

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.

Parish Roster Maintenance

We have some great news to share with you!

Remember past years around this time when you received that dreaded e-mail from the Stewardship & Development Office with your parish roster attached? I don't have to remind you what an arduous and time-consuming task this was for your parish staff to review the voluminous pages of your roster for any additions, corrections or deletions.

Well, we have heard your discontent and we have responded appropriately. I am happy to announce that we have recently contracted the services of PeachtreeData which specializes in data health and processing services. Using this innovative technology, the Office of Stewardship & Development, in collaboration with PeachtreeData, will enable this annual process to be accomplished with ease and accuracy.

Here's how the new automated roster maintenance process will work:

We ask that you contact your parish's budget envelope company and ask them to forward your active parishioner budget envelope database to dfrachiseur@peachtreedata.com. Please indicate to your budget envelope company that the file **must be provided in a CSV format and be limited to the fields in the sample illustrated in Exhibit 1 attached to this e-mail (you can forward the Exhibit 1 attachment to the company via e-mail)**. We kindly ask that you note "2014 CCA Roster Maintenance" in the subject line of the e-mail and also indicate your parish name.

If you believe that your parishioner database is more accurate than the budget envelope company's database, please forward a file from your parishioner database directly to PeachtreeData at dfrachiseur@peachtreedata.com. You must provide the file in the format displayed in Exhibit 1 attached. Again, the above mentioned notation in the subject line of the e-mail would be very much appreciated.

The Stewardship & Development Office will also send our most recent Catholic Charity Appeal roster for your parish to PeachtreeData. PeachtreeData will then compare the file sent by your envelope company with the file for your parish sent from our office and we will implement the changes electronically. It's that simple!

We are confident that this new and easy process will eliminate the many hours of secretarial work, and at the same time, produce an accurate and up-to-date file that we can utilize to print your parishioner pledge cards and in-pew/mailling labels. Without a current and updated roster from your parish, funds will be wasted in the printing of material that is not needed (deceased donors or donors who have moved away).

Please ensure that the database (whichever is more accurate – your budget envelope company's database of your parish's database) is forwarded to PeachtreeData by Friday, October 11, 2013. If we do not receive a response by this date, we will assume that there are no changes and will note this in your parish file.

I look forward to your continued cooperation to ensure another successful Appeal in 2014. If you have any questions regarding this new initiative, please feel free to contact our Database Manager, Karen Hollands, at 277-2121. Thank you for your continued support of the annual Appeal.

Introducing: Registered Mail

Over the last three years, the Office of Stewardship & Development has been notified regarding three instances where a parish return, containing parishioner gifts to the Catholic Charity Appeal, was mailed but never received for processing by Letter Concepts. **Therefore, the Office of Stewardship & Development strongly recommends and encourages all parishes to send their 2014 Catholic Charity Appeal returns using Registered Mail.** Registered Mail is a higher priority, more secure and protected vehicle to send checks and currency using the United States Postal Service. Our office also recommends that all in-pew envelopes and/or pledge cards be photocopied (for your records) before mailing to Letter Concepts in the event that a package is lost or misplaced. More information to follow...

Did You Know?

Your support of the Catholic Charity Appeal will enable the Interfaith Community Dire Emergency Fund to continue to serve 20,250 clients annually.

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