

2024
BISHOP'S
SERVICES  APPEAL
Supporting the Works of Christ
DIOCESE of LAFAYETTE
LOUISIANA

Resource Manual



Uniting
AS THE
BODY of CHRIST



*Focused on Essential Direct
Service Ministries
in the Diocese of Lafayette*

Office of Stewardship and Development
1408 Carmel Drive
Lafayette, Louisiana 70501-5215
Phone No.: (337) 261-5641
LSuire@diolaf.org

TABLE OF CONTENTS

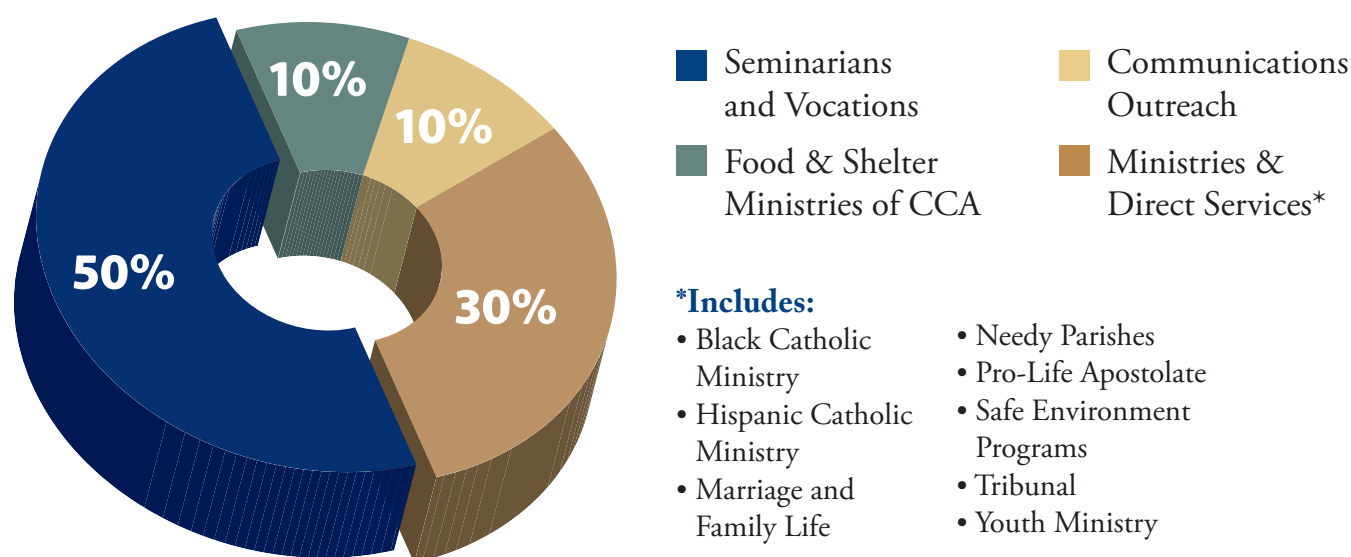
Why the Bishop's Services Appeal (BSA)	6
Timeline.....	7
Theme	8
Conducting a Successful Appeal/Best Practices	9
BSA Giving Circles/St. Francis League	11
Parish Sharing Formula (Rebate)	12
Parish Goals	13
Deanery Chairpersons	18
Deanery Chairpersons Responsibilities	18
Parish Coordinator Info and Checklist	19
Media Options & Considerations	21
Transcript of Bishop's Message	22
Pulpit Message(s)	23
Prayers of the Faithful/Announcements.....	26
Bulletin and/or Pulpit Announcements.....	27
Handling Objections.....	29
Secretary/Bookkeeper/Gift Reporting Procedures	30
Final Instructions	32
Gift Reporting Form	33
Collateral Material(s).....	34

WHY THE BISHOP'S SERVICES APPEAL

The Diocese of Lafayette encompasses a unique region that is defined civically, socially and spiritually by its Catholic heritage. The impacts of our Catholic faith on the regional culture are profound—as seen in strong family ties, connection to our neighbors and care for the stranger in need. Now more than ever, the **Bishop's Services Appeal (BSA)** is a reminder that as faithful Catholics, we are called to be part of a Church, a communion of believers, which is greater than ourselves, and not limited to our local church parishes. Following the tradition of the BSA's outreach over the last five decades, we are *Uniting as the Body of Christ* when we answer God's call to "love one another."

The annual appeal meets the needs of our Church here and now. It was established by Bishop Gerard Frey in response to the call from Vatican II for lay people and clergy to engage in widespread apostolic service, an undertaking that would require greater financial resources. From family life to Catholic formation to crisis response and support for vocations, the BSA offers loving charity and practical assistance to those in our communities in need of God's provision and care today. Through the generous support of people throughout the diocese, the BSA has been *Supporting the Works of Christ* by serving others and ministering to those in need since 1973. Together, 122 church parishes and 28 missions located across 8 civil parishes make this possible.

The BSA has been a backbone source of funding for sustaining and expanding vital **direct service ministries**. No BSA donations go to the operations of the Diocese of Lafayette. Today, 100% of contributions to the BSA support the following:



BISHOP'S SERVICES APPEAL 2024 TIMELINE

January 8-12	Materials Pickup at Chancery: 8:30 to 4:30 pm; for speedier service call ahead if possible (261-5641) to advise of arrival time.
January 11	10:00 a.m. ZOOM MEETING FOR BISHOP'S SERVICES APPEAL (BSA) ORIENTATION: An introduction and review of materials and best practices for designated Church parish BSA volunteers and staff.
January 23	INITIAL MAIL SOLICITATION: Letters from Bishop Deshotel are mailed with a brochure and pledge card to Diocesan Catholics for whom we have an address. Pledge cards can be completed and returned by mail, or placed in offertory collection on In-pew Commitment Weekend (February 3 rd & 4 th).
January 27 & 28	EDUCATION WEEKEND: In all parishes at all masses the Pulpit Message is read. Video or audio recording is shared at Mass. Posters displayed, brochures and in-pew pledge cards are handed out to each family as they enter.
February 3 & 4	IN-PEW COMMITMENT WEEKEND: Pastoral remarks within homily offered on importance of stewardship as a diocesan family, which prompts parishioners to complete an in-pew pledge card during Mass; cards collected by ushers (volunteers) or mailed directly to Diocese of Lafayette in the return addressed/postage paid envelope. Parish office is to mail completed pledge cards to Office of Stewardship and Development (OSD) for processing.
February 14	Ash Wednesday
March 11	Follow Up Mail Solicitation: Personalized by parish, a letter from pastor to those who have not yet responded; letter will be produced by Office of Stewardship & Development (OSD).
March 16 & 17	BSA Second Collection Weekend (2nd Sunday)
March 28-30	Easter Triduum
March 31	Easter Sunday
April 20 & 21	BSA Second Collection Weekend (3rd Sunday)
May 18 & 19	BSA Second Collection Weekend (3rd Sunday)
June 10	Goals Update mailing: Personalized by parish with update from pastor on progress toward goal for those who have not yet responded; letter produced by the Office of Stewardship & Development (OSD) for each parish.
June 15 & 16	BSA Second Collection Weekend (3rd Sunday)
July 20 & 21	BSA Second Collection Weekend (3rd Sunday)
August 17 & 18	BSA Second Collection Weekend (3rd Sunday)
September 14 & 15	BSA Second Collection Weekend (3rd Sunday)
October 9	Year-End Mail Solicitation: Request from Bishop for year-end gifts from those who have not yet made a gift or pledge to BSA; mailed out by OSD.
October 12 & 13	BSA Second Collection Weekend (2nd Sunday)
October TBD	1918 Giving Society Mass & Brunch
November 4	Lagniappe Giving Letter: mailed from Bishop to 2024 BSA donors with one-time full-paid gifts prior to July; mailed out by OSD
November 9 & 10	BSA Second Collection Weekend (2nd Sunday)
December 31	2024 BISHOP'S SERVICES APPEAL (BSA) CONCLUDES
January 5, 2025	FINAL DEADLINE for receipt of 2024 payments; checks/cash received after this date will be credited to 2025 BSA.

The 2024 Theme

Uniting AS THE BODY of CHRIST

“Take and eat; this is my body.” – Matthew 26:26

When the host is raised after its blessing as Jesus did at the Last Supper, there is that beautiful, mysterious and sacred moment when it becomes our Lord’s Body right before our eyes and in our hearts. This transformation and the firm belief in it is the very source and summit of our Catholic faith. Imagine what happens when, with that same faith, we place our own personal treasure in Jesus’s hands: it becomes transformed into something that transforms.

This faith is what we are called to in the Bishop’s Services Appeal: to trust that with us and through us, God transforms our gifts into what the lost and broken need most.

It is from our Eucharistic Lord that we learn how to be charitable. This example of absolute love and trust in God prompts us to ask “How do I give myself to others as Christ gave Himself to me?”



The Eucharist is a powerful symbol of selflessness, and coming together as the Body of Christ to share in it unifies us. The banquet of the Holy Sacrament reminds us that we are all interconnected. Just as the bread and wine are transformed into the Body and Precious Blood of Christ during the sacrament, so too are the hearts and minds of the faithful transformed through acts of charity and mercy. And just as the Eucharist is a source of spiritual nourishment, faith, hope and charity are the expression of that spirituality.

In our acts of charity, especially, we have the opportunity to elevate those in our community who find themselves on the fringes of society and draw them into the core of our collective lives.

By Uniting as the Body of Christ through the Eucharist and manifesting this unity through charitable actions, we exemplify Christ’s message of love and selflessness, and we strengthen the bonds of our faith community.

So, *how do we give ourselves to others as Christ gave Himself to us?* The Bishop’s Services Appeal and all that it represents is part of our answer. We may not all be able to physically feed or shelter or care for or minister to all those who need to be served. What we *can* do is support life-giving ministries through prayer and a personal offering of resources. The BSA helps us to ensure that the most essential services continue to reach the most vulnerable in our Diocese. Please join in ***Uniting as the Body of Christ*** so that the very real presence of Jesus is evident in us and our charitable works.

How to Conduct a Successful Appeal In Your Parish

The success achieved with the Bishop's Services Appeal (BSA) is directly related to the leadership, enthusiasm and motivation provided by the pastor and parish coordinators to parishioners.

- † **Abundance Mindset:** An abundance mentality believes that we always have enough to share with others. This is an essential component of spiritual life and enables us to be happy and generous even in the face of negative circumstances. Giving multiplies itself and comes back in blessings, opportunities and even more of God's loving abundance. *"Don't let what you cannot do interfere with what you can do."* (Matthew Kelly, *The Four Signs of a Dynamic Catholic*)
- † **Familiarize yourself with what BSA supports:** *NOTE THAT FUNDS DO NOT SUPPORT THE ADMINISTRATIVE OVERHEAD OR LEGAL FEES OF THE DIOCESE.* 100% of BSA donations support essential direct-service ministries only.
- † **The WHY is more important than the HOW:** The BSA is both an invitation and an opportunity to unite as the Body of Christ in the Diocese of Lafayette to do all that we can to help our neighbors and even the strangers among us. *It takes all of us working together in every corner of the Diocese to ensure that our Church and its works of mercy continue.*
- † **Commitment:** *Lead by example* and be the first in your parish to make your gift or pledge to the Bishop's Services Appeal. This includes clergy and BSA volunteers.
- † **Preparation:** Practice playing the audio or video message prior to Education Weekend. Make sure you have the necessary equipment and that it is operable and functioning. *Utilize all appeal materials provided.* Make certain that in-pew brochures are available in each pew or handed out with bulletins after Mass the weekends of January 27th & 28th and February 3rd & 4th.
- † **Follow-Through:** Please ensure that appeal in-pew envelopes are available at your church February through December in a **visible** place. Call 337-261-5641 if you need more envelopes.
- † **Promote Your Goal and Be Positive:** Exhibit an enthusiastic attitude about the appeal and have a sincere and supportive approach. Make known the value of the objectives of the appeal. Make the success of the Bishop's Services Appeal your goal and update others on progress. *What gets measured gets done.*
- † **Participation:** EMPHASIZE THE IMPORTANCE OF 100% PARISH PARTICIPATION and its role in the overall effort. *No gift is too small.* Encourage pledged gifts to the appeal, as contributions made over time allow for flexibility.

Suggested Best Practices for 2024

1. **Send the names and contact information as soon as possible for newly registered parishioners (last 3 years) to the Stewardship Office.** The reach of in-pew messaging is not comprehensive. It is more important than ever to reach registered households through external communication.
2. Assemble a team and assign tasks accordingly.
3. Post videos online **after** January 31st (there are five different full-length ones; use as many as you like, rotate them out) to your church parish website and social media. Additionally, we've created shorter video content for you!
4. Share videos at any parish events February to April.
5. Publicize the parish goal and progress to that goal in your church bulletin, on your website, online, on social media channels, etc.
6. The ASK: **Pastor encourages 100% participation as part of the homily on Commitment Weekend. No gift is too small.** *Idea:* a participation thermometer
7. **Use text-to-give:** during Mass at the commitment weekend, ask everyone to pull out their mobile phones, go to messages, enter 50155 and text the word DIOCESE. After Mass, they can reply to the message they receive which will enable them to pledge or donate by phone. Less than 10% of registered households in the diocese currently give to the BSA. Top of mind awareness can change that.
8. Play audio message (or show video) at all Masses on Education Weekend.
9. Say thank you more than once
 - ✓ In your bulletin (or by email)
 - ✓ From the pulpit
 - ✓ Other creative ways (i.e. donut party after Mass)
 - ✓ Know that we, at the Diocese, are saying thank you, too, to those for whom we have names!
10. Make in-pew materials available year-round in church in a **visible** spot.

BSA Giving Circles

Beyond “doing good” by supporting evangelization, faith formation, counseling services, disaster recovery, and basic human needs, our Giving Circles are designed to promote philanthropic synergy. It’s about building an extra community of like-minded individuals who share your faith AND your commitment to the BSA. Giving Circles enable donors to be part of a larger group of devoted stewards, a group that goes above and beyond when it comes to supporting the Church.

The Steward’s Fellowship of Givers

St. Clare’s Givers of Charity	\$50 to \$99
St. Luke’s Givers of Faithfulness	\$100 to \$249
St. Joan d’Arc’s Givers of Justice	\$250 to \$499
St. Jude’s Givers of Hope	\$500 to \$999
St. Faustina’s Givers of Mercy	\$1000 to \$1917
1918 Society of Givers*	\$1918 and above
St. Francis League	Perpetual Monthly Gift, any amount

***1918 Society of Givers has its own set of giving levels as in past years.**

What Is the St. Francis League?

To maximize the impact of a gift to the annual appeal, donors may choose to make a continuous monthly gift through a credit or debit card as part of the St. Francis League. This gift repeats for 12 months and continues from year-to-year. Less money for paper, mailing and processing means more money for ministry to serve the poor, families, clergy and children throughout the diocese. Saint Francis taught us to serve the least among us and to take care of the earth. Donating to the Bishop’s Services Appeal through the **St. Francis League monthly electronic giving program** lets a donor do both. One can maximize the impact of his/her gift by enrolling to make a continuous monthly gift by credit card or debit card. This gift repeats for 12 months and continues from year-to-year. Sign up is online via the diocesan website: www.diolaf.org



Parish Sharing Formula (Rebate)

Parish Goals:

- † Parish goals will be based on prior years offertory (as per Parish Finance).

Parish Goal Formula:

- † Total prior fiscal year Parish Offertory x 7% = Parish BSA Goal.

Parish Share (Rebate):

- † Once the assigned goal has been reached parishes will receive **50%** of funds collected over parish goal.
- † Rebates will be based on cash/checks received by the Office of Accounting as of January 7, 2025. Any cash/checks received after January 7th will apply to the next year's BSA.
- † Rebates will be remitted to parishes via check and provided at the end of January following the closeout of the BSA.
- † Rebates are **not** subject to assessment.
- † Rebates will allow for greater financial strength and will serve as an additional source of income for parishes.
- † Rebates may be used for any purpose (i.e. to fund local needs; building & maintenance, debt reduction, etc.).

Sample Illustration: Parish with a \$50,000 goal (target) that raises \$75,000

	GOAL (TARGET)	CASH RECEIVED	OVER GOAL (TARGET)	PARISH SHARE
PARISH	\$50,000	\$75,000	\$25,000	\$12,500

OVERALL 2024 BSA GOAL: \$ 2,861,474

CENTRAL DEANERY			
Par #	Parish Name	City	2024 Goal
101	St. Bernard	Breaux Bridge	\$ 51,168
106	St. Francis of Assisi	Breaux Bridge	\$ 14,094
121	Our Lady of the Assumption	Carencro	\$ 11,290
126	St. Peter	Carencro	\$ 21,579
136	St. Joseph	Cecilia	\$ 12,925
141	St. Rose of Lima	Cecilia	\$ 6,881
156 • 157	Our Lady of Mercy • Sacred Heart	Henderson • Butte La Rose	\$ 13,378
158	Immaculate Heart of Mary	Lafayette	\$ 32,275
160	Our Lady of Queen of Peace	Lafayette	\$ 23,585
162	St. Anthony	Lafayette	\$ 16,343
164	St. Elizabeth Seton	Lafayette	\$ 35,886
166	St. Genevieve	Lafayette	\$ 35,354
168	St. Leo the Great	Lafayette	\$ 29,486
170	St. Patrick	Lafayette	\$ 17,904
171	St. Joseph	Parks	\$ 13,194
211	Sacred Heart	Broussard	\$ 89,254
216 • 217	St. Joseph • St. Anthony	Broussard • Cade	\$ 7,661
221	St. Basil	Judice	\$ 19,605
226	Holy Cross	Lafayette	\$ 87,978
228	Our Lady of Fatima	Lafayette	\$ 57,596
230	Our Lady of Wisdom	Lafayette	\$ 34,069
232	St. Edmond	Lafayette	\$ 51,280
234	Cathedral of St. John the Evangelist	Lafayette	\$ 98,120
236	St. Jules	Lafayette	\$ 50,374
238	St. Mary Mother of the Church	Lafayette	\$ 91,072
240	St. Paul the Apostle	Lafayette	\$ 11,908
242	St. Pius X	Lafayette	\$ 178,010
266	St. Joseph	Milton	\$ 57,297
286	St. Martin de Porres	Scott	\$ 5,753
291	Sts. Peter and Paul	Scott	\$ 49,970
296	St. Anne	Youngsville	\$ 52,345
CENTRAL DEANERY GOAL			\$1,277,634

NORTH DEANERY			
Par #	Parish Name	City	2024 Goal
401	St. Catherine	Arnaudville	\$ 4,304
406	St. Francis Regis	Arnaudville	\$ 12,747
411	St. John Berchman	Cankton	\$ 22,529
416 • 418	St. Charles Borromeo • Christ the King	Grand Coteau • Bellevue	\$ 33,780
421	St. Anthony of Padua	Krotz Springs	\$ 6,221
426	Holy Family	Lawtell	\$ 9,328
431	St. Bridget	Lawtell	\$ 9,513
432	Sacred Heart	Prairie Ronde	\$ 2,063
436	Immaculate Conception	LeBeau	\$ 10,428
441	St. Catherine	Leonville	\$ 3,498
442	St. Jules	Prairie Laurent	\$ 1,915
446	St. Leo	Leonville	\$ 8,566
451	St. Ann	Mallet	\$ 8,344
456	St. John the Evangelist	Melville	\$ 8,104
457	St. Thomas	Palmetto	\$ 1,073
461	Holy Ghost	Opelousas	\$ 44,017
466	Our Lady of Mercy	Opelousas	\$ 13,752
471	Our Lady Queen of Angels	Opelousas	\$ 55,875
476	St. Landry	Opelousas	\$ 36,668
478 • 479	St. Joseph • St. Ann	Plaisance • Frilot Cove	\$ 7,403
481	Sacred Heart of Jesus	Port Barre	\$ 15,058
486	St. Mary	Port Barre	\$ 4,252
491	Holy Trinity	Washington	\$ 1,107
496	Immaculate Conception	Washington	\$ 9,173
501	Our Lady of Mount Carmel	Chataignier	\$ 4,594
502	St. Augustine	Basile	\$ 14,342
509	Annunciation of the Blessed Virgin Mary	Duralde	\$ 5,995
517	St. Anthony of Padua	Eunice	\$ 44,916
525	St. Mathilda	Eunice	\$ 6,998
533	St. Thomas More	Eunice	\$ 39,774
541	St. Peter	Grand Prairie	\$ 10,471
549	St. Ann	Mamou	\$ 21,555
550	Holy Spirit	Vidrine	\$ 3,660
557	St. Peter	Morrow	\$ 6,513
565	St. Peter	Pine Prairie	\$ 10,970

581	Our Lady Queen of All Saints	Ville Platte	\$ 25,463
589	Sacred Heart of Jesus	Ville Platte	\$ 27,623
590	Sacred Heart of Jesus	Belaire Cove	\$ 1,881
597	St. Joseph	Ville Platte	\$ 2,277
NORTH DEANERY GOAL			\$ 556,749

SOUTH DEANERY			
Par #	Parish Name	City	2024 Goal
601	St. Marcellus	Rynella	\$ 8,213
605	Sacred Heart of Jesus	Baldwin	\$ 9,304
606 • 657	St. Francis • St. Helena	Cypremort Point • Louisa	\$ 1,812
609	St. Bernadette	Bayou Vista	\$ 12,664
613	St. Stephen	Berwick	\$ 22,653
615	St. Rita	Catahoula	\$ 10,176
617	St. Joseph	Centerville	\$ 5,575
621	Immaculate Conception	Charenton	\$ 2,829
625	Our Lady of Prompt Succor	Coteau	\$ 25,020
629	Assumption of the Blessed Virgin Mary	Franklin	\$ 18,480
633	St. Jules	Franklin	\$ 9,050
634	Immaculate Conception	Verdunville	\$ 1,919
637	St. Peter the Apostle	Four Corners	\$ 4,077
641	Our Lady of the Holy Rosary	Jeanerette	\$ 5,043
645	St. John	Jeanerette	\$ 19,870
649	Our Lady of Victory	Loreauville	\$ 8,201
653	St. Joseph	Loreauville	\$ 29,627
661	St. Nicholas	Lydia	\$ 11,677
665	Nativity of Our Lady	New Iberia	\$ 25,533
669	Our Lady of Perpetual Help	New Iberia	\$ 31,923
673	Sacred Heart of Jesus	New Iberia	\$ 47,021
677	St. Edward	New Iberia	\$ 32,383
681	St. Peter	New Iberia	\$ 42,803
685	St. Joseph	Patterson	\$ 10,830
688	Notre Dame	St. Martinville	\$ 16,919
689	St. Martin de Tours	St. Martinville	\$ 34,708
690	St. Elizabeth	Coteau Holmes	\$ 4,494
SOUTH DEANERY GOAL			\$ 452,803

WEST DEANERY			
Par #	Parish Name	City	2024 Goal
701	St. Mary Magdalen	Abbeville	\$ 54,130
704	St. Theresa of the Child Jesus	Abbeville	\$ 20,441
705	St. Andrew Dung-Lac & Companions	Abbeville	\$ 6,912
713 • 715	St. Anne • Sacred Heart	Cow Island • Pecan Island	\$ 13,241
725	Our Lady of the Lake	Delcambre	\$ 18,345
728	St. Martin	Delcambre	\$ 3,596
731	Our Lady of Lourdes	Erath	\$ 21,578
737	St. Peter	Gueydan	\$ 10,772
738	St. David Chapel	Helaire	\$ 1,621
740	St. John	Henry	\$ 5,844
741	St. James	Esther	\$ 4,778
746	Our Lady of Holy Rosary	Kaplan	\$ 28,193
749	Our Lady of Perpetual Help	Leroy	\$ 8,445
755	St. Alphonsus	Maurice	\$ 23,797
758	St. Joseph	Maurice	\$ 7,107
807	Our Lady of the Sacred Heart	Church Point	\$ 31,076
810	Mother of Mercy	Church Point	\$ 6,361
816	Immaculate Heart of Mary	Crowley	\$ 13,796
819	St. Michael the Archangel	Crowley	\$ 67,037
822	St. Theresa	Crowley	\$ 11,016
826	St. Benedict the Moor	Duson	\$ 7,279
828	St. Theresa of the Child Jesus	Duson	\$ 20,417
834 • 835	St. Joseph • St. Jules	Evangeline • Petit Mamou	\$ 10,480
843	St. Joseph	Iota	\$ 21,244
844	St. Michael	Egan	\$ 6,140
852	St. John the Baptist	Lyons Point	\$ 6,612
861	St. John the Evangelist	Mermentau	\$ 11,472
862	St. Margaret of Scotland	Estherwood	\$ 10,354
864	Assumption of the Blessed Virgin Mary	Mire	\$ 21,095
867	Immaculate Conception	Morse	\$ 3,111
870	St. Lawrence	Mowata	\$ 12,496
873	Our Mother of Mercy	Rayne	\$ 6,576
876	St. Joseph	Rayne	\$ 43,064
879	St. Edward	Richard	\$ 14,946
880	St. Thomas	Savoy	\$ 4,439

882	St. Leo IV	Roberts Cove	\$ 10,730
883	St. Edmund	Branch	\$ 5,748
WEST DEANERY GOAL			\$ 574,289

Deanery Chairpersons

Central Deanery:	Reverend Joshua Guillory St. Patrick Church Lafayette, LA 70501 Phone No.: (337) 237-0988 Email address: JGuillory@diolaf.org Dean (Vicar Forane): Very Reverend Chester Arceneaux, VF
North Deanery:	Reverend Charles Massie St. Ann Catholic Church Mamou, LA 70554 Phone No.: (337) 468-3159 Email address: CMassie@diolaf.org Dean (Vicar Forane): Very Reverend Thomas Voorhies, VF
South Deanery:	Reverend Herbert Bennerfield St. Joseph Catholic Church Patterson, LA 70560 Phone No.: (985) 395-3616 Email address: HBennerfield@diolaf.org Dean (Vicar Forane): Very Reverend William Blanda, VF
West Deanery	Reverend Andrew Schumacher St. John the Evangelist Catholic Church Mermentau, LA 70556 Phone No.: (337) 824-2278 Email address: FrSchumacher@stjohnstmargaret.com Dean (Vicar Forane): Very Reverend Brent Smith, VF

Deanery Chairperson's Responsibilities

- † Participate in one of the Zoom meetings for the launch of the 2024 Bishop's Services Appeal.
- † Read this Resource Manual in its entirety.
- † Make a gift or pledge to the Bishop's Services Appeal (BSA).
- † Familiarize yourself with the Bishop's Services Appeal (BSA): the process, procedures and materials to be utilized.
- † Communicate frequently with your deanery's volunteer chair to strategize and to offer encouragement & assistance.
- † Review monthly reports on status of parish goals & offer assistance
- † Provide Office of Stewardship & Development with the name and email address of your Deanery Volunteer Chair so we may offer support directly as well.

To the Parish Coordinator

The Office of Stewardship and Development is grateful that you have agreed to participate. Thank you for your willingness to volunteer and assist your parish with planning and presentation of the appeal materials.

Your role as a parish coordinator serves as a link between Bishop Deshotel and the people of your parish. You will work directly with your pastor and parish staff to ensure that the necessary steps are followed in a timely manner to ensure the success of the Appeal.

It is important to familiarize yourself with the Bishop's Services Appeal and lead by example. Make your own pledge early in the appeal. Motivate, guide and encourage all members of your parish community to make a sacrificial gift or pledge.

Your volunteer leadership is vital in helping the Diocese of Lafayette to achieve its mission. Your efforts will help to communicate the importance of the Bishop's Services Appeal and the value of its message. The success of the appeal is due in large part to the encouragement and support that you provide as parish coordinator.

Thank you for your commitment and dedication.

Please contact the Office of Stewardship and Development at 337-261-5641 with any supply needs, questions or concerns.

Parish Coordinator Responsibilities and Checklist

- † Please read entire Resource Manual and familiarize yourself with Bishop's Services Appeal (BSA) process along with all materials used.
- † Schedule an appointment with your pastor to review the materials and timeline (*Pastor's endorsement and support is vital to the success of your parish appeal*).
 - Discuss BSA process and parish goal with your pastor to develop strategy & message to reach goal (*monthly parish goals and performance reports are provided to the pastors & lay leaders during the year*).
 - Discuss and choose media options (audio or video), what to use and best way to share (see next page for titles, formats and length).
 - Decide upon the most effective way to disseminate all BSA materials.
 - Include and inform the parish secretary and bulletin editor.
 - Discuss collection reporting procedures with pastor, office staff and money counters.
- † Contact the Office of Stewardship & Development for any additional supplies, information or support needed:
 - Laurie M. Suire – Assistant Director, Lsuire@diolaf.org
 - Cindy LeBlanc – Gift Entry & Constituent Rec. Specialist, Cleblanc@diolaf.org
 - Phone: 261-5641 Fax: 261-5645
- † Recruit committee members to help cover each Mass:
 - Gain approval from pastor or deacon for *General Intercession Prayers*, announcements and bulletin content.
 - Ensure that BSA pledge materials are in pews during the pledge drive.
 - See to it that the BSA *General Intercessions for Prayers of the Faithful* are available to be used at each weekend Mass, starting **January 20th**.
 - Place posters in high traffic areas no later than **January 22nd**.
 - Determine who will introduce and play Bishop's message on *Education Weekend* (or share one of the Impact Videos) at all Masses on **January 27th & 28th, 2024**.

- † Begin sharing videos on website and/or on social media the week of **January 29th**.
- † Determine who will introduce *Commitment Weekend Pulpit Message* on **February 3rd & 4th, 2022**.
- † Ensure in-pew materials are placed in the pews at all Masses (or handed out with bulletins as people leave church).
- † Ensure that announcements about BSA are included in the bulletin and in church announcements starting **January 27th**.
- † Be the first to make a pledge to the BSA and encourage all campaign workers to do the same.
- † *Be creative with the appeal...*use social media, parish events/meetings to promote.

Considerations for Choice of Media

- † Audio or Video Message from Bishop Deshotel in English (3:41)
- † Audio or Video Message from Bishop Deshotel in Spanish (5:05)
- † Uniting as the Body of Christ (3:59)
- † Seminarians (2:53)
- † FoodNet (2:45)
- † Youth Ministry (3:15)

Instructions Related to Playing Video From DVD

- † The disc is formatted for a DVD player and **only contains video files**.
- † It can be played on a computer or laptop if you have installed a media player.
- † The menu of video choices for BSA should pop up and all you need do is click on one of them.
- † VLC is a type of media player that is free and can be downloaded and installed.
- † Follow instructions to install and be sure that you stay on the VLC site. Grant all permissions and follow set-up prompts.
- † If the menu does not appear, your disc will play through VLC when you:
 - ✓ Click on “Media”
 - ✓ Click on “Open Disc”
 - ✓ Click on “Play”
 - ✓ Click on video title you want to show (note that there are 5 available this year)

From the Flash Drive

Note that the flash drive **contains both audio and video files**. The video files have the word MASTER with the title. Once your chosen file has been played, you can close out with the X in the upper right corner. To return to the menu, use the arrow at the top left.

Transcript Of The Message From Bishop Deshotel

Bishop's Service Appeal 2024: *"Uniting as the Body of Christ"*

3 minutes, 41 seconds

I speak to you today from the church of my youth, St. Augustine in Basile, an historic agricultural community bridging Acadia and Evangeline civil parishes, just an hour from Lafayette.

Raised in a large family with beloved Catholic parishioners, I witnessed the Lord's love from those who opened themselves to live exactly as Christ called us to do—the Body of Christ in faithful, loving, daily witness. This is where I was baptized. Here, I received my sacraments of First Confession, First Communion and Confirmation. Here is where I was ordained into the priesthood, and led my first Mass as a Catholic priest.

No doubt, you cherish similar memories; a Catholic legacy; and the spiritual nurture you've also known.

Honoring the Catholic Bishops' Eucharistic Revival, we assert that message through the new Bishop's Services Appeal, **"Uniting as the Body of Christ,"** the theme of the Appeal for 2024. You are an indispensable part of that Body. Prayerfully consider the part you'll play.

Your involvement is truly vital. In the familiar words long attributed to St. Teresa of Avila: "Christ has no body but yours; no hands, no feet on earth but yours."

"Uniting as the Body of Christ," we celebrate the dedication of our deacons, as they work on construction projects and Catholic Charities of Acadiana's FoodNet as they address food insecurity – being the very Hands of Christ.

Through the Lord's Eyes, your diocese offers meaningful Ethnic Ministries.

With the Feet of Christ, faithful Acadian Catholics visit regional prisons, and our ministers ensure shut-ins receive the Eucharist.

The Spirit of Christ is alive in our Vocations and Catechesis programs.

The Heart of Christ beats in those who lead Marriage and Family Life ministries and who secure gifts for the children of incarcerated parents.

We also hear the clarion Voice of Christ in our ongoing commitment to Pro-Life ministries, Youth Ministry programs, and Communication efforts.

Every time we gather and receive the Eucharist. And then, as we depart, we are united as one body, committed to carry the love of Christ to a world in need of His grace, His mercy and His love.

So, **"Uniting as the Body of Christ,"** please ask how you might honor the sacrifice of the Savior through your support.

In this, my home parish, I learned lessons I'll treasure forever. **"Uniting as the Body of Christ,"** we celebrate blessings we've known for generations and continue the work of all those who've gone before. Faithfully I ask that you, as an essential part of the Body of Christ today, in unity with others, serve well, and give generously.

God bless you all.

Bishop's Services Appeal (BSA)

Pulpit Message(s)

EDUCATION WEEKEND

Introduction:

Family life, Catholic formation, works of charity, and support for vocations—the people of our Diocese are invited through the Bishop's Services Appeal to offer spiritual guidance and practical assistance to those in our communities in need of God's care. Through this appeal we unite across 122 church parishes and 28 missions to support work that cannot be done by our parish alone. Together, Uniting as the Body of Christ, we make a huge difference. 100% of your contributions go to essential direct service ministries that daily impact the lives of your family, your friends, and your neighbors as well as the stranger in need.

While you may donate to other charitable causes, the BSA is about sustaining the very life of our Church and being who Christ himself called us to be: His disciples who would be immediately recognized by our love for each other.

Good Morning/Afternoon/Evening, my name is _____ (INSERT PARISH NAME HERE) and I have been asked by Monsignor/Father _____ (INSERT PARISH NAME HERE) to speak to you today about the 51st Bishop's Services Appeal.

The 2024 Bishop's Services Appeal begins this weekend, and it is an opportunity for the parishioners of _____ (INSERT PARISH NAME HERE) to Unite as the Body of Christ with our diocesan family. The BSA is a reminder that as faithful Catholics, we are called to be part of a Universal Church, a communion of believers, which is greater than ourselves, and not limited to our local parish needs alone. Together, through the BSA, we answer Our Lord's call to recognize Him in the poor and the suffering. We nourish others through our support and service as Christ nourishes us in the Eucharist.

IF AUDIO OR VIDEO OF BISHOP'S MESSAGE IS USED: Please join me in considering the following message.

OR IF YOU PREFER TO USE ONE OF THE IMPACT VIDEOS: Now let's hear more about one way that donations to the BSA actually impact others.

(NOTE: IF VIDEO IS NOT SHOWN IN YOUR CHURCH PARISH, PLEASE ADD TO YOUR WEBSITE AND/OR DIRECT PARISHIONERS TO PLEASE VIEW THE 2024 VIDEO ON THE DIOCESE OF LAFAYETTE'S WEBSITE – www.diolaf.org FOR MORE INFORMATION.)

Closing

The Diocese of Lafayette covers a unique region that is defined in every way by its Catholic heritage. Our strong family ties, our connection to our neighbors and our compassion for the stranger in need have been fostered by values which come from our faith. This is our heritage and is also the legacy we must continue for those who come after us. The BSA is the embodiment of our call as Catholics: to put into practice the Gospel by giving back what God has given to us. By helping to preserve our Catholic traditions, by sharing the Gospel, and by serving the hungry and the broken, you can give witness to the works of Christ. The Bishop's Services Appeal empowers us to reach out as Jesus did. Please donate in 2024. The in-pew materials give you all the options to consider. Each and every day as your donation lifts up people throughout our diocese, your faithfulness to Christ's mission will be felt by those who need you.

In addition to helping people throughout the Diocese, our parish will benefit greatly because of your generosity to the appeal. _____ (INSERT PARISH NAME HERE) parish will receive 50% of all funds collected over our goal. Our goal for the 2024 BSA is _____. We can easily surpass this goal if each of our parish families participate.

These over-goal rebates will provide an additional source of parish income and can be used for any purpose, as determined by our pastor and parish finance council.

Please give to the best of your ability and return your pledge commitment card by mail or here in church. You can go online to www.diolaf.org/BSA or simply scan the BSA QR code. You can also text to give by texting the word DIOCESE to 50155. Every gift, each gift of any amount, can and will make a difference. It takes all of us. Thank you for your time and attention.

Bishop's Services Appeal (BSA)

Pulpit Message(s)

IN-PEW COMMITMENT WEEKEND

Introduction:

The 2024 Bishop's Services Appeal begins this month, and it is an opportunity for [INSERT PARISH NAME HERE] parish to join together Uniting as the Body of Christ. We are all called by our Eucharistic Lord to charity. The ministries supported by the BSA are part of how we answer God's call. Through acts both large and small, we bring positive change into our own lives and the lives of others. 100% of your contribution directly impacts vital works like seminarian education, evangelization efforts, recovery programs, food insecurity & homelessness, Catholic formation and so on. Your donation does NOT fund the administrative overhead of the Diocese.

Good Morning/Afternoon/Evening, my name is [INSERT PARISH NAME HERE] and I have been asked by Monsignor/Father [INSERT PARISH NAME HERE] to speak to you today about the 2024 Bishop's Services Appeal.

Last weekend during Education Weekend we (choose what applies):

- Heard from Bishop Deshotel who asked us for our support of the appeal
- Learned more about one of the essential ministries impacted by our donations to the BSA.

If you have given in the past, you probably received a letter from Bishop Deshotel asking *you* to support the Bishop's Services Appeal by making a financial contribution. You were also asked last weekend to return your commitment card to church today during the second collection or to mail directly to the Office of Stewardship and Development in the postage paid, return address envelope.

If you have not yet responded to the appeal, we ask that you join your fellow Catholics in sharing your own blessings with others. The Eucharist nourishes us for works of charity. When we come together in the Bishop's Services Appeal, we use that nourishment in union with our fellow Catholics in the Diocese of Lafayette. We act as one body, the very thing we are called to do by our Eucharistic Lord. Uniting together as a diocesan family, we can be a mighty force for good.

Jesus's boundless and selfless love for us urges us to be more and to do more. To be more faithful. To give of ourselves as He gave of Himself.

We can and must bring the Good News to each other and to the communities in which we live so that difficulties can be faced and overcome. God takes us to where humanity is most wounded and where people continue to seek an answer to the question of life's meaning. The outreach afforded by the BSA matters to them and it matters for each of us. A community whose members care for one another creates a place where the risen Lord is present.

If you did not receive a letter or a pledge card from last weekend, please take a moment now to use your phone to text Diocese to 50155. You will receive a link that you can open later to complete your donation intention. If you have already filled out a paper pledge card, you can put in the second collection basket today or mail directly to the BSA office for processing. Our goal for this parish is 100% participation. No gift is too small.

Closing:

Let us ask the Lord for the grace not to hesitate when the Spirit calls us to take a step forward. Let us ask for the courage to play our part in Uniting as the Body of Christ, and reflecting the real presence of Jesus to each other. Your gift to the BSA will be a testimony to others and to your Catholic faith – your unwavering belief in God, your deep love for Christ and in the power of transformation with our eyes fixed on the Savior and his works of mercy.

Thank you for your time and attention.

Prayers of the Faithful

BSA PREVIEW, January 20th and 21st

- † As we prayerfully consider our pledge to the 2024 Bishop's Services Appeal, let us trust that with us and through us, God transforms our gifts into what the lost and broken need most. *We pray to the Lord.*
- † That we challenge ourselves to do our part in ***Uniting as the Body of Christ*** by following Christ's example of complete and selfless love. May we nourish others with our gifts as we are nourished by the Holy Eucharist and show the same compassion to those in our Diocese. *We pray to the Lord.*

EDUCATION WEEKEND, January 27th and 28th

- † For the success of the 2024 Bishop's Services Appeal and for {INSERT PARISH NAME HERE} parish community, may we recognize that in ***Uniting as the Body of Christ*** through the Eucharist and manifesting this unity through charitable actions, we exemplify Christ's message of love and selflessness, and we strengthen the bonds of our faith community. *We pray to the Lord.*

COMMITMENT WEEKEND, February 3RD and 4th

- † That God will grant {INSERT PARISH NAME HERE} parish community a generous spirit in answering the call to **Unite as the Body of Christ** and to see the 2024 Bishop's Services Appeal as an opportunity to be His hands and feet to the most vulnerable around us. Let us join with our fellow Catholics to strengthen our families, our parish, and our Diocesan community. *We pray to the Lord.*

FOLLOW-UP WEEKEND, February 10th and 11th

- † May {INSERT PARISH NAME HERE} parish community respond generously to the 2024 Bishop's Services Appeal. May we recognize that our charitable giving elevates those in our Diocese who find themselves on the fringes of society and draws them into the core of our collective lives. *We pray to the Lord.*

FOLLOW-UP WEEKEND, February 17th and 18th

- † Just as the Eucharist is a powerful symbol of selflessness, our coming together as the Body of Christ to share in it unifies us. Let us have the courage to be the heart and spirit of Jesus and to give of ourselves to others as Christ gave himself to us. *We pray to the Lord.*
- † For greater participation by our parish in the 2024 Bishop's Services Appeal so in ***Uniting as the Body of Christ*** with our diocesan family, we can be an inspiring example of the spiritual nourishment of the Eucharist through our faith, love and charity. *We pray to the Lord.*

Note: In many parishes, Deacons are responsible for organizing Prayers of the Faithful. Please share the above information with them in advance.

Bulletin and/or Pulpit Announcements

BSA PREVIEW, January 20th and 21st

- † This year we move into the final year of the Eucharistic Revival called by the United States Conference of Catholic Bishops. Our 2024 Bishop's Services Appeal "Uniting as the Body of Christ" is an earnest reminder of not only the Real Presence of Jesus in the Most Blessed Sacrament, but also to recognize Christ in the poorest and most vulnerable in our community. Nourished by the grace we receive in the sacraments, we are called to extend our hands in prayer, acts of kindness and support for one another.

And so, as loving Catholics, let us prioritize the needs of others, and welcome Jesus's command to love one another as He loved us. How do we give ourselves to others as He gave Himself to us? Please give to the 2024 BSA. More details to follow next week about the 2024 Bishop's Services Appeal.

EDUCATION WEEKEND, January 28th and 29th

- † The theme of the 2024 Bishop's Services Appeal theme is *Uniting as the Body of Christ* in solidarity with the National Eucharistic Revival. We are called to go beyond ourselves and to Unite as One Body, as Jesus's hands and feet on Earth. Please prayerfully consider making a sacrificial gift or pledge to the Bishop's Services Appeal to support the ministries that bring Christ's love and care to those in need.
- † This weekend is Bishop's Services Appeal Education Weekend. Come together to care for our Church and those in need through the BSA. Each time we extend Christ's compassion to others, we ourselves are *Uniting as the Body of Christ*. May {INSERT PARISH NAME HERE} parish respond with generosity.

COMMITMENT WEEKEND, February 4th and 5th

- † This year, we celebrate our faith and God's call to *Unite as the Body of Christ*, honoring Jesus Christ by serving others throughout Acadiana. When you give prayerfully to the Bishop's Services Appeal, you are responding to His divine summons and joining with your Catholic brothers and sisters in the Diocese of Lafayette. You are demonstrating the very Real Presence of Jesus, not only in the Eucharist, but also in one another.
- † This weekend is Bishop's Services Appeal Commitment Weekend. As followers of Jesus Christ, we have the opportunity through the BSA to emulate Him, serving one another in lowliness of heart and mind, seeking to build one another up in humility, holiness and hope. The Lord has promised true greatness in His kingdom for disciples who do everything for the love of God. Please respond generously to the Bishop's Services Appeal by *Uniting as the Body of Christ*.
- † *Uniting as the Body of Christ*, we become part of the story of Christ's love. It is through unity and love that we are called to give; and in doing so, we are feeding the hungry, sheltering the homeless, and ministering to the imprisoned in spirit. **Please give to support the 2024 Bishop's Services Appeal.** May {INSERT PARISH NAME HERE} parish respond generously.

FOLLOW-UP WEEKEND, February 10th and 11th

- † The Mission of the Diocese of Lafayette involves the total restoration of humanity, the salvation of the whole person. Our response to this mission finds expression in the programs, ministries, and services supported by the Bishop's Services Appeal. The charity of God urges us, encourages us, and impels us to seek the needs of others, rather than self. This is the purpose of the Bishop's Services Appeal. Please prayerfully consider making a sacrificial gift or pledge to the 2024 Bishop's Services Appeal.
- † This weekend is Bishop's Services Appeal Follow-up Weekend. Your personal sacrifice and generosity to the Appeal will mean so much to so many – not only the impoverished families but also the poor in spirit who seek the healing ministry services in our Diocese. May {INSERT PARISH NAME HERE} parish join in *Uniting as the Body of Christ* and respond generously.

FOLLOW-UP WEEKEND, February 17th and 18th

- † As disciples of Jesus Christ and good stewards of the gifts we have been given, we can acknowledge our blessings by supporting the 2024 Bishop's Services Appeal. When we return to the Lord what has been received, we imitate God's unfailing love for each of us. By giving as part of a diocesan effort, we are ***Uniting as the Body of Christ*** and impacting every corner of Acadiana. Please prayerfully consider making a sacrificial gift or pledge to the Bishop's Services Appeal as part of your alms this upcoming Lent by completing one of the in-pew pledge cards or by texting DIOCESE to 50155.

Handling Objections/Answering Questions

UPSET WITH THE CHURCH

“I can understand why you are upset. While needed reforms are underway, we need not let these scandals define us as Catholics. As lay people, we need to continue to carry the light of faith to others despite the circumstances. The Bishop’s Services Appeal directly supports our future priests, youth leadership programs, religious education, and those in need, such as the homeless or bereaved in the region. 100% of your contribution is for direct services to local people. Your donation to the BSA is NOT used to support the administrative or legal costs of the Diocese.”

Reiterate some of the good things you’ve already said about the Church’s programs, or refer to the appeal brochure and point out some of the charitable works that may interest them.

CAN’T AFFORD TO GIVE

“Every little bit helps! It’s the many small gifts added together that make the difference. The appeal needs the support of all Catholics. Your pledge paid out over 10 months makes it possible to spread out your payments in a way that is affordable for you.”

Suggest a small pledge. If the person cannot pledge, remind them that they can support us in a very important way through their prayers!

THE CHURCH IS ALWAYS ASKING FOR MONEY

“I know it seems that way, with all the collections at Mass. Offertory donations support your parish. Most of the second collections are for national and international needs. The BSA raises funds for diocesan ministries that serve all 122 church parishes and the people of our region.”

THE OVERHEAD FOR THE DIOCESE IS TOO HIGH

“Keep in mind that your donation to the BSA is not used to cover overhead. 100% of your gift to BSA funds direct service ministries. Overhead costs for the Diocese are only 25% of total expenses. While this percentage more than meets the standards of the Wise Giving Alliance of the Better Business Bureau, Bishop Deshotel is focused on increasing efficiency and spending more on direct services. The administrative budget has been reduced as well as the number of staff.”

THE DIOCESE HAS PLENTY OF MONEY ALREADY

“In order to adequately fund direct service ministries of the Diocese and to address emerging needs, the BSA needs to raise \$3 million or more. Last year the BSA raised \$2.7 million. Per the promised distribution of funds, 50% of that went to seminarian education, 10% went to Catholic Charities, and the rest was divided amongst other direct service programs. Your gift can make a difference by expanding the number of people who can be assisted.”

Secretary/Bookkeeper/Gift Reporting Procedures

RESPONSIBILITIES

The Parish Secretary/Bookkeeper is responsible for the collection, auditing, recording and mailing of all pledges and/or payments received at the parish to be sent to the BSA Office. The Parish Secretary/Bookkeeper is responsible for recording completed pledge cards and any initial payments and sending the completed pledge cards, payments and Gift Reporting Form to the BSA Office.

This includes the following tasks:

- Collect all completed pledge cards and any initial payment checks; verify all checks are signed, dated and made payable to “Bishop’s Services Appeal”.
- Collect envelopes and/or cash for the BSA provided in the second collection during the year. Remit at least once a month (weekly preferred) to the Office of Stewardship per the more detailed instructions below.
- Prepare the Gift Reporting Form each month (weekly preferred), accompanied with submitted payments. It is important to stay timely on this as donors expect prompt acknowledgment from the Office of Stewardship and Development.
- Mail reports with payments to the Diocese each month.
 - **NOTE: Any report received without payments will be returned to Parish office, to be re-submitted with appropriate payments.**
 - **All parish or donor payments received after January 7, 2025 will apply to the 2025 BSA totals.**
- All checks are to be made payable to “Bishop’s Services Appeal.”
 - **These checks are NOT to be included with any other checks sent to the Diocese (through the Office of Financial Affairs or Parish Finance – i.e. assessment checks, etc.).**

MATERIALS

Pledge Forms – The BSA office utilizes different pledge card formats, depending on the method of solicitation, to record campaign gifts.

- **Mailed Pledge Letters/ Form:** A pre-printed pledge form is mailed to all current, lapsed and non-donors on record for the Diocese or about 65% of registered households. These mailed pledge forms are most frequently turned in via #9 return envelopes mailed directly back to the Diocese of Lafayette - Office of Stewardship and Development.
- **In-Pew/Commitment Weekend Cards:** A printed pledge card/return envelope is used for direct mailing back to the Diocese for the in-pew appeal during Commitment Weekend. **As not everyone receives a letter, in-pew promotion is important.**

Gift Reporting Form – A form used by the Parish Secretary/Bookkeeper in reporting gifts to the Diocesan Office **must** accompany pledge cards along with any initial first payments on pledges. See form image on page 33.

DETAILS FOR PROCESSING GIFTS

BSA IN-PEW COMMITMENT WEEKEND PLEDGE CARDS:

- † Bishop’s Services Appeal (BSA) pledge cards received in the parish offertory are to be collected and mailed (or delivered) unopened to the Office of Stewardship and Development on a weekly basis.

CHECKS MADE PAYABLE TO PARISH:

- † Checks received and made payable to parish are to be deposited in the PDS Liability Account #251100.
- † A parish check is then remitted to the Diocese of Lafayette **made payable to “Bishop’s Services Appeal”** along with a completed Gift Reporting Form or Parish Data System (PDS) Church Office (Batch) Report. The BSA Gift Reporting form is required to be submitted at least **monthly (weekly preferred)**, and is to include the names of donors, complete address and gift amount. Copies of the checks and/or parish envelope may replace detailed listing and attached to the report with your remittance.
- † Mail, email (csleblanc@diolaf.org) or fax (337-261-5645) the completed Gift Reporting Form or Church Office (Batch) Report to the Office of Stewardship and Development.

CASH:

- † Cash received is to be deposited in the **PDS Liability Account #251100**.
- † A parish check is then remitted to the Diocese of Lafayette made payable to the “Bishop’s Services Appeal” along with a completed Gift Reporting Form or Parish Data System (PDS) Church Office (Batch) Report. The form is **required to be submitted monthly (weekly preferred)** and is to include the names of donors, complete address and gift amount. Copies of the parish envelope may replace detailed listing on form and attached to the report with your remittance.
- † Mail, email (csleblanc@diolaf.org) or fax (337-261-5645) the completed Gift Reporting Form or Church Office (Batch) Report to the Office of Stewardship and Development.

CHECKS MADE PAYABLE TO DIOCESE OF LAFAYETTE OR BISHOP’S SERVICES APPEAL (BSA):

- † Checks received and made payable to Diocese of Lafayette or Bishop’s Services Appeal (BSA) are collected and mailed to the Office of Stewardship and Development.
- † **DO NOT** deposit checks made out to the BSA.
- † Parish bookkeeper is not required to enter checks payable to the BSA into parish accounting/Parish Data System (PDS) Church Office database system.

PARISH ENVELOPE SYSTEM:

- † Parish envelopes received in the parish offertory are collected, ***opened*** and reviewed.
- † Checks received and **made payable to parish** are to be deposited in the **PDS Liability Account #251100**.
- † A parish check is then remitted to the Diocese of Lafayette made payable to “Bishop’s Services Appeal” along with a completed Gift Reporting Form or Parish Data System (PDS) Church Office (Batch) Report. The form is **required to be submitted at least monthly (weekly preferred)** and is to include the names of donors, complete address and gift amount. Making a copy of the donor’s check may replace the detailed listing on the Gift Reporting Form.
- † Mail, email (csleblanc@diolaf.org) or fax (337-261-5645) the completed Gift Reporting Form or Church Office (Batch) Report to the Office of Stewardship and Development.
- † Checks received in a parish envelope and made payable to the Diocese of Lafayette or Bishop’s Services Appeal are matched with the person’s corresponding parish envelope and both pieces are mailed (or delivered) to the Office of Stewardship and Development.

MAIL all completed forms with pledge cards and checks to **The Office of Stewardship and Development, attention Bishop’s Services Appeal**. Call 337-261-5641 with any questions.

Sample Gift Reporting Form is located on page 33.

Final Summary

Your church parish:

- † Promotes and advertises the Bishop's Services Appeal and encourages participation.
- † Keeps parishioners informed about progress to the parish goal.
- † Follows the reporting procedures as they have been outlined.
- † Coordinates reporting procedures with parish bookkeeper and money counters (if applicable) to ensure proper adherence of procedures.
- † **NEW:** Provides annual census updates no later than April to the Office of Stewardship and Development (OSD).
- † Provides the Gift Reporting Form or PDS Church Office (Batch Report) at least monthly of all gifts received directly by the parish (weekly preferred).
- † Provides copies of donor checks made payable to the parish so OSD can keep their records up-to-date.

Diocese of Lafayette Office of Stewardship & Development:

- † Provides all campaign materials.
- † Keeps website updated with information about the Appeal.
- † Works with Communications Department to post Appeal information through social media and in *Acadiana Catholic*.
- † Sends thank you/acknowledgments for pledges and one-time gifts.
- † Provides monthly pledge payment reminders to donors.
- † Provides monthly appeal goal reports to parish Clergy and parish coordinators.
- † Provides charitable contribution letters to donors for tax purposes.
- † Works with the Diocesan Office of Accounting in the accounting for the Bishop's Services Appeal (BSA).
- † Provides a confidential list of parish donors to the BSA when requested by the pastor.
- † Provides rebates to parishes that exceed their BSA goal.
- † Keeps database up-to-date with correct donor information.
- † Promptly responds to questions or requests for assistance from staff, clergy and volunteers.

Gift Reporting Form

ATTN: Office of Stewardship and Development
1408 Carmel Drive
Lafayette, Louisiana 70501
Email: csleblanc@diolaf.org / Fax No.: (337) 261-5645

Date: _____

Parish #: _____

* Please submit completed form WITH PAYMENTS to the Office of Stewardship and Development monthly.

PARISH: _____

ADDRESS: _____

CITY: _____

PHONE: _____ PREPARED BY: _____



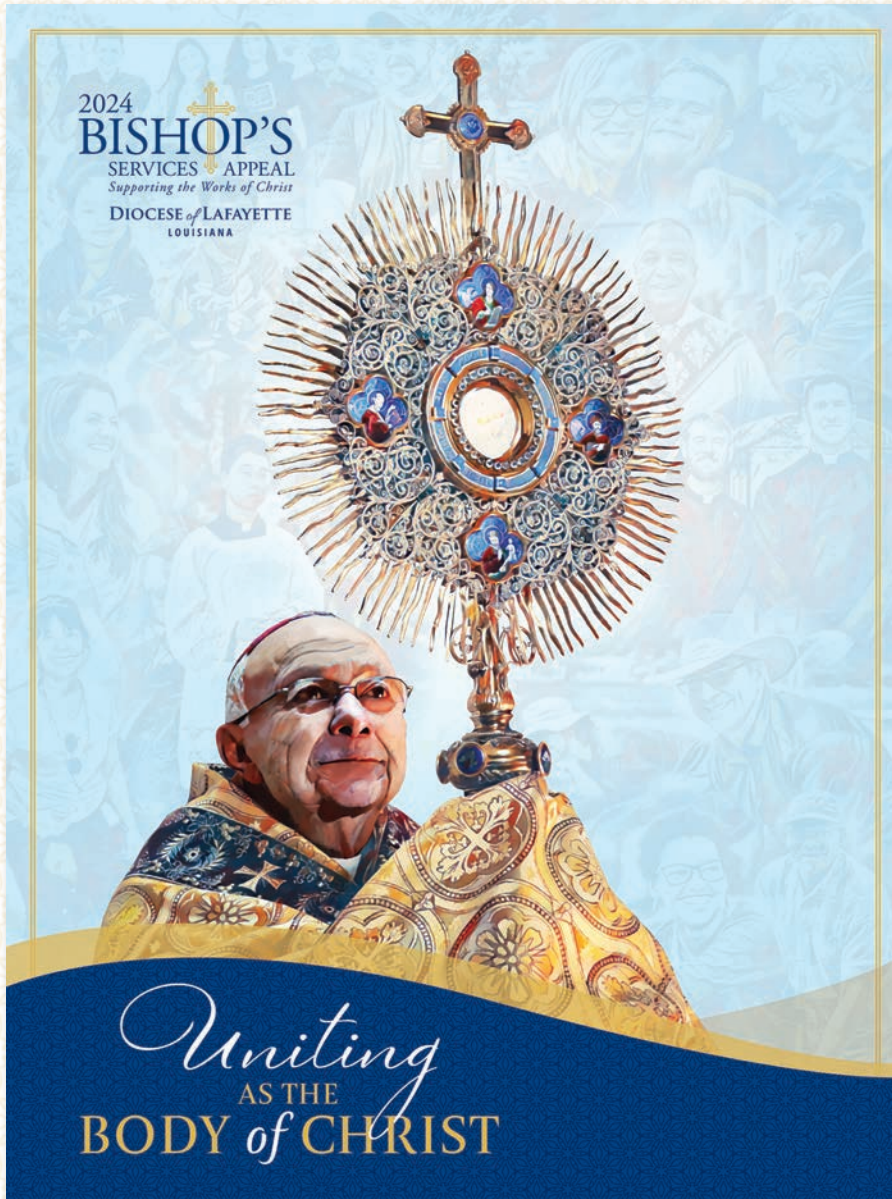
PLEASE LIST ALL BSA GIFTS REMITTED DIRECTLY TO PARISH AND RECEIVED BY CASH, CHECK, OR ONLINE:

FULL NAME OF DONOR: (LAST, FIRST)	ADDRESS	CITY	ST	DONOR CHECK #	GIFT AMOUNT
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
LOOSE CASH (Not identifiable): \$ _____					
TOTAL AMOUNT OF PARISH CHECK (Please attach): \$ _____					

Collateral Materials

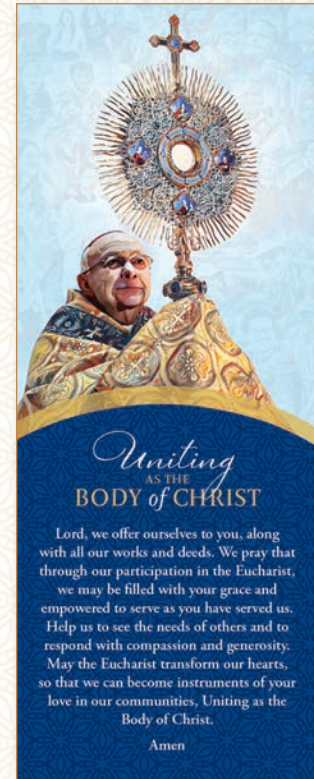
Electronic files of graphics, additional collateral materials and other materials utilized for the promotion and marketing of the Bishop's Services Appeal (BSA) can be found at www.diolaf.org.

Poster (also available in Spanish)



Prayer Card

Front



Back

In Pew All-in-One Fold Out (also available in Spanish)

Outside

2024 BISHOP'S SERVICES APPEAL Supporting the Work of Christ

"Jesus called us all to a new commandment on the night He instituted the Eucharist with His apostles: 'As I have loved you, so you also should love one another.' Giving Himself with His own hand, He calls us to the trust way to serve to be His hands, feet, and heart. Your gift to the BSA provides the means for these great acts of mercy and love in our Diocese. Together, we are *Uniting as the Body of Christ*."

— Bishop J. Douglas Deshotel

Uniting AS THE BODY of CHRIST

2024 BISHOP'S SERVICES APPEAL Supporting the Work of Christ

Your intentional and prayerful generosity to the Bishop's Services Appeal is representative of the greater compassion and love Jesus showed us and now nourishes us to do.

100% of your contribution will support direct service ministries which include:

- Seminarians and Vocations
- Pro Life Apostolate
- Safe Environment
- Catholic Charities of Acadiana FoodNet
- Catechetics and Youth Ministry
- Hispanic Catholic Ministry
- Marriage and Family Life
- Needy Parishes
- Acadiana Catholic Communications & Online Evangelization
- Tribunal
- Black Catholic Ministry

DIocese of LAfayette LOUISIANA

BUSINESS REPLY MAIL
FIRST-CLASS MAIL PERMIT NO. 17000 LAFAYETTE, LA

POSTAGE WILL BE PAID BY ADDRESSEE

DIocese of LAfayette
OFFICE OF SEMINARIANSHIP AND DEVELOPMENT
1401 CAMERON DRIVE
LAFAYETTE, LA 70501-9907

"Be here what you are, we become what you are: the Body of Christ."
— St. Augustine

MAY WE BECOME WHAT WE RECEIVE

When you give to the Bishop's Services Appeal, you are feeding the hungry and sheltering the homeless, making your gift to others, and providing spiritual care. You make His presence real through these acts of charity. Please make your gift today. *Uniting as the Body of Christ.*

Inside

Please join your faith community in support of the Bishop's Services Appeal. (Please print)

☐ Dr. & Mrs. ☐ Drs. ☐ Mr. & Dr. ☐ Dr. & Mrs. ☐ Mr. & Mrs. ☐ Mr. & Mrs. ☐ Rev.

Name: _____

Spouse Name: _____

Address: _____

City: _____ ST: _____ Zip: _____

Church Parish: _____

Phone: His: _____ Hers: _____

☐ Home ☐ Cell ☐ Work ☐ Home ☐ Cell ☐ Work

Email: His: _____ Hers: _____

Make your commitment

☐ One-time gift: \$ _____

☐ Monthly gift: \$ _____

☒ _____ installments

☐ Ongoing monthly gift: \$ _____

Choose your payment method

☐ Check made payable to Bishop's Services Appeal

☐ Credit/Debit Card Payment online at diola.org/BSA or scan the QR code.

QUESTIONS? Call (337) 261-5641 for assistance.

All gifts to be completed by December 31, 2024.

Tear here and insert into envelope.

SUGGESTED GIFT GUIDE

\$50 FAITH FORMATION
Help to train leaders for religious education so they can better support families in handing down the faith.

\$100 HEALING MINISTRIES
Offer the unconditional love of Christ with healing retreats and programs for those suffering from grief, loss and shame.

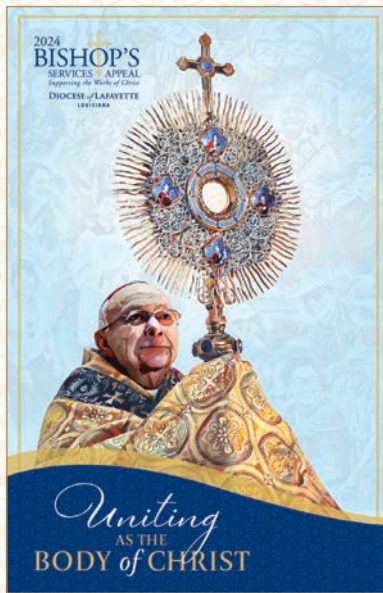
\$250 FOOD INSECURITY
When rent is due and medication is needed, your compassionate gift to fight food insecurity means that families are nourished during difficult times.

\$500 S.O.S. (Support Our Seminarians)
Buy textbooks for one semester for one seminarian for his formation as a future pastor in our Diocese.

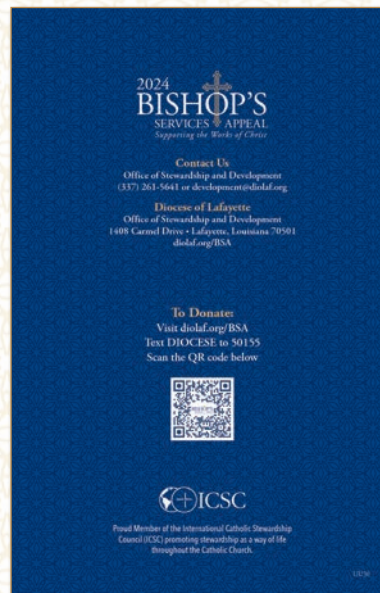
Fold flap down to seal envelope.

Large Brochure/Booklet

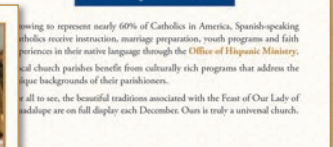
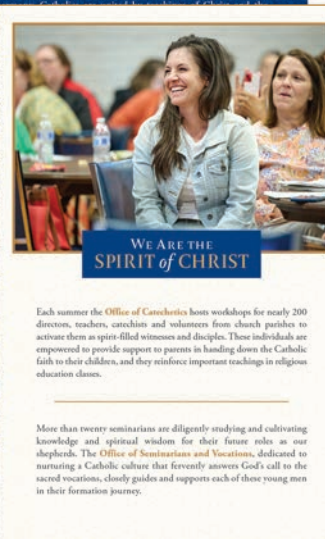
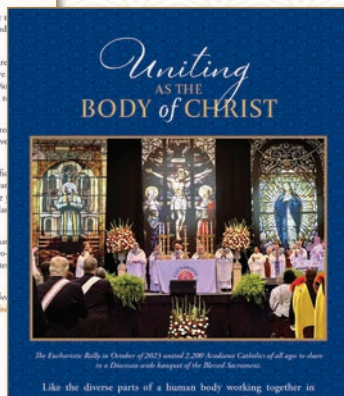
Front



Back



Inside Spreads



Uniting IN CHARITY Fellowship of Givers

St. Clare's
Givers of Charity
\$50 to \$99

St. Luke's
Givers of Faithfulness
\$100 to \$249

St. Joan d'Arc's
Givers of Justice
\$250 to \$499

St. Jude's
Givers of Hope
\$500 to \$999

St. Faustina's
Givers of Mercy
\$1,000 to \$1,917

St. Francis League

For minimum gifts of any amount for an ongoing monthly repeating gift.

When you give generously to the Bishop's Services Appeal, you align your generosity with your fellow Catholic brothers and sisters in the Diocese of Lafayette. You help to elevate those who find themselves on the fringes of society and draw them into the core of our collective lives. With your donation you are demonstrating the very Real Presence of Jesus not only in the Eucharist, but also in one another. Please join the Fellowship of Stewards with your gift this year.

Uniting WITH PURPOSE

At the host is transformed into the Body and Blood of our Lord Jesus Christ and offered to us, your gift to the BSA is transformed into something that transforms.

Please offer your treasure to support these works of mercy and love. United with the gifts of your fellow Catholics in the Diocese of Lafayette, the transformative power of giving is magnified.

- Seminarians and Vocations
- Communications
- Outreach
- Food & Shelter
- Ministries & Direct Services*
- Ministries of CCA

*Includes: Black Catholics, Hispanic Catholics, Marriage and Family Life, Study Bible, Pro-Life Appt, Safe Eucharist, Tribunal, Youth Ministry

Uniting WITH A COMMON VISION The 1918 Giving Society

In 2018, the momentous year of our Centennial Anniversary, the Diocese of Lafayette paid tribute to its visionary founders by establishing the 1918 Giving Society.

We invite you to stand among the 200 families who have endorsed the legacy of 1918, making a gift of \$1,918 or more to the Bishop's Services Appeal. Your generosity will radiate as a beacon as your benevolence illuminates the way forward and empowers the Diocese of Lafayette to more effectively fulfill its sacred mission.

At the Last Supper, Christ gave Himself with His own hand. A sacrificial gift to the Bishop's Services Appeal is how we give of ourselves to others.

Centennial Circle
\$1,918 - \$2,499

St. Joseph Circle
\$2,500 - \$4,999

Marian Circle
\$5,000 - \$9,999

Mitte Circle
\$10,000 - \$24,999

Crossier Circle
\$25,000 - \$49,999

Bishop Circle
\$50,000 - \$99,999

Immaculate Circle
\$100,000 and above

WE ARE THE HEART of CHRIST

"So we, though many, are one body in Christ and individually parts of one another."
Romans 12:5

Seventeen men are now in formation through the Permanent Diaconate ministry to serve as permanent deacons for the Diocese of Lafayette. The diacon's role is modeled on the life of Christ the Servant to support both the liturgical and charitable needs of church parishes. Their earliest true compassion as they go out to bring the loving touch of God to the vulnerable. Helping to build wheelchair ramps is but one example of their outreach.

Empowering families and fostering love through meaningful programs and activities is at the heart of the Office of Marriage and Family Life. Offering office touches hundreds of hurting hearts each year.

"From the Eucharist comes the strength to live the Christian life and the zeal to share that life with others."
St. John Paul II

WE ARE THE FEET of CHRIST

WE ARE THE VOICE of CHRIST

With an unwavering commitment to protect life at all stages, the *Pro-Life Agenda* offers a full calendar of opportunities for you to advocate and speak up for the voiceless. From education resources to healing retreats, this ministry invites us to pray and action that illuminate the immeasurable worth of life.

Meeting Acadiana Catholics of all ages where they are is at the center of the Office of Communications. Lighthearted stories of the devoted faithful are shared on digital outlets and traditional media alike to bring the Word of God and the works of Christ to all of us.

WE ARE THE HANDS of CHRIST

The diocesan Youth and Young Adults Ministry provides a nurturing guide and essential resources to those forming our youth in the Catholic faith. Their mission is to share the transformative presence of Jesus Christ with every young man and vibrant young adult. This profoundly important ministry helps young disciples find their voices to live and share the Word of God.

WE ARE THE HANDS of CHRIST

Receiving forgiveness, the essence of genuine prayer, and to healing are unveiled in Prison Ministry. Carrying out the Holy Eucharist to those in isolation is more than just a tangible expression of the profound support we wrap around our own members in times of need.

Serving food pantries throughout Acadiana, CCA's FoodNot Food Bank is the widest regional compassionate response to those in need. United against the pangs of hunger, FoodNot Food Bank not only collects and distributes supplies to food pantries throughout Acadiana, but also inspires a communal joining of hands to fight food insecurity.

Tri-fold Brochure (also available in Spanish)

Outside Panels

ONE BODY IN CHRIST

Yours are the hands that bring Christ's message of love and selflessness to the world. Like the diverse parts of a human body working together in harmony, Catholics are united by teachings of Christ and the sacraments of the Church. We share in the Eucharist and the Real Presence of Jesus. We extend our hands in prayer, acts of kindness and support for one another.

At the Last Supper, Christ gave *Himself with His own hand*. A gift to the Bishop's Services Appeal is how we give ourselves to others.



"Can you hear them crying, can you feel their pain? Will you feed my hungry, will you help my lame?"

Verse 2
We Are One Body
by Dana Scallon

PLEASE JOIN THE STEWARD'S FELLOWSHIP OF GIVERS

When you give prayerfully to the Bishop's Services Appeal, you are **Uniting as the Body of Christ** with your fellow Catholic brothers and sisters in the Diocese of Lafayette. You help to elevate those who find themselves on the fringes of society and draw them into the core of our collective lives. You are demonstrating the very Real Presence of Jesus not only in the Eucharist but also in one another.

St. Clare's Givers of Charity  \$50 to \$99	St. Luke's Givers of Faithfulness  \$100 to \$249
St. Joan d'Arc's Givers of Justice  \$250 to \$499	St. Jude's Givers of Hope  \$500 to \$999
St. Faustina's Givers of Mercy  \$1,000 to \$1,917	St. Francis League  <i>For sustaining givers of any amount for an ongoing monthly repeating gift</i>

TB800

2024
BISHOP'S
SERVICES - APPEAL
Supporting the Works of Christ
DIOCESE of LAFAYETTE
LOUISIANA



Uniting
AS THE
BODY of CHRIST

"We are one body, one body in Christ and we do not stand alone."

Refrain *We Are One Body*

Inside Panels



"For you are My body, you're My hands and feet. Speak My Word of life to everyone you meet."

Verse 6
We Are One Body

ONE BODY IN CHARITY

To truly receive the Body and Blood of Christ, we must also recognize Christ in the poorest and most vulnerable members of our community. Nourished by the grace received in the sacraments, we become instruments of communion and visible signs of God's mercy.

Your gift to the Bishop's Services Appeal is you feeding the hungry, giving a voice to the voiceless, showing love to the forgotten who are not forsaken.

Please give generously so that more may feel Christ's love through the arms of this Diocese wrapping around them.



<ul style="list-style-type: none"> ■ Seminarians and Vocations ■ Food & Shelter Ministries of CCA 	<ul style="list-style-type: none"> ■ Communications Outreach ■ Ministries & Direct Services*
---	--

*Includes:

- Black Catholic Ministry
- Hispanic Catholic Ministry
- Marriage and Family Life
- Needy Parishes
- Pro-Life Apostolate
- Safe Environment Programs
- Tribunal
- Youth Ministry

Please make this the year that you make the Bishop's Services Appeal part of your charitable giving.

Pledge by mail, by phone (337) 261-5641, online at diolaf.org/BSA, text **DIOCESE** to 50155, or scan the QR code.



Bulletin Advertisements for use in February, March and April

Vertical Ads (also available in horizontal)



Uniting AS THE BODY of CHRIST

We are the SPIRIT of Christ

More than twenty seminarians are studying and cultivating spiritual wisdom for their future roles as our shepherds. Fifty percent of BSA gifts are dedicated to closely guiding and supporting each of these young men in their formation journey.

Over the past decade, the Diocese of Lafayette has consistently put forth the strongest number of seminarians per capita in the United States. Your donation to the BSA supports the education of those who've answered the Lord's call.

Pledge online at diolaf.org/bsa
or text DIOCESE to 50155

2024
BISHOP'S
SERVICES • APPEAL
Supporting the Works of Christ
DIOCESE of LAFAYETTE
LOUISIANA



Uniting AS THE BODY of CHRIST

We are the HEART of Christ

Sharing the transformative presence of Jesus with every young soul and vibrant young adult is at the core of Youth Ministry. Your gift to the BSA supports this profoundly



Uniting AS THE BODY of CHRIST

One in Charity

Jesus became poor to make us rich, and he showed us the way to love through his self-giving sacrifice on the Cross. **Thank you for supporting the 2024 Bishop's Services Appeal together**, as one Body of Christ, and recognizing Him in the most vulnerable among us. It's all He asks of us – to love. You are also serving our Acadiana Catholic community in the formation of future shepherds and young disciples. Though many, we are one body.

2024
BISHOP'S
SERVICES • APPEAL
Supporting the Works of Christ
DIOCESE of LAFAYETTE
LOUISIANA



Uniting AS THE BODY of CHRIST

We are the VOICE of Christ

With an unwavering commitment to protect life at all stages, you can be the voice of the voiceless. As ambassadors of His message of hope and salvation, you can reflect His love and value of every life created. Your support of the BSA demonstrates a commitment to inspire others to advocate for a community where every person is cherished and afforded the opportunity to flourish.

Pledge online at diolaf.org/bsa
or text DIOCESE to 50155

2024
BISHOP'S
SERVICES • APPEAL
Supporting the Works of Christ
DIOCESE of LAFAYETTE
LOUISIANA



Uniting AS THE BODY of CHRIST

We are the HANDS & FEET of Christ

To truly receive the Body and Blood of Christ, we must also recognize Christ in the poor and needy. When you stretch out your hand to give to the Bishop's Services Appeal, you are feeding the hungry.

We walk the path of Jesus, imitating His act of humble service and love for others and bearing witness to the Eucharist in caring for our community.

Pledge online at diolaf.org/bsa
or text DIOCESE to 50155

2024
BISHOP'S
SERVICES • APPEAL
Supporting the Works of Christ
DIOCESE of LAFAYETTE
LOUISIANA



Other styles in this advertisement series are posted on the Diocese of Lafayette website under Office of Stewardship & Development. Click "More" on the box labeled *Resources & Reports*.

Thank you for

Uniting
AS THE
BODY of CHRIST

through
your involvement & leadership.



Please contact the Office of Stewardship and Development
with any questions, needs or concerns. We are here to help you succeed.

Call us at (337) 261-5641 or email Lsuire@diolaf.org