



ADVANCED PARISH-WIDE AND PARISH-WIDE GATHERINGS

◆ **Advanced Parish-wide Gatherings**

Large parishes may wish to conduct one or more Advanced Parish-wide Gatherings for candidates who have greater capacity but are not considered Major Gifts candidates. The pastor and Cabinet members will work with the Campaign Director to determine if this is an effective approach for their parish.

◆ **Parish-wide Gatherings**

Every family in the parish, not reached through the Leadership or Major Gift Phases of the campaign, will be invited to attend a Parish-wide Gathering. Special invitations will be mailed to those who are regular offertory and *Our Catholic Appeal* donors. Invitees are asked to RSVP and a special effort to encourage attendance will be coordinated with the help of the Parish-wide Gifts Committee and other select volunteers. (See pages 33 and 34 for sample invitation and page 35 for a sample RSVP card.)

There are many small steps/details which can aid in the success of the advanced parish and parish-wide gatherings.

1. In addition to the advanced parish gathering consisting of middle tier families, it could also consist of ministry members (their invite can say that as important members of the parish community, we are asking them to attend of the first of several parish gatherings.....). Having ministry leaders organize this will ensure participation (you can reserve tables for each ministry group).
2. Quality of the invitation – not to be confused with price to produce the invitations:
 - a. Cover photo to attract attention and stand out from junk mail
 - b. Verbiage on inside, emphasizing and exciting parish community to attend event
 - c. Easy to respond to tear off RSVP which can be sent back in mail, or dropped off in offertory
 - d. Offer 2-3 dates to choose from. Parish lifestyle should determine whether this should be on weekends, weekdays, day or night.
3. RSVP Follow up:
 - a. Set an RSVP date suitable to active, social life of parishioners (suggestion: 2-4 weeks)
 - b. Have an RSVP table at weekend Masses (suggestion: the 2 weekends before gathering)
 - c. Have Parish-Wide Committee make RSVP phone calls to the “Top 100” or top families you would like to have in attendance. When possible committee members can make RSVP calls to parishioners they know.
4. At the gatherings, have committee members and table captains wear *Alive in Christ* polos, or YA2 tees, or some type of “uniform” so they can be easily identified as volunteers who can answer questions and attendees.
5. Organize and have a checklist for the gathering setup. This will help the event run smoothly, and with less pressure, everyone will have a smile and be happy to assist!
6. Decorate the gathering space to make the event special. Even on a small budget, some ferns and leaves as a table center piece can be meaningful. Or use the *Alive in Christ* colors to liven up the table cloths, napkins, plates and balloons. Play music while families are coming in and during meals.


7. Train setup committee, table captains and packet pullers. When they know what to expect, the whole event will run more smoothly and they will have participated in a successful event and feel positive about the campaign!
8. Have a packet put together for each table/table captain. This will make it easier to sign in and follow up with families (this will make table captains and the campaign appear more professional – families will be impressed). Make extra packets incase you need to add tables for walk-ins.
 - a. Packet to include: Sign in sheet, calendar to make follow up appointments, appointment cards to families can take home and put in their calendars, thank you cards and stamps for table captains to send families for attending and to remind about follow up date.
9. For packet



SAMPLE PARISH-WIDE GATHERING INVITATION - cover

St. James Catholic Cathedral
Attention: Fr. John McCormick, Rector
215 North Orange Avenue
Orlando, Florida 32801

PLACE
STAMP
HERE

ST. JAMES

St. James Catholic Cathedral
215 North Orange Avenue
Orlando, Florida 32801
CATHEDRAL
A CATHOLIC COMMUNITY

NON-PROFIT
ORG.
U.S. POSTAGE
PAID
PERMIT NO. 2088
ORLANDO, FL



Conceptual Drawing



SAMPLE PARISH-WIDE GATHERING INVITATION - inside



Dear Friends in Christ,
I am writing to you today to share some wonderful news. You are being invited to a day to remember, one that I hope will hold a special place on your calendar.

I would like to share the dates for our *Alive in Christ* Capital Campaign Parish-wide gatherings. These gatherings will transform our relationship with Jesus, and with each other, in a way that will hold a special place in our lives for many years to come. The *Alive in Christ* Campaign is for our Cathedral parish faith family, and the larger Diocesan family to which we belong.

Whatever else you may be doing on these days, I encourage you to attend a gathering. At these gatherings, I will share with you our vision to restore and renovate our Cathedral, as well as other priorities for our Cathedral parish. These gatherings will be informal, socials and a wonderful opportunity to come together as a faith community. The gathering dates are:

- Saturday, March 21 from 5 p.m. to 7 p.m./Social Hall**
 - Tuesday, March 24 from 6 p.m. to 8 p.m./School Assembly Hall**
 - Saturday, March 28 from 5 p.m. to 7 p.m./Social Hall**
- Please select the gathering that best fits your schedule and respond to the attached RSVP card by mail, by phone, or the church collection basket. Dinner and Child Care will be provided. Please RSVP by March 12 with phone and e-mail addresses included.

The success of our Cathedral parish depends on your prayers, your involvement, and your financial resources. I'll look forward to you joining me at one of our Parish-wide gatherings.

God Bless,

Fr. John McCormick
Rector



Estimados Amigos en Cristo,
Les escribo hoy para compartir unas maravillosas noticias. Están invitados a un día inolvidable, uno que espero que guarden en un lugar muy especial en su calendario.

Me gustaría compartir algunas fechas de nuestras reuniones parroquiales de la Campaña Capital Vivos en Cristo. Estas reuniones van a transformar nuestra relación con Jesús y entre cada uno de nosotros de una manera que guardarán muy especial en sus vidas por muchos años venideros. La Campaña Vivos en Cristo es para nuestra familia parroquial de Fe de la Catedral y para nuestra familia más grande Diocesana, a la cual pertenecemos.

No importa que otras cosas estén haciendo en estos días, les exhorto a atender esta reunión. Durante estas reuniones, estaré compartiendo nuestra visión para restaurar y renovar nuestra Catedral, así como otras prioridades de nuestra Parroquia. Estas reuniones serán informales y una maravillosa oportunidad para unirnos como una comunidad de fe. Las fechas de las reuniones son las siguientes:

- Sábado, 21 de marzo de 5 P.M. a 7 P.M./ Salón Social**
 - Martes, 24 de marzo de 6 P.M. a 8 P.M./ Salón de Asambleas del Colegio**
 - Sábado, 28 de marzo de 5 P.M. a 7 P.M./ Salón Social**
- Por favor seleccione la reunión que mejor acomode su calendario y responda a la tarjeta de RSVP por correo, teléfono o en la colecta de la Iglesia. Cena y cuidado de niños serán ofrecidos. Favor de RSVP en o antes del 12 de marzo con su teléfono o correo electrónico incluido.

El éxito de nuestra Catedral depende de sus oraciones, su participación y sus recursos financieros. Espero verlos en una de nuestras reuniones parroquiales.

Que Dios los bendiga.

Fr. John McCormick
Rector



You may RSVP by returning this response card or simply calling the parish office at 407-422-2005 x132. We look forward to seeing you.

Pueden RSVP devolviendo esta tarjeta o llamando a la oficina de la parroquia al 407-422-2005 x132 ¡Esperamos verlos!

Yes I/we will attend the parish gathering on:

_____ Saturday, March 21 from 5 p.m. to 7 p.m.

_____ Tuesday, March 24 from 6 p.m. to 8 p.m.

_____ Saturday, March 28 from 5 p.m. to 7 p.m.

_____ Number of persons attending: _____

_____ Child care # of Children _____ Ages _____

Name/Nombre _____

Address/Dirección _____

City, State, Zip/Ciudad, Estado, Zip _____

Telephone/Teléfono _____

Email Address/Correo Electrónico _____



PARISH-WIDE GATHERING SIGN IN SHEET



CALENDAR FOR MAKING FOLLOW UP APPOINTMENTS AT A GATHERING

July 2009

SUN MON TUE WED THU FRI SAT

5	6	7	8	9	10	11			
12	13	14	15	16	17	18			
19	20	21	22	23	24	25			
26	27	28	29	30	31				



Appointments

Table # _____

Please write in your name and time for your meeting. Don't forget to also fill your name, address, and telephone number in the sign up sheet.



APPOINTMENT CARD FOR MAKING FOLLOW UP APPOINTMENTS AT GATHERING



Appointment

Date _____

Time _____

Location _____

If you have any questions, please contact our
parish office. We look forward to seeing you!