

1 STARTING MASS on INTENTION WEEKEND: November 12-13, 2016
The Office of Worship recommends and encourages each parish to focus on the United Catholic Appeal at the very beginning of Mass. The celebration of Mass should begin as it does each week with the procession to the altar with the Gathering Song, Sign of the Cross and the Greeting. Then, invite the assembly to be seated and call attention to the United Catholic Appeal Intention Weekend. Afterward, invite the assembly to stand and continue with the Mass as usual, beginning with the Penitential Act.

2 UCA PRESENTATION at MASS
Pastor: Good Morning! (Good Evening!) Today, we celebrate Intention Sunday (Intention Weekend) for the United Catholic Appeal. We are blessed to have a faith-filled and generous parish community. Your sacrifice impacts the mission of our Archdiocese. I say “our Archdiocese” because our Archdiocese provides support where no one parish alone can meet the faith community’s needs. The United Catholic Appeal supports three areas – Proclaiming the Word of God, Celebrating the Sacraments and Responding with Charity.

These are broad categories so let me give you a few examples: (See examples on second page.)

3 UNITED CATHOLIC APPEAL VIDEO PRESENTATION
Pastor: Let us take a moment to listen and watch a video highlighting how your gifts to the United Catholic Appeal impact the programs and ministries of the Church that support our friends and neighbors throughout central and southern Indiana.

Play Archbishop’s video. (If not showing the video, proceed to step 4.) When video ends, continue with below steps.

4 IN-PEW GIFT REFLECTION AND PLEDGE
Pastor: Thank you for your attention in watching the video that highlights just a few of the important programs and ministries supported by the United Catholic Appeal. We are a truly blessed community to have the opportunity to support and grow these critical and essential areas of church work. As you consider your gift to this year’s United Catholic Appeal, please remember that 100% – yes, 100 percent – of your gift supports these and other programs and ministries.

I’d like to pause here and ask each of you to take a moment to reflect on your intended gift to the United Catholic Appeal. Then, renew your pledge – or make a gift for the first time – by filling out the Intention Card being passed out. Please prepare to complete the Intention Card with me as I also make my commitment to the United Catholic Appeal.

5 FILLING OUT and COMPLETING the INTENTION CARD
Children or ushers begin passing out the In-Pew Envelopes and pens.

Pastor: Each head of household should now have an Intention Card Envelope. You may have remembered to bring your Intention Card from the letter you received in the mail, or you may have already made your pledge through the Miter Society. If not, I encourage each head of household to submit an Intention Card today. Now, please join me in filling out the Intention Card line by line, starting with our name. (Smile and say:) “Please write neatly.” (Pastor/leadership at altar should fill out Intention Card w/parishioners.)

Let’s now move to filling out our address ... and then our pledge intention information. (When the congregation is looking up toward the altar, say:) “Thank you! Let us complete our commitment to serve our communities through the United Catholic Appeal by coming together as a community of faith and putting our Intention Card in the basket at the altar. The ushers will release and direct each pew. We invite you to approach the altar as a family to present your intention pledge for the United Catholic Appeal.

6 PRESENTATION OF INTENTION PLEDGE CARDS
Ushers direct pews and procession to present Intention Card Envelopes.
Organist should play a celebratory song during the procession. When the procession ends, state the following:

Pastor: On behalf of Archbishop Tobin and myself, but most especially on behalf of those who will benefit from your generous and prayerful gifts, I thank you for your support, commitment and loving response to God through the United Catholic Appeal.

STEP 2 EXAMPLES: UCA PRESENTATION at MASS

The United Catholic Appeal supports three areas – Proclaiming the Word of God, Celebrating the Sacraments and Responding with Charity. Please tailor your UCA presentation to meet the needs of your parish by answering the question: Where do archdiocesan ministries best touch my parishioners?

Proclaiming the Word of God

- At Easter 2016, nearly 1,000 men and women throughout the Archdiocese of Indianapolis were welcomed into full communion with the Catholic Church, bringing them closer to God through their faith.
- Intercultural Ministry responds to the needs of immigrants through activities that are respectful to the culture and enriching to their lives.
- The Office of Catholic Schools provides catechetical formation and guidance to staff so they can evangelize and teach the faith to the more than 24,000 students in 68 schools throughout the archdiocese.
- The Office of Young Adult Ministry and Campus Ministry reaches out to young adults and creates a greater culture of vocation and Catholic identity through programs like the Bishop's Bash, Theology on Tap, and 40 Days for Life. Ministry on college campuses supports programs and activities on 12 campuses that connect Catholic college students with their faith and each other during this transformational time of life.
- Pro-Life and Family Life Ministry supports educational, pastoral and advocacy programs for families, promotes human dignity from conception to natural death, and provides support for ministries focused on spiritual health and recovery from divorce.
- Youth Ministry supports the staff and volunteer youth ministers in professional development and the implementation of mission projects, youth conferences, pilgrimages, and other spiritual enrichment experiences that serve nearly 3,000 youth annually.
- Supports the professional and spiritual development of Parish Administrators of Religious Education and catechists or catechetical leaders through attending regional conferences that can enhance their ability to share our Catholic faith.

Celebrating the Sacraments

- More than 20 seminarians are supported in their education, activities and programs while attending seminary colleges. Financial support allows seminarians to attend a 10-week cultural immersion program to help form them as global Church leaders.
- In June 2016, we rejoiced when six men were ordained and entered into active ministry for the Archdiocese of Indianapolis.
- In 10 years, 31 percent of active archdiocesan pastors will be near retirement. Your gift helps support these priests in their retirement years.
- More than 20 men currently candidates in the diaconate program are supported in their discernment and formation process.

Responding with Charity

- The need for food, clothing and shelter is a constant challenge in today's difficult economic times. We are called as Christians to meet these most basic needs, many of which are supported through programs offered by the five regional Catholic Charities.
- Young mothers turn to local Catholic Charities for food, clothing and basic needs for their children.
- The Refugee Resettlement Program of Catholic Charities in Indianapolis helps provide housing, food, education, and cultural immersion to those leaving a country in turmoil and coming to the United States.
- Tuition assistance is provided to hundreds of students most in need who attend the archdiocesan Notre Dame ACE Academies, formerly Mother Theodore Catholic Academies (MTCA).

BEST PRACTICES for SUCCESSFUL IN-PEW APPEALS

- Provide coffee and donuts/hospitality on Intention Weekend at all Masses
- Be sure to hand out the Intention Card Envelopes, do not just leave them in the pews
- Enlist children to pass out and collect the cards; this must be coordinated in advance with children and parents
- Do not collect the Intention Cards with the general offertory
- Have a coordinator at the back of the church facilitating the Intention Card collection process
- Remind people it is important to participate – participation, no matter how small the gift, is critical to responding to and meeting the needs of ministries and programs
- Remain positive and treat the entire process as a celebration
- Be prepared! Plan and rehearse this process in advance with facilitators and the organist
- Thank the parishioners before and after you make the request