



ADVANCE COMMITMENT GATHERING PREPARATION WORKSHEET

Determine from the *Advance Commitment Gathering Reservation Sheets* (Form AC-3) the number of people attending each Advance Commitment Gathering. Prepare materials for each Gathering based on that number plus several extras.

- ☐ Materials needed for distribution:
 - Gift Profile
 - Creative Strategies in Giving
 - Commitment Card
 - Commitment Card envelope
 - Other: _____
- ☐ Place a Commitment Card, Creative Strategies in Giving, Gift Profile and any other materials your consultant instructs in a commitment card envelope. Prepare one envelope for each person attending a Gathering.
- ☐ Additional materials:
 - Nametags
 - Ballpoint pens
- ☐ Delivery of Materials—Place all materials in a mailing envelope (one for each Gathering). The envelopes can be:
 - Picked up at the parish by a host. Arrangements will need to be made with the host to ensure that the pick-up has been made.
 - Packets can be delivered to the Gathering site by the Campaign Administrator or Advance Commitment Leader. This needs to be done before each meeting.
 - When Advance Commitment Gatherings are held in homes, provide each Host with a list of all Advance Commitment Gatherings and Instructions for the Host. (See Consultant.)



PREPARING FOR AND IMPLEMENTING INFORMATION DISTRIBUTION

1. Assembly of the primary Information Packet for the program on designated weekends after each mass during the Information Phase of the program.
 - ☐ Enlist a specific number of helpers to assemble the packets
 - ☐ Work with the Campaign Administrator(s) so that all materials for the Information Packets are available to the team for assembly of the packets
 - ☐ On “assembly day”, have tables, printed materials and boxes available for the completed packets
 - ☐ Determine the best manner to have the materials stored and ready to go for distribution
 - ☐ Determine the number of exits that need to be covered and the appropriate tables to hold the boxes of packets
 - ☐ Firm up assignments for each helper in terms of which mass and exit each will cover on the distribution weekends
 - ☐ Arrange with the ushers or appropriate staff to have tickets and pencils placed in the pews for distribution weekends
2. Distribution of the Information Packets
 - ☐ Be at the assigned station about 10 minutes prior to the end of mass with the tables and boxes and your team in place to hand out packets and collect tickets
 - ☐ Keep the lines moving and do your best to avoid conversations that slow down the process
 - ☐ Collect the Distribution Tickets from each family as they leave church and give them a packet in exchange for the ticket
 - ☐ Make sure each helper completes a ticket and takes a packet
 - ☐ Return the tickets and leftover packets to the Campaign Administrator after the weekends of distribution are complete
3. Campaign Administrator responsibilities following the distribution:
 - ☐ Compare the distribution tickets with a parish mailing list and remove labels for those who picked up packets
 - ☐ Prepare the packets for mailing to those remaining on the list, namely those who did not pick up packets.
 - ☐ Mail out packets to families that did not receive one at church



WHAT GOES IN THE INFORMATION PACKET

(Subject to revision for each arch/diocesan campaign)

During the Information Phase of this campaign, each family will receive a packet of information produced and copied at the parish. Usually there are two weekends when this happens just prior to the Inspiration Phase. We ask the Pastor, Campaign Administrator and Print Communications Leader to work together to make sure the materials are ready at least one week prior to the first Information Weekend. **The Campaign Administrator should make sure materials come to him/her and that these packets are assembled and ready to go.**

1. **Pastor's Letter:** produced at the parish-sample in the appendices of your Campaign Manual. (sample attached)
2. **Prayer Card:** developed by the diocese, the Prayer Team or someone assigned to do it.
3. **Frequently Asked Questions:** (produced at the parish developed by each parish, with the pastor taking the lead, sample attached))
4. **Response Form:** A simple half-sheet that allows parishioners to ask any question they want to ask (provided, need to make copies)
5. **Discovery...A Personal Challenge:** A two-sided document about Scripture, provided by consultant (attached, need to make copies)
6. **The Brochure:** which is the main piece of Campaign Literature, gathered from several sources, produced by the Print Leader and Printer.
7. **DVD/Video:** If ready, it can be a part of this Information Packet if you are giving each family a copy.
8. **FAQ:** A document, often from the diocese, with frequently asked questions and answers
9. Any other printed materials that may be helpful

These materials are packaged with a "coupon" (sample provided by Consultant, need to make copies) at the masses during Distribution Weekends with the family/individual putting their name and pertinent information on the coupon and exchanging it at the Information table for a packet. This coupon indicates who has received a packet and allows the parish to mail a packet to those families after Information Distribution Weekends who were not present at one of the weekend masses.

<div>Information Packet Coupon</div>
<div>Name:</div>
<div>Phone or Address:</div>
<div>E-Mail:</div>

<div>Information Packet Coupon</div>
<div>Name:</div>
<div>Phone or Address:</div>
<div>E-Mail:</div>

<div>Information Packet Coupon</div>
<div>Name:</div>
<div>Phone or Address:</div>
<div>E-Mail:</div>

<div>Information Packet Coupon</div>
<div>Name:</div>
<div>Phone or Address:</div>
<div>E-Mail:</div>

<div>Information Packet Coupon</div>
<div>Name:</div>
<div>Phone or Address:</div>
<div>E-Mail:</div>

<div>Information Packet Coupon</div>
<div>Name:</div>
<div>Phone or Address:</div>
<div>E-Mail:</div>

<div>Information Packet Coupon</div>
<div>Name:</div>
<div>Phone or Address:</div>
<div>E-Mail:</div>

<div>Information Packet Coupon</div>
<div>Name:</div>
<div>Phone or Address:</div>
<div>E-Mail:</div>

I Have a Question

If you have any questions regarding the **(Name of Campaign)** Stewardship Campaign, please place your question(s) on this questionnaire and return it in the collection basket or to the Parish Office. The most frequently asked questions will be answered as space permits in the parish bulletin.

Dear Father and Campaign Leaders,

(Optional: Name: _____ Phone: _____)

I Have a Question

If you have any questions regarding the **(Name of Campaign)** Stewardship Campaign, please place your question(s) on this questionnaire and return it in the collection basket or to the Parish Office. The most frequently asked questions will be answered as space permits in the parish bulletin.

Dear Father and Campaign Leaders,

(Optional: Name: _____ Phone: _____)

I Have a Question

If you have any questions regarding the **(Name of Campaign)** Stewardship Campaign, please place your question(s) on this questionnaire and return it in the collection basket or to the Parish Office. The most frequently asked questions will be answered as space permits in the parish bulletin.

Dear Father and Campaign Leaders,

(Optional: Name: _____ Phone: _____)



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 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 Chair(s) 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



ADVANCE COMMITMENT LETTER OF INVITATION

Note: This letter is mailed to each person/couple invited to an Advance Commitment Gathering. Check the mailing date in your program calendar for this letter. The Campaign Administrator will need your letter at least one week prior to the mailing date.

Dear **(Name)**:

I am grateful that we have people like you in the life of **(Name of Parish)**. Every parish needs leaders, people who love to minister, people who care about the life of their parish, and people who are active and involved. You are such a person.

Our parish is at a critical crossroad. I believe the success of our **(Campaign Title)** is vital to our present and future growth and ministry. We must move forward now with our **(Project Objective)**.

Because I believe **(Campaign Title)** is so important, I have asked **(Names)**, and they have graciously consented, to host a gathering for a few key people like you.

You are invited to **(Name of Location)** at **(Address)** on **(Day, Date)** at **(Time)** for a **(Insert Menu)**, a presentation on our (Name of Program) campaign, and a time of fellowship with your friends. No financial commitments will be requested at this gathering; however, you will be asked to prayerfully consider making your commitment in advance of the rest of the parish family at our Commitment/Special Event Weekend on **(Date)**. A member of the Advance Commitment Team will be calling to confirm your attendance.

Thanks for all you mean to me personally and for all your work on behalf of Christ and His Gospel. I need and am counting on your continued support.

I look forward to seeing you at this important event.

Yours in Christ,

Fr. _____, *Pastor*



ADVANCE COMMITMENT LETTER OF INVITATION WITH CHILDCARE OPTION

Dear **(Name)**:

I am deeply grateful that we have leaders like you in our parish. Every ministry of our parish is experiencing dynamic growth. God is blessing abundantly!

I believe the success of our **(Campaign Title)** capital campaign is vital to our continued growth and mission. We must {in this section list the key elements of the case} and contribute our portion to the Shared Ministries of the **(Arch)** diocese **now** without financially encroaching on our ministries.

Because I believe **(Campaign Title)** is so important and you are so important to its success, I would like to invite you to attend a special gathering for leaders and fellow parishioners of **(name of parish)** in **(location)** on **(date)** at **(time)** PM.

This will be an opportunity to enjoy a nice meal, fellowship with other leaders and hear from me as your Pastor, a Campaign Leader and our consultant from O'Meara Ferguson, who has been working with our parish in this campaign for the past few months. You will learn more about this **(Arch)** diocesan campaign and the opportunities it presents for the **(Arch)** diocese and our parish. No commitments to **(Campaign Title)** will be requested on this occasion, but you will be asked to prayerfully consider making your commitment in advance of Commitment Weekend on **(date)**. Would you kindly make your reservation by (date) by calling **(put name of person who will take the responses)** at **(phone number)** or by an e-mail to **(put e-mail address)**? **OR** A member of the Advance Commitment Team will be calling to receive your reservation.

If needed, childcare will be provided at the church. Just let **(name of person taking responses)** know in your response and it will be provided. Confirmation phone calls by a member of our Advance Commitment Team will be made starting **(date)** but your reservation by either phone or e-mail will help us in this process.

Surely, **(Campaign Title)** is a great opportunity for our parish and the **(Arch)** diocese. You are vital to our mission!

Thank you for all you mean to me personally and, most importantly, to God's work in our parish. I am counting on your continued help and support.

I will look forward to seeing you on **(date & time)**

Sincerely,

Pastor



ADVANCE COMMITMENT LETTER OF INVITATION FOR MULTIPLE GATHERINGS WITH CHILDCARE

Dear **(Name)**:

I am deeply grateful that we have leaders like you in our parish. Every ministry of our parish is experiencing dynamic growth. God is blessing abundantly!

I believe the success of our **(Campaign Title)** capital campaign is vital to our continued growth and mission. We must: **(in this section list the key elements of the case)** and contribute our portion to the Shared Ministries of the **(Arch)** diocese **now** without financially encroaching on our ministries.

Because I believe **(Campaign Title)** is so important and you are important to its success, I would like to invite you to attend one of two special gatherings for leaders and fellow parishioners of **(name of parish)** in **(location(s))** on **(date(s))** at either **(times)**.

This will be an opportunity to enjoy a nice meal, fellowship with other leaders and hear from me as your Pastor, a Campaign Leader and our consultant from O'Meara Ferguson, who has been working with our parish in this campaign for the past few months. You will learn more about this **(Arch)** diocesan campaign and the opportunities it presents for the **(Arch)** diocese and our parish. No commitments to **(Campaign Title)** will be requested on this occasion, but you will be asked to prayerfully consider making your commitment in advance of our Commitment Weekend on **(dates)**. Would you kindly make your reservation by **(date)** by calling **(put name of person who will take the responses)** at **(phone number)** or by an e-mail to **(put e-mail address)**? **OR** A member of the Advance Commitment Team will be calling to receive your reservation.

If needed, childcare will be provided at the church. Just let **(name of person taking responses)** know as you respond and it will be provided. Confirmation phone calls by a member of our Advance Commitment Team will be made starting **(date)** but your reservation by either phone or e-mail will help us in this process.

Surely, **(Campaign Title)** is a great opportunity for our parish and the **(Arch)** diocese. You are vital to our mission!

Thank you for all you mean to me personally and, most importantly, to God's work in our parish. I am counting on your continued help and support.

I will look forward to seeing you on **(date)**, at one of the gatherings

Sincerely,
Father **(Name)**