

2020

# ANNUAL APPEAL

Archdiocese of Washington



Hearts  
*filled with*  
Hope

Preparatory  
Manual

[appeal.adw.org](https://appeal.adw.org)  
#ADWAppeal

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**Please contact Dave Cook, Director of the Annual Appeal at [cookd@adw.org](mailto:cookd@adw.org) or (301) 853-4574 if you have any questions about this manual.**

A PDF version of this manual and all referenced materials are available online at **[appeal.adw.org](https://appeal.adw.org)** under the “Parishes Only” link. The password is **briefings** (not case sensitive). There are MS Word versions of bulletin inserts, pulpit announcements, prayers, Commitment Weekend Homily, and scripts for the in-pew process during the Commitment and Follow-Up weekends.

January 2020

Dear Pastors and Parish Leadership:

Thank you for your leadership to make the 2020 Annual Appeal a success for the benefit of the mission and ministries throughout the Church of Washington. It is with great hope that we turn the page on a new year, confident that Emmanuel, “God with us”, will grace our work as we joyfully proclaim His Gospel in word and action in 2020.

“Hope” is the core of the 2020 Annual Appeal theme. *Hearts filled with hope* is a beautiful phrase offered by Archbishop Gregory during his Installation Mass Homily last May. In context, here are his words:

*...We stand at a defining moment for this local faith community – **our hearts are filled with hope** and eagerness. The storied history of this great Archdiocese is a gift to the Church in the United States of America. Our recent sorrow and shame do not define us; rather, they serve to chasten and strengthen us to face tomorrow with spirits undeterred. Together, we implore the Holy Spirit to fortify us with the grace, perseverance and determination that only Christ Himself is able to provide as a gift of His presence, peace and promise...*

I know this perspective is shared throughout the parishes and ministries of our Archdiocese, and we want the 2020 Annual Appeal to reflect that common resolve.

I hope you will find the enclosed materials helpful as you prepare for this year’s Annual Appeal parish in-pew process. For those of you who led the Annual Appeal last year, you will find familiarity with all the procedural elements of the in-pew process. For those of you who are new to the Annual Appeal, I hope you are able to attend one of the Preparatory Sessions this January (see the adjoining page for Preparatory Session dates). If you are not able to attend, please feel free to reach out at (301) 853-4574 or [cookd@adw.org](mailto:cookd@adw.org) at any time and we can arrange an opportunity to review this manual together.

Thank you for all that you do to serve the faithful of the Archdiocese of Washington and all those in need of spiritual and material nourishment within our communities. Please be assured of my prayers as we look with hope to a grace-filled 2020 year.

Sincerely in Christ,



Dave Cook

Director of the Annual Appeal

## 2020 Annual Appeal Calendar

- January 6                      **Initial Outreach Mail Released**  
2020 Annual Appeal Website Live ([appeal.adw.org](http://appeal.adw.org))
- January 11-16                **Annual Appeal Preparation Workshops**  
*If you are new to leading the Appeal and missed a workshop, please contact Dave Cook at (301) 853-4574 or [cookd@adw.org](mailto:cookd@adw.org) to arrange a time to review this Manual.*
- Saturday, January 11, 2020 - 10:00 a.m.  
Archdiocese of Washington Pastoral Center (Hyattsville)
- Tuesday, January 14, 2020 - 7:00 p.m.  
Our Lady Help of Christians (Waldorf)
- Thursday, January 16, 2020 - 7:00 p.m.  
St. Andrew the Apostle (Silver Spring)
- January 20/27 (*weeks of*)   **Announcement, Commitment and Follow-Up Weekend Supplies Delivered**  
*Please contact Darlene Cruz at (301) 853-4575 or [cruzd@adw.org](mailto:cruzd@adw.org) if you need more supplies or do not receive the package by January 31<sup>st</sup>.*
- February 1                    **Lenten Companion Mailed to Past Annual Appeal Donors**

### Parish In-Pew Process

- February 8-9                **Announcement Weekend (See Pg. 6)**
- Bulletin announcement & prayer included in Prayers of the Faithful
  - Brochures and FAQs placed in pews for parishioners
  - Posters displayed prominently in church
  - Celebrant/lay speaker remarks –and/or– pulpit announcement
- February 15-16              **Commitment Weekend (See Pg. 8)**
- Bulletin announcement & prayer included in Prayers of the Faithful
  - Volunteers/ushers prepare envelopes to be distributed/placed in pews
  - Archbishop's Homily: Video/audio recording or read script
  - Pastor leads in-pew process
  - Ushers collect envelopes
- February 18 (*week of*)      **Collect and Mail All Gifts and Envelopes in Provided Mailers (See Pg. 15)**
- February 22-23              **Follow-Up Weekend (See Pg. 12)**
- Bulletin announcement & prayer included in Prayers of the Faithful
  - Celebrant/lay leader to lead abbreviated in-pew process
- February 24 (*week of*)      **Collect and Mail All Gifts and Envelopes in Provided Mailers (See Pg. 15)**



## 2020 Annual Appeal Calendar *(continued)*

March 20	<b>Easter Stewardship Mail Release</b> (No solicitation made, Easter Companion included)
April 13	<b>Spring Outreach Mail Release</b> (2020 donors and declines excluded)  <i>Following 3 weeks: Spring Outreach follow-up calls and emails</i>
May 18	<b>Summer Outreach Mail Release</b> (2020 donors and declines excluded)  <i>Following 3 weeks: Summer Outreach follow-up calls and emails</i>
August 17	<b>Fall Outreach Mail Release</b> (2020 donors and declines excluded)  <i>Following 3 weeks: Fall Outreach follow-up calls and emails</i>
November 9	<b>Thanksgiving Stewardship Mail Release</b> (No solicitation made, Advent Companion included)
November 16	<b>End-of-Year Mail Release</b>  <i>Following 3 weeks: End-of-Year follow-up calls and emails</i>
Nov. 16 – Dec. 1	<b>#GivingTuesday Appeal through #iGiveCatholic</b>
January 8, 2021	<b>2020 Appeal Closes</b>
January 13, 2021	<b>2021 Appeal Begins</b>
January 27, 2021	<b>2020 Annual Appeal Progress Report Mailed to Parishes</b>

*Note: In the second half of 2020 we will begin hosting Giving Society receptions and other events for major gift (\$1,500 and above) donors to the Annual Appeal.*



# Annual Appeal Frequently Asked Questions

## What is the Annual Appeal?

The Archdiocese of Washington conducts the Annual Appeal each year to support the mission and ministries of our local Church. Parishioners across all parishes and missions are invited to join in this critically important outreach. As in every year, 100% of donations to the Annual Appeal are designated solely for the ministries and programs of the Appeal. The Archdiocese absorbs the administrative costs of conducting the Appeal through other funding sources. *Annual Appeal support is never used for settlements or legal fees relating to the abuse challenges of the Church.*

## What are the ministries and programs supported by the Appeal?

**Catholic Schools and Catechesis:** Donations to the Annual Appeal support the moral and intellectual formation taking place at our 63 Archdiocesan schools and early learning centers. Contributions also support the Office of Catechesis, which helps shepherd thousands of lay people through the Sacraments of Initiation each year through parish RCIA and RCIC programs.

**Vocations and Clergy:** The John Paul II Seminary is a vibrant and growing seminary, with 50 young men presently living and studying there and serving the local community. Appeal donations support our seminarians, as well as the Office of Consecrated Life, the Office of the Permanent Diaconate, and the Office of Vocations. Donations also support numerous other programs that provide for the spiritual and temporal needs of our priests and religious - equipping them to be ministers of God.

**Family, Pro-Life and Special Ministries:** Appeal donations help our Archdiocese uphold the dignity of life, from direct services provided to women and families in need, to advocacy programs that seek to protect and uphold the dignity of life in all its stages from conception to natural death. Through the Secretariat for Pastoral Ministry and Social Concerns, donations also support special needs programs, outreach and cultural diversity ministries, international apostolates, and ecumenical programs that care in a special way for our brothers and sisters on the peripheries.

**Campus Ministries and Chaplains:** Appeal donations support the many chaplains who celebrate the Sacraments and provide spiritual direction at our local universities, hospitals and prisons. Donations also fund Catholic student centers active at our local universities - American University, Howard University, George Washington University, Gallaudet University, the University of Maryland, and St. Mary's College.

**Communications and Parish Ministries:** The Archdiocese's Office of Communications provides avenues for parishes and parishioners to be informed of major events and news both within and beyond our local Church. The TV Mass, broadcast each Sunday on local TV and simulcast online, brings the liturgy to those who are unable to be physically present at Mass. Our parish ministries include evangelization programs, young adult programs, and other services that enhance the communal life of our parishes.

**Catholic Charities:** Catholic Charities is the charitable arm of the Archdiocese of Washington. Through your Appeal donation, you help Catholic Charities provide essential programs such as legal and financial services, food assistance, employment and adult education, housing and shelter programs, health care programs, and much more.

## How can parish leaders and parish committees help to make the campaign successful?

People give to people, and people give to something they believe in. It is important that, throughout this campaign, we continue to communicate with zeal the essential services provided by the Appeal, and invite others to join with us in support of the Appeal through their monetary gifts as well as through their prayers.

## Announcement Weekend | February 8 & 9, 2020

The focus of Announcement Weekend is to provide substantial information about the use of Annual Appeal funds and to advise parishioners that there will be a special appeal at Mass the following weekend.

### ANNOUNCEMENT WEEKEND CHECKLIST

- ☐ *When the box of Appeal materials arrives:* Open materials and check quantities
- ☐ Posters displayed prominently in church
- ☐ Brochures and FAQs placed in pews for parishioners for every Mass
- ☐ Bulletin announcement
- ☐ Prayer included in Prayers of the Faithful
- ☐ Pulpit announcement –*and/or-* Celebrant/lay speaker remarks

### APPEAL MATERIALS

Before Announcement Weekend, confirm the quantities of the following items:

- ☐ Posters
- ☐ Frequently Asked Questions (FAQs)
- ☐ Brochures (booklets)

### POSTERS DISPLAYED PROMINENTLY IN THE CHURCH

Each parish should prominently display their Annual Appeal posters by Announcement Weekend. If your parish has a school, a poster should be displayed in the school.

### BROCHURES AND FREQUENTLY ASKED QUESTIONS (FAQs)

Brochures and Frequently Asked Questions (FAQs) should be set in the pews before the weekend Masses. Ushers should be asked to help replenish and organize brochures and FAQs before each Mass.

### BULLETIN ANNOUNCEMENT

*Next weekend [Parish name] will ask you to prayerfully consider your gift to the 2020 Annual Appeal. This weekend, brochures and frequently asked questions about the Annual Appeal are available in our church to help inform your giving. You may also visit the Annual Appeal website at [appeal.adw.org](http://appeal.adw.org).*

*The Annual Appeal supports more than 60 ministries and programs that benefit countless women, men, children and families in the Church of Washington, including within our own parish and local community. For example, Appeal funds support [insert ministries in your parish that receive training or other forms of Archdiocesan support].*

*As in every year, 100% of your contribution to the Annual Appeal will be designated to the ministries and programs supported by the Appeal. Thank you for your prayerful consideration and generous response.*

MS Word versions of all announcements and scripts are available at:  
**[appeal.adw.org](http://appeal.adw.org) → Parishes Only → Password: briefings**

## Announcement Weekend | February 8 & 9, 2020 *(continued)*

### PRAYER OF THE FAITHFUL

*That we may see the work of the Annual Appeal as an opportunity to extend ourselves in love and service beyond the boundaries of our local parish, let us pray to the Lord.*

-or-

*That as faithful stewards of the gifts God has entrusted to us, we may give generously to the Annual Appeal and share the benefits of our blessings, let us pray to the Lord.*

### PULPIT ANNOUNCEMENT

*Next weekend, parishioners will be asked to prayerfully consider their pledge to the 2020 Annual Appeal. Please take a brochure and frequently asked questions on your way from Mass today to learn about the many ministries and programs supported by the Annual Appeal. This information is to help guide your giving. We hope that every parish family will make a pledge next weekend. No donation is too small. Thank you in advance for your generous response.*

### TALKING POINTS FOR CELEBRANT OR LAY SPEAKER

As an enhancement to or in lieu of the pulpit announcement (above), parishes are encouraged to have the celebrant or a parish lay speaker present during Announcement weekend. The remarks should be no longer than 2-3 minutes. Below are suggested talking points:

- *Archbishop Gregory has chosen the theme Hearts Filled With Hope for the 2020 Annual Appeal. In the midst of these turbulent waters as a Church, we are reminded of Jesus's hand that is always extended forth to pull us from depths and bring us closer to Him. [Expand on the theme of hope.]*
- *The Annual Appeal is one way to reach out and support other members of the Body of Christ. It offers help to those who are suffering spiritually and physically. It supports education from childhood through adulthood, from lay formation to priestly formation. It reaches out to those who are not members of the Body through evangelization efforts.*
- *One (or more) ministries that benefit our own parish include(s):*

*Office of Vocations  
John Paul II Seminary  
Office of Consecrated Life  
Office of Permanent Diaconate  
Office of Catechesis  
Catholic Schools  
Youth Ministries/CYO  
Office of Evangelization  
Office of Pastoral Planning  
Office of Worship  
Young Adult Ministry  
Campus Ministry*

*Office of Family Life  
Office of Life Issues  
Project Rachel  
St. Ann Center  
Office of Communications  
Carroll Media  
Catholic Charities  
Cultural Diversity & Outreach  
Special Needs Ministries  
Hospital Ministry  
Prison Ministry  
Missionary Cooperative*



## Commitment Weekend | February 15 & 16, 2020

The Commitment Weekend is when Archbishop Gregory will offer the homily at each Mass, either through a played video/audio recording, or through the Pastor reading his homily script. The Pastor will then lead his parishioners through the in-pew commitment process. *How the in-pew Appeal is implemented is nearly as impactful on the outcome as the case for support.*

### COMMITMENT WEEKEND CHECKLIST

- ☐ When the box of Appeal materials arrives: Open materials and check on quantities
- ☐ Pencils pre-stuffed into the pledge envelopes
- ☐ Bulletin announcement
- ☐ Prayer included in Prayers of the Faithful
- ☐ Replenish brochures and FAQs in the church
- ☐ Ushers distribute envelopes and pencils in the pews
- ☐ Archbishop's Homily: Video/audio recording or script
- ☐ Pastor leads in-pew process
- ☐ Ushers collect envelopes

### APPEAL MATERIALS

By Commitment Weekend, you will have already opened the box of Annual Appeal materials shipped to your parish in order to display the posters and distribute the brochures and FAQs by Announcement Weekend. Well before Commitment Weekend, you will also want to confirm quantities of the following:

- |  |  |
|--|--|
| <input type="checkbox"/> In-Pew envelopes  | <input type="checkbox"/> Pencils           |
| <input type="checkbox"/> Pre-paid postage boxes and envelopes to submit Appeal gifts | <input type="checkbox"/> Transmittal forms |

*Note:* The parish will separately receive the Commitment Weekend homily recording, whether the video DVD or audio CD/mp3 depending on what was requested. This package will be shipped by the first week of February.

### PRE-STUFFING ENVELOPES WITH PENCILS

Before Commitment Weekend, have volunteers or parish staff stuff the provided pencils into the pledge envelopes. This will greatly expedite the in-pew process.

### BULLETIN ANNOUNCEMENT

*This weekend is Commitment Weekend for the 2020 Annual Appeal. Please be generous in making your pledge. No gift is too small and will support more than 60 ministries and programs benefitting countless women, men, children and families in the Church of Washington, including within our own parish and local community. As in every year, 100% of your contribution to the Annual Appeal will be designated to the ministries and programs supported by the Appeal. Thank you for your prayerful consideration and generous response.*

## Commitment Weekend | February 15 & 16, 2020 *(continued)*

### PRAYER OF THE FAITHFUL (same options as for Announcement Weekend)

*That we may see the work of the Annual Appeal as an opportunity to extend ourselves in love and service beyond the boundaries of our local parish, let us pray to the Lord.*

-or-

*That as faithful stewards of the gifts God has entrusted to us, we may give generously to the Annual Appeal and share the benefits of our blessings, let us pray to the Lord.*

### REPLENISH BROCHURES AND FAQs IN THE CHURCH

Parish staff/ushers are asked to please take any remaining brochures and FAQs that were put out for Announcement Weekend, and have them reorganized and put out for Commitment Weekend. These may be placed in the back of the church and/or elsewhere within the church for parishioners to take copies before Mass.

### HOMILY (TWO OPTIONS)

#### *Option One*

Archbishop Gregory will give the Commitment Weekend homily, whether by video/audio recording, or by the Pastor reading his homily script. If your parish prefers to show the video/play the audio recording, make sure to test the A/V system well in advance of Commitment Weekend. If the equipment is adjustable, make the necessary adjustments for the best video/sound and make note of the appropriate settings.

In advance of Commitment Weekend, assign a person for each Mass who will play the audio/video recording. Ideally, a single person will play the recording for *all* the Masses.

#### *Option Two*

As mentioned above, instead of playing the video or audio recording of Archbishop Gregory's homily, a Pastor may elect to read a script of his homily. That script, as with all Annual Appeal materials, is available at: [appeal.adw.org](http://appeal.adw.org) → Parishes Only → Password: Briefings.

### DISTRIBUTE ENVELOPES AND PENCILS (TWO OPTIONS)

#### *Option One (Preferred Option)*

It is preferred that the ushers distribute the envelopes (pre-stuffed with pencils) by hand immediately after the homily to begin the in-pew commitment process. The Pastor should give the cue to the ushers to begin distributing the envelopes and should wait to commence the in-pew process until every parishioner has an envelope.

#### *Option Two*

If you choose to place envelopes and pencils in the pews ahead of time, before Mass begins, have ushers or volunteers be ready to provide extra pencils and envelopes to parishioners searching for an envelope at the beginning of the in-pew process. Envelopes and pencils should be straightened up and replenished after/before each Mass.

### IN-PEW COMMITMENT PROCESS AFTER HOMILY

After the homily has been given and once the envelopes are distributed, the Pastor begins the in-pew process. While the script may seem cumbersome, it has been shown year-after-year – and across many dioceses – that those parishes that closely follow the script see significantly higher rates of completed envelopes and higher average gifts.

The Pastor should feel free to edit the script to fit his delivery style. Once the updates are made, the script should be reprinted in 14-point type and double spaced for easier reading.

Be sure to have a pledge envelope with you on the ambo/pulpit!

And please be sure to allow enough time in the *pauses* for parishioners to complete the fields!

**On behalf of the Archbishop, I thank all of you who have already given this year to the Annual Appeal as well as those who have given in past years. As you know, many of the ministries supported by the Appeal directly benefit our own parish and members of our local community.**

[Feel free to give an example of ministries benefiting the parish.]

**But even for those ministries supported by the Appeal that do not directly benefit our parish, it is good for us to support our sisters and brothers across our Archdiocese.**

**I now ask each parish family to make a pledge according to their own financial ability. No gift is too small, and we are not asking you to make a cash or check contribution at this time.**

**Could one member of each household take an envelope and be sure you have a pencil as well. I will proceed once I see that everyone has an envelope. Ushers can you please assist any parishioners who do not have an envelope or pencil.**

[PAUSE to make sure everyone has an envelope.]

**You can begin by opening the pledge form and filling out the fields for your name and address. I will again pause a moment while you complete that information.**

[PAUSE for 10-20 seconds.]

**As you complete your contact information including your phone number and email address, please also be sure to write our parish name on the provided line so that our parish is credited with your gift. If you are a visitor or member of another parish in our Archdiocese, you may indicate your home parish on the provided line.**

[PAUSE for a few moments.]

**If you have already contributed to the 2020 Annual Appeal by mail or online, please check the appropriate box at the bottom of the form and do not fill out any financial commitment information. The Archdiocese does not want to double count your pledge.**

## **Commitment Weekend | February 15 & 16, 2020** *(continued)*

If you are making your commitment today, please turn to the box on the right and choose a gift amount that is sacrificial and appropriate for you by checking the box next to the gift or by writing the specific amount on the form. I'd like to remind you that you can spread your gift over 10 months and that there is no need to provide a payment today unless you wish to.

[PAUSE for a few moments.]

If you do wish to make a payment today, write the amount of the payment in the box marked Amount Enclosed. Checks should be made payable to "Annual Appeal."

There is space to provide credit card information if you would like to fulfill your gift that way. Please check the appropriate box to indicate whether you want a one- time charge for the entire pledge or to make 10 equal monthly payments on your credit card.

Be sure to subtract any payment you are making today from the full amount of your pledge and note the Balance to be Paid on the line provided.

[PAUSE for a few moments.]

If you do not wish to contribute at this time, please check the appropriate box that indicates that you will not be making a gift now. Then everyone please tear off the commitment form, place it in the envelope with your payment if you are providing one, and seal the envelope.

[PAUSE for a few moments.]

I will now ask the ushers to collect your pledge envelopes and pencils. Thank you for your patience and generosity. On behalf of the Archbishop and myself, I am grateful for your support.

Please proceed to Pg. 15 for how gifts should be processed.

## Follow-Up Weekend | February 22 & 23, 2020

Follow-Up Weekend is an abbreviated version of Commitment Weekend, to invite those parishioners who may have missed the in-pew process last weekend, or were not ready to make a commitment at that time, to now make their gift to the Annual Appeal. There is no recorded/scripted homily, and the in-pew process is a shortened version of the Commitment Weekend process. Parish staff and volunteers should nonetheless follow the same procedure as Commitment Weekend, except for the need to set up the homily recording.

### FOLLOW-UP WEEKEND CHECKLIST

- ☐ Envelopes reorganized/pencils stuffed into envelopes
- ☐ Bulletin announcement
- ☐ Prayer included in Prayers of the Faithful
- ☐ Replenish brochures and FAQs in the church
- ☐ Ushers distribute envelopes and pencils in the pews
- ☐ Mass Celebrant or lay leader leads in-pew process
- ☐ Ushers collect envelopes

### ENVELOPES REORGANIZED AND STUFFED WITH PENCILS

Envelopes from Commitment Weekend should be reorganized and prepared for Follow-Up Weekend. Damaged envelopes should be removed from circulation, as should any broken or damaged pencils. The remaining/good envelopes should again be stuffed with pencils to be ready for Follow-Up Weekend.

### BULLETIN ANNOUNCEMENT

*Thank you to all parishioners who made a gift to the Annual Appeal last weekend. We appreciate your support. If you did not have a chance to make your gift last weekend, or you needed more time to prayerfully consider your gift, pledge envelopes will again be available in the church this weekend, and completed envelopes can be placed in the offertory basket. You may also make your pledge online at [appeal.adw.org](http://appeal.adw.org).*

*No gift is too small and will support more than 60 ministries and programs benefitting countless women, men, children and families in the Church of Washington, including within our own parish and local community. As in every year, 100% of your contribution to the Annual Appeal will be designated to the ministries and programs supported by the Appeal. Thank you for your generous response.*

### PRAYER OF THE FAITHFUL

*That all those who have so generously responded to the Annual Appeal may be rewarded with the growth, love and joy that giving generously brings, let us pray to the Lord.*

### REPLENISH BROCHURES AND FAQs IN THE CHURCH

Parish staff/ushers are asked to please take any remaining brochures and display them in the back of the church and/or elsewhere within the church building for parishioners to take copies before or after Mass.



## **Follow-Up Weekend | February 22 & 23, 2020** *(continued)*

### **DISTRIBUTE ENVELOPES AND PENCILS**

Place envelopes pre-stuffed with pencils in the pews before Mass begins. Have ushers or volunteers be ready to provide extra pencils and envelopes to parishioners during the in-pew process. Envelopes and pencils should be straightened up and replenished after/before each Mass.

### **IN-PEW COMMITMENT PROCESS AFTER HOMILY**

If someone other than the Mass Celebrant is going to lead the Follow-Up Weekend In-Pew Process, they should introduce that person immediately following the Homily. The following script should then be given:

**Thank you to all who responded by mail or during the appeal at Mass last weekend. We want to take a few short minutes to allow those who didn't have an opportunity to make a gift last weekend, or wanted to prayerfully consider their gift, to fill out a pledge envelope now.**

**Our total giving is important, but so is our total participation. So I please ask every family of our parish to complete a pledge form. No gift is too small and we are not asking you to make a payment at this time.**

**I will wait a moment while you find an envelope in the pew and for our ushers to provide additional envelopes as needed.**

[PAUSE for a few moments.]

**You can begin completing the contact information on the left side of the pledge form. Please also be sure to write our parish name on the provided line so that our parish will receive credit for your gift.**

**If you are a visitor from another parish, you may list your home parish's name and city so that they will receive credit.**

[PAUSE for 10-20 seconds.]

**Once you have completed your contact information, please refer to the box on the right and choose a gift that is sacrificial and appropriate for your family by checking the box next to the gift or writing the amount on the form.**

**There is no need to provide a payment today unless you wish to. If you are making your commitment today your gift can be pledged over 10 months.**

**If you have already contributed by mail or online, please check the appropriate box at the bottom of the form and do not fill out any financial commitment information. We do not want to double count your pledge.**

[PAUSE for a few moments.]

**If you do wish to make a payment today, write the amount of the payment in the box marked Amount Enclosed. Checks should be made payable to "Annual Appeal."**

## **Follow-Up Weekend | February 22 & 23, 2020** *(continued)*

There is space to provide credit card information if you would like to fulfill your gift that way. Please check the appropriate box to indicate whether you want a one- time charge for the entire pledge or to make monthly payments.

Be sure to subtract any payment you are making today from the full amount of your pledge and note the Balance to be Paid on the line provided.

[PAUSE for a few moments.]

If you do not wish to contribute at this time, please check the appropriate box that indicates that you will not be making a gift now. Then tear off the commitment form, place it in the envelope with your payment if you are providing one, and seal the envelope.

[PAUSE for a few moments.]

I will now ask the ushers to collect your pledge envelopes. Thank you for your patience and generosity. On behalf of the Archbishop I am grateful for your support.

**Please proceed to Pg. 15 for how gifts should be processed.**

## Processing Instructions

Gift processing for the 2020 Annual Appeal is designed to make it easy for parishes to collect and submit the gifts received during Commitment and Follow-Up Weekends. This is our second year working with Aegis Premier Technologies to process all 2020 Annual Appeal in-pew and direct mail gifts. We endeavor to maintain a 48-hour turnaround for acknowledgements to be mailed from the day gifts are received.

### PROCESSING CHECKLIST

- ☐ Remove any pencils from the envelopes. *Keep everything else in the envelope and close back up.*
- ☐ Transmittal form – count and record:
  - ☐ Completed envelopes
  - ☐ Loose checks/money orders
  - ☐ Loose cash: Count and deposit in the parish account, and issue a parish check.
- ☐ Place envelopes, checks and cash into the provided pre-paid box/envelope. Place the transmittal form in the box, seal, and drop off at your local USPS office.

### REMOVE PENCILS FROM ENVELOPES

To expedite the processing time for parishioners to receive acknowledgement letters as soon as possible, we ask for your assistance in removing any pencils that may have been placed back in the envelopes. Please carefully open any envelopes that have pencils inside and remove the pencils. Everything else should be left in the envelope, then closed and taped shut. *Thank you for your assistance with this step.*

### COMPLETE TRANSMITTAL FORM

1. Please count and record the number of envelopes on the provided transmittal form. Include any envelopes that may have been returned directly to the parish from the mailing that was sent directly to 2019 Annual Appeal donors in January.
2. Next, count and record on the transmittal form any loose checks or money orders. The *Archdiocese is able to process any checks made out to "Annual Appeal", "Archdiocese" and even to your parish.*
3. Finally, count and deposit any loose cash, and issue a parish check of the total amount payable to the Annual Appeal. That check may be included in the count of checks and money orders on the transmittal form.

### PREPARE PACKAGE TO SEND OUT

Place the completed transmittal form into the pre-paid box or envelope along with the pledge envelopes and loose checks. Seal and drop off the package at your local U.S. Post Office or schedule a pick-up by visiting [usps.com](https://usps.com). If you have issues with the packages or transmittal forms, please contact Darlene Cruz at (301) 853-4575 or [cruzd@adw.org](mailto:cruzd@adw.org). For your reference, all boxes and envelopes should be addressed to: Archdiocese of Washington, P.O. Box 90660, Washington, DC 20090-0660.

### Space for Additional Notes

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.