

The Loop

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March, 2011

Volume 1, Issue 3

The Loop is back! Yes, after a long absence, our newsletter returns. The Loop Newsletter is published by the Office of Stewardship & Development to keep you informed about the annual Catholic Charity Appeal. We will “keep you in the loop” regarding news and events which we hope you will find helpful and informative.

In-pew Solicitation: 10 Steps to Success

1. Be sure that parishioners have at least two weeks advance notice before they are asked for their gifts. This way they will come to Church prepared to make a pledge or cash donation.
2. Posters should be displayed in appropriate locations. Utilize special bulletin announcements, pulpit announcements and Prayers of the Faithful to inform people of the upcoming Appeal and its benefits to those in need.
3. Recruit a lay witness. The use of a lay witness is an effective means of increasing participation. Select those among your parishioners who are energetic and enthusiastic speakers. Remember that people give to people.
4. One week prior to your in-pew weekends, remind and encourage parishioners to read the Catholic Charity Brochure that was mailed to them.
5. On in-pew weekends, place in-pew envelopes and pens at the ends of the pews (be sure to replenish the supply before each Mass).
6. After the celebrant gives a brief homily, a lay witness shares briefly his/her experience regarding the Catholic Charity Appeal.
7. Either the celebrant or the lay witness should then give step-by-step instructions on how to fill out the in-pew envelope, with emphasis on promoting the pledge system. Be sure that a specific gift request (please refer to pages 20-23 in the Leadership Resource Manual for a listing of individual parish average gift amounts) is made as part of the instructions. Encourage the parishioners to complete the envelopes in church. Do not encourage them to take the envelopes home.
8. At this point, the parishioners are now prepared to make their donations. Allow two to three minutes for the parishioners to make their contributions.
9. The ushers or special collectors should now collect the completed envelopes.
10. As with all methods of solicitation, the follow-up is an essential and integral part of the Appeal campaign. In some cases, personal circumstances may prevent someone from making a gift; however, it is important that every parishioner has the opportunity to give.

Constituent Update Form

Thank you for your hard work in updating your parishioner roster. The file maintenance that you have provided is very important to us. We can ensure that your parishioner pledge cards, in-pew labels and mailings labels are printed with the most up-to-date information. Let us help you reduce the stress of updating your roster maintenance in October and “GO GREEN” at the same time by offering you the opportunity to e-mail or fax your changes more regularly throughout the year. We have attached an e-mail friendly form which you may use, or simply send your changes in the format that suits you. Please e-mail your changes to stewardship@dioceseofprovidence.org or fax to (401) 277-2120.

Our office would like to acknowledge and thank the following parishes that send us regular updates electronically:
[Cathedral of Saints Peter & Paul Parish](#)
[Saint Clare Parish in Misquamicut](#)
[Saint Catherine Parish in Warwick](#)
[Saint Cecelia Parish in Pawtucket](#)
[Saint Jude Parish in Lincoln](#)
[Saint Philip Parish in Greenville](#)
[Saint Pius X Parish in Westerly](#)

Be Sure to Check Out Our Website

Looking for some bulletin inserts or cut and paste bulletin announcements? How about a down-loaded copy of our 2011 Catholic Charity Brochure? No problem! Just visit our website at providencediocese.org for these and other helpful material to assist you in achieving your 2011 CCA goal.

In This Issue:

- In-pew Solicitation
- Constituent Update Form
- Website Reminder

