

ALL *for the* SAKE *of* OTHERS

UNITED CATHOLIC APPEAL
Christ Our Hope

Archdiocese of Indianapolis



IN-PEW PROCESS

6 Steps for a Successful Appeal

1

STARTING MASS on INTENTION WEEKEND: November 10-11, 2018

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.

CONTINUED

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 pass out In-Pew Envelopes)*

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.

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? Here are a couple examples for each area:

FOR OUR NEEDY | CHARITY & OUTREACH

- Serving warm meals to **48,474** people who are hungry
- Assisting **867** veterans and **6,641** people with a disability with food, shelter & clothing

FOR OUR FAMILIES | FAITH FORMATION & CATHOLIC EDUCATION

- Connecting with over **3,250** young adults in central and southern Indiana
- Reaching more than **30,000** people, including youth, through catechetical programs

FOR OUR CLERGY | SEMINARIAN EDUCATION & CLERGY CARE

- Educating seminarians attending Bishop Simon Bruté College Seminary as well as St. Meinrad Seminary and School of Theology
- Caring for **48** retired priests who have devoted their lives to serving others

BEST
PRACTICES
FOR
SUCCESS

- 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 (coordinate in advance)
- 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 – no matter how small the gift
- 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