



NAME OF PARISH
CITY, STATE

TOWN HALL MEETING ANNOUNCEMENT

You are invited and encouraged to attend one of the Town Hall Meetings scheduled during the weekend of **(dates)**.

Your attendance at one of these meetings is very important. The Town Hall Meetings are designed to share information about our project, our **(title of campaign) Campaign** and to call our parish family to prayer. We will share information about our parish and its ministry. We will also share with you why this program is so very important to our parish and archdiocese and why every parishioner is so important. No financial commitments will be asked for or received at these meetings.

These meetings are designed to also give you an opportunity to ask any questions you desire about the **(title)** Capital Campaign.

Please attend one of these Town Hall Meetings as a demonstration of your support and as an encouragement to others.



CONDUCTING TOWN HALL MEETINGS

Parishioners need an opportunity to attend a meeting where information about the campaign and the case can be presented. Usually they are held on the first of the two weekends of distribution and if there are both Saturday and Sunday masses, one after a given mass on each day.

1. Preparation for the meetings

- ☐ In cooperation with the Pastor and Campaign Chair, determine dates, times and location for the town hall meetings
- ☐ Invite a Campaign Chair to speak at the meeting
- ☐ Enlist some of your Information Team to assist as hosts/hostesses
- ☐ Announce the meetings through the church bulletin and campaign literature
- ☐ Meet as a team and determine the format and agenda for the meetings. A suggested agenda follows in this section.
- ☐ Arrange for any refreshments, beverages and any other essentials for the meetings

2. Conduct the meetings

- ☐ Welcome attendees
- ☐ Campaign Leaders speak for the campaign and the case, with a focus on the benefits to parish ministry
- ☐ Utilize any displays or literature that speaks to the case
- ☐ Allow for questions and answers
- ☐ Thank people for coming

<div>Information Packet Coupon</div>
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