

M E M O R A N D U M



COURAGEOUSLY
Living the Gospel

TO: Pastors, Parish Staff & Appeal Lay Leaders

FROM: Robert Jurman, Senior Director of Development;
Emeline McKeown, Director of Annual Appeals

RE: FedEx Envelopes & Shipping Policies – **ATTN Read In Detail!**

The Development Office has provided each parish with 5 prepaid FedEx Envelopes. These envelopes are to be used for packaging and sending the Commitment Weekend in-pew envelopes to our partners, *Cathedral Letter Concepts*, for processing. With these envelopes, there is a set of forms that have been pre-filled with a mailing address, *33 Massirio Drive* for Letter Concepts. This address is only used when sending FedEx packages to them. All other packages via UPS, USPS, etc. must be mailed to their *P.O. Box 458*. Please note that Letter Concepts' official name is "*Cathedral Letter Concepts*," so if FedEx mentions this business name when sending the package, do not worry. That is correct. Please, use the below guide when preparing and mailing packages to Letter Concepts:

1. For All FedEx Envelopes & Packages Send them to this address ONLY:

Cathedral Letter Concepts
Attn: Processing Department
33 Massirio Drive
Berlin, CT 06037

2. For All OTHER Envelopes & Packages (*USPS, UPS, etc.*) send them to this address ONLY:

Cathedral Letter Concepts
P.O. Box 458
Kensington, CT 06037-0458

3. Please note: A New Gift Remittance Document has been uploaded to the 2026 Parish Resource Page reflecting this updated guidance.

Please note: Resource materials including sliders, bulletin inserts, social media graphics, and more are available for download at www.dosp.org/catholicministryappeal/2026parishresources/.

The Development Team greatly appreciates your work to support the Catholic Ministry Appeal, and we pray for its success in your parish. Please do not hesitate to call us at 727-341-6829 Emeline McKeown emckeown@dosp.org or Robert Jurman at rjurman@dosp.org if you need any additional information or assistance.