

***“Hearts filled with
Gratitude”***

**67th Annual
God’s Share
Appeal**

May 4-5, 2024

Bismarck Diocese

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Reverend Fathers and dedicated parish leaders,

As we begin our 67th Annual God's Share Appeal, I would like to express my sincere gratitude and appreciation to you for your hard work which assisted and motivated our generous parishioners to respond at unsurpassed levels to last year's appeal.

The God's Share Appeal is the "financial lifeline" of the diocese that supports the day-to-day programs and services I am committed to offering that serve our 93 parishes and our 61,000 Catholic brothers and sisters in western North Dakota. Your leadership in this year's appeal will allow us to achieve our ultimate goal of building up the Kingdom of God here in western North Dakota.

This manual has been prepared to help you plan and implement a successful God's Share Appeal in your parish. Please familiarize yourself fully with it and utilize it regularly. The success of your parish efforts is only possible with the supportive efforts of our pastors and lay leadership. This, coupled with the generous financial support of our Catholic faithful, allows us to move forward together as a Diocesan Church. If you have any questions or need additional materials, please contact Ron Schatz, Bryan Winterberg, or Dee Tracy. I know they will do everything they can to help you surpass your parish goal.

I depend on your gifts of time, talent, and treasure to ensure the success of the God's Share Appeal. May God bless you for your sacrifice and service.

Sincerely yours in Christ,

Most Reverend David D. Kagan
Bishop of Bismarck

Four-Year History of Campaign Progress

	2020	2021	2022	2023
Campaign Goal	\$3,261,100	\$3,258,000	\$3,263,100	\$3,295,000
Total Commitments	\$3,314,998	\$3,548,045	\$3,709,720	\$3,821,232
Total Collected	\$3,158,475	\$3,467,869	\$3,625,368	\$3,734,211
Percent of Goal Committed	101.7%	108.9%	113.7%	116.0%
Percent of Commitments Collected	96.9%	106.4%	97.7%	97.7%
Average Contribution	\$364.97	\$372.46	\$399.02	\$423.36
Change in Average Contribution	\$19.13	\$7.49	\$26.56	\$24.34
Total Family Units (prospects)	21,677	21,934	20,865	20,865
Total Participants (contributors)	9,083	9,526	9,297	9,028
Percent of Participation	41.9%	43.4%	44.6%	43.3%
(Loss) Gain in Participation From Previous Year Activity	(1,225)	443	(229)	(269)
Parishes Over Goal	49/97	45/97	63/93	52/93

2023 figures as of 02-01-2024

Stewardship in the Family, the Parish and the Diocese

The Family

Christians experience God's blessings first and foremost in the family. The gift of life, which is entrusted to a man and a woman in the sacrament of marriage, is nurtured and sustained in our families. Here minds and hearts are formed, skills and talents are developed, and faith is translated into action. Christian families are called to be responsible stewards through: family prayer, time spent together (sharing meals, doing household chores, and enjoying leisure activities), and generous sharing with friends, neighbors, and those in need.

The Parish

Your parish is not simply a place to "stop by" once a week to fulfill an obligation. It is (or should be) an ongoing source of spiritual strength and a center for learning, teaching, and sharing our faith. Above all, your parish should be a community of faith where what is experienced in the Eucharist (communion with Christ and with His church) transforms our daily lives – at home, in the workplace, and in society. Christian stewards accept their baptismal responsibility to carry out the mission of the church by contributing their time, talent, and treasure to their parish communities.

Stewardship of Time: At the very least, all should make the most of their observance of the Lord's Day (not arriving late or leaving early) and share precious time with fellow parishioners – in prayer, study, or ministry. Time that is generously shared with the parish has a way of replenishing itself. It comes back to us in unexpected ways and fills us with many more opportunities to give and to serve than we ever thought we had time for.

Stewardship of Talent: Our parish communities invite us to develop and share with others the distinctive gifts and talents we have

received from the Holy Spirit. This sharing of gifts may be formal or informal. It may be public (serving on the parish council or as a lector or eucharistic minister), or it may be "behind the scenes" (quietly helping a family in need or stuffing envelopes for an important parish mailing). God gives talent to everyone – and invites us to freely share our gifts with our parish family.

Stewardship of Treasure: Baptized Christians are called to give witness to the stewardship of treasure in and through their parish communities. Of course, this means contributing to the support of the parish – and to its many ministries. But stewardship of treasure means much more than church support. It means accepting money – and all the material things we possess – as gifts to be cherished and shared, not for their own sake but for the good of others, especially our families, our communities, and those whose needs are greater than our own. Catholics are invited, and challenged, to make gifts to the parish that are planned, proportionate, and sacrificial – not simply because "our parish needs the money," but because each of us has a need to give, as God has given generously to us.

The Diocese

Many people have built up the 93 parishes throughout western North Dakota. There are many diocesan programs that serve the people of our communities in ways that no individual parish can. These diocesan ministries are a direct expression of the unity and solidarity of the entire Catholic community. Each individual and family in the diocese is invited to participate directly in the mission of the church through gifts and pledges to our annual **God's Share Appeal**.

Diocesan Demographics

The Bismarck Diocese...

- Consists of 34,773 square miles.
- Includes the counties of Adams, Billings, Bowman, Burke, Burleigh, Divide, Dunn, Emmons, Golden Valley, Grant, Hettinger, McKenzie, McLean, Mercer, Morton, Mountrail, Northwest Bottineau, Oliver, Renville, Sioux, Slope, Stark, Ward and Williams.
- Is 114 years old; was established December 31, 1909.
- Represents a total population of 280,836 in western North Dakota.
- Represents a total Catholic population of 61,862.
- Has 20,865 family units.
- Has 62 parishes.
- Has 31 missions.
- Has 82 diocesan priests, religious order priests, and retired clergy.
- Has 85 permanent deacons.
- Has 17 brothers.
- Has 61 women religious.

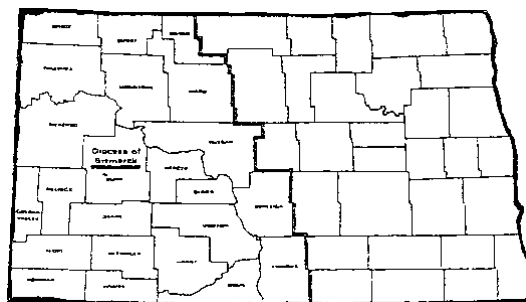
The Bismarck Diocese, the Catholic Church in western North Dakota, is made up of people of all ages and many nationalities. We have varied incomes and live different lifestyles.

Our Catholic faith unites us. The sacrament of the Eucharist, the presence of Jesus Christ in the form of bread and wine, is a sign that unites us in that faith.

As Catholics we are linked together with all the Catholics of our nation and the world. Our present is linked with the past by our unique structure. The Pope maintains our continuity with the past. As Catholics in western North Dakota, we are linked together with the Pope through our priests and our Bishop, Most Reverend David D. Kagan.

As members of parishes and our diocese, we are interdependent of one another in carrying out our mission to proclaim the Good News of Jesus Christ. When we give to our parish, the diocese, and the universal church, we are truly answering the call of Jesus Christ.

On the pages that follow, we will review various roles and responsibilities of key leaders and the suggested plan to achieve a successful appeal result. Working together, we will succeed in reaching our financial goal of \$3,298,500. By following the plan as outlined in this manual, we will achieve the highest possible percent of participation from our parish families.



Tithe: How shall I make a return to the Lord for all the good he has done for me.

--Psalms 116:12,14

Parish Goals Process

God's Share Appeal Goals Committee

The God's Share Appeal Goals Committee consists of the vicar general, the five deans, and the staff from the Office of Mission Advancement.

Purpose of the Committee: To approve and recommend to Bishop Kagan an appropriate annual goals formula for the diocese.

Goals and Adjustments:

1. Pastors receive parish goals inside their God's Share Appeal material boxes.

2. A pastor may request assistance in planning his parish appeal from the Office of Mission Advancement anytime throughout the year.
3. If a pastor believes the parish goal is unreachable that year, they may communicate their concerns to Bishop Kagan in writing on or before April 15th.
4. Bishop Kagan and the pastor will discuss the concerns.
5. Within one week, Bishop Kagan will inform the pastor if there has been an adjustment made to the parish goal.

How Your Parish Goal was Calculated

Every parish goal was calculated using the same formula. The parish goal is proportionate to:

Parish Offertory Income:

Parish offertory income is determined by adding the amounts of the adult envelopes, children's envelopes, and loose plate collections. A three-year average is taken to adjust for local economic situations.

Catholic School Subsidy Adjustment

All parishes that financially support a Catholic School will have their 3-year parish offertory income average adjusted by 50% of their subsidy amount.

The parishes located on a Native American Reservation are adjusted by -33%.

2024 God's Share Appeal Parish Goals

BISMARCK DEANERY	
	Parish Goal
Ascension, Bismarck	\$138,785
Cathedral, Bismarck	\$267,464
Corpus Christi, Bismarck	\$267,623
Saint Anne, Bismarck	\$170,209
Pro Cathedral St. Mary, Bismarck	\$154,222
St. Hildegard, Menoken	\$27,967
St. Bonaventure, Underwood	\$14,059
Sacred Heart, Wilton	\$15,148
St. Catherine, Turtle Lake	\$6,946
St. Edwin, Washburn	\$14,598
St. Mary, Hague	\$9,365
St. Paul, Hazelton	\$8,980
St. Anthony, Linton	\$46,300
St. Michael, Linton	\$6,423
Sts. Peter & Paul, Strasburg	\$22,141
St. Katherine, Braddock	\$7,078

MANDAN DEANERY	
	Parish Goal
St. Joseph, Beulah	\$41,625
St. Theresa, Carson	\$10,809
St. Martin, Center	\$13,943
St. Vincent de Paul, Crown Butte	\$10,694
St. Lawrence, Flasher	\$17,184
St. Peter, Fort Yates	\$10,360
Sacred Heart, Glen Ullin	\$27,668
St. Martin, Hazen	\$30,412
St. Martin, Huff	\$6,478
Christ the King, Mandan	\$82,718
St. Joseph, Mandan	\$106,600
Spirit of Life, Mandan	\$115,397
St. Pius V, New Salem	\$19,398
St. Gertrude, Raleigh	\$5,564
St. Anthony, St. Anthony	\$8,248
St. Joseph, Grant County	\$2,804
St. Mary, Almont	\$3,462
St. Ann, Hebron	\$14,090

MINOT DEANERY	
	PARISH GOAL
St. Mary, Foxholm	\$10,877
St. Philomena, Glenburn	\$8,420
St. Agnes, Kenmare	\$15,456
St. Joseph, Bowbells	\$5,499
Little Flower, Minot	\$61,587
Our Lady of Grace, Minot	\$161,904
St. John the Apostle, Minot	\$79,464
St. Leo, Minot	\$92,206
St. Jerome, Mohall	\$11,627
St. Ann, Berthold	\$7,701
St. John, Lansford	\$7,773
St. James, Sherwood	\$10,484
St. Nicholas, Garrison	\$28,947
Immaculate Conception, Max	\$8,211
Sacred Heart, White Shield	\$2,975

2024 God's Share Appeal Parish Goals

DICKINSON DEANERY	
	Parish Goal
St. John the Baptist, Beach	\$41,367
St. Bernard, Belfield	\$40,699
Queen of Peace, Dickinson	\$131,093
St. Joseph, Dickinson	\$73,030
St. Patrick, Dickinson	\$130,624
St. Wenceslaus, Dickinson	\$88,298
St. Thomas, Gladstone	\$4,212
St. Mary, Golva	\$17,958
St. Paul, Halliday	\$7,586
St. Joseph, Killdeer	\$34,268
St. Elizabeth, Lefor	\$8,761
Sts. Peter & Paul, New Hradec	\$5,759
St. Mary, Richardton	\$28,990
St. Mary, South Heart	\$16,753
St. Mary, Medora	\$2,299
St. Stephen, Stark County	\$5,676
St. Charles, Bowman	\$31,782
Holy Trinity, Hettinger	\$19,001
St. Vincent de Paul, Mott	\$25,209
St. Mary, New England	\$27,582
St. Henry, Regent	\$11,173
St. John, New Leipzig	\$4,375
St. Mary, Marmarth	\$2,157
St. Mel, Rhame	\$3,583
Sacred Heart, Reeder	\$4,637
Sacred Heart, Scranton	\$9,763
St. Joseph, Twin Buttes	\$4,220

WILLISTON DEANERY	
	Parish Goal
St. Patrick, Crosby	\$12,111
St. Anthony, Mandaree	\$3,642
St. Anthony, New Town	\$15,072
St. Bridget, Parshall	\$7,656
Most Holy Rosary, Stanley	\$35,128
St. Thomas the Apostle, Tioga	\$18,170
Epiphany, Watford City	\$39,267
St. Joseph, Williston	\$98,728
St. John the Baptist, Portal	\$3,531
St. Luke, Noonan	\$4,399
St. Boniface, Grenora	\$6,972
St. Elizabeth, Makoti	\$3,416
Sacred Heart, Plaza	\$5,731
St. James, Powers Lake	\$10,206
St. Michael, Ray	\$8,174
Our Lady of Consolation, Alexander	\$3,712
St. John the Baptist, Trenton	\$5,328

How Has Your Parish Done?

The God's Share Appeal is the principle method of funding the diocesan operating budget. If every parish reaches their parish goal, then the diocese can reach their goal and provide the needed funds to balance the general operating budget of the diocese.

When a parish does not reach their goal, they cause the diocese to operate with a deficit budget. Operating any organization or business with a deficit budget is not healthy, and should be avoided.

At the 2002 Spring Clergy Conference, the priests of our diocese established the Seven Essential Elements of a Vibrant Faith Community. The seventh element is Administration and Stewardship. It states that

the parish community should ensure proper and just fiscal administration, business personnel and property management in response to the community's commitment of time, talent and treasure. Meeting the parish goal for the annual God's Share Appeal falls in line with this responsibility for each parish.

The chart below illustrates the percentage your parish obtained towards reaching your parish goal and the percentage of participation over the past three Appeals.

If your parish has not reached its goal or secured 100% participation, you are strongly encouraged to make changes and adjustments to how you conduct the 2024 Appeal.

DEANERY 1						
BISMARCK AREA	2021 GOAL	2021 PART.	2022 GOAL	2022 PART.	2023 GOAL	2023 PART.
PARISH	%	%	%	%	%	%
Ascension, Bismarck	106	46	112	51	86	50
Cathedral, Bismarck	153	41	163	44	65	40
Corpus Christi, Bismarck	110	37	114	38	88	35
Saint Anne, Bismarck	116	43	116	49	89	37
Pro-Cathedral St. Mary, Bis	95	38	95	50	126	39
St. Hildegard, Menoken	105	51	111	59	88	53
St. Bonaventure, Underwood	69	56	63	58	139	60
Sacred Heart, Wilton	78	49	88	49	112	52
St. Catherine, Turtle Lake	85	68	104	72	94	69
St. Edwin, Washburn	76	39	88	44	115	44
St. Mary, Hague	96	43	107	45	91	52
St. Paul, Hazelton	124	52	144	75	76	57
St. Anthony, Linton	89	52	88	54	100	51
St. Michael, Linton	210	98	229	98	43	95
Sts. Peter & Paul, Strasburg	110	68	90	68	105	68
St. Katherine, Braddock	60	53	50	32	182	53

DEANERY 2						
MANDAN AREA	2021 GOAL	2021 PART.	2022 GOAL	2022 PART.	2023 GOAL	2023 PART.
PARISH	%	%	%	%	%	%
St. Joseph, Beulah	113	47	112	46	64	54
St. Theresa, Carson	36	37	62	46	205	40
St. Martin, Center	69	41	76	44	130	46
St. Vincent, Crown Butte	151	53	121	57	99	45
St. Lawrence, Flasher	112	51	96	50	99	49
St. Peter, Fort Yates	78	11	78	19	96	19
Sacred Heart, Glen Ullin	96	72	107	105	103	79
St. Martin, Hazen	117	47	120	46	96	47
St. Martin, Huff	154	61	138	85	83	68
Christ the King, Mandan	107	48	108	52	89	49
St. Joseph, Mandan	85	37	129	40	92	36
Spirit of Life, Mandan	199	36	196	34	41	34
St. Pius, New Salem	73	38	73	38	138	39
St. Gertrude, Raleigh	57	67	43	62	234	57
St. Anthony, St. Anthony	232	49	205	44	45	47
St. Joseph, Grant County	217	90	222	106	67	83
St. Mary, Almont	114	89	117	79	69	79
St. Ann, Hebron	109	49	127	54	77	48

~ Bismarck Diocese Mission Statement ~

***TO BE AMBASSADORS FOR CHRIST WHO
LIVE STEWARDSHIP IN WORD,
SACRAMENT AND SERVICE***

DEANERY 3						
DICKINSON AREA	2021 GOAL	2021 PART.	2022 GOAL	2022 PART.	2023 GOAL	2023 PART.
PARISH	%	%	%	%	%	%
St. John, Beach	75	59	83	88	115	56
St. Bernard, Belfield	76	53	79	58	130	57
Queen of Peace, Dickinson	94	47	98	51	114	43
St. Joseph, Dickinson	109	45	114	48	92	39
St. Patrick, Dickinson	68	38	60	50	177	41
St. Wenceslaus, Dickinson	80	44	84	48	104	44
St. Thomas, Gladstone	96	67	144	80	83	67
St. Mary, Golva	64	70	73	113	147	77
St. Paul, Halliday	116	63	145	74	74	63
St. Joseph, Killdeer	220	59	297	66	31	59
St. Elizabeth, Lefor	6	13	34	49	356	42
Sts. Peter & Paul, New Hradec	141	68	90	68	124	63
St. Mary, Richardton	86	46	100	47	107	42
St. Mary, South Heart	110	59	130	67	75	64
St. Mary, Medora	56	82	51	90	430	33
St. Stephen, Stark County	116	54	115	56	88	54
St. Charles, Bowman	101	49	121	52	98	46
Holy Trinity, Hettinger	67	43	69	43	148	40
St. Vincent, Mott	86	53	86	60	91	58
St. Mary, New England	90	56	80	62	120	58
St. Henry, Regent	127	64	121	65	136	44
St. John, New Leipzig	104	50	102	47	126	53
St. Mary, Marmarth	92	23	180	24	59	28
St. Mel, Rhame	276	66	288	72	35	72
Sacred Heart, Reeder	91	47	86	59	91	59
Sacred Heart, Scranton	47	46	51	38	197	37
St. Joseph, Twin Buttes	28	11	95	23	102	24

DEANERY 4						
MINOT AREA	2021 GOAL	2021 PART.	2022 GOAL	2022 PART.	2023 GOAL	2023 PART.
PARISH	%	%	%	%	%	%
St. Mary, Foxholm	107	46	142	62	91	46
St. Philomena, Glenburn	120	67	138	62	58	69
St. Agnes, Kenmare	56	45	63	52	258	29
St. Joseph, Bowbells	112	56	130	54	98	44
Little Flower, Minot	88	50	98	58	137	57
Our Lady of Grace, Minot	102	37	108	39	104	38
St. John the Apostle, Minot	100	42	98	44	111	44
St. Leo, Minot	92	50	88	49	90	47
St. Jerome, Mohall	135	69	139	65	91	57
St. Ann, Berthold	133	85	127	83	84	87
St. John, Lansford	160	48	170	50	89	48
St. James, Sherwood	60	49	65	54	170	49
St. Nicholas, Garrison	123	45	140	50	78	43
Immaculate Conception, Max	124	50	117	49	93	49
Sacred Heart, White Shield	46	13	59	19	298	13

DEANERY 5						
WILLISTON AREA	2021 GOAL	2021 PART.	2022 GOAL	2022 PART.	2023 GOAL	2023 PART.
	%	%	%	%	%	%
St. Patrick, Crosby	85	56	62	45	112	42
St. Anthony, Mandaree	149	30	35	29	52	21
St. Anthony, New Town	213	48	304	47	29	35
St. Bridget, Parshall	65	39	72	38	166	27
Holy Rosary, Stanley	185	50	155	53	63	50
St. Thomas, Tioga	79	49	99	56	97	48
Epiphany, Watford City	62	45	64	33	152	30
St. Joseph, Williston	159	37	137	35	68	30
St. John the Baptist, Portal	78	86	82	85	236	82
St. Luke, Noonan	99	94	72	88	132	80
St. Boniface, Grenora	208	94	226	100	69	94
St. Elizabeth, Makoti	50	73	58	80	189	73
Sacred Heart, Plaza	33	50	39	63	722	25
St. James, Powers Lake	155	43	154	42	75	47
St. Michael, Ray	78	50	102	62	117	53
Our Lady of Con., Alexander	33	19	45	33	53	42
St. John the Baptist, Trenton	82	47	87	48	99	44

Special Giving Options

Option #1: One-time Gift

It allows parishioners to make a one-time gift by using a check, money order, or cash placed inside the gift envelope.

Option #2: Extended Payment Plan

It allows parishioners to make a pledge and spread their payments over several months. Donors circle the months (between June and April) that they would like to receive a reminder statement in the mail.

Option #3: On-Line Computer Donation

It allows parishioners to make their donation on-line (either a one-time gift or a pledge). They can make their donation on-line using options #1, #2, #4, #5, #6 or #7.

Option #4: Text-to-Give Donation

It allows parishioners to make their donation (either a one-time gift or a pledge) by texting the \$ amount of the donation to our test-to-give number (833) 544-1375.

Option #5: Donate on your parish App

It allows parishioners to make their donation (either a one-time gift or a pledge) using their MyParish App.

Option #6: Electronic Transfer of Funds

It allows parishioners to have their gift automatically deducted from their checking or savings account. The donor selects the account, which day of each month, and the amount. The donor must include a “void” check blank. Sorry, “void” deposit slips are not accepted.

Option #7: Credit/Debit Card

It allows parishioners to charge their gift on either a Visa, MasterCard, Discover or American Express credit card or bank debit card. The donor can choose a one-time gift or a pledge and spread out their payments by selecting their preference on the gift envelope.

The Envelope

Now let us fill in the envelope together. (The priest or lay person should walk the people through the completion of the pledge envelope line-by-line and step-by-step.)

1. Open the envelope to the inside.
2. **Please print** as you fill in your name, address, city, state, zip code, the name of your parish and your daytime phone number.

3. The diocese is offering seven special options for you to consider in making your gift. These options are: Option #1: A One-time Only Gift; Option #2: The Extended Payment Plan; Option #3: On-Line Computer Donation; Option #4: Text-to-Give; Option #5: Donate on your parish's App; Option #6: The Electronic Transfer of Funds, where you can have your gift automatically deducted from your checking or savings account; and Option #7: Using your Credit or Debit Card. Please pick your best and easiest option.

The Envelope

67th ANNUAL GOD'S SHARE APPEAL

Please return this envelope to your parish. Mr./Mrs/Miss/Ms.

Address _____

City/State/Zip _____

Parish _____

Daytime phone number _____

☐ Name and Address Correction

PLEASE MAKE CHECK PAYABLE TO:
(Name of Parish) – GOD'S SHARE APPEAL

Option #6: Electronic Transfer of Funds

Automatic Payment from Checking or Savings

To complete my/our gift, I/we hereby authorize the Bismarck Diocese to establish automatic payments from my/our account.

☐ Checking Account ☐ Savings Account

☐ One-time Payment \$ _____
OR

☐ I/We wish to make payments

☐ Total amount of gift \$ _____

☐ I/We wish to make payments in:

June July Aug. Sept. Oct. Nov. Dec.
Jan. Feb. Mar. Apr.

Signature(s): _____

Bank/Branch: _____

Routing Number: _____

Account Number: _____

Please indicate day of month debit to be made:

Please include a "void" check blank.

Option #1: One-time Gift

☐ Amount of Gift \$ _____

Option #2: Extended Payment Plan

☐ Total Amount of Gift \$ _____

☐ Amount Paid Now \$ _____

☐ Balance to be Paid \$ _____

☐ I/We wish to make payments in the months circled below.

June July Aug. Sept. Oct. Nov.
Dec. Jan. Feb. Mar. Apr.

Option #3: On-Line Computer Donation

☐ I/We have made a donation on-line at:
www.bismarckdiocese.com

Option #4: Text-to-Give (833) 544-1375

Option #5: Donate on your parish's App

Option #7: Credit Card or Debit Card

To complete my/our gift, I/we hereby charge my/our

☐ MasterCard ☐ Visa ☐ Discover ☐ Amer. Expr.

☐ I/We understand that a ONE-TIME CHARGE OF \$ _____ will be made to this credit card.

OR

☐ I/We want to make payments

☐ Total amount of gift \$ _____

☐ I/We wish to make payments in the months circled below.

June July Aug. Sept. Oct. Nov.
Dec. Jan. Feb. Mar. Apr.

Credit Card No. (12 or 16 digits)

□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □

Expires: Mo. □ □ Yr. □ □

Print name of Cardholder: _____

Cardholder's Signature: _____

Tips for a Successful Parish Appeal

Diocesan Plan:

Bishop Kagan will mail a personalized letter to every household and ask them for a generous gift to this year's Appeal. In addition, Bishop Kagan has provided a DVD message to help promote the appeal in your parish. These two elements, together, should only make up approximately 10% of the promotion activity and gift solicitation in each parish.

Parish Plan:

The other 90% of the promotion activity, gift solicitation and follow-up work should be planned out, organized and conducted at the parish level.

People are more likely to offer financial support to something they believe in. We cannot assume that people across the diocese are aware of the variety of programs that are provided through the God's Share Appeal. Therefore, the task of communicating about all of these programs is important and should not be skipped.

The following suggestions are offered to help prepare your parish to conduct a successful God's Share Appeal.

- | | |
|-------------------------|--|
| <u>Start Early:</u> | Review the material presented in this training manual several times over the next few weeks. It is strongly recommended that the material presented in this manual be used as a minimal guide to what each parish should do. Please use the creative talents of your parish council and finance council members to plan additional approaches to promoting the appeal, soliciting gifts, and conducting follow-up contacts with any non-responding parishioners. |
| <u>Be Enthusiastic:</u> | A positive attitude toward the Appeal is contagious! |
| <u>Be Prepared:</u> | Be aware of the programs made possible by the God's Share Appeal. You may want to contact several diocesan offices to find out more about them. |
| <u>Recruit:</u> | Recruit enough committed, dedicated and articulate leadership to ensure your parish reaches its goal. Parish leadership begins with the pastor. At a minimum, each parish should have a general chairperson, a solicitation/in-pew chairperson and a follow-up chairperson. Their leadership and organizational skills will have a direct relationship to your parish's success. |

Tips for a Successful Parish Appeal

Atmosphere: Provide a hospitable atmosphere for your planning meetings. More than one planning meeting may be needed to ensure your parish reaches its goal.

Image: Create a positive image by speaking and publishing only positive words about the Appeal and the many ways your parish and your parishioners benefit from the diocesan programs.

Remember:

- 1) People who feel *inspired* to give to a cause tend to give as much as they can.
- 2) People who feel *obligated* to give tend to give the minimum expected.

What not to do:

- 1) Do not apologize for the Appeal.
- 2) Do not portray this as a chore or another “required” talk – *this is an opportunity for stewardship – time, talent and treasure!*
- 3) Do not say, “I know our economy has not been very strong the last few years, and many of you are struggling, so just give if you can” – or any similar negative statements.



Bismarck Diocese Mission Statement

***To be ambassadors for Christ who
live stewardship in word, sacrament
and service***

Answers to Frequently Asked Questions

1. I give to my parish, why should I give to the God's Share Appeal?

Your support to our parish is very important. It is just as important to support the diocese. Together, we can do more than any one parish could do alone.

2. Why should I support the Church?

Each one of us is the beneficiary of gifts from God. Our time, talent and financial resources are all gifts. We are called to share these gifts with others out of gratitude.

3. How much should I give?

This is a very personal and private decision. We are challenged to make financial gifts in proportion to the blessings we have received. Examine your own heart. When you are at peace about your gift and you know in your heart that you have been honest with God and yourself, then your gift is the proper size. Stress "Stewardship." God has blessed each of us. The God's Share Appeal is an opportunity to return some of the blessings in gratitude to help build the kingdom on earth. The Biblical concept of tithing may be presented in the following manner as a guide to giving:

5% to your parish
1% to the diocese (God's Share Appeal)
4% to your other favorite charities

Some people can and should give much more than these suggestions. Others may not be able to give at these levels. However, those people should be challenged to aim for these levels by increasing their giving over the next few years.

4. I don't like Bishop Kagan! I don't agree with what he said or didn't say, what he did or didn't do, etc.

People who use any of these convenient excuses are giving for the wrong reasons. Everyone should give back to God a portion of their time, talent and treasure because they want to show gratitude for all of the blessings God has given to them. When people use their giving (or lack of) as a tool for leverage or for signs of agreement/disagreement, they are clearly giving for the wrong reasons. We must help these people understand what stewardship is all about.

2024 Campaign Calendar

March 25	Chrism Mass. Parish God's Share Appeal materials available for pickup.
April 15 – 18	Parish planning meetings. Pastor – Chairpersons – Secretary – Workers.
April 15 – 20	Parish Social Media post/tweet – see schedule on page 29.
April 20-21	God's Share Appeal Announcement Weekend #1. 1. Print/Read Bulletin and Pulpit Announcement #1 on page 34.
April 21-27	Parish Social Media post/tweet – see schedule on page 29.
April 27-28	God's Share Appeal Announcement Weekend #2. 1. Print/Read Bulletin and Pulpit Announcement #2 on page 34. 2. Encourage parishioners to read the God's Share Appeal section of the <i>Dakota Catholic Action</i>
April (Optional)	Parishes conduct initial mailing to all parishioners. 1. Letter of endorsement from pastor (sample included) 2. God's Share Appeal brochure 3. God's Share Appeal pledge envelope
April 29	Mailing of Bishop Kagan's personalized letter, envelope, brochure and prayer intention card to all diocesan parishioners.
April 20 - May 3	Parish Social Media post/tweet – see schedule on page 29.
May 4-5	GOD'S SHARE APPEAL WEEKEND 1. Pastor presents God's Share Appeal homily 2. Play Bishop Kagan's DVD 3. Pastor explains (walks through) the God's Share Appeal gift envelope that are in the pews – see pages 26-28. 4. Print/Read Bulletin and Pulpit Announcement #3 on page 34. 5. In-Pew Solicitation begins 6. Parish Social Media post/tweet – see schedule on page 29.
May 6	Follow-up efforts begin in all parishes
May 6 or 7	<u>Each parish sends an e-mail follow-up message to their parishioners. See sample on page 30.</u>
May 6-11	Parish Social Media post/tweet – see schedule on page 29.
May 11-12	God's Share Appeal Follow-up Weekend #1. 1. Read/print Bulletin and Pulpit Announcement #4 on page 34.

2024 Campaign Calendar

May 12-18 Parish Social Media post/tweet – see schedule on page 29.

May 13 First report due from all parishes.
1. Follow auditing procedures on page 39 and mail or deliver first report to the Office of Stewardship and Resource Development

May 18-19 God's Share Appeal Follow-up Weekend #2.

May 20 Second report due from all parishes.
1. Follow auditing procedures on page 39 and mail or deliver second report to the Office of Stewardship and Resource Development.

May 31 LAST DAY TO TURN IN BATCH CARDS, TRANSMITTAL FORMS, AND GOD'S SHARE APPEAL DONATIONS – **BEFORE**

June 1 - 2 Bishop Kagan's Letter of Thanks read from the pulpit or printed in bulletin.

June 3 Diocesan staff completes the processing on all God's Share Appeal donations.

June 6 Diocese mails a follow-up letter to all parishioners whose God's Share Appeal gift envelope has NOT yet been turned into the Office of Stewardship and Resource Development.

July 14 Telemarketing begins.

October 2024 *Dakota Catholic Action* report on the God's Share Appeal.

***PLEASE NOTE:** All parishioners who make a gift before May 31st and the parish "CORRECTLY AND TIMELY" reports it to the Office of Mission Advancement by May 31st will not receive a follow-up letter mailed to them by the diocese. Any parish not reporting or reporting after May 31st will cause their parishioners to receive a follow-up letter.

Leadership – Pastor

Each pastor is asked to provide leadership for the God's Share Appeal in the following ways:

- Witness to the importance of stewardship as a way of life.
- Invite all parishioners to share their gifts of time, talent, and treasure with the diocese.
- Oversee implementation of the God's Share Appeal in the parish by:
- Following the Appeal timeline as established by the Office of Mission Advancement.
 - Encouraging 100% participation from parishioners.
 - Tying in the message of stewardship into the Sunday homily.
 - Distributing the Appeal educational materials.
 - Providing personal encouragement daily to all parish leadership and committee members.
 - Providing several opportunities for all parishioners to contribute to the Appeal.
 - Conducting multiple follow-up efforts to ensure 100% participation and reaching and surpassing 100% of the parish goal.
 - Ensuring that parish e-mails and social media information is distributed according to the campaign calendar.
 - Thanking his parishioners for their gifts of time, talent, and treasure.

In addition to these general responsibilities, the pastor also needs to recruit leaders to assist him with Appeal responsibilities. Individuals selected for these positions should be active parishioners. However, it is important that these individuals fit the following "leadership profile" at least in a general way:

- Dependable
- Committed to stewardship
- Able to get things done ("driver")
- Well-organized
- Persistent
- Accountable

We are not owners from birth to death. Naked I came from my mother's womb, and naked shall I go back again. The Lord gave and the Lord has taken away; blessed be the name of the Lord.

--Job 1:21

...for the Son of Man did not come to be served but to serve and to give his life as a ransom for many.

--Mark 10:43-45

Leadership – Parish

The following are the parish leadership positions that we recommend parishes fill in order to successfully conduct the God's Share Appeal.

General Chairperson

- Makes a personal commitment of time, talent, and treasure to the Appeal.
- Serves as the lay spokesperson for the Appeal.
- Recruits individuals or couples to assist with conducting the Appeal and the follow-up efforts.
- Recruits a solicitation in-pew chairperson.
- Recruits a follow-up chairperson.
- Speaks during weekend liturgies as appropriate.
- Assists the pastor in keeping up to date with the Appeal timeline including all parish e-mail messages and social media posts.
- Assists the parish secretary in making sure the forms are properly submitted and recorded.

Solicitation/In-Pew Chairperson

- Makes a personal commitment of time, talent, and treasure to the Appeal.
- Develops a plan of solicitation to all the general phase prospects with the pastor and general chairperson.
- Recruits enough committee members to help conduct the in-pew or home visit solicitation methods.
- Trains the general phase committee members.
- Provides personal encouragement to all committee members on a daily basis until all parishioners have had several opportunities to make a gift.
- Makes sure that the parish distributes the e-mail messages and social media posts to promote the appeal.
- When finished, personally thanks each committee member.

Leadership – Parish

Follow-up Chairperson

- Makes a personal commitment of time, talent, and treasure to the Appeal.
- Develops a plan with the pastor and general chairperson to accomplish all of the following:
 - Door-to-door follow-up visits made May 6-11.
 - Parish sends a follow-up e-mail message to all parishioners May 6 or 7. See page 30 for sample.
 - Telephone follow-up calls made May 13-18.
 - Social Media posts on May 7th and 15th. See page 29 for the schedule.
- Recruits enough committee members to help conduct all of the follow-up procedures during the scheduled time.
- Trains the follow-up committee members.
- Provides personal encouragement to all committee members on a daily basis until the completion of the telephone follow-up calls.
- When finished, personally thanks each committee member.

Parish Secretary

- Makes a personal commitment of time, talent, and treasure to the Appeal.
- Responsible for any “customizing” of materials or mailings.
- Assists in the set-up of the Appeal DVD presentation.
- Assures that the bulletin/pulpit announcements are publicized weekly throughout the Appeal.
- Assures that the parish e-mail announcements and social media posts are completed in a timely manner.
- Makes extra educational materials available to parishioners.
- Works with liturgist to incorporate intentions about the Appeal during the prayers of the faithful.
- Publicizes Appeal participation totals and progress in the parish bulletin.
- Places extra pencils and gift envelopes at the end of the pews prior to each Mass.
- Assists in the collection of the gift envelopes.
- Follows all auditing procedures as described on page 39.
- Submits all gift envelopes, forms, and parish checks to the Office of Mission Advancement.

Lay Presenter Talk

Having a lay person talk about the God's Share Appeal will offer a different perspective to many of your parishioners. Unfortunately, there is a perception with some people that, "Father has to talk about the God's Share Appeal – the Bishop makes him." Having someone other than a priest talk about the Appeal will open hearts and minds that might otherwise be closed.

Sample Remarks

Good morning (afternoon, evening). It's not easy to get up here today. We are all being asked, day after day, to help some worthy cause. And there are so many of them.

But Father _____ has asked me to take a moment to speak today and I agreed – because this is something special. We are asking for your support for the God's Share Appeal – which is really our parish Appeal. It allows all of us to join together in support of programs and services that are too large for a single individual or even a single parish to provide alone.

In this 67th year of the God's Share Appeal, Father _____ and I are urging all the parishioners of (name of parish) to make a pledge so that we, the Catholic Church, can make a difference in the lives of people throughout our diocese – even right here in our own parish. That's right – the programs offered by the Bismarck Diocese touch each one of us.

(Here is where you would mention one or two programs supported by the God's Share Appeal that help your parish.)

We can and do make a difference. Our parish goal this year is \$ _____. I know that we can easily meet it. Father _____ wants to reach our goal and also have 100% participation. I want to help Father _____ accomplish this, and I pray that you, too, want our parish to be successful in reaching our goal.

Our parish benefits from the diocesan programs in so many ways.

Next weekend, when you are asked to make a pledge, please – ask yourself, "Do I want my parish – our parish – to continue receiving the help and programs the diocese offers us?"

Let us all put our faith in God into action by pledging to the God's Share Appeal next weekend. I ask each of you here today to pray about and consider joining me in making a sacrificial gift to the God's Share Appeal. You might divide your gift into 11 payments if that makes it easier for you. Everyone can give some gift. Some of us will be able to give more. You know your own situation. I encourage you to be as generous as you can. No gift is too large or too small.

Thank you.

Honor the Lord with all your wealth, with the first fruits of all your produce; then will your barns be filled with grain, with new wine your vats will overflow.

--Proverbs 3:9-10

Let your life be free from love of money, but be content with what you have, for He has said, "I will never forsake you or abandon you."

--Hebrews 13:5

It is more blessed to give than to receive.

--Acts 20:35

Suggested Presentation – Pastor

These past few weeks we have received some important information about the God's Share Appeal from Bishop David D. Kagan. The latest issue of the *Dakota Catholic Action* had additional information about the educational, pastoral and religious programs and services offered by the Bismarck Diocese to our parish. I hope that you have had time to read it and I hope you were able to reflect on the many Catholics in our parish and other parishes like ours whose lives are better and whose faith is deeper because of your gift to the God's Share Appeal.

As (name of layperson) told us last weekend, each of us is challenged to accept the opportunity to support the ministry of our Bishop, by making a pledge to this year's God's Share Appeal. I know it would be convenient for each of us to say that we will let the other Catholics throughout our diocese support this special Appeal. But that is not what we are called to do. The God's Share Appeal supports programs that are so important to our parish. We must understand that membership in the Catholic family involves sharing, a stewardship of our time, our talents and our personal resources. It is our duty to support our church. Your gift is important; your joining hands in unity with other Catholics in our diocese is necessary.

This year's theme is "Hearts filled with Gratitude". God challenges each one of us to take this opportunity to share and give what we have as a wonderful demonstration of our love for Him.

Now, let us take a few minutes to fill out everyone's God's Share Appeal envelope. Would the ushers please come forward and hand out extra envelopes to those that may not have one.

(Pause – for enough time to make sure every family has one envelope. Please do not rush this process and try to get it over with as quickly as possible. Your parishioners will view this process as “not important” and give accordingly.)

Continue walking them through the process of filling out their God's Share Appeal envelope.



Sacrificial giving – tithe: When anyone presents a peace offering to the Lord from the herd of the flock in fulfillment of a vow, or as a free-will offering, if it is to find acceptance, it must be unblemished; it shall not have any defect.

--Leviticus 22:21

Christian Charity: As each one has received a gift, use it to serve one another as good stewards of God's varied grace.

--1 Peter 4:8-11

In-Pew Solicitation

The Direct Contact or “In-Pew” method of solicitation can be very effective in soliciting a large percentage of the congregation on a single weekend. The manner in which it is handled from the pulpit is really the key to its effectiveness. It provides simultaneous motivation to all who are in attendance, and requests immediate action while the matter is still fresh in their minds.

The pastor must prepare his parishioners at least two weeks immediately preceding the solicitation weekend, in order to eliminate token gifts or people coming to Mass unprepared.

If carried out thoroughly, this type of campaign can be extremely effective in obtaining immediate coverage of a large percentage of the parish. It is necessary for the chairperson or secretary to enlist and properly train the ushers to assist in the distribution and collection of the pledge envelopes at Mass.

During the homily, the priest or chairperson will have a tremendous effect on the results if they ask for pledges rather than token gifts. Carefully explain the entire envelope-signing process (page 28) and allow time for it to take place. The envelopes should be collected immediately and **NOT** picked up with the Offertory collection.

Critical to this type of campaign are **Follow-up Weekends of Solicitation** which are necessary to reach any parishioners who did not make their pledge on Appeal Weekend.

Because the “In-Pew” method of solicitation has produced the best results, the campaign materials which are provided to parishes have been designed to accommodate the “In-Pew” method. Pledge envelopes are provided, as is a parish roster of all registered parishioners (per the corrected list submitted by each parish).

TWO SETS OF COMPUTER-PRINTED GUMMED LABELS FOR ALL PARISHIONERS HAVE BEEN PROVIDED. THESE LABELS SHOULD BE USED ONLY AS DESCRIBED BELOW.

Set A (optional)

To mail campaign brochure and envelope with letter from pastor.

Ron Schatz
1713 Bonn Blvd.
Bismarck, ND 58504

Set B (required) (yellow)

To report responses from parishioners (contributions, refusals, cannot give, moved, deceased, etc.) to the Mission Advancement Office.

Act. 0113427 221-9109
Ron Schatz
1713 Bonn Blvd.
Bismarck, ND 58504

In-Pew Solicitation

April 20-21, 2024: GOD’S SHARE APPEAL ANNOUNCEMENT WEEKEND #1

Father should announce at all Masses that the weekend of May 4-5 will launch the 2024 God’s Share Appeal. He should explain the parish campaign plan – which everyone will be asked to make a pledge at Mass in two weeks. Explain that as a convenience to all, special pledge envelopes will be distributed at all Masses so everyone will have an opportunity to respond.

It is important to explain the plan this weekend so parishioners will be better prepared to make their gift.

April 27-28, 2024: BISHOP KAGAN’S DVD PRESENTATION

After the homily, Father, the General Chairperson or the Solicitation Chairperson should present the campaign plan. Inform the parishioners that pledge envelopes will be distributed at all Masses next weekend and that they should be prepared to make their pledge at that time. **It is important that you make this announcement this weekend, so parishioners can be aware and prepared for the following week.**

(See suggested Bulletin and Pulpit Announcements and Prayers of the Faithful prepared for God’s Share Appeal Announcement Weekends).

April 29, 2024: E-MAIL/MEMO TO USHERS

Ushers are essential to the overall success of the In-Pew Solicitation Method. Therefore, it is important that an e-mail/memo be directed to them on the Monday preceding God’s Share Appeal Weekend. A suggested Usher Email/Memo follows:

To All Ushers:

1. At the beginning of Mass next weekend, the head usher will give you a supply of pledge envelopes and assign you an area of church to cover during the Appeal.
2. During the homily, Father will speak about the program and the importance of the Appeal. Midway through his talk, Father will say, “I want every family in church to contribute to the Appeal. Will the ushers please pass out the pledge envelopes to every adult?” Immediately begin passing out one envelope to each adult in the area assigned to you. When you have finished passing out the envelopes, await the next instruction.
3. Father will explain the pledge envelope and complete his pledge envelope while parishioners are filling out theirs. Then he will say, “Will the ushers please collect the envelopes?” Immediately begin collecting the envelopes with the collection basket **and go up to the altar and collect Father’s pledge envelope.**
4. When all the envelopes are collected, give them to the head usher.
5. After Mass is over, the head usher will sort the envelopes, taking the completed ones to Father and returning the blanks to the supply for the next Mass.
6. When church has emptied, please check all pews for envelopes, and please do not leave any in the pews.
7. The ushers at the first Mass will have to put small “golf” pencils in the pews and the ushers at the last Mass should collect them.

PLEASE NOTE: This system will work only if it is followed carefully.

In-Pew Solicitation

May 4-5, 2024

GOD'S SHARE APPEAL WEEKEND: THE PLEDGE PROCESS

(Here is the way the presentation should begin.)

First: Play Bishop Kagan's brief DVD presentation at all Masses.

Good Morning (Evening) Everyone:

Recently you received the God's Share Appeal brochure and gift envelope from Bishop Kagan in which he shared information about the 2024 campaign and the services which are supported by gifts to the Appeal. I hope that you have had a chance to read about the programs and services, and I also hope you are proud of our accomplishments in our diocesan community.

As you know, the God's Share Appeal here in the Bismarck Diocese supports programs which are beyond the financial scope of any one parish. I want to emphasize that the Appeal touches the lives of so many individuals who need our help the most.

...If you have your envelope that Bishop Kagan sent to you, that's great. If you do not, please raise your hand and the ushers will bring you one.

...Extra pencils may be found in the pews.

...We are asking you to make your pledge to the Appeal this morning (evening).

Now let us fill in the envelope together.

(The priest or lay person should walk the people through the completion of the pledge envelope line-by-line and step-by-step).

1. Open the envelope to the inside.
2. Look at the upper left-hand side of the envelope. **Please print** as you fill in your name, address, city, state, zip code, the name of your parish, and your daytime phone number.

3. The diocese is offering seven special options for you to consider in making your gift. These options are: Option #1: A one-time only gift; Option #2: The Extended Payment Plan; Option #3: On-line Computer Donation; Option #4: Text-to-Give Donation; Option #5: Donate on your parish App; Option #6: The Electronic Transfer of Funds where you can have your gift automatically deducted from your checking account or savings account; and Option #7: Using your Credit Card or Debit Card. Please pick the best and easiest option for you.

4. Let me reemphasize that I hope you will make your pledge today and return your envelope today. I hope that each of you will make a sacrificial gift and try to give according to your ability. Remember, no gift is too small or too large. (Urge 100% participation.)

5. After giving parishioners reasonable time to fill out the envelope, ask ushers or workers to collect all the envelopes.

6. Conclude with a brief word regarding the spiritual significance of their gift and thank everyone for responding to the Appeal.

May 11-12 and May 18-19, 2024

GOD'S SHARE APPEAL FOLLOW-UP WEEKENDS

At the beginning of the homily, Father will mention the Appeal which was conducted last weekend and briefly touch on the results. As he is speaking, Father will ask the ushers to come forward with the pledge envelopes and distribute them to anyone who may have missed the previous weekend. He will ask those who have not completed a pledge envelope to do so and then proceed with his regular homily for that week. After he is through with his homily, the ushers should return and collect the pledge envelopes during the Offertory collection.

2024 God's Share Appeal

Parish Social Media Plan

The Bismarck Diocese's Office of Communications and Media Services will provide a Facebook and Twitter Post to every parish according to the schedule below. Each parish will "like/copy" the post to their own parish accounts as soon as possible.

		Date of Post	Time of Post	Date of Post	Time of Post
Promotion	Week of April 14-20	Tuesday, April 16	7:00 p.m.	Friday, April 19	7:00 p.m.
Promotion	Week of April 21-27	Wednesday, April 24	7:00 p.m.	Saturday, April 27	7:00 a.m.
Promotion	Week of April 28-May 4	Tuesday, April 30	7:00 p.m.	Thursday, May 2	7:00 p.m.
God's Share Appeal	May 4-5	Saturday, May 4	7:00 a.m.	Sunday, May 5	7:00 p.m.
Follow-up	Week of May 5-11	Tuesday, May 7	7:00 p.m.	Friday, May 10	7:00 p.m.
Follow-up	Week of May 12-18	Wednesday, May 15	7:00 p.m.	Saturday, May 18	7:00 a.m.

Parish Email Template

Follow-up Message for the 2024 God's Share Appeal

To be sent from each parish on Monday, May 6th or Tuesday, May 7th

To: All parishioners

Subject Line: Church of _____ 2024 God's Share Appeal

Dear **[SALUTATION]**, **(personalized is best, otherwise send it out as Dear Parishioners)**

Each year I am humbled by our parish's generosity as we join together for the Bismarck Diocese's Annual God's Share Appeal.

I am deeply thankful for those of you who have already donated to help **[PARISH NAME]** reach our **[PARISH GOAL]** goal. If you have not yet had an opportunity to make your 2024 gift, please read on to learn more about just three of the many programs and services your gift helps make possible.

FAITH FORMATION: **[PARISH NAME]** partners very closely with the diocese year-round to guide our faith formation program that helps all of our children and adults from our parish in areas of sacramental preparation, ongoing formation and catechist training.

SEMINARIAN EDUCATION: Our diocese is home to 10 discerning young men studying for the priesthood to serve us as priests in the near future. Your generous response to the God's Share Appeal provides support that allows them to focus on their formation. For a small diocese of our size, we are very, very blessed with this many seminarians.

RETIRED PRIEST CARE: Our retired priests have dedicated their lives to serving our families while bringing us our Sacraments, but also were there for our families in difficult times, such as when one of our family members were near death or sick in a hospital. Now, it is our turn to help take care of them and ensure that they have a respectful care in their retirement years.

The above are just a fraction of the essential programs and services the God's Share Appeal funds in our parish and throughout western North Dakota – but it can't continue to do so without you and your support.

If you have already given to the 2024 appeal, thank you. If not, please consider making a one-time gift or setting up a monthly pledge now: <https://www.bismarckdiocese.com/gsa>

Sincerely yours in Christ,

[NAME]

[TITLE]

Telephone Follow-up

The advantages of this method are:

- Success-per-contact ratio is 10%-30%.
- Effective method of reaching people.
- Second best follow-up method (face-to-face is best).
- Easy to organize within the parish.
- Volunteers find the experience both enjoyable and rewarding.
- It establishes the immediacy of the gift (no waiting for returns in the mail).
- It creates personal dialogue between parishioners.

PLAN TO GET STARTED:

1. **Location:** A place where several phones can be used at the same time. Example: rectory, school, bank, real estate, insurance offices, travel agency, or any other large business. Callers should be in the same area so one person (pastor or chairperson) can answer any questions the volunteers may have.
2. **Volunteers:** Recruit enough volunteers so each volunteer calls between 15-25 prospects per evening. Evenings should be reserved so all calls can be completed within 6-8 days. Generally Sunday, Monday, Tuesday, Wednesday and Thursday evenings from 6:30-9:00 P.M. are the best times to call.
3. **Preparation:**
 - a. Before the first night, give the volunteers a copy of the God's Share Appeal brochure, the May issue of the *Dakota Catholic Action*, any other relevant information, and a copy of the prepared text, so they can practice.

- b. The night before the calls start, give the volunteers their calling list and pledge envelopes, along with blank pledge envelopes for new parishioners, etc. Explain how to fill out the pledge envelopes correctly, and look for a gift from last year and the amount. Brief the workers on the benefits of the Appeal and the services of the diocese.

SAMPLE TEXT FOR TELEPHONE FOLLOW-UP PROGRAM

INTRODUCTION

"Hello (prospect's name this is (your name) from (name of parish). I am a volunteer worker on behalf of Bishop Kagan and Father (pastor's name) contacting fellow parishioners who have not yet responded to our annual God's Share Appeal.

"Did you see the DVD when it was shown or hear Father's homily on the God's Share Appeal?"

If yes...

"Good, then you are aware of the services our parish receives from the diocese. This year our parish goal is \$_____ and 100% participation."

If no...

"I would like to visit with you for a few minutes about the Appeal. This year our parish goal is \$_____ and 100% participation."

Telephone Follow-up

PAST DONOR

“Our records show that you contributed \$_____ to the God’s Share Appeal last year. Thank you for your support.

Bishop Kagan is asking every Catholic parishioner for a gift of 1% of their income to this year’s Appeal. I have your pledge envelope in front of me now. Would you consider making a gift this year?” (Wait for a response.)

If no...

See **Overcoming Objections.**

If yes...

“Some parishioners are using the Extended Payment Plan where they can spread their gift over 12 months and the God’s Share Appeal office sends them monthly reminders. These parishioners have found it easy to budget their gift and also to make a larger gift. For example, \$20 monthly amounts to a \$240 gift. May I record your pledge now?” (Wait for a response.)

If yes...

See **Closing Comments – Yes**

NON-DONOR

“Bishop Kagan is asking every Catholic parishioner for a gift of 1% of their income to this year’s Appeal. I have your pledge envelope in front of me now. Would you consider making a gift this year?” (Wait for a response.)

If no...

See **Overcoming Objections.**

If yes...

“Some parishioners are using the Extended Payment Plan where they can spread their gift over 12 months and the God’s Share Appeal office sends them monthly reminders. These parishioners have found it easy to budget their gift and also to make a larger gift. For example, \$20 monthly amounts to a \$240 gift. May I record your pledge now?” (Wait for a response.)

If yes...

See **Closing Comments – Yes**

OVERCOMING OBJECTIONS

If minor objection...

“Prospect’s name”, I can certainly understand that. What I am finding is that 1% is a little too much for some people. Most parishioners are giving in proportion to the gifts and blessings they have received from God. They are trying to increase their gift from last year as they move towards 1% of their income. Could you consider a gift of \$_____ or \$_____ (\$25 or \$50 more than last year?)” (Wait for a response)

Telephone Follow-up

If major objection...

“Prospect’s name”, I can appreciate your circumstances. You are not the only parishioner in that situation. The average gift this year for (parish name) is \$_____. Could you consider making a gift for that amount?” (Wait for a response.)

If no...

See Closing Comments – No

If yes...

See Closing Comments – Yes

CLOSING COMMENTS

If yes...

“That’s great. Let me repeat your gift amount to be certain I have it correct. (Restate the gift amount). This year we have several other options to make our gifts. Some people are choosing to use their credit/debit card, some are choosing to use the Electronic Transfer of Funds (automatic withdrawal from your checking or savings account), and others are making their donation on-line, by “Text-to-Give, and on their parish App. Would any of these options interest you?”

“(Prospect’s name), I thank you on behalf of Bishop Kagan and Father (pastor).”

If no...

“Thank you for your time. Perhaps you will be able to contribute to the God’s Share Appeal next year.”

Stewardship Scriptural References

Relating to Stewardship

OLD TESTAMENT

Lev. 27:30
Dt. 14:22-29
Dt. 15:7-8
Dt. 16:10-17
Dt. 26:1-4
1 Chr. 29:14-16
Ps. 24:1
Prov. 3:9
Prov. 11:24
Eccl. 5:9-16
Sirach 35:7-10
Mal. 3:8-10

NEW TESTAMENT

Mt. 6:19-21	2 Cor. 9:6-12
Mt. 6:25-34	Phil. 4:11-12
Lk. 6:38	1 Tim. 6:7-9
Lk. 15:11-32	James 2:14-17
Lk. 16:19-31	James 4:2-3, 13-15
Acts 4:34	1 Peter 4:8-10
Acts 20:35	1 Jn. 3:17-18
Rom. 12:6-8	
1 Cor. 4:1-2	
1 Cor. 16:1	
2 Cor. 8	

Bulletin and Pulpit Announcements

Announcement #1 **April 20-21, 2024**

The Annual God's Share Appeal, which supports the work of the Catholic Church in western North Dakota, will be conducted in every parish in two weeks. The God's Share Appeal is not just another Sunday collection. It is a unified effort in which all Catholics of the Bismarck Diocese join together to further the mission and ministry of the Catholic Church in western North Dakota. It is an opportunity to voluntarily support the work of the larger Church by returning a portion of what God has given to us through a pledge to the God's Share Appeal. In the next two weeks, you will be receiving a letter, brochure and pledge envelope from Bishop Kagan. Please take the time to prayerfully consider what you are able to give in support of this important ministry.

Announcement #2 **April 27-28, 2024**

The 67th Annual God's Share Appeal will be held next week in our parish. Just as we are one in the Body of Christ, we must remember that we are one with other parishes in our diocese. Bishop Kagan is asking each of us to make a commitment to support our diocesan ministry. This effort is a means by which we can all work together to care for the Church by sharing the gifts God has entrusted to us. Our parish goal is 100% participation and with your gift we can do it. Please experience the joy of giving and join us as we work to continue God's work of spirituality, charity and education.

Announcement #3 **May 4-5, 2024** *God's Share Appeal Weekend*

Today is our parish's God's Share Appeal. Christian stewards recognize Christ as the giver of all our many gifts. We are grateful for these many gifts and are eager to give back and return some of these gifts in appreciation to show our love for Christ and one another. All of us share as Christ's disciples in the mission of the Bismarck Diocese. Only together, can we accomplish God's work. Please prayerfully consider a very generous gift to this year's appeal. Our parish goal is 100% participation and with your gift we can do it. Remember, no gift is too large nor too small.

Announcement #4 **May 11-12, 2024** **Follow-up Sunday**

Thanks to the generosity of many parishioners, to date we have pledges totaling \$_____ which represents _____% of our parish goal. Your prayers for the success of the God's Share Appeal and the ministries it supports are still needed, as are pledges and gifts. Each gift is important to the mission of the diocese; it takes many people to form the Body of Christ. If you have not yet had the opportunity, please return a pledge envelope with your response today. Our parish goal is 100% participation. Together with your support we can accomplish many beautiful works of faith, hope and charity.

General Intercessions

General Intercession #1 April 20-21, 2024

That the people of our parish prayerfully consider the many gifts that God has given each of us, and respond generously in two weeks to the 66th annual God's Share Appeal...We pray to the Lord.

General Intercession #2 April 27-28, 2024

That we may give generously next weekend to the 67th annual God's Share Appeal, as faithful stewards of the gifts God has entrusted to us, by sharing the benefits of our blessings...We pray to the Lord.

General Intercession #3 May 4-5, 2024 God's Share Appeal Weekend

In thanksgiving for all the Lord has given to us, may we show our gratitude by sharing with others through our generous gift to the God's Share Appeal...We pray to the Lord.

General Intercession #4 May 11-12, 2024 Follow-up Weekend

That those who have not had an opportunity to make a decision about their gift to the God's Share Appeal, that they may listen to their hearts and make a generous gift for the greater work of our diocesan church...We pray to the Lord.

Stewardship Songs

In choosing music for the celebration of the Eucharist, priority should be given to psalms, songs, and service music that are in harmony with the scriptural readings and liturgical season. Some of the following songs and hymns may prove useful as you promote stewardship.

*Let All Things Now Living
Lord, You Give the Great Commission
We Have Been Told
Gift of Finest Wheat
Bring Forth the Kingdom
Christ is the King
City of God
Gather Us In*

*Here I Am, Lord
One Bread, One Body
Go Make of All Disciples
Lord, Whose Love in Humble Service
I Heard the Voice of Jesus Say
Sent Forth by God's Blessing
We Are Many Parts
Blest Are They
Lord, When You Came (Pescador de Hombres)
Pan de Vida
We Are Called
I Say "Yes Lord" (Digo Si Senor)*

All of these selections may be found in the *Gather Comprehensive* hymnal put out by GIA.

Pastor's Pre-Campaign Letter to Parishioners

- Print this on parish letterhead
- Include a brochure and commitment envelope
- Edit it if necessary
- Use mailing label "Set A" See page 26

April 2024

Mr. and Mrs. Generous Donor
123 Your Home Address
City, ND 58???

Dear Brian and Connie,

The 67th Annual God's Share Appeal is scheduled for May 4-5. This year the focus of the Appeal helps us to understand how the various diocesan ministries have meaningful connections to our spiritual journey and how they have an impact on many of our parish ministries. From youth ministry, diocesan clergy, religious education, planning, family ministry, stewardship, to social services and communication, there are many ways the Bismarck Diocese is serving us, and there are many opportunities for us to serve.

During the next few weeks we will be sharing more information about stewardship, the diocesan dimension of our Catholic identity, and how each of us can be involved in its life and support. Also, in the May issue of the *Dakota Catholic Action* there will be various pages devoted to the Appeal. I hope that information is helpful to you as you strive to be a responsible steward of the church.

As part of this year's Appeal, Bishop Kagan has asked our parish to contribute \$_____ as our parish's portion of the next fiscal year's diocesan operating budget.

We can achieve this and much more if all of us participate in the spirit of "thanks and praise." Please take a step toward the sacrificial gift of 1% of your income as a way of showing your "thanks and praise" to God. If the 1% gift is too challenging, I ask for an average gift of \$_____ (ex. \$150 or \$25 for 6 months). However, if that is too challenging, please give what you can. Our parish goal is that all members participate no matter the size of their gift.

As we have done in the past, we will ask you to make your pledge to the God's Share Appeal during Mass on May 4th and 5th. Please come prepared and be as generous as possible. Thank you for your past support and all that you do as an active member of the church.

Sincerely yours in Christ,

(Pastor)

Pastor's Follow-up Letter (Required)

This was new in 2019 and has turned out to be very successful each year since then.

The Bismarck Diocese will mail one follow-up letter to every parishioner that has not yet made a gift to the 2024 God's Share Appeal on June 6th, 2024.

Each pastor will edit one of two supplied letters to use in your parishes or the pastor can write his own follow-up letter and submit it to the Office of Mission Advancement. Each parish will use their own letterhead and envelopes. Each pastor will provide his electronic signature that will be used on each letter.

Parishioners will receive this letter and hopefully either mail their envelope to your parish or they can drop it off at the parish office or in the Sunday offertory collection.

If a parish still wants to mail their own follow-up letters, they may do so. One drafted letter that could be used can be found below.

Pastor's Follow-up Letter (Optional)

A letter sent by the pastor to parishioners who have not completed their gift envelopes is instrumental in encouraging additional participation in the God's Share Appeal.

- Print on parish letterhead
- Include another commitment envelope
- Use mailing label "Set A" See Page 26

May 2024

Mr. and Mrs. A. Not-Yet
123 We're Waiting St.
Slowtoact, ND 58???

Dear I'll and See,

Since the beginning of May, we have been conducting the 67th Annual God's Share Appeal in our parish. As I have said earlier, our goal is to encourage participation from every member of our parish.

To date, we have received pledges from _____ members of the parish in the amount of \$_____. Our parish goal this year is \$_____.

I am hoping that you will be able to participate by making a pledge this year. I ask that you prayerfully consider making a gift as a way to give "thanks and praise" to God for all the gifts in your life. Many of our parishioners found that by spreading out their gift over 12 months, they were able to make a larger donation. Please consider contributing as generously as you can.

I appreciate your kind consideration of this request and I look forward to hearing from you soon. If you have any questions, please feel free to call me at _____. Please know that I would not ask you to participate in this important appeal if I had not already made my pledge.

Sincerely yours in Christ,

(Pastor)

2024 God's Share Appeal Auditing Report Procedures

Please carefully review this manual. If you have any questions about any of the Auditing Report Procedures in this booklet, please contact us.

The Appeal is structured so that the bulk of the pledge envelopes will be reported to the parish shortly after the God's Share Appeal Weekend. In submitting the report, the following system **MUST** be followed:

1. First, open each envelope and separate the prayer intention card from the cash or check. Verify that the amount of cash or check matches the amount shown on the envelope. Any discrepancy should be resolved before proceeding.
2. **Write the donor's check number next to the \$ amount written on the gift envelope. If they donated cash, write "cash" next to the \$ amount written on the gift envelope.** Please see example #1 below. Cash and checks should be totaled.

Example #1

GLUE

<p>67th ANNUAL GOD'S SHARE APPEAL</p> <p>Please return this envelope to your parish.</p> <p>Mr./Mrs. <u>RON SCHATZ</u></p> <p>Miss/Ms. _____</p> <p>Address _____</p> <p>City/State/Zip _____</p> <p>Parish _____</p> <p>Daytime phone number _____</p> <p><input type="checkbox"/> Name and/or Address Correction</p> <p>PLEASE MAKE CHECK PAYABLE TO: (Name of Parish) - GOD'S SHARE APPEAL</p>	<p>Option #1: One-time Gift <input checked="" type="checkbox"/> Amount of Gift \$ <u>450.⁰⁰</u> ✓ CK# 374</p> <p>Option #2: Extended Payment Plan <input type="checkbox"/> Total Amount of Gift \$ _____ <input type="checkbox"/> Amount Paid Now \$ _____ <input type="checkbox"/> Balance to be Paid \$ _____ <input type="checkbox"/> I/We wish to make payments in the months circled below. June July Aug. Sept. Oct. Nov. Dec. Jan. Feb. Mar. Apr.</p> <p>Option #3: On-Line Computer Donation <input type="checkbox"/> I/We have made a donation on-line at: www.bismarckdiocese.com</p> <p>Option #4: Text-to-Give Text the \$ amount to (833) 544-1375 <input type="checkbox"/> I/We have made a donation by texting.</p> <p>Option #5: Donate on your parish app Search for myParish (one word) in the App/Play store to download. After install, search for your parish. Tap the GIVING button to donate. <input type="checkbox"/> I/We have made a donation with our app.</p>
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3. If totals agree, cash and checks can be separated and prepared for a deposit into the regular parish checking account. If your totals don't agree, please carefully double check everything and recount it again, until your totals do agree.

4. Arrange envelopes in alphabetical order. **Yellow mailing labels** have been prepared for your parish based on your updated parish roster. Use the yellow mailing labels from "Set B." See page 26 of the 2024 God's Share Appeal Leadership Manual on the Diocesan website: <http://bismarckdiocese.com/documents/2024/3/LeadershipManual.pdf> Remove a label (arranged in alphabetical order) for each parishioner who returned an envelope, and affix it on the face of the envelope in the upper left hand corner. Please see example #2. Take care that the name and address on the label match the name and address on the envelope because that parish member will be credited with the pledge noted on the envelope. For envelopes with names not written on by the donor, please use their name and address from their check to select the correct yellow label and place the yellow label in the correct location.

Please
note

Example #2

0102 / 0198587 (701) 555-5287
Mr. and Mrs. Ronald W. Schatz
1234 Diocese St
Bismarck ND 58501-0123

GOD'S SHARE APPEAL


Please return this envelope to your parish.
Mr./Mrs. RON SCHATZ
Miss/Ms. _____
Address _____
City/State/Zip _____
Parish _____
Daytime phone number _____

PLEASE MAKE CHECK PAYABLE TO: (Name of Parish) - GOD'S SHARE APPEAL

Option #1: One-time Gift
☒ Amount of Gift \$ 435.⁰⁰ ✓ CK # 374

Option #2: Extended Payment Plan
☐ Total Amount of Gift \$ _____
☐ Amount Paid Now \$ _____
☐ Balance to be Paid \$ _____
☐ I/We wish to make payments in the months circled below.
June July Aug. Sept. Oct. Nov.
Dec. Jan. Feb. Mar. Apr.

Option #3: On-Line Computer Donation
☐ I/We have made a donation on-line at: www.bismarckdiocese.com



5. Sort the envelopes into the following batch categories:
 - a. Pledged Gifts
 - b. One-time Gifts
 - c. Electronic Funds Transfer Gifts
 - d. Credit Card/Debit Card Gifts
 - e. On-line Computer Gifts, Text-to-Give Gifts, and App Gifts
 - f. Refusals (do not wish to give)
 - g. Deletions (moved, deceased)
6. Batch the envelopes in quantities of 50 using batch cards corresponding to the seven categories listed above. Add the amounts from all batch cards and transfer the total onto the Transmittal Report Form.
7. Obtain a Parish Association (PJP) check payable to “**God’s Share Appeal**” for the total amount paid with all the envelopes in this report. The Transmittal Report Form is now ready to be mailed or delivered to the Office of Mission Advancement.
8. Visitor Contributions ... should be consolidated into one pledge envelope. Please affix a label noting the following.

VISITORS
ADDRESS UNKNOWN, 0001

9. Mail or deliver all the prayer intention cards with all the gift envelopes and your parish check.
10. **After May 31, 2024, please forward – unopened – all new God’s Share Appeal gifts and pledge payments directly to the Office of Mission Advancement. During the month of May 2024, all God’s Share Appeal gift envelopes should be handled according to these procedures using the yellow labels.**

Remember, May 31st is the deadline to ensure your parishioners will NOT receive a follow-up letter from the diocese!

Transmittal Report Form

See the next page for instructions to complete the Transmittal Report Form

GOD'S SHARE APPEAL

If you have any questions, please call (701) 204-7192 or toll free 1-877-405-7435, ext. 107.

Parish: _____, City: _____, Parish #: _____

Date: _____ Transmittal Report # _____

Pledges			One-time Gifts	
Total # of pledge envelopes (A)	Total \$ amount of all pledges (B)	Total \$ paid NOW on initial pledges (C)	Total # of one- time envelopes (D)	Total \$ amount of all one-time gifts (E)

Credit/Debit Card Gifts			EFT Gifts		
Total # of Credit/debit card envelopes (G)	Total \$ amount of all credit/debit card gifts (K)	Total \$ paid NOW on initial Pledge (J)	Total # of EFT Envelopes (L)	Total \$ amount of all EFT gifts (P)	Total \$ paid NOW on initial pledge (O)

Total # of On-line donation envelopes (Q)	Total # of Text-to-Give envelopes (R)	Total # of App donation envelopes (S)	Total # of Refusal envelopes (T)	Total # of Deletion envelopes (U)

Total # of all envelopes (A+D+G+L+Q+R+S+)	Grand Total of all \$ donations (B+E+K+P)	Parish Check Total (C+E+J+O)	Parish Check #

Please send the original copy and the parish check to the Mission Advancement Office.

X _____ X _____
Preparer's name Signature of Pastor

Preparer's daytime phone number Preparer's e-mail address

For Office Use

- ☐ Addresses
- ☐ Balanced
- ☐ R.E.
- ☐ Vanco

- I. Enter the parish name, city, parish #, date, and transmittal report #.
- II. Pledges: Using the information from your Pledge Batch Card(s), please enter the number of envelopes being reported, the total \$ amount of all pledges, and the total \$ amount paid NOW on initial pledges in this section.
- III. One-time Gifts: Using the information from your One-time Gift Batch Card(s), please enter the number of envelopes being reported and the total \$ amount of all one-time gifts in this section.
- IV. Credit/Debit Card Gifts: Using the information from your Credit/Debit Card Batch Card(s), please enter the number of envelopes being reported, the total \$ amount of all credit/debit card gifts, and the total \$ amount paid NOW on initial pledges in this section.
- V. Electronic Funds Transfer (EFT) Gifts: Using the information from your Electronic Funds Transfer (EFT) Batch Card(s), please enter the number of envelopes being reported, the total \$ amount of all EFT gifts, and the total \$ amount paid NOW on initial pledges in this section.
- VI. On-line donations, Text-to-Give donations, and App donations: Using the information from your On-line donations, Text-to-Give donations, and App donations Gift Batch Card(s), please enter the number of envelopes being reported in each of these sections.
- VII. Refusals and Deletions: Using the information from your Refusal Batch Card(s), and your Deletion Batch Card(s), please enter the number (envelope count) of envelopes being reported in these sections.
- VIII. Total # of all envelopes: Using the information you just entered in the Transmittal Report Form, please add up all of the envelopes you reported in boxes A, D, G, L, Q, R, S, T and U.
- IX. Grand Total of all \$ donations: Using the information you just entered in the Transmittal Report Form, please add up all of the Total \$ amount of all gifts in boxes B, E, K and P.
- X. Parish Check Total: Using the information you just entered in the Transmittal Report Form, please add up the Total \$ paid NOW sections and the Total \$ amount of all one-time gifts in boxes C, E, J and O.
- XI. Parish Check #: Write the number of the parish check that will be mailed with all of the gift envelopes, the Transmittal Report Form and the Batch Cards.
- XII. Print the name, daytime phone number and e-mail address of the person preparing this form, in case we have any follow-up questions.
- XIII. Have the pastor sign the transmittal, and please include a check payable to **God's Share Appeal** for the total dollar amount of envelopes included in this report.

The original copy of the transmittal form and the prayer intention cards are to be included **with the envelopes** and parish check that is forwarded to the Office of Mission Advancement. The yellow copy is to be retained for parish records. If you have any questions in regard to the reporting procedure, please contact the Office of Mission Advancement at 701-204-7192 or toll-free 1-877- 405-7435 ext. 107.

YOUR HELP IN THIS IMPORTANT EFFORT IS APPRECIATED!

Please
remember

Please note: The Bismarck Diocese will mail every parishioner that made a donation a personalized IRS tax receipt. Parishes will NO LONGER add any God's Share Appeal, African Mission Appeal or Universal/National Church Collection information on to the parish's personalized IRS tax receipts they send their parishioners.

Diocesan Follow-up Mailing

During the first week of June, the Bismarck Diocese will mail a personalized letter to all parishioners that have not yet made a donation. The letter will be approved and signed by each pastor.

The Diocese will print these letters using the parish's stationary. Each parishioner will also receive a convenient envelope that they can use to mail or drop-off their donation at their local parish.

Starting June 1, 2024:

Parishioners will be either mailing their return slip (or their regular God's Share Appeal envelope) to your parish or dropping them in the collection basket. Please collect all of those donations as they come in and **EVERY FRIDAY** mail them to the Office of Mission Advancement using the mailing labels that have been provided. The longest any one donation should remain in your office is for one week because every Friday, you will mail whatever you have to our office, even if it is just one or two God's Share Appeal envelopes.

The regular God's Share Appeal envelope you are already familiar with. A sample of it can be found on pages 1 and 2 of this booklet. The tear-off, return slip and return mailing label that some parishioners will use look like these:

67th Annual God's Share Appeal

**Member of: Cathedral of the Holy Spirit
01234567**

**Ronald and Michele Schatz
1713 Bonn Blvd
Bismarck, ND 58504**

Cathedral Church
519 Raymond Street
Bismarck, ND 58501

***Thank you for your support of the 10
seminarians!***

**YES, I/We would like to offer my/our prayers and
\$1.00 for each of the 10 seminarians.**

☐ **Enclosed is a one-time gift of:**

☐ **\$10.00** ☐ **Other \$ _____**

☐ I/We will pray for the success of the 2024 appeal.

☐ Check enclosed payable to: Parish Name- God's Share Appeal

☐ Visa ☐ MasterCard ☐ Discover ☐ American Express

☐ Credit Card # _____ Exp. Date: _____

Name as it appears on card: _____

Phone: _____

Email: _____

For more information, contact your pastor or the Office of Mission
Advancement at 701-222-3035 or toll-free 1-877-405-7435.

You may also donate online at www.bismarckdiocese.com

Please place
in parish
offertory or
mail with a
stamp.

***Thank You for your support of the
2024 God's Share Appeal.***

-Bishop Kagan

Year-round Bulletin Announcements

- Place these announcements in the same location in your bulletin.
- Rotate printing one or more announcement on a regular basis.

Did you know your God's Share Appeal donation supports:"

1. Funded by your contributions to the Annual God's Share Appeal, the Office of Vocations offers personal and material resources to promote vocations to the priesthood and religious life. The Office of Vocations provides screening and evaluation services for those applying for seminary formation. The Office of Vocations also provides human, intellectual, spiritual and pastoral formation to those studying to be priests for the Bismarck Diocese.
2. Funded by your contributions to the Annual God's Share Appeal, the Office of Family Ministry offers several programs and services. Some of the programs include Natural Family Planning; Courage; Marriage Encounter; Hannah's Hope Ministry; Respect Life; Second Marriage Seminars; Rachel's Vineyard Retreat; Corazon (for struggling marriages); anti-pornography; and Marriage Preparation Seminars for Engaged Couples. The primary purpose of the Office of Family Ministry is to provide a family perspective to all of these programs and services which allows all families to learn from and grow deeper in love with each other and with God.
3. Funded by your contributions to the Annual God's Share Appeal, the Office of Canonical Services represents Bishop Kagan's church court for the Bismarck Diocese. The Office of Canonical Services deals most often with Declarations of Nullity of marriage, most commonly known as ***annulments***. Pastors and parishioners are greatly served by this office, which can assist in the resolution of "marriages outside of the church" or those marriages unable to be fully recognized by the church because of a prior marriage bond. This ministry of the bishop is required of him by universal church law (Canon Law) and since it must be widely available to assist parishioners and pastors throughout the diocese, and since it is costly in terms of resources, only the generosity of people through the God's Share Appeal ensures that Bishop Kagan can continue to provide this delicate and important ministry to his people.
4. Funded by your contributions to the Annual God's Share Appeal, the Finance Office is responsible for administering and accounting for the temporal goods of the diocese. The Finance Office assists an Independent Auditing Firm in conducting an Annual Audit for all of the diocesan corporate entities.
5. Funded by your contributions to the Annual God's Share Appeal, the Office of Vicar General/Moderator of the Curia provides assistance to Bishop Kagan in the total governance of the diocese and represents Bishop Kagan when he is unable to be present.
6. Funded by your contributions to the Annual God's Share Appeal, the Office of the Episcopal Vicar for Clergy provides communication and care to our priests, especially to those who are retired or ill, and to our deacons.

Year-round Bulletin Announcements

7. Funded by your contributions to the Annual God's Share Appeal, the Office of the Diaconate's primary purpose is to offer support to the ordained deacons and their spouses in their ministries, as well as offering spiritual and intellectual formation to those discerning a possible call to the diaconate. As the workload in all parishes continues to increase, there is an increasing need for more people to participate in the diaconate program. This office helps promote vocations to the diaconate, recruits potential candidates, and provides classroom instruction and spiritual formation to them and their spouses. This office also provides continuing education opportunities for our ordained deacons and their spouses and supports them in their various parish ministries.
8. Funded by your contributions to the Annual God's Share Appeal, the Office of Archives' primary purpose is to preserve and make available resources documenting the history of the people comprising our faith community in western North Dakota. This office also cares for the historical and other permanent records and publications of the diocese; maintains a records management program for the diocesan offices, parishes and Catholic schools; as well as providing research and reference services for parishes, institutions and individuals.
9. Funded by your contributions to the Annual God's Share Appeal, the Office of Communications and Media Services is in charge of seeing that the Sunday Mass airs each Sunday on television. People who are unable to attend Mass because of poor health or inclement weather enjoy it on the FOX television network. The Office of Communications is also responsible for arranging all the news conferences for Bishop Kagan. This office is also responsible for preparing the official diocesan news magazine, the *Dakota Catholic Action*, the diocesan website: www.bismarckdiocese.com and our diocesan social media.
10. Funded by your contributions to the Annual God's Share Appeal, the Office of Mission Advancement has three main responsibilities. First, to plan and coordinate the activity necessary to secure the day-to-day financial resources needed to operate the programs and services of Bishop Kagan's ministry. These activities include the Annual God's Share Appeal and the Annual African Mission Appeal which both generate immediate financial resources for operations. Second, is to provide stewardship education information to our priests, parish lay leaders and the parishioners in western North Dakota. Third is to promote the importance of having a Will to protect your family members and help parishes to establish their own endowment funds and promoting them to ensure long-term support for the parishes and all diocesan endowment funds.
11. Funded by your contributions to the Annual God's Share Appeal, the Office of Catechesis and Youth coordinates several opportunities for youth to grow deeper in love with their faith. Some of these annual opportunities are the Search for Christian Maturity weekends; the Diocesan Youth Conference; World Youth Day; Catechesis of the Good Shepherd; Catholic Young Advisory Council; March for Life Pilgrimage; Parish Leader Formation and Networking; Rise Up Middle School Youth Conference; Seek; Steubenville; and the National Catholic Youth Conference.

Year-round Bulletin Announcements

12. Funded by your contributions to the Annual God's Share Appeal, the Office of Child & Youth Protection provides a comprehensive program to help provide a safe environment for children and young people in all of our parishes and Catholic schools. The Office of Child & Youth Protection offers informational and training programs for our parishes and schools, and also provides additional resources for our parishes and schools on the diocesan website.
13. Funded by your contributions to the Annual God's Share Appeal, the Office of Continuing Education for Clergy's main purpose is to provide for the ongoing formation of clergy in our diocese. The aim and focus follows closely the details in the United States Conference of Catholic Bishops' *Basic Plan for the Ongoing Formation of Priests*. The Office of Continuing Education for Clergy accomplishes this by offering a Spring and Fall Clergy Education Conference, an annual priest retreat, meetings with the newly ordained priests, and offering sabbaticals for our priests.
14. Funded by your contributions to the Annual God's Share Appeal, the Office of Worship assists Bishop Kagan in carrying out his ministry as moderator, promoter and guardian of the liturgical life of the diocese. The Office of Worship plans and coordinates all diocesan liturgies, provides training on liturgical renewal, provides resource materials to parishes, and acts as a consultant to parishes in areas of music and the building and renovation of churches.
15. Funded by your contributions to the Annual God's Share Appeal, the Office of the Chancellor provides administrative and clerical assistance for Bishop Kagan. The Office of the Chancellor provides diocesan records and reports, coordinates personnel policies, assists in processing marriage requests, facilitates diocesan ministries and services, and responds to requests from pastors, parishioners, national and international church bodies and the general public.

For further information or assistance, contact:

Ronald W. Schatz, Director

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Information in this manual can be accessed on-line PDF format
under “Ministries/Offices,” “Mission Development” and “Parish Resources”

Under “Resources” click God’s Share Leadership Manual

or by entering the following address:

<http://bismarckdiocese.com/documents/2024/3/LeadershipManual.pdf>