**In-Pew/Commitment Weekend**

**February 1, 2026**

We ask that all parishes review the in-pew pledge process carefully and follow these instructions ***exactly as prescribed.***

1. **PREPARATION FOR COMMITMENT WEEKEND**

As soon as you receive the shipment of the Parish Resource Package, open the boxes, and check to make sure that you have received sufficient quantities of all items. Also, prior to Commitment Weekend, make certain that you have enough pencils. Make the QR Code Postcards available around the church.

1. **THE IN-PEW PLEDGE PROCESS**

The ***most important part*** is being sure that the envelopes are ***handed out*** by ushers/volunteers to each family in all the pews and ***collected at the conclusion of the process by ushers/volunteers***.

1. **IMPORTANT TIPS FOR IN-PEW PROCESS**

* Preparation: Load every 2nd or 3rd pledge envelope with a pencil, then close the flap of the envelope, but don’t seal them.
* Then ‘fan’ the envelopes into alternating counts of 8, 10 or 12 before putting them into the baskets for handing out at Masses. This helps speed distribution of envelopes to parishioners at Masses. You should have enough volunteers to be able to ***hand out*** the pledge envelopes to all pews in the parish in a few minutes.
* NOTE: The envelopes are bilingual in Spanish and English. Please follow the same procedure for the Spanish Masses (handing out the envelopes pew by pew).

1. **TRAINING THE VOLUNTEERS AND INFORMING THE USHERS**

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

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

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

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

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

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

1. **LEADING THE IN-PEW PROCESS ON COMMITMENT WEEKEND**

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

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

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

There is also a QR code on all the in-pew envelopes, and QR Code postcards are included in the package you received, so parishioners may choose to bring in their phone and scan the QR code to make a donation. This option should be offered during the in-pew pledging process.

1. **THE IN-PEW SCRIPT**

The Pastor may edit the script to fit his speaking style. If you wish to revise the script to match your speaking style, you may do so.

1. **IN-PEW SOLICITATION PROCESS**

Please fully implement the in-pew process for Commitment (February 1) and Follow-Up (February 8) Weekends as described in this guide. Remember that many things – even small things – can affect the outcome of the in-pew process. Among them are the availability of supplies and even the attitude of the people who are distributing them. ***Note: Please, go through the envelopes with the parishioners in detail and fill it out with them. This encourages everyone to participate and ensures that we have accurate handwriting and prompt processing.***

1. **Labeling Envelopes & Sending For Processing**

Our diocese uses Letter Concepts as our gift processing partners. They are a trusted partner who works with many Catholic dioceses and organizations around the country. They will be processing all in-pew gifts, including cash, checks, and credit cards. Please, **DO NOT OPEN** the envelopes, as this year we are taking sensitive credit card information on the envelopes. Letter Concepts is fully equipped to process these gifts in a secure manner.

After each Mass, the in-pew envelopes should be taken by a designated staff member or volunteer to a secure place.

Also, **DO NOT** remove Cash from the envelopes as has been done in previous years. Letter Concepts will process cash.

**DO** use the labels provided by Letter Concepts in your Parish Resource Package. Simply match the labels to the name and address you see on the outside of the pledge envelope. If you cannot find a label, please, attempt to find a Diocesan ID and clearly right it on the front of the envelope.

**DO** stuff the unopened, labeled envelopes in the FedEx envelopes provided by Letter Concepts and send to them. Please, take note of their P.O. Box and retain for your records. ***Once your FedEx envelopes are used, or if you have smaller batches of envelopes at any point of the appeal, please First Class the envelopes to Letter Concepts.***

We ask that all parishes distribute the envelopes to parishioners by hand*.* ***PLEASE DO NOT ASK PARISHIONERS TO TAKE THE ENVELOPES HOME*** as most people will ***NOT*** fill out and return them. Every family should get an envelope, and all envelopes should be collected immediately at the conclusion of the process.

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