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**CALLED TO**  
**LOVE**

**“As I have loved you, so you  
also should love one another.”**

***- John 13:34***



**PARISH INSTRUCTION MANUAL**

# SECTION 1 - DIRECT MAIL CAMPAIGN STRUCTURE

## Why Direct Mail?

- Ability to reach all registered families with the appeal.
- Professional communication materials with a consistent message directly from the Bishop.
- Reinforce that Catholic Ministries Appeal was formerly Fruitful Harvest.
- Increased transparency into what the Catholic Ministries Appeal donations help to support.

## What Will Parishioners Receive in the Mail?

- **Brochure:** Letter from the Bishop and an explanation of some of the people, programs and ministries support by Catholic Ministries Appeal donations through four of the countless stories of impact.
- **Pledge card** printed with their name. For CMA-25 we've added 4 suggested gift amounts which are unique for each parishioner, based on their past giving.
- **Prayer Intentions and Appeal prayer card:** For CMA-25, we have modified the appeal prayer card to also include the "My Prayer Intentions", which can be filled out by parishioners and sent in for Bishop to pray over throughout the year. This fold-out card also includes more detailed information about our giving societies. These new giving societies, which were introduced last year, recognize and thank parishioners for their significant generosity to each year's appeal.
  - **Holy Family Giving Society** recognizes those who support the CMA with leadership gifts annually of \$1,000 or more:
    - St. Joachim Circle: \$1,000 - \$2,499
    - St. Anne Circle: \$2,500 - \$4,999
    - St. Joseph Circle: \$5,000 - \$9,999
    - Blessed Mother Mary Circle: \$10,000 +
  - **Blessed Carlo Acutis Giving Society** recognizes donors who sign up for online Sustained Giving of any amount.
- Pre-addressed return envelope.

## Commitment Weekend Begins February 8-9, 2025

- Pastor and bulletin announcements should explain that the CMA is an annual appeal that will run from January 1st to December 31 each year going forward, and that the Parish Community Commitment weekend will be held February 8-9, 2025. This is the time when the parish, as a community, will make our Catholic Ministries Appeal commitments together. Let them know that they can complete their pledge by using one of the "Ways to Give" options on the back of the pledge card.
- Explain that online giving has been expanded to offer the following three options:
  1. **Make a sustaining/recurring gift.** This is where you can make your Sustained Giving commitment to the Catholic Ministries Appeal (formerly Fruitful Harvest), which will continue from year to year until you choose otherwise.
  2. **Make a pledge** (to be completed in the future) to the 2025 annual Catholic Ministries Appeal (formerly Fruitful Harvest), to be fully paid by December 31st, 2025.
  3. **Make a one-time gift** payable now to the 2025 annual Catholic Ministries Appeal (formerly Fruitful Harvest), which runs from January 1st to December 31st, 2025.

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- Blank pledge cards will be given to each parish for those parishioners who forget to bring in their pledge cards.
- Spanish language brochures, as well as prayer intention/prayer cards, and pledge cards with return envelopes will be sent to parishes for parish level distribution. No Spanish language material will be mailed.

## Pledge and Gift Processing

- No reconciliation needed at the parish level.
- The direct mail return envelope will be pre-addressed with the processing center address if parishioners mail it themselves.
- Those collected at the parish can be mailed via UPS with shipping envelopes and pre-paid, pre-addressed labels provided by the diocese.
- Parishes should not hold checks for longer than 2 weeks due to mail delivery and processing times.
- CMA donations should be sent in upon receipt or within two weeks at the latest. Please contact Ashley Mahaney if additional UPS labels and/or envelopes are needed.
- Pledges and gifts will be scanned, processed, deposited, and reconciled before being electronically sent to the diocesan development staff.
- Pledges and gifts sent to the Chancery office will be processed manually by diocesan staff.
- End-of-Month (EOM) reports will be provided monthly after results are reconciled with the finance department. These reports will outline the current pledge and gift status of all parishes and pastorates.
- Parishes will also have access to up to date data via the Raiser's Edge dashboards.
- Prayer intentions will be sent back to the diocese for Bishop to pray over throughout the year.

## SECTION 2 - KEY DATES & FOCUS AREAS

### January 2025

- January 15, 2025 – the 2025 annual Catholic Ministries Appeal – internal kick-off webinar will be held via Teams.
- Major donor appreciation events, which will include Mass and a reception with Bishop Doherty, will be held as follows:
  - **Monday, March 10, 2025 –**
    - Pastorates in the West Deanery
    - Cathedral of St. Mary of the Immaculate Conception, Lafayette
  - **Tuesday, March 18, 2025 –**
    - Pastorates from the Central and East Deaneries in southern Hamilton and Boone Counties
    - St. Elizabeth Seton Church, Carmel
  - **Wednesday, March 12, 2025 –**
    - Pastorates in the rest of the East Deanery
    - St. Mary Catholic Church, Muncie
  - **Thursday, March 20, 2025 –**
    - Pastorates in rest of the Central Deanery , as well as Sacred Heart-Cicero, St. John-Tipton & St. Joseph-Elwood and St. Paul-Marion
    - St. Joan of Arc Church, Kokomo
- February 8-9, 2025 – Commitment Weekend.
- Parishes should include in their weekly bulletins an announcement that the 2025 annual Catholic Ministries Appeal pledge card packets were mailed directly to parishioners homes.

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## February 2025 through December 2025

- Thank you letters from Bishop Doherty mailed monthly (a thank you will be sent from Bishop Doherty for the first pledge or gift provided by a parishioner).
- A second direct mailing is planned to be sent in April. This will be under the pastor's name.

### Focus Areas for CMA-25:

- Messaging focus on "annual appeal" and "impact stories".
- Help more pastorates to meet goal.
- Increase the number of givers: We had approx. 7,000 donors to CMA-24.
- Meet pledge goal sooner: Focused effort Feb through May.

## SECTION 3 - BULLETIN ANNOUNCEMENTS

### 2025 Appeal Prayer

*Merciful and Loving God,  
You tell us in your Word  
"As I have loved you, so you also  
should love one another" (Jn 13:34).*

*By the power of your Holy Spirit,  
help us to love You above all, and  
grant us the grace and courage  
to live and love like Jesus, that we  
may show mercy, compassion, and  
kindness toward all.*

*As we participate in the  
Catholic Ministries Appeal  
to support Christ's mission in the  
Diocese of Lafayette-in-Indiana,  
grant us generous hearts that  
recognize all we have is a gift  
from God. May we share your gifts  
and your love with others in our  
thoughts, words, and actions.*

*With Mary and Joseph,  
we ask this through Christ our Lord.*

**Amen.**



## RECOMMENDATION:

### The importance of the pastor's influence and leadership when introducing the annual CMA cannot be emphasized enough.

Active and vocal leadership by all clergy and pastorate staff is important, but the leadership by example and word from the pastor is critical to a successful appeal! To that end, we suggest that these bulletin announcements are 'signed' or 'come from' the pastor.

1. Our parish's commitment weekend for the 2025 annual Catholic Ministries Appeal, which was formerly called Fruitful Harvest, will be February 8-9, 2025. Prior to this weekend, you will receive an envelope in the mail from Bishop Doherty with a brochure, pledge card and return envelope for mailing.

The name for the appeal changed so that focus is placed on the many ministries that are supported and to increase the transparency of how the funds raised from this appeal are utilized to support the works of Christ directly through the diocese, as well as through the ministries that help each of our local parishes.

Here are the lists of the Diocesan Supported Ministries and Ministries to Parishes that are funded through the Catholic Ministries Appeal:

## WAYS YOUR GIFT SUPPORTS THE LOCAL CHURCH'S MISSION

### Diocesan Supported Ministries



Seminarians & Vocations



Catholic Schools



College Ministries



Clergy Support



Charities & Donations



Saint Joseph Retreat Center



Permanent Diaconate



Hispanic Ministry

### Ministries to Parishes



Administration, Architecture & Building Services



Divine Worship



Technology



Stewardship



Uniting in Heart



Communication



Human Resources



Marriage Tribunal

(This graphic is available in the **Parish Resources** webpage and is titled "CMA-25 Support Local Church")

The Catholic Ministries Appeal will be an annual appeal going forward and will officially run from January 1st to December 31st each year.

- 2. Jesus is counting on each of us, as His Body, to live a life of gratitude to God and a life of love to our neighbor.** This is the very heart of our faith as Catholics. For this reason, the theme of the 2025 annual Catholic Ministries Appeal (CMA) is Called to Love.

**This year's appeal will introduce you to how we are Called to Love through our Building and Architecture Services- OLMC's Parish Life Center expansion; Office of the Permanent Diaconate; and Office of Vocations-Seminarians.** These are just a handful of the countless lives that are transformed thanks to your gifts to the CMA. You can learn even more about these stories in the videos on our Catholic Ministries Appeal website.

The annual Catholic Ministries Appeal (CMA) is a way we can help fund the good works and ministries of our local church that are outside the scope of our local parish.

- 3. Watch your mail throughout January!** It will contain an important letter from Bishop Timothy Doherty asking for your participation in the 2025 annual Catholic Ministries Appeal, formerly Fruitful Harvest. Also enclosed will be a brochure explaining the many ministries supported by this important appeal, as well as a pledge card with return envelope to mail your gift in. By giving to the Catholic Ministries Appeal, you are helping to support programs for our retired priests as well as new seminarians, for our youth, college campus ministries, deacons, prison ministry, pregnancy centers and so much more. I encourage you to study the mailing from Bishop Doherty and to prayerfully consider giving generously to this appeal.
- 4.** Our parish's commitment weekend for the 2025 annual Catholic Ministries Appeal, which was formerly called Fruitful Harvest, will be February 8-9, 2025. Prior to this weekend, you will receive an envelope in the mail from Bishop Doherty with a brochure explaining the many ministries supported by this important appeal, as well as a pledge card and return envelope for mailing. The appeal provides another way to financially support the good works of our Local Church, which is made up of the parishes, schools and facilities of the Diocese of Lafayette-in-Indiana, as well as our Chancery offices and staff in Lafayette.

When you donate to the Catholic Ministries Appeal, you are helping to pay for the formation of your seminarians, assisting with the health insurance of your retired priests, and the college ministry programs at Ball State, Purdue University and Wabash College. Your gift supports the life-changing spiritual encounters with Christ at the Saint Joseph Retreat & Conference Center, the pastoral annulment proceedings at the Marriage Tribunal, and the creation and ministry of many programs. These things contribute to an effort to help every soul across our 24 counties to know Jesus Christ and to foster a deeper personal commitment to follow Him in His Church.

Our parish family has been asked to raise \$\_\_\_\_\_. In order to reach our goal, I am asking each household to consider a gift that can be paid before the end of 2025. Further, I'd like to challenge us meet our goal by the end of May, so that we can spend the majority of 2025 focusing on \_\_\_\_\_ (*fill this space with what your parish needs to focus on in 2025*).



## LETTER FROM PASTOR

The Catholic Ministries Appeal-2024 ended on December 31, 2024 and (we are so close to our goal OR we have met our goal and plan to do \_\_\_\_\_ (fill this space with your plans for your rebate) with our rebate)! Thank you for your generosity and stewardship!

We are looking forward to kicking off the 2025 annual Catholic Ministries Appeal, formerly Fruitful Harvest. The theme for this appeal is “Called to Love.” Jesus calls each one of us by name to be His witness through the example of the life we live. Just like in the parable of the talents (Mt 25:14-30), He wants us to use and multiply the “talents” that He gives to us.

How will we respond to His gifts and “talents”? We can respond and show our love to God through our prayer life, our service to those in need, and through warm hospitality. Another way is by financially supporting the good works of the Local Church that are outside the scope of our local parishes.

Our parish’s commitment weekend for the 2025 annual Catholic Ministries Appeal will be February 8-9, 2025. The appeal will run until December 31, 2025. The Catholic Ministries Appeal provides another way to financially support the good works of our Local Church, which is made up of the parishes, schools and facilities of the Diocese of Lafayette-in-Indiana, as well as our Chancery offices and staff in Lafayette.

I ask that you study the mailing you will be receiving from Bishop Doherty and to prayerfully consider your pledge and plan to participate in the 2025 annual Catholic Ministries Appeal. Thank you for your continued stewardship and prayers for our Local Church.

Father *(Signature of pastor)*

## PRAYERS OF THE FAITHFUL

Suggested “**Prayers of the Faithful**” Please use one or more of the following “**Prayers of the Faithful**” (or revise to accommodate your parish) from January 2025 through December 2025:

1. That God may bless our Parish and Diocese, strengthen our faith, and grant us the spirit of Christian Stewardship during 2025... **WE PRAY TO THE LORD.**
2. That those who are positively impacted by our support of the Catholic Ministries Appeal, may know the power of Christ’s love... **WE PRAY TO THE LORD.**
3. That we may recognize the blessings that flow from the practice of Christian Stewardship ... **WE PRAY TO THE LORD.**
4. That the Catholic Ministries Appeal may be successful in our parish and in all parishes in the Diocese of Lafayette-in-Indiana ... **WE PRAY TO THE LORD.**

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5. That we may recognize our need to give of what we have to help others through our Stewardship and grateful witness... **WE PRAY TO THE LORD.**
6. May sharing our financial gifts through the Catholic Ministries Appeal help to bring many to know, love, and serve Jesus... **WE PRAY TO THE LORD.**
7. That we may share the benefits of our blessings and that our shared gifts produce positive impact in our community... **WE PRAY TO THE LORD.**
8. That through our participation in the Catholic Ministries Appeal, we will continue to be channels of the presence of Christ in our world... **WE PRAY TO THE LORD.**
9. That stewardship and discipleship become our natural response to all the blessing that God bestows on us each day ... **WE PRAY TO THE LORD.**
10. That Christ in our world today, will be made manifest through our generous participation in the Catholic Ministries Appeal... **WE PRAY TO THE LORD.**

***“From where your treasure is, there will your heart be also.” - Luke 12:34***

## **SECTION 4 - GOALS AND REBATES**

**The 2025 annual Catholic Ministries Appeal runs from January 1, 2025 through December 31, 2025**

- There will be no dovetail campaigns as part of this appeal.
- There will be no separate Seminarian Fund Appeal going forward, as this has been rolled unto the CMA.

### **Parish goals are based in Regular Church Collections**

- Each parish will have a goal, but accountability for the goal is at pastorate level.
- This means that parishes within the pastorate can help other parishes in pastorate to meet the total combined pastorate goal.
- Pastorates are accountable for 100% of the combined pastorate CMA goal.

### **Rebate to pastorate for any amount over pastorate goal, up to 25% of the pastorate’s combined CMA Goal**

- Rebates will be calculated once after the end of the annual appeal.
- Any rebate amount will be provided to the pastorate, not individual parishes.
- A rebate will be calculated based on gifts collected for the pastorate that are above the combined pastorate CMA goal.
- Every dollar paid over the combined pastorate CMA goal will be rebated to the pastorate. This rebate will be capped at 25% of the combined pastorate CMA goal.
- Any amount collected over that 25% amount will stay with chancery to help pastorates that do not meet their goal.

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# Can our parish run a capital campaign concurrently with the Catholic Ministries Appeal?

- In order to conduct a concurrent capital campaign, a parish must submit a request for approval to the diocese. Please reach out to Mike MacNulty in the Stewardship and Development Office to start the process.

## Catholic Ministries Appeal - 2025 Parish Goals

| Parish | Pastorate | City       | Parish Name            | CMA-25 Goals     |
|--------|-----------|------------|------------------------|------------------|
| 2010   | C1        | Delphi     | St. Joseph             | \$32,000         |
| 2040   | C1        | Monticello | Our Lady of the Lakes  | \$44,000         |
| 2050   | C1        | Reynolds   | St. Joseph             | \$10,000         |
|        | C1        |            |                        | <b>\$86,000</b>  |
| 2060   | C2        | Pulaski    | St. Joseph             | \$15,000         |
| 2070   | C2        | Winamac    | St. Peter              | \$20,000         |
| 3090   | C2        | Rochester  | St. Joseph             | \$24,000         |
|        | C2        |            |                        | <b>\$59,000</b>  |
| 3020   | C3        | Kokomo     | St. Joan of Arc        | \$190,000        |
| 3030   | C3        | Kokomo     | St. Patrick            | \$154,000        |
|        | C3        |            |                        | <b>\$344,000</b> |
| 3051   | C4        | Logansport | All Saints             | \$128,000        |
| 3080   | C4        | Peru       | St. Charles            | \$68,000         |
|        | C4        |            |                        | <b>\$196,000</b> |
| 4070   | C5        | Frankfort  | St. Mary               | \$53,000         |
| 4080   | C5        | Lebanon    | St. Joseph             | \$87,000         |
|        | C5        |            |                        | <b>\$140,000</b> |
| 4110   | C6        | Zionsville | St. Alphonsus Liguori  | \$257,000        |
|        | C6        |            |                        | <b>\$257,000</b> |
| 5040   | C7        | Carmel     | Our Lady of Mt. Carmel | \$845,000        |
|        | C7        |            |                        | <b>\$845,000</b> |
| 5041   | C8        | Westfield  | St. Maria Goretti      | \$396,000        |
|        | C8        |            |                        | <b>\$396,000</b> |
| 5050   | C9        | Carmel     | St. Elizabeth Seton    | \$398,000        |
|        | C9        |            |                        | <b>\$398,000</b> |
| 5010   | E1        | Alexandria | St. Mary               | \$35,000         |

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# Catholic Ministries Appeal - 2025 Parish Goals

| Parish | Pastorate | City          | Parish Name             | CMA-25 Goals     |
|--------|-----------|---------------|-------------------------|------------------|
| 5020   | E1        | Anderson      | St. Ambrose             | \$68,000         |
| 5030   | E1        | Anderson      | St. Mary                | \$83,000         |
|        | E1        |               |                         | <b>\$186,000</b> |
| 6010   | E10       | Bryant        | Holy Trinity            | \$29,000         |
| 6080   | E10       | Portland      | Immaculate Conception   | \$28,000         |
| 6090   | E10       | Union City    | St. Mary                | \$17,000         |
| 6100   | E10       | Winchester    | St. Joseph              | \$17,000         |
|        | E10       |               |                         | <b>\$91,000</b>  |
| 5060   | E2        | Cicero        | Sacred Heart of Jesus   | \$83,000         |
|        | E2        |               |                         | <b>\$83,000</b>  |
| 5080   | E3        | Fishers       | St. Louis de Montfort   | \$427,000        |
|        | E3        |               |                         | <b>\$427,000</b> |
| 5090   | E4        | Gas City      | Holy Family             | \$20,000         |
| 6020   | E4        | Dunkirk       | St. Mary                | \$8,000          |
| 6030   | E4        | Hartford City | St. John the Evangelist | \$25,000         |
|        | E4        |               |                         | <b>\$53,000</b>  |
| 5070   | E5        | Elwood        | St. Joseph              | \$27,000         |
| 5130   | E5        | Tipton        | St. John the Baptist    | \$49,000         |
|        | E5        |               |                         | <b>\$76,000</b>  |
| 5085   | E6        | Fishers       | Holy Spirit             | \$391,000        |
| 7000   | E6        | Fishers       | St. John Vianney        | \$86,000         |
|        | E6        |               |                         | <b>\$477,000</b> |
| 5100   | E7        | Marion        | St. Paul                | \$84,000         |
|        | E7        |               |                         | <b>\$84,000</b>  |
| 5120   | E8        | Noblesville   | Our Lady of Grace       | \$244,000        |
|        | E8        |               |                         | <b>\$244,000</b> |
| 6050   | E9        | Muncie        | St. Francis of Assisi   | \$75,000         |
| 6060   | E9        | Muncie        | St. Lawrence            | \$81,000         |
| 6070   | E9        | Muncie        | St. Mary                | \$130,000        |
|        | E9        |               |                         | <b>\$286,000</b> |

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# Catholic Ministries Appeal - 2025 Parish Goals

| Parish | Pastorate | City           | Parish Name        | CMA-25 Goals       |
|--------|-----------|----------------|--------------------|--------------------|
| 1020   | W1        | Dunnington     | St. Mary           | \$3,000            |
| 1030   | W1        | Earl Park      | St. John           | \$11,000           |
| 1040   | W1        | Fowler         | Sacred Heart       | \$34,000           |
| 1060   | W1        | Kentland       | St. Joseph         | \$15,000           |
| 1080   | W1        | Otterbein      | St. Charles        | \$22,000           |
| 1090   | W1        | Oxford         | St. Patrick        | \$23,000           |
|        | W1        |                |                    | <b>\$108,000</b>   |
| 1010   | W2        | DeMotte        | St. Cecilia        | \$32,000           |
| 1070   | W2        | Lake Village   | St. Augusta        | \$10,000           |
| 1120   | W2        | Wheatfield     | Sorrowful Mother   | \$20,000           |
|        | W2        |                |                    | <b>\$62,000</b>    |
| 1100   | W3        | Remington      | Sacred Heart       | \$20,000           |
| 1110   | W3        | Rensselaer     | St. Augustine      | \$50,000           |
|        | W3        |                |                    | <b>\$70,000</b>    |
| 4000   | W4        | Lafayette      | St. Mary Cathedral | \$205,000          |
| 4010   | W4        | Lafayette      | St. Ann            | \$62,000           |
|        | W4        |                |                    | <b>\$267,000</b>   |
| 4020   | W5        | Lafayette      | St. Boniface       | \$143,000          |
| 4030   | W5        | Lafayette      | St. Lawrence       | \$145,000          |
|        | W5        |                |                    | <b>\$288,000</b>   |
| 4040   | W6        | Attica         | St. Francis        | \$21,000           |
| 4050   | W6        | Covington      | St. Joseph         | \$8,000            |
|        | W6        |                |                    | <b>\$29,000</b>    |
| 4060   | W7        | Crawfordsville | St. Bernard        | \$65,000           |
|        | W7        |                |                    | <b>\$65,000</b>    |
| 4090   | W8        | West Lafayette | Blessed Sacrament  | \$140,000          |
|        | W8        |                |                    | <b>\$140,000</b>   |
| 4100   | W9        | West Lafayette | St. Thomas Aquinas | \$144,000          |
|        | W9        |                |                    | <b>\$144,000</b>   |
|        |           |                |                    |                    |
|        |           |                | <b>TOTAL</b>       | <b>\$5,901,000</b> |

## **SECTION 5 - GIFT PROCESSING GUIDE**

### **All pledges and/or payments collected at the parish**

These items will be mailed directly from the parish to the processing center in the UPS envelopes provided by the Stewardship and Development Office. Parishes should not hold checks longer than two weeks before sending them into the processing center. A long delay in cashing checks has caused concern for some parishioners. In addition, the parish will receive UPS labels for these envelopes. The UPS labels that are provided to your parish will be self-addressed with the processing center address, which will be sent to:

**Deluxe Processing Center  
Attn: Diocese of Lafayette Box 1570  
400 White Clay Center Dr  
Newark, DE 19711**

The return address on the label will need to be filled out with your parish information.

We will be using the same processing center that was used for CMA-2024. This processing center will process all pledge cards as well as payments. In addition, the processing center deposits all monies received and sends electronic files to the Stewardship and Development Office for processing in the donor records.

### **Please Note:**

All UPS envelopes will be mailed directly to the physical mailing address. UPS will not deliver to a post office box.

When donors submit their pledge envelope it will be pre-addressed to be received at a post office box.

### **Office of Stewardship and Development Contact Information:**

**Catholic Ministries Appeal  
Mike MacNulty  
Director  
Office of Stewardship and Development  
mmacnulty@dol-in.org  
765-269-4607**



# CATHOLIC MINISTRIES APPEAL IN-PEW PLEDGE CARD

*(Mailed in bulk to parishes as part of the parish materials kit)*

Any pledge cards or payments received at the parish will need to utilize the UPS envelopes and pre-addressed mailing labels that are provided by the Stewardship and Development Office. The postage will be billed back to the diocese.

**Please note:** There will be no need for reconciliation of pledges and/or payments at the parish level. All unopened envelopes with pledge cards or payments enclosed are to be mailed directly to the processing center.



**No gift is too small to make a positive impact!**

**Would you please consider a gift of:**

☐ \$50   ☐ \$250  
☐ \$100   ☐ \$500

[www.dol-in.org/CMA](http://www.dol-in.org/CMA)

**GIFTS PAYABLE TO:**  
Catholic Ministries Appeal  
Diocese of Lafayette-in-Indiana  
PO Box 70729  
Philadelphia, PA 19176

## 2025 ANNUAL CATHOLIC MINISTRIES APPEAL

☐ **YES!** I/We want to support our seminarians and clergy, college ministries, Saint Joseph Retreat Center and much more through the Catholic Ministries Appeal.

**1 PAYMENT OPTIONS:** \*Please visit [www.dol-in.org/CMA](http://www.dol-in.org/CMA) or scan the QR code to set up online giving.

☐ Online Giving\*   ☐ Check or Cash   ☐ IRA-QCD or Stock Gifts

**2 PAYMENT PLAN:** (To be paid by 12/31/2025)   ☐ One-Time Gift   ☐ Monthly   ☐ Quarterly   ☐ Semi-Annually

**3 PLEDGE REMINDERS**   ☐ Mail   ☐ None

**4 TOTAL PLEDGE:**   **AMOUNT ENCLOSED:**

\$    ,    .     \$    ,    .

**5 PARISH NAME:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

## WAYS TO GIVE:

**WAYS TO GIVE ONLINE - SCAN THE QR CODE**



Visit [www.dol-in.org/CMA](http://www.dol-in.org/CMA)

- Sustained Giving:** Make your commitment recurring from year to year until you choose otherwise.
- Pledge:** Make a pledge to be paid by 12/31/2025.
- One-Time Gift**

**LEAVE A LEGACY**

Please call 765-742-7000 to learn more about how to remember your parish, the Diocese of Lafayette-in-Indiana and/or other Catholic Ministries in your estate plans.

**BRING TO CHURCH**  
Place in the offertory basket.

**MAIL TO**  
Catholic Ministries Appeal  
Diocese of Lafayette-in-Indiana  
PO Box 70729  
Philadelphia, PA 19176

**IRA QUALIFIED CHARITABLE DISTRIBUTIONS OR STOCK**  
Call 765-742-7000 for more information.

*Thank You for your generous support to the Catholic Ministries Appeal*

**HOLY FAMILY**

**St. Joachim Circle**  
\$1,000 - \$2,499

**St. Anne Circle**  
\$2,500 - \$4,999

**St. Joseph Circle**  
\$5,000 - \$9,999

**Blessed Mother Mary Circle**  
\$10,000 +

**BLESSED CARLO ACUTIS GIVING SOCIETY**

To join the Blessed Carlo Acutis Giving Society, sign up for **online Sustained Giving of any amount**. These recurring gifts are safe, convenient and allow the Diocese to better plan in order to make a lasting impact!

# PROCESSING INSTRUCTIONS

## All pledges and/or payments collected at the parish

**Catholic Ministries Appeal pledge cards**, direct mail or in-pew pledge cards, should be completely filled out by your parishioners. Parishioners should mail their pledge card in the pre-addressed return envelope provided. There will always be some parishioners that will return them to the parish. **Any pledge or payment submissions received at the parish should be forwarded promptly to the processing center in the envelopes provided to the parish using the UPS label and secure envelopes provided by the Stewardship and Development Office.**

### Step 1

Collect sealed envelopes that contain pledge card or payment information and place them in the Security Envelopes.

- **PLEASE DO NOT OPEN INDIVIDUAL ENVELOPES.** You will not be creating or reconciling transmittals as in past Fruitful Harvest appeals. All envelopes are simply collected and placed in the UPS envelopes provided by the diocese.
- **IF LOOSE CASH IS RECEIVED**, (example: anonymous donor), issue a parish check and place in an in-pew envelope and seal. Label the envelope with the parish name, parish number and city so that we credit your parish with the “loose change” gift. Place in the UPS envelope with pre-addressed label and mail directly to the processing center.
- If a donor is interested in making scheduled credit card payments, or would like to schedule an automatic withdrawal, electronic giving options are available online at the diocesan website, [www.dol-in.org/cma](http://www.dol-in.org/cma). Feel free to contact the Stewardship and Development Office with special circumstances that you would like to discuss.

The success of your parish Catholic Ministries Appeal is dependent on the pastor, associate pastor and parish staff to educate your parish on the “Direct Mail” process so they will know what to expect.

### Step 2

Please use UPS labels provided to your parish in the box of materials mailing.

- Place all In-Pew envelopes as well as any direct mail envelopes (if parishioner returns it to the parish instead of mailing it) in the UPS envelope with pre-addressed label. Follow the shipping instructions on page 15.
- Additional supplies can be requested by contacting Ashley Mahaney at 765-269-4609.

### Step 3

If you have questions on processing gifts, please call the Office of Stewardship and Development.

**Ashley Manahey,**  
**Stewardship & Events Coordinator**  
**Office of Stewardship and Development**  
**[amahaney@dol-in.org](mailto:amahaney@dol-in.org)**  
**765-269-4609**



# RETURNING UPS ENVELOPES

The Diocese of Lafayette-in-Indiana has provided envelopes with UPS labels for returning Catholic Ministries Appeals pledge cards, payments and/or in-pew envelopes. Please follow the instructions below to ensure that your parish is not charged for this service.

1. Make a copy of the UPS label that is on the outside of the shipping envelope for your parish records; note the shipment date on the copied label. Should a package go missing, the copied label and shipment date are critical in tracking down the package in a timely manner. Please note the tracking number before shipping.
2. If loose cash is received from an anonymous donor, please issue a parish check and place in an in-pew envelope and seal. Label the envelope with the parish name, parish number and city so that this gift can be properly credited to your parish. Place in the UPS envelope provided. Seal the UPS labeled shipping envelope. Please note the tracking number before shipping.

The diocese will be utilizing the same processing center that was used for CMA-2024.

## **UPS envelopes can be returned in one of the following three ways:**

- If you have regular UPS delivery service, please have the package shipped through your regular service.
- If there is a UPS drop box in your area, it may be used to process the return.
- If you do not have regular UPS pickup, please call 800-742-5877.
- Please do not use a private UPS store as you will be required to pay the shipping charges.

# OFFICE OF STEWARDSHIP AND DEVELOPMENT

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Director

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