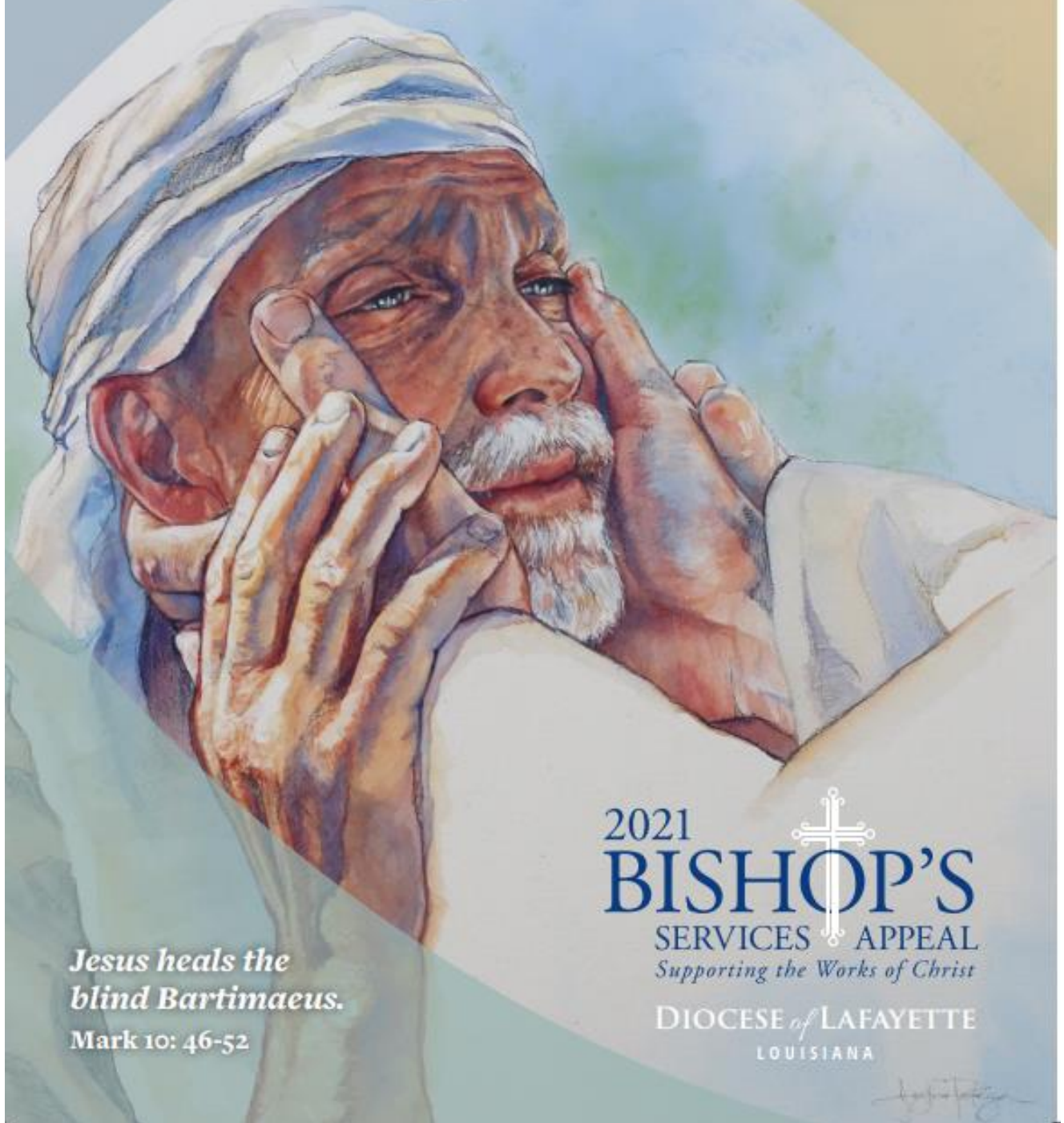


# Bringing Hope & Healing



*Jesus heals the  
blind Bartimaeus.  
Mark 10: 46-52*

2021  
**BISHOP'S**  
SERVICES & APPEAL  
*Supporting the Works of Christ*  
DIOCESE of LAFAYETTE  
LOUISIANA

**RESOURCE MANUAL**



# BISHOP'S

## SERVICES APPEAL

*Supporting the Works of Christ*

Focused on  
Essential  
Direct Service  
Ministries  
in the  
Diocese of  
Lafayette

Office of Stewardship and Development  
1408 Carmel Drive  
Lafayette, Louisiana 70501-5215  
Phone No.: (337) 261-5641  
mtrahan@diolaf.org



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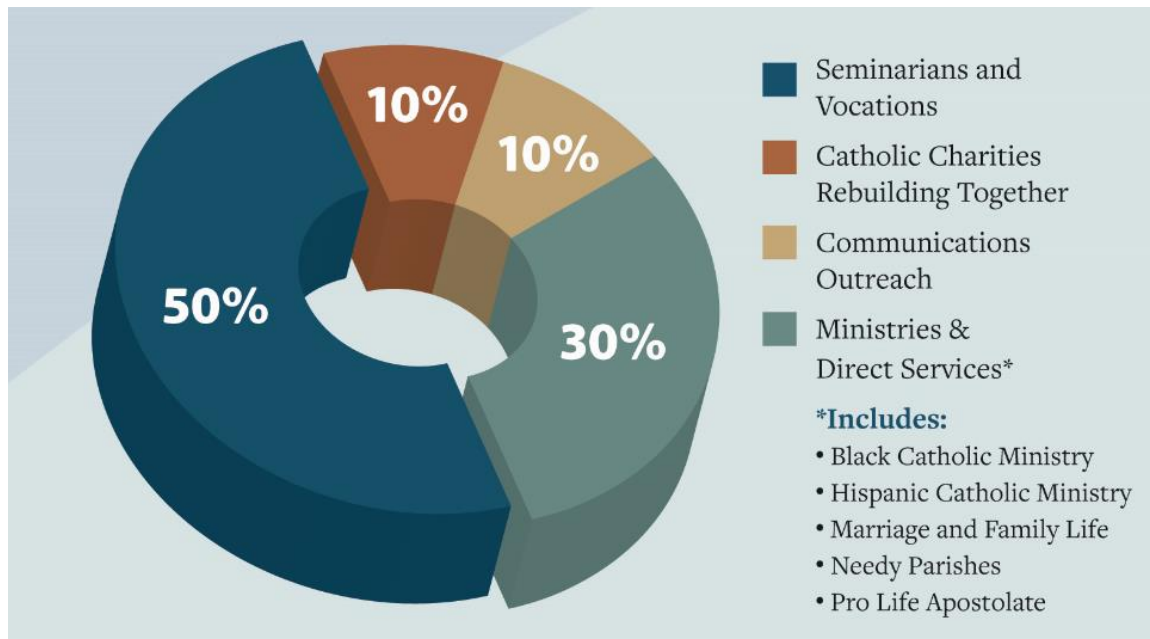
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## WHY THE BISHOP’S SERVICES APPEAL

From family life to Catholic formation to crisis response and support for vocations, the **BISHOP’S SERVICES APPEAL (BSA)** offers spiritual hope and practical assistance to those in our communities in need of God’s provision and care. Generous parishioners make it possible. The BISHOP’S SERVICES APPEAL has been *Supporting the Works of Christ* by serving others and ministering to those in need since 1973. The BSA is accomplished as a result of the combined participation of 122 church parishes and 28 missions located across 8 civil parishes.

The BSA is a backbone source of funding for sustaining and expanding direct service ministries that provide for:



The Diocese of Lafayette encompasses a unique region that is defined civically, socially and spiritually by its Catholic heritage. The impacts of our Catholic faith on the regional culture are profound—as seen in strong family ties, connection to our neighbors and care for the stranger in need. These connections were tested in 2020 by social distancing and church closures. Now more than ever, the BSA is a reminder that as faithful Catholics, we are called to be part of a Church, a communion of believers, which is greater than ourselves, and not limited to our local church parishes. We can and must reach out creatively to Bring Hope and Healing throughout the Diocese.



## **BISHOP'S SERVICES APPEAL** **2021 TIMELINE**

<b>January 11-15</b>	<b>Materials Pickup at Chancery: 8:30 to 4:30 pm;</b> for speedier service call ahead if possible (261-5641) to advise of arrival time.
<b>January 14 or 16</b>	<b>10:00 a.m. ZOOM MEETING FOR BISHOP'S SERVICES APPEAL (BSA) ORIENTATION:</b> An introduction and review of materials and best practices. <b>Please participate in one of the sessions.</b>
<b>January 25</b>	<b>INITIAL MAIL SOLICITATION:</b> Letters from Bishop Deshotel are mailed with a brochure and pledge card. Pledge cards can be completed and returned by mail, or placed in offertory collection on In-pew Commitment Weekend (February 6 <sup>th</sup> & 7 <sup>th</sup> ).
<b>January 30 &amp; 31</b>	<b>EDUCATION WEEKEND:</b> In all parishes at all masses the Pulpit Message is read. <b>Video or audio recording is shared at Mass.</b> Posters displayed, brochures and in-pew pledge cards are handed out to each family as they enter.
<b>February 6 &amp; 7</b>	<b>IN-PEW COMMITMENT WEEKEND:</b> Pastoral remarks within homily offered on importance of stewardship as a diocesan family, which prompts parishioners to complete an in-pew pledge card during Mass; cards collected by ushers (volunteers) or mailed directly to Diocese of Lafayette in the return addressed/postage paid envelope. Parish office is to mail completed pledge cards to Office of Stewardship and Development (OSD) for processing.
<b>February 17</b>	<b>Ash Wednesday</b>
<b>March 8</b>	<b>Follow Up Mail Solicitation:</b> Personalized by parish, a letter from each pastor is sent to his parishioners found in diocesan database; letter will be produced and mailed by Office of Stewardship & Development (OSD).
<b>March 20 &amp; 21</b>	<b>BSA Second Collection Weekend (3<sup>rd</sup> Sunday)</b>
<b>April 1 - 3</b>	<b>Easter Triduum</b>
<b>April 4</b>	<b>Easter Sunday</b>
<b>April 18 &amp; 19</b>	<b>BSA Second Collection Weekend (3<sup>rd</sup> Sunday)</b>
<b>May 23 &amp; 24</b>	<b>BSA Second Collection Weekend (4<sup>th</sup> Sunday)</b>
<b>June</b>	<b>Third mailing:</b> personalized by parish with update from pastor on progress toward goal; letter produced and mailed by the Office of Stewardship & Development (OSD) for each parish



<b>June 20 &amp; 21</b>	<b>BSA Second Collection Weekend (3<sup>rd</sup> Sunday)</b>
<b>July 18 &amp; 19</b>	<b>BSA Second Collection Weekend (3<sup>rd</sup> Sunday)</b>
<b>August 21 &amp; 22</b>	<b>BSA Second Collection Weekend (4<sup>th</sup> Sunday)</b>
<b>September 19 &amp; 20</b>	<b>BSA Second Collection Weekend (3<sup>rd</sup> Sunday)</b>
<b>October 4</b>	<b>FINAL MAIL SOLICITATION:</b> Request for year-end gifts from Bishop to those who have not yet made a gift or pledge to BSA; mailed out by OSD
<b>October 16 &amp; 17</b>	<b>BSA Second Collection Weekend (3<sup>rd</sup> Sunday)</b>
<b>October TBD</b>	<b>1918 Giving Society Mass &amp; Brunch</b>
<b>November 13 &amp; 14</b>	<b>BSA Second Collection Weekend (2<sup>nd</sup> Sunday)</b>
<b>December</b>	<b>Bulletin Insert:</b> update on parish Centennial Campaign progress and BSA thank you; customized insert provided by OSD
<b>December 11 &amp; 12</b>	<b>BSA Second Collection Weekend (2<sup>nd</sup> Sunday)</b>
<b>December 31</b>	<b>2021 BISHOP'S SERVICES APPEAL (BSA) CONCLUDES</b>
<b>January 8, 2022</b>	<b>FINAL DEADLINE for receipt of 2021 payments; checks/cash received after this date will be credited to 2022 BSA</b>



## THE 2021 THEME

# Bringing Hope & Healing

The 2021 theme of Bringing Hope and Healing is second in a series that examines the theological virtues of Faith, Hope and Love. Given the physical, emotional and spiritual challenges of the past year, hope is a most fitting focus. We naturally long for hope in times of difficulty and struggle, and we seek healing and restoration when burdened and hurting. As God's people, we do. And so, as caring Catholics, we understand the needs others express, and we welcome God's call to be His hands and feet, ***Bringing Hope and Healing*** to our families, our fellow Catholics, and all those who are hurting.



This year, at a time of extraordinary challenge, we perceive that longing in the eyes of those around us. It is the expectant hope expressed by a blind man named Bartimaeus, unable even to see Jesus as the Savior, but calling out to Him for healing nonetheless. Responding to the man's cry, Jesus asked a question filled with meaning for us, **"What do you want me to do for you?"** The man replied simply, **"Master, I want to see"** (Mark 10:51). Our concerns may be equally clear, but the Lord invites us to acknowledge them and to confess our dependence on His touch so that we too may "see" those around us.

We rejoice in the joy and wonder of healing! His sight restored, the first thing Bartimaeus saw was the face of the Great Physician. Many among us seek hope and purpose too, meaning and provision. Do we see them or look the other way? In God's grace and mercy, He calls His Church to be an instrument of blessing, ***Bringing Hope and Healing*** in the name of Jesus. **"As each one has received a gift, use it to serve**

**one another as good stewards of God's varied grace"** (1 Peter 4:10).

Note: The painting of the Healing of Bartimaeus as used in our 2021 Appeal was created especially for the BSA and is on loan to us from artist Justine Peterson of Gethsemane Fine Art studio in southern Utah.



## **HOW TO CONDUCT A SUCCESSFUL APPEAL IN YOUR PARISH**

The success achieved with the Bishop's Services Appeal (BSA) is directly related to the leadership, enthusiasm and motivation provided by the pastor and parish coordinators to parishioners.

- † **Abundance Mindset:** An abundance mentality believes that we always have enough to share with others. This is an essential component of spiritual life and enables us to be happy and generous even in the face of negative circumstances. Giving multiplies itself and comes back in blessings, opportunities and even more of God's loving abundance. *"Don't let what you cannot do interfere with what you can do."* (Matthew Kelly, *The Four Signs of a Dynamic Catholic*)
- † **Familiarize yourself with what BSA supports:** *NOTE THAT FUNDS DO NOT SUPPORT THE ADMINISTRATIVE OVERHEAD OR LEGAL FEES OF THE DIOCESE.* BSA donations support essential direct-service ministries only.
- † **The WHY is more important than the HOW:** The BSA is both an invitation and an opportunity to unite as Catholics in the Diocese of Lafayette to do all that we can to help our neighbors and even the strangers among us. *It takes all of us working together in every corner of the Diocese to ensure that our Church and its works of mercy continue.*
- † **Commitment:** *Lead by example* and be the first in your parish to make your gift or pledge to the Bishop's Services Appeal.
- † **Preparation:** Practice playing the audio or video message prior to Education Weekend. Make sure you have the necessary equipment and that it is operable and functioning. *Utilize all appeal materials provided.* Make certain that in-pew brochures and in-pew pledge cards are available in each pew the weekends of January 30<sup>th</sup> & 31<sup>st</sup> and February 6<sup>th</sup> & 7<sup>th</sup>. Please ensure that appeal envelopes are available February through December.
- † **Promote Your Goal and Be Positive:** Exhibit an enthusiastic attitude about the appeal and have a sincere and supportive approach. Make known the value of the objectives of the appeal. Make the success of the Bishop's Services Appeal your goal and update others on progress. *What gets measured gets done.*
- † **Participation:** Emphasize the importance of 100% parish participation and its role in the overall effort. *No gift is too small.* Encourage pledged gifts to the appeal, as contributions made over time allow for flexibility.





## **SUGGESTED BEST PRACTICES FOR 2021**

1. Send the names and contact information as soon as possible for newly registered parishioners (last 3 years) to the Stewardship Office. With restrictions on church attendance, the reach of in-pew messaging is not comprehensive. It is more important than ever to reach registered households through external communication.
2. Assemble a team and assign tasks accordingly.
3. Post videos online (there are FOUR different ones; use as many as you like)
4. Share videos at any parish events February to April.
5. Publicize the parish goal and progress to that goal in your church bulletin, on your website, online, on social media channels, etc.
6. The ASK: **Pastor encourages 100% participation as part of the homily on Commitment Weekend. No gift is too small.** Ask everyone to fill out a pledge form and give what they can. Less than 10% of registered households in the diocese currently give to the BSA.
7. Play audio message (or show video) at all Masses on Education Weekend.
8. Say thank you more than once
  - ✓ In your bulletin (or by email)
  - ✓ From the pulpit
  - ✓ Other creative ways (i.e. donut party after Mass)



## **PARISH SHARING FORMULA (REBATE)**

### **Parish Goals:**

- † Parish goals will be based on prior years offertory (as per Parish Finance)

### **Parish Goal Formula:**

- † Total prior fiscal year Parish Offertory x 7% = Parish BSA Goal

### **Parish Share (Rebate):**

- † Once the assigned goal has been reached parishes will receive **50%** of funds collected over parish goal
- † Rebates will be based on cash/checks received by the Office of Accounting as of January 8, 2022. Any cash/checks received after January 8<sup>th</sup> will apply to the next BSA.
- † Rebates will be remitted to parishes via check and provided at the end of January following the closeout of the BSA
- † Rebates are ***not*** subject to assessment
- † Rebates will allow for greater financial strength and will serve as an additional source of income for parishes
- † Rebates may be used for any purpose (i.e. to fund local needs; building & maintenance, debt reduction, etc.)

*Sample Illustration:* Parish with a \$50,000 goal (target) that raises \$75,000

	<b>GOAL (TARGET)</b>	<b>CASH RECEIVED</b>	<b>OVER GOAL (TARGET)</b>	<b>PARISH SHARE</b>
<b>PARISH</b>	\$50,000	\$75,000	\$25,000	\$12,500



## 2021 BISHOP'S SERVICES APPEAL GOALS

CENTRAL DEANERY GOALS			
Parish No.:	Parish Name:	BSA Church Parish Goal (Target)	City:
101	St. Bernard Church	\$45,733	Breaux Bridge
106	St. Francis of Assisi Church	\$14,530	Breaux Bridge
121	Our Lady of the Assumption Church	\$9,252	Carencro
126	St. Peter Church	\$24,579	Carencro
136	St. Joseph Church	\$10,939	Cecilia
141	St. Rose Church	\$6,681	Cecilia
156 (157)	Our Lady of Mercy Church (Henderson Station) (Sacred Heart Church – Mission, Butte La Rose)	\$10,614	Breaux Bridge
158	Immaculate Heart of Mary Church	\$32,339	Lafayette
160	Our Lady Queen of Peace Church	\$23,654	Lafayette
162	St. Anthony Church	\$12,174	Lafayette
164	St. Elizabeth Seton Church	\$30,043	Lafayette
166	St. Genevieve Church	\$31,502	Lafayette
168	St. Leo the Great Church	\$19,031	Lafayette
170	St. Patrick Church	\$15,264	Lafayette
171 (172)	St. Joseph Church (St. Louis Church – Mission, Parks)	\$13,465	Parks
211	Sacred Heart of Jesus Church	\$86,671	Broussard
216 (217)	St. Joseph Church (St. Anthony Chapel - Mission, Cade)	\$7,722	Broussard
221	St. Basil Church	\$16,320	Judice



226	Holy Cross Church	\$71,855	Lafayette
228	Our Lady of Fatima Church	\$54,377	Lafayette
230	Our Lady of Wisdom Church	\$34,224	Lafayette
232	St. Edmond Church	\$56,393	Lafayette
234	Cathedral of Saint John the Evangelist	\$92,263	Lafayette
236	St. Jules Church	\$48,204	Lafayette
238	St. Mary Mother of the Church	\$66,280	Lafayette
240 (241)	St. Paul the Apostle Church (Our Lady of Good Hope - Mission, Lafayette)	\$10,454	Lafayette
242	St. Pius X Church	\$140,968	Lafayette
266	St. Joseph Church	\$50,794	Milton
286	St. Martin de Porres Church	\$4,598	Scott
291	Sts. Peter & Paul Church	\$49,009	Scott
296	St. Anne Church	\$42,572	Youngsville
<b>CENTRAL DEANERY TOTAL GOAL</b>		<b>\$1,132,505</b>	



<b>NORTH DEANERY GOALS</b>			
<b>Parish No.:</b>	<b>Parish Name:</b>	<b>BSA Church Parish Goal (Target)</b>	<b>City:</b>
401	St. Catherine Church	\$3,466	Arnaudville
406	St. Francis Regis Church	\$12,022	Arnaudville
411	St. John Berchmans Church	\$21,742	Cankton
416 (418)	St. Charles Borromeo Church (Christ the King Chapel - Mission, Bellevue)	\$29,488	Grand Coteau
421	St. Anthony of Padua Church	\$8,713	Krotz Springs
426	Holy Family Church	\$7,624	Lawtell
431	St. Bridget Church	\$7,099	Lawtell
432	Sacred Heart Church (Prairie Ronde)	\$2,238	Lawtell
436 (437)	Immaculate Conception Church (Sacred Heart Chapel - Mission, Rideau)	\$8,239	Lebeau
441	St. Catherine Church	\$2,703	Leonville
442	St. Jules Church (Prairie Laurent)	\$2,226	Leonville
446	St. Leo the Great Church	\$8,080	Leonville
451	St. Ann Church (Mallet)	\$6,465	Lawtell
456	St. John the Evangelist Church	\$4,732	Melville
457	St. Thomas Church (Palmetto)	\$996	Melville
461	Holy Ghost Church	\$43,380	Opelousas
466	Our Lady of Mercy Church	\$14,747	Opelousas
471	Our Lady Queen of Angels Church	\$53,913	Opelousas
476	St. Landry Church	\$32,393	Opelousas



478 (479)	St. Joseph Church (Plaisance) (St. Ann Chapel - Mission, Frilot Cove)	\$5,514	Opelousas
481	Sacred Heart of Jesus Church	\$12,559	Port Barre
486	St. Mary Church	\$2,788	Port Barre
491	Holy Trinity Church	\$984	Washington
496	Immaculate Conception Church	\$8,858	Washington
501	Our Lady of Mount Carmel Church	\$3,862	Chataignier
502	St. Augustine Church	\$12,606	Basile
509	Annunciation of the Blessed Virgin Mary Church (Duralde)	\$5,509	Eunice
517	St. Anthony of Padua Church	\$41,339	Eunice
525	St. Mathilda Church	\$5,796	Eunice
533	St. Thomas More Church	\$37,587	Eunice
541 (566)	St. Peter Church (Grand Prairie) (St. Theresa - Mission, Pine Prairie/St. Landry)	\$7,259	Washington
549	St. Ann Church	\$19,430	Mamou
550	Holy Spirit Church (Vidrine)	\$2,813	Mamou
557 (558)	St. Peter Church (Resurrection Chapel - Mission, Whiteville)	\$5,816	Morrow
565	St. Peter Church	\$10,360	Pine Prairie
581	Our Lady Queen of All Saints Church	\$26,059	Ville Platte
589	Sacred Heart of Jesus Church	\$25,870	Ville Platte
590	Sacred Heart of Jesus Church (Belaire Cove)	\$1,552	Belaire Cove
597	St. Joseph Church	\$2,137	Ville Platte
<b>NORTH DEANERY TOTAL GOAL</b>		<b>\$508,968</b>	



<b>SOUTH DEANERY GOALS</b>			
Parish No.:	Parish Name:	BSA Church Parish Goal (Target)	City:
601	St. Marcellus Church (Rynella)	\$9,382	New Iberia
605	Sacred Heart of Jesus Church	\$9,098	Baldwin
606	St. Francis Church ( Cypremort Point)	\$2,249	Franklin
609	St. Bernadette Church (Bayou Vista)	\$12,517	Morgan City
613	St. Stephen Church	\$14,115	Berwick
615	St. Rita Church (Catahoula)	\$11,213	St. Martinville
617	St. Joseph Church	\$6,802	Centerville
621	Immaculate Conception Church	\$2,961	Charenton
625	Our Lady of Prompt Succor Church (Coteau)	\$21,469	New Iberia
629	Assumption of the Blessed Virgin Mary Church	\$19,237	Franklin
633	St. Jules Church	\$8,708	Franklin
634	Immaculate Conception Church (Verdunville)	\$1,042	Franklin
637	St. Peter the Apostle Church (Four Corners)	\$4,035	Franklin
641	Our Lady of the Rosary Church	\$4,697	Jeanerette
645	St. John the Evangelist Church	\$15,899	Jeanerette
649	Our Lady of Victory Church	\$6,544	Loreauville
653	St. Joseph Church	\$25,136	Loreauville
657	St. Helena Church	\$1,206	Franklin



661	St. Nicholas Church	\$10,185	Lydia
665	Nativity of Our Lady Church	\$30,721	New Iberia
669	Our Lady of Perpetual Help Church	\$34,991	New Iberia
673	Sacred Heart of Jesus Church	\$42,637	New Iberia
677 (678)	St. Edward Church (St. Jude Chapel - Mission, Olivier)	\$23,447	New Iberia
681	St. Peter Church	\$43,760	New Iberia
685	St. Joseph Church	\$11,642	Patterson
688	Notre Dame Church	\$16,357	St. Martinville
689	St. Martin de Tours Church	\$39,182	St. Martinville
690	St. Elizabeth Church (Coteau Holmes)	\$2,472	St. Martinville
<b>SOUTH DEANERY TOTAL GOAL</b>		<b>\$431,705</b>	





WEST DEANERY GOALS			
Parish No.:	Parish Name:	BSA Church Parish Goal (Target)	City:
701	St. Mary Magdalen Church	\$56,692	Abbeville
704	St. Theresa of the Child Jesus Church	\$17,709	Abbeville
705	St. Andrew Dung-Lac & Companions	N/A	Abbeville
713 (715)	St. Anne Church (Cow Island) (Sacred Heart Church – Mission , Pecan Island)	\$9,688	Abbeville
725	Our Lady of the Lake Church	\$19,580	Delcambre
728	St. Martin de Porres Church	\$3,400	Delcambre
731	Our Lady of Lourdes Church	\$19,179	Erath
737	St. Peter the Apostle Church	\$8,237	Gueydan
738	St. David Church (Mulvey)	\$1,578	Gueydan
740	St. John Church (Henry)	\$5,728	Erath
741	St. James Church (Esther)	\$4,236	Esther
746 (747)	Our Lady of the Holy Rosary Church (St. Francis Xavier Cabrini Chapel - Mission, Kaplan)	\$29,682	Kaplan
749	Our Lady of Perpetual Help Church (Leroy)	\$7,036	Maurice
755	St. Alphonsus Church	\$24,725	Maurice
758	St. Joseph Church	\$6,130	Maurice
807 (808)	Our Lady of the Sacred Heart Church (St. John Chapel - Mission, Lewisburg)	\$29,894	Church Point
810	Our Mother of Mercy Church	\$6,152	Church Point
816	Immaculate Heart of Mary Church	\$16,442	Crowley
819	St. Michael the Archangel Church	\$57,597	Crowley



822	St. Theresa Church	\$9,529	Crowley
826	St. Benedict the Moor Church	\$6,118	Duson
828	St. Theresa of the Child Jesus Church	\$14,966	Duson
834 (835)	St. Joseph Church (St. Jules Chapel - Mission, Petit Mamou)	\$9,832	Evangeline
843	St. Joseph Church	\$19,093	Iota
844	St. Michael Church (Egan)	\$4,806	Iota
852	St. John the Baptist Church	\$8,433	Crowley
861 (862)	St. John the Evangelist Church (St. Margaret - Mission, Estherwood)	\$14,813	Mermentau
864	Assumption of the Blessed Virgin Mary Church (Mire)	\$12,877	Church Point
867	Immaculate Conception Church (St. Aloysius Chapel - Mission, Midland)	\$3,563	Morse
870	St. Lawrence Church (Mowata)	\$10,426	Eunice
873	Our Mother of Mercy Church	\$6,138	Rayne
876	St. Joseph Church	\$44,149	Rayne
879 (880)	St. Edward Church (Richard) (St. Thomas – Mission, Savoy)	\$12,395	Church Point
882	St. Leo IV Church (Roberts Cove)	\$7,572	Rayne
883	St. Edmund Church (Branch)	\$5,690	Branch
	<b>WEST DEANERY TOTAL GOAL</b>	<b>\$514,088</b>	
	<b>TOTAL DIOCESAN BSA GOAL 2021</b>	<b>\$2,587,266</b>	



## **DEANERY CHAIRPERSONS**

### **Central Deanery:**

#### **Reverend Garrett McIntyre**

St. Bernard Catholic Church  
Breau Bridge, LA 70517  
Phone No.: (337) 332-2159  
Email address: [GMcIntyre@diolaf.org](mailto:GMcIntyre@diolaf.org)

Anna Angelle  
Lafayette, Louisiana 70506  
Phone No.: (337) 501-7063  
Email address: [anna.angelle@gmail.com](mailto:anna.angelle@gmail.com)

Dean (Vicar Forane): Very Reverend Chester Arceneaux, VF

### **North Deanery:**

#### **Reverend Charles Massie**

St. Ann Catholic Church  
Mamou, LA 70554  
Phone No.: (337) 468-3159  
Email address: [CMassie@diolaf.org](mailto:CMassie@diolaf.org)

Cindy LaHaye  
Eunice, Louisiana 70535  
Phone No.: (337) 348-4866  
Email address: [cindylahaye.sms@gmail.com](mailto:cindylahaye.sms@gmail.com)

Dean (Vicar Forane): Very Reverend Thomas Voorhies, VF

### **South Deanery:**

#### **Reverend Brian Harrington**

Our Lady of Prompt Succor Catholic Church  
New Iberia, LA 70560  
Phone No.: (337) 369-6993  
Email address: [BHarrington@diolaf.org](mailto:BHarrington@diolaf.org)

Deacon Roland James Jeanlouis  
Loreauville, Louisiana 70552  
Phone No.: (337) 258-0316  
Email address: [roland706@aol.com](mailto:roland706@aol.com)

Dean (Vicar Forane): Very Reverend William Blanda, VF



## **West Deanery**

### **Reverend Matthew Barzare**

St. Anne Catholic Church  
17315 Lionel Road (Cow Island)  
Abbeville, LA 70510  
Phone No.: (337) 643-7714  
Email address: mbarzare@diolaf.org

Louis Nugent  
Rayne, Louisiana 70578  
Phone No.: (337) 334-4421  
Email address: Louis0696@att.net

Dean (Vicar Forane): Very Reverend Louis Richard, VF

## **DEANERY CHAIRPERSON'S RESPONSIBILITIES**

- † Participate in one of the Zoom meetings re the launch of the 2021 Bishop's Services Appeal.
- † Read this resource manual in its entirety.
- † Make a sacrificial gift or pledge to the Bishop's Services Appeal (BSA).
- † Familiarize yourself with the Bishop's Services Appeal (BSA): the process, procedures and materials to be utilized.
- † Communicate frequently with your deanery's co-chair to strategize and to offer encouragement & assistance.
- † Review monthly reports on status of parish goals & offer assistance



## **TO THE PARISH COORDINATOR**

The Office of Stewardship and Development is grateful that you have agreed to participate. Thank you for your willingness to volunteer and assist your parish with planning and presentation of the appeal materials.

Your role as a parish coordinator serves as a link between Bishop Deshotel and the people of your parish. You will work directly with your pastor and parish staff to ensure that the necessary steps are followed in a timely manner to ensure the success of the Appeal.

It is important to familiarize yourself with the Bishop's Services Appeal and lead by example. Make your own pledge early in the appeal. Motivate, guide and encourage all members of your parish community to make a sacrificial gift or pledge.

Your volunteer leadership is vital in helping the Diocese of Lafayette to achieve its mission. Your efforts will help to communicate the importance of the Bishop's Services Appeal and the value of its message. The success of the appeal is due in large part to the encouragement and support that you provide as parish coordinator.

Thank you for your commitment and dedication.

**PLEASE CONTACT THE OFFICE OF STEWARDSHIP AND DEVELOPMENT  
WITH ANY SUPPLY NEEDS, QUESTIONS OR CONCERNS.**

**CALL US AT (337) 261-5641**



## **PARISH COORDINATOR RESPONSIBILITIES AND CHECKLIST**

- † Please read entire manual and familiarize yourself with Bishop's Services Appeal (BSA) process along with all materials used.
- † Schedule an appointment with your pastor to review the materials and timeline (*Pastor's endorsement and support is vital to the success of your parish appeal*).
  - ❖ Discuss BSA process and parish goal with your pastor to develop strategy & message to reach goal (*monthly parish goals and performance reports are provided to the pastors & lay leaders during the year*).
  - ❖ Discuss and choose media options (audio or video), what to use and best way to share (see next page for titles, formats and length)
  - ❖ Decide upon the most effective way to disseminate all BSA materials.
  - ❖ Include and inform the parish secretary and bulletin editor.
  - ❖ Discuss collection reporting procedures with pastor, office staff and money counters.
- † Contact the Office of Stewardship & Development for any additional supplies, information or support needed:
  - Margaret H. Trahan – Director, [mtrahan@diolaf.org](mailto:mtrahan@diolaf.org)
  - Leslie LeBlanc – Administrative Assistant, [lleblanc@diolaf.org](mailto:lleblanc@diolaf.org)
  - Cindy LeBlanc – Gift Entry & Constituent Rec. Specialist, [csleblanc@diolaf.org](mailto:csleblanc@diolaf.org)
  - Phone: 261-5641      Fax: 261-5645
- † Recruit committee members to help cover each Mass:
  - Provide lector with *General Intercession Prayers*
  - Ensure that BSA pledge envelopes are in pews during the pledge drive and on each collection Sunday throughout the campaign.
- † Place posters and brochures in high traffic areas starting no later than **January 23<sup>rd</sup>**



- † Determine who will introduce and play Bishop's message on *Education Weekend* (or share one of the Impact Videos) at all Masses on **January 30<sup>th</sup> & 31<sup>st</sup>, 2021.**
- † Begin sharing videos on website and/or on social media the week of **February 1st.**
- † Determine who will introduce *Commitment Weekend Pulpit Message* on **February 6<sup>th</sup> & 7<sup>th</sup>, 2021.**
- † Insure envelopes are placed in the pews at all Masses.
- † Insure that bulletin announcements are included in the bulletin and in church announcements starting **January 30th.**
- † See to it that the *General Intercessions for Prayers of the Faithful* are available to be used at each weekend Mass, starting **January 30th.**
- † Be the first to make a pledge to the BSA and encourage all campaign workers to do the same.
- † *Be creative with the appeal...*use social media, parish events/meetings to promote.



## **CONSIDERATIONS FOR CHOICE OF MEDIA**

- † Audio or Video Message from Bishop Deshotel in English or Spanish (4 min, 2 seconds)
- † Seminarians Video (4 min, 31 seconds)
- † Bereavement Video (2 min, 40 seconds)
- † Rebuilding Together/CCA Video (3 min, 38 seconds)

## **OTHER INSTRUCTIONS RELATED TO PLAYING A VIDEO** **FROM THE DVD**

- † The disc is formatted for a DVD player.
- † It can be played on a computer or laptop if you have installed a media player.
- † VLC is a type of media player that is free and can be downloaded and installed.
- † Follow instructions to install and be sure that you stay on the VLC site. Grant all permissions and follow set-up prompts.
- † Once installed, your disc will play when you:
  - ✓ Click on “Media”
  - ✓ Click on “Open Disc”
  - ✓ Click on “Play”
  - ✓ Click on video title you want to show (note that there are 4 available this year);  
Bishop’s Message is on home screen; impact videos are on the Main Menu

## **FROM THE FLASH DRIVE**

If the video automatically begins playing on your PC or laptop without your prompting, press the stop arrow. Then go to document menu in lower left corner of your PC. Find removable drive and click on it. Then choose the desired title and play. You will need to hit the stop arrow or close out with the X in the upper right corner when completed or else video may repeat or play the next video on the flash drive.





## TRANSCRIPT OF THE MESSAGE FROM BISHOP DESHOTEL

### **Bishop's Service Appeal 2021: “*Bringing Hope and Healing*” Four-Minute Message from Bishop Deshotel**

This past year has been a uniquely challenging one for all of us. As part of God's work of grace in the world, we mourn with the millions impacted by an ongoing pandemic. National concerns hold our attention, and—as residents of south Louisiana—we share the burden of loss from 2 hurricanes and a call to restore and rebuild the communities we love so much. In Christ, we bring hope and healing to the hurting and the needy. The hope of eternal life may extend far beyond our homes, but the promise of restoration is a personal one, touching our families, our neighbors, our friends and our fellow Catholics.

We see it in the eyes of a familiar New Testament character, the uplifted gaze of blind Bartimaeus, his sight lovingly restored by the Savior. Jesus asks Bartimaeus: what do you want from me? Hearing his answer, Jesus opens his eyes to the world. Bartimaeus's first vision is that of his healer. We can only imagine the absolute joy of Bartimaeus in that moment, and the transformation of life as he knew it. In the name of Jesus, we too are blessed to respond to others. To diocesan communities in need, we are *Bringing Hope and Healing*, the timely theme of the Bishop's Services Appeal this year.

We partner with those who devote themselves to further our ministry of building a stronger Church in the Diocese of Lafayette. Through the BSA, we support thirty seminarians, knowing their preparation builds hope for the future of our Church. We support the remarkable ministry of Catholic Charities of Acadiana and their demanding Rebuilding Together effort. In ways all too clear in recent months, their work is essential in the healing process of disaster recovery.

We extend support to the Office of Communications. Thanks to their resourcefulness, the Communications team has kept us connected as a diocesan family through televised Masses, live streams of important liturgical events and by amplifying activities on social media for parishes throughout this Diocese. These communications have brought comfort and a sense of normalcy when it was needed most. And, like them, our Bereavement Ministries' staff in the Office of Marriage and Family has provided loving care to the many who long for spiritual hope and a way forward in their grief. We offer them support through the BSA, as well.

Others look to us for hope, just as Bartimaeus sensed Jesus could be the source of his healing. Those in need in area communities may silently ask, “Will you offer that hope and that healing to us?” I invite you to say, “Yes.” Do all you can, *Bringing Hope and Healing* to those beyond your parish boundaries. Please join me and your fellow Catholics throughout the Diocese of Lafayette. Give to the 2021 Bishop's Services Appeal. Thank you and may God bless you and protect you.



## **BISHOP'S SERVICES APPEAL (BSA)** **PULPIT MESSAGE(S)**

### **EDUCATION WEEKEND**

#### **INTRODUCTION:**

Family life, Catholic formation, crisis response and support for vocations—the Bishop's Services Appeal offers spiritual hope and practical assistance to those in our communities in need of God's care. As we persevere to reach beyond the darkness of this past year, our faith and trust in a merciful and loving God is what sustains us. And as God's hands and feet, we can help to sustain others with that same love and mercy. Bishop Deshotel is asking each of you from every corner of the Diocese of Lafayette to unite together across 122 church parishes and 28 missions. He is asking that you unite together to bring hope and healing to a troubled world through the Bishop's Services Appeal. While you may donate to other charitable causes, the BSA is about sustaining the life of our Church and continuing to bring light into the darkness. 100% of your contribution goes to essential direct service ministries that daily impact the lives of your family, friends, neighbors as well as the stranger in need..

Good Morning/Afternoon/Evening, my name is \_\_\_\_\_ and I have  
{INSERT NAME HERE}  
been asked by Monsignor/Father \_\_\_\_\_ to speak to you today about  
{INSERT NAME HERE}  
the 48<sup>th</sup> Annual Bishop's Services Appeal.

The 2021 Bishop's Services Appeal begins in February, and it is an opportunity for the parishioners of \_\_\_\_\_  
{INSERT PARISH NAME HERE} to join our fellow Catholics in Bringing Hope and Healing. The BSA is a reminder that as faithful Catholics, we are called to be part of a Universal Church, a communion of believers, which is greater than ourselves, and not limited to our local parish needs alone. You can make an impact in the life of the Church and in the number of people who are helped.

**IF AUDIO OR VIDEO OF BISHOP'S MESSAGE IS USED:** Please join me in considering the following message.

**OR IF YOU PREFER TO USE ONE OF THE IMPACT VIDEOS:** Now let's hear more about one way that donations to the BSA actually impact others.



(NOTE: IF VIDEO IS NOT SHOWN IN YOUR CHURCH PARISH, PLEASE ADD TO YOUR WEBSITE AND/OR DIRECT PARISHIONERS TO PLEASE VIEW THE 2021 VIDEO ON THE DIOCESE OF LAFAYETTE’S WEBISTE – [www.diolaf.org](http://www.diolaf.org) FOR MORE INFORMATION.)

**CLOSING**

The Diocese of Lafayette covers a unique region that is defined in every way by its Catholic heritage. Our strong family ties, our connection to our neighbors and our compassion for the stranger in need have been fostered by values which come from our faith. Even though those connections have been tested this past year due to uncertainty and upheaval, our faith calls us to open our hearts to the needs of others. Jesus paused on his journey to Jerusalem to cure the blind Bartimaeus who placed the hope of his heart in the hands of the Savior. We are thus challenged ourselves to “see” the world around us and to answer the call of those who need our help. Please make a pledge in 2021 to Bring Hope and Healing to others through the Bishop’s Services Appeal. You can be part of lifting the darkness of isolation and despair.

In addition to helping people throughout the Diocese, our parish will benefit greatly because of your generosity to the appeal.

\_\_\_\_\_ parish will receive back 50% of all funds collected over our goal.  
{INSERT PARISH NAME HERE}  
 Our goal for the 2021 BSA is \_\_\_\_\_. We can surpass this goal if each of our  
{INSERT PARISH GOAL HERE}  
 parish families participate. These over goal rebates will provide an additional source of parish income and can be used for any purpose, as determined by our pastor and parish finance council.

While we have sacrificed our personal connections and even our simple joys this past year, we ask that you also make *sacrifice* the measure of your gift to the BSA. Give to the best of your ability and return your pledge commitment card by mail or here in church next weekend – our In-pew Commitment Weekend or go online to [www.diolaf.org/BSA](http://www.diolaf.org/BSA) to complete your 2021 gift/commitment. You can also text to give by texting the word DIOCESE to 41444. When you give to the Bishop’s Services Appeal, you help to fund spiritual, religious and humanitarian work that brings hope and healing all over the diocese. Every gift, each gift of any amount, can and will make a difference. It takes all of us. Thank you for your time and attention.



## **BISHOP'S SERVICES APPEAL (BSA)** **PULPIT MESSAGE(S)**

### **IN-PEW COMMITMENT WEEKEND**

#### **INTRODUCTION:**

The 2021 Bishop's Services Appeal begins this month, and it is an opportunity for \_\_\_\_\_ parish to join together to Bring Hope and Healing to a troubled world. {INSERT PARISH NAME HERE}  
Your gift will make a significant impact through the direct-service programs and ministries supported by the Bishop's Services Appeal. 100% of your contribution directly impacts vital works like seminarian education, evangelization efforts, recovery programs for those affected by disaster, grief counseling and so on. Your donation does NOT fund the administrative overhead of the Diocese.

Good Morning/Afternoon/Evening, my name is \_\_\_\_\_ and I have been asked by Monsignor/Father \_\_\_\_\_ to speak to you today about the 48<sup>th</sup> Annual Bishop's Services Appeal. {INSERT NAME HERE} {INSERT NAME HERE}

Last weekend during Education Weekend we (choose what applies)

- Heard from Bishop Deshotel who asked us for our support of the appeal
- Learned more about one of the essential ministries impacted by our donations to the BSA.

If you have given in the past, you probably have received a letter from Bishop Deshotel asking *you* to support the Bishop's Services Appeal by making a financial contribution. You were also asked last weekend to return your commitment card to church today during the second collection or to mail directly to the Office of Stewardship and Development in the postage paid, return address envelope.



If you have not responded to the appeal yet, we humbly ask that you make this the year you give to the BSA. Standing together as a diocesan family, we can be a mighty force for good as we surrender to God in faith, hope and love. The hurricanes of this past year, the economic upheaval, the social isolation and the sacrifices demanded of us have left some battered and even broken. We can and must bring the Good News of hope and renewal to each other and to the communities in which we live so that difficulties can be faced and overcome.

If you did not receive a letter or a pledge card from last weekend, please take a moment to complete a pledge card, in its entirety, and put in the second collection basket. Or you can put it in the mail directly to the BSA office for processing. Our goal for this parish is 100% participation. No gift is too small.

**CLOSING:**

Let us ask our Lord for the strength to use this time as a moment of grace, a time of conversion, of deepening our faith, hope and love. Your gift to the BSA will be a testimony to your Catholic faith – your unwavering belief in God, your deep love for Christ and in the power of hope, our eyes fixed on the Savior and his works of mercy.

Thank you for your time and attention.



## **PRAYERS OF THE FAITHFUL**

### **BSA PREVIEW, January 23<sup>rd</sup> and 24<sup>th</sup>**

- † That we may appreciate all of God's material blessings given to us as we prayerfully consider our pledge to the 2021 Bishop's Services Appeal.
- † That we courageously Bring Hope and Healing in both simple and profound ways to strengthen our community of believers. *We pray to the Lord.*

### **EDUCATION WEEKEND, January 30<sup>th</sup> and 31<sup>st</sup>**

- † For the success of the 2021 Bishop's Services Appeal and for **{INSERT PARISH NAME HERE}** parish community, that we joyfully respond by Bringing Hope and Healing in our acts of sharing, nurturing and sacrificial giving. *We pray to the Lord.*

### **COMMITMENT WEEKEND, February 6<sup>th</sup> and 7<sup>th</sup>**

- † That God will grant **{INSERT PARISH NAME HERE}** parish community a generous spirit, in Bringing Hope and Healing, and view the 2021 Bishop's Services Appeal as an opportunity to practice Catholic stewardship. Let us join with our fellow Catholics to strengthen our families, our parish, and our Diocesan community. *We pray to the Lord.*

### **FOLLOW-UP WEEKEND, February 13<sup>th</sup> and 14<sup>th</sup>**

- † May **{INSERT PARISH NAME HERE}** parish community respond generously to the 2021 Bishop's Services Appeal; in Bringing Hope and Healing, we imitate the saints and answer God's call to open our hearts to the needs of others. *We pray to the Lord.*

### **FOLLOW-UP WEEKEND, February 20<sup>th</sup> and 21<sup>st</sup>**

- † For greater participation by our parish in the 2021 Bishop's Services Appeal so in joining together with our diocesan family, we can be a mighty force for good as we surrender to God in faith, hope and love



## **BULLETIN and/or PULPIT ANNOUNCEMENTS**

### **BSA PREVIEW, January 23<sup>rd</sup> and 24<sup>th</sup>**

† Given the physical, emotional and spiritual challenges of the past year, hope is the focus of the 2021 Bishop's Services Appeal. We naturally long for hope in times of difficulty and struggle, and we seek healing and restoration when burdened and hurting. And so, as caring Catholics, we understand the needs others express, and we welcome God's call to be His hands and feet, ***Bringing Hope and Healing*** to our families, our fellow Catholics, and all those who are hurting. Our God is a God of hope. Follow Him and heal our world. Give to the 2021 BSA.

### **EDUCATION WEEKEND, January 30<sup>th</sup> and 31<sup>st</sup>**

† The 2021 Bishop's Services Appeal theme is Bringing Hope and Healing. In His healing ministry, Jesus summons us to be the hands of service and voices of hope, guided by hearts of loyal devotion. We are called to share our gifts with others because each of us has encountered Jesus on the road to the Father's house. Please prayerfully consider making a sacrificial gift or pledge to the Bishop's Services Appeal.

† This weekend is Bishop's Services Appeal Education Weekend. Jesus gently holds us in loving hands. He turns pain into strength and hope. Come together to care for our Church and those in need as Jesus cares for us. May **{INSERT PARISH NAME HERE}** parish respond with generosity.

### **COMMITMENT WEEKEND, February 6<sup>th</sup> and 7<sup>th</sup>**

† This year, at a time of extraordinary challenge, we may perceive longing in the eyes of many around us. It is the expectant hope expressed by a blind man named Bartimaeus, unable even to see Jesus as the Savior, but calling out to Him for healing nonetheless. Responding to the man's cry, Jesus asked a question filled with meaning for us, **"What do you want me to do for you?"** The man replied simply, **"Master, I want to see"** (Mark 10:51). Our concerns may be equally clear, but the Lord invites us also to acknowledge them and to confess our dependence on His touch so that we too may "see" those around us. The theme of our 2021 Bishop's Services Appeal—***Bringing Hope and Healing***—uses the image of Bartimaeus to remind us to extend the hope of Christ to others to bring more healing light into the world. Please pledge your support to the 2021 Appeal.

† This weekend is Bishop's Services Appeal Commitment Weekend. Your personal sacrifice and generosity to the Appeal can be the reason why the faithful, the searching, the sorrowing and the yearning become the hopeful. For in giving hope to others, the soul finds the peace of Christ. May **{INSERT PARISH NAME HERE}** parish respond generously.



### **FOLLOW-UP WEEKEND, February 13<sup>th</sup> and 14<sup>th</sup>**

- † The Mission of the Diocese of Lafayette involves the total restoration of humanity, the salvation of the whole person. Our response to this mission finds expression in the programs, ministries, and services supported by the Bishop's Services Appeal. The charity of God urges us, encourages us, and impels us to seek the needs of others, rather than self: This is the purpose of the Bishop's Services Appeal. Please prayerfully consider making a sacrificial gift or pledge to the Bishop's Services Appeal.
- † This weekend is Bishop's Services Appeal Follow-up Weekend. Live the way of the cross—sacrificing, serving, giving, loving others, bringing Hope and Healing. May **{INSERT PARISH NAME HERE}** parish respond generously as we enter the Lenten season.

### **FOLLOW-UP WEEKEND, February 20<sup>th</sup> and 21<sup>st</sup>**

- † To be disciples of Jesus Christ and good stewards of the gifts we have been given, we acknowledge that by supporting the 2021 Bishop's Services Appeal we return to the Lord what has been received. It represents our response to God's unfailing love for each of us. We ***Bring Hope and Healing*** through service, discipleship, and good stewardship. Together we are called to carry the promise of Christ's mercy as ministers in His kingdom. Please prayerfully consider making a sacrificial gift or pledge to the Bishop's Services Appeal as part of your Lenten alms by completing one of the in-pew pledge cards or by texting DIOCESE to 41444.





## **Handling Objections/Answering Questions**

### **UPSET WITH THE CHURCH**

"I can understand why you are upset. While needed reforms are underway, we need not let these scandals define us as Catholics. As lay people, we need to continue to carry the light of faith to others despite the circumstances. The Bishop's Services Appeal directly supports our future priests, youth leadership programs, religious education, and those in need, such as the homeless or bereaved in the region. 100% of your contribution is for direct services to local people. Your donation to the BSA is NOT used to support the administrative or legal costs of the Diocese."

Reiterate some of the good things you've already said about the Church's programs, or refer to the appeal brochure and point out some of the charitable works that may interest them.

### **CAN'T AFFORD TO GIVE**

"Every little bit helps! It's the many small gifts added together that make the difference. The appeal needs the support of all Catholics. Your pledge paid out over 10 months makes it possible to spread out your payments in a way that is affordable for you."

Suggest a small pledge. If the person cannot pledge, remind them that they can support us in a very important way through their prayers!

### **THE CHURCH IS ALWAYS ASKING FOR MONEY**

"I know it seems that way, with all the collections at Mass. Offertory donations support your parish. Most of the second collections are for national and international needs. The BSA raises funds for diocesan ministries that serve all 144 church parishes and the people of our region."

### **THE OVERHEAD FOR THE DIOCESE IS TOO HIGH**

"Keep in mind that your donation to the BSA is not used to cover overhead. 100% of your gift to BSA funds direct service ministries. Overhead costs for the Diocese are only 25% of total expenses. While this percentage more than meets the standards of the Wise Giving Alliance of the Better Business Bureau, Bishop Deshotel is focused on increasing efficiency and spending more on direct services. The administrative budget has been reduced as well as the number of staff."

### **THE DIOCESE HAS PLENTY OF MONEY ALREADY**

"In order to adequately fund direct service ministries of the Diocese and to address emerging needs, the BSA needs to raise \$2 million or more. Last year the BSA raised \$1.8 million. Per the promised distribution of funds, 50% of that went to seminarian education, 10% went to Catholic Charities, and the rest was divided amongst other direct service programs. Your gift can make a difference by expanding the number of people who can be assisted."

### **THE CENTENNIAL CAMPAIGN AND THE BSA ARE DUPLICATING EFFORTS**

"The efforts of the two campaigns align with the mission and ministries of the Diocese. In that way they are similar. The BSA, however, is funding needs that exist right now whereas the Centennial Campaign is focused on the future. Most donations to the Centennial Campaign are 'endowed' which means that funds are invested and only the interest will be used once the campaign concludes in 2023. BSA donations and Centennial interest are both essential."



## **SECRETARY/BOOKKEEPER/GIFT REPORTING PROCEDURES**

### **RESPONSIBILITIES**

The Parish Secretary/Bookkeeper is responsible for the collection, auditing, recording and mailing of all pledges and/or payments received at the parish to be sent to the BSA Office. The Parish Secretary/Bookkeeper is responsible for recording completed pledge cards and any initial payments and sending the completed pledge cards, payments and Gift Reporting Form to the BSA Office.

This includes the following tasks:

- Collect all completed pledge cards and any initial payment checks; verify all checks are signed, dated and made payable to “Bishop’s Services Appeal”.
- Collect envelopes and/or cash for the BSA provided in the second collection during the year. Remit at least once a month (weekly preferred) to the Office of Stewardship per the more detailed instructions below.
- Prepare the Gift Reporting Form each month (weekly preferred), accompanied with submitted payments. It is important to stay timely on this as donors expect prompt acknowledgment from the Office of Stewardship and Development.
- Mail reports with payments to the Diocese each month
  - **NOTE: Any report received without payments will be returned to Parish office, to be re-submitted with appropriate payments.**
  - **All parish or donor payments received after January 8, 2022 will apply to the 2022 BSA totals.**
- All checks are to be made payable to “**Bishop’s Services Appeal**”
  - **These checks are NOT to be included with any other checks sent to the Diocese (through the Office of Financial Affairs or Parish Finance – i.e. assessment checks, etc.)**

### **MATERIALS**

**Pledge Forms** – The BSA office utilizes different pledge card formats, depending on the method of solicitation, to record campaign gifts.

- **Mailed Pledge Letters/ Form:** A pre-printed pledge form is mailed to all current, lapsed and non-donors on record for the Diocese or about 65% of registered households. These



mailed pledge forms are most frequently turned in via #9 return envelopes mailed directly back to the Diocese of Lafayette - Office of Stewardship and Development.

- **In-Pew/Commitment Weekend Cards:** A printed pledge card/return envelope is used for direct mailing back to the Diocese for the in-pew appeal during Commitment Weekend. **As not everyone receives a letter, in-pew promotion is important.**

**Gift Reporting Form** – A form used by the Parish Secretary/Bookkeeper in reporting gifts to the Diocesan Office **must** accompany pledge cards along with any initial first payments on pledges. See form image on page 37.

## DETAILS FOR PROCESSING GIFTS

### BSA IN-PEW COMMITMENT WEEKEND PLEDGE CARDS:

- † Bishop's Services Appeal (BSA) pledge cards received in the parish offertory are to be collected and mailed unopened (or delivered) to the Office of Stewardship and Development on a weekly basis.

### CHECKS MADE PAYABLE TO PARISH:

- † Checks received and made payable to parish are to be deposited in the PDS Liability Account #251100.
- † **A parish check is then remitted to the Diocese of Lafayette made payable to "Bishop's Services Appeal"** along with a completed Gift Reporting Form or Parish Data System (PDS) Church Office (Batch) Report. The BSA Gift Reporting form is required to be submitted at least **monthly (weekly preferred)**, and is to include the names of donors, complete address and gift amount. Copies of the checks and/or parish envelope may replace detailed listing and attached to the report with your remittance.
- † Mail, email (csleblanc@diolaf.org) or fax (337-261-5645) the completed Gift Reporting Form or Church Office (Batch) Report to the Office of Stewardship and Development.

### CASH:

- † Cash received is to be deposited in the **PDS Liability Account #251100.**
- † A parish check is then remitted to the Diocese of Lafayette made payable to the "Bishop's Services Appeal" along with a completed Gift Reporting Form or Parish Data System (PDS) Church Office (Batch) Report. The form is **required to be submitted monthly (weekly preferred)** and is to include the names of donors, complete address and gift amount. Copies of the parish envelope may replace detailed listing on form and attached to the report with your remittance.



- † Mail, email (csleblanc@diolaf.org) or fax (337-261-5645) the completed Gift Reporting Form or Church Office (Batch) Report to the Office of Stewardship and Development.

### **CHECKS MADE PAYABLE TO DIOCESE OF LAFAYETTE OR BISHOP'S SERVICES APPEAL (BSA):**

- † Checks received and made payable to Diocese of Lafayette or Bishop's Services Appeal (BSA) are collected, and mailed to the Office of Stewardship and Development.
- † **DO NOT** deposit checks made out to the BSA.
- † Parish bookkeeper is not required to enter checks payable to the BSA into parish accounting/Parish Data System (PDS) Church Office database system.

### **PARISH ENVELOPE SYSTEM:**

- † Parish envelopes received in the parish offertory are collected, ***opened*** and reviewed.
- † Checks received and made payable to parish are to be deposited in the **PDS Liability Account #251100**.
- † A parish check is then remitted to the Diocese of Lafayette made payable to "Bishop's Services Appeal" along with a completed Gift Reporting Form or Parish Data System (PDS) Church Office (Batch) Report. The form is **required to be submitted at least monthly (weekly preferred)** and is to include the names of donors, complete address and gift amount. Making a copy of the donor's check may replace the detailed listing on the Gift Reporting Form.
- † Mail, email (csleblanc@diolaf.org) or fax (337-261-5645) the completed Gift Reporting Form or Church Office (Batch) Report to the Office of Stewardship and Development.
- † Checks received in a parish envelope and made payable to the Diocese of Lafayette or Bishop's Services Appeal are matched with the person's corresponding parish envelope and both pieces are mailed (or delivered) to the Office of Stewardship and Development.

**MAIL** all completed forms with pledge cards and checks to The Office of Stewardship and Development, attention Bishop's Services Appeal. Call 337-261-5641 with any questions.

***Sample Gift Reporting Form is located on page 37.***



## **FINAL SUMMARY**

### **Your church parish:**

- † Promotes and advertises the Bishop's Services Appeal and encourages participation
- † Keeps parishioners informed about progress to the parish goal
- † Follows the reporting procedures as they have been outlined
- † Coordinates reporting procedures with parish bookkeeper and money counters (if applicable) to ensure proper adherence of procedures
- † **NEW:** Provides annual census updates in April to the Office of Stewardship and Development (OSD).
- † Provides the Gift Reporting Form or PDS Church Office (Batch) Report) at least monthly of all gifts received directly by the parish (weekly preferred)
- † Provides copies of donor checks made payable to the parish so OSD can keep their records up-to-date

### **Diocese of Lafayette Office of Stewardship & Development:**

- † Provides all campaign materials
- † Keeps website updated with information about the Appeal
- † Works with Communications Department to post Appeal information through social media and in *Acadiana Catholic*
- † Sends thank you/acknowledgments for pledges and one-time gifts
- † Provides monthly pledge payment reminders to donors
- † Provides monthly appeal goal reports to parish Clergy and parish coordinators
- † Provides charitable contribution letters to donors for tax purposes
- † Works with the Diocesan Office of Accounting in the accounting for the Bishop's Services Appeal (BSA)
- † Provides a confidential list of parish donors to the BSA when requested by the pastor
- † Provides rebates to parishes that exceed their BSA goal
- † Keeps database up-to-date with correct donor information
- † Promptly responds to questions or request for assistance from staff, volunteers, clergy and volunteers



# GIFT REPORTING FORM

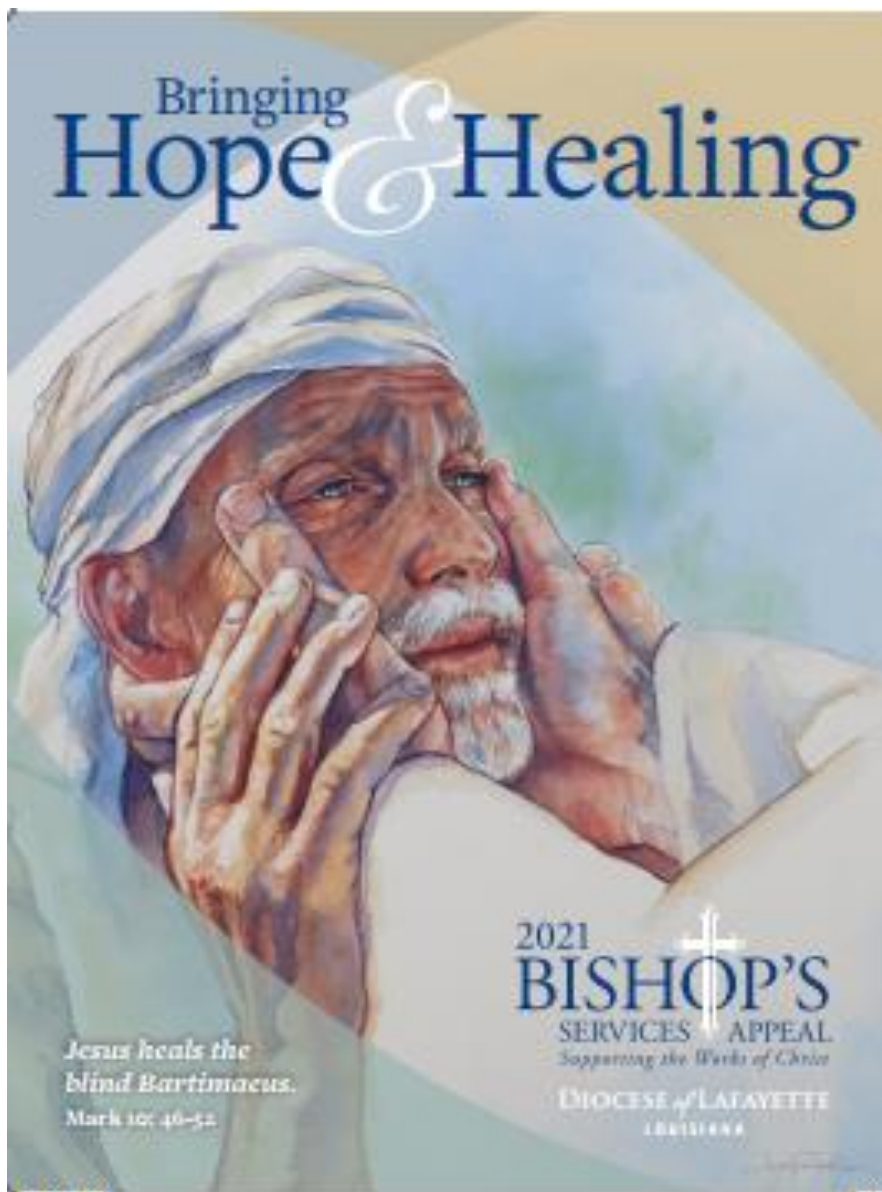
Lafayette, Louisiana 70501				Parish #:	
Email: csleblanc@diolaf.org / Fax No.: (337) 261-5645					
*Please submit completed form WITH PAYMENTS to the Office of Stewardship and Development monthly.					
PARISH:					
ADDRESS:					
CITY:					
PHONE:					
PREPARED BY:					
PLEASE LIST ALL BSA GIFTS REMITTED DIRECTLY TO PARISH AND RECEIVED BY CASH, CHECK, OR ONLINE:					
FULL NAME OF DONOR (Last, First)	ADDRESS	CITY	ST	DONOR CHECK #	GIFT AMOUNT
					\$
					\$
					\$
					\$
					\$
					\$
					\$
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					\$
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					\$
					\$
LOOSE CASH (Not identifiable):				\$	
TOTAL AMOUNT OF PARISH CHECK (Please attach):				\$	



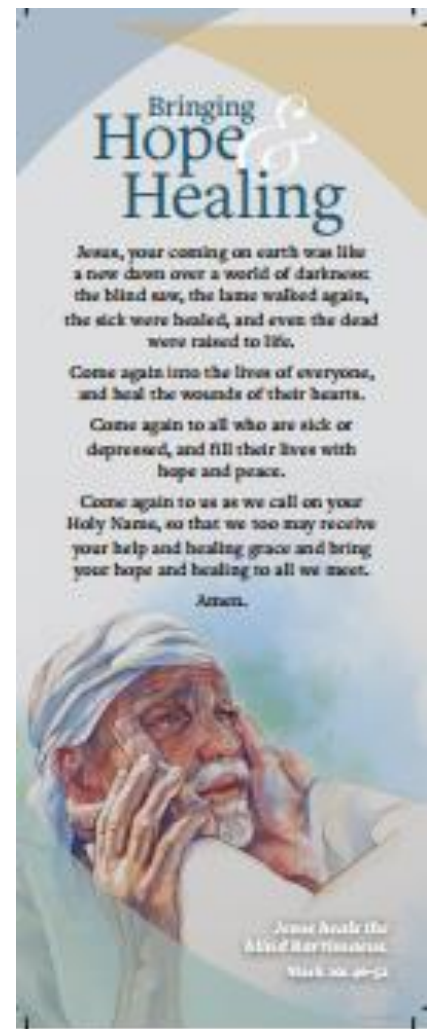
## COLLATERAL MATERIALS

Electronic files of graphics, additional collateral materials and other materials utilized for the promotion and marketing of the Bishop's Services Appeal (BSA) can be found at [www.diolaf.org](http://www.diolaf.org).

### Poster



### Prayer Card





# In Pew Brochure



## S.O.S: Supporting our Seminarians

The education and formation of 30 seminarians for the next generation of church leadership is the single biggest investment of the Bishop's Services Appeal. The cost of one year of books and tuition for one individual is \$9,000. When you give to the BSA, you are bringing hope for the future of the Catholic Church in Louisiana.

# Bringing Hope & Healing

*"We have been called to heal wounds, to unite what has fallen apart, and to bring home those who have lost their way."*  
 - St. Francis of Assisi

## An Opening Message from Bishop Deshotel

*Bringing Hope and Healing. This is our challenge in 2021 as we look to a new year and to new beginnings. "God is our refuge and our strength, an ever-present help in distress" (Psalm 46). We long for hope in times of difficulty and struggle, and we seek healing and restoration when burdened and hurting. And as, as caring Catholics, we understand the needs others express, and we welcome God's call to be His hands and feet, Bringing Hope and Healing to our families, fellow parishioners, neighbors and friends.*

*Bringing Hope and Healing. This year, at a time of extraordinary challenge brought on by a worldwide pandemic, we perceive that longing in the eyes of those around us. It is the desperate hope expressed by a blind man named Bartimaeus, unable even to see Jesus as the Savior approached and engaged him directly. Responding to the man's cry, Jesus asked a question filled with meaning for us, "What do you want me to do for you?" The man replied simply, "Master, I want to see" (Mark 10:51).*

*Bringing Hope and Healing. In God's grace and mercy, He calls His Church to be instruments of blessing to others in the name of Jesus. For more than 20 years, ministries receiving support through the Bishop's Services Appeal have steadfastly and faithfully extended the blessings of hope for the future through charitable service. I rejoice in gratitude and wonder at your continued generosity, for in your sharing, you too are offering the healing power of love.*

*Please make this the year that you join me and your fellow Catholics as donors to the Bishop's Services Appeal. As Bartimaeus looked to Jesus as His provider and the One who offered him lasting hope, those around us look to the Catholic Church, knowing we respond to their needs in Christ's love, bringing hope and healing to them. You are an essential part of the Church, and we can't do it without you. At a time when hope is so dearly needed, I invite you to give generously in support of the BSA.*

Faithfully yours in Christ,  
*Joseph Deshotel*  
 Most Reverend J. Douglas Deshotel, D.D.  
 Bishop of Lafayette



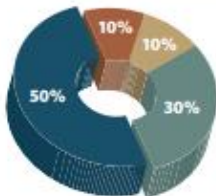
2021 BISHOP'S SERVICES APPEAL  
 Supporting the Works of Christ  
 DIOCESE OF LAFAYETTE  
 LOUISIANA

## Bringing Hope and Healing through Direct Service Ministries

When you support the Bishop's Services Appeal, you are blessing others with the healing power that comes from an open heart in harmony with the Great Physician, our Lord and Savior.

*"Your love for one another will show the world that you are my disciples."*  
 - John 13:35

## Make this the year you join the Bishop's Services Appeal.



- Seminarians and Vocations
  - Catholic Charities Rebuilding Together
  - Communications Outreach
  - Ministries & Direct Services
- \*Excludes:*
- Black Catholic Ministry
  - Hispanic Catholic Ministry
  - Marriage and Family Life
  - Steady Presence
  - Pro-Life Apostolate

Please invest your treasure to preserve our Catholic traditions, share the Gospel, and transform lives through the 2021 Bishop's Services Appeal. Pledge by mail, by phone (337-261-5641), online at [diola.org/BSA](http://diola.org/BSA) or text DIOCESE to 41444.

### Lifting up the Gospel

Acadiana Catholic, the official publication of the Diocese of Lafayette, reaches into the homes of more than 14,000 families year-round to share the "good news" of our faith and is supported by the BSA. With feature stories on clergy and lay people who are making a difference along with words of wisdom from Bishop Deshotel, this magazine is an important evangelization tool and source of hope and healing.

### Cherishing the Gift of Life

The right to life from conception to natural death is our most important issue as Catholics. Thanks to legislation on the Bishop's Services Appeal, the ProLife Apostolate equipped local church parishes with materials to promote the recent passage of Amendment 1 to the Louisiana constitution to ensure greater protection for precious human life. This apostolate works year-round to build awareness, provide hope and foster a life-giving culture.

### Restoring Homes After a Disaster

Rebuilding Together Acadiana (RTA), a program of Catholic Charities of Acadiana, is facing a huge financial challenge in the aftermath of Hurricanes Laura and Delta. Over 1,000 families have asked for assistance with repairs, due to financial hardship, age or disability. RTA brings hope and healing with its family-centered mission that strives to promote home ownership as the key to stronger communities throughout the Diocese of Lafayette. Your gift to the BSA can make a difference for one of these families.

### Comforting the Broken-Hearted

Our God is a God of hope. And while it is difficult to walk in the shoes of the grieving, the Office of Marriage and Family Life opens the door to healing with pastoral counseling, retreats like Come to the Mill and Rachel's Vineyard as well as an annual Mass for families impacted by suicide. Only a phone call away, they stand ready to walk the path to wholeness with anyone who has lost a loved one.





# In Pew Envelope (Spanish version available also)

Please join your faith community in support of the Bishop's Services Appeal (BSA). (Please print)

Dr. & Mrs.    Dr.    Mrs.    Ms.  
 Mr. & Mrs.    Mr.    Mrs.    Rev.

Name \_\_\_\_\_  
 Spouse Name \_\_\_\_\_ Deceased   
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Church Parish \_\_\_\_\_  
 Phone His \_\_\_\_\_ His \_\_\_\_\_  
 Home  Cell  Work    Home  Cell  Work  
 Email His \_\_\_\_\_  
 Her \_\_\_\_\_  
 Birthday His \_\_\_\_\_ His \_\_\_\_\_

SUGGESTED GIFT GUIDE			
Total Pledge	10 Monthly Installments	8 Monthly Installments	5 Monthly Installments
<input type="checkbox"/> \$1,918	\$191.80	\$239.75	\$383.60
<input type="checkbox"/> \$1,000	\$100	\$125	\$200
<input type="checkbox"/> \$500	\$50	\$62.50	\$100
<input type="checkbox"/> \$250	\$25	\$31.25	\$50
<input type="checkbox"/> \$100	\$10	\$12.50	\$20

GIFTPLEDGE DECISION:  
 One-time gift of: \$ \_\_\_\_\_ OR Monthly gift of: \$ \_\_\_\_\_  
 To Be Paid In:  10  8  5 Installments (February-December)  
 Total Pledged Gift Amount: \$ \_\_\_\_\_  
 (Initial) Payment Amount: \$ \_\_\_\_\_ Check No: \_\_\_\_\_  
 All pledges completed by December 31, 2021.  
 Make checks payable to Bishop's Services Appeal (BSA).  
 To give online visit: [www.dioce.org/BSA](http://www.dioce.org/BSA) Mobile Giving: Text DIOCE20 to 41444

NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES

POSTAGE WILL BE PAID BY ADDRESSEE

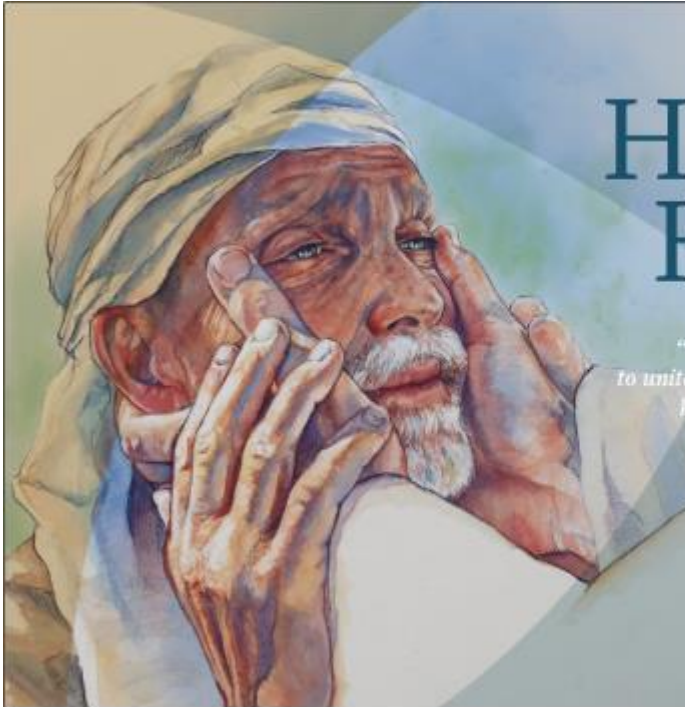
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 FIRST-CLASS MAIL PERMIT NO. 37000 LAVERETTE, LA

DIocese of LAVERETTE  
 OFFICE OF STEWARDSHIP AND DEVELOPMENT  
 1408 CARVEL DRIVE  
 LAVERETTE, LA 70501-9907

2021  
**BISHOP'S**  
 SERVICES APPEAL  
*Supporting the Works of Christ*



## Large Brochure/Booklet



Bringing  
**Hope & Healing**

*"We have been called to heal wounds, to unite what has fallen apart, and to bring home those who have lost their way."*

- St. Francis of Assisi

2021  
**BISHOP'S**  
SERVICES & APPEAL  
*Supporting the Works of Christ*  
DIOCESE of LAFAYETTE  
LOUISIANA



*This year,* our theme for the Bishop's Services Appeal is perfectly illustrated by a familiar Gospel story, the healing of blind Bartimaeus. From it we find a message acknowledging both our own needs and the promise of restoration Jesus Christ offers in love. It is our privilege as His Church to share that love with others, Bringing Hope and Healing.

Amid the noise of the crowd, Jesus heard the lone cry of a blind beggar. On his way to Jerusalem, facing the burden of betrayal, He stopped to heal. His focus on the concerns of another. Many of us carry undue loads of our own this year, yet God calls us to journey together, extending His love. "Bear one another's burdens, and so you will fulfill the law of Christ" (Galatians 6:2).

When you contribute to ministry efforts like the BSA, you offer hope and healing, purpose and recovery to people throughout the Diocese of Lafayette. Together, we can move mountains, and make a difference in the lives of our diocesan neighbors. It is our shared mission through the BSA to reach out beyond our church parishes, Bringing Hope and Healing far and wide.

Please give generously to support the work of the Bishop's Services Appeal. As a blind man sought Christ to grant him vision, my prayer is that you too will see yourself as part of this effort of renewal and can envision a brighter future for others. Your pledge means that we can make the bold investments needed to Bring Hope and Healing in 2021.

With every good wish, I am  
Faithfully yours in Christ,  
*+ Douglas Deshotel*  
Most Reverend J. Douglas Deshotel, D.D.  
Bishop of Lafayette

An *Opening*  
Message from  
Bishop Deshotel



# Large Brochure/Booklet (continued)

## A Focus On Essential Ministries

From family life to Catholic formation to crisis response and support for vocations, the Bishop's Services Appeal offers spiritual hope, healing and practical assistance to those in our communities in need of God's divine mercy and care. Generous parishioners make it possible.

*"Through faith, hope and charity, the Holy Spirit not only heals us but also makes us healers. These virtues open us to new horizons, even while we are navigating the difficult waters of our time."*

— Pope Francis

## Affirming the Culture of Life

The Office of the Pro Life Apostolate of the Diocese works to protect all human life, from conception to natural death. Gifts to the BSA facilitate pro-life advocacy, prayer services, pastoral care and information sharing to raise awareness about this important issue.

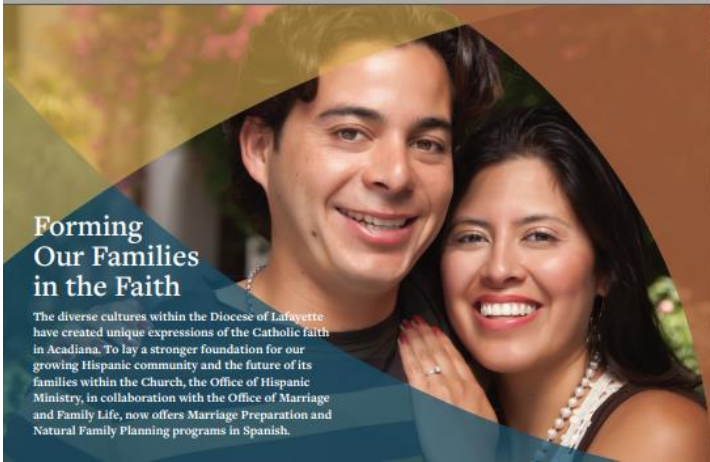
*"For in hope we were saved."*

— Romans 8:24



## Forming Our Families in the Faith

The diverse cultures within the Diocese of Lafayette have created unique expressions of the Catholic faith in Acadiana. To lay a stronger foundation for our growing Hispanic community and the future of its families within the Church, the Office of Hispanic Ministry, in collaboration with the Office of Marriage and Family Life, now offers Marriage Preparation and Natural Family Planning programs in Spanish.



## S.O.S: Supporting our Seminarians

Your gift to the BSA provides for the education of 30 seminarians from our diocese whose vocations bring hope for the future of our Church in Acadiana. They have answered God's call and rely on help now from those of us they will one day serve as priests.



## Amplifying the Gospel Message Every Day

Keeping the Mass front and center along with important liturgical events, the broadcast team in the Office of Communications is connecting our 100,000+ faith family to the Gospel message in a big way, despite the impacts of Covid-19.



## Healing the Spirit and Mending the Soul

Grieving is the hardest work an individual will ever do. The Bereavement Ministries of the Office of Marriage and Family Life offer emotional support and pastoral care to help those who have experienced loss and sorrow to find a path to healing.

*"Rejoice in hope, endure in affliction, and persevere in prayer."*

— Romans 12:12





## Large Brochure/Booklet (continued)

**Uniting with St. Joseph**

Bringing the entire diocese together, the Office of Worship & Liturgy provided the on-the-ground support to Bishop Deshotel's call for a Year of St. Joseph. How providential that the diocese chose to commemorate this saint at a time in which we truly need his intercession for protection, comfort and healing.

*"May your mercy, Lord, be upon us; as we put our hope in you."*

— Psalm 33:22

*"He will wipe every tear from their eyes.... Behold I make all things new."*

— Revelation 21: 4-5a

**Turning Destruction into Strength and Hope**

Recovery from natural disasters like Hurricanes Laura and Delta can't be mass produced. It's family by family, home by home. Catholic Charities of Acadiana and their Rebuilding Together program have the proven staying power and experience to make every action count as they heal the brokenness.

**The 1918 Giving Society**  
A Celebrated Way to Honor a Lasting Legacy

*"Jesus Christ is the same yesterday, today and forever" (Hebrews 13:8), and so are the needs of God's people and those we serve.*

The 1918 Giving Society celebrates more than a century of Catholic faithfulness in Acadiana. Our tie to our Catholic ancestors is certain, and—in many ways—we face similar concerns: the needs of our young children and young families and of those called to serve them and the rest of us, a new generation of devoted and well-trained priests, as well as providing backbone assistance and guidance to 122 church parishes.

Needs may be timeless, but the generosity of God's people is sure.

In our centennial year, we honored the service of our ancestors and acknowledged the significant needs of a mature Catholic Diocese, establishing the 1918 Giving Society, a commitment to strengthen our ministries and mission for years to come.

In this new season of giving, we invite you to join with other 1918 members who are *Bringing Hope and Healing* throughout the Diocese of Lafayette.

**Centennial Circle:** \$1,918 - \$2,499

**St. Joseph Circle:** \$2,500 - \$4,999

**Marian Circle:** \$5,000 - \$9,999

**Mitre Circle:** \$10,000 - \$24,999

**Crosier Circle:** \$25,000 - \$49,999

**Bishop's Circle:** \$50,000 - \$99,999

**Immaculata Circle:** \$100,000+

**You Are Invited to Become a Member**

Like all who seek the blessings of God and find Him extravagant in mercy and love, a blind man named Bartimaeus received the longing of his heart, his sight, and a future filled with hope.

You can be that hope to many more as part of the 1918 Giving Society.

Established as a celebrated part of our centennial anniversary as a Diocese, the 1918 Giving Society honors the charity of those who prayerfully contribute significant support, extending the reach of essential Catholic ministry programs throughout Acadiana.

With your noteworthy gift of \$1,918 or more, you join caring contributors whose extravagant generosity blesses many by *Bringing Hope and Healing*.

Our world is in need of hope and healing that only Christ offers. Will you step forward this year to preserve our Catholic traditions, share the Gospel, and transform lives within your diocesan family? We can only do this together. Not just some of us. All of us. Together.

**Bringing Hope and Healing in Direct Service Ministries**

A journey of renewal begins with you. Give to the 2021 Bishop's Services Appeal to share in Jesus' mission to bring hope and healing to a troubled world.

*"O my God, teach me to be generous, to serve you as you deserve to be served, to give without counting the cost...."*

— St. Ignatius of Loyola

Please invest your treasure in support of the 2021 Bishop's Services Appeal. Pledge by mail, by phone (337-261-5641), online at [diolaf.org/BSA](http://diolaf.org/BSA), or text DIOCESE to 41444

**Make this the year you join the Bishop's Services Appeal.**

- Seminarians and Vocations
- Catholic Charities Rebuilding Together
- Communications Outreach
- Ministries & Direct Services\*

\*Includes:

- Black Catholic Ministry
- Hispanic Catholic Ministry
- Marriage and Family Life
- Needy Parishes
- Pro Life Apostolate

**Convenient Ways to Give**

**Mail**

Complete the reply card included with your BSA mailing and return in the pre-paid envelope provided for your convenience.

**Online Giving**

Visit [diolaf.org/BSA](http://diolaf.org/BSA) to learn more about the BSA and to make a gift online by selecting **DONATE NOW**. Giving online is safe and secure.

**Text**

Text **DIOCESE** to **41444** and make a secure gift via credit card on your mobile phone.

**Join the St. Francis League as a Sustaining Giver**

Maximize the impact of your gift when you sign up to make a continuous monthly gift through a credit or debit card as part of the St. Francis League. Your gift repeats for 12 months and continues from year-to-year. Less money for paper, mailing and processing means more money for ministry to serve the poor, families, clergy and children throughout the diocese.

Visit [diolaf.org/FrancisLeague](http://diolaf.org/FrancisLeague) to set up your gift today.



## Tri-fold Brochure: outside

### A Focus On Essential Ministries

From family life to Catholic formation to crisis response and support for vocations, the Bishop's Services Appeal offers spiritual hope, healing and practical assistance to those in our communities in need of God's divine mercy and care. Generous parishioners make it possible.

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– Pope Francis

### Thank You



When we unite together as a family of Catholics to serve our Diocese and our neighbors, I feel God smiling down upon us all—pleased with what we are about and the future he has in store for us. I celebrate your generosity and rejoice in the hope and healing that you bring to others.

– Bishop J. Douglas Deshotel

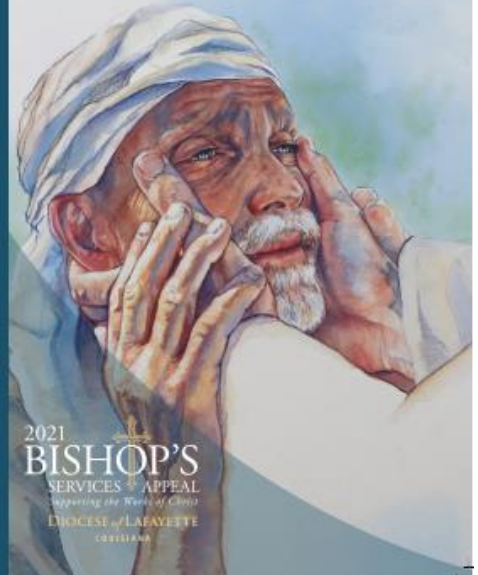
On the cover: Jesus heals the blind Bartimaeus. Mark 10: 46-52  
Painting by Justine Peterson

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### Bringing Hope & Healing

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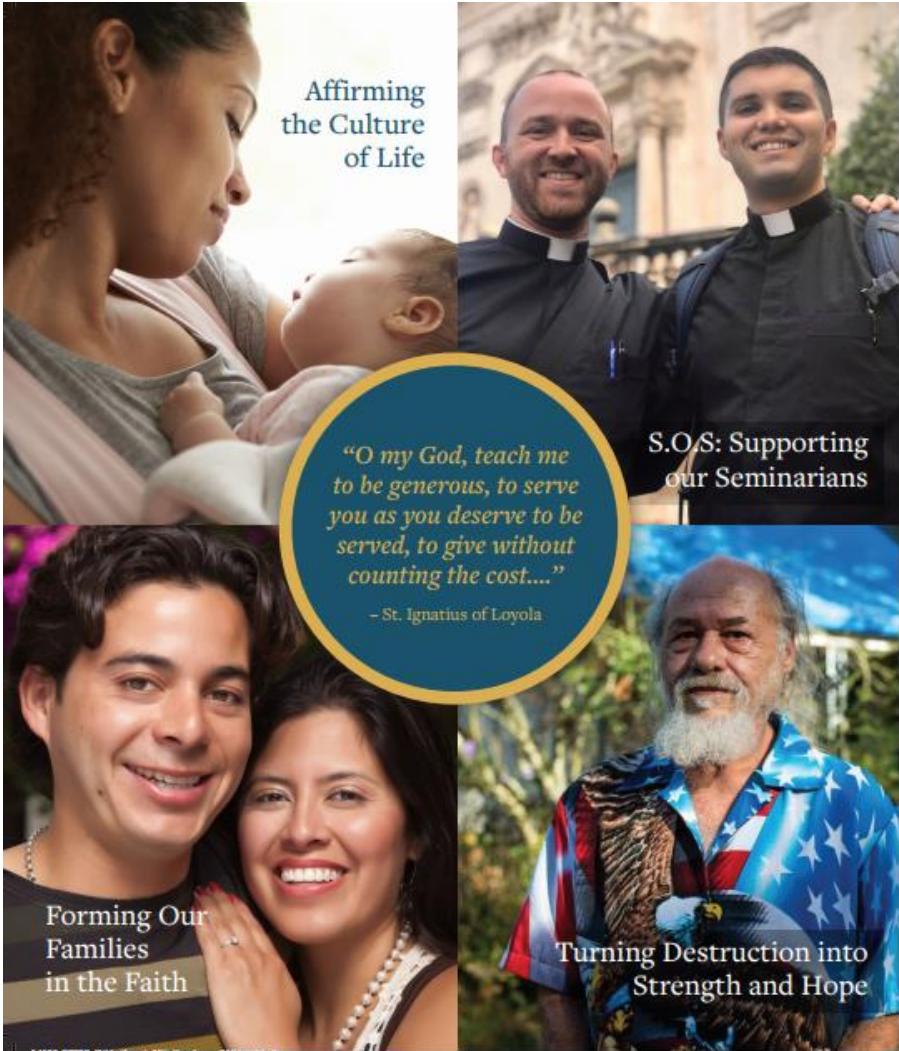
– St. Francis of Assisi



2021  
BISHOP'S  
SERVICES APPEAL  
*Supporting the Works of Christ*  
DIOCESE of LAFAYETTE  
LOUISIANA

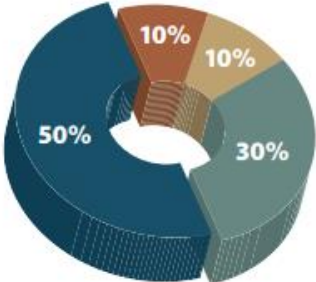


# Tri-fold Brochure: Inside



## Bringing Hope and Healing in Direct Service Ministries

A journey of renewal begins with you. Give to the 2021 Bishop’s Services Appeal to share in Jesus’ mission to bring hope and healing to a troubled world.



- Seminarians and Vocations
- Catholic Charities Rebuilding Together
- Communications Outreach
- Ministries & Direct Services\*

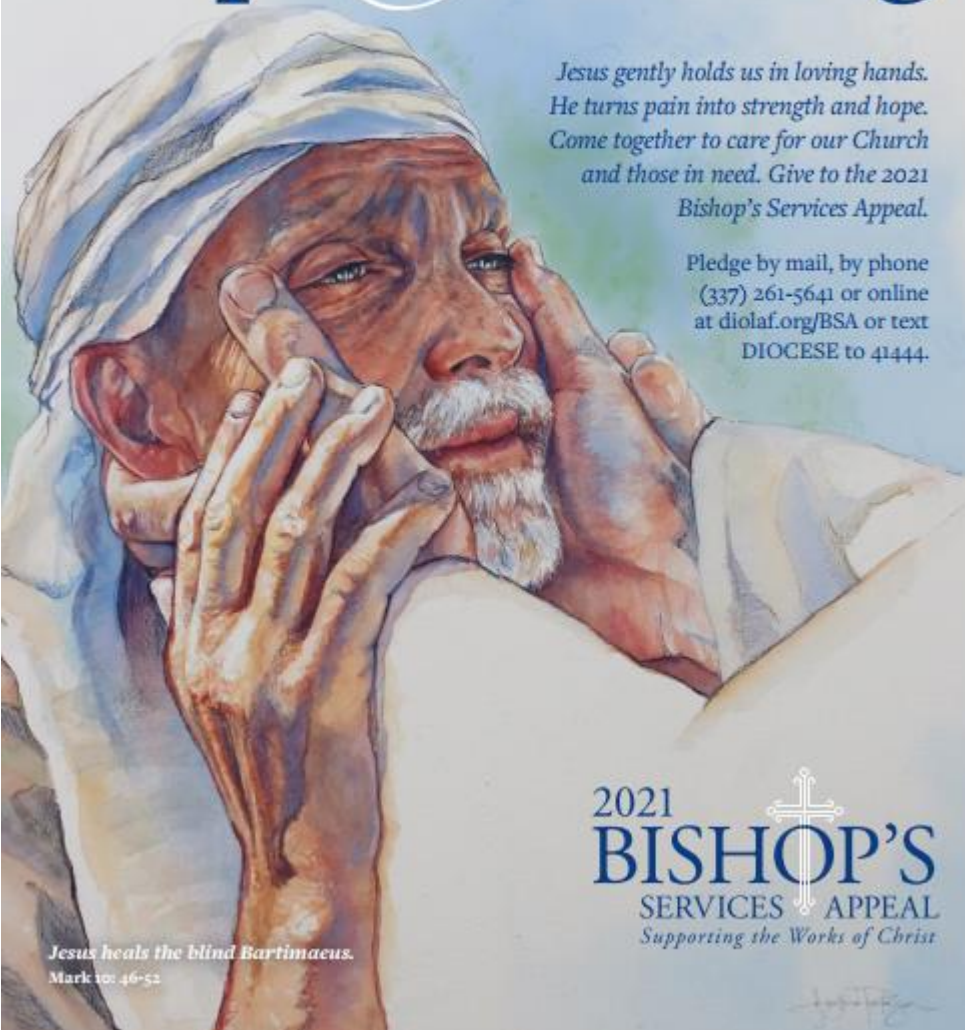
- \*Includes:
- Black Catholic Ministry
  - Hispanic Catholic Ministry
  - Marriage and Family Life
  - Needy Parishes
  - Pro Life Apostolate

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**Bulletin Advertisements**  
for use in February, March and April



Bringing  
**Hope & Healing**

*Jesus gently holds us in loving hands.  
He turns pain into strength and hope.  
Come together to care for our Church  
and those in need. Give to the 2021  
Bishop's Services Appeal.*

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at [diolaf.org/BSA](http://diolaf.org/BSA) or text  
DIOCESE to 41444.

2021  
**BISHOP'S**  
SERVICES APPEAL  
*Supporting the Works of Christ*

*Jesus heals the blind Bartimaeus.  
Mark 10: 46-52*

**Other styles in this advertisement series are posted on the Diocese of Lafayette website under Office of Stewardship & Development. Choose BSA and then look on left hand side of that page under Fundraising Reports & Resources.**



**THANK YOU FOR**

Bringing  
**Hope &  
Healing**

**THROUGH  
YOUR INVOLVEMENT & LEADERSHIP**

Please contact the Office of Stewardship and Development with any questions, needs or concerns. We are here to help you succeed.



CALL US AT (337) 261-5641 or email [mtrahan@diolaf.org](mailto:mtrahan@diolaf.org)