

A message about the Bishop's Lenten Appeal

Dear Pastors, Parochial Vicars and BLA Committee Members:

The 2022 Bishop's Lenten Appeal (BLA) ended the year at \$21.4 Million, which was the highest BLA we have ever had! We are pleased to achieve over 111% of the BLA goal. We are grateful to all of you, for it is your personal connection to the people of your parish that helps them understand the important BLA-funded ministries and programs that touch thousands of people in need of spiritual, educational and charitable support. Below are the statistics showing the 2021 results compared with the year just ended, 2022.

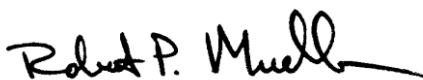
	<u>2021</u>	<u>2022</u>
Number of households participating	32,614	35,325 (2,705 increase!)
Average pledge amount	\$603.20	\$606.40
Total amount pledged	\$19,673,385	\$21,420,965 (\$1.7M increase)
Number of pledges via mail	19,568	19,075
	\$11,782,272	\$11,520,583 (\$200,000 decrease)
Number of pledges via in-pew	2,935	6,358
	\$1,836,242	\$3,942,437 (\$2.1M increase)
Number of pledges via website:	10,110	9,891
	\$6,054,871	\$5,957,945 (\$96,000 decrease)
# of Parishes/Missions over goal	54	60

The 2022 BLA overall participation increased by approx. 2,705 households, however the average pledge amount increased slightly. In-pew pledges were up by almost \$2 million and online pledges and direct mail pledges had small decreases that were outweighed by the in-pew increases.

The objective for BLA 2023 is to continue to bring back up the number of households who participate in the BLA. We again ask your assistance in reaching out to your parishioners to help them understand the necessity of the BLA and to encourage them to make a pledge. Strategies and information are provided in this manual to help you implement the full BLA. We look to pastors to determine the best methods to offer your parishioners to achieve the best success for the BLA in your parish.

We are very grateful for all of the work that you do for your parishes and for our diocese.

With God's blessings,



Robert P. Mueller
Executive Director, Office of Development



Jeanne Comber
Director of Annual Appeal Programs

**2023 Bishop’s Lenten Appeal
Parish Leadership Manual**

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2023 BLA Campaign Calendar

JANUARY 2023

January 2	Letter sent to pastors with their 2023 BLA Parish Goal
January 9	Webinar with pastors, led by Bishop Burbidge
January 16	BLA Letter #1 is mailed (approx. 104,000 households)
January 21/22	Begin Bulletin and pulpit announcements
Week of Jan. 23rd	BLA Meetings for new pastors/staff/volunteers (<i>two 1-Hr Zoom meetings</i>)
Week of Jan. 23rd	Email sent to BLA donors from Development Office

FEBRUARY 2023

January 28/29 thru February 4/5	Bulletin and Pulpit Announcements continue
January 28/29	BLA Lay Speaker brief announcement (talks about BLA funded programs/ministries)
February 4/5	<u>ANNOUNCEMENT WEEKEND</u> Homily - whether Pastor or Parochial Vicar - is based on readings with tie-in to BLA Programs BLA TABLOID - is inserted into all Parish Bulletins (hard and soft copies available this year) Spanish newsletter to be distributed at Spanish Masses (hard and soft copies available this year) Continue bulletin Announcement and Prayer of the Faithful
Week of February 6	Parish sends email to parishioners with BLA information
February 11/12	In pew/ <u>COMMITMENT WEEKEND</u> Pastor preaches homily based on readings of the day (with possible tie-in of the BLA) then <u>reads brief letter from Bishop Burbidge</u> before leading in-pew pledge process via pledge envelope and through the use of other methods to make BLA donation online Continue bulletin Announcement and Prayer of the Faithful
February 22 nd	Ash Wednesday
February 18/19	<u>FOLLOW-UP WEEKEND</u> Continue bulletin Announcement and Prayer of the Faithful. (<i>brief in-pew follow up process - can be done by pastor, presider or lay person</i>)

MARCH 2023

Late March	BLA Letter #2 is mailed to those who have not pledged (the week before Holy Wk)
Week of March 13 th	Email sent to donors from Parishes

April 2023

April 9	EASTER SUNDAY
Early May	BLA Letter #3 is mailed to those who have not yet pledged

Bishop's Lenten Appeal Keys To Success

START AS SOON AS POSSIBLE: Review the materials outlined in this packet. Posters should be hung prominently in your church to call attention to the fact that the BLA campaign has begun.

FOLLOW THE PLAN: In the last 16 years, the parish implementation plan of the BLA campaign has worked in all sizes of parishes. **Following all of the steps in the plan this year will assure success!**

BE PREPARED: Understanding the programs, services and needs funded by the appeal is very important. Please regularly acquaint yourselves with the various ministries by reading this manual, the BLA tabloid and/or brochure. When your materials arrive, please open the boxes to ensure you have received the correct quantities.

PLEASE FOLLOW THE BLA PLAN CAREFULLY:

- Prepare for distribution/insertion of the tabloids on Announcement Weekend and distribution of the in-pew envelopes and pencils on Commitment Weekend.
- Recruit extra people to help if needed
- On Announcement Weekend, whomever is preaching the homily at the respective Masses, whether Pastor or Parochial Vicar, will tie the BLA into the homily.
- On Commitment Weekend, Pastors should do a normal homily based on the readings, then read Bishop Burbidge's letter and lead the in-pew process at all Masses.
- Select the person (could be a lay person) who will make a brief announcement on Follow-up Weekend.

CREATE A POSITIVE IMAGE: Speak about and publish positive results and information about the appeal and the many ways it benefits the people of the diocese. Speak of the importance of giving because we have a need to return a portion of what God has given us to sustain His work in our diocese and our world.

UTILIZE CAMPAIGN MATERIALS: Posters, brochures, tabloids (soft and hard copies) and this leadership manual will be supplied to each parish. The manual contains sample Bulletin Messages, Pulpit Announcements, and scripts for the in-pew process. On pages 25 & 26 of this manual you will find a description of BLA-funded ministries, offices and services. The BLA tabloid will provide additional information as well as a sample of the pledge form and QR code.

THERE ARE SEVERAL METHODS OF SOLICITATION:

- Direct mail solicitation (coordinated by the Office of Development)
- In-pew solicitation (coordinated by the parishes)
- Donating online by scanning QR code (on all materials)
- Follow-up mailings (coordinated by the Office of Development)

ENCOURAGE PLEDGES INSTEAD OF A ONE TIME CHECK/CASH GIFT: Minimize the use of the word "gift" as it encourages people to give only what they can afford at the time. **Use of the word "pledge"** and stressing the concept of pledging will encourage people to make larger commitments since they know that their pledge may be paid off over a period of time. Cash, checks, credit cards, direct debit and online pledges are all accepted methods of payment.

PROVIDE MOTIVATION: When talking about the items funded by the BLA, more people are apt to give when they feel the cause is personal and when they sense a connection with the areas funded. We suggest that the pastor and lay chairperson explain how the BLA provides services to the parish such as helping to prepare future parish priests by educating seminarians, training for our religious education teachers, support to parish youth ministry programs, etc. Seek to offer examples of diocesan services and ministries that relate more closely to your parish or school.

TEACH THE IMPORTANCE OF STEWARDSHIP TO YOUR PARISHIONERS: Please explain the importance of STEWARDSHIP. Charitable giving is just one way we should respond to Jesus' call to be His disciple. We should offer to God the first and best portion of all we receive in an intentional, proportionate and thankful way.

STRESS PARTICIPATION:

Please stress that *every household in the diocese* is asked to respond to the Appeal. It is important that everyone be encouraged to pledge something. We are all together as One Body in Christ.

PRAY FOR SUCCESS: Everyone in the parish should be encouraged to take a few moments to **pray for the success of the Bishop's Lenten Appeal** as its success will strengthen our diocesan Church in unity and common identity. As we do so, we can express gratitude to God for what has been given to the individuals, the families, the parishes and the schools of this diocese.

RECOGNIZE DONORS AND VOLUNTEERS: **Always thank those who have given and/or helped conduct the appeal in your parish.** Offer thanks from the pulpit, through bulletin messages, emails and any other appropriate communication. Publicly acknowledge the work of all volunteers associated with the Appeal.

Thank them graciously for their gifts of time, as well as for their financial contributions.

2023 Bishop’s Lenten Appeal Campaign Plans and Guidelines

STAY ON SCHEDULE: Please maintain the timeline presented on the campaign calendar. This is important because all parishes should be conducting the same BLA activities on the same weekends throughout our diocese.

DIOCESAN WEBSITE: for downloading documents for the BLA campaign,

Go to: www.arlingtondiocese.org

Click on Give (top right)

Then click on Bishop’s Lenten Appeal (on left side)

Then scroll down to bottom for Parish Materials

Click on blue “Log In” box

User name: Arlington Password: ParishMaterials56#

BLA BULLETIN AND PULPIT ANNOUNCEMENTS:

The first Bulletin Announcement is scheduled for January 21/22. Please edit the announcements so that it fits appropriately for your bulletin. Be sure they are printed and/or read according to the BLA timetable included in this manual.

INITIAL MAILING:

The Office of Development sends out personalized letters from Bishop Burbidge with an appeal brochure and pledge card to ~104,000 diocesan households on **January 16, 2023**.

PRAAYER OF THE FAITHFUL:

The Prayer for the Appeal is to be incorporated with the other Prayers of the Faithful beginning January 21/22 and continues through March 25/26

LAY SPEAKER REMARKS

JANUARY 28/29, 2023

On the weekend of January 28/29, 2023, please have a speaker make a brief announcement after Communion that the appeal was recently mailed from Bishop Burbidge. Ask parishioners to respond prayerfully in support of their diocese. See further details on this on page 12-15.

BLA HOMILY — ANNOUNCEMENT WEEKEND

FEBRUARY 4/5, 2023

Support from our priests is the most important element of the appeal.

Special note: Pastor and Parochial Vicar should discuss and determine who is best to preach at Masses on this weekend for your parish.

On BLA Announcement Weekend, the homily at all Masses should be based on the readings of the day and tie into BLA programs and ministries. Through your strong encouragement and support of the BLA, parishioners are more likely to participate. There should be an emphasis on 100% parishioner participation.

BLA TABLOID IN BULLETINS ON ANNOUNCEMENT WEEKEND

FEBRUARY 4/5, 2023

At least one week before Announcement Weekend, you will receive your copies of a full color newsletter/tabloid to be inserted into your bulletin on the weekend of February 4/5. This is also available in a pdf for electronic insertion in your bulletins. There is also a Spanish one-page flyer (both hard and soft copies) to be used at the Spanish Masses.

BISHOP BURBIDGE’S MESSAGE READ ALOUD AT MASSES:

On Commitment Weekend (Feb. 11/12), pastors should give their own homily based on the readings, and tie in the BLA at the end. Then, Pastors should read a brief letter from Bishop Burbidge before beginning the in-pew pledging process. The Bishop’s letter will be sent to parishes in January and will be available for download in English and Spanish on the diocesan BLA materials portal

COMMITMENT WEEKEND

FEBRUARY 11/12, 2023

The in-pew process that is recommended for Commitment Weekend has been very successful in parishes where it has been fully implemented. **Please be sure to CONDUCT THE FULL IN-PEW PROCESS. Skipping or modifying even the smallest step could reduce the responses received from parishioners.** Recommendations as to the distribution of pledge envelopes and pencils are made later in this manual. At the appropriate time at each Mass, the pastor uses the script provided later in this manual to give step-by-step instructions on how to fill out the pledge envelopes. Please have ushers/volunteers to pass and collect the pledge envelopes.

The pledge envelopes will also have a QR code for parishioners to scan and donate online in lieu of filling out an in-pew pledge card. At the appropriate time at each Mass, the pastor uses the script provided later in this manual to give step-by-step instructions on filling out the pledge envelopes and/or the parishioners can scan the QR code and complete an online gift or pledge during this time.

FOLLOW UP WEEKEND

FEBRUARY 18/19, 2023

Parishes make a brief announcement as specified later in this manual and encourage parishioners to make a gift online.

The primary parish level campaign activities occur on Announcement, Commitment and Follow-up weekends. After that point, the Office of Development will take responsibility for most follow-up activities. However, parishes may make further pulpit announcements and publish monthly bulletin announcements on pledge payments or contact our office if they feel they are experiencing a collection issue.

WEEKLY UPDATES:

During the campaign, parishes will receive weekly **FLASH REPORTS AND PARISH SUMMARIES** via email from the Office of Development that will give your current pledge, participation and payment information on the BLA. You should wait until you have at least 30% - 40% of your parish goal before you begin to update your parishioners on the status of the campaign in your parish.

FOLLOW-UP MAILINGS:

The Office of Development will send a follow-up mailing to parishioners who have not responded to the appeal in late March. **Therefore, parishes will need to process all in-pew pledges as soon as possible to be sure that all pledges and gifts have been documented before the second mailing goes out.** A third follow-up mailing will be sent in mid-May.

OTHER FOLLOW-UP ACTIVITIES:

The appeal continues through December 31, 2023 with monthly reminder statements sent to parishioners who made pledges payable over time. In addition to securing payment of pledges, it is vitally important to retain past donors. For that reason, the Diocese conducts a mailing in the Fall of 2023 to past donors who have not yet pledged.

SPANISH LANGUAGE MATERIALS:

Spanish language materials will be emailed out to all parishes as they are prepared. Subsequently, these documents will be posted on the diocesan website for download so that they may be modified for parish use (see page 6 for logon credentials). Items that will be available in Spanish include:

- Bulletin Announcements and Prayer of the Faithful
- Lay Speaker Remarks (Jan. 28/29)
- For Announcement Weekend (Feb. 4/5) the BLA flyer in Spanish (both hard and soft copy) will be sent to parishes to be distributed at Spanish Masses
- Letter from Bishop Burbidge to be read on Commitment Weekend (Feb. 11/12)
- Pastor's Script for Commitment Weekend
- Follow up weekend in-pew script

Please place these announcements in your bulletins on the weekends noted below

Prayers of the Faithful and Pulpit Announcements are at the end of this document

2023 Bishop's Lenten Appeal
Bulletin and Pulpit Announcements
and Prayers of the Faithful

JANUARY 21/22

BULLETIN ANNOUNCEMENT:

2023 BISHOP'S LENTEN APPEAL (BLA) BEGINS!

The 2023 BLA mailing was recently sent to parishioners. The theme this year is “*My soul rejoices in the Lord.*” After reflecting upon the blessings God has given you, please prayerfully consider a pledge. The BLA funds programs and ministries that serve thousands of people in our diocese. Through the inspiration of the BLA theme, let us remember the tender nature of Christ as together we give of ourselves to others. You make a gift at: www.arlingtondiocese.org/BLA or scan the QR code below:



JANUARY 28/29 THROUGH FEBRUARY 4/5

BULLETIN ANNOUNCEMENT:

2023 BISHOP'S LENTEN APPEAL (BLA) BEGINS!

The 2023 BLA is underway! Our theme is “*My soul rejoices in the Lord.*” After reflecting upon the blessings God has given you, please prayerfully consider a pledge. The BLA funds programs and ministries that serve thousands of people in our diocese. Through the inspiration of the BLA theme, let us remember the tender nature of Christ as together we give of ourselves to others. You make a gift at: www.arlingtondiocese.org/BLA or scan the QR code below:



FEBRUARY 4/5, 2023

ANNOUNCEMENT WEEKEND

BULLETIN ANNOUNCEMENT

*(BLA NEWSLETTERS SHOULD BE INSERTED IN ALL BULLETINS THIS WEEKEND
(BOTH HARD COPIES AND ELECTRONIC PDF'S ARE AVAILABLE)*

2023 Bishop's Lenten Appeal (BLA)

My soul rejoices in the Lord

The 2023 BLA Commitment Sunday is next weekend! Once a year we are asked to make a pledge to support the work of our diocesan programs and ministries which provide services that no parish could provide on its own. Our parish goal is 100% participation. By participating in the BLA, we remember the joy with which Mary responded to God the Father's and gave of herself in truth and purity. We also are asked to respond to His call to serve our brothers and sisters. You may go online to make a donation at: www.arlingtondiocese.org/bla or scan the QR code below:



FEBRUARY 11/12, 2023

COMMITMENT WEEKEND BULLETIN ANNOUNCEMENT

2023 Bishop's Lenten Appeal (BLA)

My soul rejoices in the Lord

This weekend each household is asked to make a BLA pledge or gift. This appeal provides an opportunity to unite as a Catholic family to support programs, ministries and services helping tens of thousands of people. After reflecting upon God's blessings to you, please consider a BLA pledge. Each donation is vital to the success of the BLA. You may complete a pledge card at Mass, mail in your pledge, go online to www.arlingtondiocese.org/BLA or scan the QR code below to make a gift.



PRAYER OF THE FAITHFUL:

JANUARY 21/22 THROUGH MARCH 25/26, 2023

Please include the following petition in your Prayers of the Faithful beginning on the weekend of **January 21/22 and running through the weekend of March 25/26, 2023.** (You may choose one or alternate as you see fit)

For all those in need, who are served through the gifts from the BLA, we pray to the Lord...

That our diocesan Church will be unified through the Bishop's Lenten Appeal in helping those in need.... we pray to the Lord...

That Christ's loving hands will work to spread our faith and help those in need through of the Bishop's Lenten Appeal, we pray to the Lord...

PULPIT ANNOUNCEMENT

JAN. 21/22 THROUGH FEB. 11/12

The mailing for the 2023 Bishop's Lenten Appeal – also called the BLA - has been sent to registered parishioners. The funds from the BLA are a unique way for leaders of ministries, volunteers, lay people, and priests – people from all walks of life – to grow as a community to enrich parish life, form seminarians, teach children our Catholic faith, help the needy and inspire those outside the church through evangelization efforts. Please read the BLA materials and then prayerfully reflect on making a sacrificial pledge to this important appeal that spreads the love of Christ throughout our diocese. Thank you!

JANUARY 28/29, 2023

BLA LAY SPEAKER REMARKS

Members of the parish BLA committee may wish to have one person make these remarks, or they may split the duties among themselves and others. If the duties are split, all speakers should meet and agree on a common set of points and the ways in which they will be covered. It is important that the announcements at each Mass are very much alike. **If possible, please do not ask the “regular” presiders to make these Announcements.** It is best if they could stand out from the normal Pulpit announcements. The remarks should be no longer than 2-4 minutes.

Below are some ideas for the BLA Layperson to talk about during their remarks. We have included some quotes from people in our diocese who have been touched by various BLA funded programs and ministries. Please select the quotes from the programs/ministries below that most aptly pertain to your parish.

LAY VOLUNTEER SCRIPT:

Recently, many of you received a mailing regarding the 2023 Bishop's Lenten Appeal, also called the BLA. This year's BLA theme is "*My soul rejoices in the Lord*" and focuses on Mary and her courageous "yes" to God's call. As we reflect on the past year, more than ever, we are called to support our brothers and sisters in need of spiritual or charitable assistance, and one way to do this is by supporting the BLA.

Please reflect upon the critically important ministries, services and programs funded by the BLA, and give prayerful consideration to making a sacrificial pledge of support. The BLA requires financial support from every one of us to be successful. We ALL can participate in the appeal, no matter how large or small our gift may be, we are joining together as one Body in Christ to support our Church and continue the good works that reach out to help thousands of people. May your heart overflow in gratitude for the countless gifts that God has given you!

Finally, allow me to share with you a few comments from people who have benefitted from the generosity of parishioners who support the BLA:

(Please choose only 2-3 of these quotes below from the programs/ministries that are relevant to your parish)

FROM SEMINARIANS/TRANSITIONAL DEACONS STUDYING FOR THE PRIESTHOOD

"Diocesan donors to the BLA aren't merely contributing to future priests for the Diocese of Arlington — they are contributing to something much deeper. They are contributing to the active, intimate formation of the hearts of men in pursuit of the Heart of Jesus — men deeply in love with Jesus Christ and His bride, the Church."

"In contributing to the BLA it is not about donating, but about supporting, supporting seminarians in the Diocese of Arlington to be formed into holy and courageous shepherds in imitation of The Good Shepherd who lays down his life for the sheep for the

salvation of souls."

DEFENDING LIFE DAY PARTICIPANT

"It was an eye opener! I didn't know what to expect and I was very glad to be able to share my beliefs in person with my Delegate and let her know what kind of future I want for Virginia."

A GRATEFUL MOTHER ASSISTED BY PROJECT RACHEL

"There are no words. A month ago I would have NEVER had the courage to show my face at this [abortion healing] retreat...God works in mysterious ways and by his grace I found the courage to step forward in faith. I am so grateful that this ministry exists and was there for me with open arms and without judgment when I was ready to tackle the deep-rooted pain in my heart. You saved my life - I am forever grateful!"

A MOTHER HELPED BY ST. MARGARET'S HOUSING WITH CATHOLIC CHARITIES

... "the St. Margaret program's support has been life changing, and a huge blessing. I truly believe you get as much as you put into it. When you're working with team members that really truly just want you to succeed, you're going to get a good result."

A CLIENT WHO RECEIVED COUNSELING SERVICES FROM CATHOLIC CHARITIES

"I'm finally able to be the father my children deserve," said a father whose life was in a downward spiral and was struggling with depression and suicidal thoughts. "I'm not sure where I'd be today if I hadn't come to Catholic Charities for help. I think this place saved my life."

YOUTH, CAMPUS AND YOUNG ADULT MINISTRY

"I am amazed by the Catholic sisterhood and the strength I've found in the Catholic women's small group at Shenandoah University."

MORNINGS OF MERCY ATTENDEE (DIVORCED CATHOLICS)

"...thank you again for your encouragement on Saturday at the Morning of Mercy. As it turns out, all I needed was a gentle nudge to return to the sacraments... [After going to confession] I went to Mass yesterday and received the Eucharist for the first time in probably nine years!"

A GRATEFUL MOTHER ASSISTED BY GABRIEL PROJECT

"I really can't say thank you enough to everyone at Gabriel Project for your help through my pregnancy. Your group is a shining example of the pro-life movement in action, equipping women in tough situations to carry their pregnancies and keep their babies. I am staring at my son as I write this and cannot imagine my life without him..."

A GRATEFUL MOTHER ASSISTED BY GABRIEL PROJECT

“You have helped me to grow in faith by pairing me up with members of the Church. I do not recall how many years it has been since I felt a sense of family although now I feel like I have one big family. With your support, my child is thriving.”

A GRATEFUL MOTHER ASSISTED BY GABRIEL PROJECT

“I never imagined that I would contemplate an abortion, but I had no money, no support, no medical insurance and no family close by and I had no idea where to turn for help. Gabriel Project indeed helped me to make a better choice for myself and for my child. This was a very difficult time for me, and you were there with a helping hand to encourage and support me through my pregnancy. My baby was born at 36 weeks and I am so happy being a mom for the first time. God bless you, Gabriel Project!”

OFFICE OF FAMILY, MARRIAGE AND RESPECT LIFE

“The Office of Marriage, Family, and Respect Life has been instrumental to my finding a home in this Diocese. The programs offered for those whose lives are or haven't been what is typical for Catholics, have made me feel welcomed and seen. The ministries to Adult Children of Divorce and for infertile couples speak to where I am (or have been...) and greatly encourage me in my faith walk. This encouragement spills over into my (mixed) marriage and made both of us feel more at home in the Church.”

WOMEN’S LENTEN SILENT 4-DAY RETREAT

“Wow! I am so grateful I cannot even express in words. This retreat is carrying me into the next “mansion” of my life. He knows I need it.”

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As you have heard from these quotes, the BLA is about helping thousands of people, some of whom may be sitting next to you at Mass each week. Please pray about your BLA pledge this week and consider how you may support the appeal to the most generous extent you are able. Thank you and God Bless you!

(There is detailed list of BLA funded programs & ministries later in this manual.)

ANNOUNCEMENT WEEKEND – FEBRUARY 4/5, 2023

Homily – Ideas and Suggestions

All priests (pastors and parochial vicars) are asked to preach about the BLA at all Masses on this weekend. In preparing their homilies, it is helpful to review the tabloid that will be inserted in the parish bulletins this weekend as well as the list of funded programs shown later in this manual.

It is also a good idea to hold up a copy of the tabloid as you finish your homily and ask parishioners to please take it home and read it to help them in their prayerful consideration of support.

Below are some thoughts which may be helpful for talking points as you develop your homily for Announcement weekend.

- This year's BLA theme is "My soul rejoices in the Lord" and focuses on Mary and her courageous "yes" to God's call. As Disciples of Christ, we too, are called to "rejoice" in the Lord's calling us to love others and live a life of virtue by caring for our brothers and sisters. We can do that by supporting the BLA.
- The 2023 BLA theme is shared with the second preparatory year of the diocesan 50-year Jubilee, which will take place in 2024.
- The BLA helps the less fortunate among us, provides spiritual and physical comfort and counsel to those in crisis, and inspires children, young adults and families to embrace and nurture their Catholic faith.
- It is my hope that each of you will make a pledge to the BLA this year. Further, I ask you to pause and really reflect on how you could stretch a bit to make a TRULY sacrificial pledge to this important appeal. This will also help with the Challenge gift that will match increased gift amounts.
- The BLA presents us with an ideal opportunity for personal reflection. Next weekend is Commitment Weekend for the Bishop's Lenten Appeal, so I ask you to pray about supporting the appeal this week. We know there may be families who are not able to donate to the BLA this year. However, if your circumstances allow, please give prayerful consideration to making a sacrificial pledge to the BLA this year. You might possibly even make up for someone who can't pledge.
- The BLA presents an opportunity to think about the fact that everything we have and everything that we are is given to us by God. As you have heard many times before, we are asked to grow God's gifts and to return a portion of them for the work of His Church. Let your pledge to the BLA be an outward sign of your charity and compassion for others.

FEBRUARY 11/12, 2023

COMMITMENT WEEKEND

This year we are asking all parishes to please review the in-pew pledging process and follow them exactly as prescribed.

PREPARATION FOR COMMITMENT WEEKEND

As soon as you receive the shipment of Bishop's Lenten Appeal supplies, open the boxes and check to make sure that you have received sufficient quantities of all items. Also, prior to Commitment Weekend, make certain that you have enough pencils.

THE IN-PEW PLEDGE PROCESS

The MOST IMPORTANT PART is being sure that the pledge cards are HANDED OUT BY USHERS/ VOLUNTEERS to each family in all the pews and not simply left in the pews before Mass to be passed out by the person sitting on the end.

IMPORTANT TIP FOR IN-PEW PROCESS:

Preparation: Load every 2nd or 3rd pledge envelope with a pencil, then close the flaps of the envelope, but don't seal them.

Then 'fan' the pledge cards into alternating counts of 8, 10 or 12 before putting them into the baskets for handing out at Masses (see image below). This helps speed distribution of envelopes to parishioners at Masses. You should have enough volunteers to be able to HAND OUT the pledge envelopes to all pews in the parish in a few minutes.

NOTE: There is a separate pledge envelope to be used for your Masses in Spanish. Please follow the same procedure for the Spanish Masses (handing out the envelopes pew by pew).



TRAINING THE /VOLUNTEERS AND INFORMING THE USHERS:

If possible, students make great volunteers to distribute and collect the pledge envelopes. This not only provides a good service project and learning experience, but it also assures that you will have plenty of help. **If you choose to use students, please be sure that there is enough adult supervision and sufficient training to assure that everyone who should get a pledge envelope gets one and that all completed envelopes are retrieved.**

You will need one volunteer for every section of your church. You will need one person in each side aisle to retrieve extra envelopes from some pews and to provide extra envelopes for pews that do not have enough. They also should take care of any people who are standing or are in the cry room or the choir loft. If there are large numbers of standing room people, assign extra adults to them.

If you are asking students to assist with the in-pew process, you should seek to hold a practice session for the volunteers. The Pastor does not need to be present at the practice session. A prearranged signal should be arranged that will alert the students/ushers that they should move to their assigned areas. At the point designated in the script, students/ushers can hand out the required number of pledge envelopes down each row. The adult working the outside aisle can retrieve overages and provide envelopes where there are shortfalls. Only one adult per side aisle is needed.

Volunteers will need the following information. To ensure everyone is on track, the following information should be provided in writing to give to the volunteers after the practice session.

1. Where and what time to report.
2. Where to pick up their supplies.
3. Where to wait for the signal that it is time to distribute their envelopes.
4. Designate the specific rows of pews to which they are assigned.
5. When they will be expected to move to their assigned locations (when Father signals from the Altar and what signal he will use).
6. What to do while the people are completing their pledge envelopes.
7. Where to get the collection baskets.
8. Where to empty the baskets after they collect the pledge envelopes.
9. Where to return the baskets.
10. Help after Mass to collect unused pledge envelopes and to get baskets ready for the next Mass

At least one member of the BLA committee should be present at every Mass to make sure that the process goes smoothly and completed pledge envelopes are properly secured after each Mass. That person can brief the ushers/volunteers before every Mass as to in-pew pledging process and the role of the students.

IN PEW PROCESS/COMMITMENT WEEKEND

The Pastor should lead the in-pew process at every Mass. If the Pastor is not the celebrant of the Mass, he should join the Mass to give a brief homily, read Bishop Burbidge's letter and lead parishioners through the in-pew pledging process.

The Pastor's Commitment Weekend presentation is very important to the success of the campaign. Up to this point, most people have heard about the BLA and why it is so very important to support it. Some may have pledged by mail or online. Now is the time for a Pastor himself to ask the rest of the parishioners for their financial support. The fact that the Pastor is asking will have a very positive effect on the importance that people place on the request.

Please do not state or suggest that people should take the pledge cards home and bring them back. This approach always results in large numbers of pledge cards never being returned. The publicity during Announcement Weekend about the program has allowed everyone plenty of time to consider his or her level of support. Now is the time to ask them to decide whether they will make a commitment.

There is also a QR code on all of the in-pew pledge envelopes, so parishioners may choose to bring in their phone and scan the QR code to make a donation, or they may simply fill the pledge envelope. Both of these options should be offered during the in-pew pledging process.

THE IN-PEW SCRIPT:

The Pastor may edit the script to fit his speaking style. We have enlarged the print and double-spaced it in this manual, but if you wish to revise the script, you also may access the Leadership Manual on the diocesan website and download it there. (see page 6 for download instructions).

IN-PEW SOLICITATION PROCESS:

Please fully implement the in-pew process for Commitment and Follow-Up Weekend as described in this manual. Remember that many things – even small things – can affect the outcome of the in-pew process. Among them are the availability of supplies and even the attitude of the people who are distributing them.

We ask that all parishes distribute the pledge envelopes to parishioners by hand. PLEASE DO NOT SIMPLY PLACE THE PLEDGE ENVELOPES IN THE PEW POCKETS AND DO NOT ASK PEOPLE TO RAISE THEIR HANDS as most people will NOT do this. Every family should get a pledge envelope. Parishioners have the option of checking the appropriate box on the pledge card if they have already made a pledge or gift.

After each Mass, the BLA envelopes should be taken by a designated committee member to a secure place. Pledges should be processed by the designated parish staff and BLA Committee member as soon as possible and sent to the Diocese Office of Development.

Additionally, after each Mass, you will need to collect all unused pledge cards, so you will have enough to use at the upcoming Masses that weekend and for Follow-up weekend.

Commitment Weekend

February 11/12, 2023

Pastor will offer a brief Homily based on the readings of the day; and then will read the message below from Bishop Burbidge before starting the in-pew pledging process.



Dear Brothers and Sisters in Christ,

The theme for this year's Bishop's Lenten Appeal is shared with the second preparatory year of our diocesan Golden Jubilee, *My Soul Rejoices in the Lord*, and draws our attention to our Blessed Mother. Each of us can seek to imitate the perfect example of Mary by proclaiming the greatness of the Lord each day as we live our faith and share our blessings.

When we support the BLA, we help to bring the glorious gift of Christ Jesus to thousands of people in need of spiritual, charitable, and educational assistance across our diocese. I respectfully ask that, if your circumstances allow, you prayerfully consider a sacrificial pledge to this important appeal. Your gift will be used to enrich and improve the lives of others and will be an instrument of the joy and peace that only Christ can give!

I am grateful to all of you who have given in the past to this appeal. In a few moments, your pastor will guide you through the pledging process.

Please be assured of my prayers for you. Through the intercession of Mary our Mother, may Our Lord Jesus bless you abundantly now and always.

Sincerely in Christ,

A handwritten signature in blue ink that reads "Michael F. Burbidge".

Most Reverend Michael F. Burbidge
Bishop of Arlington

IN-PEW PLEDGE PROCESS SCRIPT FOR PASTORS

Good evening/morning. As your Pastor, I want to thank all of you who have already pledged this year to the Bishop's Lenten Appeal, as well as those who have given in past years. The ministries and services funded by the BLA help our parish in its own pastoral work and are vital to thousands of people in need across our diocese.

The Bishop's Lenten Appeal is something that I strongly believe each of us should support. Every donation, no matter the amount, is important.

The 2023 BLA theme "My soul rejoices in the Lord" is shared with the theme for the second preparatory year of the diocesan Jubilee and focuses on Mary. In 2023, as we begin our second year of preparation for the Diocese of Arlington's 50th Anniversary, we remember with gratitude how Our Lord has been at work in our diocese for the past 50 years!

Please know that ALL of the monies collected for the Bishop's Lenten Appeal are restricted to the programs, offices and ministries that are described in the appeal materials. Many of these ministries and services help our parish as well. Our Church, more than ever, needs us to remain united, so that together, we may share the hope and love of Christ with everyone we encounter.

I ask you now to pause and reflect on how you can make a TRULY sacrificial pledge to this appeal, to the best of your ability. I realize that each of us has different circumstances and the amount of our donation is unique to our own financial situation; however, we all have a responsibility to support our diocesan Church through this appeal. My goal is that we could achieve 100% participation from our parish to the BLA.

Again, this year our diocese is blessed that a special challenge gift that will match new and increased BLA gifts. So, for every dollar you donate higher than the gift amount you last gave to the BLA, this challenge gift will match up to \$250,000 with an equal donation. And, if you are donating for the first time to the BLA, your entire donation will be matched. This is wonderful news, and I ask you to consider prayerfully your ability to increase your gift to the BLA and have that increased amount matched.

I will walk us through the pledge process so that everyone can complete the form together. By going through this with you, it actually takes much less time and allows me to pace myself so we can finish in just a few minutes.

[OPTIONAL TEXT]

Or if you prefer— instead of filling out the pledge envelope, you may scan the QR code on the pledge envelope and it will take you directly to the BLA giving page and you may use this time now to enter your pledge and payment information while others are completing the paper pledge envelope.

For those here at Mass filling out a pledge card: Please complete the section with your name, spouse's name (if applicable), address and phone number. Please also provide your email address.

(Pause a few seconds to allow time for this)

If you have already contributed to the Bishop's Lenten Appeal by mail or online, please check that box in the center of the pledge envelope. To avoid duplication of your pledge, please DO NOT fill out any additional pledge information on the right side of this form.

If you have not already pledged by mail OR online, you may make a one-time gift

or a pledge now that can be paid through the year. Pledging is encouraged as it allows us to make a sacrificial gift that can be paid throughout the year. When you make a pledge, you will receive monthly reminder statements until your pledge is paid in full. You may also go online to make payments to your pledge. Please refer to the right side of the pledge envelope and check the box or write in the amount of your pledge or gift in the space provided. (Pause as above)

Now please write the amount of your pledge on the “Total Amount Pledged” line.
(Pause as above)

If you wish to include a payment now, please write the amount of the payment on the “Amount Enclosed” line; then subtract this amount from the total pledge amount and write the balance on the last line. Please check the appropriate box on the left if your payment enclosed is a check or a cash payment.

If you want to pay your pledge by credit card or direct debit, you may go to the diocesan website or you may scan the QR code on the envelope to take you directly to the BLA’s giving page.

If you are not enclosing a payment now, please put a zero in the “Amount Enclosed” line and write in the “Balance to be Paid” amount on that line.

(Pause 3 seconds)

Please write the name of our parish on the line provided on the bottom left side, so that we will receive the proper credit for your donation.

(Pause 3 seconds)

Finally, on the front panel of the envelope, please write your name in the space provided. When you leave after Mass today, please place your envelope in the designated box (in the vestibule) or hand it to an usher.

(Pause 3 seconds)

On behalf of Bishop Burbidge and myself, but most especially on behalf of the people in our diocese who will benefit from your compassionate gift, I thank you for your pledge to the Bishop's Lenten Appeal. May God bless you.

Follow up Weekend

February 18/19, 2023

INTRODUCTORY THOUGHTS:

Once again, the primary objective of the 2023 campaign is **parishioner participation**. Each year, after the initial mailing and the in-pew phase of the BLA campaign has concluded, many of the donors from the previous year still have not renewed. These are not necessarily people who do not want to participate. Some may have been out of town on Commitment Weekend and many of them will renew during the follow-up mailings.

TIMING:

On February 18/19, 2023, following the homily at all Masses, or at the announcement time, a brief announcement regarding the BLA will be made by the lector or a priest.

Follow Up Weekend

February 18/19, 2023

In-Pew Script

(presiding priest or a lay speaker)

If a BLA Lay leader (not presiding priest) will be conducting the in-pew process, the presiding priest could say: I would like (name of person) to now speak to you for a few brief minutes:

(If not the presiding priest...)

Good morning. I am _____ . As most of you know, the last couple of weeks we have talked about the importance of supporting the Bishop's Lenten Appeal. On behalf of our pastor, Father _____ and our Bishop's Lenten Appeal Committee, I want to thank those who have responded by mail, online or during our in-pew solicitation last weekend.

Based on each family's schedule, we know not everyone was at our parish last weekend. This year, we are emphasizing the importance of 100% participation in our parish. We are asking that all households in our parish community make a

pledge. Every gift, no matter the amount, is important as we come together to support the diocesan Church.

Father (NAME OF PASTOR) would like those of you who have not yet made a pledge to the BLA to please join in support of this appeal and help us reach our parish goal.

If you have not had an opportunity to make a pledge to the BLA this year, we ask you to please give this prayerful consideration. There are still some pledge envelopes in the pews. Or - in our bulletin you will find the diocesan website, or you can scan the QR code to make an online donation. Also, the posters hanging in our vestibule have a QR code that you can scan to take you directly to the diocesan website.

On behalf of Bishop Burbidge and Fr. _____, but most especially on behalf of the people in our diocese who will benefit from your compassionate gift, I thank you for your pledge to the Bishop's Lenten Appeal. May God bless you.

PARISH EMAILS

EMAIL #1 – WEEK OF FEBRUARY 6, 2023

Draft text (for parish emails)
2023 Bishop’s Lenten Appeal (BLA)
My soul rejoices in the Lord

This weekend every household in our parish will be asked to make a Bishop’s Lenten Appeal (BLA) pledge or gift. The BLA provides an opportunity to unite as a Catholic family and support programs, ministries and services that no single individual or parish could offer by itself. After reflecting upon the many blessings that God has given you, please prayerfully consider making a BLA pledge. Every donation is vital to the success of the BLA. You may complete a pledge card at Mass, mail in your pledge, or go online to www.arlingtondiocese.org/BLA

NOTE: (use hyperlink to diocesan website if possible)

EMAIL #2 – WEEK OF MARCH 27, 2023

Draft text (for parish emails)
2023 Bishop’s Lenten Appeal (BLA)
My soul rejoices in the Lord

The BLA provides an opportunity to unite as a Catholic family and support programs, ministries and services that no single individual or parish could offer by itself. After reflecting upon the many blessings that God has given you, please prayerfully consider making BLA pledge. Every donation is vital to the success of the BLA. You may go online to www.arlingtondiocese.org/BLA *Please help our parish reach our BLA goal!*

NOTE: (use hyperlink to diocesan website if possible)

More Tips for a Successful BLA in your parish!

PROCESS IN-PEW PLEDGES IMMEDIATELY!!

Please be sure to process pledges immediately and send them right away to the BLA Office. If the BLA Office does not receive your in-pew pledges in a timely manner, there is a chance that the parishioner could receive the second appeal mailing asking for a pledge, when they already made one through the in-pew process.

Step by step detailed processing instructions are located at the end of this manual. Following these instructions will enhance our ability to process the pledges and begin sending monthly statements or acknowledgements to parishioners as quickly as possible.

ASSURING THAT THE PARISH REACHES ITS GOAL:

The campaign does not end when the in-pew process is over. Additional appeal letters are sent in March and early May to those who have not pledged. If you have an indication that your pledges through the mailing and in-pew process may leave your parish short of its goal, please contact the Office of Development for assistance. E-mail follow-up may be needed; or something as simple as a bulletin and/or pulpit announcement may help boost efforts.

MONTHLY REMINDERS - BULLETIN AND PULPIT ANNOUNCEMENTS:

The pledge reminders are mailed near the middle of each month, beginning in February, and will cease when the pledge is fully paid. Each parish can aid the pledge collection effort by publishing the announcement below in your parish bulletin the first weekend of each month, starting in March. Also, parishes are asked to make a pulpit announcement to direct people to the bulletin announcement.

PLEDGE COLLECTION:

Pledging and the payment of pledges is something that some of our parishioners take for granted. However, if your parish has had difficulty with payment of pledges because community members are unfamiliar with this tradition, it is important to offer them continuous education about fulfilling their pledge.

BISHOP’S LENTEN APPEAL PLEDGE STATEMENTS

THE FOLLOWING BULLETIN ANNOUNCEMENT SHOULD BE INCLUDED EACH MONTH BEGINNING IN MARCH.

2023 Bishop’s Lenten Appeal – Monthly Reminders!

The reminder statements for the Bishop’s Lenten Appeal pledges are mailed mid-month. It is important that all pledges are completed! Please try to make your pledge payment prior to the end of each month so that you will receive credit for it on your statement the following month.

Thank you for supporting our diocesan Church!

In addition, please consider having a respected member of the community make a monthly pulpit announcement on the BLA progress in your parish. This individual should inform the parish of the progress the parishioners are making in payments toward the BLA goal and stress the importance of making pledge payments. Please consider having several parish leaders make these announcements, so that the same person is not speaking month after month.

The Bishop's Lenten Appeal is the primary means of support for more than 40 ministries, programs, services and charitable works of our diocese, which include the following:

Office of Vocations

The Office of Vocations supports our 49 seminarians by providing for room, board, tuition and healthcare expenses, as well as coordinating vocation awareness events for both men and women. This office also oversees the permanent diaconate program.

Catholic Charities and other Charitable works

Catholic Charities serves the poor, elderly, hungry and most vulnerable through 20 unique programs/ministries, including family counseling, adoption services, men's shelter, jobs ministry, senior services, prison ministry, food pantries, soup kitchen, emergency financial assistance, family transitional housing, and Mother of Mercy Free medical clinics. This past year, the need for services increased exponentially, as many people required assistance with food, rent/utilities, counseling services.

Youth, Campus, and Young Adult Ministry

This Office is the primary resource for parish youth ministers to help bring young people to Christ. Additionally, this Office supports Catholic Campus Ministries at four universities and coordinates Young Adult programs that serve people in their 20's and 30's who seek to forge Christian fellowship and deepen their relationship with Christ.

Catholic Schools & Office of Evangelization/Religious Education

The Office of Catholic Schools provides assistance to school leaders for the spiritual, intellectual and social formation of Catholic School students. The Office of Evangelization works with parishes to guide religious education and R.C.I.A. programs for children, teenagers and adults.

Spanish Apostolate and the Office of Multicultural Ministries

The evangelization, formational and pastoral needs of Hispanic Catholics in our diocese are served through the Spanish Apostolate Office. The Office of Multicultural Ministries serves as a resource to newcomers and coordinates programs, events and convocations reaching out to the various ethnic communities in the diocese.

Office of Marriage, Family and Respect Life and the Tribunal Office

This Office offers programs pertaining to marriage preparation, marriage and family enrichment. Gabriel Project provides pregnancy assistance to mothers and Project Rachel offers post-abortive spiritual counseling and healing retreats. The Respect Life Office seeks to restore respect for all human life. The Tribunal is a healing ministry that examines petitions for marriage annulments.

Diocesan Development and Communications Programs

Development programs including the BLA and other charitable vehicles provide strategic financial support to the diocese. Parishes and schools are provided guidance and counsel from this office to achieve their own pastoral needs. The Communications Office utilizes a variety of mediums to promote, educate and evangelize the faithful and wider community in our diocese.

Programs and Ministries that Assist 70 parishes and 6 Missions

More than 4,600 parish, school and diocesan employees are supported with human resources and employee benefit programs. Parishes are provided guidance with liturgical issues, financial guidance and audit processes.

Evangelization Efforts

Events and initiatives are offered to strengthen the faith of practicing Catholics; to reach out to less active Catholics; and to bring the Gospel of Jesus Christ to those who do not know God. Our diocese is committed to ecumenical outreach, supporting our INOVA Hospital Ministry and Dominican Republic mission parishes.

Chancery Offices and the Virginia Catholic Conference

The Chancery Offices assist the Bishop in pastoral, financial and administrative areas. The Virginia Catholic Conference represents the public policy interests of the two Catholic bishops in Virginia.

San Damiano Spiritual Life Center

Located in White Post, Virginia, this center provides an idyllic, peaceful venue for meetings and retreats for the laity, religious and clergy.

Parish/Diocesan Properties and Land Development

The diocese purchases land that is granted to newly founded parishes for their parish site.

2023 BISHOP'S LENTEN APPEAL PROJECTED FUNDS ALLOCATION

The projected 2023 BLA goal is \$20.3 Million which is allocated to these various areas. 100% of all donations received for the BLA are restricted gifts to be used within the diocese for the sole benefit of the programs, offices and ministries listed below:

Seminarian Education and support, Vocation Awareness Programs, Permanent Diaconate Program	18%
Catholic Charities, parish subsidies and other charitable works that assist people in need	12%
Catholic Schools, Office of Divine Worship and Religious Education Programs	12%
Programs and ministries that assist our 70 parishes and 6 missions and 4,600+ parish, school and diocesan personnel	11%
Office of Youth, Campus and Young Adult Ministries	11%
Office of Marriage, Family and Respect Life and the Tribunal	9%
Support to the Virginia Catholic Conference and Chancery offices assisting the Bishop as he leads our parishes and the diocese	8%
Parish and diocesan development and communication programs	5%
Spanish Apostolate and Multicultural Ministries	5%
Evangelization Efforts including: INOVA Hospital Ministry, Charismatic Renewal Ministry and support of our Dominican Republic Mission Parishes	4%
Parish/Diocesan properties and land development	3%
San Damiano Spiritual Life Center	2%

BLA IN-PEW PLEDGE ENVELOPE PROCESSING PROCEDURES

PLEASE SEND ALL PROCESSED IN-PEW PLEDGES FROM COMMITMENT WEEKEND TO THE BLA OFFICE

AS SOON AS POSSIBLE!

PLEASE SHIP ALL IN-PEW PLEDGES TO THE DIOCESE DEVELOPMENT OFFICE BY MARCH 13, 2023.

On the Monday morning following the collection of the in-pew pledge envelopes for both Commitment AND Follow-up weekends. The designated individuals **will open and review all the in-pew envelopes**. The Diocesan Office of Development will be sending you a set of pre-printed labels alphabetized by last name, with the addresses and BLA ID numbers for all of the registered parishioners whom we have in our database for use with this process.

STEP I SEPARATING THE IN-PEW ENVELOPES (PLEDGE/DONATION VS NO PLEDGE)

First, separate the in-pew envelopes into two piles: THOSE WITH NO PLEDGE/CASH/CHECK AND THOSE THAT HAVE A PLEDGE/CASH OR CHECK

1. **NO PLEDGE ENVELOPES** - Those who checked either box in the middle of the in-pew envelope.
Those who already made a gift/pledge via mail/online
Those who are unable to make a gift/pledge

If there is no pledge and no cash or check is inside, then THESE IN-PEW ENVELOPES DO NOT NEED TO HAVE A LABEL AFFIXED TO THEM. No further action is required on your part for these envelopes, except to bundle them together and attach the YELLOW BATCH SHEET to be sent to the diocese.

NOTE: Please be sure there is NO cash or checks in the envelopes with a yellow cover sheet. If there IS cash or check contained inside any in-pew envelope, that envelope should be processed as a pledge, whether a box is checked or not.

2. **IN-PEW ENVELOPES WITH PLEDGE MADE OR PAYMENT ENCLOSED** (some will have payments enclosed and some will not.) These will **need** to have **a label** (if available) affixed to them before sending to the diocese. Continue to labeling step on these pledge envelopes.

NEED HELP? PLEASE CALL JEANNE COMBOS AT 703-841-2764 OR EMILY CASSELL AT 703-841-3848

STEP II LABELING – PINK/BLUE/GREEN

ALPHABETIZE THE PLEDGE ENVELOPES. There is a space on the front panel of the pledge envelope for the parishioners to write their name. This will make it easier to put the pledge cards in alphabetical order for labeling.

1. EXACT LABEL MATCHES: PINK BATCH SHEET

If the pre-printed label information and the handwritten information **are exactly the same**, affix the pre-printed label in the space indicated on the in-pew envelope. These in-pew envelopes will be bundled together with a **PINK Batch Sheet**. *Please see next page for the procedure in segregating and processing checks, pledge only and cash donations.*

2A. NO LABEL: BLUE BATCH SHEET

If the parishioner **does not have a label**, it is likely that he/she is not registered in your parish, registered at another parish, or not listed in our computer database. We will update the information on our computer system when we receive the in-pew envelope. These in-pew envelopes will be bundled together with a **BLUE Batch Sheet**. *Please see next page for the procedure in segregating and processing check and cash donations.*

2B. NAME/ADDRESS CHANGE: BLUE BATCH SHEET

If the **handwritten name and/or address does not match** the information on the printed label, please place the label in the same area as indicated. Please put a line through the label to indicate there is a change to be made. These in-pew envelopes will be bundled together with a **BLUE Batch Sheet**. *Please see next page for procedure in segregating and processing checks and cash donations.*

3. **NOTE: In-Pew Envelopes with Pledges Where the Donor Wrote In Another Parish Other Than Your Own.** Please do not remove any cash or checks from a pledge envelope that indicates another parish other than your own. Please bundle these separately from all other bundles and send to the diocese. *Pledges are credited to the parish that sends them to the Diocesan Office of Development, unless otherwise indicated BY THE DONOR on the pledge form.*

4. If there is no matching label, please **do not create your own set of labels with the parishioner's offertory envelope number**. This number is not the same number as their BLA ID number and could result in their BLA pledge being credited to the wrong person.
5. If parishioners bring to you their **mailed** BLA appeal pledge forms, please **DO NOT** affix the in-pew labels to the mailed pledge form or envelope. The in-pew labels are for use with the in-pew pledge envelopes only. **Please send any mailed pledge forms to the BLA Office right away to avoid delays in sending reminder statements.**

NEED HELP? PLEASE CALL JEANNE COMBOS AT 703-841-2764 OR EMILY CASSELL AT 703-841-3848

STEP III REVIEWING & SEGREGATING PLEDGE CARDS

For both the “Pink” and “Blue” batched in-pew envelopes: All envelopes that contain a cash donation are segregated and processed differently – please see below for procedure for processing cash.

If the in-pew envelope has NO payment (pledge only):

Please review the pledge information written on the pledge card for legibility. These are now ready for bundling.

If there is a check in the envelope:

Please verify that any check or money order amount is written correctly on the pledge card in the Amount Enclosed box. Please verify that the Total Amount Pledged and Balance to be Paid spaces have been completed as well. These are now ready for bundling.

ALERT! ALERT! ALERT! ALERT! ALERT! ALERT! ALERT!

**PLEASE DO NOT REMOVE CHECKS
MADE PAYABLE TO YOUR PARISH. THESE CHECKS MAY BE
DEPOSITED IN THE DIOCESAN ACCOUNT FOR THE BLA.**

KEEP ALL CHECKS INSIDE THE PLEDGE CARDS AT ALL TIMES

Please watch for donors who indicate that money/check has been enclosed and then fail to insert any money. If the ‘amount enclosed’ box is blank and there is a check enclosed in the envelope, please write in the amount. If no funds are enclosed, please indicate this as well. If the amount indicated on the envelope is different from the actual amount enclosed, cross out the wrong amount and write in the correct one.

***PLEASE DO NOT REMOVE CHECKS FROM IN-PEW ENVELOPES AFTER
VERIFYING THE CHECK AMOUNT MATCHES THE WRITTEN INFORMATION
ON THE ENVELOPE.***

*****SPECIAL PROCESS FOR CASH DONATIONS*****

If there is CASH in the in-pew envelope:

Please verify that the cash amount is written correctly on the pledge card in the Amount Enclosed box. It is also important to verify that the Total Amount Pledged and Balance to be Paid spaces have been completed as well.

If the amount enclosed box is blank and there is cash enclosed in the envelope, please write in the amount. If the amount indicated on the envelope is different from the actual amount enclosed, cross out the wrong amount and write in the correct one. **Please watch for envelopes that indicate cash is enclosed and there is no money inside.** You may find “anonymous” in-pew envelopes that contain cash. The anonymous pledges can all be bundled together, and the total amount of all anonymous pledges will be credited to your parish as one “anonymous” BLA donation.

THEN, BUNDLE ALL IN-PEW ENVELOPES THAT CONTAIN CASH INTO ONE BUNDLE. KEEP IN MIND THAT SOME WILL HAVE LABELS & SOME WON'T.

After verifying that the cash amount enclosed matches the amount written on the pledge cards, please remove all of the cash from each in-pew envelope, add up the total amount of cash and arrange to have a parish check written to the Bishop's Lenten Appeal for this total cash amount. Then attach the check to the "GREEN BATCH" of pledges that had live cash inside.

IMPORTANT INFORMATION FOR CASH BUNDLES:

If you have more than 50 pledge envelopes with cash enclosed, please divide them into bundles of less than 50 pledge envelopes per bundle. One check cannot represent more than 50 pledges, so if you have more than 50 pledges with cash, please break the pledges and corresponding check into separate, smaller batches for processing.

Once the parish check is ready, bundle these together with the GREEN Batch sheet. Place the parish check on top of all of the in-pew envelopes that originally contained cash.

**IMPORTANT NOTICE FOR GREEN PLEDGE BUNDLES
ACCOMPANIED BY A PARISH CHECK:**

YOU MUST PROVIDE A REGISTER TAPE THAT INDICATES THE AMOUNT OF CASH THAT EACH IN-PEW ENVELOPE ORIGINALLY CONTAINED AND THE TOTAL AMOUNT THAT CORRESPONDS TO THE AMOUNT OF THE CHECK BUNDLED WITH IT.

This is the only way to ensure that each pledge is matched up with the correct amount of cash. It is especially helpful if the register tape is printed in the same order that the pledge envelopes are bundled.

PLEASE BUNDLE THE REGISTER TAPE TOGETHER WITH THE CHECK AND CORRESPONDING PLEDGE ENVELOPES THAT ORIGINALLY CONTAINED CASH.

If you must wait to have a check cut, then hold back your Green pledge envelopes until you can send both the check and pledges together at the same time.

We cannot process any cash bundles until we have the check that accompanies it.

IMPORTANT NOTE:

Please make parish check payable to:

**Bishop's Lenten Appeal
200 North Glebe Road, Suite 811
Arlington, VA 22203**

PLEASE DO NOT SEND ANY BLA ENVELOPES, CHECKS, OR CASH TO THE DIOCESAN P.O. BOX ADDRESS 1960. PLEASE ONLY USE THE PHYSICAL ADDRESS SHOWN ABOVE.

**** ATTENTION ****

Now you are ready to bundle and ship your batches! The flap of the envelope is perforated at the score mark where the envelope closes. Please tear off the flap of each envelope before bundling them together – *taking care that the contents remain inside the envelope!*

NEED HELP? PLEASE CALL JEANNE COMBOS AT 703-841-2764 OR EMILY CASSELL AT 703-841-3848

STEP IV BUNDLING AND SENDING IN-PEW ENVELOPES TO DIOCESE:

EXACT LABEL MATCHES – PINK BATCH SHEET

PINK Batch Sheet – in-pew envelopes With Labels

These are pledge forms with the pre-printed label affixed to them that match the handwritten information. *These in-pew envelopes should be pledges only or pledges with checks – NO cash should be contained in any of these envelopes.*

NO LABELS OR NAME/ADDRESS CHANGE – BLUE BATCH SHEET

BLUE Batch Sheet – in-pew envelopes with No Label OR Name/Address Change

These handwritten BLA in-pew envelopes DO NOT have a printed label, or the label does not match the handwritten information. We will add or revise the donor information on our computer system. *These in-pew envelopes should be pledges only or pledges with checks – NO cash should be contained in any of these envelopes*

IN-PEW ENVELOPES WITH CASH – GREEN BATCH SHEET

GREEN Batch sheet – in-pew envelopes with cash – which has now been replaced with a parish check for the TOTAL cash amount.

DON'T FORGET TO INCLUDE A REGISTER TAPE SHOWING THE CASH AMOUNT FOR EACH ENVELOPE IN EACH GREEN BUNDLE!

IN-PEW ENVELOPES WITH NO PLEDGES – YELLOW BATCH SHEET

YELLOW Batch Sheet - No pledge/donation – there should be no cash, checks or pledges inside:

These are the in-pew envelopes with **NO checks or cash inside and have a pledge box checked** - that you set aside earlier:

- Those who already made a gift/pledge via mail/online
- Those who are unable to make a gift/pledge

In order to expedite this process and ensure proper tracking of pledges to reach your BLA goal as quickly as possible, we ask that you send this package by a **TRACKABLE** method (FedEx, UPS, hand courier, etc.). The address to send your pledges is:

**Bishop's Lenten Appeal 2023
200 North Glebe Road, Suite 811
Arlington, VA 22203**

Upon receipt, the Office of Development Staff will review and process the pledges *in the order which they were received.*

PLEASE SHIP ALL IN-PEW PLEDGES TO US BY MARCH 13, 2023.