

A Test Campaign

Venice, FL

Campaign Administrator Guide



MISSION ADVANCEMENT SERVICES

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Your parish's Capital Stewardship Campaign is about people and ministry—people who belong to your parish and are a community of faith as well as the ministry that touches and transforms lives. Every week, many different ministries, led by your pastor, religious and lay leaders make a difference to people in the parish and throughout the diocese, from children through senior citizens. You are a light in your community for the gospel of Jesus Christ.

Ultimately, a capital stewardship campaign allows a parish and arch/diocese to provide the capital that enables ministry to continue and grow. It may be a new Church, a Parish Life Center, the replacement of a roof, new technology for the school, endowing a ministry position, seminary education, tuition assistance or any number of ministry needs. The arch/diocese has identified critical ministry needs, and each parish is asked to do the same. These needs are then outlined in a "Case Statement" that communicates the purpose for the campaign and the impact that the funds raised will have on your community.

Your capital stewardship campaign will be...

***Ministry-driven:**

- What is God asking your parish to be and do?
- How will the physical needs that are being addressed provide critical tools for shaping ministries and changing the lives of people?
- How will the campaign inspire people to involve themselves not only in the campaign but also in the overall life of the parish?

***Stewardship focused:**

- Based on Scripture and the teachings of the church
- Deepen personal faith so that one's daily life is lived with gratitude for all God's gifts

***Involvement oriented:**

- Led by your pastor and lay leaders
- Engaging numerous people to do "just one job" so that no one person becomes overburdened
- Sharing the work of the campaign so that high ownership is created in the parish

***Prayer-centered:**

- Inviting every parish family to pray for other parish families in a series of prayer events led by the parish campaign prayer team
- Inviting each family, through prayer, to discern its place in making a sacrificial gift to the identified needs of the parish
- Seeing giving as an *opportunity* rather than an *obligation*



To succeed in reaching the goal of providing resources for ministry ...

- The pastor and leaders will give direction to the campaign. In larger parishes, some of the positions will require more than one leader
- Many helpers are enlisted to serve with leaders so that no one person is Overburdened and the parish is not hurt as people still continue in regular ministry responsibilities
- Proven strategies are used that blend with the uniqueness of the parish to develop a campaign that is appropriate for the parish at this time
- Resources and training are given over the life of the campaign so that there is a clear roadmap to success
- Homilies, lay stewardship talks, printed and visual materials are developed so that each family is challenged in their spiritual life and engaged in parish life so that a broad and generous response is given to the needs of the parish
- An invitation to give, versus an obligation that is imposed upon parishioners, is promoted by asking each parishioner to pray “Lord, what do You want me to do through me to accomplish Your will for my parish and arch/diocese?”

As a leader in a program that has a bearing on the future ministry in your parish, your personal commitment to be a leader in action and not just in title will be a deciding factor in the ultimate success of this campaign.

Make a commitment to quality leadership.

- Study your Leader’s Guide.
- Complete all of your assignments.
- Set an example for others.
- Attend all possible meetings and be on time.
- Encourage others on the Leadership Team.
- Seek ways to enhance your responsibility by asking, “What can I do to make this better?”

Make a commitment to spiritual leadership.

- Pray for your parish & its leadership
- Pray for the Leadership Team.
- Pray for all who are enlisted.
- Pray for God’s guidance as you accomplish your task.
- Pray that God will show you how to make your financial commitment a meaningful expression of your stewardship.



BEGINNING THE PROCESS OF DISCOVERY

You are beginning a journey that will challenge you to grow in many wonderful ways. If this journey is faithfully and properly conducted, it will enable you to make a number of spiritual and practical decisions. The following self-discovery guide and worksheet is designed to help you work toward that destination.

How can being a disciple of Jesus make an impact on stewardship and giving in this campaign? According to the U.S. Bishops' pastoral letter on Stewardship, *Stewardship a Disciple's Response*, living as good stewards of God's gifts flows from the fact that we are disciples of Jesus. The beginning of the letter states, "A disciple is a learner and companion of Jesus. As one open to the movement of the Holy Spirit towards a gracious generosity of heart, the authentic disciple regards all he or she is and possesses as gifts and blessings from God . . ."

1. **How can you go to God in prayer to discern His will for your personal life and parish?** For some scriptural suggestions, please read Luke 11:9-10, John 17, and Matthew 6:5-13.
2. **How can you apply Mary's response to God's call to stewardship in your own life?** Scripture is full of references to those who were good stewards. These role models can help us develop our own way of living out our call as disciples. According to the pastoral, "After Jesus, it is the Blessed Virgin Mary who by her example most perfectly teaches the meaning of discipleship and stewardship in their fullest sense. All of their essential elements are found in her life: she was called and gifted by God; she responded generously, creatively and prudently; she understood her divinely assigned role as 'handmaiden' in terms of service and fidelity." (see Luke 1:26-56)

Our Catholic Faith teaches us that we are part of something greater than ourselves. The community of faith offers us the support and nourishment of the Sacraments for our life's journey. We are also aware that we are part of that great Christian Family, the Communion of Saints, all the wonderful people who have gone before us in the faith, and who will come after us.

Every age in Christian history teaches us great lessons of faith and trust and sacrifice. When God's messenger told Joseph not to be afraid to take Mary into his home as his wife, he put aside his fear of the future and made a generous commitment of his very life to Jesus and Mary – because of his faith.

Mother Theresa left a life of teaching in a private academy to care for the poorest of the poor as they lay dying. She sacrificed in order to witness to the love and presence of Jesus.

The pioneer Catholics of our arch/diocese and parish are heroes for us because of their sacrifices. What are we being called upon to do in our time?



FIRST . . . How might I give back to God by serving others?

1 Peter 4:10 ...As each one has received a gift, use it to serve one another as good stewards of God's varied grace. (Also see 2 Corinthians 9:8)

SECOND . . . What are some reasons that should motivate you to give toward this project?

Sirach 35:10 – Give to the Most High as He has given to you, for the Lord is one who always repay and He will give back to you sevenfold.”(See also: 1 Kings 5:19; Mark 8:2-3; Luke 12:48; Romans 13:7-8; 2 Corinthians 8:11-12)

THIRD . . .What attitudes does God like to see demonstrated in your giving?

2 Corinthians 9:7 – Each must do as already determined, without sadness or compulsion, for God loves a cheerful giver.

(See also: Exodus 25:1-2, 35:4-5, 20-24, 29; 1 Chronicles 29:17; 1 Corinthians 13:3)

FOURTH . . . What does it mean to share sacrificially?

Mark 12:43b-44 – Amen, I say to you, this poor widow put in more into than all the other contributors to the treasury. For they have all contributed from their surplus wealth, but she, from her poverty, has contributed all she had, her whole livelihood.

(See also: 2 Samuel 24:24; 1 Chronicles 21:24)

FIFTH . . .What does a “sacrificial” commitment require of the giver and what would you be willing to do in order to contribute sacrificially?

2 Corinthians 8:3-5 – For according to their means, I can testify, and beyond their means, spontaneously, they begged us insistently for the favor of taking part in the service to the holy ones, and this, not as we expected, but they gave themselves first to the Lord and to us through the will of God. (See also: 1 Chronicles 29:1-3; Acts 2:44-45, 4:32-37)

FINALLY . . . before determining your commitment, consider praying: “Lord, what do You want to do, through me, to accomplish Your will for our parish and the arch/diocese ?”



DISCOVERING WAYS TO GIVE

As you consider your commitment, consider these things:

- SACRIFICE . . .** What does “SACRIFICE” mean to me?
Your commitment should be built on the theme **“Not Equal Gifts, but Equal Sacrifice.”** Your three-year commitment should be a demonstration of your personal definition of sacrifice.
- PROCESS . . .** What am I willing to do or do without?
Seek to translate “SACRIFICE” into a plan of action.
- AMOUNT . . .** What kind of commitment will my sacrificial efforts generate during the next three years?

Remember, you will be setting a standard of sacrifice for others to follow. At certain times in our lives we are made more aware of our ministry of good example. What lessons of faith and sacrifice will your offering teach your children, grandchildren and your circle of extended family and friends.

Take a personal inventory — Consider investing from **as many areas** as possible.

- PRAYER...** What time and energy can I commit to strengthening my prayer life?
- SERVICE ...** How will I use my Gifts and Talents in the next 3 years?
- INCOME . . .** How will I share my Income?
- ASSETS . . .** What item(s) of value do I own that I can give to my parish (real estate, stocks, bonds, personal possessions, etc.)?
- INCOME PRODUCING:** What income could I dedicate from rental properties, stocks, bonds, certificates of deposit, interest bearing accounts, etc.?
- SACRIFICE . . .** What can I give up, do without, postpone, or alter in order to give to my Parish?



POSSIBILITY PLANNING WORKSHEET

How much time to Prayer do I give?

Weekly	Monthly
--------	---------

How much time to Service do I give?

Weekly	Monthly
--------	---------

From the monthly budget I could give ...

Weekly	Monthly
Bi-Monthly	Other
Total	

Asset Possibilities

✓	ASSET	VALUE
	Real Estate	
	Stocks	
	Bonds	
	Other Assets	
	Total	

Income Producing Assets

✓	ASSET	INCOME
	Rental Properties	
	Stocks	
	Bonds	
	CDs	
	Interest Bearing Accounts	
	Total	

Sacrifice
I could do without
Postpone
Alter

Total	
POSSIBLE 3-YEAR TOTAL	



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INITIAL GIFT PROFILE CHART

\$1,500,000

“NOT EQUAL GIFTS, BUT EQUAL SACRIFICE”

No. Gifts at Level	Gift Level	Total at Level	Cumulative Total
1	\$100,000	\$100,000.00	\$100,000.00
2	\$50,000	\$100,000.00	\$200,000.00
2	\$25,000	\$50,000.00	\$250,000.00
3	\$20,000	\$60,000.00	\$310,000.00
4	\$10,000	\$40,000.00	\$350,000.00
5	\$5,000	\$25,000.00	\$375,000.00
17 Commitments = \$375,000.00 or 25% of Goal			
No. Gifts at Level	Gift Level	Total at Level	Cumulative Total
8	\$15,000	\$120,000.00	\$495,000.00
12	\$12,000	\$144,000.00	\$639,000.00
16	\$10,000	\$160,000.00	\$799,000.00
20	\$7,500	\$150,000.00	\$949,000.00
26	\$5,000	\$130,000.00	\$1,079,000.00
30	\$3,500	\$105,000.00	\$1,184,000.00
35	\$3,250	\$113,750.00	\$1,297,750.00
147 Commitments = \$922,750.00 or 62% of Goal			
164 Commitments = \$1,297,750.00 or 87% of Goal			
No. Gifts at Level	Gift Level	Total at Level	Cumulative Total
10	\$3,000	\$30,000.00	\$1,327,750.00
12	\$2,500	\$30,000.00	\$1,357,750.00
15	\$2,000	\$30,000.00	\$1,387,750.00
18	\$1,500	\$27,000.00	\$1,414,750.00
20	\$1,250	\$25,000.00	\$1,439,750.00
24	\$1,000	\$24,000.00	\$1,463,750.00
Many	\$500 or less	\$36,250.00	\$1,500,000.00

99 Commitments = \$202,250.00 or 13% of Goal

263 Commitments = \$1,500,000.00 or 100% of Goal



SEPTEMBER

2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 <i>Labor Day</i>	3 3 pm Campaign Admin. & Involvement Ldr 5:30 pm Pastor & Campaign Chrs. 6 pm Print/Visual Mtg. 7 pm Train Leadership Team 8 pm Advance Commitment/ Pacesetter Gifts #1	4	5	6	7 Introduce Leadership Team Distribute Special Edition Newsletter at Masses
8 Introduce Leadership Team Distribute Special Edition Newsletter at Masses	9	10	11	12	13	14
15	16	17 5:30 pm Print/Visual Comm. Mtg. #2 6:15 pm Contact Team Assts. 7 pm Leadership Team Report Mtg. #1 8 pm Pace Setter Gifts Mtg.#2/ Adv Commit. Mtg#2	18	19 Fact Sheet due to printer	20	21
22 Awareness Gathering	23	24	25	26 Brochure due to printer	27	28
29	30					



OCTOBER

2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4 Fact Sheet mailed by printer	5
6	7	8 5:30 pm Pastor & Campaign Chrs 6 pm Train Info. Team 6:30 pm Train Contact Team 7:30 pm Leadership Team Report Mtg. #2 8:30 pm AC Mtg. #3/ Pacesetters	9	10	11 Brochure delivered to parish by printer Parish-wide Event Invitation due to printer	12
13	14 <i>Columbus Day</i> Newsletter due to printer	15 Parish mails Advance Commitment Invitations	16	17	18	19 Distribute Information Packets
20 Distribute Information Packets	21	22 5 pm Follow-up Mtg 6 pm Pacesetter Gifts Report Mtg 7 pm LT Report Mtg. #3 8 pm Advance Commitment Host Orientation	23 Parish mails remaining Info Packets	24	25 Parish-wide Event Invitation mailed by printer	26 Weekend I Announce Goals Pastor’s Stewardship Talk Poster Festival Attend Meeting to Answer Questions
27 Weekend I Announce Goals Pastor's Stewardship Talk Poster Festival Attend Meeting to Answer Questions	28 Newsletter mailed by printer	29	30	31		



NOVEMBER

2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
•	•	•	•	•	•	•
					1	2 Weekend II Homily Stewardship Talk Youth Involvement Weekend
3 Weekend II Homily Stewardship Talk Youth Involvement Weekend	4	5 7 pm Advance Commitment Gathering	6	7	8	9 Weekend III Homily Stewardship Talk
Parish Event Invitation Calls – November 4 - 9						
10 Weekend III Homily Stewardship Talk	11	12	13	14	15	16 Commitment Weekend Homily Stewardship Talk Parish-wide Event
17 Commitment Weekend Homily Stewardship Talk Parish-wide Event	18	19	20 Parish mails remaining commitment cards	21	22	23 Commitment Weekend II Homily Stewardship Talk
24 Commitment Weekend II Homily Stewardship Talk	25	26	27	28 <i>Thanksgiving Day</i>	29	30 Continue to receive Commitments at Mass

**DECEMBER****2013**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Continue to receive Commitments at Mass	2	3	4	5	6	7 Continue to receive Commitments at Mass
8 Continue to receive Commitments at Mass	9	10	11	12	13	14 Continue to receive Commitments at Mass
15 Continue to receive Commitments at Mass	16	17	18	19	20	21 Continue to receive Commitments at Mass
22 Continue to receive Commitments at Mass	23	24	25 <i>Christmas</i>	26	28	28 Continue to receive Commitments at Mass
29 Continue to receive Commitments at Mass	30	31				
Celebration Calls – Dec 29 – Jan 4						

**JANUARY****2014**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
•	•	•	•	•	•	•
			1 <i>New Year's Day</i>	2	3	4 <i>Epiphany</i> Celebration Weekend
			Celebration Weekend Reminder Calls – Dec 29 – Jan 4			
5 <i>Epiphany</i> Celebration Weekend	6	7	8 Parish mails Thank-you notes to those making commitments	9	10	11
12	13	14	15	16	17	18
19	20 <i>Martin Luther King Day</i>	21	22	23	24	25
26	27	28	29	30	31	



LEADERSHIP TEAM AND LEADERS

The Leadership Team is the core group of leaders in the campaign. A leader or co-leader(s) represents each function during the campaign.

ADVANCE COMMITMENT LEADER(S)

The Advance Commitment Leader is asked to plan and direct a series of Gatherings that can be held at the parish, in the homes of parishioners, or some other location. The purpose of these Gatherings is to ask leaders in the parish to consider making their commitments prior to Commitment Weekend to set the pace for success.

CAMPAIGN ADMINISTRATOR(S)

The Campaign Administrator will work closely with the pastor, your consultant, and the Campaign Chair. Responsibilities include:

- Scheduling arrangements for meetings
- Assigning phone calls and/or visits
- Coordinating all campaign mailings (as applicable)
- Tabulating all reservations and acknowledgments to appropriate leaders.
- Collating materials for all campaign training meetings and activities

CAMPAIGN CHAIR(S)

The Campaign Chair serves in a general leadership capacity for the campaign. The chair will:

- Help moderate Leadership Team meetings
- Be available to support team leaders
- Serve as liaison between team leaders and consultant
- Make public announcements related to the campaign
- Represent the Leadership Team in other communications
- Represent the campaign to all parish teams and ministries
- Set an example for leadership

CHILDREN'S ACTIVITY LEADER(S)

The Children's Activity Leader is responsible for the planning and implementation of activities and learning opportunities during the course of the campaign. The leader will:

- Oversee all plans and arrangements for the Children's Activity during the Parish-Wide Event
- Develop and implement a Poster Festival or some other type of activity for children
- Prepare children's teachers to teach stewardship lessons on giving



CONTACT LEADER(S)

The Contact Team will be responsible for making phone calls to every parish household at three key times to support the activities of the campaign. This is the largest campaign team—allowing for many people to each do a small task to get a big job done. The purpose of the calls will be to:

- Call 1—Provide instruction to each household regarding the information activity of the campaign.
- Call 2—Encourage attendance at the Special Event and receive reservations, if needed.
- Call 3—Remind each household to return its Commitment Card prior to Celebration Weekend.

None of these calls will involve asking for money or pledges.

EVENT LEADER(S)

The Parish-Wide Event Leader is responsible for all plans and arrangements related to the Parish-Wide Event scheduled in conjunction with Commitment Weekend (with the exceptions of the program). The Leader is asked to participate in the decision related to type of event; to make arrangements for the facility, food, decorations; and to oversee the event.

FOLLOW-UP LEADER(S)

The Follow-Up Leader is responsible for the maintenance of the campaign through the three-year giving period. The leader is asked to:

- Create a three-year calendar for follow-up
- Keep the campaign visible and fresh through regular communications to the parishioners
- Develop and implement activities to introduce new parishioners to the campaign
- Work to keep the stewardship emphasis before the parishioners

INFORMATION LEADER(S)

The Information Team is responsible for selecting and developing a plan to disseminate information to every household. One of several activities (or combination of activities) may be used, such as:

- Distribution of information packets after Mass (may include a video)
- Other information dissemination strategies chosen by leaders



INVOLVEMENT LEADER(S)

Involvement of people through enlistment is key to the success of a campaign. The Involvement Leader works with all teams to coordinate Involvement. Primary duties include:

- Monitor involvement for each leader and team
- Provide teams up-to-date lists of people available for involvement
- Alert leaders when involvement falters
- Provide help to those having difficulty in Involvement

PACESETTER GIFTS LEADER(S)

The objective of the Pacesetter Gifts Leader is to identify those who may have the ability to make commitments at the highest levels needed for the success of the campaign. In addition, these leaders will implement strategies for individual visits to ask these individuals to prayerfully consider making that commitment.

PRAYER LEADER(S)

The Prayer Leader will develop a prayer support team that will pray on a regular basis for campaign activities, Leadership Team members, and major campaign events. In addition, a parish-wide prayer emphasis may be planned to take place during the Inspiration Phase of the campaign.

PRINT COMMUNICATIONS LEADER(S)

The Print Communications Leader is responsible for the development of all printed material used in the campaign. The Print Communications Team will manage the production of all material and any printing arrangements that are needed.

VISUAL COMMUNICATIONS LEADER(S)

The Visual Communications Leader is responsible for the development and duplication of a short visual presentation that is to be used in the Information Activity. This is an optional activity.

YOUTH LEADER(S)

The Youth Leader(s) is responsible for planning and organizing all activities that involve the youth, 7th-12th grade, of the parish. These activities may include:

- Youth Prayer Activity
- Youth Involvement Activity
- Youth Commitment Event
- Youth Involvement in Parish-Wide Event

The Youth Activity Leader(s) will enlist a team to help with these activities.



INVOLVEMENT TABLES

Enlistment takes place in either two or three stages. These stages are outlined below.

1. The pastor enlists leaders for the Leadership Team
2. Each leader enlists a certain number of assistants
3. In some cases, each assistant enlists a certain number of members

Only the Contact Team will enlist both assistants and members. All the other groups will only enlist assistants.

The following five teams should enlist the number of assistants and members according to the tables below. All other team leaders will enlist assistants according to their own team tasks and needs. Please seek the advice of your consultant if you have questions regarding the size of your team.

Contact Team - 3 Levels of Enlistment	
Number of Leaders	3
Each Leader Enlists	4 Assistants
Total Team Assistants	12
Each Assistant Enlists	4 Members
Total Members	48
Total Team	51
Information Team - 2 Levels of Enlistment	
Number of Leaders	4
Each Leader Enlists	3 Assistants
Total Team Assistants	12
Total Team	16



Parish-Wide Event Team - 2 Levels of Enlistment	
Number of Leaders	5
Each Leader Enlists	6 Assistants
Total Team Assistants	30
Total Team	35
Children's Activities Team - 2 Levels of Enlistment	
Number of Leaders	2
Each Leader Enlists	9 Assistants
Total Team Assistants	18
Total Team	20
Advance Commitment Team - 2 Levels of Enlistment	
Number of Leaders	2
Each Leader Enlists	6 Assistants
Total Team Assistants	12
Total Team	14



CAMPAIGN ADMINISTRATOR

The Campaign Administrator will support the work of everyone who participates. No position or person in the campaign will have more impact upon its overall success than your position. Eventually, everyone who participates will depend upon you for assistance, information, resources, and assignments. The quality of your work will enhance the work of others.

Responsibilities:

Attend Leadership Team Training, Leadership Report Meetings and other scheduled meetings as calendared

- Attend Advance Commitment Gathering
- Secure Room Assignments for Campaign Meetings:
 - Work with your consultant to determine the size and number of rooms needed for each campaign session. Make sure adequate rooms are reserved on the parish calendar.
 - Remind all leaders of scheduled meetings a week ahead of time
 - On the weekend before team meetings, post signs at the parish indicating room assignments:

Information Team Meeting	
12:00 AM	LOCATION
Contact Team Meeting	
12:00 AM	LOCATION
Advance Commitment Meeting #2	
8:00 PM	LOCATION

- Prepare Training Packets for Training Sessions:
 - You are provided with materials for Contact, Information, and Advance Commitment training sessions. Using these materials, create training packets for individuals who attend the training sessions.
 - In the appendices of your manual are worksheets for each training sessions.
- Prepare Campaign Mailings:
 - Please check to see if there are any special instructions from your archdiocese concerning parish printed materials. Though the archdiocese may have a plan to handle most of your mailings, you will be responsible for arranging the distribution or mailing of some items:
 - A Special Edition Newsletter (A template is available from your consultant)
 - Information Materials not distributed on Information Distribution Weekend



- - Commitment Cards to families that did not make a commitment on Commitment Weekend
 - Thank-you and Confirmation Letters from your parish for commitments received
- Assist with Other Tasks:
 - Prepare calling lists for the Contact Team and other teams, as requested
 - Receive & disburse Focus on Prayer sheets after Contact Team completes first wave of calls
 - Prepare Advance Commitment Gathering Lists and Materials
 - Tally reservation sheets for the Parish-Wide Event
 - Oversee the campaign calendar and assist Campaign Chair(s) and Consultant to keep everyone on task and on track
- You should attend the following meetings:
 - Leadership Team Training
 - Leadership Team Report Meetings
 - Contact Team Assistant Training
 - Contact Team Training
 - Information Team Training
 - Advance Commitment Gathering Hosts' Orientation Meeting
 - Follow-up Training
- Publicly support the campaign for the parish and archdiocese
- Prayerfully consider a sacrificial financial commitment to the campaign



****MEETINGS YOU SHOULD ATTEND****

		Campaign Administrator Training
		Involvement Leader Training
October 29, 2013	7:00 PM	Leadership Team Training
		Pacesetter Gifts Meeting #1
October 29, 2013	8:00 PM	Advance Commitment Meeting #1
December 11, 2013	12:00 AM	Contact Team Assistant Training
December 02, 2013	7:00 PM	Leadership Team Report Meeting #1
		Pacesetter Gifts Meeting #2
December 02, 2013	8:00 PM	Advance Commitment Meeting #2
November 20, 2013	12:00 AM	Information Distribution Team training
December 10, 2013	12:00 AM	Contact Team Training
December 09, 2013	7:00 PM	Leadership Team Report Meeting #2
		Pacesetter Gifts Meeting #3
December 11, 2013	8:00 PM	Advance Commitment Meeting #3
		Follow-Up Team Training
		Pacesetter Gifts Meeting #4
December 16, 2013	7:00 PM	Leadership Team Report Meeting #3
December 16, 2013	8:00 PM	Advance Commitment Host Orientation
December 20, 2013	7:00 PM	Advance Commitment Gathering
December 28 - 29, 2013		Commitment Weekend & Parish-Wide Event



- Timetable For Completing Your Tasks -

October 29, 2013

Leadership Team Training and Individual Team Meetings

- Attend Campaign Administrator Training with your consultant -
- Review responsibilities and tasks for your position
- Review your workbook and place the dates and times of the meetings you will attend on your personal calendar
- If requested, complete the meeting room worksheet with your consultant who will provide you the appropriate form (Appendix A)
- Become familiar with the mailing schedule and requirements for your campaign
- Review the packet assembly worksheets and training materials
- Attend Leadership Team Training - **7:00 PM**
- Attend Advance Commitment Meeting - **8:00 PM**
- Attend Pacesetter Gift Meeting -
- If requested by your consultant, collect bio sheets from all leaders and compile the Leadership Team roster. E-mail them to your consultant: **brendon@nwpro.org**

Between Leadership Team Training and Report Meeting #1 on December 02, 2013

- Review your Campaign Manual
- Assemble training packets prior to Contact Assistant Training (Appendix D, Worksheets, Page 1)
- One week before Leadership Team Report #1, contact all team leaders to remind them of the upcoming meetings
- On the weekend before Leadership Team Report #1, prepare and post directional signs to meetings
- On the day of the meetings, make certain that the rooms are prepared



December 02, 2013

Leadership Team Report #1 and Individual Team Meetings

- Bring training packets to Contact Team Assistant Training - **12:00 AM**
 - Be prepared to assist the consultant with the distribution of materials at the training
 - Collect attendance forms, Appendix B, at Contact Assistant Training and give them to Involvement Leader(s)
- Attend Leadership Team Report Meeting #1 - **7:00 PM**
 - Be prepared with questions/concerns about your position

**Between Leadership Team Report #1 and
Leadership Team Report #2 on December 09, 2013**

- Prepare for Contact Team Training
 - Prepare calling lists for the entire Contact Team (Appendix D, Worksheets, Page 2)
 - If you have not already done so, prepare packets for Contact Team training (Appendix D, Worksheets, Page 3)
- Prepare packets for Information Team training (Appendix D, Worksheets, Page 4)
- One week before Leadership Team Report #2, contact all team leaders to remind them of the upcoming meetings
- Meet with parish office staff to discuss mailing needs and bulletin inserts.
Establish, or use existing volunteer team, to assist with campaign mailings and bulletins. Check regarding deadlines for materials to go in the bulletin. Please inform the team and the consultant of any deadlines and the correct procedure to submit materials for the bulletin. You will need to prepare this team to assist you with the three major mailings that occur later in the campaign:
 1. Information Packets after Information Distribution Weekend(s)
 2. Advance Commitment Invitations
 3. Commitment Cards after Commitment Weekend (Appendix D, Worksheets, Page 5)



December 09, 2013

Leadership Team Report #2 and Individual Team Meetings

- Bring training packets for Information Team training - **12:00 AM**
 - Be prepared to assist the consultant with the distribution of materials at Information Team Training
 - Collect attendance forms at Information Team Training and give them to Involvement Leader(s)
- Bring training packets to Contact Team Training - **12:00 AM**
 - Be prepared to assist the consultant with the distribution of materials at Contact Team Training
 - Collect attendance forms at Contact Team Training and give them to Involvement Leader(s)
- Attend Leadership Team Report #2 - **7:00 PM**
 - Be prepared with questions/concerns about your position.
- Bring materials to Advance Commitment Training Meeting and/or Pacesetter Gift Training - **8:00 PM /**
 - Alert the Pastor and Advance Commitment Leaders as to the need to produce the letters of invitation for the Advance Commitment Gathering (Appendix J, K)
 - You will not be expected to stay unless you are requested to do so by the consultant

**Between Leadership Team Report #2 and
Leadership Team Report #3 on December 16, 2013**

- Follow up with Contact Leaders to be sure all packets and call lists are distributed
- Check with parish office regarding insertion of campaign announcements in parish bulletin
- Check with the Print Team: Confirm the date that materials for Information Packets will arrive at the parish for distribution



One Week Before Leadership Team Report #3, December 16, 2013

- The meetings around Leadership Team Report #3 are often the least attended meetings. However, this is a critical meeting as it is the last time the team will meet for training, and it is the last opportunity to make certain all is ready for the Inspiration Period, Commitment Weekend, and the Parish-Wide Event.

THEREFORE:

- One week before Leadership Team Report #3, contact all team leaders to remind them of the upcoming meetings
- Send out reminders to all Leadership Team members of the upcoming meetings
- Encourage all leaders to attend.
- Prepare materials for Advance Commitment Training and Host Orientation (Appendix D, Worksheets, Page 7)

The Weekend before Information Calls (Calls #1)

- Remind the priest who is celebrating Mass to announce that parishioners will be receiving calls from the Contact Team regarding upcoming Information Distribution Weekends.

At Beginning of Week of Information Calls (Calls #1), December 01 - 08, 2013

- Work with the Information Team to assemble packets for Information Distribution Weekend (Appendix E, F)
- Make certain that Information Packet Pick-up Coupons are reproduced in sufficient quantity for each Mass (Appendix G)
- Assist Contact Team and Prayer Team in collection of prayer requests (Appendix C, Focus on Prayer) for the Prayer Team
- Remind your Mailing Team of the upcoming mailing of remaining Information Packets
- Request a set of mailing labels from parish office to enable you to prepare packets



Information Distribution Weekend

- During Information Weekend Distribution, make certain that:
 - Tables and materials are at distribution points before first weekend Mass
 - Materials are replenished at distribution points between Masses
 - Pencils and Packet Pick-up Coupons (Appendix G) are replenished in the church between each Mass
 - Priest celebrating each Mass is reminded to announce Information Distribution
 - Completed Coupons from Information Team Leaders are collected
- No later than Tuesday following Information Distribution Weekend, gather your mailing team and mail remaining packets to those who did not turn in a coupon.

Town Hall Meetings (optional, Appendix I)

- As soon as possible, make certain that the space, date, and time for the Town Hall meetings are reserved on the parish calendar
- One week before the meeting, check with the Information Team to be certain that the room preparations are handled. Check these things:
 - Will there be ample chairs for those who need to sit? Who is setting up the room?
 - Will A/V equipment be available for any visual presentation? Who is taking care of that?
 - What materials will be needed for the meeting?

December 16, 2013

Leadership Team Report #3 and Individual Team Meetings

- Attend the Follow-Up Team Training so that you are informed of the strategy for parish follow-up -
- If requested, attend Pacesetter Gifts Report Meeting -
- Attend Leadership Team Report #3 - **7:00 PM**
- Assist Consultant and Advance Commitment Team Leaders with Advance Commitment Reservation Call Training and Host Orientation - **8:00 PM**



One Week Before Advance Commitment Gathering, December 20, 2013

- Prepare Advance Commitment Gathering packets for Hosts according to the following procedure:
 - Reconfirm the attendance lists with Advance Commitment leaders
 - Prepare name tags and sign-in sheets for each gathering
 - Prepare Commitment Card sets for Advance Commitment Gathering.
Prepare enough commitment card sets for every attendee. Have a few extra available
Each set contains the following:
 - Take a #10 envelope and insert into it:
 - Gift Profile Chart
 - "Creative Strategies in Giving"
 - Commitment card
 - #9 Return envelope
 - Place attendance list, sign-in sheet, commitment card sets, name badges, and some pencils in a large manila envelope
 - Distribute these Advance Commitment Gathering packets

**December 20, 2013
7:00 PM**

Advance Commitment Gathering

- Plan to attend Advance Commitment Gathering

Three Weeks Before Parish-Wide Event

- Prepare reminder envelope (envelope #2 from Contact Team Training) for Contact Team:
 - Make certain that instructions for Call #2 and calling sheets are in each envelope
 - Secure a one-page summary of:
 - the Children's Activities that are planned for the Parish-Wide Event from the Children's Activity Team
 - the Parish-Wide Event from Parish-Wide Event Team
 - Add these summaries to each envelope for each Contact Team

- Mail the reminder envelope to each Contact Team Member at least one week prior to when the calls are scheduled to begin



One Week Before Commitment Weekend scheduled for December 28, 2013

- Tally results of Parish-Wide Event Reservation Calls several days prior to the Parish-Wide Event and report results to the Parish-Wide Event Leaders
- Prepare commitment cards for Commitment Weekend by placing each card in a #9 envelope (business reply envelope)
- Make sure that cards and pens are in the pews before every Mass on Commitment Weekend
- Notify your Mailing Team to be ready to assist with Commitment Card processing after Commitment Weekend

December 28 - 29, 2013

Commitment Weekend

- Plan to attend Mass this weekend. Do not neglect the privilege of worshiping this week! If you have not done so, prayerfully complete your commitment card
- Continue to support your parish and the campaign in your own prayers

The Week After Commitment Weekend

- Prepare remaining commitment card packets to be mailed:
 - Secure a list of families who have completed a commitment card from the parish office (business manager , parish treasurer, or financial secretary)
 - Using a black marker, cross out the names of families that have responded
 - Attach the mailing label to the front of a #10 envelope
 - Enclose in the #10 envelope a:
 - Letterfrompastor
 - Commitment Card
 - #9 business reply envelope
- Mail the remaining Commitment Card packets



Two Weeks Before Celebration Weekend, January 04 - 05, 2014

- Prepare the second reminder envelope (#3) for each Contact Team Member:
 - Make certain that instructions for Call #3 and calling sheets are in each envelope
 - Mail reminder envelope #3 to Contact Team members at least one week prior to the first day Call #3 begins

January 04 - 05, 2014

Attend a Celebration Weekend Mass

After Celebration Weekend Mass

- Prepare the second reminder envelope (#3) for each Contact Team Member:
 - Mail Confirmation Letters to all families who completed a commitment card. There is a sample letter in the Pastorâ€™s manual (PAS A, page 14) and you can request it electronically from your consultant

"Thank you for making a difference in the life of your parish and in the success of this campaign."



ROOM RESERVATION WORKSHEET FOR CAMPAIGN MEETINGS

DATE	TIME	MEETING	#	ROOM	EQUIPMENT	INSTRUCTIONS
		Print/Visual Communications Meeting #2				
		Contact Team Assistant Training				
		Follow Up Training				
		Special Event; Children; Youth				
		LEADERSHIP TEAM REPORT MTG. #1				
		Pacesetter Gifts Planning Meeting #2				
		Pastor/Campaign Chairs Meeting #2				
		Information Team Training				
		Contact Team Training				
		Contact Team Training #2 (if needed)				
		LEADERSHIP TEAM REPORT MTG. #2				
		Advance Commitment Meeting #2				
		Pacesetter Gifts Report Meeting				
		LEADERSHIP TEAM REPORT MTG. #3				
		Advance Commitment Meeting #3				
		Advance Commitment Host Orientation				



ATTENDANCE FORM MODEL

Copy and cut for use in training packets.

If possible, use different colored paper for each team.

ATTENDANCE FORM

Please fill out this form and give it to the Campaign Administrator(s).

Name _____

Phone Number _____

E-mail _____

Team _____

Position _____

Enlisted by _____

I am taking materials to the following _____

ATTENDANCE FORM

Please fill out this form and give it to the Campaign Administrator(s).

Name _____

Phone Number _____

E-mail _____

Team _____

Position _____

Enlisted by _____

I am taking materials to the following _____

ATTENDANCE FORM

Please fill out this form and give it to the Campaign Administrator(s).

Name _____

Phone Number _____

E-mail _____

Team _____

Position _____

Enlisted by _____

I am taking materials to the following _____



CALL #1
FOCUS ON PRAYER

Date: _____ Family called: _____

Check for correct family/address/phone information and note any changes here:

Questions:

1. What can our parish do for you and your family that is not being done so that your faith is enriched?
2. What would you like to do for your parish?
3. Do you have any prayer needs/intentions?



CALL #1
FOCUS ON PRAYER

Date: _____ Family called: _____

Check for correct family/address/phone information and note any changes here:

Questions:

1. What can our parish do for you and your family that is not being done so that your faith is enriched?
2. What would you like to do for your parish?
3. Do you have any prayer needs/intentions?



CONTACT TEAM ASSISTANT TRAINING WORKSHEET

IN PREPARATION FOR THE CONTACT TEAM ASSISTANT TRAINING, FOLLOW THESE INSTRUCTIONS.

- ☐ Prepare **3** packets for Leader(s). Each packet will include:
 - **1** - Attendance Form
 - **1** - Copy of *Leader's Guide for Team Assistant Training* (Form CT-3)
 - **1** - Copy of *Contact Team Assistant Training Instructions* (Form CT-2)
 - **1** - Nametag

- ☐ Prepare **12** packets for Team Assistants. Each packet will include:
 - **1** - Attendance Form
 - **1** - Copy of *Contact Team Assistant Training Instructions* (Form CT-2)
 - **4** - copies of *Contact Team* (Form CT-1)
 - **1** - Copy of *Involvement Form (Inv-1)*
 - **1** - Nametag
 - **1** - *Discovery ... A Personal Challenge* pamphlet
 - **1** - Campaign Timeline
 - Other: _____
 - _____
 - _____

These materials should be ready for distribution at the Contact Team Assistant Training on
December 11, 2013 12:00 AM.

Note: *The Contact Team training sheets are copied on light green paper and are included in the Campaign Administrator's materials. Copy the Attendance Forms for these meetings on light green, also.*



CONTACT TEAM TRAINING & CALL ASSIGNMENT WORKSHEET

The Contact Team members will be asked to make three calls to their assigned households. The first series of calls (Information/Prayer Call) will be for the purpose of providing instructions for the receipt of an Information Packet by each household and the solicitation of prayer intentions/requests. The second series of calls (Parish-Wide Event Call) will be to encourage people to attend the Commitment Weekend/ Parish-Wide Event and to take confirmations for the Parish-Wide Event, if needed. The third series of calls (Celebration Weekend Call) will be to remind each household to return its commitment card and to thank those who have already turned in cards.

Each Contact Team member will be calling his or her assigned households at these three times during the campaign. Because there will be a period of time between each series of calls, reminder cards will need to be mailed before the second and third calls.

The preparation of materials for the Contact Training and Assignment Meeting will make the reminder process easier for you to accomplish. At the Contact Training, each person will be asked to self-address two envelopes and place a copy of their assignment list and the contact instruction for call #2 and #3 in (each) appropriate envelope. They will turn in those envelopes, unsealed, for you to use for the reminder mailings.

Call Assignments:

- ☐ Secure or print a copy of the parish membership.*

Note: *Some parishes have “regular attendees” who will be included in mailings. Speak to the pastor about who should be included.*

- ☐ There are two ways to divide the list depending on how certain you are that Contact Team members are enlisted. In either case, cross-off the names of Contact Team members prior to the division of the lists.

Method One: *When you have a complete list of Contact Team members and you are certain that every Contact Team member will make calls:*

- Divide the lists equally among the Contact Team members. (You may simply cut and staple pages or parts of pages to create the assignment lists). Make three copies of each list for the 3 calls.
- Wait as long as you can before dividing the list. Some Team Assistants will not turn in enlistment forms until the last minute. For this reason, many Campaign Administrators choose to follow Method Two:

Method Two: *When you do NOT have a complete list of Contact Team members, or you are uncertain that everyone recruited will make calls:*

- Divide the lists equally with 15 households on each page. (You may simply cut and staple pages or parts of pages to create the assignment lists.). Make three copies of each list, one for each of the 3 calls. Keep masters for your use.

- ☐ Regardless of the method used, Number each page (or set of pages).



CONTACT TEAM TRAINING/ASSIGNMENT PACKETS

Prepare **51** packets for Contact Team members. Use a manila envelope for each member's materials.

- ☐ Each packet should include:
 - **1** - Attendance Form
 - **1** - Nametag
 - **3** - Copies of one page of the Calling Assignments—write the corresponding page number on the packet
 - **2** - #10 Envelopes
 - **1 for every 2 households assigned** - Copies of Focus on Prayer Form
 - **1** - Copy of *Steps to Successful Information Distribution Calls* (Form CT-4)
 - **1** - Copy of *Steps to Successful Parish-Wide Event Calls* (Form CT-5)
 - **1** - Copy of *Parish-Wide Event Response Sheet* (Form CT-6)
 - **1** - Copy of *Steps to Successful Celebration Weekend Calls* (Form CT-7)
 - **1** – Campaign Timeline

These materials should be ready for distribution at the Contact Team Training on
December 10, 2013 12:00 AM

Note: *The Contact Team training sheets are copied on light green paper and are included in the Campaign Administrator's materials. Copy the Attendance Forms for these meetings on light green, also.*



INFORMATION DISTRIBUTION TEAM TRAINING WORKSHEET

- ☐ Prepare **16** packets for Information Team Members. Each packet will include:
 - **1** - Attendance Form
 - **1** - Copy of *Information Distribution Team* (Form IN-1)
 - **1** - Copy of *Steps to Successful Information Distribution* (Form IN-2)

These materials should be ready for distribution at the Information Team Training on
November 20, 2013 12:00 AM

- ☐ On Information Distribution Weekend(s), each parish family will receive a packet containing:
 - Campaign Brochure
 - Prayer Reminder
 - Devotional Guide (Optional)
 - Visual Production (Optional)
 - Pastor's Letter
 - Diocesan Q & A
 - Parish Q & A (Optional)
 - *Beginning the Process of Discovery* (optional)

Note: *The Information Team training sheets are copied on light yellow paper and are included in the Campaign Administrator's materials. Copy the Attendance Forms for these meetings on light yellow, also.*



PREPARE FOR COMMITMENT CARD MAILING WORKSHEET

After the Commitment/Parish-Wide Event Weekend, you will be mailing a commitment card to every household from whom you have not received a card. Check with your consultant to ascertain whether the diocesan office or the parish office will supply the labels.

In order to make it easy to identify those who have not made a commitment, do the following:

- ☐ If the diocese provides mailing labels, follow its instructions for the use of the labels it provides. If the diocese does not plan to provide mailing labels for this part, create one set of alphabetized address labels of every member and regular attendees. Leave these on the label sheet. Give the label sheets to the parish financial secretary.
- ☐ As signed Commitment Cards are received, the corresponding address label should be removed from the alphabetized label sheet and **placed in a blank space on the card**. After all labels have been removed for commitment cards received, the financial secretary should return the label sheets to you. The only labels remaining on the sheets should represent those from whom a commitment has not been received.
- ☐ When it is time to mail commitment cards after Commitment/Parish-Wide Event Weekend, use the labels left on the sheets as mailing labels to mail commitment cards. Once again, if the diocese provides mailing labels, follow its instructions for the use of the labels it provides.

Note: *You may make a copy of these instructions to give to the financial secretary or the person who will be receiving and recording commitments.*



ADVANCE COMMITMENT MEETING #2 PREPARATION WORKSHEET

Before completing this worksheet, read the description of the tasks for the Advance Commitment Team.

- ☐ Prepare **2** packet(s) for the Advance Commitment Leader(s). Each packet should contain the following:
 - **1** - Copy of the updated preliminary Advance Commitment Gathering Invitation List. *The Advance Commitment Leader(s) was/were asked to submit additional names to be added to the initial list. These names should be merged into the initial list.*
 - **1** - Attendance Form
 - **1** - Copy of Gift Profile
 - **6** - Copies of *Advance Commitment Team* (Form AC-1)
 - **1** - Copy of the *Involvement Form* (Inv-1)
- ☐ These materials should be ready for distribution at the Advance Commitment Meeting #2 on **December 2, 2013 8:00 PM**

Note: *The Advance Commitment training sheets are copied on salmon-colored paper and are included in the Campaign Administrator's materials. Copy the Attendance Forms for these meetings on salmon-colored paper, also.*



ADVANCE COMMITMENT HOST ORIENTATION WORKSHEET

- STEP 1** Create an assignment list/card for each household being invited to an Advance Commitment Gathering. This can be done with a simple list, or if you choose, by affixing an address label to a 3x5 index card. Organize the list/cards into groups according to the Gathering to which they have been invited. Information on the card should include:
- Invitee's name and phone number
 - Name of Advance Commitment Host
 - Date and time of Gathering
- STEP 2** Prepare **14** Advance Commitment Gathering Fact Sheets. The fact sheet should include:
- Name, address, and phone number of each Gathering location
 - Date and time of Gathering
 - General directions to each Gathering location
 - Special information, if necessary (*e.g.*, parking instructions, etc.)
 - Make 14 copies of the master invitation list, sorted by the host/location name
- STEP 3** Prepare **14** training packets, one for each calling member of the Advance Commitment Team. Each packet should include the following items:
- **1** - Attendance Form, copied on salmon-colored paper.
 - **1** - Advance Commitment Gathering Fact Sheet
 - **1** - Master Invitation List
 - **1** - Copy of *Calls for the Advance Commitment Gatherings* (Form AC - 2)
 - **1** - Copy of *Advance Commitment Gathering Reservation Sheet* (AC - 3)
 - **1** – Nametag
- STEP 4** On the day of the meeting, make sure the following items are available in the meeting room:
- Assignment Cards (*see Step 1*). Your consultant will provide instructions on distributing these cards.
 - Extra copies of the Fact Sheet and Master Invitation List (*5-10 copies*).
 - Training Packets (*see Step 3*).
- These materials should be ready for distribution at Advance Commitment Host Orientation on **December 16, 2013 8:00 PM**.



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.

Information Packet Coupon
Name:
Phone or Address:
E-Mail:

Information Packet Coupon
Name:
Phone or Address:
E-Mail:

Information Packet Coupon
Name:
Phone or Address:
E-Mail:

Information Packet Coupon
Name:
Phone or Address:
E-Mail:

Information Packet Coupon
Name:
Phone or Address:
E-Mail:

Information Packet Coupon
Name:
Phone or Address:
E-Mail:

Information Packet Coupon
Name:
Phone or Address:
E-Mail:

Information Packet Coupon
Name:
Phone or Address:
E-Mail:

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)**