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## ADVANCE COMMITMENT GATHERING HOST INSTRUCTIONS

*“They went as one body to the Temple every day but met in their houses for the breaking of bread; they shared their food gladly and generously; they praised God and were looked up to by everyone.”*

(Acts 2:46-47)

**ACKNOWLEDGMENT:** As a host for an Advance Commitment gathering, you will make a significant contribution toward the success of our capital stewardship campaign. You represent for our parish and our committee the perfect blend of host, hostess, hospitality, and home. These uniquely combined ingredients will provide an ideal setting for what we seek to accomplish.

**PURPOSE:** Your home will offer to us an appropriate place to present to a representative group of our parishioners the challenge facing our parish. The participants will be asked to consider making their financial commitments to the campaign prior to everyone else. However, commitments will not be received at your gathering. They will be given at a later date. These “advance commitments” will provide for us an important measurement of member response.

### **CONSIDERATIONS:**

1. The meal does not have to be an elaborate, sit-down occasion. Few homes can accommodate twenty or more couples with that kind of arrangement. Therefore, finger foods with random seating throughout the house is recommended and preferred. This will allow for greater group interaction.
2. If extra seating is needed, the parish can provide chairs upon request.
3. A nametag table should be conveniently located close to the main entrance of your home. Name tags and pens will be provided by the Campaign Administrator. If nametags can be made in advance of the gathering for the expected guests and displayed on the table, this would (1) provide uniformity and readability to the nametags, (2) allow early guests to see the names of the people invited, (3) expedite traffic flow, and (4) provide a record of non-attendees from unused name tags.
4. The Campaign Administrator will provide the hosting home with a package of envelopes containing commitment cards and “Gift Profiles.” Give this packet to the Consultant upon their arrival.
5. The occasion should begin promptly, with the meal to commence 15 minutes later. The program will follow the meal.



6. Ten minutes after the occasion begins, the Advance Commitment Leader will call everyone together, welcome the guests, introduce and thank the hosting family, ask for serving instructions, and lead in prayer.?
7. After the meal, the program needs to be conducted in the room or rooms that will comfortably accommodate the most people.
8. About 50 minutes after the occasion begins, the Leader should request that everyone finish eating and move to the place selected for the program.
9. Once the program begins, someone should be positioned close to the telephone and away from the program area to answer the phone immediately if it should ring. It is important that disturbances and interruptions be kept to a minimum.
10. To conclude the program, the Pastor will present a final challenge, thank the guests for attending and the hosting family for their hospitality, and then dismiss with prayer.
11. Soft music is acceptable, but make sure that it is not played during the program.
12. It is best to have your home cooler than usual since twenty couples will add about eight degrees of heat to your house.

#### **RECOMMENDED AGENDA:**

- ☐ Arrival and social time - **10 minutes**
- ☐ Welcome by Advance Commitment Leader, thanks to the hosting family, serving instructions, and prayer - **5 minutes**
- ☐ Meal - **35 minutes**
- ☐ Request to move to largest room for program - **10 minutes**
- ☐ Pastor's presentation of the challenge and introduction of the consultant - **10 minutes**
- ☐ Consultant's explanation of the giving potential and the commitment card - **30 minutes**
- ☐ Pastor's final challenge, request for response, appreciation to host family, prayer - **5 minutes**

**CONCLUSION:** Please accept the gratitude of your parish and campaign Leadership Team for graciously providing your home and hospitality to us during this special time. Your generosity will make a significant contribution toward our success!



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## STANDARD PASTOR'S LETTER OF INVITATION TO ADVANCE COMMITMENT GATHERINGS

Dear **(Name)**:

I am deeply grateful that we have leaders **(people)** 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)** is vital to our continued growth and mission. We must **(purpose of campaign) now** without financially encroaching on our ministry.

Because I believe **(Campaign Title)** is so important and you are so important to its success, I would like to invite you to a **(Type of Event)**

You are cordially invited to **(Location)** on **(Day, Date)** at **(Time)** PM for **(refreshments or a light meal)**, discussion, and fellowship. 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 the Special Event, **(Date)**. A member of the Advance Commitment Team will be calling to receive your reservation.

Surely, **(parish)** has one of the greatest opportunities in its history. 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 at **(Location)** on **(Date)**.

Sincerely,

Pastor



## ADVANCE COMMITMENT INVITE 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 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 diocesan campaign and the opportunities it presents for the 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 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 **(time)**.

Sincerely,

Pastor



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## MODEL LETTER

### ADVANCE COMMITMENT GATHERING ATTENDEES

Sent to those who attended the Advance Commitment Gathering. This would be sent very soon after the event (no more than two days) to help “focus” the individual before they complete the commitment card.

Dear \_\_\_\_\_:

Thank you for attending our *(Campaign Title)* Advance Commitment Gathering. Excitement continues to grow with our *(Campaign Title)* stewardship campaign. It is invigorating to see a renewed commitment from our parishioners to current and future ministries. We have so many ministries that are touching the lives of our parishioners or are giving us an opportunity to provide a light to others in our community. Yet there is so much more that we are called to do.

I know that with committed leadership like yours and others, we can reach our financial goals and see the realization of our vision.

You have been asked to be a part of our parish leadership by making your commitment prior to *(Commitment Weekend/Special Event Date)*. Your involvement will help us reach the largest possible advance commitment total that will be announced at our *(Commitment Mass/Special Event)* on *(Commitment Weekend/Special Event Date)*. Your early example of sacrifice and commitment will lead and set the pace for the rest of the parish.

As you prayerfully consider your three-year financial commitment, my own prayer is that you remember the theme of sacrifice and a willingness to give. I thank you for your vision, faithfulness, and the sacrifice you provide for our parish. Together we will continue to build and provide ministries to our growing parish and community.

Peace be with you,

(Pastor's Name)



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## ADVANCE COMMITMENT GATHERINGS BULLETIN ANNOUNCEMENT

As our **(Name of Campaign)** begins to capture the focus of our parish, we are offering a leadership opportunity for those who desire to make early commitments to enable us to encourage the congregation and to gain momentum in the campaign. We are hosting Advance Commitment Gatherings for those who wish to provide this valuable leadership in this defining moment in the life of \_\_\_\_\_ Catholic Community, Parish, Church?

The Advance Commitment Gatherings specifically will...

- Ask parish leadership and other members to consider making their financial commitments in advance of the Special Event Weekend.
- Ask all who attend to prayerfully consider making a *sacrificial* financial commitment over the next three years.
- Demonstrate the value of sacrificial financial commitments to the campaign and provide momentum and spiritual encouragement to the community.

These meetings are open to anyone wishing to attend and prayerfully consider making a sacrificial financial commitment in advance of others.

Commitments will **NOT** be collected at these gatherings. However, each one attending will receive printed information about the campaign, including a commitment card. Then you will be asked to prayerfully respond at least one week before the church-wide event.

The Advance Commitment Gatherings will be held...

Thursday evening \_\_\_\_\_

Friday evening \_\_\_\_\_

Because a light buffet will be included we must know who will attend. If you are willing to attend and lead out in our **(Name of Campaign)**, please call the parish office no later than (date) \_\_\_\_\_ and let us know which evening you can attend.

-OR-

"On (list dates) we will be having several Advance Commitment Gatherings for our (Name of Campaign) Capital Stewardship Campaign. At these gatherings we will be asking some of our parishioners to prayerfully consider making their financial commitments to our capital campaign in advance of others. If you would like to make your sacrificial commitment prior to our Special Event/Commitment Weekend, we would be glad to have you attend one of these gatherings. Please contact (Advance Commitment Leader) or (Campaign Administrator) or (Parish Office) by (Date). Thank you for your understanding, support and prayers."



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## SAMPLE SCRIPT FOR FOLLOW-UP PHONE CALL

### TO THOSE ATTENDING ADVANCE COMMITMENT GATHERING

Made to those who attend an Advance Commitment Gathering. This call would be made 3 - 4 days prior to Commitment Weekend to encourage the individual to complete and return their commitment card prior to Commitment Weekend.

Hello this is \_\_\_\_\_ a parishioner at **(Name of Parish)**. Is this the \_\_\_\_\_ household? I am calling on behalf of **(Name of Father/leader)**. He wishes he could make all these calls himself, but as I am sure you understand, his schedule does not permit him to do so. He asked me to call and thank you for attending one of the recent Advance Commitment Gatherings. He appreciates the extra effort you made to be there as well as your faithful support of **(Name of Parish)**. I hope you enjoyed the event. **(Name of Father/leader)** also asked me to encourage you to prayerfully consider completing your commitment card and returning it to the parish office early so we can include it in the total that will be announced next weekend. The commitment of parish leaders like you is critical to the success of the campaign and we want to be able to show the parish at large that the leaders are committed to our projects. If you are willing to do this please return your commitment card to the parish office by next **(insert date to be returned)**. Thank you again for all your prayerful leadership.

# PACESETTER GIFTS

## APPENDICES





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## PACESETTER PROCESS DATES

The Pacesetter Gifts Leader(s) will be asked to work with the Pastor, Campaign Chairs and Advance Commitment Leaders to identify pacesetters (those able to make one of the top 10 gifts) and develop strategies to inform and solicit pacesetters.

**Training ->Build Team -> Prospect Review -> Solicitor Recruitment -> Solicitor Training ->Pacesetter Solicitation -> Thanking/Recognition of Pacesetters**

### MEETINGS

Leadership Team Training/Pacesetter Gifts Meeting #1	_____
Report #1/Pacesetter Gifts Meeting #2	_____
Report #2/Pacesetter Gifts Meeting #3	_____
Report #3/Pacesetter Gifts Meeting #4	_____
(If scheduled) Report #4/Pacesetter Gifts Meeting 5	_____

### TASKS COMPLETED

Lists Gathered by:	_____
Prospect Review started by:	_____
Prospect Review completed by:	_____
Solicitors recruited by:	_____
Solicitors trained on:	_____
Pastor Announcement Letter sent on:	_____
Pacesetter visits started by:	_____
Pacesetter visits completed by:	_____
Advance Commitment Gathering:	_____



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## Pacesetter Gifts: Prospect Review

### PRIOR TO PROSPECT REVIEW

- Prepare a list of top donors in the parish.
- If the parish has previously participated in a capital campaign, major gifts from that campaign should be available and should be reviewed along with other names on the top donor list.

### CONDUCTING PROSPECT REVIEW

*Pacesetter Gifts Team: the contents of the meeting are anonymous and confidential. Information exchanged in this meeting will remain confidential and anonymous.*

In the case of every prospective donor:

- Rate and evaluate the ability to give.
- Determine capacity, access, and relevance.
- Identify the best person to make the visit.
- Seek a realistically large — hopefully the maximum — potential gift, providing the donor with an amount or range to pray about.

The Gift Profile shows the Pacesetter Gifts Team what types of gifts are needed. Assign an ask amount to each individual who seems capable of a major gift. The top gift on the gift profile chart isn't a limit. If you feel a parishioner is capable of a larger gift, then suggest a gift amount.

### ASSIGN A TWO-AXIS RANK TO EACH DONOR

- Review each of the names of the top donors to the parish
- First Consider Financial Capacity to Make the Gift:
  - 1** – could probably give at one of the top two gift levels of the Gift Profile chart's first tier.
  - 2** – could probably give at the lower level(s) of the Gift Profile chart's first tier.
  - 3** – Could probably give at one of the top levels of the Gift Profile chart's second tier.
- Next, consider the prospect's potential interest in the project and desire to make a gift.
  - A** – Is committed to the campaign and/or project and will most definitely make a gift.
  - B** – Is somewhat unsure about the campaign or the project, but with information will likely make some gift.
  - C** – Is very unsure about the project and the campaign. Will require much more information and cultivation.



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- Once ranked, assign a gift ask level to each prospect.
  - Consult the chart below to determine where the prospect falls in the priority of contacts to be made.

Once an amount is assigned and a priority set, determine the best possible person to make the visit. This may be a combination of the Pastor, Pacesetter Gifts Leader, Campaign Leader, or some other individual. There needs to be an affinity between the prospect and those making the ask.

After all prospective donors on the list have been reviewed: **are there other names that should be added.** Someone who is not on the top donor list but the team feels might be capable of making a major gift. Review these additional names and assign a gift amount and a potential visitor.

Since the Diocese is conducting a Major Gifts effort, go back to those ranked **1-A**. Could the individual be considered for a larger ask amount, based on the needs of the Diocese. Would the Bishop be the best and most influential person to make the ask?

### **QUESTIONS TO CONSIDER DURING PROSPECT REVIEW**

- What kind of work do they do?
- Are they married?
- Do they have children? Ages? Attend Catholic/private school?
- Where do they live?
- Hobbies?
- Interests as it pertains to the parish?
- Do they volunteer at the church? Past or present? What role do they play?
- Do they give to any other organization or within the community?
- Does anyone know who else might be able to give an opinion on this prospect?
- What would motivate them to give to the campaign?



## Prospect Priority Ranking Chart

Financial Ability

1	Top Priority Prospects	Second	Third
2	Tier	Prospects	Tier
3			Prospects

Interest/Commitment

A B C

*Prospects in the Pink area should be referred to the Advanced Commitment Committee, although those marked as 1-C might still be pacesetter prospects.*



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## PACESETTER PACKET ITEMS

### PACESETTER INFORMATION PACKET

These items should be put into a nice, heavy pocketed folded with their name on it or a 9x11 envelope.

- ☐ Parish/Arch/Diocesan Brochure **OR** Fact Sheet
- ☐ A Question and Answer Sheet
- ☐ Ways of Giving (provided by consultant)
- ☐ (Arch)diocesan AND parish DVDs – (if available)
- ☐ Prayer Card
- ☐ Gift Profile Chart
- ☐ Ancillary Items as needed



## Sample Pacesetter Event Invitation Letter

«GreetingLine»

For several years the leadership of (name of parish) has explored the need for (insert brief description of the project). Based on several factors all indications are that we need to prepare for (need the case fulfills). After much prayer and planning it has been determined that now is the time that we must fulfill these needs.

Thus we are beginning our (name of campaign). As a kickoff to the campaign we are inviting key leaders to a gathering on (date) to learn more about the details and financial needs of this important initiative. As one of those leaders in our parish and community your involvement and support are essential as we prepare for our future.

Please join us as we join hearts and hands to make God's vision for our parish a reality.

**(Date)**

**(Time)**

**(Location)**

**(Refreshments)**

RSPV to \_\_\_\_\_ at \_\_\_\_\_

Sincerely,

Father \_\_\_\_\_



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## Sample Pacesetter Gifts Dinner Invitation

Dear (names),

We are so grateful for our parish, (parish name), its long history and its place in the hearts of all who call it home. Your involvement is important and because of that we want to personally invite you to one of two dinners in our homes on either (dates).

Our parish is one of the first to be a part of the (name of campaign) Capital Stewardship Campaign that is taking place in parishes across (Arch) diocese. This campaign will allow us to strengthen our ability to do ministry and meet the needs of our parish and school for years to come.

The (date) dinner, at \_\_PM, will take place at the \_\_\_\_\_ and the (date) dinner at \_\_PM at the \_\_\_\_\_. These dinners will be intimate with a handful of other parishioners, and Father (name), our pastor, (name), and our consultant from O'Meara Ferguson will join us. We will enjoy food and fellowship together and hear from Father (name) and (consultant name) about our campaign and its importance to our present and future.

One of us will be calling you in the next few days to confirm your attendance. We sincerely hope that you will take time to attend. Financial commitments to our parish will not be taken at the dinners. We will provide information that hopefully will help you understand the campaign and its importance to our parish and (Arch) diocese.

Sincerely,

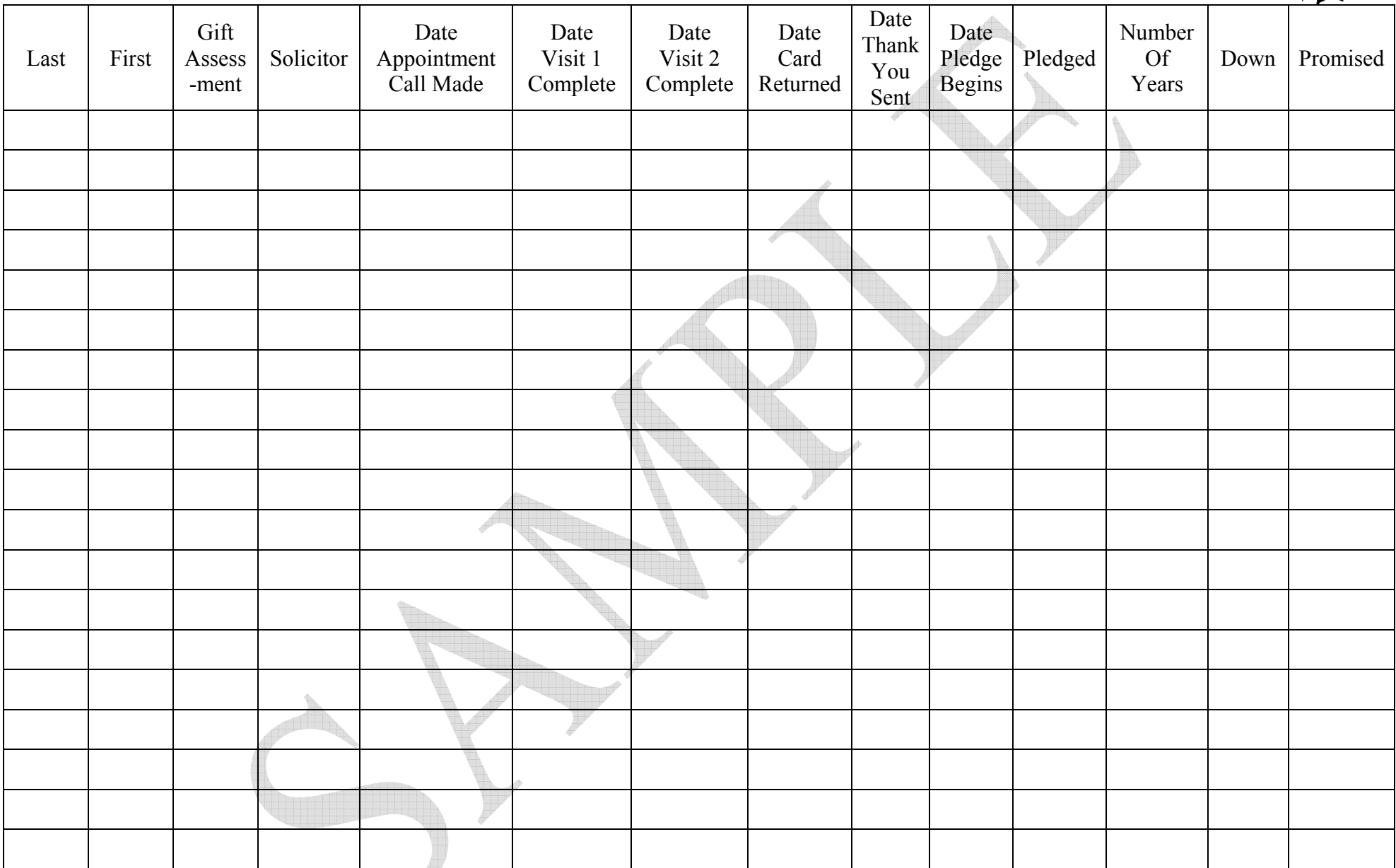
(names)



Time: \_\_\_\_\_

PG Appendix F (Tracking Sheet)







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## Sample Handwritten Thank You Note for Pacesetter Visitors

Dear \_\_\_\_\_,

Thank you for welcoming me into your home and for allowing me the time to share with you about the (Name) Campaign. We will be successful because people like you believe that this is important for the future of our parish and arch/diocese for years to come.

May God continue to bless and guide you as you prayerfully consider your (families) expression of faithful stewardship.

God's best to you!

(Pacesetter Visitor)