donors who have pledged to the Diocesan Annual Catholic Appeal. If you were not present or prepared to make a pledge last weekend, we invite you to do so today. Your gift is essential to sustaining the many ministries of the Diocese of Yakima. If you would like to donate online, please visit www.yakimadiocese.org.

Second Follow-up Weekend – November 17 & 18, 2018

Again, we are most grateful to our loyal donors and the new donors who have pledged to the Diocesan Annual Catholic Appeal. If you were not present or prepared to make a pledge previously, we urge you to do so today. Your gift is essential to sustaining the many ministries of the Diocese of Yakima. If you would like to donate online, please visit www.yakimadiocese.org.

SUGGESTED PULPIT ANNOUNCEMENTS

Announcement Weekend - October 20 & 21, 2018

This week, we begin the Annual Catholic Appeal for our Diocese. The Appeal is an ideal way to support the ministries and programs of the Catholic Church here in Central Washington. Please check the bulletin for more information.

Education Weekend – October 27 & 28, 2018

On November 3rd and 4th, we will celebrate Pledge Weekend for our Diocesan Annual Catholic Appeal. Please join us and Catholic families in the 39 other parishes in the Diocese of Yakima, to participate in this important campaign. A successful Appeal funds numerous Diocesan ministries and programs here in Central Washington. Any gift or pledge, regardless of size, helps our Diocese reveal the presence of Christ in our community.

Pledge Weekend - November 3 & 4, 2018

This is our parish's Annual Catholic Appeal in-pew Pledge Weekend. Please prayerfully consider making a gift or pledge as your circumstances allow. The Appeal is an authentic sign of Christ's active presence in our community. Please support this important Appeal not only as a member of our immediate parish family, but also as a member of our larger diocesan family of faith.

First Follow-up Weekend - November 10 & 11, 2018

We wish to thank everyone who made a gift or pledge to the Diocesan Annual Catholic Appeal last weekend. If you were unable to make a pledge last weekend, please prayerfully consider doing so today. Envelopes are available in the pews, and once completed, they may be placed in the collection basket. No matter the size of your gift, we pray that you will participate in this important campaign. Donations can also be made online at the Diocese of Yakima website.

Second Follow-up Weekend – November 17 & 18, 2018

We wish to thank everyone who made a pledge to the Diocesan Annual Catholic Appeal. If you have not already made a pledge, we ask that you please do so today. Envelopes are available in the pews, and once completed, they may be placed in the collection basket. The size of the gift is not as important as simply participating in this important funding for ministries in the Diocese. Donations can also be made online at the Diocese of Yakima website.

AUTOMATIC MAIL FOLLOW-UP SYSTEM

This year the Development Office will again manage an automatic follow-up system for each parish.

Parishioners who have not responded to the Annual Catholic Appeal by January 31, 2019, will receive a follow-up letter and pledge card during February 2019 from their pastor.

Where the letter is coming from the individual pastor, the letter will be printed on the individual parish letterhead and signed by the individual pastor. There will be no involvement or cost to the parish for this service.

The automatic follow-up system is being implemented in an effort to increase the participation rate of each parish. It is also designed to help ensure a more full and active participation from the people of the Diocese and to help the diocese reach its budgetary financial goal.

If a parish has been reaching its goal and receiving rebates, the follow-up system is an opportunity to increase the number of donors and receive a higher level of rebate dollars.

If a parish has not been achieving its goal, the follow-up system is an opportunity to increase the number of donors and potentially receive rebate dollars.

2019 ANNUAL CATHOLIC APPEAL Donor List

Parish: _____ **City:** _____

| Donor Name | ID# | Pledge | Check | Cash | CC/ EFT (√) |
|---------------|-----|--------|-------|------|--------------------------|
| 1. | | \$ | \$ | \$ | <input type="checkbox"/> |
| 2. | | \$ | \$ | \$ | <input type="checkbox"/> |
| 3. | | \$ | \$ | \$ | <input type="checkbox"/> |
| 4. | | \$ | \$ | \$ | <input type="checkbox"/> |
| 5. | | \$ | \$ | \$ | <input type="checkbox"/> |
| 6. | | \$ | \$ | \$ | <input type="checkbox"/> |
| 7. | | \$ | \$ | \$ | <input type="checkbox"/> |
| 8. | | \$ | \$ | \$ | <input type="checkbox"/> |
| 9. | | \$ | \$ | \$ | <input type="checkbox"/> |
| 10. | | \$ | \$ | \$ | <input type="checkbox"/> |
| 11. | | \$ | \$ | \$ | <input type="checkbox"/> |
| 12. | | \$ | \$ | \$ | <input type="checkbox"/> |
| 13. | | \$ | \$ | \$ | <input type="checkbox"/> |
| 14. | | \$ | \$ | \$ | <input type="checkbox"/> |
| 15. | | \$ | \$ | \$ | <input type="checkbox"/> |
| 16. | | \$ | \$ | \$ | <input type="checkbox"/> |
| 17. | | \$ | \$ | \$ | <input type="checkbox"/> |
| 18. | | \$ | \$ | \$ | <input type="checkbox"/> |
| 19. | | \$ | \$ | \$ | <input type="checkbox"/> |
| 20. | | \$ | \$ | \$ | <input type="checkbox"/> |
| Totals | | \$ | \$ | \$ | |

2019 ANNUAL CATHOLIC APPEAL Parish Report Transmittal Form

| | | |
|----------------|----------------|-----------------------|
| Parish: | City: | |
| Date: | Report# | Parish Goal:\$ |

Record of gifts submitted with this report:

1. **Number** of new pledges _____.
2. **Total amount** of new pledges \$ _____.
3. **Total down payment** of new pledges.....\$ _____.
*(Do **not** include credit card payments in line 3)*

4. Payments on **2019** pledges:

| <u>Name & Account#</u> | <u>Cash/Check?</u> | <u>Amount</u> |
|----------------------------|--------------------|---------------|
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |

- 4b. **Total** payments on 2019 pledges.....\$ _____.
5. **Parish Check** (total of lines 3 & 4b only).....\$ _____.
(Please submit one parish check for all payments, excluding credit card payments)

*****Please note that any payments dated in 2018, but submitted to the Diocese AFTER December 31, needs to be noted for tax receipting purposes. Please make every effort to send those to us no later than January 4, 2019*****

| | | |
|---------------------------|---------------|--|
| Submitted by: | Date: | |
| Daytime Telephone: | Email: | |

2019 ANNUAL CATHOLIC APPEAL Donor List

Parish: SAMPLE PARISH

City YAKIMA

| Donor Name | ID# | Pledge | Check | Cash | CC/ EFT (✓) |
|---------------|-----|-------------|-------------|-------------|--------------------------|
| 1. | | \$ | \$ | \$ | <input type="checkbox"/> |
| 2. | | \$ | \$ | \$ | <input type="checkbox"/> |
| 3. | | \$ | \$ | \$ | <input type="checkbox"/> |
| 4. | | \$ | \$ | \$ | <input type="checkbox"/> |
| 5. | | \$ | \$ | \$ | <input type="checkbox"/> |
| 6. | | \$ | \$ | \$ | <input type="checkbox"/> |
| 7. | | \$ | \$ | \$ | <input type="checkbox"/> |
| 8. | | \$ | \$ | \$ | <input type="checkbox"/> |
| 9. | | \$ | \$ | \$ | <input type="checkbox"/> |
| 10. | | \$ | \$ | \$ | <input type="checkbox"/> |
| 11. | | \$ | \$ | \$ | <input type="checkbox"/> |
| 12. | | \$ | \$ | \$ | <input type="checkbox"/> |
| 13. | | \$ | \$ | \$ | <input type="checkbox"/> |
| 14. | | \$ | \$ | \$ | <input type="checkbox"/> |
| 15. | | \$ | \$ | \$ | <input type="checkbox"/> |
| 16. | | \$ | \$ | \$ | <input type="checkbox"/> |
| 17. | | \$ | \$ | \$ | <input type="checkbox"/> |
| 18. | | \$ | \$ | \$ | <input type="checkbox"/> |
| 19. | | \$ | \$ | \$ | <input type="checkbox"/> |
| 20. | | \$ | \$ | \$ | <input type="checkbox"/> |
| Totals | | \$ B | \$ C | \$ D | E |

Alphabetize the pledge cards. The pledge cards and the names written/typed on the **Donor List** MUST BOTH be in alphabetical

A

**2019 ANNUAL CATHOLIC APPEAL
Parish Report Transmittal Form**

Parish: XYZ Parish **City: XYZ**
Date: 9/12/2018 **Report# 1** **Parish Goal: \$100,000**

Record of gifts submitted with this report:

1. **Number** of new pledges A .
2. **Total amount** of new pledges \$ B .
3. **Total down payment** of new pledges.....\$ C+D (do not include E) .
*(Do **not** include credit card payments in line 3)*
4. Payments on **2019** pledges:

| <u>Name & Account#</u> | <u>Cash/Check?</u> | <u>Amount</u> |
|----------------------------|--------------------|---------------|
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |

- 4b. **Total** payments on 2019 pledges.....\$ Total from line #4 .
5. **Parish Check** (total of lines 3 & 4b only).....\$.
(Please submit one parish check for all payments, excluding credit card payments)

*****Please note that any payments dated in 2018, but submitted to the Diocese AFTER December 31, need to be noted for tax receipting purposes. Please make every effort to send those to us no later than January 4, 2019*****

Submitted by: _____ **Date:** _____
Daytime Telephone: _____ **Email:** _____
