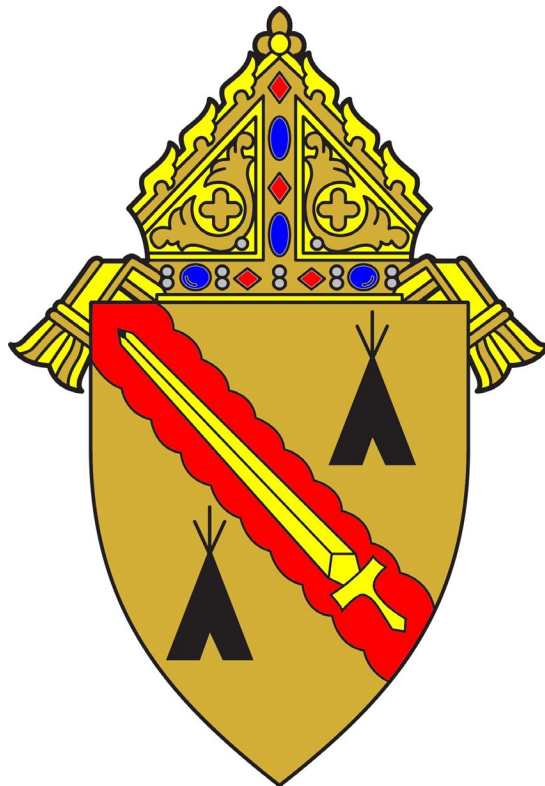


Diocese of Yakima

Annual Catholic Appeal 2020-21 Manual



**Corporation of the Catholic Bishop of Yakima
5301-A Tieton Drive
Yakima, Washington 98908**

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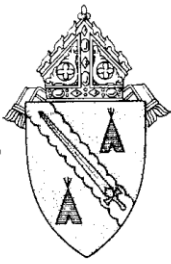
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THE DIOCESE OF YAKIMA • PASTORAL OFFICE
LA DIÓCESIS DE YAKIMA • CENTRO PASTORAL

From the Office of the Bishop

September 2020

Dear Friends in Christ,

As we prepare to launch the 2021 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. **I can't thank you enough for the extraordinary impact we have accomplished together in our ministries and the mission of the Church!**

I pray that you and your loved ones are staying safe and healthy during this unprecedented COVID-19 pandemic. Last month, I visited members of the Bridgeport community who were affected by the wildfires – these are especially hard times for many families, and our generous donors are responding. 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. This year, I have chosen "*Revive Your Hope*" as the theme for our appeal – because where there is hope there is peace; where there is peace there is love; where there is love, there is God! And when you have God, you have everything. God has not only continued to gift us with generous financial help but also with sublime spiritual gifts such as vocations to the priesthood.

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) 965-7117.

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
2021 YAKIMA DIOCESE ACA CAMPAIGN

Week of September 28

All Annual Appeal In-Pew materials will be mailed to each parish.

Saturday & Sunday
October 24 & 25

ANNOUNCEMENT WEEKEND
Display Annual Appeal Posters in prominent location this weekend
Prayers of the Faithful
Bulletin and Pulpit Announcements
Social Media i.e. Facebook, Virtual Mases etc.

Saturday & Sunday
October 31 & Nov. 1

EDUCATION WEEKEND
Pastor Letter in Parish Bulletin
Lay Witness Talk
Prayers of the Faithful
Bulletin and Pulpit Announcements
Social Media i.e. Facebook, Virtual Mases etc.

Saturday & Sunday
November 7 & 8

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
Social Media i.e. Facebook, Virtual Mases etc.

Thursday
November 12

First report due to Development Office

Saturday & Sunday
November 14 & 15

FIRST FOLLOW-UP WEEKEND
Prayers of the Faithful
Bulletin and Pulpit Announcements
Envelopes available at all entrance/exits

Thursday
November 19

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

Saturday & Sunday
November 21 & 22

SECOND FOLLOW-UP WEEKEND
Envelopes available at all entrance/exits

In late February 2021, a follow-up letter from the Pastor will be sent to parishioners who have not responded to the Annual Catholic Appeal by January 31, 2021, except those parishioners whom the pastor has elected not to contact with the Follow-Up Letter.

ACA Check-Off List

Week of September 26:

- Identify** person(s) to give Witness Talk for Masses on Oct. 31 and Nov. 1 during Education Weekend.
- Recruit** persons to Supply Pews -- those who will be responsible to assure each parishioner takes an ACA donation envelope upon entrance and supplies designated table with in-pew pledge envelopes and pencils at each Mass. Responsible to display bilingual “How to scan QR Code” Poster and Flyers in all appointed areas. Highly recommend this be taped in back of in-pews.
- All ACA materials will be shipped the week of September 23.

October 24/25: 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. (This includes “How to Scan QR Code”)
- Train** those who will be responsible for refilling the designated area where the in-pew pledge envelopes and pencils at each Mass. **Highly recommended the area designated be where people are screened upon entrance to the church.**
- Call to confirm** your Lay Witness Speaker for Education Weekend on October 31 and Nov. 1. Would highly recommend asking them to pre-record a short video encouraging parishioners to make their pledge today. With clear instructions of ways to give using pledge envelope, donating online by scanning the QR code. Make sure to upload the video to the Parish Facebook/Website during Education Weekend.
- Ensure that the Bulletin Announcement is customized and given to the Bulletin Editor in a timely manner. **Highly recommend including ACA QR code.**
- Ensure that the Prayers of the Faithful are submitted to the person who is responsible for them.
- ACA Labels will be emailed to ACA contact at the parishes.**
- 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. This includes virtual masses.
- Use ACA suggested Prayers of the Faithful at all Masses. This includes virtual masses.
- Call the Witness Speaker** and go over logistics for the coming weekend. Follow up how their video is coming along.

October 31 & Nov. 1: 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. (This includes virtual masses)
- Place announcements in bulletin and make pulpit announcements at all Masses.
- Confirm** with those who will be responsible for displaying and refilling the designated area of the ACA in-pew pledge envelopes and pencils at each Mass. **Highly recommend the area designated be where people are screened upon entrance to the church.**

November 7/8: ACA Pledge Weekend

- Pastor/Associate Pastor Homily on Annual Support.
- Highly recommend reciting ACA Prayer at all masses. 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.
 - **Highly recommend asking those who have a smartphone to donate by scanning the QR directly on the envelope. They have option to do a one-time donation or easily set-up a monthly donation.**
 - 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 designated ACA display/table is replenished with envelopes and a sufficient number of pencils. Again, the best practice is to highly encourage using the QR code to make their donation electronically.
- Use ACA suggested Prayers of the Faithful at all Masses. (This includes virtual masses)
- Place announcements in bulletin and make pulpit announcements at all Masses.

November 12: First Report due to Development Office

- Assure Bookkeeper/Appeal Secretary submits first report to Susana at PO Box 2189, Yakima, WA 98907. This includes **2021** 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 Susana at 509-965-7117, and she will walk you through it.

- Be sure to double-check all figures before making out the check and mailing the ACA Reporting to the Development Office. Closely review page 6 titled “The Role of the Secretary,” please follow each step. Following these steps will assure Susana is able to process each ACA report in a timely manner.

November 14/15: First Follow-Up Weekend

- Use ACA suggested Prayers of the Faithful at all Masses. (This includes virtual masses)
- Place announcements in bulletin and make pulpit announcements at all Masses.
- Before each Mass make certain that designated ACA display/table is replenished with envelopes and a sufficient number of pencils.

November 19: Second Report Due to Development Office

- Assure Bookkeeper/Appeal Secretary submits first report to Susi at PO Box 2189, Yakima, WA 98907. This includes **2021** 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 Susi at 509-965-7117, and she will walk you through it.
- Be sure to double-check all figures before making out the check and mailing the ACA Reporting to the Development Office. Closely review page 6 titled “The Role of the Secretary,” please follow each step. Following these steps will assure Susana is able to process each ACA report in a timely manner.
- Reports are due on Thursday of each week during the rest of the Appeal.

November 21/22: Second Follow-Up Weekend

- Assure Appeal envelopes and pencils are available. **Highly recommended the area designated be where people are screened upon entrance to the church.**
- Before each Mass make certain that designated ACA display/table is replenished with envelopes and a sufficient number of pencils.

January 1, 2021:

- Make sure to separate any pledge cards received at the end of December from pledges cards received in January. Pledge cards received in December (2020 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 6, 2021, so that we can send out tax receipts to donors in a timely manner.*

February 2020: 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. A great resource to review is "Guide: Pastor Talking Points for Autumn – Winter 2020." You cannot over-communicate, your call to action must be clear, you are telling a story— and your parishioners are the heroes!

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. Promotes donating using the ACA QR code.

... 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) 965-7117 if you have any questions.

SAMPLE LETTER FROM PASTOR TO BE PLACED IN THE BULLETIN ON THE WEEKEND OF OCTOBER 31 & November 1, 2020

October 31, 2020

Dear Brothers and Sisters in Christ,

I can't thank YOU enough for the extraordinary impact we have accomplished together in our ministries and the mission of our parish. I pray that you and your loved ones are staying safe and healthy during this unprecedented COVID-19 pandemic.

As we prepare to launch the 2021 Annual Catholic Appeal (ACA) **Pledge Weekend** on **November 7 and 8**, I want to express my gratitude to you for the many blessings we enjoy in the Diocese of Yakima because of your commitment and financial generosity to the Church in Central Washington.

The Holy Spirit is truly at work through you!

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 2021, 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) 965-7117 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 Daisy Perez at the Development Office. Please note the following:

- Please **differentiate payments received in calendar year 2020** from those received in **calendar year 2021**, 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. Please see Page 20 for more information.
- **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.
- **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.
- Transfer the information from the pledge card to the appropriate column on the Donor List form.
- Please fill in the **electronic* Parish Report Transmittal Form**. It is important to list any payments on prior 2021 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 2020 Campaign. Any late payments submitted from a prior year’s ACA campaign will be processed as a new pledge and payment for 2021. *Filling out electronically when possible or make sure to write each name legibly.
- 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 2021 Annual Catholic Appeal. If you have any questions or need any help, please contact Alma Benitez, Director of Stewardship & Development, at (509) 965-7117 or alma.benitez@yakimadiocese.net or Susi, ACA Bookkeeper, at (509) 965-7117 or Susana.Figueroa@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 2021 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 2021 ACA is “Revive Your Hope.” It reminds us ***Pause:*** “Where there is hope there is peace; where there is peace there is love; where there is love, there is God! And when you have God, you have everything.” “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 2020 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

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 designated ACA areas. 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 14 & 15 and November 21 & 22.**

SUGGESTED PRAYERS OF THE FAITHFUL

Announcement Weekend - October 24 & 25, 2020

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 31 & November 1, 2020

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 7 & 8, 2020

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 14 & 15, 2020

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 21 & 22, 2020

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 24 & 25, 2020

On November 7th & 8th, 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 31 & November 1, 2020

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 7 & 8, 2020

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 14 & 15, 2020

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 21 & 22, 2020

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 24 & 25, 2020

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 31 & November 1, 2020

On November 7th and 8th, 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 7 & 8, 2020

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 14 & 15, 2020

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 21 & 22, 2020

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, 2021, will receive a follow-up letter and pledge card during February 2021 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.

2021 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		\$	\$	\$	

**2021 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. Payment slips received for **2021** pledges:

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

- 4b. **Total** payments on 2021 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 2020, 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 6, 2021*****

Submitted by:	Date:
Daytime Telephone:	Email:

2021 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

Rules for Tax Receipting

Please remember that the parishes *do not* include the Annual Catholic Appeal on their tax statements to parishioners. Since parishioners who make monthly payments send those to the Diocese rather than the parish, it is best if their total ACA donation is receipted by the Diocese only. This will hopefully help avoid confusion so the donor does not accidentally *doubly* deduct a donation.

For the Annual Catholic Appeal, there is inevitably a lag time between when the donor gives their donation to the parish and when that donation arrives at the Stewardship & Development Office. It is very important to note dates of when a gift is given. The year that we give the receipt is determined by when the donor hands over the money. It is *not* determined by the date written on the check.

Please carefully review the following examples:

1. The donor writes out a check on December 31, 2020, and gives it to the parish that same day. The parish does not deposit the check until January 2, 2021. This donation would go towards the 2020 tax receipt because the money was actually given by the donor in December.
2. The donor writes out a check on December 31, 2020, and gives the check to the parish in the collection basket at Mass on January 1, 2021. This donation would go towards the 2021 tax receipt because the money was actually given in January.
3. The donor writes a check dated December 31, 2020, and mails it to the parish. The postmark on the envelope shows the USPS canceled the stamp on December 31st even though it does not arrive at the parish until January 2, 2021. This donation would go towards the 2020 tax receipt because the money was actually given in December. (Advised to keep the envelope as proof of the date.)
4. The donor writes a check dated December 31, 2020, and mails it to the parish. The postmark on the envelope shows the USPS canceled the stamp on January 2nd. This donation would go towards the 2021 tax receipt because the money was actually given in January. (Advised to keep the envelope as proof of the date.)
5. A donor fills out a pledge card on December 31, 2020, asking to make a credit card donation. The pledge card is not forwarded to the Diocese until January 2nd when it is charged. This donation would go towards the 2021 tax receipt because credit card must be charged in the year the donation is receipted. (Advised to call the Diocese if there is any doubt a credit card pledge will not arrive in our office prior to Dec. 31st.)

I highly recommend for any gift that comes in the collection basket or is handed to the office in person, that the parish office writes the actual date the gift was received on the envelope because that will determine what year the donation counts towards and will make it easier for you to sort when you make out the ACA reports. Donations that come through the mail can be sorted by the postmark.