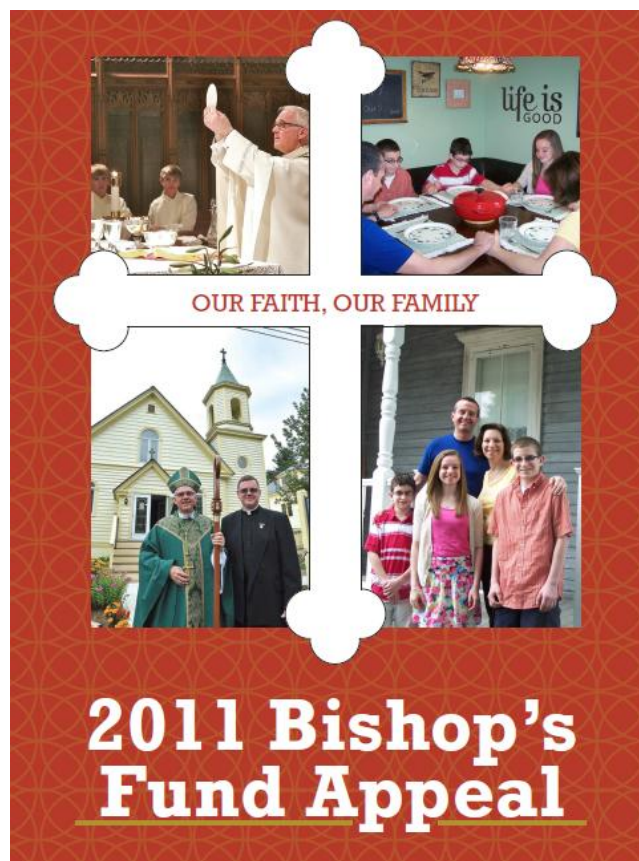


# 2011 BISHOP'S FUND APPEAL PARISH OPERATIONAL MANUAL



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Diocese of Ogdensburg  
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## Introduction

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This manual will provide you with the information you need to promote a successful Bishop's Fund Appeal (BFA) in 2011 in your parish. The Bishop's Fund Appeal provides the single most important source of funds for Diocesan-wide ministries and programs. The *Parish Operational Manual* is prepared to help pastors, parish administrators, parish life coordinators and parish secretaries.

This manual has been organized into four sections:

- A summary of the five-week public Timeline for the Appeal;
- A breakdown of the weekly activity for the Appeal with a focus on what is scheduled to occur, when it is to take place, and who is responsible for the specific activity. This weekly activity is primarily the "marketing and promotion" of the Appeal in your parish through three vehicles: Pulpit Announcements, Prayer of the Faithful Intercessions, and Bulletin Announcements;
- Samples of the following are included for your use in promoting the Bishop's Fund in your parish: Pulpit Announcements, Bulletin Announcements, Prayer of the Faithful Intercessions, and a Sample Homily.
- In Pew Solicitation Instructions. This section offers Instructions and Keys to Success in conducting the In Pew Solicitation process.

Please contact the Bishop's Fund Office if you have any questions or need any assistance with the 2011 Bishop's Fund Appeal.

- **Email:** [vmathews@dioogdensburg.org](mailto:vmathews@dioogdensburg.org)
- **Phone:** 315-393-2920 x331
- **Fax:** 1-866-314-7296

Your leadership and support of this vital Appeal is very much appreciated.  
Many hands make light work!

## Weekly Schedule of Activity

(Weeks run Monday – Sunday)

Week Number & Dates	• Key Day & Dates	• Key Activities
Week #1 Monday, August 22- Sunday, August 28	<ul style="list-style-type: none"> <li>• Saturday, August 27 &amp; Sunday, August 28</li> </ul>	<p style="text-align: center;"><b>2011 Bishop’s Fund Appeal Announcement</b></p> <ul style="list-style-type: none"> <li>• Pastor’s Message</li> <li>• Parish Bulletin Announcement</li> <li>• Prayers of the Faithful Intercessions</li> </ul>
Week #2 Monday, August 29 - Sunday, September 4	<ul style="list-style-type: none"> <li>• Saturday, September 3 &amp; Sunday, September 4</li> </ul>	<ul style="list-style-type: none"> <li>• Pulpit Announcement</li> <li>• Bulletin Announcement</li> <li>• Prayers of the Faithful Intercessions</li> </ul>
Week #3 Monday, September 5 – Sunday, September 11	<ul style="list-style-type: none"> <li>• Saturday, September 10 &amp; Sunday, September 11</li> </ul>	<ul style="list-style-type: none"> <li>• Presentation of video/audio or read Bishop LaValley’s pulpit letter.</li> <li>• Pulpit Announcement</li> <li>• Bulletin Announcement</li> <li>• Prayers of the Faithful Intercessions</li> </ul>
Week #4 Monday, September 12 – Sunday, September 18	<p style="text-align: center;"><b>COMMITMENT WEEKEND</b></p> <ul style="list-style-type: none"> <li>• Saturday, September 17 &amp; Sunday, September 18</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Bishop LaValley’s request letter delivered to parish families.</b></li> <li>• <b>Commitment Weekend (in-pew activity)</b></li> <li>• Presentation of video/audio or read Bishop LaValley’s pulpit letter. (Whichever was not done the previous weekend)</li> <li>• Pulpit Announcement</li> <li>• Bulletin Announcement</li> <li>• Prayers of the Faithful Intercessions</li> <li>• Homily focused on Bishop’s Fund or use Sample Homily</li> </ul>
Week #5 Monday, September 19 – Sunday, September 25	<ul style="list-style-type: none"> <li>• Saturday, September 24 &amp; Sunday, September 25</li> </ul>	<ul style="list-style-type: none"> <li>• Pulpit Announcement</li> <li>• Bulletin Announcement</li> <li>• Prayers of the Faithful Intercessions</li> </ul>
Follow-up October	<ul style="list-style-type: none"> <li>• Weekends</li> </ul>	<ul style="list-style-type: none"> <li>• Pulpit Announcement</li> <li>• Bulletin Announcement</li> <li>• Prayers of the Faithful Intercessions</li> </ul>

**Week #1**

Monday, August 22 – Sunday, August 28

<b>To Do</b>	<b>When?</b>	<b>Whom?</b>	<b>Comments/Notes</b>
1. Pastor's Pulpit Announcement	Masses the weekend of August 27 & 28	Pastor	See Pulpit Announcement Section
2. Prayers of the Faithful Intercessions	Masses the weekend of August 27 & 28	Lector	See Prayers of the Faithful Intercessions Section
3. Bulletin Announcement	Masses the weekend of August 27 & 28	Parish (Bulletin Coordinator)	See Bulletin Announcement Section

**Week #2**

Monday, August 29 – Sunday, September 4

<b>To Do</b>	<b>When?</b>	<b>Whom?</b>	<b>Comments/Notes</b>
1. Display Bishop's Fund Appeal posters in Church lobby and other prominent locations.	For the weekend of September 3 & 4	Parish	Bishop's Fund/Development Office will provide posters to parishes.
2. Pulpit Announcement	Masses the weekend of September 3 & 4	Lector	See Pulpit Announcement Section
3. Prayers of the Faithful Intercessions	Masses the weekend of September 3 & 4	Lector	See Prayers of the Faithful Intercessions Section
4. Bulletin Announcement	Masses the weekend of September 3 & 4	Parish (Bulletin Coordinator)	See Bulletin Announcement Section
5. Place additional In-Pew Envelopes at back of church	Masses the weekend of September 3 & 4	Parish	Bishop's Fund/Development Office to provide at Deanery Dinners.

**Week #3**

Monday, September 5 – Sunday, September 11

<b>To Do</b>	<b>When?</b>	<b>Whom?</b>	<b>Comments/Notes</b>
1. Present 2011 Bishop's Fund Appeal Video/Audio and/or read Bishop LaValley's Pulpit Letter	Masses the weekend of September 10 & 11	Parish	Parish will receive a copy of video/audio as requested by the parish and pulpit letter (included with this manual).
2. Prayers of the Faithful Intercessions	Masses the weekend of September 10 & 11	Lector	See Prayers of the Faithful Intercessions Section
3. Bulletin Announcement	Masses the weekend of September 10 & 11	Parish (Bulletin Coordinator)	See Bulletin Announcement Section
4. Check the supply of In-Pew envelopes at back of church (restock if necessary)	Masses the weekend of September 10 & 11	Parish	BFA/Development Office to provide as requested by parish.

Note:

Present the video or read Bishop LaValley's letter at all the Masses this weekend. **If you are unable to present the video**, play the audio taped message announcing this year's Appeal. **If you are unable to play the audio-tape**, the pastor or lay chairperson will need to make the announcement.

If you are not able to present the video at Mass, consider the following possible presentation ideas:

- Have the video run "in the background" at any after-Mass "fellowship" gatherings that you might already have scheduled from August 28 through the end of September.
- Present the video as part of the agenda for any of your parish's ministries, activities, programs or projects meetings from August 28 through the end of September. Show the video at the start of the meeting.

**Week #4**

Monday, September 12 – Sunday, September 18

<b>To Do</b>	<b>When?</b>	<b>Whom?</b>	<b>Comments/Notes</b>
1. <b>Bishop LaValley's letter mailed to parish families</b>	Monday, September 12 - Friday, September 16	BFA/Development Office	Letter requesting support for the 2011 BFA
2. <b>Commitment Weekend Activity</b>	Masses the weekend of September 17 & 18	Pastor	BFA Office will provide a guide and instructions for Commitment Weekend
3. Present 2011 Bishop's Fund Appeal Video/Audio and/or read Bishop LaValley's Pulpit Letter	Masses the weekend of September 17 & 18	Parish	Parish will receive a copy of video/audio as requested by the parish and pulpit letter (included with this manual).
4. Pulpit Announcement	Masses the weekend of September 17 & 18	Lector	See Pulpit Announcement Section
5. Prayers of the Faithful Intercessions	Masses the weekend of September 17 & 18	Lector	See Prayers of the Faithful Intercessions Section
6. Bulletin Announcement	Masses the weekend of September 17 & 18	Parish (Bulletin Coordinator)	See Bulletin Announcement Section
7. Sample Homily or one of your own.	Masses the weekend of September 17 & 18	Pastor	See Sample Homily

**Week #5**

Monday, September 19 – Sunday, September 25

<b>To Do</b>	<b>When?</b>	<b>Whom?</b>	<b>Comments/Notes</b>
1. Pulpit Announcement	Masses the weekend of September 24 & 25	Lector	See Pulpit Announcement Section
2. Prayers of the Faithful Intercessions	Masses the weekend of September 24 & 25	Lector	See Prayers of the Faithful Intercessions Section
3. Bulletin Announcement	Masses the weekend of September 24 & 25	Parish (Bulletin Coordinator)	See Bulletin Announcement Section

## **Pulpit Announcements**

### **Pastor's Message**

#### **Week #1**

Saturday, August 27 & Sunday, August 28  
(By Pastor)

For more than fifty years, parishioners across the diocese have united together in support of the Bishop's Fund Appeal. Your continued generosity enables the diocese to reach out to our friends and neighbors who are struggling due to work loss or sickness; families trying to raise their children in a faith-filled home; teens and young adults searching for spiritual direction; young men and women answering God's call; and parents and grandparents struggling to cover the expenses of prescription medication.

We, as a parish, could not maintain the programs and ministries of the Bishop's Fund Appeal on our own and that is why as a Diocesan Family we unite in support of this vital Appeal.

By giving to the Bishop's Fund Appeal, you can help us to make a significant and dramatic impact on our community. Ministries such as the Good Samaritan Fund, Tuition Assistance, Christian Formation and Religious Education, Youth Ministry, Young Adult Ministry, Vocations and the Education of Seminarians are just a few examples of the programs and services provided by your support of the Bishop's Fund.

Please prayerfully consider your level of support to this year's Bishop's Fund Appeal. Each and every gift makes a difference to **"Our Faith, Our Family"**.

**Week #2**

Saturday, September 3 & Sunday, September 4  
(By Lector)

The 2011 Bishop's Fund Appeal is set to begin in our parish and throughout the Diocese of Ogdensburg. The Appeal provides us the opportunity to share our blessings with others as we continually serve those who need our help the most throughout our community.

Our goal is to have \_\_\_\_\_ or more families in our parish participating in the Bishop's Fund Appeal. If we do this, we will surely exceed our parish financial target of \$\_\_\_\_\_. Please pray for the success of the Appeal in our parish and across the Diocese.

**Week #3**

Saturday, September 10 & Sunday, September 11  
(By Lector)

Next weekend we will have "Commitment Weekend" for the 2011 Bishop's Fund Appeal. In the coming week, you will receive a letter and brochure from Bishop LaValley, asking you to join him in supporting the 2011 Bishop's Fund Appeal. Please pray about your decision and consider making a pledge or one-time gift. You are invited to bring your gift next week for Commitment Weekend and place it in the collection basket or return it to Bishop LaValley in the envelope provided.

**Week #4**

Saturday, September 17 & Sunday, September 18  
(By Lector)

As we begin "Commitment Weekend" for the 2011 Bishop's Fund Appeal, it is our hope that we will be successful this year. The theme of this year's Bishop's Fund Appeal is "**Our Faith, Our Family.**" Please prayerfully consider supporting the many ministries of the Diocese. Your pledge will be gratefully received and sincerely appreciated. Please be as generous as possible. Thank you in advance for your support and prayers.

**Week #5**

Saturday, September 24 & Sunday, September 25  
(By Lector)

Our parish's Bishop's Fund Appeal activity is coming to a close. If you have not yet made a gift or pledge, please pray about your decision and make a pledge or one-time gift. It is not too late to make a gift. Pledge envelopes (In-Pew envelopes) are located at the back of the Church. To everyone who has made a gift or pledge, thank you.

## **Follow-up Weekends in October** (Optional Parish Progress Reports)

\_\_\_\_\_ families in our parish have made a gift or pledge to the 2011 Bishop's Fund Appeal. Our parish goal is to have \_\_\_\_\_ or more families participate. The Bishop's Fund Appeal supports ministries, activities and programs that serve people throughout the Diocese in ways that we as an individual parish could never do alone. Please prayerfully consider supporting the 2011 Bishop's Fund Appeal with a pledge or one-time gift. A pledge allows us to support the Appeal in four convenient payments throughout the year.

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Our parish's 2011 Bishop's Fund Appeal is coming to a close. We are grateful to the \_\_\_\_\_ families that have made a sacrificial gift to this year's Bishop's Fund Appeal. Our parish has raised \$\_\_\_\_\_ toward the effort. Thanks to all who have supported this year's Appeal. If you have not yet made a gift or pledge, please pray about your decision and make a pledge or one-time gift. Pledge envelopes are located at the back of the church. You also have the opportunity to make your gift and pledge payments online using a credit card. Please visit [www.dioogdensburg.org/development](http://www.dioogdensburg.org/development) and click on "Donate Now" (found in the left-hand margin of the website).

### **Bulletin Announcements**

#### **Week #1 - Saturday, August 27 & Sunday, August 28**

The Bishop's Fund Appeal provides us the opportunity to share our blessings with others as we continually serve those who most need our help throughout the Diocese of Ogdensburg. We have great hope that together we will be successful in 2011. Please respond as generously as possible when you receive your request from Bishop LaValley asking for your support of this year's Appeal.

#### **Week #2 - Saturday, September 3 & Sunday, September 4**

The 2011 Bishop's Fund Appeal will begin soon in our parish and throughout the Diocese of Ogdensburg. Our goal is to have \_\_\_\_\_ or more families participate in this important Appeal. If we do this, we will surely exceed our parish financial target of \$\_\_\_\_\_. Your gift to the 2011 Bishop's Fund Appeal will help continue the vital ministries, services and programs that reach out to so many in need. Please consider making a pledge or one-time gift to this year's effort.

#### **Week #3 - Saturday, September 10 & Sunday, September 11**

In the coming week, you will receive a letter and brochure from Bishop LaValley asking you to join him in supporting the 2011 Bishop's Fund Appeal. Next weekend we will have "Commitment Weekend" for the Appeal in our parish. Please remember - every gift makes a difference - every gift counts. You are invited to bring your gift next weekend for Commitment Weekend and place it in the collection basket or return it to Bishop LaValley in the envelope provided. Online giving is also available at [www.dioogdensburg.org/development](http://www.dioogdensburg.org/development) -- click on the "Donate Now" tab (found in the left-hand margin of the website). Thank you once again for your generosity and support.

#### **Week #4 - Saturday, September 17 & Sunday, September 18**

As we begin “Commitment Weekend” for the 2011 Bishop’s Fund Appeal, it is our hope that we can continue or increase our support to this vital Appeal. The theme of this year’s Bishop’s Fund Appeal is ***Our Faith, Our Family***. Please prayerfully consider supporting the many good works of the Diocese. Your pledge will be gratefully received and sincerely appreciated. Please be as generous as possible. Thank you in advance for your support.

To make your Bishop’s Fund gift on line, please visit [www.dioogdensburg.org/development](http://www.dioogdensburg.org/development) and click on “Donate Now” (found in the left-hand margin of the website).

#### **Week #5 - Saturday, September 24 & Sunday, September 25**

Our parish’s Bishop’s Fund Appeal activity is coming to a close. If you have not yet made a gift or pledge, please pray about your decision and make a pledge or one-time gift. Pledge cards and envelopes are located at the back of the Church. Online giving is also available at [www.dioogdensburg.org/development](http://www.dioogdensburg.org/development) -- click on the “Donate Now” tab (found in the left-hand margin of the website). Thank you once again for your generosity and support. To everyone who has made a gift or pledge, thank you for making a difference in the lives of thousands of people across our diocese.

#### **Follow-up Weekends in October** (Optional Parish Progress Reports)

\_\_\_\_\_ families in our parish have made a gift or pledge to the 2011 Bishop’s Fund Appeal. Our parish goal is to have \_\_\_\_\_ or more families participate in the important Appeal. Please prayerfully consider supporting the 2011 Bishop’s Fund Appeal with a pledge or one-time gift. Convenient four payment plans are available. You can make your gift online as well by visiting [www.dioogdensburg.org/development](http://www.dioogdensburg.org/development) -- click on the “Donate Now” tab (found in the left-hand margin of the website). The Bishop’s Fund Appeal supports ministries, activities and programs that serve people throughout the Diocese in ways that we as an individual parish could never do alone.

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Our parish’s 2011 Bishop’s Fund Appeal is coming to a close. We are grateful to the \_\_\_\_\_ families that have made a sacrificial gift to this year’s Appeal. Our parish has raised \$\_\_\_\_\_ toward the effort. Thank you to all who have supported this year’s Appeal. If you have not made a 2011 Bishop’s Fund Appeal commitment, please pray about your decision and make a pledge or one-time gift. Pledge envelopes are located at the back of the church or you can make your gift online by visiting [www.dioogdensburg.org/development](http://www.dioogdensburg.org/development) -- click on the “Donate Now” tab (found in the left-hand margin of the website).

## Prayers of the Faithful

### **Week #1 - Saturday, August 27 & Sunday, August 28**

That the 2011 Bishop's Fund Appeal may be successful in our parish and throughout the entire Diocese of Ogdensburg, we pray to the Lord:

### **Week #2 - Saturday, September 3 & Sunday, September 4**

That we may see the work of the Bishop's Fund Appeal as an opportunity to extend our love and service beyond the boundaries of our parish and local community, we pray to the Lord:

### **Week #3 - Saturday, September 10 & Sunday, September 11**

May we join together in prayerful support of the Bishop's Fund Appeal so that Christ's message will be shared across the Diocese of Ogdensburg, we pray to the Lord:

### **Week #4 - Saturday, September 17 & Sunday, September 18**

For all those in need, that they may find guidance and assistance from the many services available through our generous support of the Bishop's Fund Appeal, we pray to the Lord:

### **Week #5 - Saturday, September 24 & Sunday, September 25**

That the people of our parish prayerfully consider the many gifts that God has given each of us, and respond generously to the 2011 Bishop's Fund Appeal, we pray to the Lord:

### **Follow-up Weekends in October (Optional)**

In thanksgiving to all within the parish family who have generously supported the Bishop's Fund Appeal, may they take great comfort in knowing that a gift from one will become a gift of many, we pray to the Lord:

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For all those that have responded to the Bishop's Fund Appeal, that their generosity may be rewarded with the growth, love and joy that giving generously brings, we pray to the Lord:

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That those who have not had the opportunity to make a decision about the 2011 Bishop's Annual Appeal will listen to their hearts and make a commitment for the greater work of our Church family, we pray to the Lord:

**2011 Bishop's Fund Appeal Sample Homily**  
**Father Kevin McEwan**

My dear sisters and brothers in Christ; in our Gospel from Matthew today Jesus tells the parable of the landowner who goes out to hire people to work in his vineyard. He goes out into the community to find people suitable for the job at hand. If you think back to the times that you either hired someone for a job or sought a job yourself you realized that one of the first things you tried to do was establish a relationship with the other person. You wanted to know about their background, what sort of experience they had, how committed they would be to your goals and expectations. Through this experience you would come to know the person better and begin to form a bond with them. This in turn over time would lead to a greater commitment to each other's well-being and a genuine concern for them and their families. As the owner we make an investment in our people and see to their needs so that they in turn feel a sense of pride and self-worth.

The landowner in the story is of course God himself and he goes out to engage the people to hire them to come and work in his vineyard but more importantly to enter into a relationship with them. He has a deep and abiding love for his people and seeks to be in union with them. He reaches out to provide for their needs no matter what they may be. He has invested himself fully in their well-being and has a great concern for them all. They are more than just hired hands they are his people, they are his family.

We follow this example set by God in our own lives. We go out and make connections with people. From our neighborhoods to our local community, from the market place to the workplace, from our affiliation with social groups to our community of faith always seeking to form a stronger bond with one another, a tight knit group, a family.

My sisters and brothers we are a family. A family of faith that is united under God our Father. As a family we look out for one another because we realize that we are intimately connected. One of the ways that we do this is in our participation of the Bishops Fund Appeal. This years' theme of "Our Faith, Our Family" points out this reality of our connectedness. The Appeal reaches across our families, through our local community and across our vast Diocese. It reaches out to the very people we have tried so hard to form relations with in our lives. The people we call family.

It touches the lives of our kids in schools from grade school to college level. It touches the lives of those who serve in the Church from our priest and deacons and those who are answering the call to serve. It connects with families at their very heart in the Respect Life Ministry to the Family Life Office. Ultimately it connects us all through evangelization. It brings a Diocese that is spread through mountains and farm lands, from lake to rivers, from north to south and east to west into the loving embrace of one family one faith.

As one family of faith may we always remember the generosity that has been shown to us by God our Father. He gave us life at the dawn of creation, he gave us his only begotten Son for our salvation and he gives us life immortal all because we belong to him, because we are, his family. Please be generous.

To be read at all Masses September 10 & 11 or 17 & 18



*Diocese of Ogdensburg*

*Office of the Bishop*

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Dear Sisters and Brothers in Christ:

Sister Sledge had a hit that became the theme song for the 1979 World Series Champs, the Pittsburgh Pirates: “We Are Family.” That year, the Pirates were successful inasmuch as their team philosophy, expressed in that song title, reflected the closeness of team members and their support for each other, regardless of the positions they played on the field. Family defined and described who they were.

Our family members support and care for each other, not in hopes of winning the World Series, but because our homes are havens of love. Our common baptism has made us sisters and brothers in Christ. God’s love for us and our love for God, reflected in our care and concern for others, is the divine glue that keeps us together. Such love in action defines and describes our family of faith.

The theme for the 2011 Bishop’s Fund Appeal is “Our Faith, Our Family.” Our faith, our love of God, impels us to care for one another in our common journey of faith. The ministries and services provided by your support of the Bishop’s Fund Appeal helps our local Church reach out to our North Country neighbors.

Did you know that because of your generosity to last year’s Appeal we have been able to:

- Provide academic, pastoral and spiritual formation to our priests, seminarians, deacons and commissioned lay ministers who will serve in parishes across the Diocese;
- Promote and foster vocations to the priesthood and consecrated life;
- Provide programs to strengthen marriages and families;
- Promote respect for all life;
- Assist those who are hurting: the poor, sick, elderly, hungry, and the unemployed;
- Educate children in Catholic Schools and the adults and youth in Religious Formation;
- Provide our parishes support and resources to build and sustain youth-centered, parish-based youth ministry programs; and
- Reach out to college students and young adults through campus ministry and young adult ministry programs.

These ministries, provided through your continued generous support of the 2011 Bishop’s Fund Appeal, make us who we are: a family of faith. Thank you for the sacrifice you make for this year’s Appeal. It is, after all, Our Faith, Our Family.

Gratefully yours in Christ,

A handwritten signature in black ink that reads "Terry R. LaValley". The signature is written in a cursive style with a cross at the beginning.

Most Reverend Terry R. LaValley  
Bishop of Ogdensburg

# Ministries Supported by Gifts to the Bishop's Fund Appeal

## Summaries Below To Be Used as Bulletin Inserts Throughout the Year

### **Family Life Office**

- Prepares and educates us about the covenant vocation of marriage and family life. This ministry encourages couples to be a living sacrament, a sign of God's love, life and service in our world, supports families through changing life cycles and nurtures the holiness of family life. The Family Life Office provides programs to strengthen family life, such as *Family Guggenheim* Family Retreat Program, parish programs for marriage enrichment such as "Dinner for Two" and other opportunities to help build family life. We celebrate the sacrament of Marriage with the annual Diocesan Marriage Jubilee. The office strives to work collaboratively with other offices to help provide support for strong Family Life within our diocese.

### **Natural Family Planning Office**

- Helps couples live as good stewards of married love and the gift of life. Through parish outreach, media, marriage preparation, and Natural Family Planning classes and consultation, this ministry educates couples to understand and embrace God's plan for marriage and family.

### **Respect Life Ministry**

- Dedicated to building a Culture of Life through education, communication and advocacy. This ministry provides educational materials on a variety of life issues through pastors, parish pro-life representatives, the diocesan newspaper, the respect life website and at diocesan events.

### **Bishop's Good Samaritan Fund**

- Through your generosity, the Good Samaritan Fund enables Bishop LaValley to provide Christian charity, an ongoing good work of the Church, to people in the North Country who are experiencing particular financial difficulty.

### **Tuition Assistance Program**

- Financially supports parents in their efforts to provide their children with a quality Catholic school education.

### **Campus Ministry Program**

- Supports Campus Ministries at the nine colleges located throughout our Diocese.

### **Matching Gifts to Catholic Schools**

- Dispenses the matching grants to Catholic Schools.

### **Office of Evangelization**

- Strives to find creative methods to proclaim and to teach the Word of God and to help the parishes and the People of God be aware of their experiences of God's love in their life and to express this to others. The spiritual life of the People of God grows in different ways. Some of the ways of growing in the faith and being evangelizers of the faith are through prayer, reflection, study of Scripture and becoming involved in small community faith-sharing groups. Resources are available to parishes to support their evangelization efforts and to aid inactive Catholics to help them reconnect with their Catholic faith.

### **Department of Worship**

- Offers assistance in areas of worship, of church art and architecture, and of music and liturgy. Its primary purpose is to help parishes implement the liturgical norms of the Roman Catholic Church, as well as, to be available as a resource for liturgical celebrations and formation throughout the diocese.

### **Education of Seminarians**

- Enables our seminarians to pursue God's call to the priesthood by assisting with tuition, room and board and medical insurance.

### **Continuing Education and Formation of Priests**

- Conducts programs and conferences that support the on-going formation and education of the priests for the Diocese.

### **Priests' Graduate Studies**

- Provides graduate studies for priests in sacramental theology, Scripture, moral theology, Canon Law, and counseling, among other areas of concentration where the Bishop would see a need.

### **Vocation Office**

- Fosters and promotes Church vocations to the ministerial priesthood and to the consecrated life in the Diocese of Ogdensburg with the awareness that every son or daughter of God receives the call of Christ to "Follow Me."

### **Permanent Deacons**

- Facilitates assignments and retreats, and organizes ministerial activities and continuing education opportunities.

### **Deacon Formation**

- Provides the spiritual, pastoral, personal and academic formation of candidates who are discerning a vocation to the permanent diaconate.

### **Formation for Ministry Program**

- Provides academic, pastoral and spiritual formation for sponsored persons called to ministry in their local parishes or in a recognized pastoral ministry within the Diocese of Ogdensburg.

### **Department of Christian Formation**

- Through its central office in Ogdensburg and the regional offices in Watertown, Plattsburgh, and Ogdensburg, it assists parishes in establishing and maintaining religious education and formation programs for children and adults. For those who wish to become religious educators the Department provides the catechist formation program with the end result being a certified catechist qualified to work in catechetical formation and education in parishes.

### **Diocesan Center of Youth Ministry**

- Dedicated to be the traveling companion of our young people on the road of life and it is incumbent upon us as a Church community to nurture, guide, and support these young disciples. The Office of Youth Ministry is committed to providing the parishes of the diocese with the support and resources needed to build and sustain youth-centered, parish-based youth ministry programs. The Office of Youth Ministry operates Camp Guggenheim and SportsCamp at Wadhams Hall.

### **Young Adult Ministry**

- Assists and encourages young adults (ages 18 – 39) to deepening their relationship with God through Jesus Christ. In partnering with young Catholics throughout the Diocese of Ogdensburg we will create a faith experience that is relevant in today's world through prayer, service, education and fellowship that positively highlights the magnificent work of God in our world -- past, present and future.

### **Guggenheim Center**

- A summer retreat and camp for children, young adults and adults, which provides an opportunity for all ages to enjoy one another within a faith-based environment in the beautiful Adirondacks. Modern facilities, newly renovated kitchen and dormitory all facing on a beautiful, clear mountain lake.

# IN-PEW SOLICITATION KEYS TO SUCCESS

## HOW TO CONDUCT AN EFFECTIVE THREE WEEKEND IN-PEW SOLICITATION:

- Weekend of September 10 & 11**     **Weekend Prior to Commitment Weekend**  
Advise parishioners they will be receiving a letter from Bishop LaValley and a donor card at their home. Ask them to bring the donor card with them next weekend for Commitment Weekend.
- Weekend of September 17 & 18**     **Commitment Weekend**  
Present homily.  
Have parishioners complete pledge envelope during Mass. Allow adequate time to fill them out. If they brought their donor card, ask them to place it in the pledge envelope and there is no need to fill anything else out. If they don't have their donor card, ask them to complete the pledge envelope found in the pew. At each Mass, you should complete a pledge envelope by walking parishioners through the process. **Before sending the In-Pew envelopes or any gifts to the Bishop's Fund Office, write your parish ID number on the outside of the envelope. If you do not know your parish ID number please feel free to call the Bishop's Fund Office at 315-393-2920 ext. 331.**
- Weekend of September 24 & 25**     **Follow-Up Weekend**  
Invite all parishioners who did not complete pledge envelopes during Mass last weekend to do so, allowing adequate time to fill them out.

## DO'S & DO NOTS

### **DO**

1. Give advance notice from both the pulpit and the parish bulletin so that parishioners are prepared to make a pledge on Bishop's Fund Appeal Weekend.
2. Write a personal letter of support to your parishioners encouraging their participation in the Bishop's Fund Appeal.
3. Stress the importance of the ministries supported by the Bishop's Fund and how they benefit your parish.

4. Exhibit a positive, sincere attitude toward the Appeal, its objective, and the parish's importance to the overall success.
5. Make your gift first.
6. Give a motivational homily (possibly how the Bishop's Fund Appeal has assisted you in your priestly education; how members of your parish have received assistance from the Good Samaritan Fund; if you have a deacon how his education was through the Appeal's programs).
7. Ask every parishioner to fill out a pledge envelope found in the pew or place the donor card that they brought from home into the pledge envelope.
8. Encourage people to make a pledge that can be paid in four payments. They do not need to have money with them. Give them plenty of time to fill out the pledge envelope during Mass. **It is helpful to walk them through filling out every part.**
9. Challenge your parishioners to give more this year. Mention your parish goal and parish participation goal.
10. Thank everyone from the pulpit or in the bulletin.

## **DO NOT**

1. Do not apologize for the Appeal.
2. Do not portray this as a chore or just another arduous talk – this is an opportunity for Stewardship.
3. Do not portray the Appeal as a trial or misfortune that must be endured.
4. Do not assume someone cannot give a gift.

## **TIPS FOR A SUCCESSFUL IN-PEW SOLICIATION**

### **Be Prepared.**

Review the Parish Manual and all the ample materials provided to you from the Bishop's Fund Office. Have a good understanding of how the gifts to the Bishop's Fund Appeal benefit the many ministries and programs it supports. Purchase pencils, if you don't have any available.

### **Start Early.**

Parishioners need to have a least a week's notice so that they will be prepared to make their pledge. Make sure that bulletin announcements, pulpit announcements, prayers of the faithful and posters are used in the weeks leading up to Bishop's Fund Appeal Weekend.

**Be Enthusiastic.**

Make the success of your Bishop’s Fund Appeal YOUR GOAL.

**Create A Positive Image.**

Speak and publish only positive things about the Bishop’s Fund Appeal and the many provided services to the Catholics in the North Country. A positive attitude toward the Appeal is contagious.

**Connection With Your Parishioners.**

Help the people see that their lives are connected with the ministries being supported by the Bishop’s Fund Appeal and how they enrich them in their spirituality. Prior to completing their pledge envelope read the “Questions To Be Asked During Mass” sheet. (The sheet is included with this manual) Asking the 10 questions will help to emphasis the importance of the Bishop’s Fund to each member of your parish.

**100% Participation.**

Strive to obtain 100% participation. Stress participation by pointing out that every person is asked to respond to the Appeal. Mention your parish’s participation goal. It is important that everyone is encouraged to pledge something. Remember, no gift is too small.

**Making A Difference.**

Help your parishioners to see that their gifts make a difference. Their gift-giving should be seen as a way of strengthening the Church and contributing to the well-being of many people.

**Encourage Pledging.**

Instead of making a one-time gift, encourage them to make a pledge so they are able to give more by making four payments.

**Utilize Campaign Materials.**

Parish Manual	Posters	Video
Bulletin Announcements	Pulpit Announcements	Prayers of the Faithful
Sample Homily		

**Pledge Envelopes and Pencils.**

Have plenty of pledge envelopes and pencils in the pews for at least two weekends and have pledge envelopes and pencils in the church entrances for 2 weeks following the Appeal.

**Demonstrate.**

Walk your parishioners through completing the pledge envelopes. Do not rush through filling out these and make sure you fill one out yourself.

**Collection.**

Collect the pledge envelopes and bring them to the altar sometime during the Mass so that it is recognized that this pledge to the Bishop’s Fund Appeal is a gift to God and His Church.

**Progress.**

Display your parish’s progress through bulletin announcements and pulpit announcements.

## QUESTIONS TO ASK DURING MASS

Begin by saying, “Many of you wonder how the Bishop’s Fund Appeal provides service to our parish. I am going to ask you a series of 10 questions. After I have read each question, if you or someone in your family has participated or benefited from the question, please stand up and REMAIN standing until all 10 questions are completed.

- 1) If you or a member of your family has ever participated in a class for religious education or attended Catholic School, please stand and remain standing.
- 2) If you or a member of your family has ever attended Guggenheim as a youth or as a family, please stand and remain standing.
- 3) If you or a member of your family has ever attended a Pre-Cana session, please stand and remain standing.
- 4) If you or a member of your family has ever attended a college in Plattsburgh, Potsdam, Canton, Paul Smith’s Watertown, Wanakena or Saranac Lake, please stand and remain standing.
- 5) If you or a member of your family has ever participated in Dinner for Two, please stand and remain standing.
- 6) If you or a member of your family has ever participated in Why Catholic, please stand and remain standing.
- 7) If you or a member of your family has ever attended Confirmation Retreat or a Youth Rally, please stand and remain standing.
- 8) If you or a member of your family has completed the Formation for Ministry Program, please stand and remain standing.
- 9) If you or a member of your family has completed the Deacon Program, please stand and remain standing.
- 10) If you belong to (name of your parish) and have a pastor (THAT’S ME), please stand and remain standing.

Look around. Every one of you is standing. The Bishop’s Fund Appeal has provided each of us a ministry or program that supports our spiritual needs as Catholics. Each one of these questions represents the work of a ministry or program supported by gifts to the Bishop’s Fund Appeal. Our parish alone could never fund all of these programs or even a few of them on its own. It is obvious by looking at all of us standing that it is very important to support the Bishop’s Fund Appeal. Please be generous.