

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.

Reporting Procedure Reminder

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. Open all in-pew envelopes. **We recommend that you record your parishioner gifts** using the Parishioner Membership Report 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. Bundle these "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 on a pledge with cash. Please write a separate check for these down payments and bundle these envelopes separately with the tape and check.
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 envelope.
8. 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 a parish check for cash gifts and/or down payments.
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.

BPC Follow-up Letter

Dear:

Recently, you should have received a letter from Bishop Tobin regarding the 2017 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,

Your Pastor

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:

- Reporting Procedure Reminder
- BPC Follow-up Letter