

Go Make Disciples

ANNUAL CATHOLIC
APPEAL
ARCHDIOCESE OF
OKLAHOMA CITY

**“You are the Light of the World”
“Tú eres la luz Del Mundo”**

2020 Parish Manual

**For Pastors, Parish Priests, Deacons, Business Managers,
Parish Staff, Ministry, Lay Leaders and Volunteers**

You are the Light
OF THE WORLD

– MATTHEW 5:14



Go Make Disciples
2020
ANNUAL CATHOLIC
APPEAL
ARCHDIOCESE OF
OKLAHOMA CITY

Please visit archokc.org/appeal to make your online gift

Archdiocese of Oklahoma City • P.O. Box 32180 • Oklahoma City, OK 73123 • 405-709-2745

Thank you for your dedication to our shared stewardship efforts. May the Lord bless and guide these efforts and may He keep you and your parish in His care. Please use the information in this manual to help conduct a successful appeal. Please contact us with any questions or concerns – and to share a suggestion or a success story!

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To: Pastors and Annual Catholic Appeal Coordinators
From: Peter L. de Keratry, CFRE
Executive Director of Stewardship and Development
Subject: Annual Catholic Appeal Instructions



As we begin the 2020 Annual Catholic Appeal, I would like to thank you and your team for your leadership and advocacy in ensuring the success of this endeavor. Your support and leadership are vital to providing the financial resources for important ministries and outreach programs across the Archdiocese. Our collective goal for the 2020 appeal is \$3,600,000.

Archbishop Coakley has initiated Parish Rebates in the 2020 Annual Catholic Appeal. In a similar way to the One Church, Many Disciples campaign, parishes who exceed their goal will receive 50% of the funds received back to the parish for local needs. Please indicate a specific program or need for your rebate.

The changes made to the appeal over the last few years to focus on ministry and transparency to the giving community have been well-received. As you will see in the materials for this year's appeal, we continue to brand the effort "**Annual Catholic Appeal**".

With the successful completion of the One Church, Many Disciples capital campaign, we will more fully focus our attention on providing resources for ongoing ministries.

The Secretariat for Stewardship & Development staff will be traveling around the Archdiocese of Oklahoma City in January to deliver your Annual Catholic Appeal materials and provide training for the appeal. During the ACA Training meetings, you can expect to receive the following materials:

- Letter from Archbishop Coakley
- Resource Manual
- Posters
- In-pew pledge envelopes
- Bulletin Inserts
- Parish Annual Catholic Appeal history
- Gift processing materials
- Pens

This year, we have implemented a raffle program. The raffle is an incentive program to get more priests, staff, and volunteers to attend training. Our data is clear, when priest, and key staff and volunteers from a parish attend training, we see better results in the appeal. We will raffle 3 prizes, an iPad Pro, an iPad Standard, and an iPad Mini. For each person who attends training, they get 3 entries. If a parish has a priest, lay staff member, and volunteer (all 3) attend training, the parish gets three additional tickets for the drawing.

If you have any questions regarding these materials or require additional information, please contact Lisa McKelvey at 405-709-2745 or stewardship@archokc.org. For inquiries regarding gifts of stock and other securities, please contact Stephen Zaborowski directly at stewardship@archokc.org.



Overview: The 2020 Annual Catholic Appeal (ACA)

Thank you for helping with the 2020 Annual Catholic Appeal! The ACA helps thousands of people throughout central and western Oklahoma, and your dedication is appreciated.

The words **Annual Catholic Appeal** are generally understood by most parishioners as a way to give financially to the Church, yet many do not realize what the appeal accomplishes and why it is important.

The Annual Catholic Appeal is first and foremost about ministry! It provides the funds necessary to support numerous ministries and programs of our local church.

People are more likely to offer financial support to something they believe in, knowing their gift will make a difference and help others. Therefore, the task of communicating the many good works supported by the appeal is critical. Archbishop Coakley invites pastors, ministry staff, and volunteers to educate fellow Catholics about the good work accomplished because of the Annual Catholic Appeal.

As those charged with implementing the appeal, we have several jobs in front of us.

- ✠ We need to educate ourselves about the appeal and the ministries it supports, so we can speak about them with confidence.
- ✠ We need to look over the Annual Catholic Appeal materials to understand the tasks to accomplish.
- ✠ We need to make sure that ALL parish families are given the opportunity to give.
- ✠ We need to pray for the success of the Annual Catholic Appeal.

Thank you for helping to create a positive spirit of support in your parish to help people listen to God's call to stewardship and share with others the resources needed for ministry throughout the Archdiocese.

Remember:

People who feel **inspired** to give to a cause tend to give as much as they can.

People who feel **obligated** to give tend to give the minimum expected.

Theme

The 2020 theme **“You are the light of the World”** comes from the Gospel on February 9th, announcement weekend.

Important Weekends

Announcement Weekend is **February 8/9**

Commitment Weekend is **February 15/16**

Follow-up Weekend is **February 22/23**

A complete timeline of events may be found in this Guide on pages 14-16.

Highlights

Training	Workshops in parishes throughout the Archdiocese
Archbishop's Letter	Mailed to all households in early January 2020 introducing the ACA
Pastor's Letter	Produced and mailed by the Archdiocese to non-responding households in March, 2020
Intro Weekend Flyer	Bulletin insert describing the ministries to be funded by the Appeal and asking for discernment of a gift the following weekend.
In-Pew Commitment	Same commitment envelope and process as 2019 ACA



Executive Summary

Minimum Goal - \$3,600,000

Working together, the people of the Archdiocese of Oklahoma City initiate and strengthen numerous ministries throughout central and western Oklahoma. Whether Archdiocesan or parish-based, these efforts are an important part of our shared call to discipleship. The Annual Catholic Appeal is our chance to better understand the work of the church and to give generously to support this work, so that we can do all things for the Glory of God.

Funds raised in the Annual Catholic Appeal will provide:

Parish Rebates

New to the Appeal in 2020, parishes will receive 50% of funds received over parish goal. Parishes will determine local projects and programs that these funds will go towards

Youth, Young Adult, and Campus Ministry

The Archdiocese is fundamentally committed to reaching youth, young adults and college-age students and drawing them into a vibrant experience of the Catholic faith. This increases interest in religious vocations, and helps form confident Catholics who will one day lead businesses and families. Over the next 5 years we will be working to increase youth ministry presence in parishes, strengthen campus ministry on college campuses, expand young adult outreach in geographical regions throughout central and western Oklahoma, and grow the footprint and impact of Our Lady of Guadalupe summer camp.

Blessed Stanley Rother Institute for Leadership Development

Together we must raise up leaders at every level for effective ministry, teaching, and formation, including: Parish Directors of Religious Education, Parish Catechists, Catholic School Teachers and Principals, Youth Ministers, Deacons, RCIA Coordinators and Team Members, Discipleship Leaders, etc. Funding in this area will support the launch of the new Blessed Stanley Rother Institute for Leadership Development in early 2018. The Institute will provide skills and certificate training at beginner, intermediate and advanced levels for evangelization and catechetical training.

Children's Evangelization and Catholic Schools

Raising up the next generation and providing them the deep formation needed to be confident young disciples is at the heart of our mission as Catholics. Weekly efforts reach more than 15,000 children and youth in 83 parish and mission religious education programs. Training and resources also are provided for 2,150 parish catechists to minister to young people and adults. 22 Catholic schools serve over 5,000 students throughout the Archdiocese.

Marriage and Family Life

The institution of the family is the building block of society, and no other institution is under greater attack in modern times. Ministry funding supports marriage prep and marriage enrichment for couples, mentoring and personal support, revitalizing family life, building a culture of discipleship in families, supporting single-parent families, respect life activities, and building up teams for this kind of support in every parish throughout the Archdiocese.

Vocations and Seminarians

In the past 5 years, 10 men have been ordained to serve as priests in parishes of the Archdiocese of Oklahoma City and another 23 are currently studying in seminary. Supporting those considering priesthood and religious life, especially in a culture that is often skeptical or even hostile, is critical for the future.

Clergy Formation and Support

Education and formation doesn't end at ordination. Priests serve best when they use the gifts God gave them. Funding supports continuing academic studies, retreats and a summer gathering of all priests in our Archdiocese. It also supports training and formation for our growing diaconate program: 38 men are currently in formation.

Local Hispanic Ministry

Parishes throughout central and western Oklahoma work to meet the needs of the growing and vibrant Hispanic population.



Resumen Ejecutivo

Meta Mínima - \$3,600,000

Trabajando juntos, el pueblo de la Arquidiócesis de Oklahoma City inicia y fortalece numerosos ministerios en el centro y el oeste de Oklahoma. Ya sean arquidiocesanos o parroquiales, estos esfuerzos son una parte importante de nuestra común llamada al discipulado. La Campaña Católica Anual es nuestra oportunidad de entender mejor el trabajo de la iglesia en nuestra área y de dar generosamente para apoyar esta obra, para que podemos hacer todo para la gloria de Dios.

Los fondos recaudados en la Campaña Católica Anual proveerán:

Reembolsos Parroquiales

Nuevo en la Campaña en 2020, las parroquias recibirán el 50% de los fondos recibidos sobre el objetivo de la parroquia. Las parroquias determinarán los proyectos y programas locales a los que se destinarán estos fondos

Jóvenes, Jóvenes Adultos y Pastoral Universitaria

La Arquidiócesis está fundamentalmente comprometida a llegar a los jóvenes, a los jóvenes adultos y a los estudiantes de edad universitaria y atraerlos a una experiencia vibrante de fe católica. El aumento de interés en las vocaciones religiosas, y ayuda a formar católicos con la confianza que un día serán líderes de sus empresas y familias. En los próximos 5 años trabajaremos para aumentar la presencia del ministerio juvenil en las parroquias, fortalecer la pastoral universitaria en los campus universitarios, expandir el alcance a los jóvenes adultos en las regiones geográficas del centro y oeste de Oklahoma y aumentar la huella y el impacto del campamento de verano “Nuestra Señora de Guadalupe”.

Instituto Beato Stanley Rother para el Desarrollo del Liderazgo

Una de las funciones principales de la Arquidiócesis es ayudar a suscitar líderes en todos los niveles para un ministerio, enseñanza y formación eficaces incluso: Directores Parroquiales de Educación Religiosa, Catequistas Parroquiales, Maestros y Directores de Escuelas Católicas, Ministros de Jóvenes, Diáconos, Coordinadores y Miembros de Equipos de RICA, Líderes de Discipulado, etc. Los fondos en esta área apoyarán el lanzamiento del nuevo Instituto Beato Stanley Rother para el Desarrollo del Liderazgo a principios de 2018. El Instituto proporcionará las técnicas y una capacitación certificada en niveles principiante, intermedio y avanzado para la evangelización y la capacitación para la catequesis.

Evangelización de los Niños y Escuelas Católicas

Criar a la próxima generación y proporcionarles la formación profunda necesaria para convertirse en jóvenes discípulos llenos de confianza es el centro de nuestra misión como católicos. Los esfuerzos semanales llegan a más de 15.000 niños y jóvenes en 83 programas de educación religiosa parroquial y misionera. También se brindan capacitación y recursos para 2.150 catequistas parroquiales para servir a jóvenes y adultos. 22 escuelas católicas sirven a más de 5.000 estudiantes en toda la Arquidiócesis.

Matrimonio y Vida Familiar

La institución de la familia es el componente básico de la sociedad, y ninguna otra institución está bajo mayor ataque en los tiempos modernos. Los fondos del ministerio apoyan preparación matrimonial y enriquecimiento matrimonial para parejas, orientación y apoyo personal, revitalización de la vida familiar, respetar las actividades de la vida, construcción de una cultura de discipulado en las familias, apoyo a familias monoparentales y formación de equipos para este tipo de apoyo en cada parroquia en toda la Arquidiócesis.

Vocaciones y seminaristas

En los últimos 5 años, 10 hombres han sido ordenados para servir como sacerdotes en las parroquias de la Arquidiócesis de Oklahoma City y otros 18 están estudiando en el seminario actualmente. Apoyar aquellos que consideren el sacerdocio y la vida religiosa, especialmente en una cultura a menudo escéptica o incluso hostil, es importante para el futuro.

Formación y Apoyo del Clero

La educación y la formación no terminan en la ordenación. Sacerdotes sirven mejor cuando usan los dones que Dios les dio. El financiamiento apoya la continuación de estudios académicos, retiros y una reunión de verano de todos los sacerdotes en nuestra Arquidiócesis. También apoya el entrenamiento y la formación para nuestro creciente programa de diaconado; 38 hombres están actualmente en formación.

Ministerio Hispano Local

Parroquias de todo el centro y oeste de Oklahoma trabajan para satisfacer las necesidades de la creciente y vibrante población hispana.



Parish Goals

For 2020, the appeal seeks to raise \$3,600,000. The 2020 Annual Catholic Appeal goal for each individual parish is calculated one of two ways: either the greater of the parishes portion of the fair share offertory formula or a 2.25% increase on the parishes 2019 gifts raised.

Parish/Mission	2020 ACA Goal
Assumption, Duncan	\$36,000
Blessed Sacrament, Lawton	\$57,000
Blessed Sacrament, Thomas	\$4,000
Christ the King, OKC	\$447,000
Corpus Christi, OKC	\$34,000
Epiphany, OKC	\$160,000
Good Shepherd, Boise City	\$3,000
Good Shepherd, Marietta	\$3,000
Holy Angels, OKC	\$25,000
Holy Cross, Madill	\$11,000
Holy Family, Lawton	\$58,000
Holy Name of Jesus, Chickasha	\$26,000
Holy Name, Shattuck	\$5,000
Holy Spirit, Mustang	\$58,000
Holy Trinity, Okarche	\$63,000
Immaculate Conception, Marlow	\$6,000
Immaculate Conception, Seminole	\$7,000
Immaculate Heart, Calumet	\$8,000
Korean Martyrs, OKC	\$7,000
Little Flower, OKC	\$57,000
Mother of Sorrow, Apache	\$4,000
Our Lady of Guadalupe, Hollis	\$4,000
Our Lady of Perpetual Help, OKC	\$103,000
Our Lady of Perpetual Help, Sterling	\$8,000
Our Lady of Sorrows, Chandler	\$14,000
Our Lady of the Rosary, Binger	\$1,000
Our Lady of Victory, Purcell	\$19,000
Our Mother of Mercy, Waynoka	\$1,000
Prince of Peace, Altus	\$29,000
Queen-All Saints, Sayre	\$6,000
Sacred Heart Church, Alva	\$12,000
Sacred Heart, Billings	\$5,000
Sacred Heart, El Reno	\$32,000
Sacred Heart, Hinton	\$4,000
Sacred Heart, Hooker	\$2,000
Sacred Heart, Konawa	\$4,000
Sacred Heart, Mangum	\$6,000
Sacred Heart, Mooreland	\$3,000
Sacred Heart, OKC	\$67,000
San Jose, Ryan	\$1,000
St. Andrew Dung-Lac, OKC	\$53,000



St. Andrew, Moore	\$68,000
St. Ann, Cordell	\$4,000
St. Ann, Elgin	\$7,000
St. Ann, Fairview	\$5,000
St. Anthony of Padua, Okeene	\$22,000
St. Benedict, Shawnee	\$52,000
St. Catherine of Siena, Pauls Valley	\$8,000
St. Charles Borromeo, OKC	\$104,000
St. Cornelius, Cherokee	\$3,000
St. Damien of Molokai, Edmond	\$13,000
St. Eugene, OKC	\$130,000
St. Eugene, Weatherford	\$17,000
St. Frances Cabrini, Beaver	\$2,000
St. Francis of Assisi, Newkirk	\$7,000
St. Francis of Assisi, OKC	\$111,000
St. Francis Xavier, Enid	\$57,000
St. Francis Xavier, Sulphur	\$11,000
St. Gregory, Enid	\$33,000
St. Helen, Frederick	\$6,000
St. James the Greater, OKC	\$113,000
St. John Nepomuk, Yukon	\$126,000
St. John the Baptist, Edmond	\$468,000
St. Joseph, Ada	\$22,000
St. Joseph, Bison	\$11,000
St. Joseph, Blackwell	\$7,000
St. Joseph, Buffalo	\$2,000
St. Joseph, Hennessey	\$17,000
St. Joseph, Norman	\$71,000
St. Joseph, OKC	\$58,000
St. Joseph, Pond Creek	\$2,000
St. Joseph, Tonkawa	\$6,000
St. Joseph, Union City	\$29,000
St. Joseph, Wewoka	\$2,000
St. Louis, Stroud	\$4,000
St. Margaret Mary, Crescent	\$6,000
St. Mark the Evangelist, Norman	\$130,000
St. Mary Assumption, Wakita	\$4,000
St. Mary, Ardmore	\$42,000
St. Mary, Clinton	\$19,000
St. Mary, Guthrie	\$50,000
St. Mary, Medford	\$7,000
St. Mary, Ponca City	\$96,000
St. Mary, Wanette	\$1,000
St. Matthew, Elk City	\$46,000
St. Michael, Goltry	\$1,000
St. Michael, Meeker	\$2,000
St. Monica , Edmond	\$116,000



St. Patrick , Anadarko	\$9,000
St. Patrick, OKC	\$33,000
St. Patrick, Walters	\$4,000
St. Paul Apostle, Del City	\$25,000
St. Peter Church, Guymon	\$34,000
St. Peter, Lindsay	\$8,000
St. Peter, Woodward	\$30,000
St. Philip Neri, Midwest City	\$92,000
St. Richard, Carnegie	\$1,000
St. Robert Bellarmine, Jones	\$23,000
St. Rose of Lima, Perry	\$14,000
St. Rose of Lima, Watonga	\$4,000
St. Teresa of Avila, Harrah	\$27,000
St. Thomas More, Norman	\$100,000
St. Thomas the Apostle, Seiling	\$2,000
St. Vincent de Paul, McLoud	\$11,000
St. Wenceslaus, Prague	\$7,000
Sts. Peter & Paul, Hobart	\$6,000
Sts. Peter & Paul, Kingfisher	\$40,000



Archbishop's Circle

The Archbishop's Circle recognizes those who support the mission and ministry of the Archdiocese of Oklahoma City with gifts of \$1,000 or more each year. This year, Archbishop Coakley with the help of the new Regional Deans will host five events to encourage participation in the Archbishop's Circle.

The 3,851 families who gave \$500 or more in 2018 or 2019 have been invited to attend one of five regional kick-off events. The agenda for the evening will focus on describing the mission and impact of ministries made possible by the Annual Catholic Appeal. This will be an opportunity for the Archbishop to express his gratitude and to engage one-on-one with supporters of ministries in the Archdiocese. We will view the new 2020 Annual Catholic Appeal video. A speaker from one of the ministries impacted by the Annual Catholic Appeal will be present.

Archbishop's Circle Reception Dates

1. January 30 Southwest Deanery Reception- Blessed Sacrament Parish, Lawton
2. February 4 Northeast Deanery Reception – Saint Mary Parish, Ponca City
3. February 5 Southeast Deanery Reception – Holy Cross Parish, Madill
4. February 6 Northwest Deanery Reception– Saint Peter Parish, Woodward
5. February 7 Central North and South Deanery Reception– Our Lady of Perpetual Help Cathedral, OKC

There are four circles of leadership giving within the Archbishop's Circle, to encourage parishioners to consider increasing the generosity of their commitment as they are able.

Steward Circle—for pledges of \$1,000 to \$4,999

Patron Circle—for pledges of \$5,000 to \$9,999

Benefactor Circle—for pledges of \$10,000 to \$24,999

Champion Circle – for pledges of \$25,000 or more

Parishioners who attend an ACA Archbishop's Circle Reception in February 2020 will receive their 2020 ACA donor packet at the event.



Leading the ACA

Parish Leadership Team/Key Dates

Each parish is requested to designate an ACA Leadership team. The ACA Leadership Team will oversee the appeal in the parish. The team leads the parish in the preparation and implementation of the parish-based portion of the Annual Catholic Appeal.

The Parish Leadership Team is ...

- **Pastor**
- **Parish Chair (volunteer)**
- **Parish Administrative Contact (staff or volunteer)**

Team members receive training at workshops held in early 2020

Please contact the Secretariat For Stewardship and Development at 405-709-2745 or email stewardship@achokc.org with any questions or concerns about your role.

~ Pastor

Studying the success of the Annual Catholic Appeal in various parishes in the Archdiocese shows that **there is no more significant factor in the success of the appeal than the enthusiastic support and participation of the pastor**. The pastor is a powerful influence in the success of the ACA, by reminding parishioners of the parish's interconnectedness with the Archdiocese and the universal Church.

Here are just a few of the key ways in which you, as a pastor, can make a difference:

- ❖ **Prayerfully consider your personal pledge** to the Annual Catholic Appeal. Your parishioners look to you as a model in stewardship.
- ❖ **Speak enthusiastically** to the value of the Annual Catholic Appeal on those weekends—Announcement Weekend, Commitment Weekend, and Follow-Up Weekend - when your words really make an impact. This is especially important in carrying out the **February 15/16 In-Pew appeal on Commitment Weekend**. Nothing exceeds showing your parishioners your belief in the good of the ACA.
- ❖ Take advantage of opportunities to **promote the Appeal** in other interactions with parishioners, particularly those who are new to the parish or whom you know have given in the past but have not yet responded in the current year.
- ❖ In addition to Mass time, **mentioning the ACA at meetings and other gatherings** will help keep the message in front of parishioners.
- ❖ **Show the 2020 ACA video** at meetings and other appropriate opportunities and put it on your parish website. It's a powerful method of conveying the importance of the ACA ministries.
- ❖ **Lead the assembly in prayer for the success of the Appeal**, not for the sake of meeting a goal number but for the sake of the many who will be served by the ministries supported by gifts to the 2020 ACA.
- ❖ Tips
 - ✓ Focus on ministry
 - ✓ Share your enthusiasm
 - ✓ Ask people to give financially



~ Parish Appeal Chair

The Parish Chair is an individual – or a couple – asked by the pastor to serve as a partner with the pastor to execute the Annual Catholic Appeal in their parish. Enthusiastic commitment to the ministries supported by the Appeal and the ability to speak comfortably to parishioners about the importance of contributing are the most important characteristics of a Parish Chair.

- The Parish Chair(s) gives a personal witness to the ACA after Communion at all Masses on Announcement Weekend. This is a great opportunity to inspire parishioners to open their hearts to giving.
- At all other times during the course of the Appeal, Parish Chair(s) should be an approachable presence, willing to answer questions and talk up the Appeal during parish meetings, after-Mass gatherings, etc.

Chairs should contact the Secretariat for Stewardship and Development at 405-709-2745 or by email stewardship@archokc.org with any questions or concerns about their role.

~ Parish Administrative Contact

The Parish Administrative Contact has an important role in coordinating logistics at the parish, including:

- ❖ Ensuring bulletin announcements and optional promotional materials appear when scheduled.
- ❖ Carrying out or supervising the collecting, batching, and mailing of gifts and pledges.
NOTE: PLEASE DO NOT OPEN SEALED ACA ENVELOPES. See pgs. 34-35 for important instructions about handling contributions.
- ❖ Serving as the key liaison between the parish and the Office of Stewardship and Development.

Administrative contacts should the Secretariat for Office of Stewardship and Development at 405-709-2745 or email stewardship@achokc.org with any questions or concerns about their role.



Quick Tips for Success

Every parish is unique, but certain strategies have been proven to assist parishes in carrying out a prayerful, efficient, and successful Annual Catholic Appeal. Please feel free to adapt these suggestions to your circumstances.

- ❖ **Be positive. This is the most important thing you can do for a successful Appeal!** Exhibit a sincere, enthusiastic attitude toward the Annual Catholic Appeal, the Archdiocese, and our shared ministries. Never apologize for the Appeal.
- ❖ **Review.** Look at last year's results, evaluate the approaches that were taken and determine ways to ensure even more success in 2020.
- ❖ **Plan.** Use this Guide to develop your 2020 ACA In Parish Plan. *Make sure the dates are on all parish calendars.*
- ❖ **Practice teamwork.** Having assembled an effective, enthusiastic ACA team, delegate tasks appropriately and support one another in accomplishing them.
- ❖ **Use the Annual Catholic Appeal video.** Parishes using the video tend to have more ACA success. Show the video:
 - ~ in church before Masses on Announcement and Commitment weekends
 - ~ in the parish gathering space after Masses
 - ~ at parish meetings during the Appeal period
- ❖ **Plan for and implement the in-pew solicitation process on Commitment Weekend.** A successful in-pew appeal makes a substantial difference in meeting and exceeding your parish goal.
- ❖ **Stress the benefits of pledging over a 10-month period.** Making monthly payments allows donors to incorporate their ACA pledge into their household budgets and provides ministries steady support over time. Use the language of *pledge* rather than *gift*.
- ❖ **Make it easy for people to give.** Remind parishioners of the importance of every pledge and the many ways a pledge can be made. Never assume someone cannot give.
- ❖ **Use resources.** Make use of supplied promotional materials and the assistance of the Secretariat for Stewardship and Development.
- ❖ **Monitor your parish's progress.** Individual parish progress toward goal is updated regularly and emailed to parishes.
- ❖ **Remind parishioners of their local connection to the ACA.** Stress how the funds are used right here in our Archdiocese in a variety of important ministries that impact them, their families, neighbors, and fellow Oklahomans.
- ❖ **Thank parishioners frequently.** Each household that responds to the 2020 ACA will receive a thank you letter and receipt from Archbishop Coakley, but please thank parishioners in your own words or by using bulletin announcements.



2020 ACA Timeline

Helping with the ACA in your parish is a big task. But it's such an important job! Please know how greatly your time and talent are appreciated. Here's a timeline to help keep you on track. Please mark any key dates on your master calendar; create electronic reminders if desired.

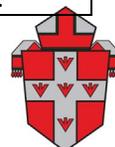
Standard ACA Timeline

JANUARY 2020

Date	We do	You do
Week of Jan. 1	2019 ACA website is launched	Check out our website! www.archokc.org/appeal
Week of Jan 1	Mail first request letter from Archbishop Coakley to all registered families. Includes: request letter, brochure, pledge card and return envelope.	Announce at Mass that the 2020 ACA request letter from Archbishop Coakley will be received in homes in the coming week.

FEBRUARY 2020

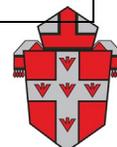
Date	We do	You do
Jan. 30- Feb 5	Workshop training and materials pick-up for ACA parish leaders	Please make plans to attend the workshops Items you receive: Parish Guide posters letter from Archbishop Coakley video In-pew pledge forms, envelopes, and pencils Pre-paid return mailers Pens
By Feb. 10	Confirm you have all materials for the Annual Catholic Appeal.	Confirm receipt of all materials and review with Parish Leadership Team. Issues? Please contact Lisa McKelvey stewardship@archokc.org or 405-709-2745.
Pre-Announcement Weekend Sat., Feb 1 Sun., Feb 2		Display ACA 2020 posters (leave up throughout Appeal period) Make Mass Announcement #1 at all Masses Run Bulletin Announcement #1
Announcement Weekend Sat., Feb 8 Sun., Feb 9		At all Masses: Pastor introduces Archbishop Coakley's letter Include ACA 2020 intercession in General Intercessions at all Masses Parish Chair gives brief personal witness after Communion Make Mass Announcement #2 Include Bulletin Announcement #2: ACA Ministry insert (Optional) Show ACA 2020 video in church before all Masses or in parish gathering space after all Masses.



Commitment Weekend Sat., Feb. 15 Sun., Feb. 16		<p>Distribute in-pew pledge envelope, and pens at each Mass. Materials should be placed in all pews, spread throughout the pew, before Mass begins</p> <p>At all Masses:</p> <ul style="list-style-type: none"> ➤ Pastor gives brief homily ➤ Pastor conducts In-Pew Appeal after the homily ➤ Include intercession in General Intercessions ➤ Make Mass Announcement #3 <p>Run Bulletin Announcement #3</p> <p><i>(Optional)</i> Show ACA 2020 video in church before all Masses or in parish gathering space after all Masses.</p> <p>See complete guidelines for this weekend starting on pg. 23.</p>
Mon., Feb. 17		<p>Use pre-paid Tyvek Security Envelopes to return any ACA pledges or gifts received at weekend Masses (see pgs. 27-28). DO NOT OPEN SEALED ACA ENVELOPES.</p>
Follow Up Weekend Sat., Feb 22 Sun., Feb 23		<p>Add a few In-Pew ACA envelopes with pens in pews at each Mass</p> <p>Before Mass or after homily, presider reminds those who did not attend Mass here last weekend that another opportunity to make their ACA pledge is today, by filling out a pledge form and dropping it in the collection basket.</p> <p>See complete guidelines for this weekend starting on pg. 29.</p>
Mon., Feb. 24		<p>Use pre-paid Tyvek Security Envelopes to return any ACA pledges or gifts received at weekend Masses (see pgs. 27-28). DO NOT OPEN SEALED ACA ENVELOPES.</p>

MARCH 2020

Date	We do	You do
Mon., March 2 Mon., March 9 Mon., March 16		<p>Use pre-paid Tyvek Security Envelopes to return any ACA pledges or gifts received at weekend Masses (see pgs. 27-28). DO NOT OPEN SEALED ACA ENVELOPES.</p>
Week of March 2	<p>The Archdiocese sends first detailed pledge report to each parish listing 2020 donors to the ACA.</p>	<p>Review list and identify those who have given in previous years, but not yet this year. Update Stewardship Office (stewardship@archokc.org) if they have moved or are deceased. <i>(Optional)</i> Send personal note requesting support for the ACA.</p>
Follow-up Letter Late March	<p>Second general mailing from each Pastor/Administrator (to all registered families yet to respond to the 2020 ACA arrives at the Oklahoma City Post Office.</p>	<p>We will supply each Pastor/Administrator with a copy of the letter text for minor editing at training. Parish staff will be asked to supply a copy of the Parish Letterhead and Pastor/Administrator signature. The Archdiocese will mail these follow-up Letters.</p>



April through MAY 2020

Date	We do	You do
All weekends: March through April 26 (or until goal is reached)		Promote ACA at all Masses using 2020 promotional materials.
<u>All Mondays</u> (or later as pledges/ gifts are received)		Use pre-paid Tyvek Security Envelopes to return any ACA pledges or gifts received at weekend Masses (see pgs. 27-28). DO NOT OPEN SEALED ACA ENVELOPES.
Sat. April 4 Sun., April 5		Pastor or Parish Chair gives mid-Appeal update at all Masses (sample, pg. 31)
April 12 Easter Sunday		
Late April or Early May		<i>(Optional)</i> ACA Second Collection at all Masses

June and July 2020

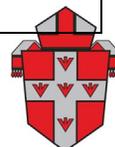
Date	We do	You do
First week of the month	The Archdiocese sends detailed pledge report to each parish listing 2019 donors to the ACA.	Review list and identify those who have given in previous years, but not yet this year. Update Stewardship Office (stewardship@archokc.org) if they have moved or are deceased. <i>(Optional)</i> Send personal note requesting support for the ACA.



Promotional Resource Guide

Your Annual Catholic Appeal team is provided with many materials to make a successful Appeal! The more a parish employs these materials, the more likely it is you will be successful in reaching donors.

Resource	Where to find it	When to use it	How to use it
ACA 2020 website	www.archokc.org/appeal (to access resources and parish goal updates)	Jan-Dec 2020	Include a link to it from your parish website. Direct parishioners to it for information. Use it to download e-files of ACA resources and to track parish goal
Website: online giving page	www.archokc.org/appeal	Jan-Dec 2020	Direct parishioners to make secure online pledges here
ACA 2020 Posters	Delivered to parish at ACA training	Jan-April 2020	Display in parish gathering spaces
Archbishop Coakley's Letter	Delivered to parish with 2018 ACA Resources. Downloadable files available from ACA website	Announcement Weekend (Feb 8/9)	Read Archbishop Coakley's letter
ACA 2020 Video	Delivered to parish with 2020 ACA Resources Available for viewing on the ACA website	Feb-May 2020	Play in church before Masses or at after-Mass gatherings on Announcement Weekend Show at parish meetings/events during Appeal period Add a video link on your parish website
Mass announcements	Included in this Manual. Downloadable files available from ACA website	Jan-May 2020	Pastor or lector reads announcements at all Masses on specified dates
Bulletin announcements	Included in this Manual. Downloadable files available from ACA website	Jan-May 2020	Run specified announcements in parish bulletin on Appeal weekends
Bulletin insert	Downloadable PDF or JPEG files available from ACA website	Announcement Weekend (Feb 8/9)	Insert into parish-produced bulletins or provide to bulletin supply company for insertion
ACA logo and ad graphics	Archdiocesan Crest Downloadable files available from ACA website	Jan-May 2020	Use to promote 2020 Appeal in parish bulletins, on parish website, etc.
In-pew pledge envelopes, pencils	Pick up at ACA training with ACA 2020 Parish Manual	At all Masses on Commitment Weekend (Feb 15/16 2020)	~ Ushers/volunteers distribute to all households at all Masses ~ Pastor leads parishioners in in-pew process at all Masses ~ Completed and sealed envelopes collected and returned to ACA 2020 mailing address (see pgs. 27-28)
Pledge return mailers	Initial supply delivered to parish with ACA 2020 Materials	Feb-May 2020 (or as long as pledges are received in the parish)	Use to return completed and sealed in-pew pledge envelopes and completed pledge cards (from mailings to parishioners) in sealed return envelopes, plus other ACA gifts (see pgs. 27-28); if necessary, use own packaging with sufficient postage to return additional pledges
Stock Transfer and IRA QCD	Downloadable PDF available from ACA website	Jan-Dec 2020	Supply to parishioners as needed by request



Pre-Announcement Weekend: February 1 & 2, 2020

Bulletin and Mass Announcement #1:

Please have the Lector make this announcement before Mass and publish in your bulletin.

Please Make Your Gift to the 2020 Annual Catholic Appeal
“You are the Light of the World”

All families in our parish are asked to begin discerning a pledge to the 2020 *Annual Catholic Appeal*. Please respond as generously as possible when you receive your Annual Catholic Appeal Pledge Form

This year, the theme of the Appeal is **“You are the Light of the World”**

As you review the mailing from Archbishop Coakley, please note the ministries and services funded by the Appeal, including the ones that directly support the work of our parish. We thank you in advance for your generosity.

You can learn more or make your gift online at: www.archokc.org/appeal

Intercession #1

“As we begin the 2020 Annual Catholic Appeal in our parish and throughout the Archdiocese, may the Holy Spirit move us to a deep commitment to help others. We pray to the Lord.”

Anuncio #1 en el Boletín y Misa:

Por favor pedir al Lector que haga este anuncio antes de la Misa y que se publique en el Boletín

Favor de hacer su donación el Compromiso Católica Anual 2020
“Tú eres la luz Del Mundo”

Se les pide a todas las familias de nuestra parroquia que comiencen a discernir una promesa a la Campaña Católica Anual 2020. Responda lo más generosamente posible cuando reciba su Formulario de compromiso de el Compromiso Católica Anual

Este año, el tema de el Compromiso es **“Tú eres la luz del mundo”**

Mientras revisa el envío del Arzobispo Coakley, tenga en cuenta los ministerios y servicios financiados por el Compromiso, incluidos los que apoyan directamente el trabajo de nuestra parroquia. Le agradecemos su generosidad.

Puede obtener más información o hacer su compromiso en línea en: www.archokc.org/appeal

Intercesión # 1

“Al comenzar el año del Compromiso Católico del 2020 en nuestra parroquia y a través de la Arquidiócesis, esperamos que el Espíritu Santo nos mueva a comprometernos profundamente a ayudar a otros, le rogamos al Señor”



Announcement Weekend February 8 & 9, 2020:

Preparation

- Locate and review all **2020 Annual Catholic Appeal promotional resources**: posters, the ACA 2020 video, Mass announcements, bulletin inserts and bulletin announcements, logos and graphics (see **Promotional Resource Guide**, pg. 17).
- Review **Parish ACA Chair's Message** in this Parish Guide (see p. 22) and allow time to rehearse if necessary.
- Prepare **Pastor/Celebrant's Introductory Remarks** (sample on p. 21).
- Publish **Bulletin Announcement #2** in this week's bulletin.
- Insert full-page **ACA Ministry Insert** into bulletin.
- Be sure **2020 ACA Posters** are displayed where the congregation gathers.

At All Masses on Announcement Weekend

- Lector reads **Mass Announcement #2** before Mass begins.
- At homily time, Pastor/Celebrant gives **Introductory Remarks** (sample, p. 21)
 - Read letter from Archbishop Coakley
- Include **Special 2020 ACA Intercession** (p. 33) in the General Intercessions.
- After Communion, **ACA Chair delivers encouraging message** (guidelines, p. 22).

After Masses

- Optional: Show **ACA 2020 video** in church before Mass or after Masses in parish gathering space.
- Follow the instructions for returning any ACA gifts and pledges received in response to the first mailing. (See p. 27-28) Important: DO NOT OPEN SEALED ACA ENVELOPES.



Bulletin and Mass Announcement #2:

Please have the Lector make this announcement before Mass and publish in your bulletin.

Please Make Your Gift to the 2020 Annual Catholic Appeal
“You are the Light of the World.”

All families in our parish are asked to begin discerning a pledge to the 2020 *Annual Catholic Appeal*. Please respond as generously as possible when you receive your Annual Catholic Appeal Pledge Form

The Appeal supports Archdiocesan ministries and services including those that are a great help to our parish. For example, Appeal funds support the education and formation of priests to serve in our parish.

This year, the theme of the Appeal is **“You are the Light of the World**

As you discern your pledge to the appeal, please note the ministries and services funded, including the ones that directly support the work of our parish. Next weekend, our parish will conduct an in-pew commitment weekend to provide every family the opportunity to participate. Please prayerfully consider a pledge based on your means and circumstances.

Intercession #2

“As we begin the 2020 Annual Catholic Appeal in our parish and throughout the Archdiocese, may the Holy Spirit move us to a deep commitment to help others. We pray to the Lord.”

Anuncio #1 en el Boletín y Misa:

Por favor pedir al Lector que haga este anuncio antes de la Misa y que se publique en el Boletín

Favor hacer su donación a el Compromiso Católica Anual 2020
“Tú eres la luz Del Mundo”

Se les pide a todas las familias de nuestra parroquia que comiencen a discernir una promesa de el Compromiso Católica Anual 2020. Responda lo más generosamente posible cuando reciba su Formulario de compromiso de la Campaña Católica Anual

El compromiso apoya a los ministerios y servicios arquidiocesanos, **incluidos los que son de gran ayuda para nuestra parroquia. Por ejemplo, los fondos de la Campaña apoyan la educación y la formación de sacerdotes para servir en nuestra parroquia.**

Este año, el tema de la Campaña es **“Tú eres la luz del mundo”**

Al discernir su compromiso con la apelación, tenga en cuenta los ministerios y servicios financiados, incluidos los que apoyan directamente el trabajo de nuestra parroquia. El próximo fin de semana, nuestra parroquia participará en un día de compromiso dando a cada familia la oportunidad de comprometerse. Por favor, considere en oración una promesa basada en sus medios y circunstancias

Aprenda más o haga su regalo en línea: www.archokc.org/appeal

Intercesión # 2

“Al comenzar el año del Compromiso Católico del 2020 en nuestra parroquia y a través de la Arquidiócesis, esperamos que el Espíritu Santo nos mueva a comprometernos profundamente a ayudar a otros, le rogamos al Señor”



Sample: Pastor's Introduction of Archbishop Coakley's Letter

Please prepare every celebrant well in advance of Announcement Weekend to ensure an effective presentation of the Appeal.

This is a sample of what can be said by the celebrant at homily time.

I'm pleased to announce that today we are kicking off the 2020 Annual Catholic Appeal here at *[insert name of parish]*. The Annual Catholic Appeal is our opportunity to come together as Catholics across the Archdiocese to initiate many acts of kindness and mercy. In the Bulletin today, you will see a list of elements funded by the Annual Catholic Appeal. Of particular importance to me is I am asking you to review them, pray about them, and come back next week ready to make your pledge to the appeal.

When you support the Annual Catholic Appeal, these ministries continue because of you! Thousands of people are helped. The Annual Catholic Appeal gives you an opportunity to support the Catholic values you believe in, to be a true disciple of Jesus Christ by following His directions to do for others.

I am excited about the really great work funded by our shared support of the Annual Catholic Appeal, and I invite you to join me with your pledge.

Next weekend you will have an opportunity to make your pledge at Mass during our Commitment Weekend.

Muestra: Introducción del Pastor de la Carta de Arzobispo Coakley

Por favor prepare bien a cada celebrante antes del Anuncio del Fin de semana para asegurar una presentación efectiva del Compromiso.

Esta es una muestra de lo que puede ser dicho por el celebrante en el momento de la homilía.

Estoy orgulloso de anunciar que hoy estamos dando comienzo al Compromiso Católico Anual Parroquial aquí en *(insertar el nombre de la Parroquia)*. El Compromiso Católico Anual es nuestra oportunidad de unirnos como católicos a través de la Arquidiócesis para iniciar muchos actos de amabilidad y misericordia. En el Boletín de hoy, usted vera una lista de elementos fundados por El Compromiso Católico Anual. Para mi es de particular importancia... Le estoy solicitando a usted que los revise, ore respecto a ellos, y vuelva el próximo fin de semana preparado para hacer su compromiso.

Cuando usted soporta el Compromiso Católico Anual, los ministerios continúan gracias a usted! Miles de personas son ayudadas. El Compromiso Católico Anual le da a usted la oportunidad de soportar los valores Católicos en los que usted cree, para ser un verdadero discípulo de Jesucristo siguiendo sus direcciones en ayudar a otros.

Estoy emocionado respecto al gran trabajo fundado por nuestro soporte compartido del compromiso Católico Anual, y le invito a unirse a mi con su compromiso.

El próximo fin de semana aquellos que aun tengan que responder al Compromiso Católico Anual tendrán la oportunidad de hacer su donación en la misa durante nuestro Fin de Semana de Compromiso.



Guidelines for ACA Parish Chair's Remarks

(It is not absolutely necessary to use every item on the list below in the order presented. Use these pointers to customize your own talk. Your talk should not exceed 3 minutes.)

1. Introduce yourself and your association with the parish.
2. Describe your personal parish and Archdiocesan volunteer involvement.
3. Announce the 2020 ACA goal for your parish; stress **100% participation** for your parish.
4. Remind parishioners of the importance of the shared Archdiocesan ministries the Annual Catholic Appeal supports, ministries that continue to do work because of the people who support the Appeal.
5. Tell why you give to the Annual Catholic Appeal. Relate a personal story of why you give and some examples of what your gift does and how it helps other people.
6. **Complete the talk by making the “ask.”** Urge people to join you in discerning how the church ministries funded by the appeal fit into their personal giving priorities and come ready next week to make a pledge commitment.
7. Smile—and don't be afraid to be humorous!

Directrices: Observaciones de las acciones parroquiales durante el anuncio del Fin de Semana

(No es absolutamente necesario usar cada ítem de la siguiente lista en el orden presentado. Use aquellos puntos para personalizar su propia manera de hablar. Su charla no debe exceder los 3 minutos).

1. Preséntese a usted mismo y su asociación con la Parroquia.
2. Describa su Parroquia personal y su trabajo voluntario Arquidiocesano.
3. Anuncie la meta del COMPROMISO CATÓLICO ANUAL 2020 para su Parroquia; insista en la **participación de un 100%** de su Parroquia.
4. Recuerde a los parroquianos la importancia de los ministerios compartidos de la Arquidiócesis en el apoyo del Compromiso Católico Anual, ministerios que continuamente hacen su trabajo debido a la gente que soporta el Compromiso.
5. Diga porqué contribuye al Compromiso Católico Anual. Relate una historia personal de porqué usted contribuye y algunos ejemplos de lo que su donación permite hacer y cómo ayuda a otras personas.
6. **Complete su charla haciendo la “solicitud.”** Urja a la gente a unírsele en discernimiento en como los ministerios de la Iglesia fundados por el compromiso encajan en sus prioridades de entrega personal y pídale que vengan preparados la próxima semana para hacer un compromiso de donación.
7. Sonría – y no tenga miedo de tener humor!



Commitment Weekend February 15 & 16, 2020

Follow these guidelines for a successful Commitment Weekend:

Preparation:

- Pastor/Celebrant prepares brief (3-4 minutes) homily on the readings of the day.
- Pastor/Celebrant reviews **In-Pew Appeal process** with Parish ACA Chair, ushers/youth volunteers.
- Pastor/Celebrant reviews **In-Pew Appeal script** (p 25-26).
- Prepare **In-Pew Pledge envelopes** and pens for all Masses. Volunteers may insert pens into envelopes in advance for convenience or you may have baskets of pens available to distribute along with envelopes.
- Identify local parish project or ministry to receive parish rebate (50% of funds received over goal)
- Publish **Bulletin Announcement #3** in this week's bulletin.
- Be sure **2020 ACA Posters** are displayed where the congregation gathers.
- Test optional video equipment for playing ACA video in gathering space.

At All Masses on Commitment Weekend

- Lector reads **Mass Announcement #3** before Mass begins.
- At homily time, Pastor/Celebrant gives brief homily on the readings of the day
- After the Homily, ushers/youth volunteers take their positions with **In-Pew pledge envelopes** and pencils.
- Pastor/Celebrant uses **In-Pew Appeal Script** (pgs. 25-26) to guide parishioners through the process of completing their **In-Pew Pledge Envelopes**.
- Pastor/Celebrant thanks all for participating and invites ushers/youth volunteers/Confirmation students to collect **ACA Envelopes**.
- The Mass continues as usual with the Profession of Faith.
- Include **Special 2020 ACA Intercession** (see pg. 33) in the General Intercessions.

After Masses

- Follow the instructions for handling **ACA Pledges and Gifts** (pgs. 27-28). Do not open sealed ACA envelopes whether they are **In-Pew pledge envelopes** or **pledge cards** in sealed envelopes.
- Optional: play the **2020 ACA Video** at all Masses, before Mass begins, or have video running in parish gathering spaces.



Commitment Weekend

Bulletin and Mass Announcement #3:

Please have the Lector make this announcement before Mass and publish in your bulletin.

2020 Annual Catholic Appeal “You are the Light of the World”

This weekend, our parish is conducting the Annual Catholic Appeal Commitment Weekend. Please remember that the Annual Catholic Appeal is much different than a one-time special collection. It is a pledge campaign where you can make a gift payable in installments.

The Annual Catholic Appeal theme, “*You are the Light of the World*” was selected to remind us that our actions, our prayers and our financial investments in vital ministries of the church are all given to honor and serve God.

Each pledge makes a difference! Your generous support enables our Archdiocese to deliver needed ministries and services that impact all parishes and people of all ages throughout central and western Oklahoma.

Thank you for your prayerful consideration and generous response.

Learn more or make your gift online: www.archokc.org/appeal

Intercession #3

“In thanksgiving for all who are pledging their commitment to support the Annual Catholic Appeal this weekend, we pray to the Lord”

Anuncio #3 Boletín y Misa:

Por favor pida que el Lector haga este anuncio antes de la Misa y publíquelo en su Boletín.

Compromiso Católico Parroquial Anual 2020 “Tú eres la luz Del Mundo”

Este fin de semana nuestra parroquia hará un Fin de Semana de Compromiso por la Apelación Católica Anual. Por favor acuérdense que la Apelación Católica Anual es diferente que una colección especial. Es una campaña de promesas en donde se hace un regalo pagado en cuotas.

El tema del Apelación Católica Anual “Tú eres la luz Del Mundo” fue seleccionado para recordarnos que nuestras contribuciones a la Apelación Católica Anual permitan los ministerios y servicios financiados para la Glorificación de Dios con otros en nuestra parroquia y en la Arquidiócesis.

Cada compromiso hace una diferencia! Su soporte generoso le permite a nuestra Arquidiócesis entregar ministerios y servicios necesarios.

Gracias por su consideración en Oración y su respuesta generosa.

Aprenda más o haga su regalo en línea: www.archokc.org/appeal

Intercesión # 3

“En agradecimiento por todos aquellos quienes están prometiendo su donación para soportar el Compromiso Católico Anual este fin de semana, le oramos al Señor”



2020 ACA In-Pew Appeal Script

For use by the Pastor/Celebrant at all Masses on Commitment Weekend (February 15 and 16).

We recommend that the pastor -- or if the pastor is unavailable, the celebrant -- lead this streamlined in-pew process. The entire process will take about 5 minutes.

After giving a brief homily on the readings of the day, follow this plan for guiding parishioners through the process of completing their In-Pew Pledge Envelopes.

Comment on the goal of increasing participation.

“Last year we as an Archdiocese received 7,909 pledges and wouldn’t it be great to increase that this year! Every pledge will matter to those we seek to serve, and **your generosity will bless you most of all**. Consider this to be an act of faith and of love on your part and take joy in being a part of the great mission started by Jesus himself. It is a wonderful gift to provide for all the great work made possible by the Annual Catholic Appeal throughout our local Church.

Parish Rebates

This year, Archbishop Coakley implemented a rebate program where we will keep 50% of funds raised over goal for a local project. In our parish, these funds will go towards _____

Start instructions for in-pew process.

“Let us now take a few minutes to respond to the 2020 Annual Catholic Appeal together. Please pass down the In-Pew Commitment Envelopes and pencils from the end of the pew. On the bottom half of the envelope, please print your name and contact information and indicate whether you have already made your pledge or are making a pledge today. If you have already made your 2020 ACA pledge, thank you!

To make a pledge today, fill out the sections on the tear off portion:

- The top has suggested pledge plans. Please take a moment to look these over. Every pledge will help us reach our parish goal and make a great impact in many lives. The ten-month pledge plan makes it easier to give a sacrificial gift over the course of the year. The \$250.00 pledge or \$25.00 per month is a great way to participate in the Annual Catholic Appeal.
- The middle - **CONTACT INFORMATION** has a place for your information – name, address, email address, phone number and our parish name. If you have already pledged, please fill this out to keep our records up to date.
- The bottom left – OPTION 1 – is for those who would like their pledge to be deducted from their checking account.
- The bottom right – OPTION 2 – is for those who would like to fulfill their pledge by credit card.
- OPTION 3 is for those who wish to go online and make their pledge.
- OPTION 4 is for those who prefer to call the Archdiocese to make their pledge.
- OPTION 5 should be completed if you wish to pay by check.

We will give you a few minutes now to fill out the form. When completed, please seal the envelope and pass it to the end of the pew.”

Wait for completion. (Music plays or cantor sings something uplifting.)

Thank participants.

“On behalf of Archbishop Coakley, our parish community here, and all those who benefit from the ministries you support through the Annual Catholic Appeal, I thank you!”



Guía para la Promesa En-Banco del COMPROMISO CATÓLICO ANUAL 2020

Para el uso del Pastor/Celebrante en todas las Misas en el Fin de Semana de Compromiso (Febrero 15 y 16). Recomendamos que el pastor – o si el pastor no está disponible, el celebrante – lidere esta información de este proceso en-banco. El proceso completo tomará cerca de 5 minutos.

Luego de haber dado una breve homilía sobre las lecturas del día, siga este plan para guiar a los feligreses a través del proceso de completar sus formas de compromiso en-el banco. Un ejemplo de la forma y sus respectivos sobres está en el apéndice de esta Guía.

Comentarios sobre la meta de aumentar la participación.

“El año pasado recibimos (X) compromisos y no sería fantástico aumentarlo por (X o Y) este año?! Cada compromiso será importante para aquellos que buscan servir y **su generosidad le bendecirá a usted mismo más que a nadie**. Considere que esto es un acto de fe y de amor de su parte, y sienta felicidad en ser parte de la gran misión comenzada por el mismo Jesús. Es un maravilloso regalo para proveer financiamiento para todo el gran trabajo hecho posible por el Compromiso Católico Anual a través de la Arquidiócesis.

Reembolsos Parroquiales

Este año, el Arzobispo Coakley implementó un programa de reembolso en el que mantendremos el 50% de los fondos recaudados sobre la meta para un proyecto local. En nuestra parroquia, estos fondos se destinarán _____

Siga las instrucciones del proceso en-banco.

“Tomémonos unos momentos para responder juntos al Compromiso Católico Anual 2020. Por favor pase los volantes del Compromiso En- el Banco, sus respectivos sobre y lápices desde el final del banco. En la parte de abajo de la mitad del volante, escriba su nombre con letra imprenta ... e indique si es que usted ya ha realizado su compromiso o está haciendo su compromiso hoy. Si ya lo ha hecho, muchísimas gracias!

Para realizar un compromiso hoy, llene las secciones en la porción pre-cortada.

- La parte superior sugiere los planes de compromiso. Por favor tome un momento para revisarlos. Cada compromiso nos ayudará a llegar a nuestra meta de la Parroquia y hacer un gran impacto en muchas vidas. El compromiso de plan de diez-meses hace más fácil el entregar una donación de sacrificio durante el curso del año. El compromiso de \$250.00 o de \$25.00 al mes es una fantástica manera de participar en el Compromiso Católico Anual.
- La parte del medio – INFORMACION DE CONTACTO tiene un lugar para su información – nombre, dirección, dirección de correo electrónico, número telefónico y el nombre de nuestra Parroquia. Si usted ya se ha comprometido, por favor llene esta área para mantener su información al día.
- La parte de debajo de la izquierda – OPCION 1 es para aquellas personas a quienes les gustaría que su compromiso sea deducida de su cuenta bancaria.
- La parte de debajo de la derecha OPCION 2 es para aquellas personas a quienes les gustaría realizar su compromiso a través de tarjeta de crédito.
- OPCION 3, aquellas personas que harán su donación on-line
- OPCION 4, aquellos que llaman por teléfono paracer una donación
- OPCION 5, completada en caso que un donador adjunte un cheque:

Le daremos unos momentos ahora para llenar la forma. Una vez que sea completada, por favor ponga su forma en el sobre y páselo hacia el final del banco.”

Esperar para completar. (Tocar música o que se cante en forma inspiradora)

Agradecer a los participantes.

“De parte del Arzobispo Coakley y todos aquellos quienes se benefician de los ministerios que ustedes soportan a través del Compromiso Católico Anual, les doy las gracias!”



Handling Pledges and Gifts

We appreciate all you do to make the Annual Catholic Appeal a success! Please follow this procedure so that all pledges/gifts can be recorded accurately and acknowledged properly. Thank you.

Receiving and handling

The parish may receive 4 different kinds of ACA responses. Each type has its own procedure for handling. In all cases, **please do not record ACA gifts on a parish's tax receipt record. Every donor will receive an acknowledgement and receipt from Archbishop Coakley.**

1. Loose cash and coins

- Please count all loose cash and coins received for the ACA.
- Write a check drawn on your parish account for the corresponding amount, made out to Annual Catholic Appeal.
- Deposit the cash and coins in your parish account.
- Place the check for the corresponding amount in the prepaid return mailer or your own packaging with sufficient postage for mailing to the P.O. Box listed on the next page.

2. Checks without envelopes

- Please bundle all loose ACA checks (those not received in sealed envelopes) and bind them together with a rubber band.
- Attach completed transmittal form to each bundle of loose checks to ensure that all gifts from your parish are accurately credited to your parish.
- Place bundles of loose checks in the prepaid return mailer or your own packaging with sufficient postage for mailing to the P.O. Box listed on the next page.

3. Sealed Pledge envelopes (either In-Pew envelopes or Pledge Cards in sealed envelopes)

- Please DO NOT OPEN sealed ACA pledge envelopes. **note: Opening sealed envelopes is a violation of PCI credit card compliance and could open the parish and Archdiocese to greater risk.*
- Bundle sealed envelopes together and bind with a rubber band.
- Attach completed transmittal form to each bundle of sealed pledge envelopes.
- Place bundles of sealed pledge envelopes in the prepaid return mailer or your own packaging with sufficient postage for mailing to the P.O. Box listed on the next page.

4. Completed Pledge cards without Envelopes

- You may receive some pledge cards without an envelope.
- Check to make sure your parish is correctly identified on each pledge card and that the card has been completed.
- Bundle loose completed pledge cards together and bind them with a rubber band.
- Attach completed transmittal form to each bundle of pledge cards.
- Place the bundled pledge cards in the prepaid return mailer or your own packaging with sufficient postage for mailing to the P.O. Box listed on the next page.

****PLEASE FORWARD ALL PLEDGES/GIFTS AS THEY ARE RECEIVED
TO ENSURE DONORS ARE ACKNOWLEDGED PROMPTLY.****



Preparing and Returning Return Mailer

1. Please confirm all items are in the prepaid return mailer or your own packaging with sufficient postage to be mailed to the P.O. Box listed below.
2. Seal the prepaid return mailer or your own packaging.
3. Write your parish name and parish city on the outside of the prepaid return mailer or your own packaging.
4. Please send the prepaid return mailer or your own packaging with sufficient postage to the P.O. Box listed below.

The address for pledge return and correspondence is:

**Annual Catholic Appeal
Archdiocese of Oklahoma City
Gift Processing
P.O. Box 7396
Berlin, CT 06037-9907**

Pledge/gift handling assistance

Please feel free to contact Stephen Zaborowski at 405-709-2745 or stewardship@archokc.org with any questions or concerns. We look forward to providing assistance.



Follow-Up Weekend: February 22 & 23rd, 2020

Pre-Mass instructions

Place a few Pledge Envelopes in the missal holders or at the end of pews, so they are accessible at each Mass. It is best to have pens pre-loaded in the envelopes. The ushers should also have a small set of Pledge Envelopes to distribute at each Mass.

Special Announcement made

Before Mass or after the homily, the presider should let Mass attendees know they have another chance to give to the Annual Catholic Appeal during collection time.

SAMPLE ANNOUNCEMENT:

Thank you to all those who responded generously last week by making a pledge to the Annual Catholic Appeal, helping our parish work toward its goal and joining with all other parishes in our Archdiocese to provide resources for vital ministries. If you were not with us last week or did not participate, please take a moment to find a Pledge Envelope in your pew, complete it and place it in the collection basket or hand it to an usher after Mass. Thank you for sharing your blessings with others!

EJEMPLO DE ANUNCIO:

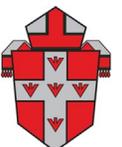
Gracias a todos aquellos quienes respondieron generosamente la semana pasada por tomar el Compromiso Católico Anual, ayudando a nuestra parroquia a trabajar en su meta y unirse con otras Parroquias en nuestra Arquidiócesis que quiere entregar recursos para nuestros vitales ministerios Arquidiocesanos. Si usted no estuvo con nosotros la semana pasada o no participó, por favor tome un momento para buscar un sobre de compromiso en su banco, complételo y déjelo en el canasto de colección o entréguelo a un colector después de la Misa. Gracias por compartir sus bendiciones con otros!

Instructions to ushers

Be alert for parishioners who are looking for a Pledge Envelope and help them to find one in their pew or hand one to them. During the Collection, be alert for anyone completing their Pledge Envelope and circle back to pick any up for those who are not ready when the basket passes through their pew.

Handling ACA pledges and gifts

Follow the instructions found on pgs. 27-28.



Follow-up Procedures

Gift acknowledgment

- Every responding household will receive a thank you letter and receipt from Archbishop Coakley. Please note that parishes should NOT provide receipts to donors.
- Please be sure to thank parishioners (in pastor's remarks, bulletin announcements, etc.) in a general fashion throughout the course of the Appeal.

Tracking progress toward goal

- Your parish's 2020 Annual Catholic Appeal goal may be found on pages 7-9 of this Parish Manual.
- Summaries of parish progress will be updated weekly on the Annual Catholic Appeal website www.archokc.org/appeal.
- Detailed reports of individual household giving will be supplied to the parish by the Office of Stewardship and Development.
- Parish by Parish reports are posted to the ACA website, www.archokc.org/appeal each Friday
- At all Masses on April 25 and April 26, the Pastor or ACA 2020 **Parish Chair gives mid-Appeal report.** (See sample remarks on pg. 31).

Optional: Second Collection

- You may wish to schedule an ACA 2020 second collection at all Masses on a weekend in late May or early June. Please notify your offertory envelope service in sufficient time to provide envelopes for this collection.



Sample Pastor's Mid-Appeal Remarks

[To be given at all Masses on April 25 and April 26. If the Pastor is unable to give these remarks, the Parish Chair may do so after Communion.]

If you have not already pledged to the 2020 Annual Catholic Appeal, you may have received a letter from me reminding you of the importance of our participation. The Appeal this year brings together the combined efforts of all parishes to meet the total goal of \$3.6 million. Although the initial response to the Annual Catholic Appeal has been encouraging, many families have yet to reach a decision regarding their participation and support.

Your pledge to the 2020 Annual Catholic Appeal provides you with the personal opportunity to help carry out critically important ministries throughout our Archdiocese—those that impact our own parish—and those that impact people we may never personally meet. When you make a pledge, you are ensuring that the Church is present throughout central and western Oklahoma to support, form and lead people of all ages, backgrounds and talents along the promised path to eternal life.

Thanks again to all who have pledged this year. If you have not yet pledged, please consider prayerfully how you might do so. Every gift makes a difference. Let us rejoice in God's love for us and the grace of sharing that love with others, especially those in need.

Ejemplo de Recordatorio de Compromiso del Pastor

(Para ser entregado en todas las Misas el 25 y 26 de Abril. Si el Pastor no puede dar el recordatorio, el Directorio de la Parroquia puede hacerlo después de la Comunión).

Si usted no ha tomado su Compromiso Católico Anual 2020, usted puede haber recibido una carta mía recordándole de la importancia de nuestra participación. El Compromiso este año entrega los esfuerzos combinados de todos los parroquianos para llegar a la meta total de \$3.6 millones. Aunque la respuesta inicial al compromiso Católico Anual ha sido alentadora, muchas familias tienen que tomar su decisión respecto a su participación y soporte.

Su Compromiso Católico Anual 2020 le entrega una oportunidad personal de ayudar a llevar a cabo los críticamente importantes ministerios dentro de nuestra Arquidiócesis. Pero tenga en mente que dentro de cada ministerio existen muchos programas y ministerios de ayuda para ayudar a aquellos dentro de nuestra Arquidiócesis. Cuando usted hace un compromiso, usted se está asegurando que esos programas que valen tanto la pena sean aún mejores.

Gracias nuevamente a todos quienes se han comprometido este año. Si no lo ha hecho aún, por favor considere en Oración cómo lo puede hacer. Toda donación hace la diferencia. Regocijémonos en el amor de Dios por nosotros y en la gracia de compartir ese amor con otros, especialmente con aquellos con más necesidades.



Key Contacts

Postal Address:

Secretariat for Stewardship and Development
Archdiocese of Oklahoma City
PO Box 32180
Oklahoma City, OK 73123-0380

Office of Stewardship and Development

Phone: 405-709-2745
Email: stewardship@archokc.org
Web: www.archokc.org/stewardship
Appeal: www.archokc.org/appeal

Annual Catholic Appeal Team

Peter L. de Keratry, CFRE
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Lisa McKelvey
Donor Relations Coordinator
Email: lmckelvey@archokc.org

Stephen Zaborowski
Constituent Services Coordinator
Email: szaborowski@archokc.org

Miguel Mireles
Associate Director of Development for the Blessed Stanley Rother Shrine
Email: mmireles@archokc.org
***Se Hablo Espanol

Alissa Patterson
Development Coordinator for Catholic Schools
Email: apatterson@archokc.org

Mailing Address for Pledges/Gifts

Annual Catholic Appeal
Archdiocese of Oklahoma City
Gift Processing
PO Box 7396
Berlin, CT 06037-9907



PRAYERS OF THE FAITHFUL

The Annual Catholic Appeal, in addition to meeting the financial needs of our Church, calls one another to actively practice our faith. Prayer is vital in the conversion of the heart, which leads people to give generously to serve the needs of others. The following are some sample Prayers of the Faithful that you may want to consider adding to your parish liturgies.

- That we may see the work of the Annual Catholic Appeal as an opportunity to extend our love and service beyond the boundaries of our parish and local community. We pray to the Lord.
- For all those in need, that they may find guidance and assistance from the many services available through our generous support of the Annual Catholic Appeal. We pray to the Lord.
- That the Holy Spirit may continue to guide the work of the Church throughout our Archdiocese, and that Christ's message of love may be realized by all. We pray to the Lord.
- That as we make our commitment to the Annual Catholic Appeal, we may remember God's Love for us. We pray to the Lord.
- That as we participate in the 2020 Annual Catholic Appeal to help others, we give thanks to our God for the gifts and blessings we have received. We pray to the Lord.
- That the Holy Spirit may continue to guide the work of the Church and that Christ's message of faith, hope, and love may be realized by all. We pray to the Lord.
- That we may spread the message to ***"You are the Light of the World"*** through our good deeds as we generously support the Annual Catholic Appeal as faithful stewards of the gifts God has entrusted us with. We pray to the Lord.
- For all contributors to Annual Catholic Appeal, that their generosity will give them joy and peace. We pray to the Lord.

ORACIONES DE LOS FIELES

El Compromiso Católico Anual, en adición a lograr las necesidades financieras de nuestra Iglesia, nos llama unos a otros a practicar activamente nuestra fe. La Oración es vital en la conversión del Corazón, la cual lleva a la gente a dar generosamente para servir las necesidades de otros. Los siguientes son algunos ejemplos de Oraciones de los Fieles que usted puede querer considerar para agregar a sus liturgias de la Parroquia.

- Que veamos el trabajo del Compromiso Católico Anual como una oportunidad de extender nuestro amor y servicio más allá de las barreras de nuestra Parroquia y comunidad local. Te rogamos Señor.
- Para todos aquellos con necesidades, que ellos puedan encontrar guía y asistencia desde los muchos servicios disponibles a través de nuestro generoso soporte de nuestro Compromiso Católico Anual. Te rogamos Señor.
- Que el Espíritu Santo pueda continuar guiando el trabajo de la Iglesia a través de nuestra Arquidiócesis, y que el mensaje de Cristo de amor pueda ser realizado por todos. Te rogamos Señor.
- Que mientras tomamos nuestro Compromiso Católico Anual, recordemos el amor de Dios por nosotros. Te rogamos Señor.
- Que mientras tomamos nuestro Compromiso Católico Anual para ayudar a otros, le demos gracias a nuestro Señor por los regalos y bendiciones que hemos recibido. Te rogamos Señor.
- Que el Espíritu Santo continúe guiando el trabajo de la Iglesia y que el mensaje de Cristo de fe, esperanza y amor pueda ser realizado por todos. Te rogamos Señor.
- Que podamos esparcir el mensaje ***"Tú eres la luz Del Mundo"***
- a través de nuestras buenas obras cuando generosamente soportamos el Compromiso Católico Anual como fieles administradores de los dones que Dios nos ha entregado. Te rogamos Señor.
- Por todos los contribuyentes del Compromiso Católico Anual, que su generosidad les entregue felicidad y paz. Te rogamos Señor.

