

# *Live in the Spirit*

**2024 ACA Parish Manual**

**Vivamos en el Espíritu**



To be used by: Pastors, Parish Priests, Deacons, Business Managers, Parish Staff, Ministry, Lay Leaders and Volunteers

## **Important 2024 Appeal Dates**

**Pre-Announcement Weekend: February 3-4<sup>th</sup>**

**Announcement Weekend: February 10-11<sup>th</sup>**

**Commitment Weekend: February 17-18<sup>th</sup>**

**Follow-up Weekend: February 24-25<sup>th</sup>**

*A complete timeline of events may be found on pages 15-17*

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## **Overview: 2024 Annual Catholic Appeal (ACA)**

Thank you for helping execute the 2024 Annual Catholic Appeal! The ACA helps thousands of people throughout central and western Oklahoma.

### **What is the Annual Catholic Appeal?**

The ACA is first and foremost about ministry. It provides funds necessary to support numerous ministries and programs in churches across the Archdiocese. Some of these ministries include:

- Youth, Young Adult & Campus Ministry
- Adult Faith Formation
- Religious Education and Catholic Schools
- Marriage and Family Life
- Parish Grant Program
- Cause for Canonization
- Priest Retirement

People are more likely to offer financial support to something they believe in or feel will make a difference/help others.

Archbishop Coakley invites pastors, ministry staff and volunteers to educate fellow Catholics about the good work accomplished because of generous gifts and support to the Annual Catholic Appeal.

### **What is your job implementing the appeal as a pastor, staff or volunteer?**

- Educate yourself about the appeal and the ministries it supports so you can confidently share the good work it does with others.
- Give EVERY member in your parish the opportunity and invitation to give.
- Pray for generosity and support of the Annual Catholic Appeal.

***Note:** People who feel **inspired** to give to a cause tend to give as much as they can. People who feel **obligated** to give tend to give the minimum expected.*

## **Highlights**

<b>Training</b>	Held in Jan-Feb at CPC and local Deanery's.
<b>Letter 1 Mailing</b>	<b>Mailed to all households</b> in mid- January from Archbishop Coakley.
<b>Follow-up Letters</b>	2-3 addition letters mailed through out the next 6 months to those who have previously given.
<b>Intro Weekend Flyer/Letter/Video</b>	<b>Print bulletin insert</b> describing the ministries funded by the Appeal and asking for discernment of a gift the following weekend. <b>Read letter</b> from Archbishop. <b>Show or email</b> video.
<b>In-Pew Commitment Weekend</b>	<b>Preach</b> homily. Ensure envelopes & pens in all pews Take up Appeal <b>special collection</b> .
<b>Follow Up Weekend</b>	<b>Encourage 100% participation.</b>

## **Theme: Live in the Spirit**

The 2024 theme **“Live in the Spirit”** comes from the 2<sup>nd</sup> reading on Commitment Weekend.

1 Peter 3:18 “Put to death in the flesh, he was brought to life in the spirit.”

**“Live in the Spirit” is a call to action responding to God’s gentle nudges and powerful invitation to grow closer to Him. To build up his kingdom and help others as Jesus helps us.**

Del tema 2024 **“Vivamos en el Espíritu”** viene de la segunda lectura de el fin de semana de Compromiso.

1 Pedro 3:18 Porque también Cristo padeció una sola vez por los pecados, el justo por los injustos, para llevarnos a Dios, siendo a la verdad muerto en la carne, pero vivificado en espíritu;

**“Vivamos en el Espíritu”** fue elegida para recordarnos de los empujones suaves de Dios y es una invitación poderosa para acercarnos más a él. Para crecer su reino y ayudar a los demás como Jesús nos ayuda a nosotros.

## **Executive Summary**

**Minimum Goal- \$4,250,000.**

Working together, the people of the Archdiocese of Oklahoma City initiate and strengthen numerous ministries throughout central and western Oklahoma. Whether Archdiocesan or parish-based, these efforts are an important part of our shared call to discipleship. The Annual Catholic Appeal is our chance to better understand the work of the Church and to give generously to support this work, so that we can do all things for the Glory of God.

### **Funds raised in the Annual Catholic Appeal will support:**

#### **Youth, Young Adult, and Campus Ministry**

The Archdiocese is fundamentally committed to reaching youth, young adults and college-age students and drawing them into a vibrant experience of the Catholic faith. This increases interest in religious vocations, and helps form confident Catholics who will one day lead businesses and families. Over the next 5 years we will be working to increase youth ministry presence in parishes, strengthen campus ministry on college campuses, expand young adult outreach in geographical regions throughout central and western Oklahoma, and grow the footprint and impact of Our Lady of Guadalupe summer camp.

#### **Adult Faith Formation**

Together we must raise up leaders at every level for effective ministry, teaching and formation, including: Parish Directors of Religious Education, Parish Catechists, Catholic School Teachers and Principals, Youth Ministers, Deacons, RCIA Coordinators and Team Members, Discipleship Leaders, etc. Funding in this area will support the Blessed Stanley Rother Institute for Leadership Development. The Institute will provide skills and certificate training at beginner, intermediate and advanced levels for evangelization and catechetical training.

#### **Religious Education and Catholic Schools**

Raising up the next generation and providing them the deep formation needed to be confident young disciples is at the heart of our mission as Catholics. Weekly efforts reach more than 15,000 children and youth in 83 parish and mission religious education programs. Training and resources also are provided for 2,150 parish catechists to minister to young people and adults. 19 Catholic schools serve nearly 5,000 students throughout the Archdiocese.

#### **Marriage and Family Life**

The institution of the family is the building block of society, and no other institution is under greater attack in modern times. Ministry funding supports marriage prep and marriage enrichment for couples, mentoring and personal support, revitalizing family life, building a culture of discipleship in families, supporting single-parent families, respect life activities, and building up teams for this kind of support in every parish throughout the Archdiocese.

### **Parish Grant Program**

Designed to assist with facility maintenance, repairs and new construction projects for financially struggling parishes and missions.

### **Cause for Canonization**

A miracle attributed to the intercession of Blessed Stanley Rother is needed for the Church to proclaim him a saint, worthy of universal veneration. The Cause for his canonization promotes awareness of the life and work of Blessed Stanley and encourages reporting of favors received through his intercession. The Cause Office also documents reported favors and prepares them for medical assessment and formal canonical review as potential miracles.

## **Resumen Ejecutivo**

**Meta mínima- \$4,250,000**

Juntos, la gente inicia y fortalece numerosos ministerios de la Arquidiócesis de Oklahoma City. Ya sean arquidiocesanos o parroquiales, estos esfuerzos son una parte importante de nuestro llamado al discipulado. La Colecta Católica Anual es nuestra oportunidad de entender mejor el trabajo de la iglesia en nuestra área y dar generosamente para apoyar esta obra, para que podemos hacer todo para la Gloria de Dios.

### **Fondos recaudados en la Colecta Católica Anual proveerán:**

#### **Juventud, adultos jóvenes, y universidades pastorales**

La Arquidiócesis está fundamentalmente comprometida de llegar a jóvenes, jóvenes adultos y a los estudiantes de edad universitaria y atraerlos a una experiencia vibrante de fe católica. El aumento de interés en las vocaciones religiosas, y ayuda a formar católicos con la confianza que un día serán líderes de sus empresas y familias. En los próximos 5 años trabajaremos para aumentar la presencia del ministerio juvenil en las parroquias, fortalecer universidades pastorales, expandir el alcance a los jóvenes adultos en las regiones geográficas de Oklahoma y aumentar la huella y el impacto del campamento de verano “Nuestra Señora de Guadalupe”.

#### **Formación de Fe para Adultos**

Una de las funciones principales de la Arquidiócesis es ayudar a suscitar líderes en todos los niveles para un ministerio, enseñanza y formación eficaces incluso: Directores Parroquiales de Educación Religiosa, Catequistas Parroquiales, Maestros y Directores de Escuelas Católicas, Ministros de Jóvenes, Diáconos, Coordinadores y Miembros de Equipos de RICA, Líderes de Discipulado, etc. Los fondos en esta área apoyarán el lanzamiento del Beato Stanley Rother para el desarrollo de líderes. El Instituto proporcionará las técnicas y una capacitación certificada en niveles principiante, intermedio y avanzado para la evangelización y la capacitación para la catequesis.

#### **Educación religiosa y escuelas católicas**

Criar a la próxima generación y proporcionarles la formación profunda necesaria para convertirse en jóvenes discípulos llenos de confianza es el centro de nuestra misión como católicos. Los esfuerzos semanales llegan a más de 15.000 niños y jóvenes en 83 programas de educación religiosa parroquial y misionera. También se brindan capacitación y recursos para 2.150 catequistas parroquiales para servir a jóvenes y adultos. 19 escuelas católicas sirven a más de 5.000 estudiantes a través de la Arquidiócesis.

#### **Matrimonio y vida familiar**

La institución de la familia es el componente básico de la sociedad, y ninguna otra institución está bajo mayor ataque en tiempos modernos. Los fondos del ministerio apoyan preparación y enriquecimiento matrimoniales de parejas, orientación y apoyo personal, revitalización de la vida familiar, respetar las actividades de la vida, construcción de una cultura de discipulado en

las familias, apoyo a familias con un solo padre y formación de equipos para este tipo de apoyo en cada parroquia en la Arquidiócesis.

### **Programa de becas parroquiales**

Diseñado para ayudar con el mantenimiento de instalaciones, reparaciones y nuevos proyectos de construcción para parroquias y misiones que tienen capacidad financiera limitada.

### **Causa de Canonización**

Un milagro dedicado a la intercesión del Beato Stanley Rother es necesitado para que la iglesia lo pueda reconocer como Santo, digno de veneración universal. La Causa de su Canonización promueve conocimiento de vida y trabajo del Beato Stanley y promueve de sus necesidades a través de su intercesión. La Oficina de Causa documenta necesidades pedidas y las prepara para evaluación médica y la revisión canónica formal como milagros potenciales.



## **2024 Annual Catholic Appeal Parish Goals**

<b>Parish</b>	<b>Goal</b>
Assumption of the Blessed Virgin Mary	\$38,000
Blessed Sacrament Parish - Lawton	\$84,000
Christ the King Parish - OKC	\$513,000
Church of the Good Shepherd - Boise City	\$3,000
Corpus Christi Parish - OKC	\$35,000
Epiphany of the Lord Parish - OKC	\$211,000
Good Shepherd Church - Marietta	\$4,000
Holy Cross Parish - Madill	\$15,000
Holy Family Parish - Lawton	\$73,000
Holy Name Church - Shattuck	\$5,000
Holy Name of Jesus Church - Chickasha	\$46,000
Holy Spirit Parish - Mustang	\$95,000
Holy Trinity Church - Okarche	\$80,000
Immaculate Conception Church - Marlow	\$8,000
Immaculate Conception Church - Seminole	\$9,000
Immaculate Heart of Mary Church - Calumet	\$9,000
Korean Martyrs Parish - OKC	\$6,000
Little Flower Parish - OKC	\$62,000
Mother of Sorrows Church - Apache	\$3,000
Our Lady of Guadalupe Church - Hollis	\$4,000
Our Lady of Perpetual Help Cathedral - OKC	\$156,000
Our Lady of Perpetual Help Church - Sterling	\$8,000
Our Lady of Sorrows Parish - Chandler	\$17,000
Our Lady of the Rosary Church - Binger	\$1,000
Our Lady of Victory Parish - Purcell	\$23,000
Our Mother of Mercy Church - Waynoka	\$1,000
Prince of Peace Parish - Altus	\$29,000
Queen of All Saints Church - Sayre	\$6,000
Sacred Heart Church - Billings	\$1,000
Sacred Heart Church - Hinton	\$2,000
Sacred Heart Church - Hooker	\$3,000
Sacred Heart Church - Mooreland	\$3,000
Sacred Heart Parish - Alva	\$15,000

Sacred Heart Parish - El Reno	\$33,000
Sacred Heart Parish - Konawa	\$6,000
Sacred Heart Parish - Mangum	\$9,000
Sacred Heart Parish - OKC	\$75,000
Saint Andrew Dung-Lac Parish - OKC	\$73,000
Saint Andrew Parish - Moore	\$85,000
Saint Ann Church - Cordell	\$5,000
Saint Ann Church - Fairview	\$4,000
Saint Ann Parish - Elgin	\$10,000
Saint Anthony of Padua Parish - Okeene	\$19,000
Saint Benedict Parish - Shawnee	\$59,000
Saint Catherine of Siena Parish - Pauls Valley	\$9,000
Saint Charles Borromeo Parish - OKC	129,000
Saint Cornelius Church - Cherokee	\$3,000
Saint Damien of Molokai Catholic Parish - Edmond	\$25,000
Saint Eugene Parish - OKC	\$173,000
Saint Eugene Parish - Weatherford	\$18,000
Saint Frances Cabrini Church - Beaver	\$3,000
Saint Francis of Assisi Church - Newkirk	\$9,000
Saint Francis of Assisi Parish - OKC	\$150,000
Saint Francis Xavier Church - Sulphur	\$11,000
Saint Francis Xavier Parish - Enid	\$72,000
Saint Gregory the Great Parish - Enid	\$44,000
Saint Helen Catholic Church - Frederick	\$8,000
Saint James the Greater Parish - OKC	\$138,000
Saint John Nepomuk Parish - Yukon	\$165,000
Saint John the Baptist Parish, Edmond	\$607,000
Saint Joseph Church - Bison	\$9,000
Saint Joseph Church - Buffalo	\$3,000
Saint Joseph Church - Pond Creek	\$3,000
Saint Joseph Church - Union City	\$33,000
Saint Joseph Church - Wewoka	\$4,000
Saint Joseph Old Cathedral - OKC	\$72,000
Saint Joseph Parish - Ada	\$27,000
Saint Joseph Parish - Blackwell	\$7,000
Saint Joseph Parish - Hennessey	\$19,000

Saint Joseph Parish - Norman	\$75,000
Saint Joseph Parish - Tonkawa	\$7,000
Saint Louis Church - Stroud	\$3,000
Saint Margaret Mary Church - Crescent	\$12,000
Saint Mark the Evangelist Parish - Norman	\$180,000
Saint Mary Assumption Church - Wakita	\$3,000
Saint Mary Church - Wanette	\$2,000
Saint Mary Parish - Ardmore	\$48,000
Saint Mary Parish - Clinton	\$24,000
Saint Mary Parish - Guthrie	\$53,000
Saint Mary Parish - Medford	\$10,000
Saint Mary Parish - Ponca City	\$140,000
Saint Matthew Parish - Elk City	\$49,000
Saint Michael Church - Meeker	\$3,000
Saint Monica Parish - Edmond	\$118,000
Saint Patrick Church - Walters	\$4,000
Saint Patrick Parish - Anadarko	\$11,000
Saint Patrick Parish - OKC	\$32,000
Saint Paul the Apostle Parish - Del City	\$36,000
Saint Peter Church - Lindsay	\$3,000
Saint Peter Parish - Woodward	\$36,000
Saint Peter the Apostle Parish - Guymon	\$40,000
Saint Philip Neri Parish - MWC	\$101,000
Saint Richard Church - Carnegie	\$1,000
Saint Robert Bellarmine Church - Jones	\$15,000
Saint Rose of Lima Church - Watonga	\$7,000
Saint Rose of Lima Parish - Perry	\$14,000
Saint Teresa of Avila Parish - Harrah	\$39,000
Saint Thomas Apostle Church - Seiling	\$3,000
Saint Thomas More University Parish - Norman	\$129,000
Saint Vincent de Paul Church - Mcloud	\$10,000
Saint Wenceslaus Parish - Prague	\$8,000
Saints Peter and Paul Church - Hobart	\$11,000
Saints Peter and Paul Parish - Kingfisher	\$46,000

## **NEW 2024 Archbishop's Circle/Giving Society Levels**

Blessed Michael McGivney - \$1,200 - \$4,999

Saint Kateri Tekakwitha- \$5,000 - \$9,999

Saint Marianne Cope- \$10,000 - \$24,999

Saint Damien of Moloka'i - \$25,000 - \$49,999

Saint Junípero Serra - \$50,000 - \$99,999

Saint John Neumann- \$100,000 +

The Archbishop's Circle recognizes those who support the mission and ministry of the Archdiocese of Oklahoma City with gifts of \$1,200 or more each year. At the start of each year Archbishop Coakley with the help of Regional Deans will host a special Mass and Dinner for families in these groups.

## **Leading the ACA:**

Each parish is requested to designate an ACA Leadership Team. The ACA Leadership team will oversee the appeal at a parish level.

Parish Leadership Team

- **Pastor**
  - Studies show there is no more significant factor in the success of the appeal than the enthusiastic support and participation of the pastor.
- **Parish Appeal Chair (Volunteer)**
  - Individual or couple asked by the pastor to serve as a partner with the pastor to execute the ACA.
  - Responsible for placing envelopes & pens in pews.
  - Gives a personal witness to the ACA.
  - Invites more parishioners to participate.
- **Parish Administrative Contact (*Can be the same person as the Appeal Chair or someone new*)**
  - Responsible for coordinating logistics at the parish- bulletin announcements, mailing of gifts and pledges, main liaison between the parish and the Office of Stewardship and Development.

## **Archdiocesan Support: Contact with any questions or concerns**

- Jennifer Yardley, Director of Annual Giving
  - O: 405-720-7258
  - M: 405-206-9146
  - [JYardley@archokc.org](mailto:JYardley@archokc.org)
- Stewardship and Development Office
  - O: 405-709-2745
  - [stewardship@archokc.org](mailto:stewardship@archokc.org)

## **Proven Tips for Success**

- Be positive!
- **Invite 100% participation**, no gift is too small- (tell people that)
- **Review** approaches taken last year and the results
- Plan- make sure all dates are on the parish calendar
- **Use Annual Catholic Appeal Videos**
  - Show in church after mass on Announcement and Commitment weekends
  - Show in parish gather space after Mass ie: during coffee & donuts or other fellowship gatherings
  - Send out in a parish Flocknote email
  - Share on Parish social media on Announcement and Commitment weekend
- **Implement in-pew** solicitation process on Commitment Weekend
- **Educate** the benefits of making a **monthly gift**
  - Monthly payments allows donors to incorporate ACA pledge into their household budgets.
  - Provides steady support to ministries overtime.
  - Donors who choose to give monthly will continue the gift until they call the Stewardship Office to change, increase, decrease or stop their gift.
- **Use ACA resources**
  - Hang up posters
  - Ads in the bulletin
  - Envelopes & pens in pews
  - Share Social Media post during the appeal and throughout the year
- Monitor parish progress
- Remind parishioners of their **local connection to the ACA**
  - Funds stay in the Archdiocese of Oklahoma City and support ministries that impact them, their families, neighbors and fellow Oklahomans.
- **Thank parishioners frequently**
  - Each household that responds to the 2024 ACA will receive a thank you letter and receipt from Archbishop Coakley.

Please also thank parishioners in your own words

## 2024 ACA Timeline

Helping with the Annual Catholic Appeal in your parish is a big task but very important. Please know how greatly your time and talent are appreciated. Below outlines a timeline of the entire appeal. Please mark all key dates on your master calendar; create electronic reminders if desired.

### Standard ACA Timeline

#### JANUARY 2023

Date	We do	You do
Week of Jan. 1	ACA website is launched	Check out our website! <a href="http://www.archokc.org/appeal">www.archokc.org/appeal</a>
Jan. 10 <sup>th</sup>	Mail Archbishop's Letter #1.	
Mid to Late January	Mail first letter from Archbishop Coakley to all registered families. Includes: request letter, brochure, pledge card and return envelope.	

#### FEBRUARY 2023

Date	We do	You do
<b>Jan. 15 - Feb 6</b>	Workshop training and materials pick-up for ACA parish leaders. <ul style="list-style-type: none"><li>➤ Trainings are held at the CPC and local Deanery's</li></ul>	Attend at least one of the training sessions. Pick up ACA Materials. <u>Items you receive in print include:</u> ACA Handbook Posters In-pew pledge forms, envelopes, and pens Pre-paid return mailers  <b>Print Bulletin Insert</b> (download from <a href="http://www.archokc.org/appealdocuments">www.archokc.org/appealdocuments</a> )
<b>By Jan. 30</b>	Confirm you have all materials for the Annual Catholic Appeal.	Confirm receipt of all materials and review with Parish Leadership Team.  Issues? Please contact Jennifer Yardley at 405-720-7258 or email <a href="mailto:JYardley@archokc.org">JYardley@archokc.org</a>  Para asistencia en español, por favor de contactar a Sandra Saldivar a (405) 709-2716 o por correo electrónico <a href="mailto:SSaldivar@archokc.org">SSaldivar@archokc.org</a>
<b>Pre-Announcement Weekend Feb 3/4</b>		Display ACA posters (leave up throughout Appeal period)  Make Pre- Announcement before/after Mass at all Masses  <b>Print Bulletin Announcement #1</b>

<b>Announcement Weekend Feb 10/11</b>		<b>At all Masses:</b> <b>Print 1-page English/Spanish Bulletin insert</b> (Document describes the ministries to be funded by the Appeal.) <b>Read letter</b> from Archbishop <b>Show or email</b> video Make Announcement #2 before/after Mass <b>Print Bulletin Announcement #2</b>
<b>Commitment Weekend Feb 17/18</b>		<b>Preach</b> homily. Ensure envelopes & pens in all pews. Take up Appeal <b>Special Collection</b> Make Announcement #3 before/after Mass <b>Print Bulletin Announcement #3</b>
<b>Mon. Feb. 19</b>		Use pre-paid Tyvek Security Envelopes to return any ACA pledges or gifts received at weekend Masses (see pgs. 31-32). <b>DO NOT OPEN SEALED ACA ENVELOPES.</b>
<b>Follow Up Weekend Feb 24/25</b>		Add a few In-Pew ACA envelopes with pens in pews at each <u>Mass</u>  <b>Encourage 100% participation- Announcement</b> (Pg.33-34) Make Announcement #4 before/after Mass <b>Print Bulletin Announcement #4</b>  <i>Follow up letters: 2-3 addition letters mailed through out the next 6 months to those who have previously given</i>
<b>Mon. Feb. 26</b>		Use pre-paid Tyvek Security Envelopes to return any ACA pledges or gifts received at weekend Masses (see pgs. 31-32). <b>DO NOT OPEN SEALED ACA ENVELOPES.</b>



## March through October 2024

Date	We do	You do
<b>Fri. March 15th</b>	Letter 2 mailed from Pastor	Use pre-paid Tyvek Security Envelopes to return any ACA pledges or gifts received at weekend Masses (see pgs. 31-32). <b>DO NOT OPEN SEALED ACA ENVELOPES.</b>
<b>All weekends:</b> March through April 28 (or until goal is reached)		<b>Promote ACA at all Masses using promotional materials.</b>
<b>Sun. April 20-21<sup>st</sup></b>		Pastor or Parish Chair gives mid-Appeal update at all Masses (Email with details will come April 15 <sup>th</sup> ).
<b>All Mondays</b> (or later as pledges/ gifts are received)		Use pre-paid Tyvek Security Envelopes to return any ACA pledges or gifts received at weekend Masses (see pgs. 31-32). <b>DO NOT OPEN SEALED ACA ENVELOPES.</b>
<b>Fri. May 3<sup>rd</sup></b>	Letter #3- Ministry focused letter, <b>final follow-up</b>	Mail letter to households who have given in last 3-5 years but not this year. Stewardship Office will handle mailing <b>(Optional) ACA Second Collection at all Masses</b>
TBD Sept-Oct.	The Archdiocese sends detailed pledge report to each parish listing 2024 donors to the ACA.	Review list and identify those who have given in previous years, but not yet this year.  Update Stewardship Office ( <a href="mailto:stewardship@archokc.org">stewardship@archokc.org</a> ) if they have moved or are deceased.  <b>(Optional) Send personal note requesting support for the ACA.</b>  <u>If you would like to include pledge cards in your mailing, please call our office, we would be happy to help make giving easy for your donors.</u>

## Promotional Resources Guide

Resource	Where to find it	When to use	How to use it
ACA website	<a href="http://www.archokc.org/appeal">www.archokc.org/appeal</a> (to access resources and parish goal updates)	Jan-Dec	Direct parishioners for info. Use it to download files of ACA resources and track parish goal
Website: online giving page	<a href="http://www.archokc.org/appeal">www.archokc.org/appeal</a>	Jan-Dec	Direct parishioners to make secure online pledges here
ACA Posters	Delivered to parish at ACA Orientations/ Workshops	Jan-April	Display in parish gathering spaces Download at <a href="http://www.archokc.org/appealdocuments">www.archokc.org/appealdocuments</a>
ACA Videos	Available for viewing on the ACA website/Download for use on social media platforms	Feb-May	Play before/after Mass on Announcement Weekend. Show at parish meetings/events during Appeal period. Add video on your parish website. Send video out via parish flocknote Add video to parish social media
ACA Social Media Posts	Download from website <a href="http://www.archokc.org/appealdocuments">www.archokc.org/appealdocuments</a>	Feb-Dec	Post to parish social media platforms throughout the appeal
Mass Announcements	Included in this Manual. Download files from ACA website	Jan-May	Pastor or lector read announcements at all Masses on specified dates
Bulletin Announcements	Included in Manual. Downloadable files available from ACA website	Jan-May	Run specified announcements in parish bulletin on Appeal weekends
Bulletin insert	Download/Print from website <a href="http://www.archokc.org/appealdocuments">www.archokc.org/appealdocuments</a>	Announcement Weekend (Feb 3/4)	Insert into parish bulletins or provide to bulletin supply company for insertion
In-pew pledge envelopes, pencils	Pick up at ACA training with ACA Handbook	At all Masses on Commitment Weekend (Feb 17/18)	Ready in pews Pastor leads parishioners in in- pew process at all Masses Completed and sealed envelopes collected and returned to ACA mailing address (see pgs. 31-32)
Pledge return mailers	Initial supply delivered to parish with ACA Materials	Feb-May (or as long as	Return completed and sealed in-pew pledge

		pledges are received in the parish)	envelopes, completed pledge cards (from mailings to parishioners) in sealed return envelopes, plus other ACA gifts (see pgs. 31-32); if necessary, use own packaging w/ sufficient postage to return additional pledges
Stock Transfer and IRA QCD	Downloadable PDF available from ACA website	Jan-Dec	Supply to parishioners by request or call Stewardship and Development at 405-709-2745.

## **Pre-Announcement Weekend: February 3-4<sup>th</sup>**

### **Preparation**

- Place two stacks of **ACA envelopes** in the back of the church
- Lector reads **Intercession #1** in the General Intercessions.
- **Publish** Bulletin Announcement #1 in this week's bulletin
- **Hang** ACA Posters around church property

### **Bulletin and Mass Announcement #1**

Please have the lector make this announcement before or after Mass and publish in your bulletin.

Please Make Your Gift to the 2024 Annual Catholic Appeal

The theme of this year's Appeal is, "**Live in the Spirit**"

All families in the parish are asked to begin discerning a gift to the 2024 Annual Catholic Appeal. Monthly giving is encouraged as it's a great way to feel connected to the Annual Catholic Appeal.

When your gift is drafted each month, let it be a reminder to pray for the ministries benefiting from your gift.

It also allows the Church to save money on postage and processing costs allowing more of each dollar to go to the ministries.

You can learn more or make your gift online at [www.archokc.org/appeal](http://www.archokc.org/appeal)

### **Intercession #1**

"As we begin the Annual Catholic Appeal in the parish and throughout the Archdiocese, may the Holy Spirit move us to participate in the Appeal and 'Live in the Spirit.'" We pray to the Lord.

### **Espanol Announcement #1**

Por favor pedir al Lector que haga este anuncio antes/después de Misa y que se publique en el Boletín

Por favor haga su donación a la Colecta Católica Anual 2024

Este año, el tema de la colecta es ***“Vivamos en el Espíritu”***

Se les pide a todas las familias en nuestra parroquia que comiencen a hacer su promesa a La Colecta Católica Anual. Los invitamos a dar mensualmente, es una gran manera de sentirse conectados a la Colecta Católica Anual.

Mientras hacen su regalo mensual, favor de orar por todos los ministerios que beneficiaran de su donación.

Ayuda la parroquia ahorrar dinero en costos de proceso y envíos, permitiendo que cada dólar sea enviado a la Colecta.

Para obtener más información y hacer su compromiso en línea visite: [www.archokc.org/appeal](http://www.archokc.org/appeal)

### **Español Intersession #1**

“Al comenzar la Colecta Católica Anual en nuestra parroquia y a través de la Arquidiócesis, que el Espíritu Santo nos mueva a participar en la Colecta y “Vivamos en el Espíritu”. Le rogamos al Señor.”

## Announcement Weekend February 10-11<sup>th</sup>

### Preparation

- Locate and review all ACA promotion resources: posters, Mass announcements, bulletin inserts, in pew cards, logos and graphics
- Rehearse Parish ACA Chair's announcement
- Prepare pastor introductory remarks
- Publish **Bulletin Announcement #2** in this week's bulletin
- Insert full-page **ACA Ministry Insert** into bulletin
- Hang up ACA Posters around church property

### All Masses on Announcement Weekend

- Lector or Pastor reads Mass Announcement #2 before or after Mass
- During homily, pastor gives introductory remarks and **reads letter** from Archbishop Coakley
- Include **Special ACA Intercession #2** in General Intercessions
- After mass, **ACA Chair delivers encouraging message**
- Link ACA giving page for your parish to any online streaming of Mass

### After Masses

- **Email ACA video** and link to [www.archokc.org/appeal](http://www.archokc.org/appeal) giving page to parishioners (online bulletin, Flocknote, text, etc.)
- Follow the instructions for returning any ACA gifts and pledges received in response to the first mailing. Important: DO NOT OPEN SEALED ACA ENVELOPES.

## Bulletin and Mass Announcement #2

Please have the lector make this announcement before or after Mass and publish in your bulletin.

Please Make Your Gift to the Annual Catholic Appeal

### **“Live in the Spirit”**

Our parish invites each family to discern a gift to the Annual Catholic Appeal ‘Live in the Spirit.’

The Appeal plays a vital role in supporting the Archdiocesan ministries such as Catechist Formation, College Campus Ministry, Catholic Schools, Cause for Canonization, Discipleship Conference, Seminarian Education, Our Lady of Guadalupe Youth Camp and more.

Next weekend, our parish will conduct an in-pew commitment weekend to provide every family the opportunity to participate. No gift is too small, join us in growing our community.

You can learn more or make a gift online at [www.archokc.org/appeal](http://www.archokc.org/appeal)

### **Intercession #2**

“As we begin the Annual Catholic Appeal within our parish and throughout the Archdiocese, we gather in unity and faith. Open our hearts to give generously and with purpose. May our shared contributions echo the teachings of Jesus.” We pray to the Lord.

## Espanol Announcement #2

Por favor pedir al Lector que haga este anuncio antes/después de Misa y que se publique en el Boletín

Por Favor haga su donativo a la Colecta Católica Anual

***“Vivamos en el Espíritu”***

Se les pide a todas las familias en nuestra parroquia que hagan su regalo a La Colecta Católica Anual ‘*Vivamos en el Espíritu*’.

La Colecta apoya a los ministerios y servicios arquidiocesanos, incluyendo la Formación de Catequistas, el Ministerios Pastoral Universitario, Escuelas Católicas, la Causa de Canonización para el Beato Stanley Rother, Conferencia de Discipulado, Educación de Seminaristas, el campamento juvenil de Nuestra Señora de Guadalupe y mucho más.

El siguiente fin de semana, empezaremos con folletos en las bancas para que toda familia tenga la oportunidad de participar. Todo donativo es aceptado, ningún regalo se echa de menos, únase a crecer nuestra comunidad.

Para obtener más información y hacer su compromiso en línea visite: [www.archokc.org/appeal](http://www.archokc.org/appeal)

## Español Intercession #2

Al comenzar la Colecta Católica Anual en nuestra parroquia y a través de la Arquidiócesis, nos reunimos en unidad y fe. Abramos nuestros corazones para dar generosamente. Que nuestras contribuciones hagan eco de las enseñanzas de Jesús. Le rogamos al Señor.



## Sample: Pastor's Introduction of Archbishop Coakley's Letter

*Please prepare every celebrant well in advance of Announcement Weekend to ensure an effective presentation of the Appeal.*

*This is a sample of what can be said by the celebrant at homily time.*

## Guidelines for ACA Parish Chair's Remarks

(Use the pointers below as pointers to customize your own talk. Your talk should not exceed 3 minutes)

1. Introduce yourself and your association with the parish.
2. Describe your personal parish and Archdiocesan volunteer involvement.
3. Announce the 2024 ACA goal for your parish; **STRESS 100% participation** (no gift is too small)
4. Remind parishioners of the importance of the shared Archdiocesan ministries the Annual Catholic Appeal supports. These ministries continue to do work because of the people who support the appeal.
5. Share why you personally give to the ACA.
6. Complete the talk by making an “ASK.” Urge people to join your in discerning how the church ministries funded by the appeal fit into their personal giving priorities. Ask them to come ready next week to make a pledge/monthly gift.
7. Smile, have fun and don't be afraid to be humorous!

“I'm pleased to announce we are kicking off the Annual Catholic Appeal here at [insert name of parish]. The Annual Catholic Appeal is our opportunity to come together as Catholics across the Archdiocese to initiate many acts of kindness and mercy. In today's bulletin, you will see a list of ministries funded by the Annual Catholic Appeal. [Insert personal reflection about one of the ministries]. I am asking you to familiarize yourself with the Annual Catholic Appeal and the various ministries which are impacted by the Appeal.

Over the next week, prayerfully consider and listen to how God is calling you to support the Annual Catholic Appeal. Together let us build his kingdom beyond the walls of this church.”

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“Es mi placer anunciar el comienzo de la Colecta Católica Anual aquí en (nombre de parroquia). La Colecta Católica Anual es nuestra oportunidad para unirnos como católicos a través de la Arquidiócesis para lograr bastantes actos de bondad y misericordia. En el boletín de hoy, encontrara una lista de los ministerios apoyados por la Colecta Católica Anual. (Mencione uno de los ministerios y reflexión personal de ministerio). Les pido que por favor se familiaricen con la Colecta Católica Anual y los ministerios que serán impactados a través de la colecta.

Dentro de la siguiente semana, consideradamente oren y escuchen como Dios les llama apoyar la Colecta Católica Anual. Juntos podemos crecer y fortalecer su reino más allá de las paredes de nuestra parroquia.”

## **Commitment Weekend February 17-18<sup>th</sup>**

### **Preparation:**

- **Pastor/Celebrant** prepares homily on the readings of the day (or can use pre-written homily).
- **ACA Chair** reviews In-Pew Appeal process with ushers/volunteers.
- **Pastor/Celebrant** reviews **In-Pew Appeal script**.
- **ACA Chair** places envelopes and pens in each pew before each mass.
- Publish Bulletin **Announcement #3** in this week's bulletin.
- Be sure **ACA Posters** are displayed where parishioners can easily view them.

### **At All Masses on Commitment Weekend**

- Lector reads **Mass Announcement #3** before or after Mass
- Pastor/Celebrant gives ACA homily
- After the Homily, Pastor/Celebrant **uses In- Pew Appeal Script** to guide parishioners through the process of **completing** their In-Pew Pledge **Envelopes**.
- Pastor/Celebrant completes **his own ACA envelope** (for bonus).
- **Special collection** of ACA envelopes
- The Mass continues as usual with the Profession of Faith
- Include **Special 2024 ACA Intercession** in the General Intercessions

### **After Masses**

- Follow instructions for handling **ACA Pledges and Gifts**. Do not open sealed ACA envelopes whether they are **In-Pew pledge envelopes** or **pledge cards** in sealed envelopes.
- Send out email with ACA video and link to give online. [www.archokc.org/appeal](http://www.archokc.org/appeal)

## Bulletin and Mass Announcement #3

Please have the lector make this announcement before or after Mass and publish in your bulletin.

Please Make Your Gift to the 2024 Annual Catholic Appeal

### **“Live in the Spirit”**

The Annual Catholic Appeal is different than a one-time special collection. It is a year long Appeal that encourages monthly giving.

The Annual Catholic Appeal theme, **“Live in the Spirit”** was selected to remind us of God’s gentle nudges and powerful invitation to grow closer to Him. To build up his kingdom and help others as Jesus helps us.

Every pledge makes a difference! Your generous support enables the Archdiocese of Oklahoma City to serve parishes and parishioners throughout western and central Oklahoma.

Learn more or make your gift online at [www.archokc.org/appeal](http://www.archokc.org/appeal)

### **Intercession #3**

“We lift our hearts in gratitude for the generous pledges made to the Annual Catholic Appeal this weekend. Bless those who have committed to support our ministries.” We pray to the Lord.

### Espanol Announcement #3

Por favor haga su donación a la Colecta Católica Anual 2024

#### ***“Vivamos en el Espíritu”***

La Colecta Católica Anual es diferente a donar únicamente en colectas especiales. Es una Colecta anual que pide donativos mensuales.

El tema de la Colecta Católica Anual, ***“Vivamos en el Espíritu”*** fue elegida para recordarnos de los empujones suaves de Dios y es una invitación poderosa para acercarnos mas a él. Para crecer su reino y ayudar a los demás como Jesús nos ayuda a nosotros.

¡Cada compromiso hace gran diferencia! Su apoyo generoso le permite servir parroquias y párrocos a través de la Arquidiócesis de Oklahoma City.

Para obtener más información y hacer su compromiso en línea visite: [www.archokc.org/appeal](http://www.archokc.org/appeal)

### Espanol Intercession #3

Levantemos nuestros corazones en gratitud por las promesas generosas echas a la Colecta Católica Anual este fin de semana. Dios bendiga a los que han hecho su compromiso para apoyar nuestros ministerios, le oremos al Señor.

## **2024 ACA In-Pew Appeal Script**

*For use by the Pastor/Celebrant at all Masses on Commitment Weekend February 17-18<sup>th</sup>*

- **The entire process will take about 5 minutes.**
- After giving a brief homily on the readings of the day, follow this plan for guiding parishioners through the process of completing their In-Pew Pledge Envelopes.

### **Comment on the goal of increasing participation.**

“Last year, the number of households participating in the ACA dropped from 8,892 in 2022 to 7,800 families in 2023. Our goal as an Archdiocese is to increase participation! Every pledge and every dollar will add up to make a huge impact to those we seek to serve. **No gift is too small.** Consider the call to build up His kingdom and help others as Jesus helps us. It is a wonderful gift to provide for all the great work made possible by the Annual Catholic Appeal throughout our local church.”

### **Start instructions for In-pew process.**

“I invite you to take a few minutes to respond to the 2024 Annual Catholic Appeal. Please pass down the In-Pew Commitment Envelopes and pens from the end of the pew. On the bottom half of the envelope, print your name and contact information. Indicate whether you have already made your pledge in response to Archbishop’s letter mailed to your house or if you are making a new pledge today.

If you prefer online giving, take your cell phone out and type in **WWW. ARCH OKC. ORG/ACAGIFT**. From there you can complete your pledge.

If you have already made your ACA gift, THANK YOU!

### **Explaining the In-Pew Envelopes**

- The top has suggested Gift Plans on a monthly or one-time gift basis.
- Every dollar will help us reach our parish goal and make a great impact in many lives.
- The benefit of a **monthly gift** allows a family to give sacrificial gift over the course of the year. It also allows the Archdiocese to save money on administrative costs and fees and plan ahead for ministries.
- The middle **CONTACT INFORMATION** has a place for your information and a spouses information– name, address, email address, phone number, birthdate and our parish name. If you have already pledged, ***please fill this out to keep our records up to date.***
- The bottom left – OPTION 1 – is for those who would like their pledge to be deducted from their checking account.
- The bottom right – OPTION 2 – is for those who would like to fulfill their pledge by credit card.
- OPTION 3 is for those who wish to go online and make their pledge.
- OPTION 4 is for those who prefer to call the Archdiocese to make their pledge.
- OPTION 5 should be completed if you wish to pay by check.

We will give you a few minutes now to fill out the form. When completed, please seal the envelope and pass it to the end of the pew.”

**Wait for completion.** (Music plays or cantor sings something uplifting)

### **Thank Participants**

“On behalf of Archbishop Coakley, our parish community here and all those who benefit from the ministries you support through the Annual Catholic Appeal, Thank You!”

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### **Guía para la Promesa En-Banca de la COLECTA CATÒLICA ANUAL 2024**

Para el uso del Pastor/Celebrante en todas las Misas en el Fin de Semana de Compromiso febrero 17-18

- **El proceso completo tomará cerca de 5 minutos.**
- Luego de haber dado una breve homilía sobre las lecturas del día, siga este plan para guiar a los feligreses a través del proceso de completar sus formas de compromiso en las bancas.

### **Comentarios sobre la meta de aumentar la participación.**

“El año pasado el número de compromisos de familias participando en la Colecta Católica Anual bajo de 8,892 compromisos en 2022 a 7,800 compromisos de familias en 2023. ¡Nuestra meta en la Arquidiócesis es aumentar participación! Cada compromiso y cada dólar se acumulará resultando en un gran impacto para aquellos que buscan servir. Todo donativo es aceptado, ningún regalo se echa de menos. Considere el llamado a crecer Su reino y ayudar a Jesús como el nos ayuda a nosotros. Es un maravilloso regalo para proveer todo el gran trabajo hecho posible por la Colecta Católica Anual a través de nuestra parroquia.

### **Siga las instrucciones del proceso en-banca.**

“Tomémonos unos momentos para responder juntos al Colecta Católica Anual 2024. Por favor sus respectivos sobre y lápices desde el final de la banca. En la parte de abajo de la mitad del volante, escriba su nombre y contacto con letra impresa. Indique si es que usted ya ha realizado su compromiso respondiendo a la carta enviada por correo del arzobispo o si está haciendo su nuevo compromiso hoy.

Si prefiere donar en línea, tome su celular y ponga el sitio web [www.archokc.org/acagift](http://www.archokc.org/acagift). De ahí puede completar su compromiso.

¡ Si ya lo ha hecho su compromiso o regalo, muchísimas gracias!

## Explicación de los sobres en banca

- Los informes anteriores ofrecen sugerencias de donativos, siendo mensuales o únicos.
- Cada dólar nos ayudará a completar nuestra meta parroquial y hará gran diferencia en muchas vidas.
- El beneficio de un regalo mensual permite a una familia hacer un regalo de sacrificio a lo largo del año.
- Permite la Arquidiócesis ahorrarse costos administrativos y planear a futuro para los ministerios.
- La parte del medio- **INFORMACION DE CONTACTO** tiene un lugar para los informes de usted y su conyugue- nombre, dirección, correo electrónico, número telefónico y el nombre de nuestra Parroquia. Si usted ya se ha comprometido, *por favor llene esta área para actualizar su información.*
- La parte de debajo de la izquierda – OPCION 1 es para aquellas personas a quienes les gustaría que su compromiso sea retirado de su cuenta bancaria.
- La parte de debajo de la derecha OPCION 2 es para aquellas personas a quienes les gustaría realizar su compromiso a través de tarjeta de crédito.
- OPCION 3, aquellas personas que harán su donación en línea
- OPCION 4, aquellos que llaman por teléfono para hacer su donación
- OPCION 5, completada en caso de que un donador adjunte un cheque

Le daremos unos momentos ahora para llenar la forma. Una vez que sea completada, por favor selle el sobre y páselo hacia el final de la banca.”

Esperar para completar. (Tocar música o que se cante en forma inspiradora)

## Agradecer a los participantes

“¡De parte del Arzobispo Coakley, nuestra comunidad parroquial y todos aquellos quienes se benefician de los ministerios que ustedes soportan a través la Colecta Católico Anual, les doy las gracias!”

## **Handling Pledges and Gifts**

*Follow this procedure to ensure all pledges/gifts can be recorded accurately and acknowledged properly.*

### **Receiving and Handling**

The Parish may receive 4 kinds of ACA responses. **Each type has its own procedure for handling.** In all cases, **please do not record ACA gifts on a parish's tax receipt record.** Every donor will receive an acknowledgement and receipt from Archbishop Coakley.

#### **1. Loose cash and coins**

- Please count all loose cash and coins received for the ACA.
- Write a check drawn on your parish account for the corresponding amount, made out to Annual Catholic Appeal.
- Deposit the cash and coins in your parish account.
- Place the check for the corresponding amount in the prepaid return mailer or your own packaging with sufficient postage for mailing to the P.O. Box listed on the next page.

#### **2. Checks without envelopes**

- Please bundle all loose ACA checks (those not received in sealed envelopes) and bind them with a rubber band.
- Attach completed transmittal form to each bundle of loose checks to ensure that all gifts from your parish are accurately credited to your parish.
- Place bundles of loose checks in the prepaid return mailer or your own packaging with sufficient postage for mailing to the P.O. Box listed on the next page.

#### **3. Sealed Pledge envelopes (either In-Pew envelopes or Pledge Cards in sealed envelopes)**

- Please DO NOT OPEN sealed ACA pledge envelopes. \*note: Opening sealed envelopes is a violation of PCI credit card compliance and could open the parish and Archdiocese to greater risk.
- Bundle sealed envelopes together and bind with a rubber band.
- Attach completed transmittal form to each bundle of sealed pledge envelopes.
- Place bundles of sealed pledge envelopes in the prepaid return mailer or your own packaging with sufficient postage for mailing to the P.O. Box listed on the next page.

#### **4. Completed Pledge cards without Envelopes**

- You may receive some pledge cards without an envelope.
- Check to make sure your parish is correctly identified on each pledge card and that the card has been completed.
- Bundle loose completed pledge cards together and bind them with a rubber band.
- Attach completed transmittal form to each bundle of pledge cards.
- Place the bundled pledge cards in the prepaid return mailer or your own packaging with sufficient postage for mailing to the P.O. Box listed on the next page.

**\*\*PLEASE FORWARD ALL PLEDGES/GIFTS AS THEY ARE RECEIVED TO  
ENSURE DONORS ARE ACKNOWLEDGED PROMPTLY.\*\***



## **Preparing and Returning Return Mailer**

1. Please confirm all items are in the prepaid return mailer or your own packaging with sufficient postage to be mailed to the P.O. Box listed below.
2. Seal the prepaid return mailer or your own packaging.
3. Write your parish name and parish city on the outside of the prepaid return mailer or your own packaging.
4. Please send the prepaid return mailer or your own packaging with sufficient postage to the P.O. Box listed below.

**The address for pledge return and  
correspondence is:**

**Annual Catholic Appeal  
Archdiocese of  
Oklahoma City Gift  
Processing  
P.O. Box 7396  
Berlin, CT 06037-9907**

### **Gift Handling Assistance**

Please feel free to contact our team at 405-709-2745 or [stewardship@archokc.org](mailto:stewardship@archokc.org) with any questions or concerns.

## **Follow- Up Weekend: February 24-25<sup>th</sup>**

### **Preparation:**

- Replenish ACA Envelopes and pens in pews
- Publish Bulletin **Announcement #4** in this week's bulletin.
- ACA Chair make a Special Announcement encouraging 100% participation

### **SAMPLE**

Thank you to all the families who responded generously last week by making a pledge to the Annual Catholic Appeal, helping our parish work toward its goal and joining with all other parishes in the Archdiocese to provide resources for vital ministries. If you were not with us last week, please take a moment to find an Envelope and pen in your pew and complete your pledge. You may place it in the collection basket or hand it to an usher after Mass. Thank you for sharing your blessings with others!

### **Bulletin and Mass Announcement #4**

2024 Annual Catholic Appeal

"Live in the Spirit"

Last weekend, our parish conducted the in-pew commitment weekend for the Annual Catholic Appeal. If you haven't given a gift, you are invited to make your pledge now.

The Annual Catholic Appeal supports ministries such as Catechist Formation, College Campus Ministry, Catholic Schools, Cause for Canonization, Discipleship Conference, Seminarian Education, Our Lady of Guadalupe Youth Camp and more.

No gift is too small.

Thank you for your prayerful and generous consideration.

Learn more or make a gift online at [www.archokc.org/appeal](http://www.archokc.org/appeal)

### **Intercession # 4**

"We offer our heartfelt thanks for the generosity of those who have committed pledges to the Annual Catholic Appeal. For those still discerning a gift, open their hearts to join this noble cause, knowing their contributions will foster unity and love to all ministries." Lord hear our prayer.

## Espanol Announcement #4

Colecta Católica Anual 2024

***“Vivamos en el Espíritu”***

La semana pasada, nuestra parroquia ofreció folletos en las bancas para hacer sus compromisos a la Colecta Católica Anual. Si aun no ha realizado su compromiso, los invitamos hacer su compromiso ahorita.

La Colecta apoya a los ministerios y servicios arquidiocesanos, incluyendo la Formación de Catequistas, el Ministerios Pastoral Universitario, Escuelas Católicas, la Causa de Canonización, Conferencia de Discipulado, Educación de Seminaristas, el campamento juvenil de Nuestra Señora de Guadalupe y mucho más.

Todo donativo es aceptado, ningún regalo se echa de menos.

Gracias por su devota y generosa consideración.

Para obtener más información y hacer su compromiso en línea visite: [www.archokc.org/appeal](http://www.archokc.org/appeal)

## Espanol Intercession #4

Ofrecemos nuestro más sentido agradecimiento por la generosidad de aquellos que han hecho su compromiso a La Colecta Católica Anual. Para quienes aun no han hecho su compromiso, abre sus corazones para unirse a esta causa noble, recordando que sus contribuciones darán unión y amor a todos los ministerios. Le pidamos al Señor.

## **Follow-up Procedures**

### **Gift Acknowledgement**

- Every household will receive a thank-you letter and receipt form Archbishop Coakley.
  - *Please note that parishes should NOT provide receipts to donors.*
- Be sure to thank parishioners (in pastors remarks, bulletin announcements, etc.) in a general fashion throughout the course of the Appeal.

### **Tracking Progress Toward Goal**

- Your 2024 Annual Catholic Appeal parish goal is located in the front of this packet.
  - Enter Goal here: \_\_\_\_\_
- Summaries of parish progress will be updated weekly on the Annual Catholic Appeal website [www.archokc.org/appealdocuments](http://www.archokc.org/appealdocuments)
- Mid-Appeal Report will be given on April 20-21<sup>st</sup>
  - Pastor or ACA Chair can give the report
- **Optional:** Leave a small stack of ACA envelopes in the back of the church for parishioners to pick up throughout the year.

## **Key Contacts**

### **Mailing Address:**

Secretariat for Stewardship and Development  
Archdiocese of Oklahoma City  
PO Box 32180  
Oklahoma City, OK 73123-0380

### **Office of Stewardship and Development**

Phone: 405-709-2745  
Email: [Stewardship@archokc.org](mailto:Stewardship@archokc.org)  
Appeal Website: [www.archokc.org/appeal](http://www.archokc.org/appeal)  
ACA Email: [appeal@archokc.org](mailto:appeal@archokc.org)

## **Stewardship and Development Team**

### **Peter de Kertary, CFRE**

Executive Director of Stewardship and Development  
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Phone: 405-709-2737

### **Jennifer Yardley**

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### **Cyndi Mireles**

Constituent Services Coordinator  
Email : [CMireles@cfook.org](mailto:CMireles@cfook.org)  
Phone : 405-438-0263