

Annual Ministry Appeal

ONE FAMILY IN MISSION



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Sister Maria Magdalene, MSSR
Director, Office of Stewardship
707-566-3344
development@srdiocese.org

Kirstin Merrihew
Database Administrator
707-566-3303
kmerrihew@srdiocese.org

Commitment Weekend

- ❖ Have Pledge Cards in the pews before Mass
- ❖ At each Mass, following the homily, or following the final prayer, the Celebrant will announce that this is Annual Ministry Appeal Weekend, *“a time when parishioners are asked to support the Ministries that help the parishes and the parishioners throughout our Diocese.”*
- ❖ Ask parishioners to consider a gift to this year’s Ministry Appeal. Mention some of the ministries that the AMA supports and the impact these ministries have on our diocese and your parish.
- ❖ Guide parishioners through filling out the Pledge Cards found in the pews (detailed instructions are included)
- ❖ Collect all Pledge Cards according to the **Collections and Cash Handling Policy** included in this packet
- ❖ Thank the parishioners for their participation, e.g., *“Thank you for your prayers and financial support of these ministries.”*
- ❖ It is the responsibility of each parish to fill out the record sheet and deliver this with the unopened Pledge Envelopes to the Development Office at the Diocesan Chancery
- ❖ If the parish is unable to deliver the Pledge Envelopes and record sheet to the Chancery in person, they may mail it to the Diocese of Santa Rosa



The success of our ministries depends on all of our support.
As a Catholic Family, we can do together what no ONE parish
can do alone.
YOUR GIFT, REGARDLESS OF SIZE, MAKES A
DIFFERENCE.

In-Pew Step-by-Step Instructions

- ❖ Please lift the flap and clearly print your name, address, city, state and zip code as well as the name of our parish, and your email address. If you are visiting from another parish in our Diocese, please write in the name of your parish.
- ❖ Please fill in the level of gift/pledge that you have prayerfully considered on the bottom left side.
- ❖ If you want to pledge an amount other than what is suggested, please write the amount per month and the total for 10 months in the top blank space.
- ❖ If you want to make a one-time gift to the 2025 Annual Ministry Appeal (AMA), please write in the amount in the space provided at the bottom of the pledge area.
- ❖ If you want to use your Visa, Discover, or MasterCard for payments over the 10-month pledge period OR for a one-time gift please fill in your account number and expiration date.
- ❖ If you want your checking account to be debited for payments over the 10-month pledge period, or for a one-time gift, please fill in the bank transit number (the first nine numbers on the bottom of your check) and your account number (or enclose a voided check).
- ❖ Please make any checks payable to 2025 AMA and insert the check into the envelope.
- ❖ If you wish to make a gift of stock or any other asset, please write on the card that this is what you want to do, then write your telephone number so that the Diocesan Development Office can contact you.
- ❖ Please sign where it says signature.
- ❖ Please seal your envelope and pass it to the aisle where the ushers will collect it.
- ❖ Thank you for your prayerful support of our ministries.

Lay Witness Appeal

Selecting a Lay Witness:

A lay witness appealing parishioner to parishioner can be an effective way of helping people to pledge generously. Presenting the Annual Ministry Appeal message at all of the Masses one weekend before the Commitment Weekend leaves time for parishioners to prayerfully consider their contribution. Select a person to speak who works directly with one of the ministry departments; for instance: your parish youth leader, Director of Religious Education, a certified Basic or Master Catechist, a teacher, principal or any confident speaker involved with one of the supported ministries. Sharing their experience will help the people to understand how the support of the Annual Ministry Appeal supports your parish as well as the larger church family, and can support individuals, for example, the Marriage Tribunal, Restorative Justice, etc. They should stress that while this is the ministry they know best, there are 19 total ministries working with schools and parishes. **A list of all those ministries is included on page 6.**

A Sample Lay Witness Appeal:

Good morning/afternoon/evening. My name is _____. I/My family have been a parishioner(s) in this parish for _____ years. I/We have been part of numerous ministries and programs during this time, including _____. I am pleased to be able to assist Bishop Robert Vasa and our pastor, _____, this weekend by speaking with you about the 2025 Annual Ministry Appeal, *One Family in Mission*. Once a year, we are invited to make a commitment to contribute to the work of important diocesan programs and ministries which provide valuable services that no one parish could provide on its own. This effort is a means by which we can all work together to care for our local Church by sharing the gifts God has given us.

(Insert some comments about how one or more of the ministries and/or programs listed has touched your life, the life of someone you know or your parish life.)

Every gift to the appeal is important and shows your gratitude to God for His many blessings. Your gifts will be credited to the parish goal of \$ _____. 100% of everything contributed over the goal will be returned to the parish. Please prayerfully consider your pledge to the appeal, and come prepared for next weekend's Commitment Weekend. You can also make your gift online at www.srdiocese.org. Thank you and may God bless you for your generosity!

Un Ejemplo de como un Laico puede presentar una Petición Anual:

Buenos días/tardes/noches. Mi nombre es_____. Yo/Mi familia hemos sido miembros de esta parroquia por_____ años. Yo/nosotros hemos sido parte de los diferentes ministerios y programas durante de este, incluyendo_____. Yo estoy content/a de poder apoyar al Señor Obispo Robert Vasa y a nuestro Señor,_____, esta semana al hablar de nuestra Petición Anual de los Ministerios del 2019 que se titula “Una Familia en Misión”. Una vez al año, estamos invitados a hacer un compromiso para contribuir a los trabajos y ministerios importantes de nuestra Diócesis, los cuales proveen servicios muy valiosos que nuestra Parrquia no puede proveer por si sola. Este esfuerzo es algo con lo que podemos cuidar juntos por nuestra Iglesia al compartir con los demas los dones que Dios nos ha dado.

(Agregue algunos comentarios de como uno o mas de los ministries o programas de la Diocesis en la lista han tocado su vida, o la vida de alguien que usted conoce o algo que ha ayudo especificamente a su parroquia.)

Cada donación que se hace a esta Petición Anual es importante y muestra nuestra gratitud a Dios por todas sus bendiciones. Sus donaciones ayudaran a que nuestra parroquia logre su meta asignada que es de \$_____. El 100% (cien por ciento) de lo que se recauda despues de esta meta asignada sera devuelto a nuestra parroquia. Por favor mientras ora considere que puede comprometerse con esta peticion y puede venir si gusta preparado para la semana que viene con su pensamiento listo para ver con cuanto podria comprometerse en ese fin de semana. Tambien ustedes pueden hacer sus donativos via internet o en linea a: www.srdiocese.org. Muchas gracias y que Dios bendiga su generosidad.



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Ministries Funded in Part by the Annual Ministry Appeal

Campus Newman Centers (Rev. Francis Gayam, Rev. Christopher Agoha)

These centers provide a Church home away from home for college students and provide some of the amenities of parishes. Most of all, they provide students with access to a priest to hear confession, celebrate Mass, meet their spiritual needs, and support them in their faith journey.

Child & Youth Protection (Ms. Fatima Jimenez)

Begun in 2002 to implement and support the Bishops' Charter for the Protection of Children and Young People, the US Church's response to the child abuse crisis, this Office continues to provide and oversee programs to fingerprint all adults given access to children on behalf of the Church and to train those adults (and the children they work with) on effective ways to keep our children safe.

Clergy Formation (Rev. S. Moses Brown, JCL)

Formation is the process of preparing a man to serve us as a priest. His preparation does not end with ordination, but continues throughout his life. This largely involves the cost of post-graduate study and clergy on-going education.

Communication (Mr. Daniel Muniz)

This Office is responsible for interfacing the Church in Northern California with the public – both Catholics and non-Catholics. The Office publishes the newspaper, "North Coast Catholic", maintains the Diocesan website, and interacts with members of the public media. This is truly about spreading the Good News.

Catholic Schools (Dr. Adrian Peterson)

Our Catholic schools help prepare our children for their future. Even though parents are the first and most important teachers of their children, not enough can be said about the good done by our Catholic schools. We would like these schools to be more available to all the children of our Diocese.

Diaconate and Diaconate Formation (Deacon Russ Bowden and Deacon Sergio Velazquez)

Deacons are men ordained for the service of all. They teach, preach, baptize, and witness marriages, but, unlike priests, they do not say Mass, hear confessions, or anoint the sick. Like priests, though, they need on-going training and education, and require time to reflect on their own spirituality. Deacons are formed by a five-year curriculum in theology, ministry, liturgy, and much more. Their wives (most are married, but not all) take part in this training as well, to ensure the family's ability to support the Deacon's ministry.

Hispanic Ministry (see Department of Religious Education)

Nearly 50 % of the people of our Diocese are people whose primary language is Spanish. Their numbers are increasing faster than the growth of the area as a whole. It is very important that the Church be able to minister to them in their own language and from a basis of their culture during their time of transition to a new language and a new culture.

Marian Sisters of Santa Rosa (MSSR)

Founded for the service of our Diocese, this rapidly growing community of consecrated women serves in our Chancery, parishes, and Catholic schools. They provide a valuable witness to the otherness of the Kingdom of God through their gift of consecrated life.

Marriage and Family Life (Crisarlin Vezquez)

This Office provides support to parishes and directly to families when requested. They are charged with the duty of implementing the revised policy on Marriage Preparation and work to support Marriage Preparation programs in the parishes as well as programs designed to enrich Family Life in general.

Religious Education (Deacon Dr. Dennis Purificacion and Carmen Aanenson)

Most of the children of our Diocese learn the faith at home and in parish-based Religious Education programs overseen and guided by this Office. The Office also supports adult faith formation programs and trains parish catechists.

Respect Life (Crisarlin Vezquez)

As Catholics, we believe in the sanctity of human life from conception to natural death. We oppose abortion, the death penalty, euthanasia, and other practices that demean the value of anyone's life.

Restorative Justice (Rev. Christopher Agoha)

This Office recruits and trains volunteers to minister to the people who are incarcerated in our Diocese from the State Penitentiary system to local jails. They minister to the prisoners, their guards, and to the families of both groups. They cooperate with other support groups to ensure that this experience is one of true rehabilitation preparing those incarcerated to re-enter society upon their release.

Seminarians (Rev. S. Moses Brown, JCL)

Seminarians are men who have already made a commitment to study for the priesthood, but who have not yet been ordained. We help pay for their education and we support them while they attend seminary.

Stewardship (Mr. Russ Ferreira)

Mr. Ferreira advises Pastors and Finance Councils concerning administering parish investments in a manner in accord with principles of Catholic Social Teaching. He also assists underfunded ministries such as the Catholic School's scholarship fund and the Marian Sisters of Santa Rosa with fundraising.

Tribunal (Rev. Fergal McGuinness, JCL, Rev. Abel Mena, JCL, and Sr. John Paul Maria, MSSR)

Church law requires that the Bishop maintain a Tribunal to oversee the proper application of Church law in the Diocese. Although Canon (Church) Law covers many areas, parishioners most commonly encounter its application in the Marriage Tribunal. In the Marriage Tribunal, applications for declaration of nullity are investigated, reviewed, and decided by a Canon Lawyer. It is not possible for every parish to have a Canon Lawyer, so this Office becomes very helpful to pastors and parishioners.

Vocations (Rev. John Plass)

Vocations may be calls from God to the priesthood, to the Diaconate, or to consecrated life (both religious sisters and brothers). This Office organizes ways to interest people in these vocations and to guide young people in discerning whether they are experiencing such a calling from God. The Office assists them through that discernment process and helps them find their way into a seminary, a religious order, etc.

Youth Ministry/Young Adult Ministry (Mr. Stephen Morris)

Our young people and our young adults are our greatest resource. This Office provides opportunities for young people to gather with others their age, to live out their faith through service activities, and to reflect on the role God plays in their lives and in their futures.

Frequently Asked Questions

Why is the Annual Ministry Appeal (AMA) important?

Each parish serves the spiritual needs of its parish family. However, there are some services that no single parish can provide. These ministries are funded by the AMA for the service of the whole Diocese.

How does the Diocese use the money?

The AMA funds are restricted funds for the supported Diocesan Ministries. They help provide for staff, program, and office costs to make these valuable ministries available for the whole Diocese, thus allowing the money to come back to the parishes in the form of services.

Who benefits from the money?

Everyone benefits either directly from the ministries supported or indirectly from the support the ministries provide to the work being done by each parish and school. An example of direct support is the Department of Religious Education. This office trains and certifies catechists, guides curriculum, supports the faith formation programs, etc., providing immediate support to parish programs and parishioners. In the case of other ministries, the Diocese provides services that cannot be done by a single parish or cannot be done on a large scale by a single parish – as in the case of Communications and the Diocesan Tribunal.

Who sets the parish targets and how is that done?

The Diocesan CFO makes recommendations to the Bishop, who has the final say on targets. The targets are based on a set percentage of a rolling average of each parish's Adjusted Gross Income. Gross Income adjustments included reductions for all required 2nd Collections, school subsidies, AMA rebates, and site-specific reductions based on local circumstances. Pastors are provided their targets in advance and may appeal before the final targets are published.

What happens if the parish fails to make its target?

If a parish fails to make its target, it will be required to make up the difference. Only about 45% of the total costs of the supported ministries are currently funded by the AMA. Parishes exceeding their goal will receive whatever amount raised over 100% of the target.

What happens if the parish raises over 100% of its target?

Anything a parish raises over 100% of its target is returned to the parish for its own use.

How much should I give? How do I figure that out?

All giving is individual, personal and confidential. Everything we have – our lives, our health, our possessions – comes from God; giving to the AMA is just one way that we can give back.

What is the average gift across the Diocese?

We are a generous Diocese. Individual gifts range from \$10 to over \$20,000. If every registered household in the Diocese gave \$6, the Diocesan goal would be easily exceeded. Unfortunately, there was only a 3% participation rate last year, necessitating larger gifts to reach the goal.

Can I direct my gift to a particular ministry?

The AMA cannot accommodate gifts to a specific ministry as this may result in one ministry being overfunded at the expense of the other ministries. If you have a strong preference, you are free to give to that ministry directly, but this gift will not count toward your parish's AMA goal.

Parish Financial Management Handbook Policies

These policies must be applied to the handling of the Annual Ministry Appeal in-pew pledges.

Collections and Cash Handling

4.1. Collections

4.1.1. Policy A parish representative, other than a member of the Count Team, shall place a sufficient amount of tamper-proof pre-numbered plastic bags (“Collection Bags”) in the church prior to church services to ensure that one Collection Bag can be used for each collection taken during the church services that day. Collection Bags are to be numbered sequentially in a Collection Bag Log. If any Collection Bags are not in sequence or any Collection Bags are missing, an investigation shall be undertaken to determine what happened and a written report of the findings immediately provided to the Pastor.

4.1.2. Policy All Collections shall be in the stewardship of two persons not related to each other and handled as follows:

- 1) After being taken up, the Collection shall be placed into a Collection Bag either when the Collection is completed or immediately after the Collection is removed from the altar;
- 2) The Collection Bag shall be sealed;
- 3) The Collection Bag shall be signed and dated by the person who placed the collection into the Collection Bag and at least one witness;
- 4) The Collection Bag shall immediately be placed into a locked safe; and
- 5) Notify the Count Team in writing of any missing or out-of-sequence Collection Bags.

Any person who performs any of the above duties shall not be a member of the Count Team. Once a Collection Bag has been sealed, it shall not be opened for any reason, including, but not limited to, adding additional amounts to the collection.

4.1.3. Policy Access to the locked safe in which Collections are placed shall be limited to as few people as is practical and based on “need to access.” If the locked safe is not located in church, at least two people who are not related to each other shall transport the Collection Bags to the safe.

4.1.4. Policy Collection Bags must remain in the locked safe until removed for counting and deposit. Only persons appointed by the Pastor shall remove Collection Bags from the safe. No fewer than two people, who are not related to each other and excluding the parish representative who places collection bags in the church, must be present when the locked safe is opened and the Collection Bags removed and transported to be counted.

4.1.5. Policy Storing, handling and transporting money presents opportunities for theft as well as potential danger to the people involved therein. It is highly recommended that money be stored in secure safes and that the areas where cash is stored, handled or counted have security cameras placed that can record activity and immediately transmit the images to off-site storage.

4.1.6. Policy No fewer than two members of the Count Team shall be present when Collection Bags are opened and money counted. No member of the Count Team shall be an usher, a distributor of

Collection Bags, a recorder of Collections in QuickBooks, or have check writing authority.

4.1.7. Policy The Count Team shall keep a log of each Collection Bag, whether utilized or not. The

Count Team's log shall be compared to the signatures of the people who sealed the Collection Bag and placed it in the safe. Missing or out of numerical sequence Collection Bags must be immediately investigated to determine the reason. A written report shall be immediately provided to the

Pastor if the reason cannot be determined or if the reason might suggest theft.

4.1.8. Policy All cash shall be counted twice (by two different people) and the totals compared to ensure they match. If the counts do not match, the cash shall be recounted until the totals match.

4.1.9. Policy Cash shall not be removed from a Collection Bag except to be counted and deposited.

"Separate funds," including petty cash, are not to be established or restored from any Collection.

Checks may not be exchanged for cash from any Collection. [This intentionally prohibits someone from issuing a check to the Parish for an amount and receiving back from the Collection Cash an amount equal to or less than the amount of the check being cashed.]

4.1.10. Policy All sums in a Collection Bag are to be deposited into the Parish Bank Account. If a portion or all of a particular Collection has been taken up with a specific restriction, that restriction shall be recorded and identified for that Collection.

4.1.11. Policy Once placed in a Collection Bag, checks are not to be removed from the Collection Bag until counted. All checks shall be endorsed with a preapproved endorsement stamp before being deposited in the Parish Bank Account.

4.1.12. Policy The Count Team shall create a Collection Tally of each Collection. The Collection

Tally is a log that includes the following information for each Collection Bag:

- 1) The date, time and purpose of the Collection;
- 2) The total amount counted; and
- 3) The signatures of two members of the count team verifying the accuracy of the total amount counted.

All entries in the Collection Tally shall be in non-erasable ink.

4.1.13. Policy It is vital that the safety of anyone involved in the handling or depositing of money be considered at all times. No parish employee or volunteer should ever be asked to handle or deposit money if it will unnecessarily expose them to danger. Accordingly, night deposits are to be carefully considered before being authorized.

4.1.14. Policy After a Collection is counted, all monies shall be deposited in the bank immediately or placed in a safe for later deposit or for pick-up by an armored courier service. Deposit slips shall be prepared and signed by two members of the Count Team who agree on the total amount being deposited.

4.1.15. Policy Whenever a bank deposit is made, at least two persons unrelated to each other must be involved. The bookkeeper or person who accounts for Collections is prohibited from making any deposits.

4.1.16. Policy The Diocese suggests that Parishes consider using an armored car service to transport money to the bank. This reduces the exposure of parish volunteers and employees to robbery. If an armored courier service is used, the Parish must have an approved safe to hold money until collected and hire a reputable armored courier service.

4.1.17. Policy If the Collection Tally and the amounts deposited do not reconcile, as soon as is practical, the Parish bookkeeper or administrator is required to investigate the matter, determine the reason(s), and immediately make a written report to the Pastor.

4.2 Cash Handling

4.2.1. Policy A Parish or School representative will provide tamper-proof pre-numbered plastic bags for Parish, School or auxiliary organizations to secure cash received. They will ensure the bag numbers are in numerical sequence and note any missing numbers. A simple log must be used and signed by the person who performs this duty.

4.2.2. Policy All cash must be placed in tamper-proof pre-numbered bags. Once cash is received, two or more persons place the cash in the bag. Each bag must be sealed and tested to ensure cash security. Each bag must be signed by two persons who witnessed the secure seal.

4.2.3. Policy After the Collection Bag is securely sealed, the Bag must be locked in a Parish or School safe. Access to the safe shall be limited to as few persons as is practical. When cash must be moved at least two persons must transport the funds to the safe.

4.2.4. Policy Cash is to remain locked in the safe until at least two counters arrive, which is the minimum of number of persons required to open bags and count cash. Anyone who distributed the bags, accounts for collections or has check writing authority is prohibited from opening the Bags or counting cash.

4.2.5. Policy The cash counters are to keep a log of the numerical sequence of the bags. This log is to be compared to the log made up by the person who dispersed the bags. Any missing bag numbers and out of sequence situations will be researched by the cash counters at the time of counting.

4.2.6. Policy The bags must not be opened to “add” a check or envelope or for any other reason.

4.2.7. Policy Cash must not be removed from the count before it is deposited. Cash must be deposited at the bank intact and recorded per donor intent. “Separate funds,” including petty cash, are not to be established or restored from any cash count. Checks may not be exchanged for cash from any cash handling process.

4.2.8. Policy The cash counters create a cash tally with total amount in non-erasable ink. Each tally must be signed by two counters who agree on the total amount. Deposit slips must be signed by two counters who agree on the deposit total amount. The bookkeeper or administrator is to investigate any variances between tallies and deposits.

4.2.9. Policy The cash counters tabulate the cash contribution envelope amounts and provide the calculator tape and banded contribution envelopes to the bookkeeper for posting.

4.2.10. Policy Bank deposit must be made after the cash is counted. At least two unrelated persons must transport the money to the bank. Anyone who records cash in QuickBooks is prohibited from depositing cash.

4.3 Handling Checks

4.3.1. Policy Checks are to be secured in the bag until counted, then endorsed before being deposited.

4.3.2. Policy Checks are bundled in groups 70 or less, and adding machine tapes are created for each bundle. A deposit slip is prepared listing all bundles.

4.3.3. Policy Check bundles are given to the bookkeeper for posting to parishioners' accounts.

4.3.4. Policy After posting checks, control totals from the deposit slips for checks and cash contribution envelopes are reconciled to the total recorded in the parishioner contribution tracking system. Bundled checks are then deposited at the bank.

4.3.5. Policy A monthly log is maintained reconciling posting of collection cash and checks to the parishioner contribution tracking system and the general ledger. The monthly log is reviewed by a member of the Parish Finance Council.

4.4 Other Monies Received

4.4.1. Policy Each Parish and School must have a written policy documenting the processing of other monies received. The sources of these monies include payments for mass intentions, use of facilities, School lunch fees, etc.

4.4.2. Policy Monies received during the week (other than collections and cash handling) must be recorded in a way that the person who accounts for receipts can verify the amounts from a receipt book with the original given to the individual, or, electronically. The bookkeeper or administrator is to investigate any variances between receipt slip totals and deposits.

4.4.3. Policy Checks must be restrictively endorsed upon receipt and all monies received must be locked in a Parish or School safe as soon as received.

4.4.4. Policy Cash must not be removed from monies received. Cash must be deposited at the bank intact and recorded per donor intent. "Separate funds," including petty cash, are not to be established or restored from any cash count. Checks may not be exchanged for cash from other monies received.

4.4.5. Policy Bank deposits must be made as soon as possible after the monies received have been counted. At least two unrelated persons must transport the money to the bank. Anyone who records other monies received in QuickBooks is prohibited from depositing receipts.

4.5 Other Receipts – Special Events/Festivals

4.5.1. Policy The collection counting policies outlined in sections 4.1 to 4.3 are to be followed for special events/festivals.

4.6 Location of Collections/Other Receipts
4.6.1. Policy Collections are always to be stored / counted on Church, Parish or School property and are never to be taken to other locations other than directly to a bank for deposit.
4.6.2. Policy ANY violation of **4.6.1. Policy** shall be considered a serious breach of trust and shall result in restriction of volunteer status.