The Office of Stewardship and Development is grateful that you have agreed to participate. Thank you for your willingness to volunteer and assist your parish with planning and presentation of the appeal materials.

Your role as a parish coordinator serves as a link between Bishop Deshotel and the people of your parish. You will work directly with your pastor and parish staff to ensure that the necessary steps are followed in a timely manner to ensure the success of the Appeal.

It is important to familiarize yourself with the Bishop’s Services Appeal and lead by example. Make your own pledge early in the appeal. Motivate, guide and encourage all members of your parish community to make a sacrificial gift or pledge.

Your volunteer leadership is vital in helping the Diocese of Lafayette to achieve its mission. Your efforts will help to communicate the importance of the Bishop’s Services Appeal and the value of its message. The success of the appeal is due in large part to the encouragement and support that you provide as parish coordinator.

Thank you for your commitment and dedication.

PLEASE CONTACT THE OFFICE OF STEWARDSHIP AND DEVELOPMENT WITH ANY SUPPLY NEEDS, QUESTIONS OR CONCERNS.

CALL US AT (337) 261-5641
PARISH COORDINATOR RESPONSIBILITIES AND CHECKLIST

☐ † Please read entire manual and familiarize yourself with Bishop’s Services Appeal (BSA) process along with all materials used.

☐ † Schedule an appointment with your pastor to review the materials and timeline (Pastor’s endorsement and support is vital to the success of your parish appeal).

  ✤ Discuss BSA process and parish goal with your pastor to develop strategy & message to reach goal (monthly parish goals and performance reports are provided to the pastors & lay leaders during the year).

  ✤ Discuss and choose media options (audio or video), what to use and best way to share (see next page for titles, formats and length)

  ✤ Decide upon the most effective way to disseminate all BSA materials.

  ✤ Include and inform the parish secretary and bulletin editor.

  ✤ Discuss collection reporting procedures with pastor, office staff and money counters.

☐ † Contact the Office of Stewardship & Development for any additional supplies, information or support needed:

  o Margaret H. Trahan – Director, mtrahan@diolaf.org
  o Leslie LeBlanc – Administrative Assistant, lleblanc@diolaf.org
  o Cindy LeBlanc – Gift Entry & Constituent Rec. Specialist, csleblanc@diolaf.org
  o Phone: 261-5641   Fax: 261-5645

☐ † Recruit committee members to help cover each Mass:

  o Provide lector with General Intercession Prayers
  o Ensure that BSA pledge envelopes are in pews during the pledge drive and on each collection Sunday throughout the campaign.

☐ † Place posters and brochures in high traffic areas; ensure that videos are posted on parish website and a schedule is set up for use & messaging on social media channels
† Determine who will introduce and play Bishop’s message on *Education Weekend* (or share one of the Impact Videos) at all Masses on **February 8th & 9th**.

† Determine who will introduce *Commitment Weekend Pulpit Message* on **February 15th & 16th**.

† Insure envelopes are placed in the pews at all Masses.

† Insure that bulletin announcements are included in the bulletin and in church announcements starting **February 1st**.

† See to it that the *General Intercessions for Prayers of the Faithful* are available to be used at each weekend Mass, starting **February 1st**.

† Be the first to make a pledge to the BSA and encourage all campaign workers to do the same.

† *Be creative with the appeal*...use social media, parish events/meetings to promote.