

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.

New Procedure for Submitting Parish Returns

1. For parishes using the in-pew method of solicitation, locate the parishioner in-pew label provided in your parish tool kit and adhere to the corresponding parishioner in-pew envelope.
2. If a parishioner's in-pew label cannot be located, simply adhere a "New Parishioner Label" (also provided in your tool kit) to the box indicated on the parishioner's in-pew envelope. This will ensure that your parish will receive credit for the gift.
3. Once the in-pew labels have been adhered to the in-pew envelopes, separate gifts according to category - for example, pledges, one-time cash gifts, payment on pledges.
4. **NEW THIS YEAR:** Open all in-pew envelopes. **We recommend that you record your parishioner gifts** using the Parishioner Membership Roster provided in your tool kit. Or, if you prefer, you can photocopy all parishioners' in-pew envelopes and/or pledge cards for your records. This will be helpful if there are any discrepancies in the processing of a parishioner gift.
5. Total all one-time **cash gifts** using a calculator or adding machine (with tape). Write one parish check payable to the "Catholic Charity Appeal" for the cash received for one-time gifts only. Bundle these "one-time cash gift" in-pew envelopes along with the check and tape so donors can be credited accordingly. **NOTE:** Some parishioners choose to make a down payment with cash. If you prefer to write a parish check for this cash, please do so. Make a separate bundle of these in-pew envelopes along with the parish check and tape. If you prefer not to write a parish check for cash, simply leave the cash in the in-pew envelope the same as you would do for a parishioner check down payment.
6. Deposit all **cash** gifts into your parish bank account (for which you have written a parish check).
7. Enclose all parishioner gifts within the Priority Mail envelope (12 provided in your tool kit) and adhere the pre-addressed label (12 provided in your tool kit). Be sure to include your parish return address on the top left corner of the box.
8. Although recommended in past years, **please do not send your parish returns using Registered Mail.** Registered Mail is no longer necessary since parishes are now encouraged to open the in-pew envelopes (if staff permits) and write one parish check after totaling all cash gifts.
9. While at the post office, the clerk will provide you with a receipt. This receipt will include a tracking number for you to monitor the delivery of your package.

Catholic Charity Training

The Office of Stewardship & Development will be offering two Catholic Charity Workshops in January. We hope that many pastors and lay leadership will be able to attend these informative workshops.

In the event that you are unable to attend these workshops, the Office of Stewardship & Development would like to offer individual training for parish chairpersons and secretaries. A representative from our office is available for a personal visit to your parish. Further information will follow.

Did You Know?

Your gift to the annual Appeal impacts the lives of 21,834 children and youth as well as 2,467 volunteer catechists and aides through the Office of Evangelization and Faith Formation.

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