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Parish Timeline

February

- 4-5 “Announcement Weekend” (*Materials on Page 11*)
11-12 “Education Weekend” (*Materials on Page 13*)
13 Bishop Letter Sent
18-19 “Commitment Weekend”
-

March

- 10-11 “Follow-up Weekend”
Public Thank You
To Parish Members and encouragement to participate in CFSA 2012
19-23 First Transmittal due in CFSA Office
-

April

- 23-27 Second Transmittal due in CFSA Office
Second batch of completed pledge cards due at CFSA Office. Pledge cards separated into appropriate batches and parish check enclosed.
-

May

- 19-20 Thank you and Second Parish Follow-up, Telephone or Follow-up Letter
Update parishioners on parish status and invite those who have not turned in pledge cards to prayerfully consider participating.
21-25 Third Transmittal due in CFSA Office
Third batch of completed pledge cards due at CFSA Office. Pledge cards separated into appropriate batches and parish check enclosed.
-

June

- 18-19 Fourth Transmittal due in CFSA Office
Fourth batch of completed pledge cards due at CFSA Office. Pledge cards separated into appropriate batches and parish check enclosed.
-

July

- 16-20 Final Transmittal End of Parish.
Diocesan phone campaign begins for those who have not responded.
Notify CFSA Office of any exceptions.

The five priorities of the Catholic Diocese of Sioux Falls

“Assisting the faithful as they seek the kingdom of God...”

Faith Formation

- ❖ Newman Center Ministries located at four university campuses.
- ❖ Discipleship Camp, Jr. and Sr. Youth Rallies, Parish-based Totus Tuus camps,
- ❖ Support for parish youth programs
- ❖ Bishop Martin Marty Institute for the New Evangelization – a new initiative to give adults the chance to learn about Church teaching on timely issues. Institute events are offered in a variety of formats, ranging from the “Unplugged: Mini-Retreats” which are two-hour stand-alone events, to the Extended Studies, which are six-week series devoted to one topic.
- ❖ Faith for Life ~ a program which brings speakers into the Diocese for day-long seminars.
- ❖ Prairie Rome Companion ~ a weekly 30 minute podcast with Fr. Andrew Dickinson on Catholic topics.
- ❖ Office of Catholic Schools: supporting the 23 Catholic schools that carry out this important apostolate on behalf of 27 parishes in 15 different communities in the diocese.
- ❖ Offers resources for handing on the faith in the home and in the parish which include:
 - Evaluations and recommendations for systematic religious education curricula
 - Sacrament preparation recommendations and resources
 - Faith enrichment activities for the home

Vocations

- ❖ Seminarian education and formation
- ❖ A range of ministries that support all vocations
- ❖ Diaconate training and formation
- ❖ Encouragement of and support of vocations of single life and consecrated life.

Family Life

- ❖ “All in God’s Plan” a program to partner with families in the ongoing formation of their children in respect for life, virtue of chastity, and the dignity of being made in the image of God Training and formation of marriage preparation and enrichment sponsor couples
- ❖ Retrouvaille peer ministry

Family Life (continued)

- ❖ Continue to seek ways to support families raising their children
- ❖ Increasing awareness for ways to encourage respect for the dignity of all life
- ❖ “Circle of Grace” and “Safe and Sacred” programs grow awareness in children and adults of our God-given dignity as His creation and are being used in all Catholic schools and parishes.

Worship (and a vibrant parish life)

- ❖ Pastoral Planning: making assurances that all of the faithful in the diocese have regular access to the sacraments, especially the most Holy Eucharist, including the infirm and imprisoned through the chaplaincy programs that are located throughout the diocese
- ❖ Weekly broadcast TV Mass
- ❖ Workshops intended to prepare priests, liturgical ministers and all of the faithful in the diocese.
- ❖ Continuing education opportunities for the clergy of our diocese
- ❖ Technology support for all parishes in the diocese
- ❖ Administrative services for finances, human resources, benefits, and safe environment

Social Outreach and Communications

- ❖ Grief and other counseling services through Catholic Family Services
- ❖ Adoption and pregnancy counseling through Catholic Family Services
- ❖ Weekly Catholic Views radio program
- ❖ Weekly broadcast TV Mass
- ❖ The Bishop’s Bulletin delivered to every household each month
- ❖ On-going communication through the diocesan website at www.sfcatholic.org
- ❖ Support of feeding and shelter ministries in multiple communities in our diocese.
- ❖ Assistance and support to military families
- ❖ St. Joseph Catholic housing around the diocese
- ❖ Support for Chaplains at hospitals and correctional and human service facilities around the diocese

Preparing for Success

As we begin to prepare for Catholic Family Sharing Appeal 2012 there are several goals to keep in mind to help make your parish appeal successful:

1. **A gift from each and every parishioner** – It is important to broaden the base of support. Everyone should be encouraged to give something. No gift is too small. At this time it is important that on the parish level the stewardship theme could be pressed. Participating financially is one avenue of responding but also participating through time and talent is another and just as valuable. Remember that no gift is too small and none is too large. We would like everyone to participate. Do not suggest a specific amount. Simply state that the suggested guideline for generosity is 1% of household income.
2. **Pledges instead of one-time gifts** – Encourage everyone to take advantage of pledging. It is easier to give a larger gift if it is paid in increments. Stress a down payment, followed by three quarterly payments. Monthly contributions are still an option. Parishioners should be encouraged to make a pledge and to spread their payments over the 10-month period
3. **Every parish exceeding its goal-** By utilizing all of the people and materials available to actively promote the Catholic Family Sharing Appeal, coupling it with a parish project, it is probable that the parish will have funds raised above the diocesan assigned goal. This money remains within the parish pointing this out can be beneficial to your pledges. Please note if the parish does not reach its goal, it will be responsible for making up the difference.
4. **There must be a good “case”-** It is important that a ‘Good Case’ be made to the parish. For any individual to give there must be a clear understanding what their giving goes to. It is important to point out resources provided by the diocese, which have been utilized by or could be utilized by the parish. Within this handbook are many examples of diocesan ministries that can be reviewed and made a part of your Education Sunday. Some of them will be highlighted in Bishop Swain’s audio message.
5. **There must be good leadership** – You cannot expect good results from an appeal without committed, dedicated and articulate leadership. A successful parish appeal is directly related to the leadership, enthusiasm and motivation provided to the parishioners. It has to start from the pastor and be strong enough to filter down and touch every member of the Parish. Think about the reasons why you really believe in

Catholic Family Sharing Appeal 2012

the work of the Diocese of Sioux Falls; consider how you will convey your enthusiasm. Success will depend upon your willingness to support the Catholic Family Sharing Appeal.

6. **Utilization of weekends of the appeal** - Utilizing all opportunities to educate is vital! Education weekend commitment weekend and the follow-up weekend encourages and reminds people to be participants.
7. **Follow-up Program** – Parishes that have a successful parish appeal make an attempt to contact each family or individual with a source of income. It is unreasonable to expect success from just one day's efforts, one try or one solicitation method. Experience in every diocese that has done the telephone follow-up phase has produced outstanding results. The recommended procedure is as follows:
 - Form a committee of volunteers
 - Make a phone list of all the registered parishioners who have not responded
 - Screen the list, best as possible, for “special circumstances” i.e. death, unemployment, etc. and set those aside for further conversation.
 - Divide the list among the volunteers
 - During a concentrated 2 or 3 day period, telephone each person on the list and...
 1. Introduce yourself as a neighbor and volunteer for the parish CFSA Appeal
 2. Note that their gift or pledge has not been received
 3. Offer to send another pledge envelope
 4. Offer to answer any questions about the Appeal
 5. Offer the opportunity to volunteer time or talent to the parish or diocesan ministries
 6. Thank them for their consideration
8. **Thank you, Thank you, Thank you** – Probably the most important and vital portion of any appeal is to say thank you! In any way we must convey to the members of our parishes the thanks for their gifts to the parish and appeal. So always be prepared to say thank you!

Parish Leadership

Within this section you will find information pertaining to the roles of each member of the CFSA program. It is our hope that this will provide some direction in making your parish successful in reaching their goal.

If you desire more information or direction please feel free to contact us. We have also posted all this information and more resources on the website: www.sfcatholic.org click on Catholic Family Sharing Appeal and you will access all of our posted information.

The ministries funded by Catholic Family Sharing Appeal are intended to be a support, which may help to empower our brothers and sisters in Christ to boldly proclaim the message of Jesus Christ. We thank you for your assistance in this appeal.

Pastor

The role of the Pastor is paramount to the successful implementation of the Catholic Family Sharing Appeal. You are the spiritual leader of your faith community. There is no replacement for you, a man of faith, who witnesses to God's call for his people to be givers. Your strong and enthusiastic support of CFSA and its ministries is vital to the success and fulfillment of the campaign.

Responsibilities:

- Conduct the parish appeal
- Make a personal gift to CFSA
- Recruit and select CFSA chairperson(s), Secretary and Volunteers
- Speak in support of CFSA from the pulpit. **Your personal endorsement is the single most important part of a successful parish campaign.**
- Utilize prepared campaign material - bulletin and church announcements, homilies, prayers, Bishop's audiotape and posters.
- Encourage participation of every registered parishioner through homilies, lay witness, pulpit announcements, follow-up letters and phone calls and door to door canvassing.
- Recognize all donors and volunteers
- Assist the CFSA office in evaluating the appeal effort

Recruitment Procedures

The following is a suggested method of recruiting workers for the appeal. A strong enthusiastic appeal for workers should be made from the pulpit by the pastor, the associate pastor, or a lay person (e.g. the parish chairperson). Catholic Family Sharing Appeal is a good tool to help teach good stewardship. Ask parishioners to share some of their time by giving the gift of self in acting as a parish CFSA representative. After these appropriate remarks are made, a request to enroll workers should be made.

In seeking their involvement:

- Be factual and honest about the reasons and goals of the appeal;
- Be positive;
- Create an atmosphere of confidence;
- Endeavor to involve men, women and young adults;
- Emphasize they are NOT just collecting money - but they are 'People helping people'. Ask parishioners to sign up to help. Meanwhile, emphasize the need for workers and create the enthusiasm necessary to motivate your people to be good stewards and to participate in this worthwhile endeavor. Collect the names and thank the people for their cooperation. Thank those who volunteered with a note or phone call. Hold a training motivational meeting for the workers.

Parish CFSA Chairperson

Why have lay presenters?

It is most likely that those who attend mass on Sunday are those who will contribute to CFSA. It is also likely that, in spite of our best efforts to communicate through written materials, letters, brochures, newspaper, etc., many have either not read the material or they may have put off making their pledge. This is a last opportunity to reach these parishioners. The use of a lay presenter is an effective means of increasing participation.

As the lay parish leader you have an important role of communicating to your fellow parishioners that they are a part of a larger diocesan family. You are the “insistent voice” of the

CFSA campaign. You are the link between the appeal and the people of your parish. It is important that you express your own commitment to the financial support of the CFSA.

Together with your Pastor, your responsibility is to see that the overall appeal plan is appropriate for your parish and that the steps of the plan are carried out within the time frame established.

Responsibilities:

- Organize the structure of the parish appeal
- Make a personal gift to the appeal
- Review the Parish Manual and all related materials
- Insure that all materials i.e.: Posters, bulletin inserts, are properly displayed
- Supervise every phase of the parish campaign under the guidance of the Pastor
- Enlist volunteer workers for pre-campaign and follow-up effort
- Recognize volunteers and donors
- Serve as a spokesperson for the CFSA in all parish activities
- Give Lay Testimonial on Education weekend

What you are asked to do as a lay presenter

- Meet with your pastor and parish chairperson as soon as possible. Review the process and your role.
- It is essential to create a schedule for bulletin inserts and the pulpit presentation. Inserts should appear at least two weeks prior to the first in-pew event.
- Call and visit an agency/program funded by Catholic Family Sharing Appeal. A Telephone list is included in Section IV.
- Prepare and practice your presentation.
- Make your presentation on Education Weekend.

Some basic hints for developing your talk

- Start your preparation early
- Outline your thoughts
- Write the outline fully - large print, double spaced
- Real people stories work better than statistics
- Make sure parishioners know what the Bishop's Fund Appeal is:

Some suggestions to consider in preparing for your presentation

- Appearance
- Practice
- Be clear on how the pledge card process works and where they return it.

Some final suggestions of do's and the do not's

- Do Not lead off your talk with "When Father asked me to speak to you..."
- Do be emotional.
- Do give some specifics - brief statistics, name agencies.
- Do mention how people in your region or parish have benefited from programs supported by the Catholic Family Sharing Appeal. Be as specific as possible by telling an actual story.
- Do practice.
- Do plan how to close with a strong appeal for generosity.
- Do be confident, speak from your heart and enjoy the experience.
- Include a thank -you in your talk.

Parish CFSA Secretary

As CFSA Secretary, you are the person who makes the parish campaign run smoothly. You are the one whose presence is often unseen but whose efficiency, care and helpfulness have an impact on every aspect of the campaign.

As a member of the parish leadership team, you will help your Pastor and Chairperson(s) to promote and implement the appeal.

Responsibilities:

- Prepare bulletin inserts, general intercessions, and announcements each week
- Coordinate follow-up and thank you letter mailings
- Process Pledge cards and payments
- Keep accurate records of the appeal results
- Fill out Transmittal and Pledge Payment Reports
- Report CFSA results to Pastor/Chairperson and appropriate committees

Volunteers

There are many unsung heroes in any successful parish appeal. These individuals are the volunteers who so generously give of their time and efforts behind the scenes to see that the appeal is a success.

Here are a few good reasons:

- The CFSA volunteer uses his or her time and ability to promote the kingdom of God through the educational and charitable programs supported by CFSA.
- Working for CFSA is a way of thanking God.
- It is fulfilling one's duty to share his/her faith and blessings.
- It is a way of doing something for one's parish, one's diocese, and one's community.
- It is a way of showing one's deep loyalty to our Universal Church.

Volunteer responsibilities include:

- Helping to enlist other volunteers as necessary to effectively carry out the parish appeal program.
- Assisting the pastor and/or chairperson (s) in carrying out the program of solicitation of parish members.
- Assisting the parish secretary in tabulating incoming gifts and pledges.

Working with the Pastor and Secretary to complete all follow-up procedures to make sure all parishioners have had the opportunity to give.

Recruitment Suggestions:

- A strong enthusiastic appeal from the pulpit, from the pastor and lay chairperson
- A request to enroll workers after Mass
- Emphasize they are not "collecting" money, but, doing the ministry work of the Church.
- Utilize the parish council, finance committee or Young Adults.
- Network within the volunteers themselves.

Weekend Checklist

The following material is a weekend by weekend checklist to help your appeal process run smoothly. You will find within each section: goal of the weekend, points of interest, pulpit announcements, intercessional prayers and bulletin announcements.

Announcement Weekend ~ February 4 -5

Prior to Education Weekend February 11 -12, announcing the upcoming appeal will help prepare individuals for the upcoming process.

Points of insight:

- A pre-appeal letter may be an option to consider. This letter is typically written by the pastor announcing the beginning of the Catholic Family Sharing Appeal and prompting parishioners to watch for their letter from Bishop Paul Swain and encourage them to pray about their participation.
-

Pulpit Announcements:

Announcement Weekend – February 4 - 5

Next weekend begins Catholic Family Sharing Appeal – 2012. This is our opportunity to enable the mission and ministry of the Church of Eastern South Dakota. Please take time to prayerfully consider your gift for this year and pray for the success of CFSA and remember that any money that we raise over our goal stays within our parish. Our efforts here will enable all members of our diocesan Church to join in glorifying our Lord Jesus Christ.

Intercession prayers

Announcement weekend – February 4 - 5

- I. That as we begin the Catholic Family Sharing Appeal, God may bless our parish and diocese. Strengthen our faith and grant us the spirit of Christian generosity by opening our hearts to the needs of the Church....We Pray to the Lord

Intercession prayers *(continued)*

Announcement weekend – February 4 - 5

- II. That Catholic Family Sharing Appeal 2012 may be successful in our parish and throughout the diocese in raising the necessary funds for us to continue to do God's ministry....We Pray to the Lord
-

Bulletin Announcement

Announcement weekend – February 4 - 5

Next week we begin Catholic Family Sharing Appeal 2012. Your gift will help each of the diocesan ministries reach out to thousands, including training our future priests, proclaiming Christ's message through the media, providing counsel to the hurt and reaching out to the youth.

Please prayerfully consider a gift to this years' appeal. Next week we will learn more about this appeal and the programs it supports. Thank you and I look forward to your participation.

Education Weekend ~ February 11 -12

Education Weekend is one of the key opportunities to inform and make your parish family aware of the upcoming CFSA 2012. It is the springboard that will set the tone for the entire appeal.

By the time Education Weekend arrives, the following should be in place:

- Posters displayed in Common Areas
 - Bulletin announcement
 - CFSA Chairperson and Volunteer committee
 - Initial parish letters sent to top donors
 - Church announcements organized
 - General Intercessions
 - Bishop's audio message
-

Points of insight:

- The homily and Bishop's audio message are the main focus.
 - Enthusiasm and motivation will set the tone.
 - Public awareness that they will receive Bishop's letter and pledge card
 - Instructions on bringing their pledge cards to Mass on Feb. 18 -19
 - Overview of the ministries funded through CFSA (people want to know where their dollars are going)
 - Try to localize these ministries into your area and show benefits
 - Overview of the parish goal
 - Indicate that monies over goal will stay in parish and used for (parish cause)
 - Emphasize that "100% Participation" is the true goal
 - Utilize a lay witness presentation
 - This may be a time you wish to discuss parish stewardship
-

Pulpit Announcements:

Education Weekend - February 11 - 12

This week we begin Catholic Family Sharing Appeal 2012. Your gift to CFSA helps provide the necessary funding for many of the ministries within our diocese such as training our future priests, giving a voice to the unborn through the Respect Life Office, faith formation for youth and adults, ministry to the homebound and support of Newman Centers at our state universities. Most of these have or will, directly or indirectly, touch the lives of everyone in our parish. These are ongoing needs and Bishop Swain needs our help to serve the many needs of our brothers and sisters in East River South Dakota.

This week you will receive a letter from Bishop Swain asking for your support to this year's CFSA. Please prayerfully consider a gift to this year's appeal, fill out your pledge card and bring it to church next weekend. If you do not receive a letter, let the parish office know.

Our parish goal for the year 2012 is \$_____ and 100% participation. We hope that everyone will prayerfully consider the opportunity to offer a gift to this appeal. Remember any amount raised above our goal stays in this parish. Thank you for being a part of CFSA – 2012.

Homily Ideas:

Education Weekend - February 11 -12

- Bishop's audio message
- You will receive a letter from Bishop Swain later in the week along with a pledge card for CFSA 2012.
- We are called by our Lord to reach out beyond the limits of our parish community. Through CFSA we are able to do just that.
- Those of you who have been involved in the past know what you gave last year. Add to that, if possible or consider increasing your gift to help make this goal. Those who are involved for the first time, what should you give? Some can give \$50, some \$100, some \$500, some \$1,000only you can determine that through prayer.
- We will be collecting pledge cards during the offertory next Saturday, the 18th and Sunday the 19th.

Catholic Family Sharing Appeal 2012

- Reflect on the gospel today, “Be imitators of me, as I am of Christ,” and take the time to prayerfully consider your gift.
 - Let’s make this a great year for CFSA and join our diocesan church in helping the people of our diocese.
 - I want to thank you in advance for your kindness and generosity.
-

Intercession prayers:

Education Weekend - February 11 -12

- I. That as we begin the Catholic Family Sharing Appeal, God may bless our parish and diocese. Strengthen our faith and grant us the spirit of Christian generosity by opening our hearts to the needs of the Church....We Pray to the Lord
 - II. That Catholic Family Sharing Appeal 2012 may be successful in our parish and throughout the diocese in raising the necessary funds for us to continue to do God’s ministry....We Pray to the Lord
-

Bulletin Announcement:

Education Weekend - February 11-12

Today we begin the Catholic Family Sharing Appeal 2012. We are all called to be imitators of Christ. One way of doing this is by supporting the church through CFSA. CFSA touches the lives of many in our diocese. At some time in your life, you or someone you love will be served in one way or another from the ministries supported by CFSA. Your gift helps each of the diocesan ministries reach out to thousands, including training our future priests, a respect for life, education in our faith and ministry to the homebound. This week you will receive a letter from Bishop Swain asking for your support for this year’s CFSA. Please prayerfully consider a gift to this year’s appeal, fill out your pledge card and bring it to church next weekend. If you do not receive a letter, let the parish office know.

Our parish goal for 2012 is \$_____ and 100% participation. I am confident we will exceed this goal, but we need the help of everyone. Remember any amount raised above our goal stays in this parish. Thank you for being a part of CFSA 2012.

Commitment Weekend ~ ***February 18 - 19***

The Commitment Weekend is where a large percentage of your pledges will be collected. It is important at this time to attract those who have not donated before and encourage those who have not returned the cards to do so at their earliest convenience.

By the time Commitment Weekend arrives, the following should be in place:

- Posters displayed in Common Areas
 - Bulletin announcement
 - Bishop's letter and pledge card received in-house
 - Initial parish letters sent to top donors
 - Church announcements organized
 - General Intercessions
 - Initial education as to CFSA and ministries funded
 - Ushers instructed on offertory
 - Table in Community Center for duplicate pledge cards
-

Points of insight:

- The homily is the main focus
 - Enthusiasm and motivation will set the tone for the offering.
 - Utilize a lay witness presentation if possible
 - Awareness of their receipt of Bishop's letter and pledge card
 - Make parishioners aware that duplicate pledge cards are available in back of church
 - Instructions on bringing their pledge cards to the offertory
 - Set up a separate offertory for CFSA only
 - Overview of the ministries funded through CFSA (people want to know where their dollars are going)
 - Try to localize these ministries into your area and show benefits
 - Overview of the parish goal
 - Indicate that monies over goal will stay in parish and used for (parish cause)
 - Emphasize that **"100% Participation"** is the true goal
 - This may be a time you wish to discuss parish stewardship
-

Pulpit Announcements:

Commitment Weekend – February 18 - 19

Today we collect the pledge cards for the Catholic Family Sharing Appeal 2012. Thank you all who have already given so generously. Every gift, regardless of the size, is important to the success of CFSA and the many ministries that it supports.

If you did not bring your pledge card in this week, please fill it out and return it as soon as possible. We need participation from everyone to support the many works of our diocesan church. If you cannot participate financially please consider filling out your card and offer a prayer for the success of CFSA. Our goal is 100% participation offered through our time, talent or treasure. Again, any amount raised above the goal will stay in the parish.

Homily Ideas:

Commitment Weekend – February 18 - 19

- You should have received your letter and pledge card from Bishop Swain earlier this week. I would like to thank all of you who have already been so generous this weekend.
- Those of you who have been involved in the past know what you gave last year. Consider increasing your gift, if possible, to help make this goal. Those who are involved for the first time, we ask you to prayerfully consider the manner in which you can support CFSA
- Let's make this a great year for CFSA and those less fortunate than ourselves. I want to thank you in advance for your kindness and generosity.
- For those who have yet to give, we will have duplicate pledge cards available after Mass
- Thank you again and God bless.

Intercession prayers:

Commitment Weekend – February 18 - 19

- I. That as we begin the Catholic Family Sharing Appeal 2012, God may bless our parish and diocese, strengthen our faith and grant us the spirit of Christian generosity by opening our hearts to those in need.

Intercession prayers (continued)

Commitment Weekend – February 18 – 19

Catholic Family Sharing Appeal 2012

- II. That God will grant us a generous spirit so we may see the Catholic Family Sharing Appeal as an opportunity to understand Christian stewardship to strengthen our families, our parish and diocesan community.

Bulletin Announcements:

Commitment Weekend - February 18 - 19

Today we collect pledge cards for the Catholic Family Sharing Appeal - 2012. This is an opportunity for us to unite with all Catholics in the diocese to share our blessings and to show our concern for one another. Every gift, regardless of the size, is important to the success of CFSA and the many ministries that it supports.

If you did not bring yours this week, please fill it out and return it as soon as possible. We need participation from everyone to support the many works of our diocesan church. If you cannot participate financially, fill out your card and offer a prayer for the success of CFSA. Our goal is 100% participation through time, talent and treasure. Again, any amount raised above the goal will stay in the parish. To those who returned their cards, thank you for your generous response!

First Follow-up Weekend ~ March 10 - 11

Points of insight:

- Update Parish goal charts to show progress
-

Pulpit Announcements:

Follow-up Weekend – March 10 -11

Thank you to those who have responded to Catholic Family Sharing Appeal.

Last weekend we reached ____% of our parish CFSA goal. ____ of our ____ households have responded. Congratulations and thank you!

Our goal is 100% participation and we still need to hear from some of you, so please fill out your pledge card and return it as soon as possible. Pledge cards are also available after Mass for those who have misplaced theirs and would like to pledge today

Intercession prayers:

Follow-up Weekend – March 10 -11

In thanksgiving to all who have responded to the Catholic Family Sharing Appeal 2012, that their generosity may be rewarded with the growth, love and joy that giving generously brings.

That those who have not yet had an opportunity to participate in the Catholic Family Sharing Appeal will listen to their hearts and make a generous commitment for the greater work of our diocesan Church family.

Bulletin Announcements:

Follow-up Weekend – March 10 -11

Our Catholic faith is a gift from God. As people of the Diocese of Eastern South Dakota, we are united in faith. We are people who hope and pray and help each other on our journey of

Catholic Family Sharing Appeal 2012

faith. Gifts given to the Catholic Family Sharing Appeal are given out of love of God and love of one another.

Last weekend we reached ____% of our parish CFSA goal. ____ of our ____ households have responded. Congratulations and thank you for your stewardship! Our goal is 100% participation and we still need to hear from some of you, so please fill out your pledge card and return it as soon as possible.

Second Follow-up Weekend ~ May 19 - 20

Points of insight:

- Update Parish goal charts to show progress
-

Pulpit Announcements:

Second Follow-up Weekend- May 19 - 20

A pledge to the Catholic Family Sharing Appeal is a great act of generosity. It is our opportunity to participate in the Church beyond our parish limits. Thank you for your generosity to the CFSA 2012. Your continued support will enable our diocesan ministries to reach out to thousands of our brothers and sisters in need.

To date, our parishioners have contributed \$_____ with _____% of our parishioners having participated. This will put our parish at \$_____ (**over or under**) our goal.

Congratulations and thank you to all! Remember that this amount over the goal will stay in the parish. Thank you again for your generosity.

Intercession prayers:

Second Follow-up Weekend- May 19 – 20

May our sharing of our gifts through the Catholic Family Sharing Appeal help bring peace, justice and equality to the world.

Catholic Family Sharing Appeal 2012

That God may bless our parish and diocese, strengthen our faith and grant us the spirit of Christian giving by opening our hearts to the Catholic Family Sharing Appeal.

Bulletin Announcements:

Second Follow-up Weekend

Thank you for your generosity to the CFSA 2012. Your continued support will enable our diocesan ministries to reach out to thousands of our brothers and sisters in need.

To date, our parishioners have contributed \$_____ with _____% of our parishioners have participated. This will put our parish at \$_____(over or under) our goal. Remember that this amount over the goal will stay in the parish.

Thank you again for your generosity.

Processing Pledge Cards


The majority of pledges will be collected during the first two weeks of the appeal. Please take the time to ensure accurate recording of all pledge information.

1. Verify amounts. Verify that the amount received with a pledge card matches the amount written on the pledge card. Please make sure the pledge card is filled out completely.
****NOTE: The IRS requires a receipt for all donations.****
2. Divide into Batches. Sort the pledge cards into the following batches:
 - Pledges paid in full.
 - Pledges with partial or no payment
 - RefusalsEveryone who responds must have a pledge card (even the Pastor). Pastors pledge card can be hand written
3. Add up each batch. Run a calculator or register tape and attach it to the appropriate batch. Also, remember to run a separate tape for the amount paid on batches 1 and 2. (This is vital in making sure that each parishioner receives the proper credit for their pledge)
4. Fill out the transmittal report. When you have completed all pledge card processing, fill out the transmittal report. (See Preparing Transmittal Reports)
5. Prepare a parish check. Remit one parish check for the total amount on each transmittal report. Send the parish check, completed pledge cards and completed transmittal report. Remember to securely package all items.
6. Parish Goals Once your parish goal is paid in full, no additional payments are required, **though parishes must continue to send in pledge cards.** Any amount collected by the parish remains in the parish. If the goal is overpaid a refund will be issued on a regular basis. All pledge cards received by the parish must be forwarded to the CFSA Office.
7. **If you are a syncing parish through Parish Soft you will still need to forward all pledge cards with transmittals.**

Note: If a priest makes his pledge and payments directly to the CFSA office (rather than going through the parish) -- The CFSA office will be responsible for a tax letter to the priest at the end of the year. The pastor's gift will be credited to the parish or parishes according to his instructions.

(Duplicate pledge card for 2012 will be light blue)

Transmittal Reports – Revised for 2012

	<small>Catholic Diocese of Sioux Falls Catholic Family Sharing Appeal North Duluth Avenue Sioux Falls, SD 57104 605-988-3788</small>	<small>CFSA Office Use Only No. (autofill by printer) _____ Parish Code _____ Batch # _____ Initials _____ Date _____</small>
<u>TRANSMITTAL REPORT</u>		
Parish Name _____	Date Mailed _____	
Town _____	Prepared By _____	
Parish CFSA Goal _____	Phone Number _____	
1. Number of pledge cards enclosed _____		
2. Total amount pledged on enclosed cards _____		

3. CFSA Parish Goal _____		
4. Payment Enclosed _____		
5. Total Previous Payments sent to CFSA Office _____		
6. Misc. Adjustments		
<small>Description</small>	<small>Amount</small>	
a. _____	_____	
b. _____	_____	
c. _____	_____	
d. _____	_____	
7. Total amount remaining to reach parish CFSA goal _____		
CFSA OFFICE USE ONLY		
Number of Checks _____	Parish Check Number(s) _____	
Total Enclosed _____	Completed by: _____ Date _____	

Return yellow copy to CFSA Office with parish check and completed pledge cards.

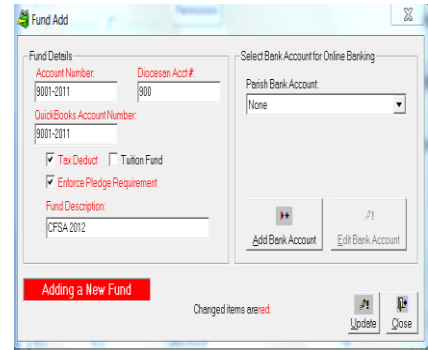
Transmittal Reports

- Fill in parish name, town, parish CFSA Goal, date, name of person that prepared transmittal form and phone number.
- **Line 1.** Enter number of pledge cards enclosed.
- **Line 2.** Enter total amount pledged on enclosed cards.
- **Line 3.** Enter CFSA Parish goal
- **Line 4.** Enter payment amount enclosed with transmittal form.
- **Line 5** Enter total amount of previous payments sent to CFSA office.
- **Line 6** Enter any miscellaneous adjustments (this could be any payments sent directly to the CFSA office, payroll deductions, stock payments, priest payments, ect.)
- **Line 7** Enter amount remaining to reach parish CFSA goal. (Line 3 minus Lines 4, 5, and 6). Send the yellow copy of your transmittal report with pledge cards. Retain the white copy for your parish records.

ParishSOFT CFSA Processing

1. Funds

- a. Click on Add/Edit/Delete Funds.
 - i. Create a fund EACH year for CFSA processing
 1. Account Number: 9001-2012
 2. Diocese Acct: 9001
 3. Tax Deduct: checked
 4. Tuition Fund: unchecked
 5. Enforce Pledge Requirement: checked
 6. Fund Description: CFSA 2012
 - ii. Click Update
 - iii. Click Close



2. Pledge Records

- a. Click on Manage Membership Pledge Records.
- b. Graphic below illustrates parts of the Membership Pledge Records.
- c. Select fund from the Pledge Fund dropdown box.
- d. Click on the button: "Add Empty Pledge records for all registered Families".
- e. Enter the pledge date of 1/1/2012.

Selected fund from chart of accounts.

Click on family name (in list at left of screen below) to display pledge record data.

List of families who have pledged to selected fund.

Online Banking setup for optional Electronic Giving Module.

Create multiple pledges for a family/fund combination

Update button saves changes and becomes active only when edits have been made.

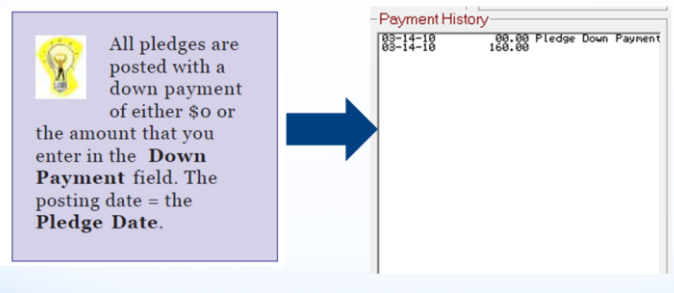
Post contributions or view lifetime Pledge Payment History directly from Membership Pledge Records screen.

Catholic Family Sharing Appeal 2012

3. Enter a New Pledge

- Enter today's date as the **Pledge Date** and **First Payment Date**.
- Enter the total amount pledged (including down payment) in the **Total Pledged** field.
- Select a payment schedule from the Due lookup table. Usually, we select Monthly over 4 months.
- Enter the number of months over which the family wishes to pay. Usually, this is 4 months time taking in a payment today along with the three other payments months of April, July and October.
- Click the **Calc Payment** button to calculate payment amounts based on the pledge total and pledge schedule that you have entered.
- Click the **Update** button to save the new pledge record.

4. Zero Pledge Down Payment record will be generated after you click on



Update

5. Posting Payments

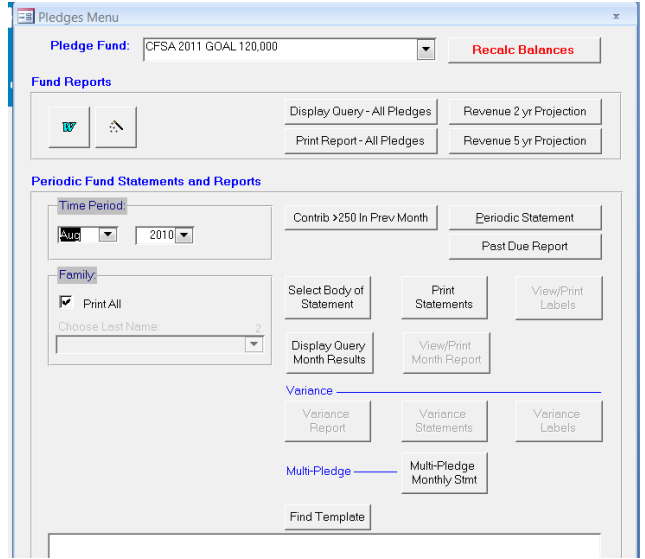
- Payments should NOT be posted using the Membership Pledge Records.
- Post Contributions should be used for entering Down payments and any other payment made to this pledge.

6. Generating Reports

- Pledge reports
 - Open Reports, ParishSOFT Reports, Pledge Reports.
 - Select the fund from the drop down box
 - Click on Recalc Balances button
 - Click on Print Report – All Pledges
- Contribution Reports
 - Click on Reports, ParishSOFT Reports, Contribution Reports
 - Date Range Contribution Reports
 - Click on Deselect All, Click on the CFSA 2012 Fund.
 - Enter the date range to match your transmittal dates.

Catholic Family Sharing Appeal 2012

- v. Click on Print Details Report w/Names.
- c. Pledge Statements
 - i. Click on Reports, ParishSOFT Reports, Pledge Reports.
 - ii. Select the CFSA fund from the drop down box.
 - iii. Click on Recalc Balances.
 - iv. Pledge statements are generated based on a selected month (January, April, July or October) and year. Please select these from the Periodic Fund Statements and Reports drop down box.
 - v. Click on Select Body of Statement, enter and save your Pastor's letter to be printed on the statement.
 - vi. Click on Print Statements.
 - vii. If you wish to send a letter to ALL, select Print All. In most cases, you will select All with an Outstanding Pledge Balance Checked to Receive this Period.
 - viii. Click on Print Statements



CFSA 2010

Status as of: 1/5/2012
 Start Pledge: 2/14/2010
 Payment Frequency: ONE TIME
 Total Pledged: \$150.00
 Total Paid To date: \$150.00
 Balance of Pledge: \$0.00

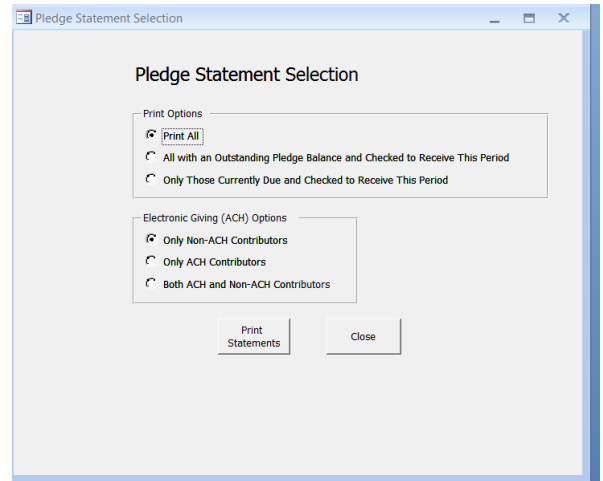
Installment	August 2010	\$0.00
Current Due (Adjusted for any arrears or overpayment):	\$0.00	

Pledge ID: 5328
 Family ID: 833

Please return this portion with your payment
Payment of \$0.00
To Fund : CFSA 2010
Requested by: 1/5/2012

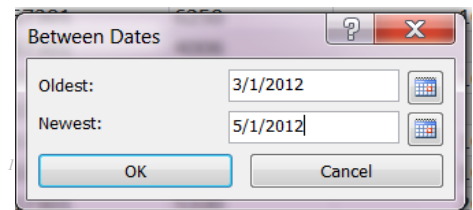
Amount Enclosed \$ _____
 Check # _____
 Please make check payable to **Holy Spirit Parish**

Note Change of Address



7. CFSA Transmittal Report

- a. CFSA Transmittal Report requests number of pledges and total pledges entered for a finite date range. These numbers can be found in ParishSOFT either with a review of the above reports or by filtering the Pledge Query.
- b. Reports, ParishSOFT Reports, Pledge Reports Menu.
 - select the fund from the drop down box
 - click on the Recalc Balances button
- c. Click on button Display Query-All Pledges
- d. If you change the Pledge Date on each NEW pledge received, you may filter this query by date.
 - i. Click on Pledge Date column



Catholic Family Sharing Appeal 2012

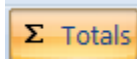
- ii. Click on Filter, Date Filter, Between
- iii. Enter the desired date range
- e. Records will be filtered by date
- f. This will be your number of pledge



cards

- g. Click on the heading TotalPledgeAmount

- h. Click on the Totals icon



- i. A new row will appear at the bottom of the spreadsheet named Total.

	3/01/2011	300	3/1/
Total			

j.

- k. Records will be filtered by date

- l. Select Sum from the drop down box.

- m. This will be the Total Pledge Amount for the date range selected.

	3/01/2011	300	3/1/
Total		65705	

n.

Sample Follow-up Letter #1

Name
Street
City, State Zip

Dear (parishioner),

A few weeks ago, you received a letter from Bishop Swain asking for your support to the Catholic Family Sharing Appeal 2012. If you have not made your pledge, I ask that you take a few minutes to prayerfully consider a gift for this year.

Your gift helps support a number of ministries across our eastern South Dakota diocese, such as education and formation of future priests, ministry to the homebound or imprisoned, emotional and spiritual counseling, children and adult faith formation and a respect for life. While we have needs in our own parish, we also have a call to help support our Catholic brothers and sisters in parishes throughout our diocese.

Our parish CFSA goal is \$_____ and your financial support will assist us in attaining that goal. Once we reach our goal, money over and above will remain in our parish for **(whatever \$\$\$ are keynoted for)**.

Please give prayerful thought as you return the pledge card received in the Bishop's letter. If you do not have one, please contact the parish and we will send another one to you. If you are unable to commit financially, please fill out the pledge card and note if you are able to give of your time or talents. If you have already responded, thank for your continued support and generosity.

I am grateful for all you do for our parish and pray that God continues to bless you and your loved ones.

Sincerely yours in Christ,

Pastor or Parish Administrator

Sample Follow-up Letter #2

Date

Name

Address

City, State, Zip

Dear

On the weekend of February 11 and 12, parishioners were asked to contribute to the Catholic Family Sharing Appeal 2012. Today I am writing to ask that you prayerfully consider a gift to the Appeal and return the enclosed pledge slip. Funds raised through the appeal help our diocesan church family continue its many needed services and programs. Additionally, your gift can directly help our parish's education and formation ministries. We are able to receive all gifts over our goal through the parish. (Maybe name an item that you would like to direct your overage)

At this time we have received responses from .. (fill in % or number of households who have responded) of our parishioners. Our goal is to contact all members of our parish and ask for their participation and financial support.

I invite you to consider a pledge that you can pay over a 10 month period.

Also enclosed with this pledge slip is information about the ministries and services which our Diocese offers which are supported by the Catholic Family Sharing Appeal. Please prayerfully consider how you can help. A gift to the Appeal is one important way you can participate in the work of our Catholic Church on a wider scale.

Yours in Christ,

Pastor

Sample Letter to individuals who have not committed:

Name
Street
City, ST zip code

Dear (name of parishioner):

A few weeks ago you were invited to contribute to Catholic Family Sharing Appeal 2012 for our diocese. I was counting on the people of our parish then, and I continue to do so. At this time we have received responses from .. (fill in % or number of households who have responded) of our parishioners.

I realize that you have limitations on your resources. Yet, if we continue to share our love and our concern for the work of the Church, many who need us will continue to be served. All of our programs need your help.

Please consider this letter a cordial reminder. Grateful and mindful of all the support we have received in the past, I want to express my complete confidence in your generosity again this year.

I ask and urge that you make a commitment today. Your help will be deeply appreciated, and I am sure your gift will give you a warm and wonderful feeling. Thank you for what you have done in the past and for your willingness to give this appeal attention and response. I look forward to hearing from you. Please complete the enclosed envelope and return it by (DATE). With personal good wishes, I remain

Sincerely in the Lord,

Pastor

Sample Letter to parishioners who have not yet committed:

Month Date Year

Name
Street
City, ST zip

Dear (name of parishioner if possible):

I need your help. (Name of parish) has set a goal of 100% participation for this year's Catholic Family Sharing Appeal here in the Diocese of Sioux Falls. Our hope is that every parishioner or every parish household will fill out and return a pledge card.

Since we have not yet received your pledge card, and in the event you may have misplaced it or did not receive it originally, we have enclosed another. If you choose to pledge, please return this card to the parish by (DATE), either through the collection basket or the parish office.

It is my sincere wish that you will consider a gift to help us reach our goal for the appeal. Of course, I realize that circumstances may prevent some from making a pledge at this time.

Catholic Family Sharing Appeal gives our parish an opportunity to share in the cost of providing ministries, services, and programs that may directly or indirectly benefit our parish or the people of our parish. However, you can be assured that it provides the kind of help and guidance to those in need, which is difficult for an individual parish to provide.

Please help us reach our 100% participation goal. Thank you for everything you do for (Name of parish). May God continue to bless you and your loved ones.

Gratefully in Christ,

Pastor

Sample of Pre - Phone Calling Letter

Name
Street
City, State Zip

Dear (parishioner),

A few weeks ago, you may have received a letter from Bishop Swain asking for your support to the Catholic Family Sharing Appeal 2012. Would you please take a few moments to consider a gift for this year?

Your gift helps support 30 ministries across our eastern South Dakota diocese, such as education of priests, ministry to the homebound, emotional and spiritual counseling and a respect for life. While we have needs in our own parish, we also have a call to help support our Catholic brothers and sisters in parishes throughout our diocese.

A member from our CFSA committee will be contacting you in the next few days asking for your help to this year's appeal. Before they call, I ask that you prayerfully consider your gift for this year. If you are unable to give this year, please offer a prayer for the success of CFSA. If you have already responded, thank for your continued support and generosity.

I am grateful for all you do for our parish and pray that God continues to bless you and your loved ones.

Sincerely yours in Christ,

Pastor or Parish Administrator

Sample Follow-up Letter

Dear Friends in Christ,

A few weeks ago, you may have received a letter from Bishop Swain asking for your support to the Catholic Family Sharing Appeal 2012. Would you please take a few moments to consider a gift for this year?

Your gift helps support many ministries across our eastern South Dakota diocese, such as education and formation of our future priests, ministry to the homebound, emotional and spiritual counseling, faith formation for our youth and adults and a respect for life. While we have needs in our own parish, we also have a call to help support our Catholic brothers and sisters in parishes throughout our diocese.

With \$_____ already received in cash and pledges and more than _____ families participating, our CFSA program is well on its way to success. However, there is still more work to be done, as our goal is to attain 100% participation.

As your Pastor, I personally support the Catholic Family Sharing Appeal. Will you join me and the rest of our parish family in sharing a portion of the blessings God has entrusted to each of us? I realize that it may be a challenging year for you, but I would ask that you consider giving what you can.

I am grateful for all you do for our parish and pray that God continues to bless you and your loved ones.

Sincerely yours in Christ,

Pastor or Parish Administrator

Sample Thank You Letter #1

Dear (Parishioner):

I would like to personally thank you for your generous gift of \$_____ to Catholic Family Sharing Appeal.

Your gift tells me that you recognize the role of each person in the evangelization and life of our diocese. Your generosity insures that the people of our parish and diocese will continue to receive spiritual, educational, and social services from the Church. Thank you in hearing, responding and ensuring the ministries of our Church continue on.

Thank you again for all that you do for the Church. May the Lord bless you and your loved ones.

Yours in Christ,

Pastor

Sample Thank You Letter #2

Dear Parishioner:

I would like to personally thank you for all that you do to help our parish and our diocese.

Your gift to Catholic Family Sharing Appeal helps to reflect Christ's love to many people whose lives are touched by the ministries and services of this diocese.

Because of your generosity, we are able to make an impact in the lives of thousands of our diocesan brothers and sisters. The enthusiastic response of so many is a wonderful testament of how we reach out to others. It gives me confidence that we will continue to journey in faith and grow in understanding of what it means to be a disciple of Christ.

Thank you again for all of your continue support of these ministries. May the Lord bless you and your loved ones.

Yours in Christ,

Pastor

Telephone Follow-up

Telephone follow-up is the most effective method of reaching parishioners who have not responded to the appeal. This method offers the opportunity for personal contact. It provides nearly all the advantages of face-to-face communication and the response rate is usually very high. It is also an excellent way to keep in contact with parishioners. Since most phone calls are local, this can also be the most cost-effective way of follow-up. **Contact the CFSA Office for more information on telephone follow-up. Telephone scripts and booklets are available to all parishes.**

Reasons for using telephone follow-up:

- It is personal and people give to people.
- It is easy to organize.
- It is an opportunity to evangelize with fellow parishioners.
- It costs less than mail follow-up.

Set up and Planning Procedures

- Recruit as many volunteers as possible early in the campaign. The more volunteers, the more successful your campaign will be.
- Have volunteers read the script as a guide to telephone calls. This can be altered by each person, as they feel comfortable.
- Have list of prior year's donation.
- Arrange a centralized place to do the telephoning. This allows for a "team" approach to form as everyone is calling together.
- Whether you receive a pledge or not, thank the person for their time. Ask them to say a prayer for the success of the appeal. If they have an unfortunate circumstance, tell them you will notify the parish priest.
- Write any comments from callers. These are important; so please forward these to the CFSA Office. The Diocese tries to respond to each comment.

Basic Fund Raising Principles

- People give to people
 - People give because they are asked
 - To ask for yourself is “begging”, to ask for others is “**inviting**”
 - People give to a “positive” cause
 - Make your own gift first
 - Previous donors are your best prospects
 - Visit your best prospects first
 - Enthusiasm is contagious and attractive
 - Suggest a specific gift plan
 - Keep your sights high
 - Do not apologize about asking for a gift
-

QUESTIONS AND ANSWERS

What is the Catholic Family Sharing Appeal?

CFSA is the annual campaign to fund the ministries and services of the Diocese. These ministries include Catholic Communications, Catholic Family Services, Marriage Tribunal, Respect Life and Vocations. Each ministry helps the Diocese to continue the mission and ministry of Jesus by spreading the good news to the people of east river South Dakota. CFSA funds approximately 42% of the Diocesan budget.

What is telephone follow-up?

Telephone follow up is the best way to receive a response from parishioners who have not yet participated in CFSA. Past donors are asked to renew or increase their pledge and those who have not given in the past are given an opportunity to participate.

Why is telephone follow-up important to a parish?

Telephone follow-up is the most cost effective and timely way to reach parishioners. Since most calls are local, there is usually very little cost associated with telephone follow-up. Also, it is a great way to stay in contact with parishioners and keep updated on any personal news that may be important for the parish to know. It is an excellent way to reach people who are not

fully aware of the many opportunities to become involved in the parish. It benefits the parish financially since any amount raised over the parish goal stays in the parish.

What if I am asked a question I am unable to answer?

Let the person know you will forward their question to the appropriate person. That person will feel better knowing that the extra effort was given to have their question answered correctly. Do not debate, argue or apologize for Church policy. Inform the pastor or person in charge of any problems. Many people have become supporters after somebody cared enough to listen to them.

HOW TO ORGANIZE TELEPHONE FOLLOW-UP

Telephone follow-up is simple and fun. All that is needed are people to call, a place to call and a list of people to be called. The more successful events make it enjoyable by making an event out of the gathering. Provide refreshments and food for your volunteer group.

1. Recruit Volunteers: Recruit people who are active in the parish. They are usually most familiar with what is going on in the parish, and can answer any questions that may arise from less involved parishioners. Try to limit their time to two evenings.

2. Arrange for a Facility: Reserve the parish offices or a local business for a place to gather. A business with multiple telephone lines works the best. Provide food and refreshments to make the callers more comfortable. Calling together offers a “team” approach to the event. Always begin with parishioners who have given in the past; they are more likely to support the appeal again. This will also make your volunteers more comfortable during the rest of the calls.

3. Make your lists: Go through your parish CFSA roster and find out who has not participated. Divide the names out among your follow-up team. Again, begin by calling those who have given in the past.

4. Prepare your volunteers: Give each person a telephone follow-up booklet and review it together. Be sure to handle any questions regarding what CFSA is, the script or how the funds are distributed. Your follow-up will be more successful if your volunteers are well informed..

HELPFUL HINTS

Pray: Invite the Holy Spirit into your gathering and work. Pray as a group at the beginning of your gathering.

Be considerate: Avoid calling at mealtime or late evening. The ideal times to call are between 6:30 and 9:00 PM Sunday through Thursday evenings. If a parishioner is busy, offer to call back at a better time.

Be personable: The person you are calling is a fellow parishioner...not a stranger. He or she will listen more closely if you establish a friendly one-to one relationship. **Thank your parishioner whether a gift is given or not.**

Be truthful: Look over the information in this booklet. If there is a question you do not know the answer, tell the person you would be happy to find out the correct answer.

Do not apologize: Do not be embarrassed about the work you are undertaking. You are simply offering your fellow parishioner an opportunity to participate in the building of the kingdom of God.

Answering Machines: Leave your name and purpose for the call. Mention that you will try back at another time. Do not ask them to return the call. If you cannot reach the person after several times, then leave your number and ask for a return call.

SELLING POINTS

Stewardship: Giving to CFSA is practicing stewardship of the gifts that God has given you. When we give, what we give is gone. When we share we still have some, but we also get the satisfaction of knowing we have helped someone.

Parish benefits: There is a partnership between the parish and Diocese. The ministries funded by CFSA reach into the everyday life of each parish. Also, any amount raised over goal stays in the parish.

Installment plan: Pledges can be paid throughout the year. The person can pledge now, and extend payments throughout the remainder of the year.

Telephone Script

Hello is Mr. or Mrs. _____ available?

Hello, Mr. or Mrs. _____, this is _____ and I am calling on behalf of Monsignor/
Father _____ about the Catholic Family Sharing Appeal. Do you have a few minutes?

Tonight we are calling parishioners asking for their support to the Catholic Family Sharing Appeal. We want to give everyone an opportunity to participate. Our Catholic Family Sharing Appeal supports Diocesan and parish ministry needs throughout our Diocese. These include items such as...see enclosed Diocesan Priorities and Ministries found on Page 2.

For a previous donor:

Last year you gave a very generous gift of \$_____ to CFSA, would you be able to match or even increase your gift for this year?

For a non-donor last year:

We noticed you have not responded to CFSA this year and we are hoping we can count on your support. We want to hear from everyone in the parish and exceed our parish goal. Can we count on your support to this year's CFSA?

If a gift is secured:

Thank you so much for your generosity. I will record your gift and forward it to the parish office. (Or how your local parish processes pledge cards) Thank you again for your time and pledge and please pray for the success of the Catholic Family Sharing Appeal.

If unable/unwilling to give:

I am sorry you are not able to give at this time. I ask that you say a prayer for the success of CFSA and for our Diocesan Church. Thank you for your time and it was nice visiting with you this evening.

Catholic Family Sharing Appeal 2012

CATHOLIC PASTORAL CENTER
CONTACT INFORMATION
523 North Duluth Avenue, Sioux Falls SD 57104-2714
www.sfcatholic.org
605-334-9861 fax: 605-334-2092

Office of the Bishop

Most Rev Paul J Swain 334-9861
Rev Charles Cimpl - Vicar General 361-1600

Delegate and Chancellor

Matthew Althoff 988-3704

Vocations

Rev. Paul Rutten - Director 988-3749
Deacon Roger Heidt - Deacon Formation 988-3715

Marriage Tribunal

Rev Gregory Tschakert – Judicial Vicar 428-3390
Sister Lynn Marie Welbig - Director 988-3768
Deacon Bill Frankman - Auditor 988-3757
Vickie Beach - Administrative Coordinator 988-3757

Liturgy

Nathan Knutson - Master of Ceremonies 988-3785

Office of Legal Counsel

Travis Benson – Co-director 988-3748
Kelly Benson – Co-director

Planning

Deacon Roger Heidt - Director 988-3715

Support

Mary Hublou – Administrative Assistant to the Bishop 988-3798
Vickie Marnarch – Hospitality Coordinator 988-3797
Linda Bade – Vocations and Planning 988-3772

Administration and Parish Services

Delegate and Finance Officer

Michael F Bannwarth 988-3759

Accounting Services

Charles Edwards - Accounting Manager 988-3760
Mary Jo Hausmann - Accounting & Facilities Coordinator 988-3786
Denise Hanson - Accounting/Parish Review 988-3753
Deb J Sieverding - Accounts Payable/Accounts Receivable Specialist 988-3717

Administration and Parish Services *(continued)*

Information Technology

Dawn Wolf - Information Systems Director	988-3707
Deb M Sieverding - I.T. Help Desk	988-3783
Carla Haiar - Database Administrator	988-3751

Human Resources

Twila Roman - Director	988-3741
------------------------	----------

Building Services

Terry McMahon - Maintenance Coordinator	359-4283
Carlos Rivera—Maintenance	838-5093
Miguel Salas – Maintenance	
Pennie Bull – Receptionist	334-9861

Risk Management/Safe Environment

John Polkinghorn – Catholic Mutual	988-3718
Renee Leach – Safe Environment Coordinator	988-3722

Cemeteries/Property Management

Deacon Roger Heidt	988-3715
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Catholic Education and Faith Formation

Delegate

Most Rev. Paul Swain	334-9861
----------------------	----------

Catholic Schools

Katie Mellor - Director	988-3761
-------------------------	----------

Adult Faith Formation

Dr. Chris Burgwald - Director	988-3766
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Children Faith Formation

Jean Lorang – Director	988-3776
------------------------	----------

Youth Ministry and Catechesis

Eric Gallagher – Director	988-3766
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Marian Apostolate

Msgr. Charles Mangan	988-3793
----------------------	----------

Support

Mary Andersen	988-3766
Mary Thoeke	988-3769

Communications and Social Ministries

Delegate

Jerome Klein 988-3745

Catholic Family Services

Dr. Marcie Moran - Clinical Director 1-800-700-7867
988-3775
Kathy Jerke – Counselor 988-3775
Christy VanderWoude - Pregnancy & Adoption 988-3775
Dorothy Garcia - Billing and Insurance Coordinator 988-3774
Heather Karrow - Office Manager 988-3775
Doris O’Dea - Support group for divorced/widowed/separated 361-7228
Sioux Falls, Aberdeen, Brookings, 1-800-700-7867
Mitchell, Watertown, Yankton fax: 988-3747

Communications Office/Bishop’s Bulletin

Rev Michael Griffin – Bishop’s Bulletin Executive Editor 224-2483
Gene Young - Bishop’s Bulletin Managing Editor 988-3791
Donna Cannon - Administrative Assistant, TV Mass Producer 988-3789
Kevin Miles – Marketing and Graphics 988-3787
Bill Sealey - Graphic Design/Web Master 988-3716
Fax: 988-3746

Marriage, Family and Respect Life

Travis Benson – Co-director 988-3748
Kelly Benson - Co-director

Stewardship

Kevin Miles – Director 988-3787

Support for delegate and stewardship

Clarice Lalley 988-3740

Parish and Diocesan Advancement

Delegate and President of the Catholic Foundation for Eastern South Dakota

Mark Conzemius 988-3784

Operations

Melinda North – Vice President, and Director, Catholic Family Sharing Appeal 988-3725
Heather Fortin – Director of Special Events 988-3705
Barb Buckmiller – Database Manager 988-3736
Nancy Eichacker – Administrative Assistant 988-3788
Amber LeFaive – Administrative Assistant 988-3765

Planned Giving

Bette Theobald - Vice President 988-3794
Kelly Bartmann – Planned Giving 988-3777
Carolyn Matheson – Director of Major Gifts 988-3796

A Stewardship Prayer

*Lord God,
Giver of life and all good gifts,
You anointed Jesus with the Holy Spirit
who inspired him to give everything he had for our sake.
Move us by the same spirit of stewardship
to share first to the Lord, for the benefit of all.*

*By your grace, help us to follow in your footsteps
and become more focused on loving and caring
for our families, our neighbors
and our communities.*

*Lead us to the awareness that everything we are
and everything we have is your gift.*

*Grant us the spirit of sacrifice
to always seek your will
and to share our gifts with
our brothers and sisters.*

*May we be good stewards of all we have received
and cooperate with you in building your kingdom
of love and justice.*

*Guide us, Lord, as we strive to grow closer to you and
Bless our diocese as we begin the Catholic Family Sharing appeal 2012.*

We ask this through Christ our Lord.

Amen