



"MY SHEEP HEAR MY VOICE;  
I KNOW THEM, AND THEY  
FOLLOW ME." —JOHN 10:27

# HEAR ✦ HIS ✦ VOICE

2020 DIOCESAN APPEAL  
DIOCESE OF ROCKFORD

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2020 Diocesan Appeal

# Resource Manual

*Hear His Voice*

Kickoff Weekend  
June 6-7, 2020

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## Overview

### Overview

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## Letter from Bishop Malloy

April 2020

Dear Monsignors/Fathers, Deacons, and Parish Lay Leaders,



Forty-five years ago, in April 1975, Bishop Arthur O'Neill began the Diocesan Services Program which is now called our Diocesan Appeal. This year's theme is "Hear His Voice." This quest to hear Jesus when he speaks to us is an important one.

Jesus has entrusted to us the work of assisting the faithful to hear and follow Him. Efforts to accomplish this mission must go beyond individual parishes to the prayers and generosity of the whole Church.

By working together within the Diocese, we can share Jesus' call with all our parishioners here in northern Illinois. The diocesan-level ministries supported by the 2020 Diocesan Appeal work to bring our parishioners closer to Christ, helping them to follow in His footsteps.

I know I can count on you to be at the forefront of this Appeal through your homilies, by showing the Appeal video at Mass, and by coordinating other promotional efforts at your parish.

Thank you for your generous support, and for all you do to build up your parish, our diocese and your communities. May God bless you all!

Sincerely yours in Christ,

*+ David J. Malloy*

Most Reverend David J. Malloy

Information removed

(For descriptions of the Diocesan Offices and Agencies, see [Appendix.](#))

### **Some of the Major Highlights and Changes In the New Fiscal Year 2020-2021 Diocesan Appeal Budget**

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We continue the practice of setting the Diocesan Appeal Budget based on the growth of parish ordinary income during the last full fiscal year. Parish targets are calculated on parish ordinary income with only one potential adjustment. Only collections specifically approved by the Moderator of the Curia for capital projects will remain exempt from ordinary income. We will continue to adjust parish ordinary income to include special envelopes used for ordinary parish expenses. For the year ended June 30, 2019, parish assessable ordinary income decreased by 1.3% for the year equal to the slight decline in ordinary income.

The diocesan ministries receiving funding from this appeal understand the responsibility of maintaining fiscal accountability for the resources entrusted to them while continuing to provide the necessary services to the parishes, schools and agencies. The assessment rate for the 2020 Diocesan Appeal increased for the first time in six years to 10.34% of assessable ordinary income compared to 10.2% in 2019.

One of the most significant points for 2020-2021 is that the overall target increased less than \$5,000. Of the 29 separate line items, 16 budget requests were submitted at or below the current year funding level. Inflationary increases to salaries and benefits included in the budgets continue to be offset with operational efficiencies whenever possible. Accumulated savings, if available, have been incorporated into the budget requests to ensure the available funds from all sources are utilized to be good stewards of the funds entrusted to the Diocesan Appeal.

Another key change includes the addition of a Safe Environment Coordinator in January 2020 as part of the Chancery staff. The Coordinator will assist parishes, schools and Diocesan facilities with matters having to do with the Diocese's Safe Environment Program. This Program includes education and training of our employees and volunteers, the children in our elementary schools, high schools, and religious education programs, and ensuring compliance with the new trainings required by Illinois law: Mandated Reporter and anti-sexual harassment training.

### **Which diocesan ministries and programs are funded by the Diocesan Appeal?**

Some of the diocesan ministries funded by the Diocesan Appeal (DA) are:

#### Social Ministries

- St. Elizabeth Center (food pantry, clothes closet, soup kitchen, preschool, summer camp/extended care, school supplies, job placement, and Community Holiday help)
- Catholic Charities (Adolescent Outreach, Refugee Resettlement, Immigration Services, Emergency Assistance, Adoption searches, School and Family Counseling, Long-Term Care Ombudsman Program, and service to victims of Human Trafficking)

#### Catholic Education

- Training Catechists for School and Religious Education
- Certification of Directors and Coordinators of Religious Education Programs
- Developing School Policies, Dealing With Personnel Concerns, Curriculum Development
- Youth Ministry
- Diocesan Lay Ministry Formation
- Diocesan Theological Institute

#### Family Programs

- Life & Family Evangelization (LiFE) Office (Silver & Gold Wedding Anniversary Mass, March for Life, Marriage Preparation Programs, Natural Family Planning, Youth & Young Adult Ministry, Youth Summit)
- Dealing with issues of human dignity
- Bishop Lane Retreats
- Ministry Day (to help develop skills of pastoral ministers)
- Hispanic Ministry

#### Clergy and Religious

- Seminarian Education
- Permanent Diaconate Program
- Retired Priests Pension Plan
- Clergy Development
- Vocations Office
- Vicar for Clergy and Religious Office

For full descriptions of these ministries and services, please see the [Appendix](#). Diocesan Appeal stats for your reference are available in the [Resource section](#).



### Questions about the 2020 Diocesan Appeal

#### **Why Do We Conduct an Annual Diocesan Appeal?**

The Diocesan Appeal (DA) helps to support the offices and agencies that provide the parishes within the Diocese of Rockford with the ministries and services no single parish could provide on their own. It is an invitation from our Bishop to participate and be responsible for the good works accomplished by the diocesan ministries that have enriched the lives of those in our local Church. God gives us so much that as good stewards we can in turn show our gratitude by sharing our gifts with His Church.

#### **What does the word “stewardship” mean?**

According to the 1992 U.S. Bishops’ Pastoral Letter, Stewardship: A Disciple’s Response, a steward is defined as a disciple of Jesus who “receives God’s gifts gratefully, cultivates them responsibly, shares them lovingly in justice with others, and returns them with increase to the Lord.” Stewardship is a way of life and is best understood within the context of conversion and evangelization. The disciple is motivated to share his/her time, talent, treasure, and assets with the Church and other worthy causes from a deep sense of gratitude and in a planned, proportionate, and sacrificial manner for the greater glory of God.

#### **When does this Appeal occur?**

The last weekend of April is called Announcement Weekend. At that time, parish leaders present the focus for that year and describe the diocesan ministries supported by the Appeal. The first weekend in May is called Pledge Weekend, an invitation to parishioners to participate by asking for a financial gift for the Diocese.

#### **Do diocesan ministries support and assist parishes in their mission?**

Yes, the diocesan ministries and services supported by the 2020 Diocesan Appeal directly assist parishes in their mission. The clearest example of this is the Clergy and Religious programs and ministries listed above. Your present pastor/ parochial administrator and parochial vicar were assigned to your parish by the Bishop to provide sacramental, pastoral and administrative services to the parish.

Before he became a priest, your pastor was trained in the seminary, which is funded by the Diocesan Appeal. It is the Diocese’s responsibility to recruit, train, and form seminarians who will be our future priests serving in the parishes. Your deacon was trained through the diocesan ministry called the Permanent Diaconate Program.

Catholic Education programs are funded by DA. Does your parish have a RCIA program? Do your catechumens and candidates participate in the Rite of Election at the Cathedral each year which is sponsored by the Diocese? Do you have a Catholic elementary or high school? These are assisted by the Diocesan Education Office in many different ways.

Social Services - Does your parish school receive Social Services from Catholic Charities? Has your parish resettled a refugee family? Does your parish or individual parish members volunteer and support St. Elizabeth Catholic Community Center in Rockford? This agency has been providing social services to the inner city poor since the beginning of the 1900’s. St. Elizabeth has an Early Childhood Program, Soup Kitchen and Food Pantry, Emergency Services, and Outreach to seniors.

These are just a few of the diocesan ministries and services that provide the much-needed programs that no single parish can supply on its own. The Diocesan Appeal makes it possible for these ministries to assist your parish.

### **How is the Diocesan Appeal goal determined?**

Each year in January and February, each diocesan office presents its financial needs for the next fiscal year (July 1 of that year and ending June 30 of the next year). These are reviewed by the Moderator of the Curia/Vicar General, Chancellor/Vicar General, Director of Finance and Administration and the Diocesan Finance Council. These consultative bodies make their recommendations to the Bishop who makes the final decision. The total of next year's fiscal year budget becomes the goal for the Diocesan Appeal. The diocesan budget is published in the annual Diocesan Appeal resource guide.

### **Do the parishes have goals?**

Yes. Each parish's goal is determined by using a formula based on the parish's Ordinary Income and other rules developed through diocesan-wide consultations that occurred in 1992, 1998 and in 2014. If the peoples' gifts exceed their parish goal, the parish receives 100% of any monies raised over goal. If the peoples' gifts fall short of the goal, the parish must make up the difference between the peoples' gifts and the parish goal.

### **How much is each family asked to contribute?**

The Rockford Diocese encourages each family to adopt the modern Catholic interpretation of the Biblical tithe: 5% of one's treasure is directed to one's parish, 4% to worthy causes, and 1% to Diocesan Appeal. If it is not possible to introduce this way of giving immediately in one's life, then you are encouraged to adopt what is called sacrificial giving.

Sacrificial giving is when we "take a step" each year closer to accomplishing the full tithe. To adopt the biblical ideal of tithing immediately might be a step too much for some. "Taking a step" with Sacrificial Giving year by year will help you prayerfully mainstream your tithing into your lifestyle.

When contributing to the Appeal, you may make a one-time gift or make a pledge that can be paid over a 10-month period of time or in four quarterly installments. The Diocese sends reminder mailers to donors making pledges. Pledge statements are mailed out in July through April, and the last parishioner payments are accepted in May.

### **Are Diocesan Appeal funds used to pay legal fees or settlements from sexual abuse cases?**

Absolutely not! In fact, money contributed to the Diocesan Appeal helps to fund programs to prevent sexual misconduct in any form. The Protecting God's Children Program and the Safe Environment Program are two examples.



## Preparation



### Checklist for a Successful 2020 Diocesan Appeal

#### Pastor is Key to the Success of the Appeal

As pastor/parochial administrator and/or parochial vicar, your role is essential for the success of the Diocesan Appeal in your parish because your parishioners look to you as a role model for responding to the appeal. A positive, enthusiastic Diocesan Appeal message will help your parish reach its target goal. Linking how the diocesan ministries assist your parish mission will help, along with presenting stewardship principles to your parishioners. Work closely with your leader or committee so they can assist you in your efforts.

#### Parish Stewardship Committee

The Parish Stewardship Committee assists the pastor in running the Diocesan Appeal. Here are some of the suggested ways you can help make your parish effort be successful:

1. Recruit the needed workers to accomplish your plans. Make prayer a significant part of your meeting and planning process. Develop a positive attitude about the appeal, diocesan leadership, and the diocesan ministries supported by the Appeal.
2. Each member of the committee, including the pastor, should make their pledge before the appeal begins. Be in touch with your motivating reasons for participation, and be willing to share them with the rest of the parish. Some of these might be:
  - a. The teachings of Stewardship - grateful return of gifts received so that the Lord's work can be done – striving to be a sacrificial giver - 5% to the parish, 1% to Diocesan Appeal, and 4% to other worthy causes;
  - b. The good works accomplished by diocesan ministries, which provide services that no single parish could provide;
  - c. A response to the sincere invitation of our diocesan pastor, the bishop, to participate and be responsible for the life of the wider diocesan church;
  - d. A personal appreciation for specific diocesan services given to the parish which have enriched the life of the faith community;
  - e. The work done in the broader community in the area of meeting social service needs;
  - f. A personal and positive experience with a diocesan service that helped you in your faith life.
3. Work closely with your pastor to plan and coordinate the parish's approach for each phase of the appeal: advance organizing and planning, church presentation, pledging procedures at the weekend liturgy, and follow-up procedures. If you need assistance, call the Office of Charitable Giving (815) 399-4300 for assistance in organizing your plan.
4. Become knowledgeable about the ministries of the diocese, especially those that are linked with the parish's ministries. Ask staff or volunteer chair people to share their positive experiences with the diocesan ministries. Do you have specific parish stats to share? Diocesan stats available in the [Resource section](#).
5. **Have a plan to follow-up with those parishioners who do not make a pledge on Pledge Sunday.** Usually this includes a combination of telephone follow-up and direct mail. Be supportive during diocesan follow-up activities.
6. Appoint a person(s) to oversee the reporting procedures. If assistance is needed, call the Office of Charitable Giving (815) 399-4300, extension 353 or 355.
7. Strive to achieve at least 110% of your parish's goal in pledges, and at least 40% participation by September.

#### Goals of the Diocesan Appeal

- To teach about the teachings and practices of stewardship
- To educate about the diocese, its ministries and the connections between the parish and diocese
- To invite participation in the mission of the diocese through the parishioners' gifts of time, talent and treasure
- To enlist the participation of at least 40% of the parish's membership
- To achieve at least 110% of the parish's financial goal

### **Examples of Strategies for a Successful Diocesan Appeal**

To help your parish have a successful Diocesan Appeal (DA), we have gathered the strategies that are recommended in this Manual and that have been utilized by parishes that have consistently achieved and gone beyond their DA goal.

These successful parishes have incorporated the Stewardship Way of Life principles into their parish community; have strong, positive leadership from their pastor; maintain a Stewardship Committee or leader to promote stewardship within the parish all year long; and conduct the follow-up activities suggested in this manual.

#### **All Parishes Over Goal have a Specific Plan**

Parishes which succeed consistently follow the timelines and suggestions found in this resource manual. By conducting each phase of the appeal and following through on the specific action steps for the preparation, presentation and follow-up activities, parishes found they were very successful. The plan is created in cooperation with the pastor, parochial vicar(s), appropriate staff persons (business manager, the person that works with PDS or ParishSOFT, Stewardship coordinator, secretary) and the Stewardship Committee and/or Finance Council.

#### **The Role of the Pastor**

The most often mentioned important variable for success is the pastor. He first makes his own sacrificial gift. He convincingly presents the reasons for supporting the diocese at all the Masses. The parishioners know that participating and making the parish goal is a high priority of the pastor. Achieving the diocesan goal is a part of the culture of the parish.

#### **Stewardship as a Way of Life**

The Stewardship Committee, along with the pastor, use the Diocesan Appeal time to teach stewardship principles and practices. Their vision of stewardship includes the parish, diocesan and universal levels of the Church. They have emphasized sacrificial giving in a planned and proportionate way. Parishes conduct annual renewals of time, talent and treasure which is typically conducted in the fall.

#### **Lay Witnesses**

Many parishes report the use of a parishioner as a witness to speak about their positive experiences with a diocesan ministry. Graduates of the Ministry Formation Program, aspirants, candidates and ordained deacons, seminarians, Catholic Charities adoptive parents, Stewardship Committees, Family Life and Respect Life Coordinators, Principals, Directors of Religious Education and Youth Ministers have spoken about the services their programs have received because of the generosity of those donating to the DA.

#### **Role of Parish Staff**

The Business Manager or parish secretary works closely with the pastor and Diocesan Appeal Committee to oversee the many administrative details of the Diocesan Appeal, especially the follow-up of non-respondents. One parish's staff person has a private goal to surpass the parish goal by an amount equal to their annual salary. When successful, this person knows that their salary is covered by the Diocesan Appeal refund which frees up parish money to address other needs.

#### **Publicize Names of Donors**

Some parishes published the names of donors (not their pledge) in the bulletin. Others have used a homemade wall board and posted all the names of the donors. Each week they update the listing. The names are listed in alpha order.

## Preparation

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### Everyone Participates

What if you asked parishioners during several Masses to complete their mailed pledge card with prayer intention card, or the in-church pledge envelope - even if the parishioner just promises to pray for the diocese. This is a strategy that asks all parish members to respond in some way. Set up tables in the hall and engage each member after Mass. Follow up with phone calls to non-respondents.

***New in 2020:** Look for more information on our new Leadership Giving Societies with the 2020 Diocesan Appeal. Donors that choose to contribute to the various Leadership Giving Societies will be offered invitations to special events throughout the year:*

- |                                     |                   |
|-------------------------------------|-------------------|
| • Society of St. Teresa of Calcutta | \$500-\$999       |
| • Society of St. James              | \$1,000-\$1,499   |
| • Society of St. Stephen            | \$1,500-\$2,499   |
| • Society of Our Lady of Guadalupe  | \$2,500 - \$4,999 |
| • Society of St. Michael            | \$5,000 - \$9,999 |
| • Society of St. Peter              | \$10,000+         |

### Major Donors

A number of parishes have cultivated people in their parish who are capable of making larger gifts to participate in a meaningful way. A number of these individuals have accepted percentage and sacrificial giving. Some parishes have individuals who wait to give until most of the other parish members have participated. These individuals pledge to make up the difference between the parish's goal and what the rest of the parishioners have pledged.

### Homemade Brochure

In order to emphasize the links between the parish and diocesan ministries, these parishes have created their own brochures. The brochure highlighted the involvement of specific diocesan ministries within their parish ministries. The brochure also teaches the principles of stewardship.

### Banner

Parishes in the past have hung a large locally printed banner in the entryway to the worship area. The banner has a stewardship message and an encouragement to donate.

### Specific Dollar Amount

Another strategy was to suggest a specific amount to be donated in addition to the encouragement to the 1% of giving goal. They noticed a dramatic growth in their average gift level and participation.

### Adding an Additional Parish Goal for a Specific Project

Because parishes receive 100% of any monies raised over their DA goal, some parishes have added a parish goal tied with the DA. Such as, asking for funds for a future construction project or repair needs or to retire debt in their parish. This "add-on" to the DA served to increase donations so the parish didn't have to conduct a separate campaign. Parishioners gave more so they could complete the project in their parish and meet the DA goal.

### May Follow-up in the Pews

For the weekends in May after Pledge Sunday, ushers place a fixed number of in-church envelopes and pens at both ends of each pew. Before Mass starts, an announcement is made that if the individual has not made their pledge to date, they are encouraged to do so. The donors place the completed envelope into the collection basket. At the end of each Mass, the ushers replenish the envelopes to the fixed number and report how many were taken. By the end of May, the parish had surpassed its goal.

### Timeline for 2020 Diocesan Appeal - Updated May 2020

May 1 – May 11	Par	-Pastor sends out Advance Letter (if he wishes to do so). Samples in Resource Section. -Promote the upcoming appeal with Bulletin clipart, announcements, etc. <a href="#">See Resource link in Parish Page</a>
Arriving mid-May	Par	-Parish supplies arrive (banner, labels, brochures, in-pew envelopes, Appeal video in DVD/Flash drive, campaign posters, progress posters, report envelopes, forms, etc.) -Put up banner, posters, etc. -Check to make sure you have all you need for the appeal (What is your plan to promote the appeal; materials, speakers, bulletin cover, etc.)
Mailed out 5/18	Dio	Diocese/Cathedral Corp mails Diocesan appeal packets to all parishioners (except for those that asked not to be contacted or we do not have a current address).
June 6-7, 2020	Par	Official start of the 2020 Diocesan Annual Appeal Campaign
June 8-29, 2020	Par	-Reports due to the Office of Charitable Giving. Please send as often as possible. -Parish Follow-up Plans. <a href="#">See Parish Follow Up Plans.</a>
June 12, 2020	Dio	First <b>monthly thank you notes</b> sent to mailing house.
June 19, 2020	Par	-Parish report deadline for <b>exclusion list to Diocese</b> (no follow up letters in July). Diocese/ <b><i>Due date for all outstanding pledges so that parishioners do not get a follow up letter.</i></b>
July 6, 2020	Dio	<b>Monthly thank you and pledge reminders</b> sent to mailing house (Reminder 1 of 10)
mid July 2020	Dio	<b>Diocesan</b> follow-up letters to all non-respondents with the exception of those notated on pledge cards that they are sending in IRA distributions not yet received.
July - Sept 2020	Par	-Parish See <a href="#">Parish Follow-up plans for DA</a> . Please continue to send in pledges and payments at least once a month. Are you close to 110% of parish goal in pledges?
August 7, 2020	Dio	<b>Monthly thank you and pledge reminders</b> sent to mailing house (Reminder 2 of 10)
September 4, 2020	Dio	<b>Monthly thank you and pledge reminders</b> sent to mailing house (Reminder 3 of 10)
October 2, 2020	Dio	<b>Monthly thank you and pledge reminders</b> sent to mailing house (Reminder 4 of 10)
November 6, 2020	Dio	<b>Monthly thank you and pledge reminders</b> sent to mailing house (Reminder 5 of 10)
December 4, 2020	Dio	<b>Monthly thank you and pledge reminders</b> sent to mailing house (Reminder 6 of 10)
January 8, 2021	Dio	<b>Monthly thank you and pledge reminders</b> sent to mailing house (Reminder 7 of 10)
January 8, 2021	Par	<b>All December 31, 2020 donations must be received on or before</b> this date at 9 am at the Office of Charitable Giving to be considered 2020 tax year donations.
January 8, 2021	Dio	<b>Monthly thank you and pledge reminders</b> sent to mailing house (Reminder 7 of 10)
January 2021	Dio	Diocese mails out letters to all those that have not yet pledged this year but donated in the past ( <b>LYBUNT</b> ).
February 5, 2021	Dio	Diocese mails a letter mid-February 2020 to all donors that have made a pledge but not yet made a payment.
February 2021	Par	<i>Where do you stand on your shortfall payments? You can make a payment at any time.</i>
February 5, 2021	Dio	<b>Monthly thank you and pledge reminders</b> sent to mailing house (Reminder 8 of 10)
March 5, 2021	Dio	<b>Monthly thank you and pledge reminders</b> sent to mailing house (Reminder 9 of 10)
April 2, 2021	Dio	<b>Monthly thank you and pledge reminders</b> sent to mailing house (Reminder 10 of 10)
May 25, 2021	Dio	Final parishioner payments 5/26/2021. All future payments will be put towards DA 2021.
June 2021	Par	<b>-Shortfall letters sent out – payments due on or before June 30, 2021 at 9 am.</b>
June 30, 2021	Par	<b>-Fiscal year close/Diocesan Appeal close:</b> Final parish payments must be received on or before June 30, 2021 at 9 am in the Office of Charitable Giving. All unpaid balances after this date will be converted to a DIAL loan.

Par = Parish

Dio = Diocese



## 2020 Diocesan Appeal Material Samples

This year we will have 3 types of mailings:

1. A personalized "In-Pew design" that has the Bishop letter, appeal information, pledge card (with space for prayer intentions) and envelope as one piece. This will be mailed to those that have not donated to the Appeal in more than 3 years.
2. A personalized brochure that contains a customized pledge card with last year's donation, return envelope with space for prayer intentions. This will be sent to all donors that give under \$250.
3. Same as number 2 but this includes and an invitation to join one of our Leadership Giving Societies (1 of 6 special brochures will go along with the mailing depending on giving level):
  - Society of St. Teresa of Calcutta \$500-\$999
  - Society of St. James \$1,000-\$1,499
  - Society of St. Stephen \$1,500-\$2,499
  - Society of Our Lady of Guadalupe \$2,500 - \$4,999
  - Society of St. Michael \$5,000 - \$9,999
  - Society of St. Peter \$10,000+



2020 DIOCESEAN APPEAL  
YOUR GIFT MAKES A DIFFERENCE!

19 Seminarians

St. Peter from St. Mary in Pe...



"MY SHEEP HEAR MY VOICE;  
I KNOW THEM, AND THEY  
FOLLOW ME." —JOHN 10:27



2020 DIOCESEAN APPEAL  
DIOCESE OF ROCKFORD  
P.O. BOX 7044 • ROCKFORD, IL 61125-7044

Thank you for your gift of xxxxx in 2019.  
Please prayerfully consider a gift to help your Parish.

999999  
Mr. Sam Q. Sample  
123 Anystreet St.  
Anytown, NY 12345-1234

Parish Name  
DUID: 999999

**GIFT OPTION (CHOOSE #1 OR #2)**

**1. Enclosed, please find my ONE-TIME GIFT of \$ \_\_\_\_\_**

☐ Check # \_\_\_\_\_ (Make check payable to Your Parish - DA)

☐ I will make my gift by credit card or EFT online at [www.rockforddiocese.org/donate](http://www.rockforddiocese.org/donate)

**2. My Pledge**

**I wish to PLEDGE \$ \_\_\_\_\_ to the 2020 Diocesan Appeal**

Amount Enclosed \$ \_\_\_\_\_ Check # \_\_\_\_\_

Balance Due \$ \_\_\_\_\_ (Payable to Parish Name-DA)

I would like to contribute:

☐ Monthly, pledge to be fulfilled by May 21, 2021 (10 payments)

☐ Quarterly, pledge to be fulfilled by May 21, 2021 (4 payments)

☐ Gift of Stock, Donor Advised Fund, Retirement Fund

☐ Online by credit card or ACH at [www.rockforddiocese.org/donate](http://www.rockforddiocese.org/donate)

☐ Please send pledge reminders by mail to be fulfilled by May 21, 2021.  
Statements mailed July 2020 through May 2021. (Quarterly July, Oct, Jan, April).

☐ Do not send reminder

## Preparation

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### Sample Advance Letter Diocesan Appeal Only

Sent by Parish Leader/Pastor on parish letterhead (Eng/Spa available online)

April 2020

First and Last Name

Street Address

City, IL Zip Code

Dear "Title" "Last Name",

*Hear His Voice* is the theme for the 2020 Diocesan Appeal. With this theme in mind we are all called to follow the example of Jesus, putting our faith into action by what we say and do. As always this time of year, I need to ask you for your help and support. It is during this busy season that we act together to help care for the larger Church of the Diocese of Rockford.

It is through your generous gift to the 2020 Diocesan Appeal that we can continue to bring the love of Jesus to those in need and teach the faith to young and old alike. That work takes many forms in many different diocesan ministries. Marriage preparation, promoting human dignity and respect for life, youth ministry, and vocations are just some of the diocesan ministries and services we support through this Appeal.

What we give in support to the Diocesan Appeal comes back to help us in many ways! Our parish itself receives support for many of the diocesan ministries including our religious formation programs, our schools, and in the future the very fruits of the vocations we which we pray. This is why the annual Appeal is so important to us and our Diocese. Our goal this year for our parish is \$ **<Parish Target>**. Please remember that whatever we raise beyond this goal returns to our parish.

Please join **<Parish Name>** in supporting the 2020 Diocesan Appeal. This year, if you plan to make your gift by credit card or automatic withdrawal from your bank account, you can do so by visiting:

<http://www.rockforddiocese.org/donate> to donate easily and securely. Feel free to contact our office if you would like further information about donating from a donor-advised fund or through your IRA.

Through your gift, we can share the love of Jesus with our Catholic parish family and others throughout the Diocese. Thank you for your support as we participate in living the Church's mission to be a witness of compassion and mercy to those in need.

Sincerely yours,

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Pastor

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Stewardship Committee Chairperson

## Preparation

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### **Sample Advance Letter Diocesan Appeal and Stewardship** Sent by Parish Leader/Pastor on parish letterhead (Eng/Span available online)

April 2020

First and Last Name

Street Address

City, IL Zip Code

Dear "Title" "Last Name",

*Hear His Voice* is the theme for the 2020 Diocesan Appeal. With this theme in mind we are all called to follow the example of Jesus, putting our faith into action by what we say and do. As always this time of year, I need to ask you for your help and support. It is during this busy season that we act together to help care for the larger Church of the Diocese of Rockford.

It is through your generous gift to the 2020 Diocesan Appeal that we can continue to bring the love of Jesus to those in need and teach the faith to young and old alike. That work takes many forms in many different diocesan ministries. Marriage preparation, promoting human dignity and respect for life, youth ministry, and vocations are just some of the diocesan ministries and services we support through this Appeal.

What we give in support to the Diocesan Appeal does come back to help us in many ways! Next weekend we will ask for your commitment to the Diocesan Appeal and to this faith community. Our parish commitment is to give \$\_\_\_\_\_ as our share of this Appeal. If you can give a gift of 5% of your income to our parish and 1% to the Diocesan Appeal we will surely reach our goals. Whatever we raise beyond this goal returns to our parish.

Please join **(Parish Name)** in supporting the 2020 Diocesan Appeal. This year, if you plan to make your gift by credit card or automatic withdrawal from your bank account, you can do so by visiting:  
<http://www.rockforddiocese.org/donate> or <http://www.rockforddiocese.org/donar> to donate easily and securely.

Through your gift, we can share the love of Jesus with our Catholic parish family and others throughout the Diocese. Thank you for your support as we participate in living the Church's mission to be a witness of compassion and mercy to those in need.

Sincerely yours,

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Pastor

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Stewardship Committee Chairperson

## **Announcement and Pledge Weekends**



### Tips for Presenting the 2020 Diocesan Appeal at Mass

*The following are tips you should use in preparing your comments.*

1. Before the pastor asks the people of the parish to make a pledge, he should make his own first and explain why he is doing so.
2. The key to parishioners' pledging is to help them understand the teachings and practices of Stewardship and how they apply to daily life. The U.S. Bishops have linked stewardship with the conversion process and the very definition of being a disciple of Jesus Christ. One's gifts of time, talents and treasure are offered:
  - In thanksgiving to God for His loving kindness.
  - From the first fruits of our material blessings. We give from the top as a sign that God is first in our lives.
  - In a planned way. We consciously choose how much is dedicated to the mission of God. We do not leave the amount of the gift to momentary whim.
  - Sacrificial Giving - The Rockford Diocese encourages each family to adopt the modern Catholic interpretation of the Biblical tithe: 5% of one's treasure is directed to one's parish, 4% to worthy causes, and 1% to Diocesan Appeal. If it is not possible to introduce this way of giving immediately in one's life, then you are encouraged to adopt what is called sacrificial giving.

Sacrificial giving is where we "take a step" each year closer to accomplishing the full tithe. To adopt the biblical ideal of tithing might be a step too much for some. "Taking a step" with Sacrificial Giving will help you prayerfully mainstream your tithing into your lifestyle.

3. Integrate the theme statement "Hear His Voice" and how through your support of the DA, these ministries allow us to provide help for so many people. Refer to Bishop Malloy's letter for insights into this year's theme.
4. Another ingredient for success is to help the people to see that their lives are connected with the ministries being supported and are enriched because of them. Learn more about your parish ministries. Ask your parish staff how the diocesan ministries are involved in the parish. See Questions About the DA section in this Manual.
5. People need to be reminded that their gifts of time, talent and treasure make a difference. Their participation is as important as the amount of their gift. Their gift-giving is strengthening the Church, and contributing to the well-being of many people in need and society in general.
6. Always invite people to give a gift. Be confident and positive when you ask. People are looking for leadership and suggestions. Remind them that more than likely they are able to give more by making a pledge either with four quarterly or ten monthly payments. The diocese will send mailers to help them fulfill their pledge.
7. Stewardship is also about accountability. While not dwelling on these points to the exclusion of the other ideas, the following facts should be presented in some fashion.
  - Bishop Malloy, the Diocesan Curia, and the Diocesan Finance Council annually review the diocesan budget, priorities and needs. It is important that the faithful know that these responsible individuals and groups are involved in this process and that the diocesan budget and ministries are formulated after serious consultation.
  - If the goal for the parish is surpassed by the payments of the people, the parish will receive a 100% refund of the amount over the parish goal. This refund should be used for some specific project that is well known.
  - If the goal is not met by the payments of the people, the parish must pay the balance between the goal and the payments from parish income

### 2020 Diocesan Appeal Pledge Weekend

#### Overview June 6-7, 2020 Pledge/Kickoff Weekend

1. Pastor speaks to parishioners on Appeal's theme (Hear His Voice), the needs of the Diocesan Church and encourages them to pledge and/or make their first payment.
2. Play the Diocesan Appeal video (English, Spanish versions). This year's video has a few short interviews as well as Bishop's message.

Don't have equipment to show the video? Some parishes rent or ask a donor to financially help with the big screen TVs and DVD players and put them on the rolling AV carts in front and on the side aisle in church. Typically, the video is played after your pastor's homily.

**Note:** Parishes that played the video typically see a higher pledge and payment percentage from their parishioners.

3. Explain how to complete the pledge form (Parishioners will have received 3 types of mailings). See samples so you are aware of what they look like.

Multiple ways to give to the Diocesan Appeal:

#### Online options

##### **Credit card payments (Visa, MasterCard, Discover)**

Please go online to make a one-time, monthly or quarterly recurring gift through May 21, 2021.

**Withdrawal from checking or savings accounts** can be done by a one-time gift, or by monthly recurring withdrawals through May 21, 2021. This can be done by going online at

<http://www.rockforddiocese.org/donate> or <http://www.rockforddiocese.org/donar>

#### Checks

You may pay in full by enclosing the check in this envelope, or have monthly/quarterly reminder mailers sent to you for mailing your payments to us. If you wish to have the monthly/quarterly payment plan, please check the appropriate box on the pledge and insert in the envelope provided. Reminders will be mailed from the Diocese starting in July through April. You can also select to not receive reminders.

Make check payable to: (write name of parish)—DA

#### Bill Pay

You may use your bank's Bill Paying Service to make monthly/quarterly payments. Instruct your bank to make checks payable to – Diocese of Rockford-DA, include DUID and send to:

Office of Charitable Giving  
P.O. Box 7044  
Rockford, IL 61125-7044

#### Other Options

Appreciated stock, mutual funds, gifts of grain. If you need instructions on how to donate from your IRA, please contact the parish office for further information.

4. Talk about sacrificial giving:

Sacrificial Giving: (Below is some information to help you present this at Mass.)

God has given us so much! With sacrificial giving, we show Him our gratitude by giving to the Church. The modern Catholic interpretation of the Biblical tithe is to give:

5% of one's treasure to one's parish

4% to worthy causes

1% to the Diocesan Appeal

If it is not possible for you to introduce this way of giving immediately in your life, then we encourage you to adopt what is called sacrificial giving. Sacrificial giving is where we "take a step" closer each year to accomplishing the full tithe. (See 1% giving chart on pledge card and/or in-church envelope.)

Your gift to this appeal supports the many diocesan ministries that build the priesthood, affirm our youth and support life. You are helping to create future generations of the faithful and making a real difference in our parishes, our diocese and our Church.

5. Extra In-church envelopes and pens in the pews in case someone forgets their pledge card. Have the ushers collect the pledges.
6. Checks. Yes, they can still pay by check! If they want to do a payment plan all they have to do is complete the in-church envelope and place a mark (X) on the monthly or quarterly box. We will send them reminder mailers through April or until the pledge is fulfilled.
7. For parishes combining with Parish Stewardship of Treasure and the Diocesan Appeal, have them complete the In-Church envelopes and then proceed with your Parish Stewardship of Treasure pledge card. Enclose both into the envelope(s) and have the ushers collect them. It is fine if the parishioner completed the Diocesan pledge card and put it into the reply envelope that came with it.
8. For parishes combining a Parish Project with Diocesan Appeal see [Combining a Parish Project section](#) for details.
9. Parishes with Spanish-speaking parishioners:
  - a. Follow the above but have lots of in-church envelopes (and pens) available as you might have more than your registered parishioners present at this Mass.
  - b. Spanish version of the video is similar to the English version.
  - c. In-Church envelopes – Parishioners can give by check or going online to give by credit card (one-time gift or in monthly or 4 quarterly payments), or withdrawals from checking or savings account that they set up online. No voided checks needed! You may still accept cash but we prefer to have them go online or pay by check.

### Sample Presentation for Introducing the 2020 DA Video

We strongly encourage you to play the video as it conveys Bishop Malloy's message to the people of the Diocese of Rockford.

The video can also be shown at all parish meetings of the various councils and committees. It can be helpful with educating these key leadership people about the diocese and asking for their support. The video can also be seen on the Office of Charitable Giving Diocesan Appeal website: <http://www.rockforddiocese.org/charitablegiving/>

Below is a sample script the pastor or stewardship leader can use to introduce the 2020 DA video at Mass. This is a guide only.

Good Morning/Afternoon:

The 2020 Diocesan Appeal is the time to make a commitment to support the Church family beyond the borders of our parish. While our participation and support of our own parish is of utmost importance, our diocese and its ministries are essential to us and needs our direct support as well (you can use some of the stats listed in the [Resource section](#) to tie some of the ministries to your people in your parish).

Please listen as Bishop Malloy reflects on this year's Appeal theme: "Hear His Voice" (play video now).

After the video has played or if you did not play the video, continue...

You should have received a mailing from the diocese and we hope you brought your pledge envelope with you. If you do not have a pledge envelope, there are pledge envelopes available in the pew.

As a stewardship parish and diocese, our goal is that everyone will give a sacrificial gift of 5% of their time, talent and treasure to our parish, 4% to worthy causes in the community and world, and 1% of our treasure to the Diocesan Appeal.

(If you need a specific suggested amount to contribute as a guide – you could say “We hope that everyone will consider at least an average pledge of (\$300) – to be paid in ten monthly or four quarterly payments.). Also consider giving them a breakdown of what that will be per week or per day.

The diocese will send you a reminder mailer, or you can go online to set up withdrawals from your checking/savings account, or through your Visa, Discover or Master Card credit card if you so desire. The web site address is located on the front of your pledge card or under the tear off sheet on the envelope we gave you today.

For those that are 70 ½ and older, please consider a donation through your IRA. The IRS allows you to do a “Qualified Charitable Distribution” directly from your qualified retirement account to a qualified charity like your parish. These distributions are considered tax-free and yet they will count towards your required minimum distribution. However, the tax-free nature of these distributions will mean that you cannot itemize these distributions. But again, the taxpayers utilizing this strategy are typically unable to itemize their donations to charities.

Please prayerfully consider what you may give. Whatever you decide, the Church will be grateful.

Thank you in advance for your generosity. May God bless each of us in this endeavor.

### Script for Completing In-Church Envelope

June 6 – June 7, 2020 - DA Pledge Weekend

1. Have plenty of pens in each pew so that the people can complete the envelope and write a check.
2. Presenter says a brief comment on the Appeal ministries and how they support our parish's mission to build our Catholic faith so it is here for generations to come. Ushers could be distributing the in-church envelopes to those who may have forgotten to bring the pledge card to Mass. This pledge card was mailed to them in April.

#### ***Steps to completing the In-Church Envelope***

- On the front (left side) of the sheet, please write your name and address, city and zip code. Use your full name. Include middle initial, Jr. or Sr, if necessary so that we can credit your pledge properly. Please indicate if this is a new address.
- Complete the name of this parish if you are a member. If you are a visitor from another parish of this Diocese, please write in that parish's name so that parish can receive proper credit.
- Please prayerfully consider what you may give. The modern Catholic biblical tithe of giving is 1% of our income for diocesan ministries (*10% total; 5% to your parish, 4% to other worthy causes, and 1% for our annual appeal*). If you are unable to fully sacrificially give, then try "taking a step" by giving a little more this year. Please know that all gifts whether large or small, are appreciated. Your participation in the life of the diocesan family is important.
- The next step is to choose how you would like to give by looking at the options on the right side of the pledge card.

#### **You have 2 Gift options:**

1. **To make a one-time gift:** Write the amount of the check along with check number (or cash) and insert payment in the envelope provided. If you wish to make your one-time payment online, check the applicable box.
  2. **To make a pledge:** In the area titled "Total Pledge", please indicate the total amount of your gift. If you are making a good faith payment of this pledge today, please write the amount being paid today in the area titled "Amount Enclosed" along with check number (if applicable). Next enter the amount in the "Balance due" by figuring the difference between your total pledge and the enclosed payment. For example; if you are pledging \$300 and enclosing a \$30.00 check today, the balance would be \$270.00.
    - Then select if you would like to pay on a monthly or quarterly basis, online with multiple payments, or through a gift of stock, donor advised fund or from a retirement fund.
- You have the option of checking the box to receive reminders or not (there are 2 boxes; please check one). For those that check the option to receive reminders, the diocese will send you reminder mailers either monthly (for 10 months), quarterly (July, October, January and April).

## Announcement and Pledge Weekends

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### Prayers of the Faithful

One or more of the petitions from the list may be included in your Prayers of the Faithful during the active weeks of the Appeal

### Diocesan Appeal

- For the Holy Father, Pope Francis, our Bishop David Malloy, the priests and deacons of this diocese, may they find spiritual and physical strength as they speak in the name of Jesus. Let us pray to the Lord.
- That we may grow in discipleship as faithful stewards of the gifts entrusted to us by God, let us pray to the Lord.
- For the unemployed, under-employed and anyone struggling with household finances, that they find assistance and support. Let us pray to the Lord.
- For those now studying for the priesthood and diaconate in the Rockford Diocese, that God may guide and strengthen them in the discernment of their vocation, we pray to the Lord.
- For those enrolled in the Ministry Formation Program and the Diocesan Theological Institute, may their studies lead them to a closer relationship with Christ, and prepare them for leadership roles in their parishes, let us pray to the Lord.
- For those who have wandered from active participation in the Catholic Church, may they discover a path to come back home, let us pray to the Lord.
- For the youth of our parishes and for those who educate and promote the Catholic faith in their lives, let us pray to the Lord
- That those who have not taken the opportunity to support the Diocesan Appeal will find it in their hearts to respond generously in support of the diocesan church and the parishes and individuals served by it. We pray to the Lord.

### Combining Parish & Diocesan Stewardship

- For all members of this parish, that we may respond as responsible stewards to this year's parish and diocesan Stewardship of Treasure appeal, we pray to the Lord.
- That all ministries supported by our parish and diocese may bring people to a deeper faith in God, we pray to the Lord.
- That those who have fallen away from the Catholic Church be open to the promptings of the Holy Spirit and our Christian witness and return to their true home, let us pray to the Lord.
- That we may share our financial resources – given to us as a sacred trust from God -- with those who are in need, especially the poor, we pray to the Lord.
- That our faith commitment will drive all our decisions regarding the sharing of our resources with others, we pray to the Lord.
- For a spirit of generosity, that we can respond as true disciples to this year's parish and diocesan stewardship appeals, we pray to the Lord.
- In thanksgiving for all who have supported our annual parish and diocesan stewardship appeals with their prayers and financial support, we pray to the Lord.



## Reporting / Follow Up



### Parish Follow-up Plans

- We will have a 5-week marketing program available to you on our Resource page:

Week	Dates	Theme
1	Week of June 8	<b>We hear His voice when we support Seminarians, Deacons and Vocations</b> <i>Seminarian Video, Bulletin ad (Eng/Span)</i>
2	Week of June 15	<b>We hear His voice when we educate and grow good Catholics</b> <i>2 min video (Teacher Institute), Bulletin ad (Eng/Span)</i>
3	Week of June 22	<b>We hear His voice when we support people in need</b> <i>2 min Video (Catholic Charities), Bulletin ad (Eng/Span)</i>
4	Week of June 29	<b>We hear His voice when we support our young adult Catholics</b> <i>2 min video (Newman Center at NIU), Bulletin ad (Eng/Span)</i>
5	Week of July 6	<b>We hear His voice when we support our parish</b> <i>2 min video (Ministry Day/parishes), Bulletin ad (Eng/Span)</i>

- Use the Pastor's homily to encourage those who have not made a pledge to do so.
- Use the bulletin and announcement time at Mass to encourage those who have not made a pledge to do so.
- Link the appeal video or the weekly videos (above) to your website, Facebook or send via Flocknote.
- Each week create a status report telling how many households have pledged and the amount pledged.
- Put a blurb in the bulletin asking your parishioners if they have submitted their prayer intentions along with their pledge to the Diocesan Appeal.
- Include the Annual Appeal Prayer in the bulletin at least once a month.
- Committee members should make themselves available before and after Masses. Please have blank in-church envelopes for those wishing to pledge.
- Parish mailings: Thank You and Non-respondents Letters June 2020 (See sample on following page)
- The pastor or Stewardship Committee member could send a letter thanking those parishioners who have made a pledge. Also, send a letter encouraging those who have not made a pledge to do so. (See sample letters in this manual.) Use the in-pew brochures for this follow-up, and please affix the donor's label we sent your parish in April on the pledge area where the address normally is listed for easier identification.
- Through the month of June use the in-church envelopes each weekend and speak on the ministries featured in the video and in the brochure. Mention they can give online with their credit cards or withdrawals from checking/savings accounts. Tell them that the web site address is in the "Ways to Give" portion on the envelope.
- July 2020 the Diocese will follow up with all non-respondents. Parishes assist with the process by using bulletin clip art provided to encourage your non-respondent parishioners to pledge
- Did you add new members to your parish after the parish roster was sent to the mailing house in March 2020? See if the pastor would like to invite them to make a pledge to the Appeal. These new members might not have received an initial mailing.
- There are forms you need to send to the Office of Charitable Giving, and there are also a number of reports available to you on ParishSOFT and the Parish Pages. All can be viewed in the [Reporting Section](#) of this document.

**Parish Thank You Letter**

Sample Thank You Letter (One-Time Gift or Making a Pledge)

May 2020

First and Last Name  
Street Address  
City, IL Zip Code

Dear "Title" "Last Name",

Thank you for your kind contribution to the 2020 Diocesan Appeal. You have chosen to make a difference for our Diocese and we appreciate this expression of living your Catholic faith.

Your gift supports diocesan ministries that form and support our future priests, affirm and teach our youth, assist the poor and the marginalized – and build our Church for future generations. Your support helps us provide the ministries that share Christ's love to so many in our Diocese.

In short, your gift is changing lives.

Thank you again for responding to the 2020 Diocesan Appeal and may God bless you for your support.

Sincerely yours,

\_\_\_\_\_  
Pastor

\_\_\_\_\_  
Stewardship Committee Chairperson

**Sample Follow-up Letter to Non-Respondents to Diocesan Appeal**

May 29, 2020

First and Last Name  
Street Address  
City, IL Zip Code

Dear "Title" "Last Name",

**(Parish Name)** invites you to make a pledge to the 2020 Diocesan Appeal.

Your gift will help sustain and grow diocesan ministries that form and support our future priests, affirm and teach our youth, assist the poor and the marginalized – and build our Church for the future.

In short, your gift will change lives.

Please prayerfully consider making a gift to this once a year appeal in support of your Diocese. We are providing the enclosed brochure with pledge envelope for your use. Just complete the pledge card and enclose it and your gift in the envelope. You may bring this pledge to Mass or mail it to our parish office.

We are grateful for whatever you decide to give.

We thank you in advance for your generous support. By working together, we can help, serve and *Hear His Voice* as we make God's presence known.

Sincerely yours,

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Pastor

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Stewardship Committee Chairperson

If circumstances do not allow you to participate this year, please return the enclosed pledge envelope with a "0" in the pledge area indicating your inability to donate this year.

## Reporting and Recording Procedures for Diocesan Appeal

**Pledge forms:** By sending in your pledges/payments quickly (weekly – minimum monthly), you can assist us by ensuring thank you letters and payment reminder to parishioners are accurate and timely. Thank you for your help with this request. Please refer to the monthly schedule of when thank you and reminder letters are sent to the mailing house.

### Pledge Cards

Note: Two types of pledge cards will be mailed in April to all parishioners. The first example is the “In-Pew” and this style will be personalized and sent to those longer lapsed donors. They include space for a prayer intention (prayer intentions will also be on every monthly reminder envelope as well). The second pledge card is for current donors.

**Dear Bishop Malloy, I am pleased to support the 2020 Annual Appeal.**

Please write clearly to help us accurately record your gift/pledge.

Dear Bishop Malloy, please accept my continued support of the 2020 Diocesan Appeal.

Parish: \_\_\_\_\_

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

☐ Dear Bishop Malloy, in your prayer intentions, please include.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Leadership Giving Societies:

- |  |                   |
|--|-------------------|
| <input type="checkbox"/> Society of St. Teresa of Calcutta | \$500-\$999       |
| <input type="checkbox"/> Society of St. James              | \$1,000-\$1,499   |
| <input type="checkbox"/> Society of St. Stephen            | \$1,500-\$2,499   |
| <input type="checkbox"/> Society of Our Lady of Guadalupe  | \$2,500 - \$4,999 |
| <input type="checkbox"/> Society of St. Michael            | \$5,000 - \$9,999 |
| <input type="checkbox"/> Society of St. Peter              | \$10,000+         |

#### GIFT OPTION (CHOOSE #1 OR #2)

1. Enclosed, please find my ONE-TIME GIFT of \$ \_\_\_\_\_

☐ Check # \_\_\_\_\_ (Make check payable to Your Parish - DA)

☐ I will make my gift by credit card or EFT online at

[www.rockforddiocese.org/donate](http://www.rockforddiocese.org/donate)

#### 2. My Pledge

I wish to PLEDGE \$ \_\_\_\_\_ to the 2020 Diocesan Appeal

Amount Enclosed \$ \_\_\_\_\_ Check # \_\_\_\_\_

Balance Due \$ \_\_\_\_\_ (Payable to Parish Name-DA)

I would like to contribute:

☐ Monthly, pledge to be fulfilled by May 21, 2021 (10 payments)

☐ Quarterly, pledge to be fulfilled by May 21, 2021 (4 payments)

☐ Gift of Stock, Donor Advised Fund, Retirement Fund

☐ Online by credit card or ACH at [www.rockforddiocese.org/donate](http://www.rockforddiocese.org/donate)

☐ Please send pledge reminders by mail to be fulfilled by May 21, 2021.

Statement mailed July 2020 through May 2021. (Quarterly July, Oct, Jan, April).

☐ Do not send reminder



**2020 | DIOCESAN APPEAL**  
**DIOCESE OF ROCKFORD**  
P.O. BOX 7044 • ROCKFORD, IL 61125-7044

Thank you for your gift of xxxxx in 2019.  
Please prayerfully consider a gift to help your Parish.

999999

Mr. Sam Q. Sample

123 Anystreet St.

Anytown, NY 12345-1234

10248-1

Parish Name  
DUID: 999999

#### GIFT OPTION (CHOOSE #1 OR #2)

1. Enclosed, please find my ONE-TIME GIFT of \$ \_\_\_\_\_

☐ Check # \_\_\_\_\_ (Make check payable to Your Parish - DA)

☐ I will make my gift by credit card or EFT online at

[www.rockforddiocese.org/donate](http://www.rockforddiocese.org/donate)

#### 2. My Pledge

I wish to PLEDGE \$ \_\_\_\_\_ to the 2020 Diocesan Appeal

Amount Enclosed \$ \_\_\_\_\_ Check # \_\_\_\_\_

Balance Due \$ \_\_\_\_\_ (Payable to Parish Name-DA)

I would like to contribute:

☐ Monthly, pledge to be fulfilled by May 21, 2021 (10 payments)

☐ Quarterly, pledge to be fulfilled by May 21, 2021 (4 payments)

☐ Gift of Stock, Donor Advised Fund, Retirement Fund

☐ Online by credit card or ACH at [www.rockforddiocese.org/donate](http://www.rockforddiocese.org/donate)

☐ Please send pledge reminders by mail to be fulfilled by May 21, 2021.

Statements mailed July 2020 through May 2021. (Quarterly July, Oct, Jan, April).

☐ Do not send reminder



### Diocesan Forms

Diocesan Forms for the Diocesan Appeal are available at <https://www.rockforddiocese.org/documents/> in the Charitable Giving section.

1. Form 9 – “New pledges” and **this form should accompany any check you send for the appeal.**
2. Form 10 – Parishioners making payments on current pledges. Send with Form 9.
3. Form 11 – Parishioners adding to or reducing a current pledge. Send with Form 9.
4. Employee DA Payroll Deduction Forms (submit on or before April 30, 2020)

### ParishSOFT Reports available

There are a number of reports available to you through the diocesan access to ParishSOFT. The Diocesan login link:

<https://rockfordaim.parishsoftfamilysuite.com/Secure/FamilyDirectory>

1. Parish Master Report: Shows total goal, total pledges, total payments as of a particular date.
  - a. The overview PDF (page 1) is great for the pastor and Finance Council meetings
  - b. This list contains donors as well as non-donors (you can also filter)
  - c. You can export this report as a PDF or CSV file for mail merge letters
    - i. Examples include a parish follow up to non-responders
    - ii. Need to know who donated last year but not this year? We can send you a LYBUNT list.
2. Parish Roster: Do we need to add/remove people to this list? Sending monthly census updates to [census@rockforddiocese.org](mailto:census@rockforddiocese.org) will help us keep up with changes at the parish level.

### Parish Reports → Charitable Giving

The Parish Reports Page (Diocesan website) contain a number of resources for you as well

1. Monthly Census Changes (posted the first week each month for previous month submitted changes)
  - a. Keep these current by sending in your monthly changes to [census@rockforddiocese.org](mailto:census@rockforddiocese.org)
  - b. You can see all changes we make through your census changes as well as any individual calls we receive with updates.
2. Pledge and Payment Summaries  
Weekly reports are available in May and June so that you can keep up to date with all outstanding pledges received from our office. Monthly reports are posted after July.

### Parish Resources:

Parish Resources for clipart, sample letters, all artwork, videos, this Resource Guide, all videos, etc. can be found in the link on your Diocesan Parish Page.

**Resources**

### Website Information

There are resources for parishes and resources for donors at [www.rockforddiocese.org](http://www.rockforddiocese.org)

#### Parishes:

All resources for the appeal can be found on the link within the diocesan Parish Page.

#### Donors:

To view information in English and Spanish for the Diocesan Appeal video, brochures donation link:  
<https://www.rockforddiocese.org/charitablegiving>

#### Direct link to donate:

To give online by withdrawal from a checking/savings account, or credit card. Visit:  
<http://www.rockforddiocese.org/donate> or <http://www.rockforddiocese.org/donar>

Donors will create an online account so they can:

1. Keep track of their own Diocesan online giving
2. Update and edit their credit card and ACH information
3. Initiate credit card and ACH giving from the same website
4. Keep track of online giving pledge status

How to use the Online Giving website:

1. Go to the Diocese of Rockford website: <http://www.rockforddiocese.org/donate> or <http://www.rockforddiocese.org/donar>
2. Read instructions and click button/link that take you to the online giving site.
3. Two options on online giving site:
  - a. **Quick Give** - This option does not require you to register – great for one-time gifts, and a receipt is emailed to you. Be sure to choose the fund field with 2020 Diocesan Appeal.
  - b. **Create an account** by clicking the link “create new account” in the top bar
    - i. Create Username and password
    - ii. An email is sent to activate the account.
    - iii. You will need to confirm the link in this email before you can make your gift.
    - iv. Login using your username and password and make your (one-time or pledge) gift to the Appeal you select.
    - v. A receipt is emailed to you.

\* Once you create an account it allows you to see your giving history, update and edit your credit card and ACH information and keeps track of online giving pledge status for each appeal. It is SSL secure giving!

## Online Giving Website Examples

The screenshot displays the Diocese of Rockford Online Giving website. The main header features the Diocese of Rockford logo and the title "DIOCESE of ROCKFORD". Below the header is a navigation bar with links: Home, Create New Account, About Online Giving, Online Giving FAQs, and Contact Us.

The main content area is titled "Welcome to Online Giving!" and includes a welcome message, donation options, and a "Quick Give" section. The "Quick Give" section lists the Diocesan Appeal 2020 and Mission, International, and National Appeals.

The "New User Account Registration" section is highlighted, showing a form with three main sections: Login Information, Personal Information, and Address Information. The form includes fields for User ID, Password, First Name, Last Name, Email Address, and Address. Below the form is a "Show another code" section with a CAPTCHA image and a text input field for the code.

The "Step 1 (Enter Information):" section is also visible, showing a form with fields for First Name, Last Name, Email Address, and Address. Below the form is a "Payment Method" section with a dropdown menu for "Credit Card" and an "Add" button.

The "2020 Diocesan Appeal" section is shown at the bottom, featuring a "Pledge" dropdown menu, a "Pledge" button, and a "Pledge" form with fields for "I would like to make a Pledge of", "starting on", "Please charge my", "account", "Monthly", and "until fulfilled".

## Donating IRA assets to charity

## Donating IRA assets to charity

## Turn your Required Minimum Distributions (RMD) into charitable donations



IRS rules mandate that individuals age 70½ and older take RMDs from their IRA each year, regardless of whether the income is needed. These annual withdrawals are subject to ordinary income taxes. By making a charitable contribution from your IRA, you can satisfy your RMD amount without reporting additional income. This provision may be especially attractive for retirees who do not need all the income from their IRA to meet current living expenses. By donating the money to charity, you can enjoy the

satisfaction of knowing that you are contributing to a worthy cause while effectively lowering your tax bill.

## How it works

The provision allows retirees age 70½ and older to donate up to \$100,000 tax free from their IRA each year. Generally, when you take a distribution from your IRA, it is treated as taxable income. Under this provision, made permanent in the 2015 federal spending and tax package, those assets are excluded from income if the distribution is made directly to charity. The distribution is not included in your income so you avoid the potential negative consequences that regular IRA withdrawals in retirement can create, including taxes on Social Security benefits. Distributions excluded from income are also equivalent to a 100% deduction. Normally, charitable contribution deductions are limited to a lower percentage (or are eliminated altogether) for taxpayers who do not itemize and take the standard deduction.

## Guidelines for donating IRA distributions to a charity

<b>Eligibility</b>	IRA account owner must be age 70½ or older at time of IRA distribution in order to take advantage of this provision. Rule applies only to Traditional, Rollover, and Roth IRAs; SEPs and SIMPLE IRAs are generally excluded. Distributions of non-deductible IRA contributions also do not qualify.
<b>Annual Limit</b>	Maximum amount of a taxpayer's qualified charitable distribution must not exceed \$100,000 per tax year and may include required minimum distributions (RMDs).
<b>Qualifications</b>	Distribution must be made to a qualifying charity; private foundations and donor-advised funds are not eligible. Consult a tax professional for additional information.
<b>Direct Contribution</b>	The IRA Trustee or custodian must make the distribution directly to the charity. Distributions made payable to the IRA owner and transferred to the charity will not qualify.

## Example: Tax savings from donating required IRA distribution to a qualified charity

- Charitably minded retired couple over the age of 70 ½ with income of \$80,000
- Required distributions from IRA totaling \$10,000
- Claiming the standard deduction on tax return
- They make annual charitable gifts of \$10,000 annually

	Donate RMD to charity	Write a check to charity
Income	\$80,000	\$80,000
RMD	\$0	\$10,000
Total Income	\$80,000	\$90,000
Standard Deduction	(\$26,600)	(\$26,600)
Taxable income	\$53,400	\$63,400
<b>Tax bill</b>	<b>\$6,027</b>	<b>\$7,227</b>

↓  
Tax savings of \$1,200

*Please consult your own tax advisor before engaging in any transaction.*

### **Soliciting Major Gifts - Gifts of \$1,500 and more**

**Premise:**

The role of major donors in the Diocesan Appeal is significant and needs to grow.

**Observations:**

Most major donors set a giving level at a certain amount and do not change that amount.

Most parishes that have surpassed their goals have done so because of the activity of a few major donors.

**Conclusions:**

Parish leaders need to cultivate and encourage more gifts of \$1,500 or more. Major donors should be encouraged to increase their giving level each year. We hope the new Leadership Giving Societies will help promote this type of giving.

**Action Suggestions:**

1. The pastor and a small group of trusted lay leaders should form a Major Gift Committee.
2. Do you keep a list of the multiple year giving history of major donors to Diocesan Appeal? If not, please contact the Office of Charitable Giving.
  - a. Has anyone lapsed? Has anyone decreased giving? Determine who the best person is to contact these individuals.
  - b. Is there a major parish donor who does not participate in the Diocesan Appeal?
  - c. Determine if there is someone currently contributing something less than their potential, e.g. someone giving \$100 who could give \$1,500 if asked persuasively.
3. Contact the parish's major donors.
  - a. For anyone who is giving \$5,000 or more, or who has the ability to give at that level, a personal visit by the pastor and a stewardship committee member is appropriate.
  - b. For anyone giving at the level between \$1,500 to \$4,999, the committee should attempt a personal visit, or at least make a phone call.
  - c. For anyone giving between \$500 to \$1,499, the committee should at least send a personal letter.
4. Message to be shared with these donors.
  - a. Parish leaders recognize the importance of their major gift to the well-being of the Diocese and parish. Diocesan and parish leaders need to express our deep sense of gratitude. Thank them for their generosity.
  - b. Explore reasons for any change in giving history, whether increased or decreased.
  - c. Ask them to contribute again this year. If possible, move toward a one percent of income gift. If they ask how much is asked, have a specific amount in mind that is higher than their previous giving level.



### Parish Based Telephone Follow-up

#### How to organize a parish telephone solicitation effort

Telephone follow-up is a very effective approach whereby volunteers gather (or work separately), and call parishioners who have not responded to the diocesan direct mailing and to the pulpit presentation.

Before you begin the actual calling, spend a few moments orienting the volunteers to the diocesan ministries and have them practice their call. If you do not have enough volunteers, be sure to call those people whose cards are marked with an “L” and “S”.

1. Review the list of parishioners who have not, to date, made a pledge to Diocesan Appeal. Organize the non-respondents into these groups:
  - a. Last year givers but not so far this year, they are marked with “L”.
  - b. Givers with some giving history in the past five years, but not last year; mark with an “S”.
  - c. Those with no giving history in the past five years; they are marked with “N”.
2. Recruit enough volunteers for 20-30 calls per person. Try to recruit people with an out-going personality, and who are comfortable making the calls.
3. If possible, select a central location for the calling - especially a place with more than one telephone line. This will provide volunteer support and affirmation, and any questions from the donors can be answered then and there. If this is not possible, allow the volunteers to do the phoning from their own homes, but set a specific deadline for completing this activity.
4. Before you begin making the calls, go through a caller training and assignment process. This will include a brief run through of the calling script and the assignment of labels and pledge cards. Let the volunteers select whom they will call, if possible.
5. The best time to call is weekday evenings from 6:30 p.m. to 8:30 p.m.
6. Make an announcement at the preceding weekend liturgy that there will be a telephone follow-up for the Appeal in order to prepare the parishioners.

#### HELPFUL HINTS:

Remember that in most cases the parishioners will already be aware of the Diocesan Appeal from previous years. Some people will be surprised that they are able to make a pledge over the phone - and many will be grateful for the effort of the volunteer to call with a friendly reminder.

Try to convince the person without pressure that he/she should make a pledge to the Diocesan Appeal. But, be mindful that some individuals are annoyed at any invasion of their privacy.

#### *Sample Telephone Script*

1. Introduce yourself and tell them you are calling for Fr. (pastor's name) from {name of parish} regarding the Diocesan Appeal. Be sure to ask for the specific person named on the list given to you by Father. If they are not at home, ask for the best time to call back. Some homes may require several call-backs, so don't be discouraged. Do not leave a message on a telephone answering machine; 99% of the time the call will not be returned. This also applies to leaving your number and expecting a call back.
2. Indicate to them that Father has to make a report to the Bishop soon.
3. Tell them, “I have a pledge card in front of me. Father hopes that you will consider making a pledge, and if you will, I can handle the details over the phone. May I receive a commitment from you? (Many times a husband or wife may indicate that they have to speak to their spouse first before making a commitment. Ask when you can call back for their decision and be sure to call back at that time. Making good notes [dates, who spoke to you, date and time to call back, details of the conversation] are most helpful in making call-backs.)

- 
4. If the person responds "yes" you add:
    - (for those who pledged nothing last year) "we are asking for an average gift of (\$250 or \$25 for 10-months) per family, what will your gift/pledge be?" If they indicate that figure is too much, ask them what amount they could feel comfortable giving. (Try to obtain a specific amount.)
    - (for those who pledged last year) - "your pledge last year was \$\_, what can I put you down for this year?" (Try to obtain a specific amount.)
  5. Thank them and tell them to mail their gift or pledge to the Church Office or drop it in the collection next Sunday. Please make the check out to {name of parish} - DA.
  6. To verify their address ask them if the address the parish has on their card (read the address) is correct. If not, write the new address on the card.

*Other points to remember:*

- Callers need to return the names and notes to the Parish Office by (date).
- Make all notes or comments on your calling sheet.\* All those who say they have misplaced, lost or did not receive a card, tell them that you can receive their pledge over the phone.
- Be familiar with the diocesan budget which is attached and how much each agency gets in case there is a question about this. Remind the people that the parish receives all monies over the parish goal of \$\_\_\_\_\_ This surplus will be used for this purpose:\_\_\_\_\_

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## 2020 Diocesan Appeal – Hear His Voice

- 45** Years - The first Diocesan Appeal started in 1975 by Bishop Arthur O'Neill. He originally called it the Diocesan Services Program. We are celebrating our 45th year of continual support for Diocesan programs.
- 8** Years since Bishop David J. Malloy became our ninth bishop on March 20, 2012.
- 3,111** Attendees at the annual Ministry Day since 2004. This event is organized by the Research & Planning Office and brings people from all over the Diocese together.
- 4,426** Individuals and over 112 groups stayed at Bishop Lane Retreat Center last year.
- 13** Years the Deaf Apostolate has hosted a Lenten Retreat at Bishop Lane. Deaf or interpreted masses are also available in every deanery, every month.

### Clergy and Seminarians

- 115** Active Priests
- 48** Retired Priests
- 140** Active Permanent Deacons
- 45** Currently in the Permanent Diaconate program
- 45** Years ago the first Permanent Diaconate class was ordained
- 19** Seminarians. The Diocese recruits, trains and forms our seminarians who will be our future priests serving in the parishes.
- 1** Priesthood Ordination and
- 2** Transitional Diaconate Ordination on June 6, 2020.
- 1** Transitional Diaconate Ordination in October 2020 in Rome



Seminarians in Minnesota

### Catholic Charities

**Catholic Charities** programs include: Adolescent Outreach, Refugee Resettlement, Immigration Services, Emergency Assistance, Adoption Searches, School and Family Counseling, Long-Term Care Ombudsman Program, Bilingual Outreach, Project Hire, and Service to Victims of Human Trafficking.

**St. Elizabeth Center** offers the food pantry, clothes closet, soup kitchen, preschool, summer camp/extended care, school supplies, and Community Holiday help.

**Catholic Charities** programs assisted approximately **110,000** people last year!



### Catholic Education Office

Two Assistant Superintendents of Catholic schools assist the Superintendent of Schools in overseeing our 39 Catholic schools (**33** Elementary & **6** Diocesan High schools), **10,428** students in grades Pre-K to 12, as well as provide professional development and consultation to nearly 748 teachers and 45 administrators.

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## **Life and Evangelization Office (LiFE)**

Thousands of youth and young adults are invited to grow in their relationship with Christ and His Church at the Diocesan Youth Summit, the annual pilgrimage to the March for Life, and various other events and programs geared toward reaching our young people.

The Life & Family Evangelization Office also provides support and resources to parish and regional Youth Ministry and Young Adult Ministry programs.

The LiFE Office serves hundreds of couples each year who are preparing for the Sacrament of Marriage through preparation programs offered in both English and Spanish.

The 2019 Silver & Gold Wedding Anniversary Mass honored over **299** couples celebrating a combined **14,593** years of marriage. The largest group were **106** couples that celebrated their 50<sup>th</sup> anniversary.

Natural Family Planning outreach and support is provided to married couples, engaged couples, and single women seeking the health benefits of NFP.

## **Religious Education**

Three Regional Directors of Religious Education who provide Catechetical training to hundreds of adult catechists each year. This allows them to better pass on the faith to the children in our schools and in our parish religious education programs.

This includes our Diocesan Hispanic Catechetical Program & the S.P.R.E.D Program (Religious education for students with special needs).

There are approximately **18,616** students in Religious Education programs in the Diocese.



## **Lay Ministry Formation**

**83** are enrolled in the current 2-year program. Classes are meeting at four different locations including our new site in Stockton.

**1,438** have completed the program and have been certified by the bishop since its beginning in 1987.

**420** have attended at least one of the 32 courses offered so far by the Diocesan Theological Institute. DTI has recently begun offering classes to any adult seeking ongoing formation in the Diocese, and we organized another 4 courses in the Spring of 2020

How many of these graduates are an integral part of your parish ministries?

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## Combining a Parish Project with Diocesan Appeal

Parishes wishing to raise additional money over its diocesan goal to accomplish a specific capital project, add to savings/endowment, do repairs, pay for other diocesan assessments, or pay a debt can do so by linking this parish project with the Diocesan Appeal.

Because of the 100% rebate feature of the Diocesan Appeal anything raised over the parish's Diocesan goal is returned to the parish.

### Advantages of this approach:

1. The parish can accomplish a special project without having a separate fund raiser and avoid people having a feeling that the parish is always asking for money in multiple ways.
2. Once the diocesan goal is achieved by payments of parishioners, the excess is refunded to the parish as non-Ordinary income. Take advantage of this.
3. The Diocese manages the pledge redemption so that you do not have to do additional mailings, accounting, and/or include an extra envelope.
4. This technique has helped large, medium, and small parishes to achieve the diocesan goal and raise extra money most often less than 1 times Ordinary Income.
5. You still can ask for the sacrificial gift of 1% of income. You reinforce the concept of people moving to planned, proportionate and sacrificial giving. You can separate out a 5% gift to parish stewardship and 1% to the Diocese.
6. You can ask for an average gift equal to the diocesan goal plus the parish project amount divided by the number of envelope users.
7. Because there is a parish project, more people are attracted to participate because it is something concrete that benefits the parish while accomplishing the annual parish responsibility.
8. If more people participate at a higher level they will begin the habit of giving at an increased level for the Diocesan Appeal even when there is not a parish project.

### Some things to consider if choosing this method:

1. The diocesan goal has to be met first, before money is rebated for the parish project.
2. Parish leaders need to develop a flyer describing the parish project.
3. Major donors should be asked for gifts on an individual basis.
4. When the parish distributes its initial mailing announcing the Appeal, the parish project descriptive materials need to be included.

### Suggestions for successfully combining a Parish Project and DA:

1. Leadership demonstrates that this linking project is a high priority and conducts the proper follow-up.
2. Develop a single page handout for the parish project that can be mailed in the pastor's advanced mailing emphasizing both Diocesan and parish goals.
3. Use the in-church envelopes. Have a different handout about the parish project available in the pews.
4. Do a parish mailing follow-up of non-respondents after a few weeks. Set up a calling team to call people who made a pledge for the past 5 years, but not so far this year.
5. Parish submits pledges and payments weekly, and urges non-respondents to reply to the Diocesan mailing in July.
6. Teach proportionate giving – 1% to the Diocese. Also suggest a higher average gift paid over 10 months. State that whatever one can give is acceptable, full participation is important.
7. Be open to doing this for a couple of years if the total is not achieved in the first year.
8. Follow the "Soliciting for Major Gifts" suggestions in the Diocesan Resource Manual.

## **Appendix**

### **OFFICIALS OF THE DIOCESE**

#### **BISHOP**

A Bishop, by divine institution, carries on the work of the apostles. By reason of episcopal consecration, he shares in the triple apostolic function of a teacher of doctrine, a priest of sacred worship, and minister of Church government. Bishops are responsible to act in council to guide the Church. The Bishop to whom a particular or local church is entrusted is called a diocesan Bishop or a residential Bishop. All other Bishops receive Titular Sees over which they exercise no pastoral authority.

#### **VICAR GENERAL**

A Bishop or priest appointed to participate in the executive (administrative) governance of the diocese with executive jurisdiction as a deputy of the diocesan Bishop is a vicar general. The appointment of a vicar general is mandatory for every diocese. This office is designed to facilitate and unify diocesan administration.

#### **MODERATOR OF THE CURIA**

The Moderator of the Curia is a Bishop or priest, appointed by the diocesan Bishop, who is concerned with administration and other services to the people of the parishes.

#### **CHANCELLOR/VICE CHANCELLOR**

The chancellor (or the chancery) evolved from the practice in the early Church of appointing an official to sign and preserve the letters of the Bishop. The function of the chancellor in the present day is gathering, arranging, and safeguarding the acts of the diocesan curia. Dispensations and other official documents also originate from the chancery. In many dioceses the chancellor continues to exercise ordinary jurisdiction as delegated by the diocesan Bishop and may be assisted by an official, the vice-chancellor.

#### **VICAR FORANE (DEAN)**

The title of a priest appointed by the Bishop to aid him in administering the parishes in a specified area, called a “deanery” or “vicariates forane.” The function of a dean, or vicar forane, involves promotion, coordination, and supervision of the common pastoral activity within the deanery or vicariate.

#### **JUDICIAL VICAR**

By Church law, the diocesan Bishop is the judge of all cases in the diocesan tribunal of first trial. He must appoint a priest with ordinary power to judge cases not reserved to the Bishop himself. This priest must have a graduate degree in canon law. He is called the judicial vicar and is sometimes referred to as the chief judge or “officialis.” He may be given another priest as an assistant with the title of adjutant judicial vicar.

#### **EPISCOPAL VICAR**

The appointment of a priest or a Bishop as an episcopal vicar is an option given to a diocesan Bishop when he needs a deputy for governing a specific territory within the diocese, a group of persons or a specific rite, or a type of apostolic work within the diocese. In the Diocese of Rockford, the Bishop has appointed the following episcopal vicars: Vicar for Clergy and Religious and Vicar for Hispanic Ministry.



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## **DIOCESAN AGENCIES**

*Many of these are funded by the Diocesan Appeal (see budget for breakdown).*

*Others are funded by premiums and/or service fees.*

### **OFFICE OF ACCOUNTING AND DATA PROCESSING**

This office is responsible for the parish uniform accounting system, central payroll, 403(b) Retirement Program, parish lists and labels, high school and diocesan agency accounting, computer support (Parish Data Systems, ParishSOFT, QuickBooks, Microsoft Office), the diocesan energy programs (natural gas and electric), and general tax compliance issues.

### **BISHOP LANE RETREAT CENTER**

This serene and peaceful retreat complex consists of the main retreat center and the Holy Family of Nazareth Center for Youth and Family. Among the beautiful wooded and open greenery areas there is a grotto of Mary and a walking path with Stations of the Cross. Some of the various retreats, conference/meeting, and programs include individual and group retreats, marriage preparation and enrichment programs, many youth and family retreats and gatherings, and diocesan/parish related events. The Bishop Lane Retreat Center is located at 7708 E. McGregor Road, southwest of Rockford.

### **CAMPUS MINISTRY**

The campus ministry is available to students, faculties, and staff of Northern Illinois University. The focus is on forming faith community, learning the faith, shaping Christian conscience, educating for justice, facilitating personal development, and developing future leaders.

### **CATHOLIC CHARITIES**

In reaching out to people and communities throughout our Diocese, Catholic Charities offices provide a wide range of services to children and families in need including: counseling, bilingual outreach, and emergency assistance. Catholic Campaign for Human Development and Operation Rice Bowl is coordinated through this agency. Catholic Charities also provides immigration and refugee resettlement services, advocacy for adolescent moms and dads, and assistance to the elderly in nursing homes. The area Catholic Charities offices and satellites are located in the following towns and serve communities from offices in Aurora, Belvidere, McHenry, and Rockford.

### **CATHOLIC EDUCATION**

The Director of Educational Services focuses on the overall vision and development of quality programs for the educational ministries of the parishes and schools of the diocese. This includes supervising the campus ministry programs as well as the following diocesan entities: The Catholic Schools department & the Religious Education & Formation department.

The Catholic Schools department provides leadership & direction in the operation & management of the diocese's Catholic High Schools & Elementary Schools. The Superintendent & Assistant Superintendents provide personnel assistance for the screening of qualified applicants for elementary principals and secondary chief administrators. They also accept applications for elementary teachers & keep an updated data bank of the names of potential teachers. Additionally, the Catholic Schools department develops curriculum guidelines for the elementary schools and provides professional development training for both teachers and administrators.

The Religious Education & Formation department provides resources for parish directors and coordinators of religious education and helps screen qualified candidates for directors/coordinators of Religious Education and youth ministry. And in conjunction with the Catholic Schools department offers catechetical formation for teachers and catechist throughout the diocese.

### **THE CATHOLIC FOUNDATION**

Established in 1987, the Catholic Foundation for the People of the Diocese of Rockford is an umbrella endowment fund. Parishes, schools and diocesan agencies may establish endowment accounts. This endowment fund accepts gifts whose principal (corpus) remains untouched for perpetuity, but allows for distribution of earnings. The Catholic Foundation also has Charitable Gift Annuities where individuals get a tax deduction for their donation and receive a fixed quarterly income for life. Upon the death of the individual, the remaining balance is distributed to your parish, school or other diocesan agency. Motivated by good stewardship practices, the Catholic Foundation provides the individual participants (accounts) the advantages of more favorable investment strategies and documented accountability, while avoiding duplication of legal and administrative costs.

### **CHANCERY ADMINISTRATION**

Chancery Administration is a general term that applies to the overall administrative expenses related to the operations of the Bishop's main offices such as the Vicars General, Chancellor and Master of Ceremonies.

### **CHARISMATICS**

Charismatic renewal within the church is used by the Holy Spirit to foster, nurture, support and build upon the church, and the body of Christ. The group identifies how the Holy Spirit moves among the people, and discerns how best to support the needs of the people as they grow in their world with the Lord. Parishes may organize prayer groups, which would include a liaison, to work in conjunction with their area renewal team.

### **CHARITABLE GIVING OFFICE**

The Office of Charitable Giving's intent is to promote and infuse the theology of stewardship and the practice of sacrificial giving within the life of the diocese and its parishes. It focuses on assisting parishes with the creation of parish stewardship commissions, and consults with parish leadership about appropriate techniques for soliciting the time, talent, and treasure of its parish membership.

Annual appeals are conducted for the diocesan and universal Church, which include diocesan appeal, national, international, and mission combined collections. It also encourages the creation of planned giving instruments by individuals and the establishment of parish endowment accounts with the Catholic Foundation for the People of the Diocese of Rockford.

### **OFFICE OF CLERGY & RELIGIOUS**

This office assists the Bishop in matters pertaining to priests and their appointments and to enhance priestly life by providing support, assistance, concern for wellness, and education. It functions to supervise programs for the retired priests, permanent deacons, and Women Religious. The Vicar for Clergy and Religious is directly involved in working toward these diocesan goals:

- To recognize and respond to the critical situation in our diocese regarding the diminishing number of priests and religious men and women in the face of a rapidly expanding population.
- To enable diocesan personnel to fulfill their roles in the mission of the diocese.
- To continue to provide an effective diocesan structure responsive to the needs of the Rockford Diocese.
- To be in contact with the priests of the diocese, through personal interviews, phone contacts, and diocesan and social gatherings to have knowledge of their strengths, skills, and personal struggles for maximum effectiveness in ministry.
- To monitor the health of our diocesan priests and intervene when any kind of problem surfaces, physically or psychologically.

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## **CLERGY PERSONNEL COMMISSION**

The Clergy Personnel Commission is appointed by the Vicar for Clergy and Religious and consists of five members. The commission serves as an advisory group to the Vicar for Clergy, who chairs the personnel board, and also acts as a committee for “priestly life and ministry.”

## **CLERGY RELIEF**

### **DIOCESAN CLERGY RETIREMENT AND HEALTH INSURANCE**

The Clergy Relief Society ministers to the clergy for the purpose of providing financial relief and health insurance coverage to its priest members when retired or disabled by sickness or accident.

## **OFFICE OF VOCATIONS**

The Office of Vocations supports the efforts to help people respond to the Lord’s call to ordained ministry for the diocese. This office supervises placement of seminarians in parish-based training experiences, prepares men for priesthood, and maintains contact with the seminaries and the candidates. This office also runs the Encounter retreat program, as well as the Nun Run and St. Therese Camp for young women.

## **COLLEGE OF CONSULTORS**

The diocesan Bishop presides over the College of Consultors and the priests who make up the College of Consultors are selected from the members of the Presbyteral Council. The diocesan Bishop convenes the College of Consultors in order to perform the more important acts of administration in light of the economic situation of the diocese.

## **COMMUNICATIONS AND PUBLICATIONS**

This office publishes The Observer, official diocesan newspaper, which circulates to more than 30,000 homes weekly and to more than 70,000 homes several times a year. The Office produces a daily TV spot featuring Bishop Malloy, prepares various print, audio and video media to meet the needs of the diocese and maintains the diocese’s dynamic web site, <http://www.rockforddiocese.org>.

## **DIOCESAN AFFILIATIONS**

The Diocese of Rockford is officially united with the following organizations and is responsible for a portion of their support. The Vatican Assessment relates to assistance given by each Diocese in the US for the support of the day to day operations of the Holy Father and his ministry to the Universal Church. The assessment is based on the same formula that each diocese uses to support its own Conference of Catholic Bishops. The USCCB is based in Washington DC, organized into various departments and addresses the needs of the Catholic Church in the US. The Catholic Conference of Illinois is made up of the six Catholic Dioceses in Illinois and addresses the common needs of the Illinois Dioceses.

## **DIOCESAN CEMETERIES**

There are seven diocesan cemeteries within the diocese of Rockford. They are located in Aurora, Geneva, Elgin, and Rockford with three regional offices located in Rockford, Aurora, and Elgin. The diocesan cemeterians have a threefold mission: to bury the dead of Catholic communities with dignity and grace, to care for the families in their time of grief, and to maintain an attractive and peaceful setting where their loved one’s physical remains are buried. The regional cemetery offices also offer support, reference, and help to the 65 parish cemeteries in the diocese. All cemeterians of the diocese meet regularly to learn, share, and grow in their ministry.

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## Mission Statement

We promote stewardship as a way of life.

## Vision Statement

Our people see the value of stewardship as a way of life  
and no longer give on need but as grateful response  
being committed disciples of Jesus Christ.

Our parish leaders collaborate with us as partners,  
moving toward the goals of stewardship in a spirit  
of cooperation and trust for the benefit of all in the  
Catholic faith community.

Peoples' hearts are impacted and experience conversion  
through God's working in and through our work and witness.

## Action Statement

Through long and short-term strategies that call forth  
the gifts of time, talent, treasure and assets of the members  
of the Diocese, we further the Mission of the Rockford  
Catholic Diocese of proclaiming the Reign of God in Word, Sacrament and Service.

## 2020 Diocesan Appeal Prayer

### English

Heavenly Father, Lord of all creation, we your children  
bless and praise your holy name. In all the world your  
love is reflected and we, your disciples, seek to discover  
your presence and listen to your voice. As we hear you  
invite us to love, to serve and to lead in Your name,  
help us be good stewards of your many gifts.  
Help us to be hands that reach out to others as You did.  
Help us to stop and remember  
we do what we do in Your name.  
Help us to be authentic disciples,  
planting seeds of faith wherever we go.  
May all the world hear Your voice calling all to Love as  
You Love by the living of our lives. In our response to our  
sisters and brothers in the Diocese of Rockford, grant us  
grateful hearts and give us the courage to share our  
many gifts of time, talent and financial treasure  
with all those who need.  
We ask all this through Jesus Christ, the Good Shepherd,  
who lives and reigns forever and ever. Amen.

*Written by: Rev. Richard Rosinski, Pastor  
St. Mary Parish, Byron*

### Español

Padre Celestial, Señor de toda la creación; nosotros tus  
hijos bendecimos y alabamos su santo nombre. En todo  
el mundo tu amor se refleja y nosotros; tus discípulos,  
buscamos descubrir tu presencia y escuchar tu voz.  
Mientras escuchamos, nos invitas a amar, a servir y a  
liderar en tu nombre; ayúdanos a ser buenos  
administradores de tus muchos dones.  
Ayúdanos a ser las manos que llegan  
a los demás como lo hiciste Tú.  
Ayúdanos a detenernos y recordar que hacemos lo que  
hacemos en tu nombre.  
Ayúdanos a ser auténticos discípulos, plantando  
semillas de fe a dónde vamos.  
Que todo el mundo escuche tu voz llamando a todos a  
amar como tú amas vivir en nuestras vidas. En nuestra  
respuesta a nuestras hermanas y hermanos en la  
Diócesis de Rockford, concédenos corazones  
agradecidos y danos el coraje de compartir nuestros  
muchos dones de tiempo, talento y tesoro financiero  
con todos aquellos que lo necesitan.  
Te lo pedimos por Jesucristo, el buen samaritano; quien  
vive y reina por los siglos de los siglos. Amén.

*Escrito por: Padre Richard Rosinski,  
párroco de Santa María, Byron.*

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