

The Loop

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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.

Description of Manuals and Guides

Does your parish struggle every year to reach the Catholic Charity goal? Are you looking for some statistics about the number of people who benefit from the Catholic Charity Appeal? Have you been recruited to serve as a lay witness presenter? Don't panic! The Office of Stewardship & Development has numerous helpful resource materials to guide you along the way. The following manuals and guides are available on our website at www.providencediocese.org:

Leadership Resource Manual

Each year the Stewardship & Development Office produces a Leadership Resource Manual to assist clergy and parish lay leaders in successfully conducting the Catholic Charity Appeal at the parish level. This comprehensive manual covers a variety of topics to provide for an easy reference for these key volunteers. Sections of the manual are revised each year. The Leadership manual is a tool that, if effectively applied, will assist parishes in conducting the most effective Appeal possible.

A Guide for the Lay Witness Presenter

The in-pew method of solicitation can be very effective in soliciting a large percentage of the congregation on a single weekend. It is likely that most of the people who attend Mass on the In-pew Weekend will contribute to the Catholic Charity Appeal. This is a great opportunity to reach these parishioners and increase participation. This Guide for the Lay Witness Presenter will be helpful in the preparation and delivery of a lay witness presentation.

Ministry Impact Statement Booklet

This booklet contains impact statements for the ministries of the Secretariats for Catholic Education and Evangelization, and Catholic Charities and Social Ministry. These impact statements from our various ministries answer three questions; namely, "What we do," "Why we do it," and "How we do it." We encourage the use of these impact statements within your parish's bulletin announcements, pulpit announcements and lay witness remarks presented on your in-pew weekends.

The Appeal Process – A Week by Week Action Plan

This guide for parish leaders details action plans for ten weeks of the Catholic Charity Appeal. From attending our workshops on week 1 to thanking donors on week 10, this is an invaluable tool for both the novice and seasoned chairperson. Throughout this guide, you will be introduced to information that will assist you in achieving your Catholic Charity goal. In addition, resource material has been referenced along with an occasional symbol indicating a great idea which may be of help to you in your Appeal efforts. This guide may be just the blueprint you need for a successful Catholic Charity Appeal at your parish.

A Guide for the New Catholic Charity Appeal Chairperson

You have been asked to serve as a parish chairperson for the Catholic Charity Appeal. Now what? The *Guide for the New Catholic Charity Appeal Chairperson* explains your responsibilities while detailing some basic tools that you will utilize such as the pledge card and in-pew envelope. In addition to summarizing the ten steps to success for in-pew solicitation, this guide also includes a description of the materials that are provided in your parish tool kit.

Frequently Asked Questions About the Catholic Charity Appeal

Do you have a question about the Catholic Charity Appeal? This guide addresses general questions about the Appeal as well as questions from donors and parish secretaries. What is the Bishop's Partnership in Charity? How can I make a gift online using my credit card? Should our parish plan for one or two in-pew weekends? These questions plus twenty-two others are answered in this informative guide.

Did You Know?

Through the generosity of Appeal donors, a total of 4,925 youth attended 168 retreats from over 68 parishes and 13 schools. Moreover, 1,094 youth were able to attend the Mother of Hope Camp in Chepachet.

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Description of Manuals and Guides Continued

Catholic Charity Appeal Monthly Bulletin Insert Booklet

The Monthly Bulletin Insert Booklet contains five bulletin inserts that can be used to promote the annual Appeal. The inserts begin in February with the Appeal Prayer. The March bulletin insert announces the start of the Appeal and the April insert indicates that it is the goal of every Catholic Charity Appeal ministry to continue the redemptive work of Christ in our world. In May, an insert includes some statistics about the number of people who benefit from the annual Appeal. The final bulletin insert in June encourages that “It’s not too late to pledge your support.”

Your Catholic Charity Fund Appeal Dollars at Work

Have you been recruited to provide a lay witness presentation? Are you looking for some short stories of hope and impact to include in your talk about the Catholic Charity Appeal? Page through this guide which includes a compilation of stories about those who have benefited from the Catholic Charity Appeal. This guide includes heartwarming stories from Saint Martin de Porres Center, Saint Antoine Residence, Project Hope, Keep the Heat On, and the Office of Comprehensive Youth Ministry.

Secrets to Success to Ensure a Successful Catholic Charity Appeal

This guide spotlights three parishes in our diocese (Christ the King in Kingston, Saint Timothy in Warwick, and Saint Patrick in Providence) that have conducted successful Catholic Charity Appeals. The guide includes the preparation, methodology, follow-up and even includes words of wisdom from the pastors. We encourage you to read through this resource to see how these parishes conduct their Appeal effort.

Effective Strategies to Achieve Your Goal

Pastors recently participated in a questionnaire where they shared their strategy for their parish’s primary and follow-up methods of solicitation. Pastors also shared their secrets to success in achieving their parish’s Catholic Charity goal. Responses from the questionnaires were compiled by the Office of Stewardship & Development into a guide, *Effective Strategies to Achieve Your Goal*, for distribution to pastors and Catholic Charity Appeal chairpersons. These “effective strategies” will prove to be an invaluable resource for parish leadership teams in conducting a successful Catholic Charity Appeal.

Workshop Reminder



There will be two novice workshop sessions which will be held on **Monday, January 23rd from 4:00pm to 5:00pm** and **Wednesday, January 25th from 6:00pm to 7:00pm**. There will also be two advanced workshop sessions which will be held on **Monday, January 23rd from 6:00pm to 7:00pm** and **Wednesday, January 25th from 4:00pm to 5:00pm**. Please note that parish Appeal tool kits will be distributed at the workshops. We encourage you to attend and hope to meet and greet you there.

Gift Credit Policy Clarified

In order to eliminate confusion over which parish gets credit for a gift during the Appeal, the Pastor Oversight Committee has approved the following policy:

- Credit for a gift to the Catholic Charity Fund shall be given to the parish from which it is received by the Stewardship & Development Office or its agents.
- The only exception to this rule will be when the donor indicates in writing that they wish their gift to be credited to another parish.
- In the event of a dispute regarding credit for a gift, the pastor of the parish wishing credit should contact the donor and ask the donor to contact the Stewardship & Development Office via telephone or email to inform them of their intention to give credit to the parish in question. The Stewardship & Development Office will then contact the parish losing gift credit to inform them of the change.

Revised In-pew Envelope

The in-pew envelope has been revised for the 2012 Catholic Charity Appeal. Therefore, **please discard all blue in-pew envelopes from last year**. The new **yellow** in-pew envelope reflects a change in Section A of the in-pew envelope which is designated for personal information. Due to the above-mentioned article regarding a change in the gift credit policy, **the parish where the in-pew envelope is returned will receive credit for the gift**. Therefore, to reflect this change in policy, a check box has been added in section A which states, “**Your gift will be credited to this parish unless you check the following box.**” The checked box indicates, “**I am / We are visiting this parish. Please credit this gift to the parish where I am registered.**”

“The Loop” Feedback

We want to hear from you. Do you find this newsletter helpful? Does it provide you with valuable information to assist you in achieving a successful Catholic Charity Appeal in your parish? We hope it does. Do you have any comments or suggestions on how we can improve this newsletter to serve you better? Please send your feedback to stewardship@dioceseofprovidence.org.