



COURAGEOUSLY  
*Living the Gospel*

## DIOCESE OF ST. PETERSBURG

Office of the Chancellor

*Mailing Address:*  
Post Office Box 40200  
St. Petersburg, FL 33743-0200  
www.dosp.org

*Office:*  
6363 Ninth Avenue North  
St. Petersburg, Florida 33710  
727-344-1611  
Fax: 727-345-3086

### MEMORANDUM

TO: Pastors / Parish Secretaries

FROM: Deacon Rick Wells, J.C.L., Chancellor for Canonical Affairs *RW*

DATE: March 21, 2024

RE: **2025 Special Collections**

---

---

Please take the time to inform us of the number of materials you will need for the **2025 Special Collections**. In an effort to be good stewards of our resources, we do not want to order anything for you that you will not use.

Attached are the **Special Collections Schedule** and the **Request for Materials form**. Just fill in the information on the appropriate columns with the materials you will need for each collection.

We suggest that you **do not** conduct the following collections, as they are covered by diocesan funds: *Church in Latin America, Catholic Communication Campaign, Church Central and Eastern Europe, Good Friday Collection (Shrines in the Holy Land), Black and Indian Missions, and Catholic University*. However, if you do conduct any of these collections, these funds **must be** remitted to the Finance Office at the Pastoral Center for the Diocesan mailing to the appropriate National Office, to be included with the parish assessment.

Please return the *Request for Materials* form **NO LATER THAN FRIDAY, APRIL 19, 2024**. If you do not need envelopes for these collections, please return the form, indicating **NO ENVELOPES OR MATERIAL NEEDED**. If we do not receive your parish information, we will presume that you will not need any materials for 2024.

Choices of materials are as indicated below. **Please note** that when there is an indication of *Bilingual*, the materials are in **both** English and Spanish in the same document. If there are choices for separate documents in either language, we have indicated it by adding footnotes to the form.

1. Envelopes – Bilingual
2. Flyers: *Helpful facts about the appeal and is suitable for insertion in parish bulletins* – Bilingual
3. Posters – Bilingual
4. Prayer cards – **Only** for the Catholic Relief Services **and** Catholic Campaign for Human Development Collections. Not bilingual but separately in English and Spanish.
5. Parish Kit — A complete packet with information concerning each collection.

*Enclosures: Schedule and Materials Request Form*