

The Parish Appeal Team

The Parish Appeal Team consists of the pastor along with key members of the parish community who will assist in conducting the Catholic Services Appeal. The active participation of parishioners in the Appeal process allows these individuals to serve as examples of stewardship and often results in greater success at the parish level. In the 2006 Catholic Services Appeal, **95% of the parishes that utilized a Parish Appeal Team reached or exceeded their previous year's gift amount.**

Many elements contribute to the success of the Catholic Service Appeal at the parish level. To effectively include all of these elements often requires several individuals. The Parish Appeal Team may consist of the following:

- Pastor/Pastoral Administrator
- Parish Appeal Chair(s)
- In-pew Process Coordinator
- Parish Appeal Secretary
- Lay Witnesses
- Additional Parish Appeal Volunteers

Typical Parish Appeal Team Job Responsibilities

Pastor/Pastoral Administrator

- Prays for guidance
- Makes a personal gift to the Catholic Services Appeal
- Guides the parish's Catholic Services Appeal effort.
- Attends one of the pastor's meetings held by the Archdiocese
- Selects the Appeal chairperson(s)
- Speaks supportively of the Appeal from the pulpit. *The pastor's personal endorsement is the single most important part of a successful parish campaign.*
- Utilizes prepared campaign materials – Prayers of the Faithful, bulletin announcements, posters, brochures
- Works with parish staff to send letters of support to parishioners in advance of Archbishop Kurtz's invitation to participate in the appeal and follow-up letters to those who haven't made a gift
- Provides multiple giving opportunities for parishioners and encourages the utilization of pledges as a means to increase one's gift
- Recognizes all donors and Appeal volunteers
- Celebrates the Appeal's success

Parish Appeal Chair(s)

- Prays for guidance
- Makes a personal gift to the Catholic Services Appeal
- Familiarizes themselves with all Appeal materials

- Motivates and guides Parish Team Members in considering their own financial commitments to the annual appeal
- Fosters communication among the Parish Appeal Team and supervises each phase of the Appeal within the parish under the guidance of the pastor
- Attends one of 6 Parish Team Training sessions offered by the Office of Stewardship & Development
- Enlists as many volunteer as necessary to effectively carry out the parish Appeal and follow-up efforts
- Recruits lay witnesses to speak at Masses and to various parish groups
- Recognizes all donors and Appeal volunteers
- Celebrates the Appeal's success

In-pew Process Coordinator

- Prays for guidance
- Makes a personal gift to the Catholic Services Appeal
- Attends one of 6 Parish Team Training sessions offered by the Office of Stewardship & Development
- Familiarizes themselves with all Appeal printed materials
- Oversees the In-pew gift process on the designated weekend and follow-up weekends
 - Ensures that supplies for the In-pew process are prepared and available in the church before each Mass
 - Meets with ushers/hospitality ministers before Masses to provide instruction
 - May lead parishioners during Mass in the In-pew process instructions
 - Ensures that remaining envelopes and pencils are removed from pews after each Mass
 - Supervises the collection of envelopes and ensures that they are secure after each Mass
- Celebrates the Appeal's success

Parish Appeal Secretary

- Prays for guidance
- Makes a personal gift to the Catholic Services Appeal
- Attends one of 6 Parish Team Training sessions offered by the Office of Stewardship & Development
- Familiarizes themselves with all Appeal printed materials
- Assists the pastor and chairperson(s) with preparations for the appeal
- Assists with preparation of bulletin announcements, pulpit announcements, bulletin inserts and facilitating all other material needs
- Ensures that Appeal posters and progress "thermometer" posters are displayed and updated regularly
- Becomes familiar with the process in the Parish Leadership Guide which describes how to process and transmit information and gifts to the Archdiocese
- Assists parish staff and volunteers in processing all returned pledge envelopes and gifts and transmittal forms to be submitted to the Archdiocese
- Celebrates the Appeal's success

Lay Witnesses

- Prays for guidance
- Makes a personal gift to the Catholic Services Appeal
- Reviews the materials provided Parish Leadership Guide for Lay Witness presentations
- Offers enthusiastic witness presentations at Mass(es) on designated weekends and at parish meetings/functions on the importance of the Appeal why they have made/will make a gift, and encourages participation of other parishioners
- May include Appeal Team members, long-time parishioners, parish council members, Diaconate candidates, parish / school staff members, or those who serve on archdiocesan boards and advisory teams

Other Parish Appeal Volunteers

Additional Parish Appeal Team members may be needed to serve in general volunteer capacities such as:

- Aiding in the In-pew effort during Masses
- Assisting in processing and counting of In-pew envelopes gifts
- Supporting parish staff with Appeal related mailings
- Or other duties as necessary to suit your parish's needs