

The Loop

Office of Stewardship & Development
One Cathedral Square
Providence, RI 02903
Telephone: (401) 277-2121
Fax: (401) 277-2120
www.providencediocese.org

March, 2015

Volume 5, Issue 3

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 Follow-up Postcards

Did you order your parish follow-up postcards yet? We recommend utilizing these postcards, which are blank on one side and a reminder note on the reverse side, for your parish's follow-up solicitation phase. If you would like to order these postcards, please call Robert Spirito at 277-2121.

BPC Follow-up Letter

Dear:

Recently, you should have received a letter from Bishop Tobin regarding the 2015 Catholic Charity Appeal. In his letter, Bishop Tobin thanked you for your past support and asked that you prayerfully consider a gift of \$_____ to this year's Appeal. As your Pastor, I am writing to you as a follow-up to the Bishop's request with the hope that I can count on your support again this year.

Your gift, given in gratitude for all the blessings that God has bestowed upon you and your family, will make a tremendous impact on many lives. Whenever and wherever needy people are helped, your support of the Catholic Charity Appeal is truly making a difference in the lives of your sisters and brothers who turn to the Church in their time of need.

Never underestimate the impact you have by bringing hope to the less fortunate within our diocese. If you are one "to whom much has been given," please consider becoming a member of the Bishop's Partnership in Charity. By doing so, you will join many other good stewards in our journey of faith together.

I want to personally thank you in advance for your generosity in support of this most worthy cause. May God continue to bless you and your family for your kindness.

Sincerely,

Guidelines for Submitting Returns

Each year the Office of Stewardship & Development processes tens of thousands of gifts to the Catholic Charity Appeal. Processing these gifts in a timely manner is critical in order for our office to provide the most up-to-date donor reports to parishes. Our goal is to dramatically reduce the amount of time expended in processing gifts, especially during the high volume months of March, April and May. Pastors, chairpersons and Catholic Charity Appeal committees rely heavily on these donor reports when conducting their follow-up efforts to ensure that every parishioner has the opportunity to make a gift.

We ask that each parish send regular, timely returns for processing. Do not hold returns as this will delay processing. The returns will include all in-pew envelopes or pledge cards. We ask that you instruct parishioners through bulletin announcements, pulpit announcements and lay witness presentations not to make checks payable to the parish. Rather, all individual donor checks should be made payable to Catholic Charity Appeal and should remain in the in-pew envelopes.

We have provided each parish with 5 sheets with 70 "New Parishioner" in-pew labels to be used when a parishioner label cannot be located. In most cases, this will occur when there is a new parishioner who has made a gift. If you cannot locate an in-pew parishioner label, simply place this label, which states that a label cannot be found, in the box indicated on the in-pew envelope. This will enable our gift processors to assign the correct parish affiliation for each gift, thereby ensuring that your parish receives credit for the new parishioner gift.

Did You Know?

Thank you for supporting the Catholic Charity Appeal. Because of you and your generosity, hundreds of families are assisted annually through child care grants from the Cabrini Fund.

In This Issue:

- Follow-up Postcards
- BPC Follow-up Letter
- Guidelines for Returns