

UNITED CATHOLIC APPEAL

Christ Our Hope

In-Pew Process for United Catholic Appeal

Commitment Weekend: 6 Steps for a Successful Appeal

1 STARTING MASS on INTENTION WEEKEND: November 11-12, 2017

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: (1) Faith Formation and Catholic Education, (2) Seminarian Education and Clergy Care, and (3) Charity and Outreach.

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 the United Catholic Appeal 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 people and programs 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. If you have already made your pledge or gift, please indicate that by checking the box on the top, right of the Intention Card. 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 Thompson 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.

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STEP 2 EXAMPLES: UCA PRESENTATION at MASS

The United Catholic Appeal supports three areas: (1) Faith Formation and Catholic Education, (2) Seminarian Education and Clergy Care, and (3) Charity and Outreach. Please tailor your UCA presentation to meet the needs of your parish by answering the question:

Where do archdiocesan ministries best touch my parishioners?

Faith Formation and Catholic Education

- 3,250 young adults who participated in programs geared just for them
- 3,000 college students on 12 campuses who want to stay connected to their faith
- Countless mothers educated on the sanctity of life
- 30,000 people reached through parish catechetical programs including youth
- 24,000 students in 69 schools throughout the archdiocese
- 8,448 youth served through youth ministry

Seminarian Education and Clergy Care

- 24 seminarians training to be our future priests
- 21 permanent deacons ordained on June 24
- More than 40 retired priests who have faithfully served the archdiocese
- Our priests furthering their studies through sabbaticals and retreats

Charity and Outreach

- More than 209,500 who are in need of food, clothing, shelter and support
- Students in need of tuition assistance who attend the archdiocesan Notre Dame ACE academies

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