

## **Memorandum**

**To:** All Pastors, Administrators, and Parish Business Managers

**From:** Bishop Peter L. Smith, Vicar General

**Date:** July 2, 2019

**Regarding:** Second Collections and Archbishop's Catholic Appeal

Enclosed are the dates for the mandated second collections to be taken up in every parish in the Archdiocese of Portland in 2020 and a list of the optional second collections. **Please remember that the mandated collections are just that – they must be taken up in each parish and mission and should be done on the dates specified.** Also according to Archdiocesan policy, please remember the following:

1. Parishes should deposit all funds received for a second collection into the parish bank account and then remit a single check for the total amount to the Department of Financial Services.
2. Parishes should remit their second collection monies to the Department of Financial Services within two months of the collection.
3. Parishes should record all second collection donations in their parishioners' donor records.
4. When remitting monies please be sure that the name of the collection is clearly specified. (Parishes can remit more than one second collection on a check as long as the amount remitted for each collection is clearly noted.)

All second collections, except the Catholic Charities collection, should be remitted to the Pastoral Center at the following address:

Archdiocese of Portland  
Attn: Financial Services  
2838 E. Burnside St.  
Portland, OR 97214

The Catholic Charities Collection is handled by Catholic Charities and should be remitted to them directly at:

Catholic Charities  
2740 SE Powell Blvd., #5  
Portland, OR 97202

Finally, please remember that these are the dates for the **2020** collections. We have remaining in 2019, collections for the Archdiocesan Seminarian Appeal on September 16th, World Missions on October 20, Triennial National Collection for the Archdiocese of Military Services on November 10, 2019, CCHD on November 17, and Retirement Fund for Religious on December 8, 2019. If you have any other questions regarding these second collections, feel free to call this office or Financial Services at 503-233-8359.

## 2020 SECOND COLLECTIONS AND ARCHBISHOPS CATHOLIC APPEAL

### **MANDATED COLLECTIONS AND ARCHBISHOP'S CATHOLIC APPEAL**

### **DATE**

Catholic Communications Collection	January 20, 2020
The Archbishops Catholic Appeal	February 9, 2020
Catholic Relief Services	March 22, 2020
Catholic Home Missions Collection	April 26, 2020
Catholic Charities Collection	May 3, 2020
Collection for the Holy Father	June 28, 2020
Archdiocesan Seminarian Appeal (Mail Appeal to parishioners, information for bulletins, presentations at a few select parishes)	September 20, 2020
World Mission Sunday Collection	October 18, 2020
Catholic Campaign for Human Development Collection	November 22, 2020
Retirement Fund for Religious	December 13, 2020

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### **RECOMMENDED COLLECTIONS**

NCEA Giving Promotion – online donations to specific schools in the Archdiocese	January 28-29, 2020 beginning 9:00 am PST
Voluntary Catholic Schools Collection	February 2, 2020
Central & Eastern European Church	February 26, 2020 (Ash Wednesday)
Rice Bowl	Lent, 2020
Holy Land	April 10, 2020 (Good Friday)