TIMELINE:

NOW PREPARE
- Assign ACA chairperson
- Attend training luncheon or session

DON’T FORGET:
- $5,000 automatic grants to churches who complete the eight critical checkboxes
- Bonus tickets available for additional grant drawing (see bonus checkboxes)

10 FEBRUARY INTRO WEEKEND
- Share letter from Archbishop
- Publish flyer
- Show or email video

17 FEBRUARY COMMITMENT WEEKEND
- Preach homily
- Ensure envelopes & pens in pews & take up Appeal special collection

24 FEBRUARY FOLLOW UP WEEKEND
- Encourage 100% participation and invite all to give

IN PEW PROCESS:
- Place envelopes and pens in every pew prior to the start of each Mass.
- Celebrant at all Masses personally invite gifts to the Annual Catholic Appeal (ACA).
- Highlight ministries important to you or those that especially impact your parish.
- Note the importance of 100% participation.
- Give time to fill out card.

PARTICIPATION & LEADERSHIP:
- Participation in the Annual Catholic Appeal has fallen by 1,200 families in the past five years.
- We need to reverse this trend and encourage all families to give.
- Good stewardship requires sharing what God has given us in ways that build up His Church.
- Only with generous giving to the ACA are shared ministries of the Archdiocese possible.
- Priestly leadership and encouragement is critical to help families understand the importance of giving in their own lives and in the life of the Church.

BONUS:
- Priest completes own envelope during in pew process
- Increase of 5% in household participation or 50% total parish participation
- Increase monthly recurring gifts by 5% of families
- 3 parishioners make Qualified Charitable Distribution gifts (QCD)
- Achieve 100% of goal or improve by at least 10% from previous year
APPEAL CHAIRPERSON JOB DESCRIPTION:

- Publish bulletin announcements and other promotional material when scheduled.
- Set up viewing and distribution of Annual Catholic Appeal video.
- Place envelopes and pens in all pews before each Mass on Commitment Weekend.
- Announce prayers of the faithful during Introductory, Commitment and Follow-up Weekend.
- Work with ushers to ensure Annual Catholic Appeal collection is taken up, and separate from offertory.
- Ensure online giving opportunities and envelopes are available until goal is met.
- Collect and mail Appeal Gifts.
- Serve as key liaison between the parish and Office of Stewardship and Development.

INCREASE HISPANIC PARTICIPATION:

- Invite all Hispanic families to participate in the Annual Catholic Appeal using the phrases below:
  - Give one hour of your salary.
  - Participation is key. We are asking everyone to give according to your means.
  - No gift is too small to start building a larger community.
  - It is important to use the Annual Catholic Appeal forms provided so your church receives participation credit.

Thank you!

CONTACT:
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