

## MAY 12

Deadline for **Separate Our Appeal or Remain Combined?** (yellow form) to be submitted to the Office of Stewardship and Development.

Deadline for **Laying the Groundwork for the United Catholic Appeal** (green form) to be submitted to the Office of Stewardship and Development.

## WEEK OF MAY 23

**Census Report** mailed to parishes (look for the bright red envelope)

## WEEK OF JULY 5

United Catholic Appeal **Parish Guide** available online.

## JULY 28

Deadline for **parish household updates** (census reports) to be submitted to the Office of Stewardship and Development. New parishioner/household change forms are available on the Parish Helpdesk at [www.archindy.org/UCA](http://www.archindy.org/UCA).

Print materials sent to Our Sunday Visitor by parishes:

- Finalized ministry listing
- Pastor/PLC/Deacon personalized letter. If a personalized letter is not submitted by July 28, it will default to the sample letter in the Parish Guide
- Signature, letterhead, #9 and #10 envelopes (if changes were made)

Deadline for **Parish Overage Allocation** (gray form) to be returned to the Office of Stewardship and Development.

## SEPTEMBER – OCTOBER

Selection and recruitment of parish and archdiocesan lay witness presenters.

**Parish Stewardship Accountability Report** completed to promote the ministries of the parish.

Two Miter Society events hosted by Archbishop Tobin as follows:

- Wednesday, September 28, 2016 — New Albany
- Tuesday, October 18, 2016 — Indianapolis

## SEPTEMBER 17-18

Begin weekly bulletin announcements and general intercessions. Samples available on the Parish Helpdesk at [www.archindy.org/UCA](http://www.archindy.org/UCA).

## WEEK OF OCTOBER 3

Parishes receive parish kits, including in-pew intention envelopes, posters and the United Catholic Appeal video. Additional resources and print-ready files are available on the Parish Helpdesk at [www.archindy.org/UCA](http://www.archindy.org/UCA).

## ON OR AROUND OCTOBER 17

First and only mailing is sent to parishioners prior to Intention Weekend that includes: a letter from the pastor/PLC, an educational brochure, intention card and reply envelope.

## AWARENESS WEEKENDS

**October 22-23 • October 29-30 • November 5-6**

Highlight the parish's stewardship renewal and the United Catholic Appeal case for support by inviting lay witnesses or guest speakers to talk about one of the following:

- Catholic education
- Parish volunteer opportunities
- Vocations
- Faith formation
- Parish stewardship
- Priests' retirement
- Catholic Charities programs

Ministry Minute videos and eCards can be found on the United Catholic Appeal page of the website at [www.archindy.org/UCA](http://www.archindy.org/UCA).

- Parishes who have email addresses for their parishioners are encouraged to forward Ministry Minute videos to all households.
- Parishes with active social media platforms are encouraged to post Ministry Minute videos and other relative United Catholic Appeal communications to these distribution channels.

Continue bulletin announcements and general intercessions.

## NOVEMBER 12-13

**INTENTION WEEKEND** – Parishioners return intention card brought from home or are encouraged to use the in-pew intention cards/envelopes.

Show United Catholic Appeal video.

Continue bulletin announcements and general intercessions.

## NOVEMBER 14

Separate parish and archdiocesan intention cards and retain parish intention cards. Parishes return collected archdiocesan intention cards for processing in the envelopes provided. Please refer to the Processing Guide for details and the mailing address.

Promote United Catholic Appeal awareness and education pieces as reminders to parishioners by using the files available on the Parish Helpdesk at [www.archindy.org](http://www.archindy.org):

- Bulletin announcement placed in the parish bulletin
- Ministry Minute videos used on social media platforms
- Emails encouraging participation and highlighting the parish's individual success

## NOVEMBER 19-20

Second opportunity for parishioners to participate in the parish stewardship renewal and United Catholic Appeal by returning their intention cards. Processing will take place as noted above.

## WEEK OF NOVEMBER 21

- Bulletin announcement placed in the parish bulletin
- Ministry Minute videos used on social media platforms
- Emails encouraging participation and highlighting the parish's individual success

## WEEK OF NOVEMBER 28

- Bulletin announcement placed in the parish bulletin
- Ministry Minute videos used on social media platforms
- Emails encouraging participation and highlighting the parish's individual success

## WEEK OF DECEMBER 5

- Bulletin announcement placed in the parish bulletin
- Ministry Minute videos used on social media platforms
- Emails encouraging participation and highlighting the parish's individual success

## MARCH 2017

Follow up mailing sent.