**Weekend Checklist – Preparation Guide**

The following material is a weekend by weekend checklist to help your appeal process run smoothly. Within each section you will find:

* Goal of the weekend
* Points of interest
* Pulpit announcements
* Intercessional prayer suggestions
* Bulletin announcement suggestions

**Announcement Weekend ~ February –12-13**

Prior to the Kickoff & Education Weekend scheduled for February 19 and 20, announcing the upcoming appeal will help prepare individuals for the upcoming process.

**Points of insight:**

* A pre-appeal letter or email 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 DeGrood and encourage them to pray about their participation. A sample of the letter can be found in this manual.
* A draft email with video to promote the ministries supported by Catholic Family Sharing Appeal will be emailed by the Catholic Family Sharing Appeal office to each parish prior to announcement weekend. This promotion piece can be used however the parish deems helpful.

**Pulpit Announcements:**

Announcement Weekend – February –12-13

Next weekend begins Catholic Family Sharing Appeal – 2022. This is our opportunity to come together as one family and support 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 Catholic Family Sharing Appeal. Remember that any money we raise over our goal stays within our parish. Our efforts here will enable all members of our diocesan Church to give or receive the mercy and love of God.

(This is also a great time to talk about what additional funds will be used for within the parish.)

**Intercession prayers**

Announcement weekend – February 12-13

1. 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
2. For all Catholics throughout Eastern South Dakota; may we be one in the good will of Christ by supporting the work of the Catholic Family Sharing Appeal…We Pray to the Lord
3. For us, the faithful of (Parish Name); may we respond as one to the Catholic Family Sharing Appeal and in gratitude return to God a portion of all he has placed in our lives… We Pray to the Lord
4. That the Catholic Family Sharing Appeal 2022 may be successful in our parish and throughout the Diocese in raising the necessary funds for us to continue to be the hands and feet of Jesus… We Pray to the Lord

**Bulletin Announcement**

Announcement weekend – February 12-13

Next week we begin Catholic Family Sharing Appeal 2022. 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 how God is asking you to support this year’s appeal. Next week we will learn more about this appeal and the programs it supports. Thank you and I look forward to your participation.

**Kickoff/Education Weekend ~ February 19-20**

Kickoff Weekend is one of the key opportunities to inform and make your parish family aware of the upcoming Catholic Family Sharing Appeal 2022. It is the springboard that will set the tone for the entire appeal.

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

1. Posters displayed in gathering areas
2. Bulletin announcement
3. Catholic Family Sharing Appeal Chairperson and Volunteer committee
4. Initial parish letters or email from priest sent to donors
5. Church announcements organized
6. General Intercessions
7. Bishop’s video or audio message checked and ready to play

**Points of insight:**

1. The homily and Bishop’s audio message are the main focus.
2. Enthusiasm and motivation will set the tone.
3. Public awareness that they will receive Bishop’s letter and pledge card
4. Instructions on bringing their pledge cards to Mass on February 26-27
5. Overview of the ministries funded through Catholic Family Sharing Appeal (people want to know where their dollars are going)
6. Try to localize these ministries into your area and show benefits
7. Overview of the parish’s goal – What will the excess amount raised be used for?
8. Indicate that monies over the Parish Share sent to the Diocese will stay in parish and be used for (parish cause)
9. Emphasize that “ 100% Participation” is the true goal
10. Utilize a lay witness presentation
11. This may be a time you wish to discuss parish stewardship

**Pulpit Announcements:**

Kickoff/Education Weekend – February 19-20

This week we begin Catholic Family Sharing Appeal 2022. Your gift to Catholic Family Sharing Appeal 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 programs, faith formation for youth and adults, ministry to the homebound and support of Newman Ministry. Most of these have or will, directly or indirectly, touch the lives of everyone in our parish. These are ongoing ministries and Bishop DeGrood 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 DeGrood asking for your support to this year’s Catholic Family Sharing Appeal. 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 share for this year 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 Parish share stays in this parish and will be used for . Thank you for being a part of Catholic Family Sharing Appeal – 2022.

**Homily Ideas:**

Kickoff/Education Weekend – February 19-20

* Bishop’s video or audio message
* You will receive a letter from Bishop DeGrood later in the week along with a pledge card for Catholic Family Sharing Appeal 2022.
* Each year, we as Catholics are called to come together as one family to give thanks to God for the many gifts we have been given. Catholic Family Sharing Appeal is our opportunity to grow together in the life of the church, to support those around us as we do our family.
* The funds raised by Catholic Family Sharing Appeal are a critical supplement to the ministries of the Diocese. These ministries are greater than what one individual parish could support and maintain. Together we are able to fund ministries that serve the greater Church.
* The one ministry we continue to see fruits from is Seminarian Education. This year, the diocese is blessed to have 17 men studying and discerning their call to the priesthood. Your support allows them to do this without the addition of financial pressure.
* 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 us reach the parish’s goal. Those who are involved for the first time, what should you give? Some can give $50, some $100, some $500, some $1,000 ….only you can determine that through prayer. Give thanks for your blessings and ask God what he desires you to give.
* We will be collecting pledge cards during the offertory next Saturday, February 26 and Sunday the 27.
* Reflect on the theme, “One Faith. One Family” and take the time to prayerfully consider your gift. When have you been blessed by kindness and never asked for anything in return? Now is your chance to “pay it forward.”
* Let’s make this a great year for Catholic Family Sharing Appeal and join our Diocesan Church in helping the people of our Diocese.
* I want to thank you in advance for your consideration and generosity.

**Intercession prayers:**

Kickoff/Education Weekend - February 19-20

1. 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

1. That Catholic Family Sharing Appeal 2022 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
2. For each of us; in oneness may we put into action our love for God by responding to the needs of others through the Catholic Family Sharing Appeal...We pray to the Lord

**Bulletin Announcement:**

Kickoff/Education Weekend – February 19-20

Today we begin the Catholic Family Sharing Appeal 2022. Catholic Family Sharing Appeal challenges us each year to think beyond our walls and our individual needs. At some time in your life, you or someone you love will be served in one way or another from the ministries supported by Catholic Family Sharing Appeal. 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, helping hurting marriages and more. This week you will receive a letter from Bishop DeGrood asking for your support for this year’s Catholic Family Sharing Appeal. 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 share for 2022 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 share stays in this parish. Thank you for being a part of Catholic Family Sharing Appeal 2022.

**Commitment Weekend: February 26-27**

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:**

1. Posters displayed in gathering areas
2. Bulletin announcement
3. Bishop’s letter and pledge card received in-house
4. Initial parish letters sent to top donors
5. Church announcements organized
6. General Intercessions
7. Initial education as to Catholic Family Sharing Appeal and ministries funded
8. Ushers instructed on offertory
9. Table in a central location for duplicate pledge cards

**Points of insight:**

1. The homily is the main focus
2. Enthusiasm and motivation will set the tone for the offering
3. Utilize a lay witness presentation if possible
4. Awareness of their receipt of Bishop’s letter and pledge card
5. Make parishioners aware that duplicate pledge cards are available in the church office.
6. Instructions on bringing their pledge cards to the offertory
7. Consider setting up a separate offertory for Catholic Family Sharing Appeal only
8. Overview of the ministries funded through Catholic Family Sharing Appeal (people want to know where their dollars are going)
9. Try to localize these ministries into your area and show benefits
10. Overview of the parish share and “stretch” goal
11. Indicate that gifts over the parish share sent to the Diocese will stay in parish and used for (parish cause)
12. Have a cause for over shooting your share and place reminders of the cause
13. Emphasize that **“100% Participation”** is the true goal
14. This may be a time you wish to discuss parish stewardship

**Pulpit Announcements:**

Commitment Weekend – February 26-27

Today we collect the pledge cards for the Catholic Family Sharing Appeal 2022. Thank you all who have already given so generously. Every gift, regardless of the size, is important to the success of Catholic Family Sharing Appeal 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 Catholic Family Sharing Appeal. Our goal is 100% participation offered through our time, talent or treasure. Again, any amount raised above the Parish share will stay in the parish.

**Homily Ideas:**

Commitment Weekend – February 26-27

* You should have received your letter and pledge card from Bishop DeGrood 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 Catholic Family Sharing Appeal. Let’s make this a great year for Catholic Family Sharing Appeal and those less fortunate than ourselves. I want to thank you in advance for your kindness and generosity.
* Give a personal testimony of how you have been impacted by the ministries in the Diocese. (Marriage Tribunal, Counseling Services through Catholic Family Services, Continuing education, Human Resources assistance, Information Technology assistance, etc.)
* Thank you again and God bless.

**Intercession prayers:**

Commitment Weekend – February 26-27

1. That as we begin the Catholic Family Sharing Appeal 2022, God may bless our parish and Diocese, strengthen our faith and help us remember that we are, “One Faith and One Family”.
2. 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 and continue to build a Legacy of Faith.

**Bulletin Announcements:**

Commitment Weekend – February 26-27

Today we collect pledge cards for the Catholic Family Sharing Appeal - 202. 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 Catholic Family Sharing Appeal and the many ministries that it supports.

If you did not bring your pledge card 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 Catholic Family Sharing Appeal. 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 12-13**

**Points of insight:**

* Update Parish goal charts to show progress (included in informational folder)

**Pulpit Announcements:**

Follow-up Weekend – March 12-13

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

Last weekend we reached \_\_\_\_% of our parish Catholic Family Sharing Appeal share. \_\_\_ of our \_\_\_ households have responded. Congratulations and thank you!

Our goal is 100% participation and we still need to hear from some of you. 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 12-13

1. In thanksgiving to all who have responded to the Catholic Family Sharing Appeal 2022, that their generosity may be rewarded with the growth, love and joy that giving generously brings… We Pray to the Lord
2. 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… We Pray to the Lord

**Bulletin Announcements:**

Follow-up Weekend – March 12-13

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

We have reached \_\_\_\_% of our parish Catholic Family Sharing Appeal share. \_\_\_ 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: April 23-24**

**Points of insight:**

* Update Parish Catholic Family Sharing Appeal charts to show progress

 **Pulpit Announcements:**

Second Follow-up Weekend- April 23-24

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 Catholic Family Sharing Appeal 2022. 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 parish share to Catholic Family Sharing Appeal.

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 – April 23-24

1. May our sharing of our gifts through the Catholic Family Sharing Appeal help bring peace, justice and equality to the world…We Pray to the Lord
2. 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… We Pray to the Lord

**Bulletin Announcements:**

Second Follow-up Weekend – April 23-24

Thank you for your generosity to the Catholic Family Sharing Appeal 2022. 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 anything over and above the parish share sent to the Diocese will stay in the Parish.