



CSA TIMELINE

IN PEW WEEKEND: NOVEMBER 7 & 8



SEPTEMBER - OCTOBER

- Attend training session and pick up CSA materials
- Parish planning includes leadership recruitment, lay witness selection and awareness and education selections
- Recruit dependable volunteers
- Review all CSA materials

OCTOBER 19 - 23

- Parishioners will receive Bishop Vásquez's letter, brochure and pledge card in the mail

OCTOBER 24 - 25

AWARENESS AND EDUCATION WEEKEND

- Priest to read letter from Bishop Joe Vásquez
- Pulpit announcement
- Display poster
- Use graphics in bulletin and on social media

OCTOBER 31 - November 1

ANNOUNCEMENT WEEKEND

- Bulletin announcement
- Pulpit announcement
- Show video in Church, Narthex, or on website/social media
- Prayers of the faithful
- Use graphics in bulletin and on social media

NOVEMBER 7 - 8

COMMITMENT WEEKEND

- Priest to give homily or lay witness asked to talk about CSA commitment
- Bulletin announcement and insert
- Pulpit announcement
- Prayers of the faithful
- Use graphics in bulletin and on social media
- Have pledge envelopes and pencils available
- Priest walks parishioners through completing the pledge card.

NOVEMBER 9

- Fill out the Transmittal Form (follow all instructions)
- Mail the first **two batches** of pledge envelopes and Transmittal Form to the Processing Center in the Return Mailer – **obtain a tracking number for each package**

NOVEMBER 14 - 15

FOLLOW-UP WEEKEND

- Bulletin announcement
- Pulpit announcement
- Prayers of the faithful
- Use graphics in bulletin and on social media
- Have pledge envelopes and pencils in available
- Thank all donors from previous week publicly

NOVEMBER 16

- Fill out the Transmittal Form (follow all instructions)
- Mail the pledge envelopes and Transmittal Form to the Processing Center in the Return Mailer – **obtain a tracking number for each package**
- After the first two batches have been sent to the Processing Center, please mail any remaining batches directly to the Stewardship and Development Office
- If your parish has not reached its goal, continue to have the pledge envelopes available and use pulpit and bulletin announcements

DECEMBER

FOLLOW-UP LETTER FROM PASTOR

- Sent to all families who have not made a gift

JANUARY

FOLLOW-UP LETTER FROM RETIRED PRIEST

- Sent to all donors who have not made a gift

FEBRUARY

FOLLOW-UP LETTER FROM SEMINARIAN

- Sent to all donors who have not made a gift