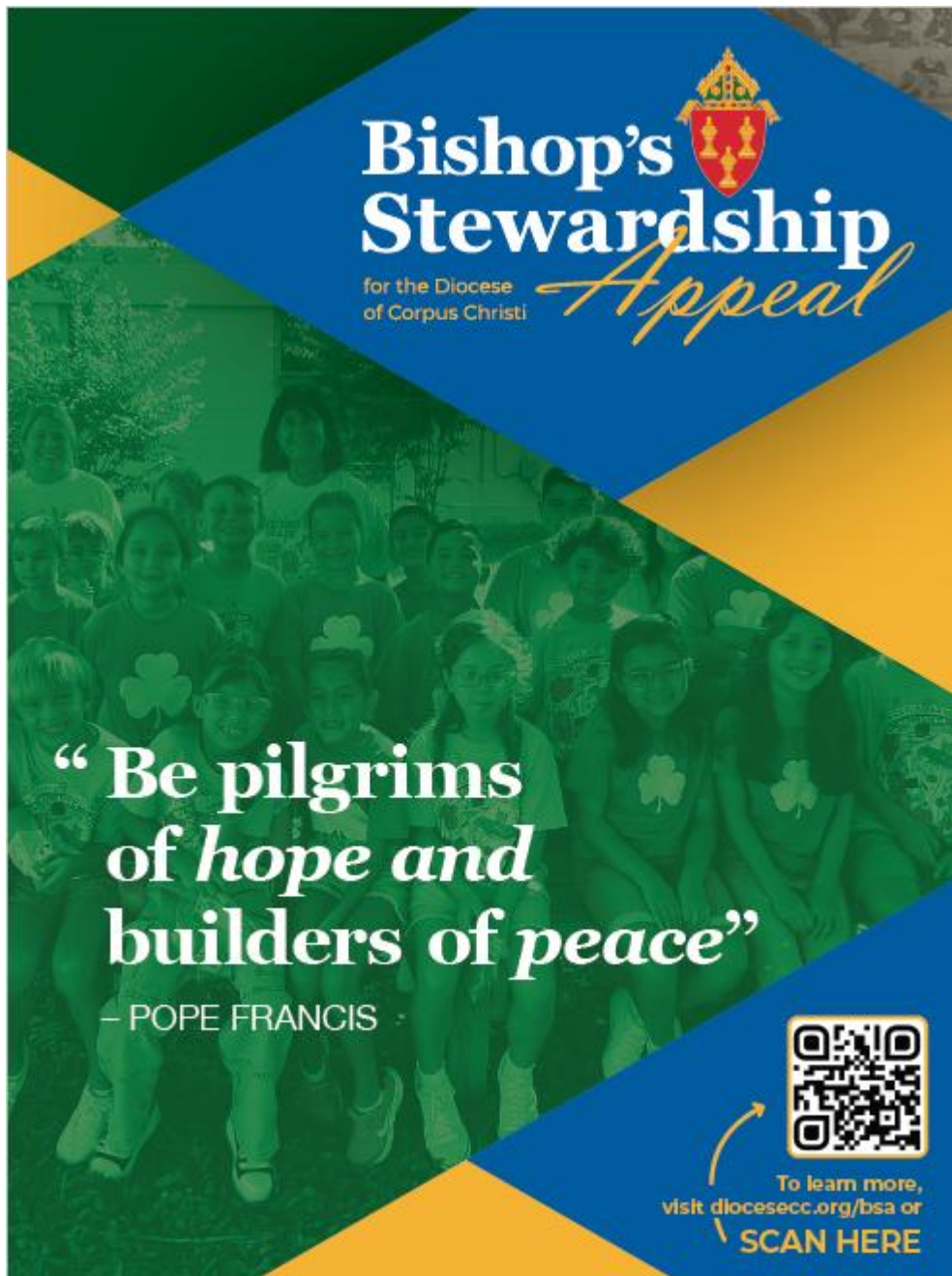


Bishop's Stewardship Appeal

Campaña De Corresponsabilidad del Obispo

2025 Parish Manual

**For Pastors, Parish Priests, Deacons, Business Managers,
Parish Staff, Ministry, Lay Leaders and Volunteers**



Thank you for your dedication to our shared stewardship efforts. May the Lord bless and guide these efforts and may He keep you and your parish in His care. Please use the information in this manual to help conduct a successful appeal. Please contact us with any questions or concerns – and to share a suggestion or a success story!

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Overview: The 2025 Bishop's Stewardship Appeal (BSA)

Thank you for helping with the 2025 Bishop's Stewardship Appeal! The BSA helps thousands of people throughout Coastal Bend of Texas, and your dedication is appreciated.

The words **Bishop's Stewardship Appeal** are generally understood by most parishioners as a way to give financially to the Church, yet many do not realize what the appeal accomplishes and why it is important. They may not know the impact that the BSA has on their local parish community.

The Bishop's Stewardship Appeal is first and foremost about ministry! It provides the funds necessary to support numerous ministries and programs of our local church.

People are more likely to offer financial support to something they believe in, knowing their gift will make a difference and help others. Therefore, the task of communicating the many good works supported by the appeal is critical. Bishop Mulvey invites pastors, ministry staff, and volunteers to educate fellow Catholics about the good work accomplished because of the Bishop's Stewardship Appeal.

As those charged with implementing the appeal, we have several jobs in front of us.

- ✠ We need to educate ourselves about the appeal and the ministries it supports, so we can speak about them with confidence.
- ✠ We need to look over the Bishop's Stewardship Appeal materials to understand the tasks to accomplish.
- ✠ We need to make sure that ALL parish families are given the opportunity to give.
- ✠ We need to pray for the success of the Bishop's Stewardship Appeal.

Thank you for helping to create a positive spirit of support in your parish to help people listen to God's call to stewardship and share with others the resources needed for ministry throughout the Diocese.

Remember:

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.

Theme

The 2025 theme **"Be pilgrims of hope and builders of peace"** is heard in the reading on announcement weekend.

Important Weekends

Announcement Weekend is **February 8/9**

Commitment Weekend is **February 15/16**

Follow-up Weekend is **February 22/23**

A complete timeline of events may be found in this Guide on pages 11-13.

Case for Support

Diocesan and parish-based efforts are an important part of our shared call to discipleship. Working together, the people of the Diocese of Corpus Christi initiate and strengthen numerous ministries throughout the Coastal Bend.

Together we are supporting:

Youth & Young Adults

- The Diocese is committed to reaching and engaging youth, young adults, and college-age students through a vibrant experience of the Catholic faith. These ministries promote interest in religious vocations and helps form confident Catholics who will one day lead businesses and families.

Those in Need

- Catholic Charities and the Mother Teresa Shelter are on the frontlines serving those most vulnerable in our community. Through crisis assistance, emergency aid, food pantries, life enrichment programs, and counseling, Catholic Charities serves those in need every day. Mother Teresa Shelter serves the homeless in our community with meals, a place to wash their clothes and shower. Together their mission is to help with the daily necessities of life and to serve the whole person by seeing Christ in each person they meet.

Faith Formation

- We empower leaders at every level for effective ministry, teaching, and formation. This includes Parish Directors of Religious Education, Parish Catechists, Catholic School Teachers and Principals, Youth Ministers, OCIA Coordinators and Team Members and many more parish leaders. We support faith formation programs for all ages, plus the training of faith formation leaders in every parish and school across the diocese.

Families

- The domestic church is the family, the building block of society, and no other institution is under greater attack in modern times. Ministries such as marriage preparation, enrichment programs for families, and Respect Life work to provide mentorship and personal support to those who need it, while revitalizing family life and building a culture of discipleship in families.

Clergy

- Our priests have given their lives in service to the Church. In thanksgiving, we are committed to supporting their ongoing faith formation and training programs and caring for them in retirement. We also support diaconate formation as they fill a vital need in supporting parishes and programs.

Parishes

- We are one diocesan family. Together, we support large, shared ministries that benefit Catholics throughout the diocese and that no one parish can accomplish alone. Shared services provided at the diocese for parishes are one way that parishes benefit directly from the Bishop's Stewardship Appeal. The Office of Safe Environment and Child & Family Resources is just one example. This office provides direct support to parish leaders through Safe Environment Education as well as referral assistance to parishioners and families regarding social service issues.

Pastors – Be prepared to highlight one of these areas and speak about the significant impact it has on your parish during appeal weekends. Ideas include

- Clergy – with out the BSA, our parish would not have Deacon <name>. Deacon is instrumental in the success of <ministry> at our parish.
- Faith Formation – Look at everyone you know who is joining our church this year. This is because of training provided at the diocese for OCIA directors. - OR - Did you know that each year our Faith Formation teachers receive training from the diocese, you children are receiving a quality catholic education because of your support of the Bishop's Stewardship Appeal

Juntos apoyamos a...

Los jóvenes y jóvenes adultos

- La Diócesis está comprometida a alcanzar e involucrar a los jóvenes, jóvenes adultos y estudiantes en edad universitaria a través de una experiencia vibrante de la fe católica. Estos ministerios promueven el interés por las vocaciones religiosas y ayudan a formar católicos seguros de sí mismos que un día dirigirán empresas y guiarán familias.

Las personas necesitadas

- Caridades Católicas y el Albergue de la Madre Teresa están en la primera línea sirviendo a los más vulnerables de nuestra comunidad. A través de la asistencia en caso de crisis, la ayuda de emergencia, bancos de alimentos, programas de enriquecimiento de la vida, y el asesoramiento, Caridades Católicas sirve a los necesitados todos los días. El Albergue de la Madre Teresa atiende a las personas sin techo de nuestra comunidad con comidas, un lugar para lavar su ropa y ducharse. Juntos, su misión es ayudar en las necesidades diarias de la vida y servir a la persona en su totalidad, viendo a Cristo en cada persona que encuentran en el camino.

La formación de la fe

- Capacitamos a los líderes de todos los niveles para un ministerio, una enseñanza y una formación eficaces. Esto incluye a los directores parroquiales de educación religiosa, catequistas parroquiales, maestros y directores de escuelas católicas, ministros de la juventud, coordinadores y miembros del equipo del RICA y muchos más líderes parroquiales. Apoyamos los programas de formación en la fe para todas las edades, además de la formación de líderes de formación en la fe en cada parroquia y escuela de la diócesis.

Las familias

- La Iglesia doméstica es la familia, el pilar de la sociedad, y ninguna otra institución está siendo más atacada en los tiempos modernos. Ministerios como la preparación para el matrimonio, los programas de enriquecimiento para las familias y el Respeto a la Vida trabajan para ofrecer orientación y apoyo personal a quienes lo necesiten, al tiempo que revitalizan la vida familiar y construyen una cultura de discipulado en las familias.

El clero

- Nuestros sacerdotes han dado su vida al servicio de la Iglesia. En acción de gracias, nos comprometemos a apoyar sus programas de formación en la fe y de capacitación y a cuidar de ellos en su jubilación. También apoyamos la formación de los diáconos, ya que cubren una necesidad vital de apoyo a nuestras parroquias y programas.

Las parroquias

- Somos una familia diocesana. Juntos, podemos apoyar grandes ministerios compartidos que benefician a los católicos de toda la diócesis y que ninguna parroquia pueda realizar sola. Los servicios compartidos que ofrece la diócesis a las parroquias son una de las formas en que las parroquias se benefician directamente de la Campaña del Obispo. La Oficina de Ambiente Seguro y Recursos para Niños y Familias es sólo un ejemplo. Esta oficina proporciona apoyo directo a los líderes parroquiales a través de la Educación para un Entorno Seguro, así como asistencia a los feligreses y a las familias en cuestiones de servicios sociales.

Bishop's Guild

There are four circles of leadership giving within the Bishop's Guild, to encourage parishioners to consider increasing the generosity of their commitment as they are able.

Membership in the Bishop's Guild is based on total giving to the diocese. There is no additional fee for the Bishop's Guild.

St. Francis of Assisi Circle: \$500 - \$999

St. Juliana of Liege Circle: \$1,000 - \$2,499

St. Thomas Aquinas Circle: \$2,500-\$4,999

Pope St. Pius X Circle: \$5,000+

There will be different activities each year and different groups will be invited to different activities. At least once a year we will gather the entire group together to review and report back on the impact of the Guild across all the ministries of the diocese.



Leading the BSA

Parish Leadership Team/Key Dates

Each parish is requested to designate an BSA Leadership team. The BSA Leadership Team will oversee the appeal in the parish. The team leads the parish in the preparation and implementation of the parish-based portion of the Bishop's Stewardship Appeal.

The Parish Leadership Team is ...

- **Pastor**
- **Parish Chair (volunteer)**
- **Parish Administrative Contact (staff or volunteer)**

Please contact the Secretariat for Stewardship and Development at 361-882-6191 or email stewardship@diocesecc.org with any questions or concerns about your role.

~ Pastor

Studying the success of the Bishop's Stewardship Appeal in various parishes in the Diocese shows that **there is no more significant factor in the success of the appeal than the enthusiastic support and participation of the pastor**. The pastor is a powerful influence in the success of the BSA, by reminding parishioners of the parish's interconnectedness with the Diocese and the universal Church.

Here are just a few of the key ways in which you, as a pastor, can make a difference:

- ❖ **Prayerfully consider your personal gift** to the Bishop's Stewardship Appeal. Your parishioners look to you as a model in stewardship.
- ❖ **A Recurring Gift** is an easy way to make your gift and if you are concerned about what happens when you are re-assigned to a different parish, just call the stewardship office and we can move your recurring gift to the new parish.
- ❖ **Speak enthusiastically** to the value of the Bishop's Stewardship Appeal on those weekends—Announcement Weekend, Commitment Weekend, and Follow-Up Weekend - when your words really make an impact. This is especially important in carrying out the **February 15/16 In-Pew appeal on Commitment Weekend**. Nothing exceeds showing your parishioners your belief in the good of the BSA.
- ❖ Take advantage of opportunities to **promote the Appeal** in other interactions with parishioners, particularly those who are new to the parish or whom you know have given in the past but have not yet responded in the current year.
- ❖ In addition to Mass time, **mentioning the BSA at meetings and other gatherings** will help keep the message in front of parishioners.
- ❖ **Show the 2025 BSA video** at meetings and other appropriate opportunities and put it on your parish website. It's a powerful method of conveying the importance of the BSA ministries.
- ❖ **Lead the assembly in prayer for the success of the Appeal**, not for the sake of meeting a goal number but for the sake of the many who will be served by the ministries supported by gifts to the 2025 BSA.
- ❖ **Tips**
 - ✓ Focus on ministry
 - ✓ Share your enthusiasm
 - ✓ Ask people to give financially

~ Parish Appeal Chair

The Parish Chair is an individual – or a couple – asked by the pastor to serve as a partner with the pastor to execute the Bishop’s Stewardship Appeal in their parish. Enthusiastic commitment to the ministries supported by the Appeal and the ability to speak comfortably to parishioners about the importance of contributing are the most important characteristics of a Parish Chair.

- The Parish Chair(s) gives a personal witness to the BSA after Communion at all Masses on Announcement Weekend. This is a great opportunity to inspire parishioners to open their hearts to giving.
- At all other times during the course of the Appeal, Parish Chair(s) should be an approachable presence, willing to answer questions and talk up the Appeal during parish meetings, after-Mass gatherings, etc.

Chairs should contact the Office of Stewardship and Development at 361-882-6191 or by email stewardship@diocesecc.org with any questions or concerns about their role.

~ Parish Administrative Contact

The Parish Administrative Contact has an important role in coordinating logistics at the parish, including:

- ❖ Ensuring bulletin announcements and optional promotional materials appear when scheduled.
- ❖ Carrying out or supervising the collecting, batching, and mailing of gifts and pledges.
NOTE: PLEASE DO NOT OPEN SEALED BSA ENVELOPES. See pgs. 23-24 for important instructions about handling contributions.
- ❖ Serving as the key liaison between the parish and the Office of Stewardship and Development.

Administrative contacts should the Office of Office of Stewardship and Development at 361-882-6191 or email stewardship@diocesecc.org with any questions or concerns about their role.

Quick Tips for Success

Every parish is unique, but certain strategies have been proven to assist parishes in carrying out a prayerful, efficient, and successful Bishop's Stewardship Appeal. Please feel free to adapt these suggestions to your circumstances.

- ❖ **Be positive. This is the most important thing you can do for a successful Appeal!** Exhibit a sincere, enthusiastic attitude toward the Bishop's Stewardship Appeal, the Diocese, and our shared ministries.
 - **Never apologize for the Appeal.**
 - **Never speak negatively about the appeal or fundraising**
- ❖ **Review.** Look at last year's results, evaluate the approaches that were taken and determine ways to ensure even more success in 2025.
- ❖ **Plan.** Use this Guide to develop your 2025 BSA In Parish Plan. *Make sure the dates are on all parish calendars.*
- ❖ **Practice teamwork.** Having assembled an effective, enthusiastic BSA team, delegate tasks appropriately and support one another in accomplishing them.
- ❖ **Use the Bishop's Stewardship Appeal video.** Parishes using the video tend to have more BSA success. Show the video:
 - ~ in church before Masses on Announcement and Commitment weekends
 - ~ in the parish gathering space after Masses
 - ~ at parish meetings during the Appeal period
- ❖ **Plan for and implement the in-pew solicitation process on Commitment Weekend.** A successful in-pew appeal makes a substantial difference in meeting and exceeding your parish goal.
- ❖ **Stress the benefits of making a recurring gift.** Making recurring payments allows donors to incorporate their BSA pledge into their household budgets and provides ministries steady support over time.
 - Recurring gifts continue year over year and allow people to give over 12 months and increase their giving without much change in a monthly budget.
 - Donors who choose to give a recurring gift will continue the gift until they call the stewardship office to change, increase, decrease, or stop their gift. They will only receive one BSA request letter each year.
 - Recurring gifts can be set up on the donor's schedule online. Recurring gifts can be monthly or even every two weeks allowing people to set it up on payday
- ❖ **Make it easy for people to give.** Remind parishioners of the importance of every gift and the many ways a gift can be made. Never assume someone cannot give.
- ❖ **Encourage 100% parishioner Participation.** Remind parishioners of the importance of everyone participating and everyone making a gift. Increasing your parish participation 5-10% can be the difference between reaching goal and not reaching goal. With more people giving, you are not asking the same people to give more, just everyone to give and participate in some way
- ❖ **Equal Sacrifice, not Equal Gift.** We are not asking each person for the same exact gift. Personalized letters have been sent to prior donors. Where one family might be able to give \$100 per month as a sacrificial gift, \$10 may be the same sacrifice for another family
- ❖ **Use resources.** Make use of supplied promotional materials and the assistance of the Department of Stewardship and Development.

- ❖ **Monitor your parish's progress.** Individual parish progress toward goal is updated regularly and posted online on the appeal website.
- ❖ **Remind parishioners of their local connection to the BSA.** Stress how the funds are used right here in our Diocese in a variety of important ministries that impact them, their families, neighbors, and parish community.
- ❖ **Thank parishioners frequently.** Each household that responds to the 2025 BSA will receive a thank you letter and receipt from Bishop Mulvey, but please thank parishioners in your own words, by using bulletin announcements, or by providing parish goal and participation updates in the bulletin or on parish social media.

2025 BSA Timeline

Helping with the BSA in your parish is a big task. But it's such an important job! Please know how greatly your time and talent are appreciated. Here's a timeline to help keep you on track. Please mark any key dates on your master calendar; create electronic reminders if desired.

Standard BSA Timeline

JANUARY 2025

Date	We do	You do
January	BSA website is launched	Check out our website! www.diocesecc.org/bsa
Mid to Late January	Mail first request letter from Bishop Mulvey to those who did not receive Letter 1 in December	
Jan 22 – Feb 2	Workshop training and materials pick-up for BSA parish leaders	Please make plans to attend the workshops You will receive your materials at these meetings

FEBRUARY 2025

Date	We do	You do
By Feb. 7	Confirm you have all materials for the Bishop's Stewardship Appeal.	Confirm receipt of all materials and review with Parish Leadership Team. Issues? Please contact the Stewardship Office stewardship@diocesecc.org or 361-882-6191.
Announcement Weekend Feb 8/9		At all Masses: Pastor introduces Bishop Mulvey's letter Include Bulletin Announcement: BSA Ministry insert Include BSA intercession in General Intercessions at all Masses Parish Chair gives brief personal witness after Communion Make Mass Announcement

Commitment Weekend Feb 15/16		Commitment Weekend. Follow Procedures beginning on page 23. This is the weekend to fill out the envelopes and take up a second collection.
Mon., Feb. 17		Use Large Envelopes to return any BSA pledges or gifts received at weekend Masses (see pgs. 23-24). <i>DO NOT OPEN SEALED BSA ENVELOPES.</i>
Follow Up Weekend Feb 22/23		Add a few In-Pew BSA envelopes with pens in pews at each Mass Before Mass or after homily, presider reminds those who did not attend Mass here last weekend that another opportunity to make their BSA pledge is today, by filling out a pledge form and dropping it in the collection basket. See complete guidelines for this weekend starting on pg. 25.
Mon., Feb. 24		Use Large Envelopes to return any BSA pledges or gifts received at weekend Masses (see pgs. 23-24). <i>DO NOT OPEN SEALED BSA ENVELOPES.</i>

MARCH & APRIL 2025

Date	We do	You do
Mon., March 3 Mon., March 10 Mon., March 17 Mon., March 24 Mon., March 31		Use Large Envelopes to return any BSA pledges or gifts received at weekend Masses (see pgs. 23-24). DO NOT OPEN SEALED BSA ENVELOPES.
April 1st	Pastor Letter Mails to donors who have given before but not this year and pastor email is sent to all non-donor parishioners	Let people know that if they have not made a gift, they may receive a letter from you and ask them to prayerfully consider their response
<u>All Mondays</u> (or later as pledges/ gifts are received)		Use Large Envelopes to return any BSA pledges or gifts received at weekend Masses (see pgs. 28-29). DO NOT OPEN SEALED BSA ENVELOPES.
Sunday, March 23		Pastor or Parish Chair gives mid-Appeal update at all Masses (sample, pg. 27)
Late April or Early May		(Optional) BSA Second Collection at all Masses

May through July 2025

Date	We do	You do
Weekly	Review BSA Report posted on www.diocesecc.org/parishtoolbox If you have not reached goal or if you participation has not reached 15%, contact the stewardship office to request a full list of parish donors	Review list and identify those who have given in previous years, but not yet this year. Update Stewardship Office (stewardship@diocesecc.org) if they have moved or are deceased.
Review Weekly If you have not reached goal	We can provide pledge cards, envelopes, and a list if you would like to send a personal note	(Optional) Send personal note requesting support for the BSA. 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.
Review Weekly if you have not reached goal	The Stewardship and Development office can send this email for you to all email addresses that we have.	Send personal email to all non-donor parishioners asking for support. Or to all non-donors and parishioners who only made a one time gift asking for a recurring gift.

Promotional Resource Guide

Your Bishop's Stewardship Appeal team is provided with many materials to make a successful Appeal! The more a parish employs these materials, the more likely it is you will be successful in reaching donors.

Resource	Where to find it	When to use it	How to use it
BSA website	www.diocesecc.org/bsa (to access resources and parish goal updates)	All Year	Include a link to it from your parish website. Direct parishioners to it for information.
Website: online giving page	diocesecc.org/bsa	All Year	Direct parishioners to make secure online pledges here
BSA Materials	www.diocesecc.org/parishtoolbox	All Year	Find all reports, Digital files, and resources here
BSA Posters	Delivered to parish at BSA training	Feb-April	Display in parish gathering spaces
BSA Video	Available for viewing and downloading on the BSA website You can also embed it into email or website from YouTube	Feb-May	Play in church before Masses or at after-Mass gatherings on Announcement Weekend Show at parish meetings/events during Appeal period Add a video link on your parish website Send video out via parish flocknote Add video to parish social media
Mass announcements	Downloadable files available from BSA website	Jan-May	Pastor or lector reads announcements at all Masses on specified dates
Bulletin announcements	Downloadable files available from BSA website	Jan-May	Run specified announcements in parish bulletin on Appeal weekends
Bulletin insert	Printed and provided to parishes at training. Download also on website	Announcement Weekend (Feb 8/9)	Insert into parish-produced bulletins or provide to bulletin supply company for insertion
In-pew pledge envelopes, pens	Pick up at BSA training with BSA Parish Manual	At all Masses on Commitment Weekend (Feb15/16)	~ Ushers/volunteers distribute to all households at all Masses ~ Pastor leads parishioners in in-pew process at all Masses ~ Completed and sealed envelopes collected and returned to BSA mailing address (see pgs. 23-24)
Stock Transfer and IRA QCD	Downloadable PDF available from BSA website	All Year	Supply to parishioners as needed by request www.diocesecc.org/waystogive
Social media Guild	Download on www.diocesecc.org/parishtoolbox	All Year	Social media Posts & content around BSA
Weekly Resource Sheets	Download on www.diocesecc.org/parishtoolbox	December – Pentecost	Social Media post, announcements, and prayers of the faithful based on the BSA, general stewardship, and the readings for the weekend.

Pre-Announcement Weekend: February 1st & 2nd

Preparation

- Locate and review all **Bishop's Stewardship Appeal promotional resources**: posters, the BSA video, Mass announcements, bulletin inserts and bulletin announcements, logos and graphics (see **Promotional Resource Guide**, pg. 14).
- Publish **Bulletin Announcement** in this week's bulletin.
- Include the BSA intersession in your prayers of the faithful.
- Be sure **BSA Posters** are displayed where the congregation gathers.
- Play **BSA Video** in lobby, before Mass (You can play the video silently with subtitles), At parish staff and volunteer meetings etc
- You can take this week to schedule social media content on your parish Facebook page for the next several weeks. All the materials are available now

Announcement Weekend: February 8th & 9th:

Preparation

- Locate and review all **Bishop's Stewardship Appeal promotional resources**: posters, the BSA video, Mass announcements, bulletin inserts and bulletin announcements, logos and graphics (see **Promotional Resource Guide**, pg. 14).
- Review **Parish BSA Chair's Message** in this Parish Guide (see p. 18 & 19) and allow time to rehearse if necessary.
- Prepare **Pastor/Celebrant's Introductory Remarks** (sample on p. 18 & 19).
- Publish **Bulletin Announcement** in this week's bulletin.
- Insert full-page **BSA Ministry Insert** into bulletin.
- Be sure **BSA Posters** are displayed where the congregation gathers.

At All Masses on Announcement Weekend

- Lector reads **Mass Announcement**
- At homily time, Pastor/Celebrant gives **Introductory Remarks** (sample, p. 17 & 18)
 - Read letter from Bishop Mulvey or Play Video
- Include **BSA Intercession** (Online Resources) in the General Intercessions.
- After Communion, **BSA Chair delivers encouraging message** (guidelines, p. 19).
- Link BSA giving page for your parish to any online streaming of Mass

After Masses

- Optional: Show **BSA video** in church before Mass or after Masses in parish gathering space.
- Send BSA Video and link to give out with parish bulletin, flocknote, text etc
- Follow the instructions for returning any BSA gifts and pledges received in response to the first mailing. (See p. 23-24) Important: DO NOT OPEN SEALED BSA ENVELOPES

Sample: Pastor's Introduction of Bishop Mulvey'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.

I'm pleased to announce that today we are kicking off the Bishop's Stewardship Appeal here at *[insert name of parish]*. The Bishop's Stewardship Appeal is our opportunity to come together as Catholics across the Diocese to initiate many acts of kindness and mercy. In the Bulletin today, you will see a list of elements funded by the Bishop's Stewardship Appeal. Of particular importance to me is *< speak about area you want to highlight... >*

I am asking you to review them, pray about them, and come back next week ready to make your gift to the appeal.

When you support the Bishop's Stewardship Appeal, these ministries continue because of you! Thousands of people are helped. The Bishop's Stewardship Appeal gives you an opportunity to support the Catholic values you believe in, to be a true disciple of Jesus Christ by following His directions to do for others.

I am excited about the really great work funded by our shared support of the Bishop's Stewardship Appeal, and I invite you to join me with your gift.

Next weekend you will have an opportunity to make your gift at Mass during our Commitment Weekend.

Ejemplo de cómo se puede introducir la carta del obispo en relación con la campaña de corresponsabilidad.

Por favor asegurarse de que el párroco o el celebrante que va a presentar la carta del obispo a la comunidad parroquial se prepare bien antes de hacer este anuncio de manera que este sea efectivo.

Estoy orgulloso de anunciar que hoy inicia la Campaña de Corresponsabilidad en *(insertar el nombre de la Parroquia)*. La Campaña de Corresponsabilidad es nuestra oportunidad de estar unidos como católicos en toda la Diócesis y de empezar hoy muchos actos de bondad y misericordia. Encontrarán en el boletín una lista de actividades que se sostienen con su dinero, gracias esta Campaña de Corresponsabilidad. Para mí es de particular importancia *<hable del aspecto de la lista al que usted quiere dar mayor importancia>*

Les pido que lean la lista, que recen para discernir bien y que vuelvan el próximo fin de semana preparados para dar su contribución a la Campaña.

¡Cuando ustedes contribuyen a la Campaña de Corresponsabilidad, todos los ministerios continúan! Gracias a ustedes, miles de personas reciben ayuda. La Campaña de Corresponsabilidad les ofrece la oportunidad de sostener lo que ustedes creen, sus valores católicos y ser verdaderos discípulos de Jesucristo, siguiendo su ejemplo de ayuda a todos.

Me emociona ver que con su ayuda es posible realizar este gran trabajo y por esto les solicito nuevamente unirse a mí en este compromiso.

El próximo fin de semana aquellos que no han podido responder a la Campaña tendrán la oportunidad de hacer su donación durante la misa.

Guidelines for BSA Parish Chair's Remarks

(It is not absolutely necessary to use every item on the list below in the order presented. Use these 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 Diocesan volunteer involvement.
3. Announce the 2025 BSA goal for your parish; stress **100% participation** for your parish.
4. Remind parishioners of the importance of the shared Diocesan ministries the Bishop's Stewardship Appeal supports ministries that continue to do work because of the people who support the Appeal. Highlight key ministries that have a direct impact on your parish
5. Tell why you give to the Bishop's Stewardship Appeal. Relate a personal story of why you give and some examples of what your gift does and how it helps other people.
6. **Complete the talk by making the "ask."** Urge people to join you in discerning how the church ministries funded by the appeal fit into their personal giving priorities and come ready next week to make a pledge commitment.
7. Smile—and do not be afraid to be humorous!

Directrices: Observaciones de las acciones parroquiales durante el anuncio del Fin de Semana

(No es absolutamente necesario usar cada ítem de la siguiente lista en el orden presentado. Use aquellos puntos para personalizar su propia manera de hablar. Su charla no debe exceder los 3 minutos).

1. Preséntese a usted mismo y su asociación con la Parroquia.
2. Describa su Parroquia personal y su trabajo voluntario diocesano.
3. Anuncie la meta del Campaña De Corresponsabilidad del Obispo 2025 para su Parroquia; insista en la **participación de un 100%** de su Parroquia.
4. Recuerde a los parroquianos la importancia de los ministerios compartidos de la Diócesis en el apoyo de la Campaña De Corresponsabilidad del Obispo, ministerios que continuamente hacen su trabajo debido a la gente que soporta el Compromiso.
5. Diga porqué contribuye a la Campaña De Corresponsabilidad del Obispo. Cuente una historia personal de porqué usted contribuye y algunos ejemplos de lo que su donación permite hacer y cómo ayuda a otras personas.
6. **Completa su charla haciendo la "solicitud."** Urja a la gente a unírsele en discernimiento en como los ministerios de la Iglesia fundados por la colecta encajan en sus prioridades de entrega personal y pídales que vengan preparados la próxima semana para hacer un compromiso de donación.
7. Sonría – y no tenga miedo de tener humor!

Commitment Weekend February 15 & 16, 2025

Follow these guidelines for a successful Commitment Weekend:

Preparation:

- Pastor/Celebrant prepares brief (3-4 minutes) homily on the readings of the day.
- Pastor/Celebrant reviews **In-Pew Appeal process** with Parish BSA Chair, ushers/youth volunteers.
- Pastor/Celebrant reviews **In-Pew Appeal script** (p 21-22).
- Prepare **In-Pew Pledge envelopes** and pens for all Masses. Volunteers may insert pens into envelopes in advance for convenience or you may have baskets of pens available to distribute along with envelopes.
- Publish **Bulletin Announcement** in this week's bulletin.
- Be sure **BSA Posters** are displayed where the congregation gathers.
- Test optional video equipment for playing BSA video in gathering space.

At All Masses on Commitment Weekend

- Lector reads **Mass Announcement** before Mass begins.
- At homily time, Pastor/Celebrant gives brief homily on the readings of the day
- After the Homily, ushers/youth volunteers take their positions with **In-Pew pledge envelopes** and pencils.
- Pastor/Celebrant uses **In-Pew Appeal Script** (pgs. 21-22) to guide parishioners through the process of completing their **In-Pew Pledge Envelopes**.
- Pastor/Celebrant thanks all for participating and invites ushers/youth volunteers/Confirmation students to collect **BSA Envelopes**.
- The Mass continues as usual with the Profession of Faith.
- Include **BSA Intercession** (Online Resources) in the General Intercessions.

After Masses

- Follow the instructions for handling **BSA Pledges and Gifts** (pgs. 23-24). Do not open sealed BSA envelopes whether they are **In-Pew pledge envelopes** or **pledge cards** in sealed envelopes.
- Optional: play the **BSA Video** at all Masses, before Mass begins, or have video running in parish gathering spaces. Send out an email with the BSA Video and link to give online

2025 BSA In-Pew Appeal Script

For use by the Pastor/Celebrant at all Masses on Commitment Weekend (February 15 and 16).

We recommend that the pastor -- or if the pastor is unavailable, the celebrant -- lead this streamlined in-pew process. 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 we as an Diocese received over 7,000 gifts and wouldn’t it be great to increase that this year!

As a parish, _____ Families, making up _____ % of our parish, supported the Bishop’s Stewardship Appeal with gifts totaling _____.

Every gift will matter to those we seek to serve, and **your generosity will bless you most of all**. Consider this to be an act of faith and of love on your part and take joy in being a part of the great mission started by Jesus himself. It is a wonderful gift to provide for all the great work made possible by the Bishop’s Stewardship Appeal throughout our local Church.

Start instructions for in-pew process.

“Let us now take a few minutes to respond to the 2025 Bishop’s Stewardship Appeal together. Please pass down the In- Pew Commitment Envelopes and pens from the end of the pew. On the bottom half of the envelope, please print your name and contact information. If you have already made your BSA gift, thank you!

To make a gift today, fill out the sections on the tear off portion:

- The left has suggested Gift plans. Please take a moment to look these over. Every gift will help us reach our parish goal and make a great impact in many lives. A monthly gift makes it easier to give a sacrificial gift over the course of the year. \$25.00 per month is a great way to participate in the Bishop’s Stewardship Appeal and if you would like to “give until I ask you to stop” go online and you will be providing continuous support for key ministries and make it easier for you to give each month without writing a check. A monthly gift is similar to our parish offertory gift you may give online to support our parish.
- The right - **CONTACT INFORMATION** has a place for your information – name, address, email address, phone number and our parish name.
- **OPTION 1** is for those who wish to go online and make their gift. The easiest way to set up a non stop monthly gift is online. And if you scan the QR code today, you do not need to turn in the envelopes at all. If you want to take the envelope home and set up a nonstop recurring gift online, you can do that as well.
- **OPTION 2** should be completed if you wish to pay by check.
- **OPTION 3** should be completed for those who wish to make a gift through stock or an IRA contribution and the diocese will call you to complete this
- **OPTION 4** is for those who prefer to call the Diocese to make their pledge.

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 Bishop Mulvey, our parish community here, and all those who benefit from the ministries you support through the Bishop’s Stewardship Appeal, I thank you

GUÍA PARA FACILITAR LA DONACION DESDE LAS BANCAS EN LA IGLESIA

Para el uso del párroco o el celebrante que en todas las Misas del “Fin de Semana de Compromiso” (febrero 15 y 16) será responsable de hacer este anuncio.

Recomendamos que el párroco— o si el párroco no está disponible, el celebrante —explique bien cómo llenar el formulario de contribución. Este proceso dura 5 minutos.

Luego de haber dado una breve homilía sobre las lecturas del día, por favor, guíe a los feligreses en el proceso de cómo dar su contribución siguiendo esta guía.

Un ejemplo del formulario y sus respectivos sobres se encuentra en el apéndice de esta guía.

Algunas ideas para invitar a los feligreses a ampliar su contribución.

El año pasado recibimos 6,500 compromisos y nos gustaría que fueran más este año. Cada compromiso será importante para aquellos que buscamos servir y **su generosidad será una bendición sobre todo para usted mismo**. Considere que esto es un acto de fe y de amor de su parte y siéntase feliz de ser parte de la gran misión comenzada por Jesús. Es un maravilloso regalo proveer económicamente a todo el gran trabajo hecho posible a través de esta colecta anual.

Comentario inicial.

¡Desde ya, les damos las gracias a quienes ya hicieron su contribución a la Campaña de Corresponsabilidad!

Instrucciones.

Tomémonos unos momentos para responder juntos a la Campaña de Corresponsabilidad 2025. Por favor pase los sobres y lápices de manera que todas las personas en su banca los reciban. En la parte de abajo del sobre, escriba su nombre con letra en imprenta.

Para realizar su compromiso hoy, llene las secciones en la porción pre-cortada.

- A su izquierda, encontrará una sugerencia para que tome su decisión. Por favor lea atentamente esta sugerencia. Cada contribución nos ayudará a obtener la meta de la parroquia y hacer una diferencia en la vida de muchas personas. Una donación mensual periódica simplifica su compromiso en esta Campaña, podría ser contribuir con \$25.00 al mes.
- En el centro del sobre encuentra la palabra CONTACTO por favor proporcione allí su nombre, dirección, dirección de correo electrónico, número telefónico y el nombre de nuestra Parroquia.
- OPCION 1 – es para aquellas personas que harán su donación en línea.
- OPCION 2 – es para aquellas personas que prefieren enviar un cheque.
- OPCION 3 – es para aquellos que desean hacer una donación a través de la bolsa de Valores o del Fondo de Pensión.
- OPCION 4 – es para aquellos que prefieren hacer su contribución llamando a la Diócesis.

Ahora, le damos unos minutos para que rellenen su formulario. Apenas hayan terminado, por favor pónganlo en el sobre y pásenlo a la persona que está al final de la banca para recogerlo.

Espere hasta que todos los feligreses hayan terminado. Mientras tanto el coro puede cantar, o se puede escuchar una música instrumental que ayude a las personas a escuchar la voz de Dios en sus corazones.

Agradezca a los participantes.

¡De parte del Obispo Michael Mulvey, nuestra comunidad parroquial y de todos aquellos a quienes esta la Campaña de Corresponsabilidad beneficia, les doy las gracias!

Handling Pledges and Gifts

We appreciate all you do to make the Bishop's Stewardship Appeal a success! Please follow this procedure so that all pledges/gifts can be recorded accurately and acknowledged properly. Thank you.

Receiving and handling

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

1. Loose cash and coins

- Please count all loose cash and coins received for the BSA.
- Write a check drawn on your parish account for the corresponding amount, made out to Bishop's Stewardship Appeal.
- Deposit the cash and coins in your parish account.
- Place the check for the corresponding amount in the return envelope 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 BSA checks (those not received in sealed envelopes) and bind them together 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 a large envelope 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 BSA pledge envelopes. **note: Opening sealed envelopes is a violation of PCI credit card compliance and could open the parish and Diocese 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 a large envelope 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 a large envelope 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.****

If you wish to bring gifts in person to the Stewardship & Development office, we are happy to meet you outside so that you do not have to find parking. Just gift us a call. We are open M-F 8:30a-5p and are closed for lunch from Noon-1p. If you need to make other arrangements, just give us a call.

Preparing and Returning Return Mailer

1. Please confirm all items are in a large envelope with sufficient postage to be mailed to the P.O. Box listed below.
2. Seal the Envelope
3. Write your parish name and parish city on the outside of the large envelope.
4. Please send the large envelope with sufficient postage to the P.O. Box listed below.

The address for pledge return and correspondence is:

**Bishop's Stewardship Appeal
P.O. Box 2620
Corpus Christi, TX 78403**

Gift handling assistance

Please feel free to contact our team at 361-882-6191 or stewardship@diocesecc.org with any questions or concerns. We look forward to providing assistance.

If donors have questions, need to update their payment method, etc., please share with them our contact information.

Please DO NOT collect payment information directly phone donors and then call the Stewardship office, we cannot accept the update from you.

Please also DO NOT tell a donor to email us a payment update. If they prefer to email us, they can send us a note with the best time and phone number to call them.

All of the above examples are to keep the parish and the diocese PCI compliant.

Follow-Up Weekend: February 22 & 23

Pre-Mass instructions

Place a few In-Pew Pledge Envelopes in the missal holders or at the end of pews, so they are accessible at each Mass. It is best to have pens pre-loaded in the envelopes. The ushers should also have a small set of Pledge Envelopes to distribute at each Mass.

Special Announcement made

Before Mass or after the homily, the presider should let Mass attendees know they have another chance to give to the Bishop's Stewardship Appeal during collection time.

SAMPLE ANNOUNCEMENT:

Thank you to all those who responded generously last week by making a pledge to the Bishop's Stewardship Appeal, helping our parish work toward its goal and joining with all other parishes in our Diocese to provide resources for vital ministries. If you were not with us last week, did not participate, or took your envelope home with you, please take a moment to find a Pledge Envelope in your pew, complete it and place it in the collection basket or hand it to an usher after Mass. Thank you for sharing your blessings with others!

EJEMPLO DE ANUNCIO:

Gracias a todos aquellos quienes respondieron generosamente la semana pasada por tomar la Campaña De Corresponsabilidad del Obispo ayudando a nuestra parroquia a trabajar en su meta y unirse con otras Parroquias en nuestra Diócesis que quiere entregar recursos para nuestros vitales ministerios Diocesanos. Si usted no estuvo con nosotros la semana pasada o no participó, por favor tome un momento para buscar un sobre de compromiso en su banco, complételo y déjelo en el canasto de colección o entréguelo a un colector después de la Misa. Gracias por compartir sus bendiciones con otros!

Instructions to ushers

Be alert for parishioners who are looking for a Pledge Envelope and help them to find one in their pew or hand one to them. During the Collection, be alert for anyone completing their Pledge Envelope and circle back to pick any up for those who are not ready when the basket passes through their pew.

Handling BSA pledges and gifts

Follow the instructions found on pgs. 23-24.

Reminders

Gift acknowledgment

- Every responding household will receive a thank you letter and receipt from Bishop Mulvey. Please note that parishes should NOT provide receipts to donors.
- Please be sure to thank parishioners (in pastor's remarks, bulletin announcements, etc.) in a general fashion throughout the course of the Appeal.
- Thank Donors on parish Facebook page, highlight parish participation. Use template found online.

Tracking progress toward goal

- Your parish's 2025 Bishop's Stewardship Appeal goal may be found online
- Summaries of parish progress will be updated weekly on the Bishop's Stewardship Appeal website www.diocesecc.org/parishtoolbox
- Detailed reports of individual household giving will be supplied to the parish by the Office of Stewardship and Development.
- Parish by Parish reports are posted to the BSA website, www.diocesecc.org/parishtoolbox typically each Friday
- At all Masses on April 22 and April 23, the Pastor or BSA **Parish Chair gives mid-Appeal report.** (See **sample remarks on pg. 27**).

Optional: Second Collection

- You may wish to schedule an BSA second collection at all Masses on a weekend in late May or early June. We can provide you with additional envelopes as needed.

Sample Pastor's Mid-Appeal Remarks

[To be given at all Masses on April 22 and April 23. If the Pastor is unable to give these remarks, the Parish Chair may do so after Communion.]

If you have not already pledged to the 2025 Bishop's Stewardship Appeal, you may have received a letter from me reminding you of the importance of our participation. The Appeal this year brings together the combined efforts of all parishes to meet the total goal of \$1.8 million. Although the initial response to the Bishop's Stewardship Appeal has been encouraging, many families have yet to reach a decision regarding their participation and support.

Your pledge to the 2025 Bishop's Stewardship Appeal provides you with the personal opportunity to help carry out critically important ministries throughout our Diocese—those that impact our own parish—and those that impact people we may never personally meet. When you make a pledge, you are ensuring that the Church is present throughout Coastal Bend of Texas to support, form and lead people of all ages, backgrounds and talents along the promised path to eternal life.

Thanks again to all who have pledged this year. If you have not yet pledged, please consider prayerfully how you might do so. Every gift makes a difference. Let us rejoice in God's love for us and the grace of sharing that love with others, especially those in need.

Ejemplo de Recordatorio de Compromiso del Pastor

(Para ser entregado en todas las Misas el 22 y 23 de Abril. Si el Pastor no puede dar el recordatorio, el Directorio de la Parroquia puede hacerlo después de la Comunión).

Si usted no ha tomado su Campaña De Corresponsabilidad del Obispo 2025, usted puede haber recibido una carta mía recordándole de la importancia de nuestra participación. El Compromiso este año entrega los esfuerzos combinados de todos los parroquianos para llegar a la meta total de \$1.6 millones. Aunque la respuesta inicial al Campaña De Corresponsabilidad del Obispo ha sido alentadora, muchas familias tienen que tomar su decisión respecto a su participación y soporte.

Su Campaña De Corresponsabilidad del Obispo 2025 le entrega una oportunidad personal de ayudar a llevar a cabo los críticamente importantes ministerios dentro de nuestra diócesis. Pero tenga en mente que dentro de cada ministerio existen muchos programas y ministerios de ayuda para ayudar a aquellos dentro de nuestra diócesis. Cuando usted hace un compromiso, usted se está asegurando que esos programas que valen tanto la pena sean aún mejores.

Gracias nuevamente a todos quienes se han comprometido este año. Si no lo ha hecho aún, por favor considere en Oración cómo lo puede hacer. Toda donación hace la diferencia. Regocijémonos en el amor de Dios por nosotros y en la gracia de compartir ese amor con otros, especialmente con aquellos con más necesidades.

Key Contacts

Postal Address:

Stewardship and Development Department
Diocese of Corpus Christ
PO Box 2620
Corpus Christi, TX 78403

Office of Stewardship and Development

Phone: 361-882-6191
Email: stewardship@diocesecc.org
Web: www.diocesecc.org/bsa
Email: stewardship@diocesecc.org
Digital Resources: <http://www.diocesecc.org/parishtoolbox>

Stewardship and Development Team

Misty Smith
Chief Financial Officer
msmith@diocesecc.org
361-693-6646 (O)

Kashel Baacke
Administrative Assistant
stewardship@diocesecc.org
361-693-6633 (O)

Mailing Address for Pledges/Gifts:

**Bishop's Stewardship
Appeal PO Box 2620
Corpus Christi, TX 78403**

Appeal Materials Available Digitally

All materials listed are available at [**www.diocesecc.org/parishtoolbox**](http://www.diocesecc.org/parishtoolbox)

- **Parish Reports**
- **BSA 2025 Videos**
- **Social Media Graphics**
- **Social Media Schedule**
- **Weekly Parish Resources**
 - **Bulletin Announcements**
 - **Intersessions**
 - **Social Media Posts for the Weekend**
 - **Stewardship Reflections based on the readings**
- **Bishop's Letter for Announcement Weekend**
- **Pastor Letters for Approval**
- **Ministry Moments**