

Catholic Diocese of Wilmington
2023 Faith and Charity Catholic Appeal



Parish Campaign Manual

Table of Contents

Introduction.....	2
Ministries and Services Supported by the Appeal	3
Solicitation Methods	4-6
Circle of Honor	
Clergy	
Employee	
General Solicitation	
Bishop’s Mailing	
In-Pew	
Reminder to Current and New Parishioners	
Additional Follow Up Mailing	
Hispanic Community	
Awareness	5-6
Poster	
<i>The Dialog</i>	
Diocesan Website	
Parish Announcements	
Leadership – Conducting the Appeal.....	7-9
Pastor	
Parish Coordinator	
Audit Coordinator	
Diocesan Responsibilities	10
Circle of Honor	
Gift Acknowledgment	
Invoices	
Past Due Reminders	
Reporting	
Appendix	11
Campaign Calendar	12-13
Parish Targets.....	14-15
Ministry Descriptions	16-19
Bulletin Announcements	20-21
Bulletin Payment Reminders.....	22
Pulpit Post-Communion Announcements	23-24
Pre-In Pew Letter from Pastor.....	25
Pastor’s Thank You Letter.....	26
Intercessions for the Prayers of the Faithful.....	27
Bishop Koenig’s Commitment Weekend Message.....	28
Instructions for Commitment Weekend Script.....	29
Audit Coordinator Pledge Processing Instructions.....	30-33
Parish Pledge Report Form	Attachment A (1)
Instructions for Pledge Cards	Attachment A (2)
Payment on Existing Pledge Report	Attachment B
Parish Report for Collection Envelopes – Hispanic Community	Attachment C (1)
Instructions to Process Collection Envelopes – Hispanic Community	Attachment C (2)

Introduction

Campaign 2023

Dear Friends:

Shining the Light of Christ, we were able to care for the poor and marginalized and serve thousands of people throughout our Diocese of Wilmington with our Faith and Charity ministries. Despite the turbulent economy, by the generosity of our parishioners, volunteers, and Clergy, we broke all records for our 2022 Faith and Charity Catholic Appeal.

Thanks to your generosity, we were able to meet the ever-increasing needs of more people than ever before.

For 2023, we hope to gain the same momentum and *Shine the Light of Christ* throughout our State of Delaware and the Eastern Shore of Maryland.

Our Faith calls us to follow the light of Christ and share that light with everyone.

We often hear Jesus tells his followers that they are the light of the world and they cannot be hidden. (Matthew 5:14-16) "No one puts a lamp under a bushel basket because the purpose of a lamp is to help people see in dark places." The bushel basket Jesus refers to is big enough to cover a lamp. The only way for our light to be covered is if we put a basket over it.

Through our Faith and Charity Catholic Appeal, we are asked to Shine the Light of Christ. Remove the basket, and allow God to shine through us. We are called to be good stewards of the light. We are called to follow Jesus and give our time, energy, and resources.

I look forward to working with you once again. Our Faith and Charity Catholic Appeal team are here to serve you. This year, we will host kick-off sessions to roll out our new Appeal and meet the teams responsible for our outstanding campaign results.

I look forward to meeting many of you!

Imagine what we can do together!

Sheila O'Hagan McGirl, CFRE
Director of Development
Catholic Diocese of Wilmington

Ministries and Services Supported by the Appeal

The services supported by the Appeal are concentrated in five areas:

- 1. Catholic Education** promotes ongoing evangelization and faith formation for people of all ages. Programs include parish Religious Education classes for children, youth, and adults; RCIA programs for those entering the Church; and special needs ministries. Through our Catholic schools, the Diocese of Wilmington offers children the opportunity to excel academically in an atmosphere allowing them to develop as faithful and committed citizens of God's kingdom.

The Catholic Education programs and ministries funded through the Faith and Charity Catholic Appeal are **Campus Ministry; Catholic Schools; Catholic Youth and Young Adult Ministry; Deaf Ministry; Office for Marriage and Family Life; Religious Education;** and **Special Needs Ministry.**

The Faith and Charity Catholic Appeal also provides direct, financial support to the **five diocesan high schools:** Padua Academy, St. Elizabeth and St. Mark's, in Wilmington; and Ss. Peter and Paul in Easton, MD.

- 2. Pastoral Services** supports the faithful throughout the diocese as they journey toward holiness and develop the skills to respond and fulfill His Will for their lives and for those they serve.

The Pastoral Services ministries funded through the Faith and Charity Catholic Appeal are Chaplaincies; Deacon Formation and Ordained Deacons; Hispanic Ministry; Ministry for Black Catholics; Office for Religious; Office of Worship; and Pro-Life Activities. This year, we have added the Office of Vocations and support of our Seminarians.

- 3. Catholic Charities** directs and coordinates many charitable and social service programs throughout the diocese offering assistance and resources to all people in need, regardless of their religious, social, or economic background. Catholic Charities seeks to implement the Church's mission of social justice in ways that strengthen individuals, families, and communities.

The Catholic Charities programs and ministries funded through the Faith and Charity Catholic Appeal are Basic Needs Program; Bayard House; Behavioral Health, Addiction Recovery Support and Domestic Violence; Casa San Francisco; Food Assistance, HIV Services; Immigration Program; Pregnancy Counseling; Seton Center; and Thrift Services.

- 4. Administration** – The following services also receive support: Archives; Chancery Office; Development; Office of the Bishop; Tribunal, and the Office of Safe Environment.

- 5. Communications** – The Faith and Charity Catholic Appeal helps us provide messaging and communications through Public Relations and Media; The Dialog, and Catholic Press, Inc.

Solicitation Methods

The diocesan Development Office utilizes the following methods of solicitation: Circle of Honor, Clergy, Employee, General Solicitation, Bishop's Mailing, In-Pew, Reminder to current and new parishioners, additional Follow-up Mailing, and Hispanic Community. These solicitations will be mailed as well as emailed (to those for whom we have an email address on file).

Circle of Honor

Through the Circle of Honor solicitation process, donors who contributed \$500 or more to the previous year's campaign are invited to participate. Donors are personally solicited by the Bishop via direct mail. Approximately 30 days after the initial mailing, a reminder is sent to individuals pending a response.

Note: The Circle of Honor is a leadership giving society of the Faith and Charity Catholic Appeal currently comprised of approximately 3,500 parishioners from across the twelve-county diocese. These donors choose to keep the needs of the greater Church among their charitable giving priorities by contributing gifts of \$500 or more annually to the campaign.

This year we will introduce giving levels to our Circle of Honor which will recognize donors of certain levels and encourage our donors to participate at increased levels to assist with the ever increasing demands of our ministries.

Last year, 75% of Appeal revenue came from Circle of Honor donors. The largest gift made to the campaign was \$25,000.00.

In addition to current Circle of Honor members, a Bishop's solicitation will be sent via direct mail to approximately 3,500 parishioners who have supported the Appeal for several consecutive years and whose gift in 2022 was \$250 - \$499. The purpose of this initiative is to invite these individuals to become members of the Circle of Honor by contributing a gift of \$500 or greater.

Clergy

A solicitation will be sent from Bishop for clergy solicitation. All diocesan priests will be asked to financially support the Faith and Charity Catholic Appeal with a leadership gift. Last year, we raised \$129,820.00 from our Clergy. It is our hope all Clergy will participate.

Employee

Via email and department communications, all Diocesan/Catholic Charities and Cemeteries employees will be solicited through an employee giving program. No matter the size gift, participation will be requested as we all work to grow the culture of philanthropy. In 2023, we raised nearly \$17,000.00.

General Solicitation

The main solicitation packet will go out under Bishop Koenig's signature. Pastors will be asked to send a letter/email prior to this to all parishioners, to encourage participation. There is a sample letter in this document and also included in the Liturgy Aid. It is recommended, this letter should be mailed no later than, March 13, 2023.

Bishop's Mailing

Approximately 2 weeks prior to Commitment Weekend, a solicitation packet is mailed to active parishioners throughout the diocese. For 2023, more than 30,000 households will receive a letter from Bishop Koenig, campaign brochure, pledge form and return envelope addressed to the Diocese of Wilmington. Pledges from individuals choosing to utilize this method of participation will be processed by the Appeal office with pledges applied to the donor's respective parish goal.

In-Pew

For 2023, In-Pew solicitation will occur at all Masses on Commitment Weekend, April 29 & 30. During each Mass, the Faith and Charity Catholic Appeal video will be shared with parishioners. Upon conclusion, the Pastor will guide parishioners through the pledging process using the provided script. (See Liturgy Aid).

Reminder to Current and New Parishioners

In mid-June, parishioners who have not yet responded to the Faith and Charity Catholic Appeal will receive an additional direct mail reminder. Additionally, parishioners newly registered in the diocese during the last twelve months and who did not participate in the In-Pew process will also receive this mailing.

Additional Follow Up Mailing

Late October/Early November – An additional follow up mailing will be sent to encourage end-of-year giving.

Hispanic Community

Collection envelopes are made available from the Development Office to parishes that minister to the diocese's Hispanic Community. The Liturgy Aid and this Campaign Manual will be provided in Spanish. Parishes will also be given the option to conduct the Ofrenda form of solicitation for the Annual Appeal. It is a recognized fact, some parishioners who are reluctant to complete a pledge form that requires personal information such as address and telephone number or for those who are seasonal migrant workers and do not have the capacity to honor a financial commitment payable over several months may prefer to use the collection/Ofrenda envelopes in place of the standard pledge form. Ofrenda is a recommended prayer service form of solicitation that is ceremonial more than transactional.

NOTE: Parishes ministering to Hispanic Communities will receive campaign materials – pledge forms, collection envelopes, solicitation script options and reporting instructions. Last year, copies of the Ofrenda solicitation/prayer service were provided. These are available upon request to the office if parishes would like to use this alternative for their communities.

Awareness

People, by their nature, are more likely to offer financial support for something they believe in, knowing their gift will make a difference and help others in need. None of us can assume that parishioners throughout the diocese are aware of the many services provided through the agencies and ministries supported by the Faith and Charity Catholic Appeal. Because of this, the task of communicating the benefits and importance of this campaign is critical.

Publicizing the campaign within your parish will do much to ensure a higher level of participation among parishioners. The Faith and Charity Catholic Appeal offers widespread support to thousands of families, friends, and neighbors in our 12-county diocese. **Enthusiastic** endorsement is strongly encouraged.

For Example:

After in-pew weekend – and at the time of follow up mailings – pulpit announcements are encouraged. Bulletin announcements are also provided within this manual. It is encouraged they be used throughout the duration of the campaign until the goal is achieved.

Share the video during in-pew weekend and, on your website and social media. Include the campaign links in parish communications and emails.

To assist in this task the Development Office provides promotional materials to each parish which includes posters, bulletin and pulpit announcements and petitions of the faithful. Additionally, parishioners will find an Appeal insert in the *Dialog's* April 21 edition. Parishioners should be encouraged to visit the diocesan website which offers extensive campaign information including the Faith and Charity Catholic Appeal video.

Poster

The Development Office sends a supply of posters to each parish prior to Commitment Weekend. Once received, **parishes are encouraged** to display them in heavily trafficked areas such as the church entrance or gathering space where they can be easily viewed. Spanish posters are also provided to parishes serving the Hispanic Community.

The Dialog

As a means to inform parishioners of the Faith and Charity Catholic Appeal, *The Dialog* will publish an opening article – 6-8 weeks prior to Commitment Weekend, followed by a centerfold spread, ads, and continuous updates to promote campaign awareness.

Diocesan Website

To learn more about the Faith and Charity Catholic Appeal, parishioners should be encouraged to visit the diocesan website at www.cdow.org. Simply select Giving - Faith and Charity Catholic Appeal. QR codes will be provided.

Parish Announcements

Parish announcements encourage participation in the Faith and Charity Catholic Appeal at the local level. There are two types of announcements—bulletin and pulpit. The Development Office provides a series of parish bulletin and post-Communion announcements for use beginning the weekend preceding Announcement Weekend and continuing through the campaign's end.

Additional announcements are also provided for the purpose of acknowledging the participation and generosity of parishioners.

Suggested bulletin and pulpit announcements and other related information such as intercessions for the Prayer of the Faithful and a suggested pastor's gift acknowledgement letter can be found in this manual.

Leadership – Conducting the Appeal

Pastor

As leader of the parish family, the parish pastor plays an essential role in communicating to parishioners. There is *no replacement* for the parish Priest; no poster, letter, insert or other item can replace the impact of your personal support. As the parish leader, your personal request to the people of your parish is crucial. You are the principal motivator.

As a supportive pastor, your role includes the following:

- **Your own commitment to the Faith and Charity Catholic Appeal.**
- Encourage parishioner participation regardless of gift amount.
- Appoint a Parish Coordinator and an Audit Coordinator.
- Make advanced notices from the pulpit and in the parish bulletin to prepare parishioners. (See pages 22-23).
- Exhibit a positive, sincere attitude toward the Appeal and its objective.
- Offer motivational commentary on Announcement Weekend, the weekend prior to In-Pew Solicitation. Encourage Associate Pastors and Deacons to openly support the Appeal as well.
- Show the campaign video at all Masses on Commitment Weekend. This is an important message from Bishop Koenig.
- Plan to present the In-Pew solicitation process at the Masses on Commitment Weekend – following the Liturgy Aid provided.
- Include a thank you letter in the bulletin a few weeks after Commitment Weekend acknowledging the generosity of your parishioners. (Sample provided on page 29).

Parish Coordinator

Objective: The Parish Coordinator will assist with the overall management and implementation of the diocesan Faith and Charity Catholic Appeal. He or she will work with the pastor, parish staff and other Appeal campaign volunteers to ensure that the preparation and implementation of important campaign components are successfully completed. Additionally, the Parish Appeal Coordinator will arrange and oversee the implementation of the In-Pew and Follow-up phases of the Faith and Charity Catholic Appeal.

The Parish Coordinator will participate in and oversee the completion of the following activities:

- Understand, endorse and support the diocesan Faith and Charity Catholic Appeal.
- Upon receipt of the Parish Manual, review the entirety of the manual to gain an understanding of your role as Parish Coordinator; the various phases of the campaign; and its implementation and timeline as it relates to your parish.
- Work with the pastor and parish bulletin editor to ensure that all bulletin and pulpit announcements promoting the Appeal are used. Announcements are provided by the diocesan Development Office.
- Oversee preparations for and the implementation of Commitment and Follow-up Weekend activities. Ensure that sufficient assistance is recruited and the processes for both Commitment and Follow-up Weekends are thoroughly and effectively accomplished.
- Ensure that campaign posters are hung in locations easily visible to parishioners.
- For Commitment Weekend, April 29-30, confirm that all Appeal materials – Annual Appeal video, posters, and pledge envelopes – are received by the parish from the diocesan Development Office prior to Announcement Weekend.
- For Commitment Weekend, assign ushers and volunteers to assist with the In-Pew process. Ensure that a sufficient number of pledge forms and pencils are made available in every pew for each Mass.
- Confirm that the Audit Coordinator has sufficient assistance to accomplish accurate processing and timely transmittal of pledges to the diocesan Development Office.
- Ensure that proper arrangements are made for Follow-Up Weekend.
- Serve as liaison to the diocese in Appeal matters and contact the diocesan Development Office for assistance when necessary.

Parish Audit Coordinator

Objective: The parish Audit Coordinator will execute all record-keeping and transmittals of parishioner Appeal pledges, ensuring that all pledge information and funds are submitted to the diocesan Development Office in a timely manner.

The parish Audit Coordinator will participate in and oversee the completion of the following activities:

- Understand, endorse and support the diocesan Faith and Charity Catholic Appeal.
- Upon receipt of the Parish Campaign Manual, review the entirety of the manual to gain an understanding of your role as Audit Coordinator; the various phases of the campaign; and its implementation and timeline as it relates to your parish.
- Following the directions provided by the diocesan Development Office, audit each pledge form, prepare reports and deposit checks accordingly. Forward pledge forms, reports and a parish check to the diocesan Development Office on a weekly basis beginning immediately after Commitment Weekend, April 29-30.
- Ensure correct reporting procedures as outlined by the diocesan Development Office.
- Contact the Development Office for assistance as necessary.

Diocesan Responsibilities

Circle of Honor

The diocesan Development Office is responsible for the initial solicitation and follow-up for all members of the Circle of Honor. Prior to Commitment Weekend, pastors and audit coordinators are provided a list of current Circle of Honor donors primarily for two reasons:

- 1) To make known to the pastor and audit coordinator those who have already given, and
- 2) To report what has already been pledged against the parish target.

Gift Acknowledgment

The Development Office is responsible for sending a personalized acknowledgement from Bishop Koenig to anyone who contributes \$100 and above. Individuals who contribute less than \$100 will receive a Bishop's note of appreciation printed on their initial invoice.

Although the diocese takes responsibility for acknowledging donors, the *parish should also* offer gift acknowledgements.

Invoices

For parishioners responding to the Circle of Honor and Clergy solicitations, the Development Office will mail their first invoice the 1st of the month the pledge is received and will mail up to eight additional monthly reminders by the 1st of each month through November.

For parishioners responding to the Bishop's Mailing & In-Pew solicitation, the Development Office will mail invoices by the 1st^h of each month June through November.

For parishioners responding to any other solicitation after May 30, the Development Office will mail invoices by the 1st of each month immediately after receipt of the donor's pledge and continue through November.

Where required, invoices will be mailed in December to anyone with an outstanding balance.

Past Due Reminders

Donors who have an overdue payment of 60 or more days will receive a letter of reminder from the Development Office.

Reporting

Beginning June, a campaign status report prepared by the Development Office will be sent via the Diocesan update, as well as upon request.

NOTE: Due to the complexity of processing pledges and limited staffing, reports to parishes cannot be made available to parishes prior to June.

Upon the campaign's conclusion, pastors will receive a report that presents overall as well as by-parish results. Final campaign results will also be published mid-January in the *Dialog* as well as appear on the diocesan website.

**2023
Parish Manual
Appendix**

2023 Faith and Charity Catholic Appeal **CAMPAIGN CALENDAR**

January	Goals will remain the same as 2022.
February	Team Leadership Campaign Kick-off events will commence <i>All parish campaign materials will be distributed.</i>
February 16	Circle of Honor Reception at St. Ann, Wilmington, DE, 6 PM – 8PM
March 01	Circle of Honor Reception at St. Francis De Sales Salisbury, MD 6 PM – 8 PM
March 13-30	Pastors Pre-Campaign Letter should be mailed/mailed to all registered individuals
March 15	Circle of Honor Reception at St. Joseph, Middletown, DE, 6 PM – 8 PM
March 22	Circle of Honor Reception at St. Jude the Apostle, Lewes, DE, 6PM – 8PM
March 30	Circle of Honor Reception at St. Christopher, Kent Island, MD. 6PM – 8PM
March 31	Donors responding to Circle of Honor solicitation mailed first of eight monthly reminders
April 09	Easter Sunday
April 14	Bishop’s solicitation packet mailed to all registered individuals
April 14	Pastors, Associate Pastors, Priests and Deacons should review the written copy of Celebrants Script for Commitment Weekend (previously provided). Distributed to parish teams at kick-off events.
April 21	Dialog Newspaper will present centerfold spread related to Faith and Charity Catholic Appeal information.
April 22 & 23	<u>Announcement Weekend</u> – Celebrants are asked to inform parishioners of the April 29 & April 30 Commitment Weekend; endorse the campaign and encourage parishioner support
April 29 & 30	<u>Commitment Weekend</u> - In-Pew solicitation is conducted at all Masses. Bishop Koenig’s campaign video to be shown at all Masses.
May 6 & May 7	<u>Follow-Up Weekend</u> - Parishioners who were not present for Commitment Weekend are invited to participate in the 2023 Appeal

May 29	Donors receive the first/second of seven monthly reminders. Includes instructions for online payment users
May 30	First of six monthly invoices mailed to In-Pew Donors, Circle of Honor Donors to receive next monthly invoice of eight. Includes instructions for online payment
June 23	Direct Mail solicitation effort by the Development Office to select parishioners who have not yet contributed to the Appeal
June 28	Development Office mails monthly invoices
July 31	Development Office mails monthly invoices
August 09	Development Office mails reminder letters to donors 60 days or more overdue in payment
August 29	Development Office mails monthly invoices
September 11	Development Office mails reminder letters to donors 60 days or more overdue in payment
September 27	Development Office mails monthly invoices
October 11	Development Office mails reminder letters to donors 60 days or more overdue in payment
October 30	Development Office mails monthly invoices
November 1 (1st Week)	Follow up mailing to all who were previously solicited but have not yet donated to the Appeal - End-of-year solicitation.
November 29	Development Office mails monthly invoices
December 12	Development Office mails final invoice
December 31	Close of Campaign 2023 - Officially closes January 10, 2024 (close of business).

2023 FAITH AND CHARITY CATHOLIC APPEAL PARISH TARGETS

<i>Parish</i>	<i>\$</i>	<i>Parish</i>	<i>\$</i>
01 Cathedral of St. Peter	38,000.00	33 St. Joseph/Middletown	147,620.50
02 St. Ann	140,000.00	34 St. Mary/Wilmington	9,000.00
03 St. Anthony of Padua	40,000.00	35 St. Ann/Bethany	197,500.00
04 St. Mary Star of the Sea	50,000.00	36 St. Mary Magdalen	158,000.00
05 St. Benedict	46,000.00	37 St. Matthew	38,000.00
07 St. Catherine of Siena	42,000.00	38 St. Michael the Archangel/Mary Mo	105,000.00
10 St. Christopher	109,000.00	39 St. Luke/St. Andrew	91,000.00
11 Corpus Christi	34,250.00	40 St. Margaret of Scotland	125,000.00
12 St. Dennis	28,468.00	41 Our Lady of Fatima	46,244.00
13 St. Edmond	176,467.00	42 Our Lady of Lourdes	69,416.50
14 St. Elizabeth	52,000.00	43 Mother of Sorrows	65,000.00
15 St. Francis de Sales	138,000.00	44 St. Patrick	33,407.00
16 Good Shepherd	61,520.50	45 St. Paul/Wilmington	14,000.00
17 Holy Family	112,262.50	46 St. Paul/DE City	16,690.00
18 St. Helena	66,276.00	47 St. Peter/New Castle	44,000.00
19 Holy Cross	220,000.00	48 St. Thomas More Oratory	45,000.00
20 Holy Name of Jesus	30,000.00	49 Ss. Peter and Paul	215,000.00
21 Holy Rosary	50,000.00	50 St. Jude the Apostle	163,373.00
22 Holy Spirit	13,000.00	51 Sacred Heart/Chestertown	78,000.00
23 Immaculate Conception/Elkton	92,000.00	52 St. Hedwig	25,000.00
24 Immaculate Conception/Marydel	25,000.00	53 St. Thomas the Apostle	40,000.00
25 Immaculate Heart of Mary	250,000.00	54 Holy Child	108,435.00
26 St. Joseph/Wilmington	27,500.00	55 Resurrection	65,500.00
27 St. John-Milford/St. Bernadette	84,000.00	56 St. Mary/Assumption	269,000.00
28 St. John/Holy Angels	118,570.00	57 Our Lady of Good Counsel	21,781.00
29 St. John the Beloved	193,229.00	58 St. Mary Refuge of Sinners	33,500.00
30 St. Joseph/Brandywine	230,000.00	59 St. John Neumann	118,900.00
31 St. Polycarp	60,000.00	61 Korean Catholic Community	3,000.00
32 St. Elizabeth Ann Seton	128,000.00		

DIOCESAN TARGET TOTAL: \$5,000,000.00

2023 Target

The diocesan goal is \$5,000,000.00 representing no change in parish goals from 2022 to 2023. Targets will remain not mandatory; all parishes are expected to reach the assigned goal. Every parish has the ability to achieve the goal if the plan is followed. Parishes are not required to satisfy the difference through ordinary income or other financial resources, however, are encouraged to work closely with the Development Office to take the necessary steps to achieve the goal.

Should a parish have difficulty reaching goal, the Pastor or the Parish Coordinator on behalf of the Pastor is encouraged to contact the Development Office for assistance. Several options can be offered to encourage additional parishioner participation resulting in the parish's success.

Ministry Descriptions

Following is a description of the ministries supported by the Faith and Charity Catholic Appeal:

Catholic Education

Our **Catholic Schools** serve nearly 10,000 students each day. Our schools are characterized by five words – *Believe; Learn; Serve; Lead; Succeed* - describing the mission and ministry of almost 900 educators each day in 36 Catholic elementary, and high schools. Our students pray, learn, and celebrate the faith daily enhanced by regular opportunities for worship and service and receive an outstanding education with 99% continuing their studies in colleges, universities, or other post-secondary programs.

The **Office of Religious Education** functions as a resource to parishes to promote the catechetical ministry as articulated by our Bishop. The Office supports ongoing spiritual and professional development for parish DRE's, catechists, and parents serving more than 10,000 students per year in 52 Religious Education programs throughout the diocese.

Catholic Youth and Young Adult Ministry is committed to developing Christian values in young people through programs that catechize, evangelize, and promote social justice through service in addition to the practice of good sportsmanship through CYM sports. Programs like March for Life, Youth Leadership Team, and the annual Youth Pilgrimage help to empower young people for leadership with their peers, in their schools, in the Church and their community at large.

The **Office for Marriage and Family Life** provides Catholic formational and informational programs for parishes, couples, and families. Pre-Cana classes prepare engaged couples for the Sacrament of Matrimony. Other programs address topics such as remarriage, blended families, natural family planning, miscarriage and loss of a child through our FootPrints Ministry - Worldwide Marriage Encounter, and Retrouvaille. The Office also facilitates various events supporting marriage and family goals such as World Marriage Day and the annual Wedding Anniversary Mass.

Special Needs Ministry offers religious formation programs for children, youth and adults and helps individuals prepare for the Sacraments of Reconciliation, Eucharist and Confirmation. Through Special Needs Ministry, the diocese provides assistance and consultation to parishes to help them offer an inclusive environment to support special needs programs on their local level.

Catholic Campus Ministry provides a faith community which serves as the students' parish family while they study at a college or university within the diocese. Prayer services, retreats, faith formation, leadership and ministry training, service opportunities, ecumenical fellowship, social events, and spiritual direction are offered depending upon interest and resources. Mass is celebrated weekly either on campus or in the parish of the college or university.

Deaf Ministry offers sacramental and spiritual support and nourishment to those in the hearing impaired community. A signed Mass is now offered bi-monthly and interpreted (ASL) masses are held each Sunday in at least one diocesan location. Particularly, there are interpreters at each Sunday 9:15 a.m. Mass held at St. Elizabeth Ann Seton Parish, in Bear, Delaware.

Pastoral Services

The **Office of Hispanic Ministry** assists parishes and diocesan offices in realizing their mission to Hispanic communities fostering the development of spirituality, community building, social action, and leadership and theological formation. Twenty parishes serve as regional Hispanic Ministry Centers and weekly masses are regularly celebrated in Spanish seasonably at two migrant laborer camps.

The **Office of Pro-Life Activities** provides programs and information to strengthen our witness on issues related to the dignity and value of all human life. The Respect Life Committee works to maintain a united front in the pro-life community by cooperating with pro-life groups like 40 Days for Life, Delaware Right to Life, and advocates for abolishing the death penalty and preventing Physician Assisted Suicide.

Ministry for Black Catholics explores and implements evangelization efforts needed to lift the spirits of Catholics of African Descent and to bring others, both church and unchurched, into the family of the Body of Christ.

Institutional Chaplains put into action the corporal works of mercy by visiting the sick in hospitals and nursing homes and bringing comfort and reconciliation to the imprisoned and provide spiritual support and guidance to civil service and law-enforcement personnel.

Ordained Deacons serve the diocese through their threefold ministry of liturgy, word and charity. Eighty-eight deacons presently serve in all but six parishes in the diocese. Eight new deacons were ordained in 2017 and nineteen men are presently in their second year of Deacon Formation leading up to ordination in 2021.

The Office of Vocations supporting those called to religious life and caring for our seminarians. Nurturing vocations carries the light of Christ and our Church into the future. To date, our diocese includes 98 diocesan priests, 138 women religious, 121 permanent deacons and 67 men religious.

Catholic Charities

Catholic Charities addresses human suffering and promotes restoration and well-being by providing caring services to families and individuals in need, particularly those most vulnerable, marginalized, and underserved. Catholic Charities heeds its call to care for the least among us by supporting those who face complex social problems such as teen pregnancy, homelessness, substance abuse, HIV/AIDS, chronic poverty, and mental illness.

Casa San Francisco in Milton provides shelter for up to 12 adults for approximately 30 days, as well as a wide range of services aimed at helping those who need it most in Sussex County. Shelter residents work with case managers to obtain income and find affordable housing opportunities. In 2021, Casa provided 2,195 days of care (64 residents total) to homeless individuals in Sussex County. Casa San Francisco also operates the most extensive Food Assistance program in Sussex County, distributing over 99,585 lbs. of food.

Bayard House, the only licensed residential program in Delaware, provides direct client care service to at-risk homeless, pregnant, or newly parenting adolescents and women. Bayard House provided 8,760 hours of care to moms and babies in 2021 who would otherwise be homeless. The Bayard House *Diaper Bank* program, distributed over 9,000 diapers to families in need. The Diaper Bank makes available diapers to qualifying families six times a year.

Seton Center, a multi-purpose neighborhood community center located in Princess Anne, MD., responds to the needs of residents, the area's Hispanic community, and migrant farmworkers by offering a Basic Needs program, Behavioral Health Services, Immigration help, and Food Assistance. Seton Center also provides health screenings, women's support groups, and information and referral services. In 2021, Seton Center provided services to 1,464 individuals.

Catholic Charities' **Food Assistance** food cooperatives and emergency pantries provide a sustainable source of nutritious food to individuals at risk of hunger. Cooperatives are located at the Wilmington Thrift Center, the Kent County Office, Casa San Francisco, the Sussex County Office, and Seton Center. Emergency pantries are located at Casa and Seton Center. Casa also operates a Senior Food Distribution program. In 2022, over 5,000 individuals received food from at least one of the Catholic Charities Food Assistance programs.

The **Immigration Program** assists individuals and families with issues related to their legal status in the United States. Catholic Charities provides services to single adults, families, women with children, and unaccompanied minors who arrive in Delaware.

Basic Needs Program assists low-income individuals and families through financial coaching and case management services and provides financial grants for basic living expenses. Households in crisis can work with case managers to achieve economic goals such as creating and maintaining a household budget, securing employment or a higher-paying job, securing child-care, and accessing health benefits.

Behavioral Health Services Program offers routine and community-based outpatient therapy services to individuals throughout the State of Delaware. The program functions as a community mental health provider targeting all populations, including adults, adolescents, children, families, and couples with mental health, relational, behavioral, or substance abuse issues. We provide services to all individuals regardless of race, religion, sexual orientation, or age.

Marydale Retirement Village is located on 18 acres in Newark, Delaware. Marydale comprises 108 individual apartments that are rented exclusively to low-income seniors and disabled people. Marydale residents live independently and enjoy the companionship of peers in a unique, garden-style community. Without the opportunity to live at Marydale, many of its residents would be at risk of homelessness.

Administration & Communications

The **Office of Public Relations and Media** strives to establish and maintain positive relationships with the secular media. The Office distributes news releases, oversees the diocesan website, and produces and distributes radio programs/podcasts with the goal of advancing a greater understanding of the Gospel, the Church and its teachings, diocesan and parish ministries and services and the Bishop's priorities. The Office oversees use of emerging social media such as Facebook and YouTube and consults with other diocesan departments, schools, parishes, and other ministries in the area of internal and external communications and media relations.

The **Office of Safe Environment** ensures the protection and safety of children and youth. The Office is charged with directing and monitoring the policies, guidelines and procedures designed to safeguard an environment of safety for all children and youth in the diocese.

The Dialog, the official newspaper of the Diocese, is distributed 26 times a year through churches to 20,000 parish homes. Its website, www.thedialog.org is also updated daily with diocesan, national and international church news.

The ***Tribunal*** is an ecclesiastical court established by the Bishop to administer justice according to the Code of Canon Law of the Catholic Church. Most cases heard relate to the validity of marriage in the Catholic Church.

Bulletin Announcements

April 8 & April 9 – Easter Sunday

2023 Faith and Charity Catholic Appeal – “*Shining the Light of Christ*”

In the Resurrection of Jesus we find hope in the prospect of everlasting life in heaven. But to obtain eternal life, we must accept the Lord’s invitation to follow Him. Christ left us an example that we should follow in his footsteps. When we follow Jesus we are called to shine the light of Christ and we are invited to share that light.

During the weekend of April 29 & 30, our parish will participate in the 2023 Faith and Charity Catholic Appeal – a campaign conducted each year throughout the Diocese of Wilmington. Funds generated through the Appeal help provide critical financial support to forty pastoral, charitable and educational programs and ministries.

The theme of the 2023 Faith and Charity Catholic Appeal is “**Shining the Light of Christ.**”

Light dispels darkness; it enables people to see what they are doing. God sent His Holy Spirit to live inside the faithful. We are all ambassadors of Christ on earth. We reflect God’s very presence in the world. It is not enough for us to know *about* God. We are called to be God in the world.

Together, “Shining the Light of Christ”, we will continue to transform lives.

You can learn more about the Faith and Charity Catholic Appeal by reading about the campaign insert in this week’s *Dialog* or visiting the diocesan website at www.cdow.org; click “Giving” then “Faith and Charity Catholic Appeal.”

Announcement Weekend

April 22 & April 23 – Second Sunday of Easter

2023 Faith and Charity Catholic Appeal – “*Shining the Light of Christ*”

The 2023 Faith and Charity Catholic Appeal will be conducted in parishes throughout the diocese next weekend. Once a year, our Bishop asks each of us to make a commitment to support the work of diocesan programs and ministries that provide services that no one parish can offer on its own. Your gift helps our Church to serve the poor, the sick, the distressed, our children and our elderly.

As parishioners of [*insert parish name*], we are being asked to serve others by sharing our resources. Your generosity enables us to accompany our brothers and sisters in need.

Our parish target is \$_____. Your financial support of the Appeal also provides funding for our parish since once achieving the goal assigned to our parish, once we are over goal, we receive (**100% or 50% where applicable**) of monies collected for our own parish and ministry needs.

Please prayerfully consider your generous gift to this Faith and Charity Catholic Appeal. Kindly decide ahead of time the contribution you wish to make this year and come to church next week prepared to complete your pledge and offer your support to our parish, and the Diocese of Wilmington.

To learn more about the Faith and Charity Catholic Appeal, visit www.cdow.org; click “Giving” then “Faith and Charity Catholic Appeal,” or simply scan this QR code with your cellphone.



Commitment Weekend

April 29 & April 30 – Third Sunday of Easter

2023 Faith and Charity Catholic Appeal – “*Shining the Light of Christ*”

All three readings today call us to follow Christ and live by His example. We are called to follow Jesus' example and abundantly share our time, talent, and treasure. We are called to generosity. By following Jesus, we are called to share His example with the world, serving others and bringing love, joy, hope, and healing. He came so that we may have life and have it abundantly.

The Faith and Charity Catholic Appeal, with its theme, *Shining the Light of Christ* reminds us to shine Christ's light in all that we do and share that light with those around us. We are challenged to bring Christ's healing, joy, love, and hope to all those we encounter, through acts of Christian Stewardship.

This weekend you are invited to participate in the 2023 Faith and Charity Catholic Appeal. Please respond by pledging a sacrificial gift to this important campaign.

To learn more about the Faith and Charity Catholic Appeal, visit www.cdow.org; click “Giving” then “Faith and Charity Catholic Appeal,” or simply scan this QR code with your cellphone.



Follow-up Weekend

May 6 & May 7 – Fourth Sunday of Easter

2023 Faith and Charity Catholic Appeal – “*Shining the Light of Christ*”

In today's Gospel, Jesus tells us, "Let not your heart be troubled... I am the way, and the truth and the life. No man cometh to the Father, but by me." When we follow Jesus and listen to him, he leads us by His light. We are called to shine the Light of Christ and live Jesus' example; by doing so, he promises us a place with Him.

As followers of Christ, we must act faithfully to reach out to others as Jesus does. We are called to commit ourselves as good stewards of our gifts, and by doing so, we bring Christ's light with us everywhere! Jesus reminds us to help those on the margins and support the faith journey of those around us.

Thank you to everyone who "Shining the Light of Christ" pledged the Faith and Charity Catholic Appeal. If you have not yet participated, please consider doing so today. Your gift makes a real difference in the lives of thousands of individuals and families who reside within our 12-county diocese. Pledge envelopes are available in the pews *[OR the appropriate designated location]* and can be placed in the offertory basket. Thank you for your generosity and support.

To learn more about the Faith and Charity Catholic Appeal, visit www.cdow.org; click “Giving” then “Faith and Charity Catholic Appeal,” or simply scan this QR code with your cellphone.



Bulletin Payment Reminders

To ensure that parishioners remit pledge payments directly to the diocesan Development Office and not to the parish, inclusion of the following bulletin announcement is recommended:

Faith and Charity Catholic Appeal – "Shining the Light of Christ"

Participants in the 2023 Faith and Charity Catholic Appeal can expect to receive their first payment reminder on or about May 31. Additional reminders will continue through December. Please mail all payments in the self-addressed, return envelope provided with your mailing. Do not submit payments to the parish office or through the Offertory collection.

Following the direct mail solicitation in June to *Previous Participants and New Parishioners*, parishes may choose to include the following announcement in their June bulletin:

Faith and Charity Catholic Appeal – *Shining the Light of Christ*

2023 Faith and Charity Catholic Appeal – *Shining the Light of Christ*

All Faith and Charity Catholic Appeal participants who pledged to the campaign will receive a monthly payment reminder mailed directly from the diocesan Development Office. Please mail all payments in the self-addressed, return envelope provided with your pledge reminder. Do not make payments to the parish office or through the Offertory collection.

Pulpit Post-Communion Announcements

In an effort to increase awareness and encourage participation, parishes are asked to include the Appeal in their pulpit announcements for Announcement Weekend (April 23– 24) and Follow-up Weekend (May 7-8).

Announcement Weekend – April 22-23

Faith and Charity Catholic Appeal – *Shining the Light of Christ*

Next weekend, our parish will participate in the 2023 Faith and Charity Catholic Appeal. Bishop Koenig requests our support for the works of the church within our diocese. Funds raised through the Appeal provide the major source of financial support for nearly 40 ministries and services that benefit the people of this diocese, including care for children, the sick and the elderly; basic needs of the poor and marginalized; education for youth and adults; guidance for the troubled; and spiritual enrichment for families and individuals.

Please give prayerful and thoughtful consideration to your resources and the needs of those served by this campaign. Kindly decide ahead of time the contribution you wish to make this year, and come to church next weekend prepared to make your pledge.

This week’s Dialog edition contains important information about the Faith and Charity Catholic Appeal and the many ministries and services supported by the campaign. Please pick up a copy today and read about the good work being done in our diocese as a result of your support. You can also gain information about the Faith and Charity Catholic Appeal by visiting the diocesan website at CDOW.org. click “Giving” then “Faith and Charity Catholic Appeal”, or simply scan this QR code with your cellphone.



Follow-Up Weekend – May 6-7, 2023

The following post-communion announcement is provided for Pastors to conduct the follow-up process. Please make sure pledge forms are available in a convenient location to parishioners after Mass. If the Pastor elects to conduct a second In-Pew process then, in lieu of this announcement, the Commitment Weekend process and script should be followed.

Last weekend, several of our parishioners responded to the 2023 Faith and Charity Catholic Appeal. We are making good progress toward our goal; however, to achieve complete success, we need **everyone** to consider participating. Therefore, I ask anyone who has not yet made a pledge to consider prayerfully how they may support the ministries of our diocese, in addition to our parish.

The Faith and Charity Catholic Appeal is all about people helping people. It helps more than 100,000 individuals and families throughout our diocese in need of life’s material essentials, spiritual assistance, religious instruction, and guidance so crucial to overcoming life’s greatest struggles.

Whether or not you wish to contribute, it is important you complete a pledge form. If you do not wish to contribute, simply indicate the words "No Gift" on the card. This will save the diocese the time and expense of follow-up mailings, etc.

For your convenience, pledge forms are available **[insert the location]**. Please fill them out immediately after Mass. Thank you.

PRE-IN PEW LETTER FROM PASTOR

Suggested wording for the pastor's letter to your parishioners prior to the in-pew solicitation. Recommended to be sent on parish letterhead with the pastor's signature, preferably 3 weeks before in-pew weekend.

March 13, 2023

«PrimAdd»

«AddLn1»

«AddLn2»

«City», «St» «Zip»

Dear «PrimSal»:

You will soon receive a letter from Bishop Koenig that will include the 2023 Faith and Charity Catholic Appeal materials.

By supporting the Faith and Charity Catholic Appeal, you support ministries that feed, shelter, and clothe the homeless, help the spiritually needy, and form our young people in faith and service. This year, the campaign theme, *Shining the Light of Christ*, invites us to support the faith and charity ministries throughout the State of Delaware and our nine counties in Maryland. These ministries serve our brothers and sisters on the margins and enable us to support our youth and strengthen our Catholic faith into the future.

Shining the Light of Christ reminds us that we are called to be a source of light in the darkness. Christ is our light, and we share Him with the world. "Longing for peace, our world is troubled. Longing for Hope, many despair."

Your generosity of time, talent, and treasure bring the *Light of Christ* to others in need. When you receive the request from our Bishop Koenig, please prayerfully consider a generous gift to the Faith and Charity Catholic Appeal.

Together we will shine the *Light of Christ* and impact the lives of many!

May God continue to bless you and your family.

Sincerely in Christ,

Rev. _____

Pastor's Thank You Letter

In addition to publishing the results of the campaign, the pastor may wish to include a personal letter of appreciation. Here is a suggested text:

Dear Friends,

I have seen a great light! I thank you for your support of the 2023 Faith and Charity Catholic Appeal, Shining the Light of Christ!

By your generosity, you become a beacon of hope, Shining the Light of Christ for those having difficulties and in need of spiritual, physical and emotional healing.

"Let your light shine before others so that they may see your good deeds and glorify your Father in heaven" (Matthew 5:16).

On behalf of all those who will benefit from your generosity, I extend to you my gratitude in prayer and ask God's blessing on you and those you love.

Together, we build hope!

Sincerely in Christ,

Intercessions for the Prayers of the Faithful

Beginning Announcement Weekend (April 22– 23) and Follow-up Weekend (May 6-7), parishes are encouraged to include Faith and Charity Catholic Appeal related intercession in their Prayers of the Faithful.

The following are offered for your consideration:

That the Holy Spirit may continue to guide the work of the Church in our diocese, and that Christ's message of love be recognized by all people through the work of the Faith and Charity Catholic Appeal... We pray to the Lord.

For the elderly, sick, troubled and underserved in our diocese, that we, our parish family, may help them as we strive to respond to their needs, through the - Faith and Charity Catholic Appeal... We pray to the Lord.

That through our participation in the Faith and Charity Catholic Appeal – Shining the Light of Christ, we will continue to be living examples of the loving presence of Christ's light in our world... We pray to the Lord.

That God's blessing comes upon all those in our parish family and in every parish throughout the diocese for their gifts to help support the many ministries and services funded through the Faith and Charity Catholic Appeal... We pray to the Lord.

In thanksgiving for all that the Lord has given to us, may we show our abundant gratitude by sharing with others through our generosity to the - Faith and Charity Catholic Appeal ... We pray to the Lord.

All parishes are encouraged to show the appeal video. Parishes will receive all In-pew campaign materials at the scheduled kick-off meetings.

2023 Faith and Charity Catholic Appeal
Shining the Light of Christ

Bishop's Appeal Message
Commitment Weekend – April 29 and April 30, 2023

Bishop Koenig Message

I speak to you today in gratitude. Thank you for participating in the 2022 Faith and Charity Catholic Appeal. Your generosity provided spiritual, physical and emotional support to our brothers and sisters who were in need this year. On their behalf, I thank you.

This year, the Faith and Charity Catholic Appeal is *“Shining the Light of Christ”*.

We are all responsible for bringing Christ to others. When you support the Faith and Charity Catholic Appeal - you are *Shining the Light of Christ* and bringing hope to your neighbors. You are accompanying those on the margins - caring for the poor and vulnerable - proclaiming the gospel through youth, young adult, and campus ministries, and Catholic education.

By your generosity, our faith community is strengthened – now, and into the future.

Jesus said – “Shine your light before others” – our Faith and Charity ministries bring the light of Christ’s love to our communities. It is a light that comforts, heals and strengthens.

The Faith and Charity Catholic Appeal - Shining the Light of Christ - is a call to action, helping us care for the needs of our people, and form the next generation of faith-filled leaders for our parishes and the broader community.

Please join me in supporting this vital appeal - and prayerfully consider a generous donation.

May God Bless you!

**2023 Faith and Charity Catholic Appeal
Instructions for Commitment Weekend Script
April 29 & 30, 2023**

Commitment Weekend Script

In the Liturgy Aid (also provided), you will find a recommended script to use for Commitment Weekend. The script addresses these main points:

- Provides introductory comments and explains why the parishioners should support the Faith and Charity Catholic Appeal.
- Offers appreciation to those who responded to the Circle of Honor solicitation and instructs them not to complete a second pledge card.
- Asks parishioners to reflect upon their gift for 2023.
- Instructs parishioners how to fill out the pledge envelope. Presenter should review the pledge form in advance to become familiar with the requested information and to allow sufficient time for credit card/stock users, etc..
- Thanks parishioners for participating in the Faith and Charity Catholic Appeal.

Note: If you choose to deviate from the recommended script, it is imperative you cover all points mentioned above. *Please use the script as a guide!*

Also, presenters should never suggest for parishioners to take the pledge envelope home and return it the following week. An envelope taken home is a lost one. Inform parishioners that, if they are not prepared to respond at this time, envelopes will be available the following weekend.

A Word About the Process

Occasionally, the Development Office will receive calls (and notes) from donors regarding their inability to complete a pledge card during the Commitment Weekend in-pew process due to insufficient time allotted for the process. Please be sensitive to those making a pledge and allow an adequate amount of time for proper completion of the required information.

Audit Coordinator Pledge Processing Instructions

Pledges received by your parish should be processed every week and then sent to the Development Office with the recorded results using the *Parish Pledge Report*. Several copies of the parish remittance report form will be sent to the attention of the Audit Coordinator from the Development Office. Instructions to complete the remittance report can be found on the back of the form. *A sample form is included in this manual.*

During the parish In-Pew solicitation and the weeks to follow, you will receive and be responsible for processing several campaign pledges. Although most pledge forms will represent a parishioner's Faith and Charity Catholic Appeal gift and can be processed by following standard processing instructions, some cards may require additional attention:

Payment on an Existing Pledge

Select members of your parish were solicited directly by Bishop Koenig during the Circle of Honor solicitation. These individuals receive a monthly statement from the diocesan Development Office with a remittance envelope (addressed to the diocese) for their convenience.

A separate reporting form and special processing instructions are provided for payments received by the parish on existing pledges. However, occasionally a donor may submit a payment on an existing pledge directly to the parish instead of to the diocese. This may also hold for an individual who pledged during the in-pew process and who submits a payment before receiving their first invoice.

Anonymous Donations – You may receive “cash” contributions that cannot be associated with a specific donor. Rather than submit multiple gifts of this nature to the Development Office for processing, accumulate all “anonymous” donations, recording the total amount received on one pledge card. Write “Anonymous” on the name line of the form and include it in your report as a “paid in full” pledge. Also, for calculating the parish's level of participation, please indicate the number of anonymous gifts reflected in the total.

Hispanic Community – If the donor uses a standard pledge form, regular processing instructions can be followed. However, Hispanic members can use the standard form or a collection envelope (representing a one-time gift). Under separate cover, Audit Coordinators will receive instructions for processing collection envelopes.

Circle of Honor Pledge Cards – Donors who pledged \$500 or more during last year's campaign were solicited as Circle of Honor members during February and March. Invoicing of those pledges was initiated upon receipt.

Any pledge card received by the parish and identified as “*Circle of Honor*” should be forwarded to the Development Office for immediate processing. Circle of Honor gifts should not be held or included in the parish report.

Bishop's Mailing to Potential Circle of Honor Members – In February, Bishop Koenig solicited a select number of parishioners inviting them to join the Circle of Honor. Like current Circle of Honor contributions, those invited to become members of the Circle of Honor (whose pledge card is identified as Circle of Honor) should also be forwarded to the Development Office for processing.

Bishop's Solicitation – Approximately two weeks before Commitment Weekend, a solicitation packet – under the signature of the Bishop – was sent to select members of the parish. Enclosed in the package was a return envelope addressed to the diocese. Additionally, recipients were instructed to write initial payment checks payable to the *Faith and Charity Catholic Appeal*. However, some parishioners may likely choose to return their pledge form directly to the parish instead of the diocese. In this case, the parish can include the pledge in the Parish Pledge Report but only if the initial payment check is payable to the parish or cash gifts. If the check is payable to the *Faith and Charity Catholic Appeal* or *Diocese of Wilmington*, the pledge must then be processed by the Development Office.

Processing In-Pew Pledges

Pledges received from the In-Pew solicitation should be processed as follows:

ÿ Ensure that the parish name is written on each pledge on the line provided. If any other parish is indicated, set aside the envelope and check or cash if enclosed.

Pledges designated to another parish will be processed separately from those designated to your parish. Processing instructions can be found under the “Other Parish” section of this document.

Examine each completed pledge form, ensuring that the boxes' gift information (Total Pledge, Enclosed, and Balance Due) have been appropriately filled in.

ÿ For a payment enclosed with the pledge, **verify that the payment amount agrees with the amount indicated on the form. If the amount differs, please get in touch with the donor for verification.**

× If cash is enclosed, please initial on the line for cash / #check _____. You also have the option to verify the check number here as well.

× All cash and checks received by the parish should be deposited in a parish account. **THE TOTAL PAID BY PARISHIONERS SHOULD BALANCE WITH THE PARISH CHECK.**

ÿ Pledges should be separated into five (5) groups for reporting on the Parish Pledge Report form.

× Paid in Full

× Partial Payment

× Total Balance Due

Do Not include pledges opting for PayPal with credit cards

× Refused/Unable/No Gift

× Credit Card – Should an initial payment be included (check or cash), the pledge must be identified and recorded as a pledge via Credit Card. **DO NOT DEPOSIT CHECK/CASH, SIMPLY FORWARD TO DEVELOPMENT**

ÿ For each group, sort them in alphabetical order to make locating the corresponding label easier. You should have a set of self-stick address labels with parishioner ID# numbers from the Development Office for this process.

ÿ Locate the label that corresponds with the donor information on the pledge card. Place the label in the shaded area at the bottom left of the envelope. Avoid covering the e-mail and telephone information.

Note: If the label differs from the written name and address, circle or highlight the information on the label requiring a change.

Suppose the labels differ from the written name and address, circle or highlight the correct information. If there are two labels for one donor, place both labels on the back of the envelope. The Development Office will ensure only one record exists in our files from now on.

Ÿ You may receive pledges without a matching label. Place these pledges on top of their respective group [Paid in Full, Partial Payment, Total Balance Due, Refused/No Gift] so the Development Office can quickly identify those donors requiring either a file search or creating a new parishioner record.

Once you have (1) separated the cards into their respective category, (2) verified the name, address, and gifting information, and (3) applied the corresponding label, you are now ready to begin tallying the pledge paid and balance due totals.

Ÿ Using a calculator (with tape), total by the group the amounts on the pledge cards: Total Pledge, Enclosed, and Balance Due.

Ÿ Record these amounts in the appropriate boxes on your Parish Pledge Report Form. Note: When forwarding pledges to the Development Office, be sure to attach the calculator tape to each respective group of cards.

Ÿ Verify the amounts for each row: Column A – Column B = Column C. Total each column in the My Parish area and enter the totals in the boxes on the My Parish Total (row 6).

Be sure to record the number of envelopes in Column D of the Parish Pledge Report for all groups, including Refused/Unable/No gift pledge cards (row 5).

Credit Cards

Keep those opting to use credit cards separate from the rest of the pledge cards. DO NOT tally with the other cards and DO NOT record on the report form. Simply keep credit card pledge cards in their own stack (with or without a down payment) and forward to Development.

Other Parishes

Donors visiting from other parishes may attend Mass at your parish on Commitment Weekend or Follow-up Weekend. They will be asked to complete a pledge form and designate it to their home parish.

Should a donor include a partial or complete pledge payment, they should make the check payable to their home parish. However, some visitors may mistakenly make their check payable to your parish.

Pledges received for another parish, with or without payment, should be totaled and recorded under the “Other Parishes” section of the *Parish Pledge Report* form. The individual checks or cash received should be reflected in the *Enclosed* column, bundled along with the pledges, and kept separate from your parish’s pledge envelopes and payment.

If a check representing a pledge to another parish is deposited into your parish’s account, please show this on the report form where indicated.

Payment on an Existing Pledge

Occasionally, a donor may submit a payment on an existing pledge directly to your parish during the pledging process and after that. Separate these payments from the pledges received and process them using the *Payment on Existing Pledge Report* form. Several copies of this form will be sent to the attention of the Audit Coordinator from the Development Office. *A sample form is included in this manual.*

ÿ List the donor’s name, address, payment amount, and ID# for each payment, if available.

ÿ Total the amount for each check/cash item listed on the payment form and include the total in the Total box.

Along with the report form, you may choose to send a parish check representing the total amount of the payments received, or you may wish to forward the individual checks to the Development Office for processing and deposit.

Note: Include any documentation the donor submits with the payment, such as a pledge form or invoice, to the Development Office along with the report form and payment.

If your parish receives a pledge or payment and you are unsure how to process the gift, please call the Development Office at (302) 573-3120 for assistance.

Prepare Deposit for Parish Pledge Report and Parish Check

Your deposit amount for all cash and checks made payable to your parish should match the amount entered into (Row 9) the “*Enclosed*” box on the *My Parish Check Amount* line on the *Parish Pledge Report*.

Make a copy of all deposit slips and corresponding Parish Pledge Reports for your records.

Request a check from your parish office made payable to **Faith and Charity Catholic Appeal** for the *My Parish Check Amount*. ***These must match.***

When submitting a report to the Development Office, include the Parish Pledge Report, the pledge envelopes with calculator tapes for each group, individual checks for the Other Parishes, and your parish check.

Note: Send all pledge forms to the attention of the Development Office. Do not forward any pledges or checks earmarked for other parishes to the named parish. The Development Office will process and credit the gift accordingly.