



2013 DIOCESAN STEWARDSHIP APPEAL  
DIOCESE OF ROCKFORD



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THE DOOR OF FAITH  
STEWARDS RESPOND

RESOURCE MANUAL

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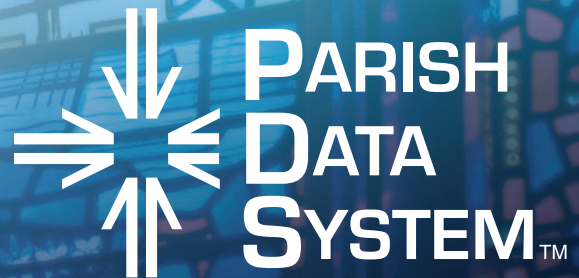
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2013 Diocesan Stewardship Appeal

# Resource Manual

God Opens the Door of Faith: *Stewards Respond*

Announcement Weekend  
April 27 - 28, 2013

Pledge Weekend  
May 4 - 5, 2013



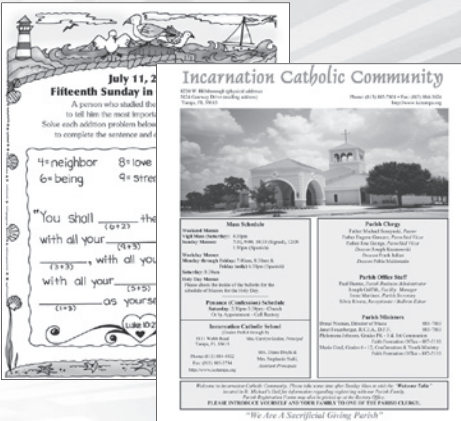
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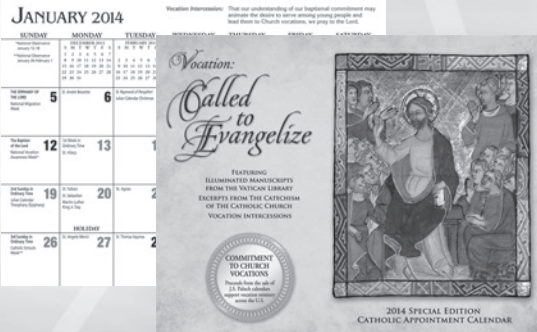


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April, 2013

Dear Fathers, Deacons, and Parish Lay Leaders,



Last year, I came to you as your new Bishop just when you were in the midst of the Diocesan Stewardship Appeal. I was so impressed with the energy and sacrifice so many members of parishes made to ensure the Appeal's success.

We still find ourselves in the midst of change. The selection of Pope Francis as the new successor to the See of St. Peter has energized the entire Body of Christ. That good news is tempered by a secular society that seems bent on attacking vital parts of our community which Catholics have always protected and promoted such as the family, the immigrant and those in poverty. The people of the Diocese of Rockford have always been generous in helping the Bishop fulfill his ministry; and my ministry is to reach out even beyond the parish level into society at large.

Look at it this way. We are always generous to the needs within our parish. But our Catholic family is much larger. We are not simply parochial; we are the Body of Christ caring for the needs of the Church wherever that need may find or take us. The Diocesan Stewardship Appeal makes this possible. This spiritual focus on sacrificial giving is enshrined in this year's theme: *God Opens The Door Of Faith: Stewards Respond*.

Catholic education, youth ministry, marriage preparation, outreach to the poor, priestly vocations—these are just some of the areas we Catholics support through Diocesan Stewardship. Many of our parishes are embracing the idea of sacrificial giving and stewardship. However, unless we keep the spiritual side of stewardship foremost in our minds and hearts, honoring our diocesan commitments will simply be viewed as another request for money. But it is clearly more than that.

Let me be candid. Our parishes will never truly be able to grow larger and holier unless each of us realizes that giving back to God a portion of the blessings He's given to us is an obligation on our part. We owe Him so much. Our gifts to the Church are one way we can demonstrate that we serve God.

Though this appeal for increased sacrificial giving and diocesan stewardship will be marked by a strong sense of urgency for our diocesan needs, whatever you decide, the Church will be grateful.

I ask for our pastors and priests to especially be in the forefront of this campaign. In the weeks to come, listen to what is said, read the handouts, and pray. When it comes time to pledge to Diocesan Stewardship Appeal, I know you will respond to our need generously.

Your sacrifice, your parish's commitment, your desire to be God's stewards will truly open the door of faith to those who need it most. Thank you in advance for your generosity. May God bless each of us in this endeavor.

Sincerely yours in Christ,

The Most Reverend David J. Malloy  
Bishop of Rockford

## Diocesan Stewardship Appeal Budget 2 Year Comparison

	2012 Adj Allocation w/ Savings	2013 Adjusted Budget
Bishop's and Priests' Household	175,908	181,008
Chancery Administration	592,704	553,548
Chancery Buildings	202,440	167,868
Legal and Auditing Services	404,364	428,028
Campus Ministry	135,540	108,336
Catholic Charities/ Immigration	905,713	832,230
Catholic Charities/ Immigration - Use of Savings	(371,125)	(296,202)
St. Elizabeth Catholic Community Center	125,653	125,652
St. Elizabeth Center - Use of Savings	(62,509)	-
Catholic Education Office/ Youth Ministry	456,881	416,676
Catholic Education Office - Use of Savings	(124,937)	-
Deaf Apostolate	12,300	12,470
Deaf Apostolate - Use of Savings	(2,412)	(4,562)
Diocesan Clergy Ministry-Vicar for Clergy	175,692	167,472
Divine Worship Office	10,104	10,104
Family Life Office	184,470	-
Respect Life & NFP Office	146,256	-
Family Life, Respect Life & NFP Office	-	252,924
Hispanic Ministry-Vicar's Office	105,009	109,220
Hispanic Ministry-Vicar's Office - Use of Savings	(27,453)	(14,000)
Hispanic Regional Ministries	283,940	148,500
Hispanic Regional Ministries - Use of Savings	(70,100)	-
Internal Audit Office	128,508	133,260
Internal Audit Office - Use of Savings	(4,200)	(1,500)
Ministry Formation Office	142,884	144,732
Permanent Diaconate Office	103,296	87,232
Permanent Diaconate Office - Use of Savings	(7,500)	(10,000)
Research and Planning Office	131,244	131,436
Retired Priests' Health Insurance	195,996	-
Retired Priests' Pension	99,996	200,004
Seminarian Education	286,500	461,640
Vocations Office	129,768	141,360
Stewardship Development Office	203,976	65,496
Tribunal	304,076	300,224
Tribunal - Use of Savings	(20,000)	(5,000)
Land Purchased for Future Growth Liabilities	612,672	612,672
Social Ministries Liabilities - St. Vincent Home	202,152	211,716
Social Ministries Liabilities - Martin House	26,136	42,600
Vineyard Loan Amortization	77,460	77,460
Youth Center Amortization	140,352	140,352
Bishop Doran 50th Anniv/ Bishop Malloy Installation	58,014	73,380
Year of Faith expenses	-	24,996
Diocesan Music subsidy	-	30,000
<b>Diocesan Affiliations:</b>		
Vatican Assessment	68,736	70,872
U.S. Conference of Catholic Bishops	68,736	70,872
Catholic Conference of Illinois	101,580	105,069
Metropolitan Tribunal	30,936	33,516
<b>TOTALS:</b>	<b>\$6,339,756</b>	<b>\$6,341,661</b>

(For descriptions of the Diocesan Offices and Agencies see Appendix.)



## Some of the Major Changes in the New Fiscal Year 2013-2014 Diocesan Stewardship Appeal Budget

The practice employed in setting the Diocesan Stewardship Appeal Budget has been, when possible, to limit any increases in the overall target to the rate of growth of parish ordinary income, or the rate of inflation, whichever is less. For the year ended June 30, 2012, parish ordinary income increased by 0.03% resulting in an increase to the overall target of \$1,905 or \$18 per parish on average.

The Diocesan Stewardship Appeal Budget has remained relatively stable for the past six years. The 2013-2014 budget, for example, is \$43,194 less than the budget in 2007-2008. To keep the budget from increasing when uncontrollable costs such as health care, seminarian tuition and energy costs continue to climb each year is challenging. We have met this challenge in two ways. First, we have consumed accumulated savings balances to offset current expenses. Secondly, we have made staff reductions through attrition and layoffs.

To illustrate the use of savings to offset current budgets, we have expanded the Diocesan Stewardship Appeal Budget Summary to list an agency's gross expenses and the amount of savings applied to those expenses. In 2012-2013 nine agencies used a total of \$690,236 in savings, without which, the total budget would have been over \$7 million. In 2013-2014 only six agencies have remaining savings and collectively they used \$331,264 to balance the budget. The following chart summarizes the use of savings for the two budget years.

	(2012 - 2013)	(2013 - 2014)
Gross expenses	\$ 7,029,992	\$ 6,672,925
Less amount of savings used	<u>- 690,236</u>	<u>- 331,264</u>
Net budget allocation	\$ 6,339,756	\$ 6,341,661

In addition to the effects upon the budget allocation of dwindling savings, the 2013-2014 fiscal year faces increases in costs in certain areas. The four main areas in which expense increased are as follows.

- ▶ An increase in the number of men studying for the priesthood and higher tuition, room and board expenses resulted in an increase in the Seminarian Education budget of \$175,140.
- ▶ The Priests' Pension Fund has been underfunded during the past three years as a result of market losses on investments and an increase in the number of retired priests. To help bring the trust back to a fully funded level, it is necessary to increase the Stewardship allocation.

- ▶ We estimate that expenses for the “Year of Faith” initiative in 2013 will total approximately \$50,000. All agencies were asked to reduce their budgets when possible including those not directly receiving Diocesan Stewardship Appeal funding. The Observer, the diocesan Catholic weekly newspaper is one of the agencies not directly funded. Through attrition, the Observer reduced its expenses and is able to absorb approximately one-half of the “Year of Faith” expenses.
- ▶ We also find it necessary to augment the musical presentation at certain diocesan liturgical celebrations. In the past, these additional costs were unfunded so it is fiscally responsible to budget for these costs.

To balance the budget, it was necessary to reduce costs. Following are highlights of the significant expense reductions.

- ▶ There were significant salary and benefit savings through retirement, attrition and layoffs including:
  - Not replacing the Bishop’s full-time priest secretary/master of ceremonies,
  - Losing two full-time professional staff members to retirement and attrition in the Office of Stewardship Development and replacing those with one professional staff member,
  - Absorbing the salary of an Education Office employee into the non-Diocesan Stewardship funded Office of Accounting and Data Processing, and
  - Reassigning duties among existing employees for a retiring employee.
  - Through attrition, reassignments and non-renewal of contracts, the Family Life, Respect Life, Natural Family Planning and Hispanic Ministries will operate with less staff.
- ▶ Reallocation of expenses:
  - The cost of providing health insurance for our retired priests will no longer be financed through the Diocesan Stewardship Appeal, rather, the cost will be absorbed by the Diocesan Health Insurance Trust. This spreads the cost of the retired priests health insurance among all parishes, schools and agencies through the health insurance program. This is not unlike the manner in which we finance health insurance costs for qualified lay employees in which the location or locations for which the retired worked pays the premiums for the retired worker.

## 2013 Diocesan Stewardship Appeal Overview

Theme:	<i>God Opens the Door of Faith: Stewards Respond</i>
Announcement Weekend:	April 27-28, 2013
Pledge Weekend:	May 4-5, 2013
Recruitment Phase:	Enlisting, orienting and organizing the Parish Stewardship Committee.
Planning Phase:	Using the Time Table in this Manual for the option/method your parish selected (Direct Mail, In-Church, Hybrid, Combined Parish & Diocesan) to determine how to communicate this year's Appeal theme; <i>God Opens the Door of Faith: Stewards Respond</i> with parishioners, and delivery of materials so they are able to pledge.
Presentation Phase:	<b>On Announcement Weekend:</b> <ol style="list-style-type: none"><li>1. Pastor presents ways the Diocesan ministries support and assist parishes in their mission to encourage people to pledge. Also, include Stewardship a Way of Life principles.</li><li>2. Play the video (Spanish DVD played on Pledge weekend) for Bishop Malloy's message on the Appeal.</li><li>3. Pastor or Stewardship leader should describe how parishioners will receive information on pledging based on the method your parish selected. The DSA Methods are:<ol style="list-style-type: none"><li>a. Direct Mail - Parishioners receive a letter with tear-off sheet, brochure and an envelope to enclose their pledge and/or payment. They bring this to Mass the weekend of May 4<sup>th</sup>-5<sup>th</sup>. For more information see the Direct Mail Method section.</li><li>b. In-Church – Parishioners receive the brochure at Mass this weekend. They will have the opportunity to make their pledge and/or payment at Mass the weekend of May 4<sup>th</sup> -5<sup>th</sup>. For more information see the In-Church Method section.</li><li>c. Hybrid – Since this method combines direct mail and in-church options, please see the direct mail method above for Announcement details and the Hybrid section with this Manual.</li><li>d. Diocesan and Parish Stewardship of Treasure In-Church - See In-Church listing above.</li></ol></li></ol>

*Continued on Page 6*

**On Pledge Weekend:**

1. Pastor speaks to parishioners on Appeal's theme, the needs of the Diocesan Church and encourages them to pledge and/or make first payment. Describe how to make a pledge based on the option/method your parish selected (Direct Mail, In-Church or Hybrid).
  - a. Direct Mail – The people are given the opportunity to make their pledge during Mass. For those who did not bring their tear off gift sheet to the weekend liturgy, the ushers should distribute an in-church envelope. Please ask them to complete the blank in-church envelope with their name, address, pledge and any payment. For more information see the Direct Mail Method section
  - b. In-Church – The ushers distribute the In-Church pledge envelope during Mass. The pastor or presenter walks the parishioners through the completion of the envelope. A sample script can be found in the Diocesan Stewardship Resource Manual. For more information see the In-Church Method section.
  - c. Hybrid – Please see the In-Church method above for details and the Hybrid section with this Manual.
  - d. Diocesan and Parish Stewardship of Treasure  
In-Church - See In-Church listing above. After the completing the envelope instructions for DSA, then focus on Parish Stewardship by completing the parish pledge card. Enclose both the tear-off from the envelope and the parish pledge card into the envelope. Go to the Combining In-Church Method with Parish Stewardship section for more information.

Follow-up Phase: Choosing a parish strategy to encourage those that did not respond to make a pledge, and supporting diocesan follow-up activities.

**Goals of the Diocesan Stewardship Appeal**

- To educate about the teachings and practices of stewardship
- To educate about the Diocese, its ministries and the connections between the parish and Diocese
- To invite participation in the mission of the Diocese through the parishioners' gifts of time, talent and treasure
- To enlist the participation of at least 40% of the parish's membership
- To achieve at least 110% of the parish's financial goal

## Questions About the 2013 Diocesan Stewardship Appeal

### **Why Do We Conduct an Annual Diocesan Stewardship Appeal?**

The Diocesan Stewardship Appeal (DSA) helps to support the offices and agencies that provide the parishes within the Diocese of Rockford with the ministries and services no single parish could provide on their own. It is an invitation from our Bishop to participate and be responsible for the good works accomplished by the diocesan ministries that have enriched the lives of those in our local Church. God gives us so much that as good stewards we can in turn show our gratitude by sharing our gifts with His Church.

### **What does the word “stewardship” mean?**

According to the 1992 U.S. Bishops’ Pastoral Letter, Stewardship: A Disciple’s Response, a steward is defined as a disciple of Jesus who “receives God’s gifts gratefully, cultivates them responsibly, shares them lovingly in justice with others, and returns them with increase to the Lord.” Stewardship is a way of life and is best understood within the context of conversion and evangelization. The disciple is motivated to share his/her time, talent, treasure, and assets with the Church and other worthy causes from a deep sense of gratitude and in a planned, proportionate, and sacrificial manner for the greater glory of God.

### **When does this Appeal occur?**

The last weekend of April is called Announcement Weekend. At that time, parish leaders present the focus for that year and describe the diocesan ministries that are supported by the Appeal. The first weekend in May is called Pledge Weekend, an invitation to parishioners to participate by asking for a financial gift for the Diocese. You can also give your time and talent to one of the diocesan ministries. For a listing of these opportunities, please visit the Office of Stewardship Development web site: [www.rockforddiocese.org/stewardship](http://www.rockforddiocese.org/stewardship)

### **Which diocesan ministries and programs are funded by DSA?**

*The Observer*, our diocesan newspaper, publishes the budget for the diocesan ministries that are funded by DSA the last weekend in April.

*Some of the diocesan ministries funded by the DSA are:*

#### **Social Ministries**

- St. Elizabeth Center (Early Childhood Program, Soup Kitchen and Food Pantry, Emergency Services, and Outreach to Seniors)
- Catholic Charities (Adoptions, Adolescent Outreach, Immigration, Emergency Assistance)

#### **Catholic Education**

- Training Catechists for School and Religious Education
- Certification of Directors and Co-ordinators of Religious Education Programs
- Developing School Policies, Dealing With Personnel Concerns, Curriculum Development
- Youth Ministry
- Diocesan Lay Ministry Formation
- Diocesan Theological Institute

### **Family Programs**

- Respect Life Office (dealing with issues of human dignity)
- Ministry Day (to help develop skills of pastoral ministers)
- Hispanic Ministry
- Family Life:
  - Engaged Encounter
  - Marriage Encounter
  - Mother/Daughter, Father/Son Retreats

### **Clergy and Religious**

- Seminarian Education
- Permanent Diaconate Program
- Retired Priests Pension Plan
- Clergy Development
- Vocations Office
- Vicar for Clergy and Religious Office

*For full descriptions of these ministries and services, please see the Appendix.*

### **Do diocesan ministries support and assist parishes in their mission?**

Yes, the diocesan ministries and services supported by the 2013 DSA directly assist parishes in their mission. The clearest example of this is the Clergy and Religious programs and ministries listed above. Your present pastor/parochial administrator and parochial vicar were assigned to your parish by the Bishop to provide sacramental, pastoral and administrative services to the parish. Before he became a priest, your pastor was trained in the seminary which is funded by the Diocesan Stewardship Appeal. It is the Diocese's responsibility to recruit, train, and form seminarians who will be our future priests serving in the parishes. Your deacon was trained through the Diocesan ministry called the Permanent Diaconate Program.

Catholic Education programs are funded by DSA. Does your parish have a RCIA program? Do your catechumens and candidates participate in the Rite of Election at the Cathedral each year which is sponsored by the Diocese? Do you have a Catholic elementary or high school? These are assisted by the Diocesan Education Office in many different ways.

Social Services - Does your parish school receive Social Services from Catholic Charities? Has your parish resettled a refugee family? Does your parish or individual parish members volunteer and support St. Elizabeth Catholic Community Center in Rockford? This agency has been providing social services to the inner city poor since the beginning of the 1900's. St. Elizabeth has an Early Childhood Program, Soup Kitchen and Food Pantry, Emergency Services, and Outreach to seniors.

These are just a few of the Diocesan ministries and services that provide the much needed programs that no single parish can supply on its own. The Diocesan Stewardship Appeal makes it possible for these ministries to assist your parish.

### **How is the Diocesan Stewardship Appeal goal determined?**

Each year in January and February, each diocesan office presents its financial needs for the next fiscal year (July 1 of that year and ending June 30 of the next year). These are reviewed by the Moderator of the Curia/Vicar General, Chancellor/Vicar General, Director of Finance and Administration and the Diocesan Finance Council. These consultative bodies make their recommendations to the Bishop who makes the final decision. The total of next year's fiscal year budget becomes the goal for Diocesan Stewardship. The diocesan budget is published in the diocesan newspaper, *The Observer*, in an edition that is sent to each registered diocesan family in late April.

### **Do the parishes have goals?**

Yes. Each parish's goal is determined by using a formula based on the parish's Ordinary Income and other rules developed through diocesan-wide consultations that occurred in 1992 and in 1998. If the peoples' gifts exceed their parish goal, the parish receives 100% of any monies raised over goal. If the peoples' gifts fall short of the goal, the parish must make up the difference between the peoples' gifts and the parish goal.

### **How much is each family asked to contribute?**

The Rockford Diocese encourages each family to adopt the modern Catholic interpretation of the Biblical tithe: 5% of one's treasure is directed to one's parish, 4% to worthy causes, and 1% to Diocesan Stewardship. If it is not possible to introduce this way of giving immediately in one's life, then you are encouraged to adopt what is called sacrificial giving.

Sacrificial giving is when we "take a step" each year closer to accomplishing the full tithe. To adopt the biblical ideal of tithing immediately might be a step too much for some. "Taking a step" with Sacrificial Giving year by year will help you prayerfully mainstream your tithing into your lifestyle.

When contributing to Diocesan Stewardship, you may make a one-time gift or make a pledge that can be paid over a 10 month period of time or in four quarterly installments. The Diocese sends reminder mailers to donors making pledges.

### **Are Diocesan Stewardship Appeal funds used to pay legal fees or settlements from sexual abuse cases?**

Absolutely not! In fact, money contributed to the Diocesan Stewardship Appeal helps to fund programs to prevent sexual misconduct in any form. The Protecting God's Children Program and the Safe Environment Program are two examples.

## Checklist for a Successful 2013 Diocesan Stewardship Appeal

### A. Pastor is Key to the Success of the Appeal

As pastor/parochial administrator and/or parochial vicar, your role is essential for the success of the Diocesan Stewardship Appeal in your parish because your parishioners look to you as a role model for responding to the Appeal. A positive, enthusiastic stewardship appeal message will help your parish reach its target goal. Linking how the Diocesan ministries assist your parish mission will help along with presenting stewardship principles to your parishioners. Work closely with your Parish Stewardship Leader or Committee so they can assist you in your efforts.

### B. Parish Stewardship Committee

The Parish Stewardship Committee assists the pastor in running the Diocesan Stewardship Appeal.

Here are some of the suggested ways you can help make your parish effort be successful:

1. Recruit the needed workers to accomplish your plans. Make prayer a significant part of your meeting and planning process. Develop a positive attitude about the Appeal, diocesan leadership, and the diocesan ministries supported by the Appeal.

2. Each member of the committee, including the pastor, should make their pledge before the Appeal begins. Be in touch with your motivating reasons for participation, and be willing to share them with the rest of the parish. *Some of these might be:*

- a. The teachings of Stewardship - grateful return of gifts received so that the Lord's work can be done – striving to be a sacrificial giver - 5% to the parish, 1% to Diocesan Stewardship, and 4% to other worthy causes;
- b. The good works accomplished by diocesan ministries, which provide services that no single parish could provide;
- c. A response to the sincere invitation of our diocesan pastor, the Bishop, to participate and be responsible for the life of the wider diocesan church;
- d. A personal appreciation for specific diocesan services given to the parish which have enriched the life of the faith community;
- e. The work done in the broader community in the area of meeting social service needs;
- f. A personal and positive experience with a diocesan service that has helped you in your faith life;
- g. Work closely with your pastor to plan and coordinate the parish's approach for each phase of the Appeal: advance organizing and planning, church presentation, pledging procedures at the weekend liturgy, and follow-up procedures. If you need assistance, call the Stewardship Development Office (815) 399-4300 for assistance in organizing your plan;
- h. Become knowledgeable about the ministries of the Diocese, especially those that are linked with the parish's ministries. Ask staff or volunteer chair people to share their positive experiences with the diocesan ministries;
- i. **HAVE A PLAN TO FOLLOW-UP WITH THOSE PARISHIONERS WHO DO NOT MAKE A PLEDGE ON PLEDGE SUNDAY.** Usually this includes a combination of telephone follow-up and direct mail. Be supportive during diocesan follow-up activities;
- j. Appoint a person(s) to oversee the Reporting Procedures. If assistance is needed, call the Stewardship Development Office (815) 399-4300, extension 355 or 353;
- k. Strive to achieve at least 110% of your parish's goal in pledges, and at least 40% participation.



## Proven Strategies for a Successful Diocesan Stewardship Appeal

To help your parish have a successful Diocesan Stewardship Appeal (DSA), we have gathered the strategies that are recommended in this Manual and that have been utilized by parishes that have consistently achieved and gone beyond their DSA goal.

These successful parishes have incorporated the Stewardship Way of Life principles into their parish community; have strong, positive leadership from their pastor; maintain a Stewardship Committee or leader to promote stewardship within the parish all year long; and conduct the follow-up activities suggested in this Manual.

### **All Parishes Over Goal have a Specific Plan**

Parishes which succeed consistently follow the timelines and suggestions found in this Resource Manual. By conducting each phase of the Appeal and following through on the specific action steps for the preparation, presentation and follow-up activities, parishes found they were very successful. The plan is created in cooperation with the pastor, parochial vicar(s), appropriate staff persons (business manager, PDS worker, Stewardship coordinator, secretary) and the Stewardship Committee and/or Finance Council.

### **The Role of the Pastor**

The most often mentioned important variable for success is the pastor. He first makes his own sacrificial gift. He convincingly presents the reasons for supporting the Diocese at all the Masses. The parishioners know that participating and making the parish goal is a high priority of the pastor. Achieving the diocesan goal is a part of the culture of the parish.

### **Stewardship as a Way of Life**

The Stewardship Committee along with the pastor use Diocesan Stewardship Appeal time to teach stewardship principles and practices. Their vision of stewardship includes the parish, diocesan and universal levels of the Church. They have emphasized sacrificial giving in a planned and proportionate way. Parishes conduct annual renewals of time, talent and treasure which is typically conducted in the fall.

### **Lay Witnesses**

Many parishes report the use of a parishioner as a witness to speak about their positive experiences with a diocesan ministry. Graduates of the Ministry Formation Program, aspirants, candidates and ordained deacons, seminarians, Catholic Charities adoptive parents, Stewardship Committees, Family Life and Respect Life Coordinators, Principals, Directors of Religious Education and Youth Ministers have spoken about the services their programs have received because of the generosity of those donating to the DSA.

### **Role of Parish Staff**

The Business Manager or parish secretary works closely with the pastor and Stewardship Committee to oversee the many administrative details of the Diocesan Stewardship Appeal especially the follow-up of non-respondents. One parish's staff person has a private goal to surpass the parish goal by an amount equal to their annual salary. When successful, this person knows that their salary is covered by the Diocesan Stewardship refund which frees up parish money to address other needs.

## **Publicize Names of Donors**

Some parishes published the names of donors (not their pledge) in the bulletin. Others used a homemade wall board and posted all the names of the donors. Each week they update the listing. The names are listed in alpha order.

## **Everyone Participates**

One parish asked parishioners during several masses to complete the tear-off sheet or in-church pledge envelope, even if the parishioner just promises to pray for the Diocese. Their strategy was that all parish members needed to respond in some way. They station themselves in the hall and engage each member after Mass. They also call all non-respondents.

## **Major Donors**

A number of parishes have cultivated people in their parish who are capable of making larger gifts to participate in a meaningful way. A number of these individuals have accepted percentage and sacrificial giving. Some parishes have individuals who wait to give until most of the other parish members have participated. These individuals pledge to make up the difference between the parish's goal and what the rest of the parishioners have pledged.

## **Homemade Brochure**

In order to emphasize the links between the parish and diocesan ministries, these parishes have created their own brochures. The brochure highlighted the involvement of specific diocesan ministries within their parish ministries. The brochure also teaches the principles of stewardship.

## **Banner**

Parishes in the past have hung a large locally printed banner in the entryway to the worship area. The banner has a stewardship message and an encouragement to donate.

## **Specific Dollar Amount**

Another strategy was to suggest a specific amount to be donated in addition to the encouragement to the 1% of giving goal. They noticed a dramatic growth in their average gift level and participation.

## **Adding an Additional Parish Goal for a Specific Project**

Because parishes receive 100% of any monies raised over their DSA goal, some parishes have added a parish goal tied with the DSA. Such as, asking for funds for a future construction project or repair needs or to retire debt in their parish. This "add-on" to the DSA served to increase donations so the parish didn't have to conduct a separate campaign. Parishioners gave more so they could complete the project in their parish and meet the DSA goal.

## **May Follow-up in the Pews**

For the weekends in May after Pledge Sunday, ushers place a fixed number of in-church envelopes and pens at both ends of each pew. Before Mass starts, an announcement is made that if the individual has not made their pledge to date, they are encouraged to do so. The donors place the completed envelope into the collection basket. At the end of each Mass, the ushers replenish the envelopes to the fixed number and report how many were taken. By the end of May, the parish had surpassed its goal.

## **Direct Mail Method**

Diocesan Stewardship Appeal

### **A. Prior to Announcement and Pledge Weekends**

#### **1. Week of April 8, 2013 Materials arrive in the parishes**

Parishes will receive the following campaign materials to conduct the 2013 Diocesan Stewardship Appeal (DSA):

- two sets of parishioner mailing labels
- 6 year giving history of all parishioners
- extra campaign brochures and in-church envelopes
- campaign video in DVD format arriving separately
- 2 campaign posters
- 2 progress thermometer posters
- clip art for bulletin announcements
- Spanish materials (if appropriate) Spanish DVD arrives after the English DVD
- A supply of reporting forms:
  - Form 3 Parish Report Sheets
  - Form 9 Parish Report Transmittal
  - Form 10 Pledge Payment Report Sheet
  - Form 11 Pledge/Gift Changes
  - Report envelopes

**Reminder:** *The pledge cards used in the past were replaced last year by a personalized letter with a tear-off gift sheet on which the donor is to write his/her pledge.*

#### **2. April 22-26, 2013 Pastor's Advance letter**

Using one set of the mailing labels provided to you, we recommend the pastor write a letter to his parishioners informing them of the Appeal. There are sample letters in this Resource Manual and on our web site: [www.rockforddiocese.org/stewardship](http://www.rockforddiocese.org/stewardship)

### **B. Announcement Weekend April 27-28, 2013**

#### **1. DSA Announcement Weekend - Direct Mail Method**

Play the video on this weekend (Spanish DVD on Pledge Sunday). Briefly present appropriate messages about the work of the Diocesan ministries. A sample talk is found later in this Manual. Tell the people that they will receive a letter with a tear-off gift sheet, a campaign brochure and a return envelope. They should be encouraged to bring the tear-off gift sheet to Mass next Sunday with their pledge and first payment. You should mention both the 1% of income gift idea and a specific average amount that is suggested from each family. The pastor or presenter should tell the parishioners about:

- Striving to be a sacrificial giver. Ask them to take a step toward 1% of their income as a donation to DSA.
- Payment methods: Pledges can be fulfilled by check (make payable to PARISH NAME – DS), credit card (online, completing the tear-off sheet from the letter, or the in-church envelope ), ACH Withdrawals (complete the tear-off sheet from the letter, or the in-church envelope and include a voided check), by stocks, mutual funds or gifts of grain.

#### **2. April 24 - 29, 2013 - Diocesan mailing dropped at Post Office (depending on zip code)**

For those parishes which chose the Direct Mail or the Hybrid methods, their parishioners will receive a personalized letter with a tear-off gift sheet, brochure and envelope sent by the Diocesan Stewardship Development Office. For both options, the Diocese will preprint the name and address of each registered member of the parish; the name and address of the parish; and the amount of the last year's pledge to the Diocese.

## Direct Mail Method

### Diocesan Stewardship Appeal

#### **C. Pledge Weekend May 4-5, 2013**

After the pastor or stewardship leader remarks about the needs of the Diocesan Church, the people are given the opportunity to make their pledge during Mass. For those who did not bring their tear-off gift sheet to the weekend liturgy, the ushers should distribute an in-church envelope. Please ask them to complete the blank in-church envelope with their name, address, pledge and any payment.

#### **D. First Report Due May 10, 2013 to the Office of Stewardship Development**

**1. Please complete Form 9 (Parish Report Transmittal) and send with your parish check and all pledge tear-offs and any in-church envelopes received to the Office of Stewardship Development.**

By sending in your pledges/payments quickly, you can assist us by ensuring that the first payment mailers to those parishioners are accurate and timely. *Thank you for your help with this request.*

**2. During the month of May, please submit WEEKLY all pledges to the Stewardship Development Office.**

#### **E. Parish Leader Follow-up Plans for DSA - May, 2013**

1. Use the Pastor's homily to encourage those who have not made a pledge to do so.
2. Use the bulletin and announcement time at Mass to encourage those who have not made a pledge to do so.
3. Each week create a status report telling how many households have pledged and the amount pledged.
4. Updating the thermometer poster will keep the parish's attention on the Appeal and will spark non-respondents to participate.
5. Committee members should make themselves available before and after Masses. Please have blank in-church envelopes for those wishing to pledge.
6. Parish mailings: Thank You and Non-respondents Letters End of May, 2013  
Using the second set of mailing labels, the pastor or Stewardship Committee member should send a letter thanking those parishioners who have made a pledge. Also, send a letter encouraging those who have not made a pledge to do so. Use a blank in-church envelope for this follow-up, and please affix the donor's label on the in-church envelope for easier identification.
7. Some parishes that have successfully made their goal have telephoned non-pledging members and have personally requested a pledge. Telephone follow up hints and a recommended script are found in the back of this manual.

## **Direct Mail Method**

### Diocesan Stewardship Appeal

#### **F. Parish and Diocesan Follow-up Plans for DSA - June, 2013**

1. Parishes receive a list of non-respondents for parish leaders to review so that they can exclude those that for pastoral reasons shouldn't receive Diocesan follow-up materials. Parishes must send back this exclusion report and submit all pledges received to date in order to avoid including someone in the follow up activities that should not be.

2. Weekly reporting of all pledges/payments to the Stewardship Development Office.

3. June 28, 2013 - Report deadline before Diocesan follow-up mailing

All parishes (no matter what method your parish selected) will participate in the diocesan follow-up mailing in July whether the parish has achieved its goal or not.

#### **G. Diocesan follow-up letter to all non-respondents mid-July, 2013 -**

**All parishes participate.** The Diocese sends a follow-up letter with a tear-off gift sheet to all non-respondents. Parishes assist with the process by using bulletin clip art sent to you to encourage your non-respondent parishioners to pledge.

#### **H. Parish Follow-up Plans for DSA - August, 2013**

1. Continue weekly reporting of all pledges/payments to the Stewardship Development Office.

#### **I. Parish Follow-up – Remainder of 2013**

1. The Diocese will no longer conduct the telephone follow-up as it has for the past several years. However, we encourage parishes to conduct their own phone calling solicitation as parishioners respond better to a person they know is from their parish instead of an outside firm conducting the campaign. The recommended time for telephone follow-up calls to parishioners is September to Mid-October.

2. Continue weekly reporting of all pledges/payments to the Stewardship Development Office.

#### **J. Parish and Diocesan Follow-up January, 2014**

1. The Diocese mails a letter to all those who have not yet pledged and have a giving history asking for a one-time gift to be sent before April 30th.

2. Continue weekly reporting of all pledges/payments to the Stewardship Development Office.

#### **K. Parish and Diocesan Follow-up February, 2014**

1. The Diocese mails a letter in mid-February, 2014 to all donors who have made a pledge but who have not made a payment asking them to complete their pledge or do their best before April 30th.

2. Continue weekly reporting of all pledges/payments to the Stewardship Development Office.

## **In-Church Method**

### Diocesan Stewardship Appeal

#### **A. Prior to Announcement and Pledge Weekends**

1. Week of April 8, 2013 Materials arrive in the parishes  
Parishes will receive the following campaign materials to conduct the 2013 Diocesan Stewardship Appeal (DSA):

- campaign brochures for all parish members
- in-church envelopes
- two sets of parishioner mailing labels
- 6 year giving history of all parishioners
- campaign video in DVD format arriving separately
- 2 campaign posters
- 2 progress thermometer posters
- clip art for bulletin announcements
- Spanish materials (if appropriate) Spanish DVD arrives after the English DVD
- A supply of reporting forms:
  - Form 3 Parish Report Sheets
  - Form 9 Parish Report Transmittal
  - Form 10 Pledge Payment Report Sheet
  - Form 11 Pledge/Gift Changes
  - Report envelopes

2. April 22-26, 2013 Pastor's Advance letter

Using one set of the mailing labels provided to you, we recommend that the pastor write a letter to his parishioners informing them of the Appeal. If your parish is combining diocesan and parish stewardship, you could also send the parish stewardship brochure that you already have received from the Office of Stewardship Development. There are sample letters in this Resource Manual and on our web site: [www.rockforddiocese.org/stewardship](http://www.rockforddiocese.org/stewardship)

#### **B. Announcement Weekend April 27-28, 2013**

1. DSA Announcement Weekend – In-Church Method

Play the video on this weekend (Spanish DVD on Pledge Sunday). Present the teachings of stewardship and information about Diocesan ministries (also the parish's needs, if combining). Ushers will distribute the Diocesan Stewardship Appeal brochure while the presenter reminds them they will not receive a mailing from the Diocese.

Instead, they will have the opportunity to make their pledge to the Diocese (and to the parish, if combining) while they are attending the next weekend's liturgy.

*You should mention:*

- Striving to be a sacrificial giver. Ask them to take a step toward 1% of their income as a donation to DSA. See chart on in-church envelope.
- Payment methods: Pledges can be fulfilled by check (make payable to PARISH NAME – DS), credit card (online or complete the in-church envelope), ACH withdrawals (complete the in-church envelope and include a voided check), by stocks, mutual funds or gifts of grain.

## **In-Church Method**

### Diocesan Stewardship Appeal

#### **C. Pledge Weekend May 4-5, 2013**

##### **DSA Pledge Weekend – In-Church Method (Masses in Spanish play the DVD)**

See sample script and instructions on the next page. Many parish leaders using the in-church method explain that the pledge is being taken in the church to emphasize the higher importance of gift giving to the church in comparison to all other charities. They also stress that the pledge is a faith action response that we can ritualize in the church.

#### **D. First Report Due May 10, 2013 to the Office of Stewardship Development**

1. Please complete Form 9 (Parish Report Transmittal) and send with your parish check and all in-church envelopes received to the Office of Stewardship Development.

By sending in your pledges/payments quickly, you can assist us by ensuring that the first payment mailers to those parishioners are accurate and timely. Thank you for your help with this request.

2. During the month of May, please submit WEEKLY all pledges to the Stewardship Development Office.

#### **E. Parish Leader Follow-up Plans for DSA - May, 2013**

1. Use the Pastor's homily to encourage those who have not made a pledge to do so.

2. Use the bulletin and announcement time at Mass to encourage those who have not made a pledge to do so.

3. Each week create a status report telling how many households have pledged and the amount pledged.

4. Updating the thermometer poster will keep the parish's attention on the Appeal and will spark non-respondents to participate.

5. Committee members should make themselves available in the back of the Church and have blank in-church envelopes for those wishing to pledge.

6. Parish mailings: Thank You and Non-respondents Letters End of May, 2013  
Using the second set of mailing labels, the Committee should send a letter thanking those parishioners who have made a pledge. Also, send a letter encouraging those who have not made a pledge to do so. Use a blank in-church envelope for this follow-up, and please affix the donor's label on the in-church envelope for easier identification.

7. Some parishes that have successfully made their goal have telephoned non-pledging members and have personally requested a pledge. Telephone follow up hints and a recommended script is found in the back of this manual.

## **In-Church Method**

### Diocesan Stewardship Appeal

#### **F. Parish and Diocesan Follow-up Plans for DSA - June, 2013**

1. Parishes receive a list of non-respondents (those that haven't pledged yet) for parish leaders to review so that they can exclude those that for pastoral reasons shouldn't receive Diocesan follow-up materials. Parishes must send back this exclusion report and submit all pledges received to date to avoid including someone in the follow up activities that should not be.

2. Weekly reporting of all pledges/payments to the Stewardship Development Office.

3. June 28, 2013 - Report deadline before Diocesan follow-up

All parishes (no matter what method your parish selected) will participate in the diocesan follow-up mailing in July whether the parish has achieved its goal or not.

**G. Diocesan follow-up letter to all non-respondents mid-July, 2013 - All parishes participate.** The Diocese sends a follow-up letter with a tear off gift sheet to all non-respondents. Parishes assist with the process by using bulletin clip art sent to you to encourage your non-respondent parishioners to pledge.

#### **H. Parish and Diocesan Follow-up Plans for DSA - August, 2013**

1. Continue weekly reporting of all pledges/payments to the Stewardship Development Office.

#### **I. Parish Follow-up – Remainder of 2013**

1. The Diocese will no longer conduct the telephone follow-up as it has for the past several years. However, we encourage parishes to conduct their own phone calling solicitation as parishioners respond better to a person they know is from their parish instead of an outside firm conducting the campaign. The recommended time for telephone follow-up calls to parishioners is September to Mid-October.

2. Continue weekly reporting of all pledges/payments to the Stewardship Development Office.

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1. The Diocese mails a letter to all those who have not yet pledged and have a giving history asking for a one-time gift to be sent before April 30th.

2. Continue weekly reporting of all pledges/payments to the Stewardship Development Office.

#### **K. Parish and Diocesan Follow-up February, 2014**

1. The Diocese mails a letter in mid-February, 2014 to all donors who have made a pledge but who have not made a payment asking them to complete their pledge or do their best before April 30th.

2. Continue weekly reporting of all pledges/payments to the Stewardship Development Office.

#### **L. REPORTING AND RECORDING PROCEDURES FOR DIOCESAN STEWARDSHIP**

When an individual completes the in-church envelope, the Appeal secretary, using one of the sets of labels provided by the Stewardship Development Office, will affix the person's label on the in-church envelope. The recorder will need to follow all the other instructions on the Report Form #9 and fill in all pledges and payments on Form 3. Please submit these weekly to the Office of Stewardship Development.



## Script for “In-Church” Method

### May 4-5, 2013 - DSA Pledge Weekend for In-Church Method

- 1) Have pens in each pew so that the people can complete the envelope and write a check.
- 2) It is more effective to distribute in-church envelopes while the presenter makes his or her few introductory remarks about the Appeal. The presenter should remind the people about the topics of last week’s presentation and some of the significant points. The presenter can share that one major reason why we are doing the actual pledging now is that this contribution to the church is an act of faith.
- 3) After the ushers have distributed the envelopes, the presenter says:  
“Now let us complete the envelope together and please print legibly...”
  - **Open the envelope to the inside tear-off sheet. On the front of the sheet**, please write your name and address, city and zip code. Use your full name. Include middle initial, Jr. or Sr, if necessary so that we can credit your pledge properly. Please indicate if this is a new address.
  - **Complete the name of this parish if you are a member.** If you are a visitor from another parish of this Diocese, please write in that parish’s name so that parish can receive proper credit.
  - **The middle of the sheet explains your options for giving your gift of treasure.** In the shaded box titled “Total Pledge”, please indicate the total amount of your gift. Please recall that the Bishop encourages each of us to commit 1% of our income for diocesan ministries. If you are unable to commit that amount, Father (name of pastor) and the Stewardship Commission ask you to consider making a pledge of (\$300). Please know that all gifts whether large or small are appreciated. Your participation in the life of the diocesan family is important.

If you are making a partial payment of this pledge today, please write the amount being paid today in the middle shaded box titled “Enclosed Pmt”. If you are only making a one-time gift instead of a pledge, please enter only the boxes titled “Total Pledge” and “Enclosed Pmt.”

However, if pledging over the time of the appeal year, please enter the box titled “Balance” by figuring the difference between your total pledge and the enclosed payment. For example if you are pledging \$300 and enclosing a \$30.00 check today, the balance would be \$270.00.

On the inside tear-off sheet, please indicate whether you wish to receive a monthly (10 months) or quarterly (4 times) payment envelope from the Diocese to complete the payment of this pledge. If you wish to have your payments taken automatically out of your checking or savings account or if you wish to use a credit card, turn the sheet over and fill in the necessary information. If need be, take this home to complete and return this envelope next week with the proper information.

Some would like to use appreciated stocks, appreciated mutual funds or grain. If so, check the box and the Diocese will send you the appropriate information so that you can make that transfer.

# Combining In-Church Method with Parish Stewardship

After the in-church envelope is completed for the 2013 DSA, you then focus on Parish Stewardship. Please be sure to do the following:

1. Ask the people to complete their names only on the parish pledge card. (See sample parish pledge cards at the bottom of this page).
2. Refer the people to the back of the parish pledge card and explain the “take a step” process for sacrificial giving.
3. Have them turn their card over and complete their commitment for their weekly giving, asking them to take a step higher. Remind them that the eventual goal of giving is 5% of their income.
4. When both the tear-off sheet on the in-church envelope for Diocesan Stewardship and the Parish card have been completed by the individual donor, the donor will be instructed to insert the two items into the in-church envelope. The campaign secretary will send the diocesan pledge sheet to the Diocese and record the parish pledge.


**Stewardship: A Way of Life**

Please prayerfully consider the following method of determining your gift:

- 1) Locate your household income in the left column. Then move across the row to find your current weekly gift. Move up the column to find the percentage of your income that you are currently giving.
- 2) Consider moving to the next percentage level. (for example if you give 2.5%, try 5%)
- 3) Strive to eventually reach the goal of giving your parish 5% of your income equal to two hours of work per week.

Yearly Income	Weekly Giving		
	1%	2.5%	5%
\$ 30,000	\$6	\$15	\$30
\$ 40,000	\$8	\$20	\$40
\$ 50,000	\$10	\$25	\$50
\$ 60,000	\$12	\$30	\$60
\$ 70,000	\$14	\$35	\$70
\$ 80,000	\$16	\$40	\$80
\$ 90,000	\$18	\$45	\$90
\$ 100,000	\$20	\$50	\$100

Time, Talent, and Treasure for our Parish



**My Stewardship of Treasure Commitment to My Parish**

In prayerful thanksgiving for the many gifts received from our Creator, I/we intend to return a gift of:

\$ \_\_\_\_\_  per week  per month

I am unable to commit to a pledge right now but I will pray for the parish regularly.

I/We authorize the electronic withdrawal of the amount stated above, weekly or monthly, from:

Checking Account  Savings Account  
*(must attach a voided check or savings deposit slip)*

I am/We are committed to taking a step toward a gift of equal to 5% of income received.

Please send information on how to include my parish in my will.

Please Print  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ Zip \_\_\_\_\_  
Signature \_\_\_\_\_

This pledge is not legally binding and can be changed by contacting the parish office.


**Administración: Una Forma de Vida**

Con oración por favor considere el siguiente método para determinar su donación:

- 1) Localice su ingreso a la izquierda. Busque a un lado su donación semanal. Cada columna indica el porcentaje actual de lo que esta donando cada semana.
- 2) Considere aumentar el porcentaje de su donación. (por ejemplo: si da 2.5%, intente dar 5%)
- 3) Trate de alcanzar eventualmente la meta de dar 5% de sus ingresos que es igual a dos horas de sueldo por semana.

Ingreso Anual	Donación Semana		
	1%	2.5%	5%
\$ 30,000	\$6	\$15	\$30
\$ 40,000	\$8	\$20	\$40
\$ 50,000	\$10	\$25	\$50
\$ 60,000	\$12	\$30	\$60
\$ 70,000	\$14	\$35	\$70
\$ 80,000	\$16	\$40	\$80
\$ 90,000	\$18	\$45	\$90
\$ 100,000	\$20	\$50	\$100

Timeo, Talento, y Tesoro para nuestra Parroquia



**Mi Compromiso de la Corresponsabilidad Monetaria hacia Mi Parroquia**

En oración de agradecimiento por los muchos dones recibidos de nuestro Creator, Yo/ Nosotros nos proponemos devolver una donación de:

\$ \_\_\_\_\_  semanal  mensual

No puedo comprometerme a una cantidad en estos momentos, pero estaré orando por la parroquia constantemente.

Yo/Nosotros autorizamos un retiro electrónico de la cantidad anotada anterior, semanal o mensual de mi cuenta bancaria:

Cuenta de Cheques  Cuenta de Ahorros  
*(por favor adjunte un cheque cancelado o una hoja de depósito de ahorros)*

Me comprometo o nos comprometemos a dar el paso de donar una cantidad igual al 5% del ingreso recibida.

Por favor mándeme información de cómo incluir a mi parroquia en mi testamento.

Por favor escriba con letra de imprenta  
Nombre \_\_\_\_\_  
Direccion \_\_\_\_\_  
Ciudad \_\_\_\_\_ Zip \_\_\_\_\_  
Firmamos \_\_\_\_\_

Este compromiso no tiene ligamento legal y puede ser cambiado en cualquier momento, llamando a la oficina de la parroquia.

## **Hybrid Method**

### Diocesan Stewardship Appeal

With the Hybrid method, the parish uses both the Direct Mail and In-Church approaches for the Diocesan Stewardship Appeal.

You will follow the Direct Mail Method's steps A and B found on page 13, but for Pledge Weekend there is an additional step not done in the Direct Mail Method.

The parishes that selected this method will distribute the in-church envelope on Pledge Sunday to those who did not bring in their gift using the tear off sheet they received in the mail. See letter C under In-Church method on page 17. Be sure to look at the sample script in that section.

For the parish follow-up efforts to those that haven't made a pledge yet, please follow the In-Church Method from letters D through K found on pages 17-18.

## Combining a Parish Project with Diocesan Stewardship Appeal Elements for Success

Parishes wishing to raise additional money over its diocesan goal to accomplish a specific capital project, add to savings/endowment, do repairs, pay for other diocesan assessments, or pay a debt can do so by linking this parish project with Diocesan Stewardship Appeal.

Because of the 100% rebate feature of the Diocesan Stewardship Appeal anything raised over the parish's Diocesan goal is returned to the parish.

### *Advantages of this approach:*

1. The parish can accomplish a special project without having a separate fund raiser and avoid people having a feeling that the parish is always asking for money in multiple ways.
2. The Diocese has a 100% refund policy over the parish goal once the diocesan goal is achieved by the payments of the people. Take advantage of it. The refund comes to the parish as non-Ordinary Income.
3. The Diocese manages the pledge redemption so that you do not have to do additional mailings, accounting, and/or include an extra envelope.
4. This technique has helped large, medium, and small parishes to achieve the diocesan goal and raise extra money most often less than 1 times Ordinary Income.
5. You still can ask for the sacrificial gift of 1% of income. You reinforce the concept of people moving to planned, proportionate and sacrificial giving. You can separate out a 5% gift to parish stewardship and 1% to the Diocese.
6. You can ask for an average gift equal to the diocesan goal plus the parish project amount divided by the number of envelope users.
7. Because there is a parish project, more people are attracted to participate because it is something concrete that benefits the parish while accomplishing the annual parish responsibility.
8. If more people participate at a higher level they will begin the habit of giving at an increased level for Diocesan Stewardship even when there is not a parish project.

### *Some things to consider if choosing this method:*

- a. The diocesan goal has to be met first, before money is rebated for the parish project.
- b. Parish leaders need to develop a flyer describing the parish project.
- c. Major donors should be asked for gifts on an individual basis.
- d. When the parish distributes its initial mailing announcing Diocesan Stewardship, the parish project descriptive materials need to be included.

Suggestions for successfully combining a Parish Project and DSA:

1. Leadership demonstrates that this linking project is a high priority and conducts the proper follow-up.
2. Develop a single page handout for the parish project that can be mailed in the pastor’s advanced mailing emphasizing both Diocese and parish goals.
3. Do the In-church method. Have a different handout about the parish project available in the pews.
4. Do a parish mail follow-up of non-respondents after a few weeks. Set up a calling team to call people who made a pledge for the past 5 years, but not so far this year.
5. Parish submits pledges and payments weekly, and urges non-respondents to reply to the Diocesan mailing in July.
6. Teach proportionate giving – 1% to the Diocese. Also suggest a higher average gift paid over 10 months. State that whatever one can give is acceptable, full participation is important.
7. Be open to doing this for a couple of years if the total is not achieved in the first year.
8. Follow the “Soliciting for Major Gifts” suggestions in the Diocesan Resource Manual.

JOSEPH CONSULTING SERVICES INCLUDE:

- |                              |                                     |
|------------------------------|-------------------------------------|
| Feasibility Study Management | Capital Campaign Management         |
| Annual Stewardship Appeals   | Endowment Development               |
| Strategic Planning           | Seminar Presentations               |
| Management of Auctions       | Analysis of Organizational Finances |

DEBT GOT YOU DOWN?

OUR DEBT RETIREMENT CAMPAIGNS CAN REDUCE OR ELIMINATE YOUR PARISH OR SCHOOL'S DEBT

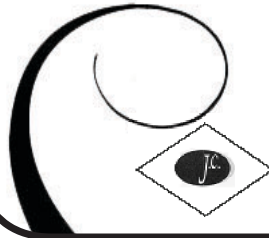
MEETING NEEDS & SURPASSING GOALS

CALL FOR A FREE

INTRODUCTION & REVIEW OF OUR MODEL PROVEN TO BE SUCCESSFUL! OUR 18<sup>TH</sup> YEAR HELPING CATHOLIC PARISHES AND SCHOOLS ACHIEVE MAXIMUM SUCCESS!

ARE YOU CONTEMPLATING A STUDY, APPEAL, OR CAMPAIGN?

- \* Three successful campaigns in the Diocese of Rockford in 2012!
- \* Your organization’s needs always outweigh any other factors, including the economy.
- \* While charitable giving is down overall in this recession, gifts to religious institutions are up 5.5%.
- \* Construction costs and interest rates are both at near-record lows, making this a great time to build!



JOSEPH CONSULTING
6025 Shadowbrook Dr. - Bettendorf, IA 52722
PH: 563-349-0589 - emk8dad@mchsi.com
www.josephconsulting.net



GEORGE JOSEPH



BETSY POLASCHEK

## Sample Letters, Presentation Scripts and Helpful Ideas

In-Church and/or Direct Mail Methods  
Sample Advance Letter Sent by Parish Leader  
Diocesan Stewardship Appeal

April 22, 2013

(first and last name)  
Street address  
City, IL zip code

Dear (Name),

*God Opens the Door of Faith: Stewards Respond*

You are always generous to the needs within our parish, but, our Church, our Catholic family, encompasses more than the parish we live in. We open our hearts to those beyond our community serving so many more of the faithful than any single parish can do by giving our gifts to the Diocesan Stewardship Appeal.

The Diocesan Stewardship Appeal's purpose is to serve the Church at large. Catholic education, youth ministry, marriage preparation, outreach to the poor, priestly vocations – these are just some of the diocesan ministries and services we support through this Appeal.

God has given us so much. With our sacrificial giving, we show Him our gratitude by sharing our gifts. Our gifts to the Church are our way we demonstrate that we serve God. This spiritual focus on sacrificial giving is enshrined in this year's theme: *God Opens The Door Of Faith: Stewards Respond*.

Next weekend we will ask for your commitment to the Diocesan Stewardship Appeal which supports many ministries that help our own parish. We are committed to give \$\_\_\_\_\_ as our share to this Appeal. The modern Catholic interpretation of the Biblical tithe includes 5% of one's treasure directed to one's parish, 4% to worthy causes, and 1% to Diocesan Stewardship Appeal. If it is not possible to introduce this way of giving immediately in one's life, then try to adopt what is called sacrificial giving.

Sacrificial giving is where we "take a step" each year closer to accomplishing the full tithe. To adopt the biblical ideal of tithing immediately might be a step too much for some. "Taking a step" year by year with Sacrificial Giving will help you prayerfully mainstream your tithing into your lifestyle.

Please prayerfully consider what you may give. Your sacrifice, your desire to be God's stewards will truly open the door of faith to those who need it most.

Thank you in advance for your generosity. May God bless each of us in this endeavor.

Sincerely yours,

---

Pastor

---

Stewardship Committee Chairperson

Combining Parish Stewardship and Diocesan Stewardship Appeal  
Sample Advance Letter Sent by Parish Leader

April 22, 2013

Mr. & Mrs. A. Parish  
7044 Here & There Road  
Every Parish, IL 61125

Dear Mr. & Mrs. Arthur Parish,

*God Opens the Door of Faith: Stewards Respond*

Our Church, our Catholic family, encompasses more than the parish we live in. We open our hearts to those beyond our community serving so many more of the faithful than any single parish can do by giving our gifts to the Diocesan Stewardship Appeal.

The Diocesan Stewardship Appeal's purpose is to serve the Church at large. Catholic education, youth ministry, marriage preparation, outreach to the poor, priestly vocations – these are just some of the diocesan ministries and services we support through this Appeal.

God has given us so much. With our sacrificial giving, we show Him our gratitude by sharing our gifts. Our gifts to the Church are our way we demonstrate that we serve God. This spiritual focus on sacrificial giving is enshrined in this year's theme: *God Opens The Door Of Faith: Stewards Respond*.

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Sacrificial giving is where we "take a step" each year closer to accomplishing the full tithe. To adopt the biblical ideal of tithing might be a step too much for some. "Taking a step" with Sacrificial Giving will help you prayerfully mainstream your tithing into your lifestyle.

Next weekend we will ask for your commitment to the Diocesan Stewardship Appeal and to this faith community. Our parish is committed to give \$\_\_\_\_\_ as our share to this Appeal. If you can give a gift of 5% of your income to our parish and 1 % to the Diocesan Stewardship Appeal we will surely reach our goals.

Please prayerfully consider what you may give. Your sacrifice, your desire to be God's stewards will truly open the door of faith to those who need it most.

Thank you in advance for your generosity. May God bless each of us in this endeavor.

Sincerely yours,

---

Pastor

---

Stewardship Committee Chairperson

## In-Church Envelope Used with In-Church and Hybrid Methods

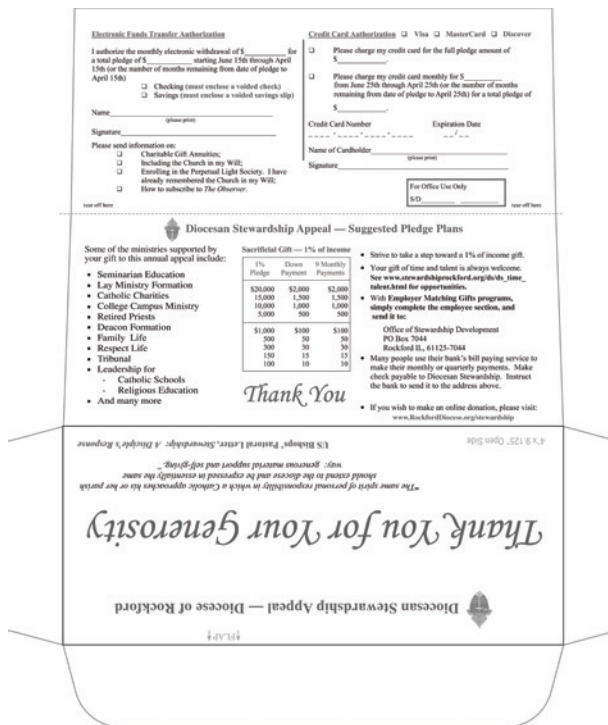
For parishes using the in-church and hybrid methods, the model pictured below will be used. There is a script in this Manual that describes the procedures for completing the envelope (see In-Church Method). When completed, the donor is asked to tear off the pledge sheet and insert it into the envelope.

The shaded box on the lower left hand side is only for use of the Appeal secretary. Using one set of labels, affix the person's label with their diocesan account number in the shaded box. Do not cover the hand written name and address.

The Spanish in-church envelope should be used at all Spanish Masses whether the parish is participating in the in-church method or not.

Parishes using the hybrid method will use the in-church envelopes for their parish follow-up that takes place at the end of May. Use the set of labels remaining, (after parish staff has affixed donors' labels on in-church envelopes of those making a pledge) for this non-respondent mailing. The respondents place their commitment sheet into the in-church envelope and return it to the parish.

English version In-Church envelope:



**Electronic Funds Transfer Authorization**  
I authorize the monthly electronic withdrawal of \$\_\_\_\_\_ for a total pledge of \$\_\_\_\_\_ starting June 15th through April 15th for the number of months remaining from date of pledge to April 15th.  
 Checking (must enclose a voided check)  
 Savings (must enclose a voided savings slip)

**Credit Card Authorization**  Visa  MasterCard  Discover  
 Please charge my credit card for the full pledge amount of \$\_\_\_\_\_  
 Please charge my credit card monthly for \$\_\_\_\_\_ from June 15th through April 15th for the number of months remaining from date of pledge to April 15th for a total pledge of \$\_\_\_\_\_

**Diocesan Stewardship Appeal — Suggested Pledge Plans**

1% Pledge	Sacrificial Gift — 1% of Income	
	Down Payment	Monthly Payments
\$20,000	\$2,000	\$2,000
10,000	1,000	1,000
5,000	500	500
\$1,000	\$100	\$100
500	50	50
300	30	30
150	15	15
100	10	10

**Some of the ministries supported by your gift to this annual appeal include:**

- Seminarian Education
- Lay Ministry Formation
- Catholic Charities
- College Campus Ministry
- Retired Priests
- Deacon Formation
- Family Life
- Respect Life
- Tribunal
- Leadership for
  - Catholic Schools
  - Religious Education
- And many more

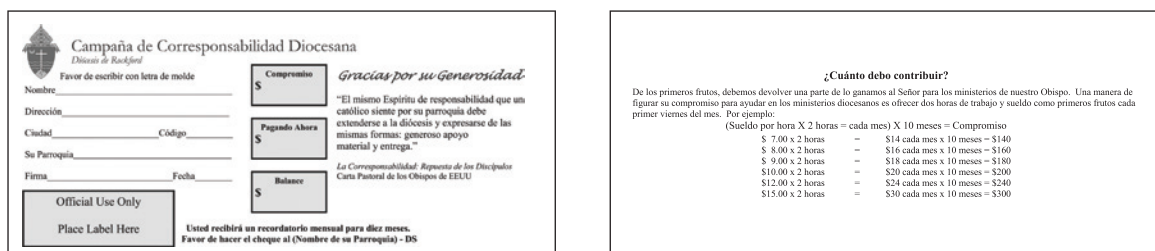
**Office of Stewardship Development**  
PO Box 7044  
Rockford, IL 61125-7044

**Thank You**

**Thank You for Your Generosity**

Diocesan Stewardship Appeal — Diocese of Rockford

Spanish version In-Church envelope:



**Campana de Corresponsabilidad Diocesana**  
Diocesis de Rockford

Favor de escribir con letra de molde

Nombre \_\_\_\_\_  
Dirección \_\_\_\_\_  
Ciudad \_\_\_\_\_ Código \_\_\_\_\_  
Su Párroquia \_\_\_\_\_  
Firma \_\_\_\_\_ Fecha \_\_\_\_\_

**Compromiso**  
\$ \_\_\_\_\_  
**Pagando Ahora**  
\$ \_\_\_\_\_  
**Balance**  
\$ \_\_\_\_\_

**Gracias por su Generosidad**

“El mismo Espíritu de responsabilidad que un católico siente por su parroquia debe extenderse a la diócesis y expresarse de las mismas formas: generoso apoyo material y entrega.”

La Corresponsabilidad: Registra de los Discípulos Carta Pastoral de los Obispos de EEUU

Usted recibirá un recordatorio mensual para diez meses.  
Favor de hacer el cheque al (Nombre de su Párroquia) - DS

**¿Cuánto debo contribuir?**

De los primeros frutos, debemos devolver una parte de lo ganamos al Señor para los ministerios de nuestro Obispo. Una manera de figurar su compromiso para ayudar en los ministerios diocesanos es ofrecer dos horas de trabajo y sueldo como primeros frutos cada primer viernes del mes. Por ejemplo:

(Sueldo por hora X 2 horas = cada mes) X 10 meses = Compromiso

\$ 7.00 x 2 horas	=	\$14 cada mes x 10 meses	=	\$140
\$ 8.00 x 2 horas	=	\$16 cada mes x 10 meses	=	\$160
\$ 9.00 x 2 horas	=	\$18 cada mes x 10 meses	=	\$180
\$10.00 x 2 horas	=	\$20 cada mes x 10 meses	=	\$200
\$12.00 x 2 horas	=	\$24 cada mes x 10 meses	=	\$240
\$15.00 x 2 horas	=	\$30 cada mes x 10 meses	=	\$300



(Sample letter sent by Diocese for Direct Mail and Hybrid Methods – English Version)

Letter Head

April 22, 2013

Title first name last name  
Address  
City, State, Zip

Dear Title last name,

*God Opens the Door of Faith: Stewards Respond*

(Personalized Letter from Bishop Malloy for 2013 DSA will appear here)

Tear-off sheet following the letter

---

<Title First Name Last Name>	<Dio Account # - Parish #>
<Address>	<input type="checkbox"/> Pledge \$ _____
<City, State, Zip>	<input type="checkbox"/> Enclosed Payment \$ _____
	<input type="checkbox"/> Balance \$ _____
	<input type="checkbox"/> Monthly <input type="checkbox"/> 4 Quarterly Payments

Withdrawal from checking – Must attach a voided check.

I authorize the Rockford Diocese to withdraw \$\_\_\_\_\_ per month for a pledge of \$ \_\_\_\_\_ on the 15<sup>th</sup> of each month (from the time of the pledge until April, 2014) from my checking account.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Credit Card Authorization

I authorize the Rockford diocese to charge my credit card:

Visa                       MasterCard                       Discover

Charge my credit card for the full amount of \$\_\_\_\_\_ or

Charge my credit card for \$\_\_\_\_\_ per month on the 25<sup>th</sup> (from the time of the pledge) until April 2014.

Credit Card Number \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Exp. Date: \_\_\_\_/\_\_\_\_

Print Name on Card \_\_\_\_\_ Signature \_\_\_\_\_

Date of pledge \_\_\_\_\_

**See back side**

Please share a prayer intention? We will place your intention in the Immaculate Conception Chapel at the Diocesan Center.

I would like information about:

- Donating Appreciated Stock or Grain
- Leaving the Church in my will
- Already remembered the Church in my will
- Securing a Charitable Gift Annuity
- Subscribing to The Observer

Bar Code  
Parish name  
Address

(Sample letter sent by Diocese for Direct Mail and Hybrid Methods – Spanish Version)

LETTERHEAD

22 Abril, 2013  
 Title first name last name  
 Address  
 City, State, Zip

Dear Title last name,

*Dios Abre la Puerta de la Fe: Responda a la corresponsabilidad.*

Sinceramente suyo

Favor de Arrancar esta Sección de Compromiso

Title first name last name	Dio Account # - Parish #
Address	<input type="checkbox"/> Compromiso _____
City, State, Zip	<input type="checkbox"/> Pagando Ahora _____
	<input type="checkbox"/> Balance _____

Efectuar un reintegro de su cuenta corriente  
 Yo autorizo que la Diócesis de Rockford efectúe un reintegro de mi cuenta corriente \$\_\_\_\_\_ mensualmente para honorar un compromiso total de \$\_\_\_\_\_. La Diócesis saca el pago cada mes en la fecha de 15 hasta la 15 de Abril 2014 de su cuenta corriente.

Su firma	Fecha mes/dia/año
Tarjeta de crédito	
<input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Discover	

Yo autorizo que la Diócesis de Rockford cobre de mi tarjeta de crédito

- o una vez para honorar mi compromiso total de \$\_\_\_\_\_ o
- o mi tarjeta de crédito para \$\_\_\_\_\_ en el día de 25 mensual hasta el 25 de Abril

Número de tarjeta del crédito \_\_\_\_-\_\_\_\_-\_\_\_\_-\_\_\_\_ La fecha de expiración mes:\_\_\_ año /\_\_\_  
 Escribe en letras separadas \_\_\_\_\_ Firma \_\_\_\_\_  
 Fecha del Compromiso \_\_\_\_\_

Pagina de atrás

Nosotros, los empleados de la Diócesis, queremos incluir sus intenciones en nuestras oraciones diarias.  
 ¿Tiene alguna intención? Favor de anotarla

Bar Code  
 Parish name  
 Address  
 City, State, zip

Sample Thank You Letter to Those Giving a One-Time Gift or  
Making a Pledge

May 25, 2013

Name  
Mailing address  
City, State, Zip

Dear (name) ,

*God Opens the Door of Faith: Stewards Respond*

Thank you for your generosity in making a contribution to the 2013 Diocesan Stewardship Appeal. Your sacrifice, your desire to be God's stewards will truly open the door of faith to those who need it most because of your gift to this year's Appeal.

The Diocesan Stewardship Appeal's purpose is to serve the Church at large. Catholic education, youth ministry, marriage preparation, outreach to the poor, priestly vocations – these are just some of the diocesan ministries and services we support through this Appeal.

God has given us so much. With our sacrificial giving, we show Him our gratitude by sharing our gifts. Our gifts to the Church are our way we demonstrate that we serve God. This spiritual focus on sacrificial giving is enshrined in this year's theme: *God Opens The Door Of Faith: Stewards Respond*.

We thank you for responding and may God bless you for your support.

Sincerely yours,

---

Pastor

---

Stewardship Commission Chair

Sample Follow- up Letter to Non-Respondents to Diocesan Stewardship Appeal

May 25, 2013

Name  
Mailing address  
City, state, zip

Dear (name),

*God Opens the Door of Faith: Stewards Respond*

We would like to invite you to make a pledge to the 2013 Diocesan Stewardship Appeal. Our response as God's stewards opens the doors of faith to those who need it most by our giving what we can to this Appeal.

Our Church, our Catholic family, encompasses more than the parish we live in. We open our hearts to those beyond our community serving so many more of the faithful than any single parish can do.

God has given us so much. With our sacrificial giving, we show Him our gratitude by sharing our gifts. Our gifts to the Church are our way we demonstrate that we serve God.

How will you respond? Your sacrifice, your desire to be God's stewards will truly open the door of faith in our Diocese.

We are asking your help this year, please prayerfully consider what you may give.

Sincerely yours,

---

Pastor

---

Parish Stewardship Committee Chairperson

PS - If circumstances do not allow you to participate this year, please return the enclosed pledge envelope with a "0" on the pledge area indicating your inability to donate this year.

## Brochure Samples



**DIOS ABRE LA PUERTA DE LA FE...**

...A LOS MINISTERIOS SOCIALES

- Centro St. Elizabeth  
(Programa de primera infancia, comedor comunitario y banco de alimentos, servicios de emergencia y asistencia a ancianos)
- Organizaciones de beneficencia católicas  
(Adopciones, asistencia a adolescentes, inmigración, ayuda de emergencia)

...A LA EDUCACIÓN CATÓLICA

- Capacitación de catequistas para educación escolar y religiosa
- Certificación de directores y coordinadores de programas de educación religiosa
- Desarrollo de políticas escolares, manejo de cuestiones de personal, desarrollo de planes de estudio
- Ministerio juvenil
- Formación de ministerio laico diocesano
- Instituto Teológico Diocesano

...A LAS FAMILIAS

- Oficina de Respeto a la Vida  
(Para el manejo de asuntos relacionados con la dignidad humana)
- Día del Ministerio  
(Para desarrollar las habilidades de los ministerios pastorales)
- Vida familiar  
(Encuentro prenatal, encuentro matrimonial, retiros para madres e hijas y para padres e hijos)
- Ministerio hispano

...AL CLERO Y LOS RELIGIOSOS

- Educación para seminaristas
- Programa permanente de diaconato
- Plan de pensión para sacerdotes jubilados
- Desarrollo del clero
- Oficina de Vocaciones
- Oficina del Vicario del Clero y Religiosos

**RESPONDA A LA CORRESPONSABILIDAD.**

*Nuestra respuesta como administradores de Dios*

abre la puerta de la fe a quienes más la necesitan, a través de nuestras generosas donaciones a la Campaña de Corresponsabilidad Diocesana 2013.

*Nuestra Iglesia, nuestra familia católica,*

abarca mucho más que la parroquia donde vivimos. Abrimos nuestros corazones a quienes están más allá de nuestra comunidad, atendiendo a muchos fieles que lo que podría lograr una sola parroquia.

*Dios nos ha dado mucho.*

Al dar con sacrificio nuestra ofrenda, le demostramos a Dios nuestro agradecimiento. Nuestras donaciones a la Iglesia son una de las maneras en que podemos demostrar que servimos a Dios.

**¿Cómo responderá usted?**

Su ofrenda demostrará su deseo de ser buen administrador de Dios y abrirá la puerta de la fe en nuestra Diócesis.



**DAR CON SACRIFICIO**

La Diócesis de Rockford motiva a las familias a asumir la interpretación católica moderna del diezmo bíblico: 5% de su tesoro para su parroquia, 4% para causas nobles y 1% para la Campaña de Corresponsabilidad Diocesana. Si usted no puede incorporar esta forma de dar de inmediato en su vida, le sugerimos que adopte lo que se conoce como dar con sacrificio.

Dar con sacrificio consiste en "dar un paso" cada año para acercarnos al diezmo completo. Adoptar de inmediato el ideal bíblico del diezmo podría ser excesivo para algunos. Al "dar un paso" cada año y darlo con sacrificio, podrá incorporar el diezmo en su estilo de vida, con ayuda la oración.

Al hacer su contribución a la Campaña de Corresponsabilidad Diocesana, usted puede realizar su donación en un pago único o comprometerse a pagar determinada cantidad a lo largo de un período de 10 meses o en cuatro pagos parciales trimestrales. La Diócesis envía recordatorios por correo a los donantes que hacen sus promesas.

Dios nos da tanto que, como buenos administradores, podemos demostrar nuestro agradecimiento compartiendo nuestros bienes con Su Iglesia.

Office of Stewardship Development  
Diocese of Rockford  
P.O. Box 7044, Rockford, IL 61125-7044  
815.399.4300  
[www.rockforddiocese.org/stewardship](http://www.rockforddiocese.org/stewardship)

**DIOS ABRE LA PUERTA DE LA FE**  
**RESPONDA A LA CORRESPONSABILIDAD**

CAMPAÑA DE CORRESPONSABILIDAD DIOCESANA 2013  
DIÓCESIS DE ROCKFORD



**GOD OPENS THE DOOR OF FAITH...**

...TO SOCIAL MINISTRIES

- St. Elizabeth Center  
(Early Childhood Program, Soup Kitchen and Food Pantry, Emergency Services, and Outreach to Seniors)
- Catholic Charities  
(Adoptions, Adolescent Outreach, Immigration, Emergency Assistance)

...TO CATHOLIC EDUCATION

- Training Catechists for School and Religious Ed
- Certification of Directors and Coordinators of Religious Education Programs
- Developing School Policies, Dealing With Personnel Concerns, Curriculum Development
- Youth Ministry
- Diocesan Lay Ministry Formation
- Diocesan Theological Institute

...TO FAMILIES

- Respect Life Office  
(Dealing with issues of human dignity)
- Ministry Day  
(To help develop skills of pastoral ministers)
- Family Life  
(Engaged Encounter, Marriage Encounter, Mother/Daughter & Father/Son Retreats)
- Hispanic Ministry

...TO CLERGY AND RELIGIOUS

- Seminarian Education
- Permanent Diaconate Program
- Retired Priests' Pension Plan
- Clergy Development
- Vocations Office
- Vicar for Clergy and Religious Office

**STEWARDS RESPOND.**

*Our response as God's stewards*

opens the door of faith to those who need it most by our giving generously to the 2013 Diocesan Stewardship Appeal.

*Our Church, our Catholic family,*

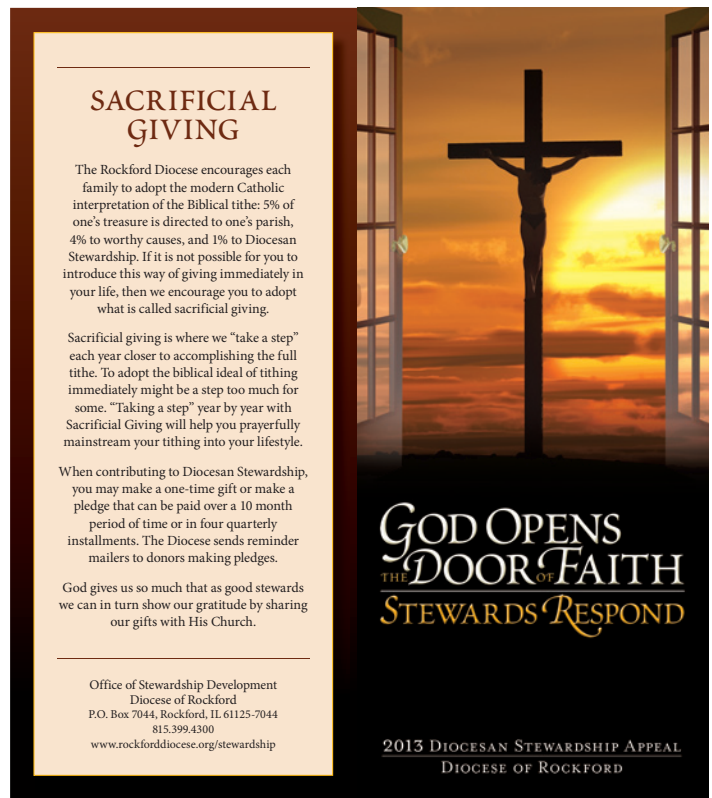
encompasses more than the parish we live in. We open our hearts to those beyond our community serving so many more of the faithful than any single parish can do.

*God has given us so much.*

With our sacrificial giving, we show Him our gratitude by sharing our gifts. Our gifts to the Church are our way we demonstrate that we serve God.

**How will you respond?**

Your sacrificial gift of treasure shows your desire to be God's steward and will truly open the door of faith in our Diocese.



**SACRIFICIAL GIVING**

The Rockford Diocese encourages each family to adopt the modern Catholic interpretation of the Biblical tithe: 5% of one's treasure is directed to one's parish, 4% to worthy causes, and 1% to Diocesan Stewardship. If it is not possible for you to introduce this way of giving immediately in your life, then we encourage you to adopt what is called sacrificial giving.

Sacrificial giving is where we "take a step" each year closer to accomplishing the full tithe. To adopt the biblical ideal of tithing immediately might be a step too much for some. "Taking a step" year by year with Sacrificial Giving will help you prayerfully mainstream your tithing into your lifestyle.

When contributing to Diocesan Stewardship, you may make a one-time gift or make a pledge that can be paid over a 10 month period of time or in four quarterly installments. The Diocese sends reminder mailers to donors making pledges.

God gives us so much that as good stewards we can in turn show our gratitude by sharing our gifts with His Church.

Office of Stewardship Development  
Diocese of Rockford  
P.O. Box 7044, Rockford, IL 61125-7044  
815.399.4300  
[www.rockforddiocese.org/stewardship](http://www.rockforddiocese.org/stewardship)

**GOD OPENS THE DOOR OF FAITH**  
**STEWARDS RESPOND**

2013 DIOCESAN STEWARDSHIP APPEAL  
DIOCESE OF ROCKFORD

Thermometer Poster Samples

**GOD OPENS THE DOOR OF FAITH**  
*STEWARDS RESPOND*

NUMBER OF CONTRIBUTORS \_\_\_\_\_ = 100% of Parish  
\_\_\_\_\_ = Parish Goal (at least 40% of Parish)

AMOUNT OF DONATIONS \_\_\_\_\_ = Diocesan Goal  
\_\_\_\_\_ = Parish Goal (at least 110% of Parish Goal)

DATE	% PARTICIPATION	% OF GOAL
_____	_____ %	_____ %
_____	_____ %	_____ %
_____	_____ %	_____ %
_____	_____ %	_____ %
_____	_____ %	_____ %
_____	_____ %	_____ %
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_____	_____ %	_____ %
_____	_____ %	_____ %

**2013 DIOCESAN STEWARDSHIP APP**  
**DIOCESE OF ROCKFORD**

**DIOS ABRE LA PUERTA DE LA FE**  
*RESPONDA A LA CORRESPONSABILIDAD*

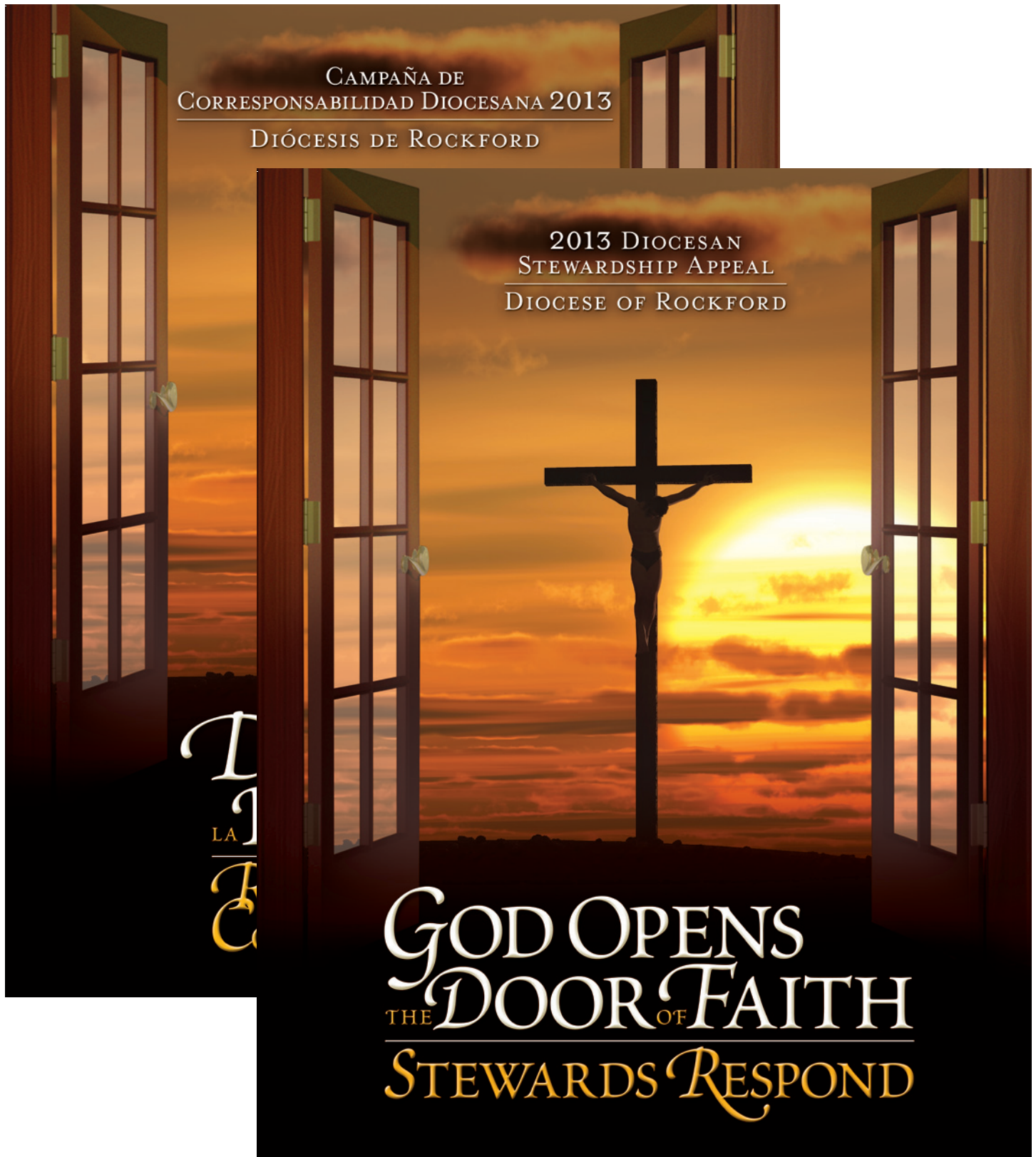
NÚMERO DE CONTRIBUYENTES \_\_\_\_\_ = 100% de la parroquia  
\_\_\_\_\_ = Meta de la parroquia (al menos 40% de la parroquia)

CANTIDAD DE DONATIVOS \_\_\_\_\_ = Meta diocesana  
\_\_\_\_\_ = Meta de la parroquia (al menos 110% de la meta diocesana)

FECHA	% DE PARTICIPACIÓN	% DE LA META	CANTIDAD
_____	_____ %	_____ %	\$ _____
_____	_____ %	_____ %	\$ _____
_____	_____ %	_____ %	\$ _____
_____	_____ %	_____ %	\$ _____
_____	_____ %	_____ %	\$ _____
_____	_____ %	_____ %	\$ _____
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_____	_____ %	_____ %	\$ _____
_____	_____ %	_____ %	\$ _____
_____	_____ %	_____ %	\$ _____

**CAMPAÑA DE CORRESPONSABILIDAD DIOCESANA 2013**  
**DIÓCESIS DE ROCKFORD**

Large Poster Samples



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## Soliciting Major Gifts - Gifts of \$500 and more

**Premise:**

*The role of major donors in the Diocesan Stewardship Appeal is significant and needs to grow.*

**Observations:**

Most major donors set a giving level at a certain amount and do not change that amount.

Most parishes that have surpassed their goals have done so because of the activity of a few major donors.

**Conclusions:**

Parish leaders need to cultivate and encourage more gifts of \$500 or more.

Major donors should be encouraged to increase their giving level each year.

**Action Suggestions:**

During the weeks before the Annual Diocesan Stewardship Appeal is presented to the parish as a whole:

1. The pastor and a small group of trusted lay leaders should form a Major Gift Committee.
2. Using the Six-Year History Report, research the giving history of current major donors to Diocesan Stewardship Appeal.
  - a. Has anyone lapsed? Has anyone decreased giving? Determine who the best person is to contact these individuals.
  - b. Is there a major parish donor who does not participate in the Diocesan Stewardship Appeal?
  - c. Determine if there is someone currently contributing something less than their potential, e.g. someone giving \$100 who could give \$1,000 if asked persuasively.
3. Contact the parish's major donors.
  - a. For anyone who is giving \$5,000 or more, or who has the ability to give at that level, a personal visit by the pastor and a stewardship committee member is appropriate.
  - b. For anyone giving at the level between \$1,000 to \$4,999, the committee should attempt a personal visit, or at least make a phone call.
  - c. For anyone giving between \$500 to \$999, the committee should at least send a personal letter.
4. Message to be shared with these donors.
  - a. Parish leaders recognize the importance of their major gift to the well-being of the Diocese and parish. Diocesan and parish leaders need to express our deep sense of gratitude. Thank them for their generosity.
  - b. Explore reasons for any change in giving history, whether increased or decreased.
  - c. Ask them to contribute again this year. If possible move toward a one percent of income gift. If they ask how much is asked, have a specific amount in mind that is higher than their previous giving level.



## Tips for Presenting the 2013 Diocesan Stewardship Appeal at Mass

The following are tips you should use in preparing your comments.

1. Before you ask the people of the parish to make a pledge, you should make your own first and explain why you are doing so.

2. The key to parishioners' pledging is to help them understand the teachings and practices of Stewardship and how they apply to daily life. The U.S. Bishops have linked stewardship with the conversion process and the very definition of being a disciple of Jesus Christ. One's gifts of time, talents and treasure are offered:

- In thanksgiving to God for His loving kindness.
- From the first fruits of our material blessings. We give from the top as a sign that God is first in our lives.
- In a planned way. We consciously choose how much is dedicated to the mission of God. We do not leave the amount of the gift to momentary whim.
- Sacrificial Giving - The Rockford Diocese encourages each family to adopt the modern Catholic interpretation of the Biblical tithe: 5% of one's treasure is directed to one's parish, 4% to worthy causes, and 1% to Diocesan Stewardship. If it is not possible to introduce this way of giving immediately in one's life, then you are encouraged to adopt what is called sacrificial giving.

Sacrificial giving is where we "take a step" each year closer to accomplishing the full tithe. To adopt the biblical ideal of tithing might be a step too much for some. "Taking a step" with Sacrificial Giving will help you prayerfully mainstream your tithing into your lifestyle.

3. Integrate the theme statement *God Opens the Door of Faith: Stewards Respond* and how through your support of the DSA, these ministries allow us to open the door of faith for so many people. Refer to Bishop Malloy's letter for insights into this year's theme.

4. Another ingredient for success is to help the people to see that their lives are connected with the ministries being supported and are enriched because of them. Learn more about your parish ministries. Ask your parish staff how the diocesan ministries are involved in the parish. See *Questions About the DSA* section in this Manual.

5. People need to be reminded that their gifts of time, talent and treasure make a difference. Their participation is as important as the amount of their gift. Their gift-giving is strengthening the Church, and contributing to the well-being of many people in need and society in general.

6. Always invite people to give a gift. Be confident and positive when you ask. People are looking for leadership and suggestions. Remind them that more than likely they are able to give more by making a pledge either with four quarterly or ten monthly payments. The diocese will send mailers to help them fulfill their pledge.

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7. Stewardship is also about accountability. While not dwelling on these points to the exclusion of the other ideas, the following facts should be presented in some fashion.

- Bishop Malloy, the Diocesan Curia, and the Diocesan Finance Council annually review the Diocesan budget, priorities and needs. It is important that the faithful know that these responsible individuals and groups are involved in this process and that the diocesan budget and ministries are formulated after serious consultation. You can refer the people to the budget that is printed in *The Observer* on the last Friday in April.
- If the goal for the parish is surpassed by the payments of the people, the parish will receive a 100% refund of the amount over the parish goal. This refund should be used for some specific project that is well known.
- If the goal is not met by the payments of the people, the parish must pay the balance between the goal and the payments from parish income.

### Sample Presentation for Introducing the 2013 DSA Video

This year the 2013 DSA video will be a little shorter so there is time to play it at Mass. We strongly encourage you to play the video as it conveys Bishop Malloy's message to the people of the Diocese of Rockford.

The video can also be shown at all parish meetings of the various councils and committees. It can be helpful with educating these key leadership people about the Diocese and asking for their support. The video can also be seen on the Office of Stewardship Development's website: [www.rockforddiocese.org/stewardship](http://www.rockforddiocese.org/stewardship) on the home page.

Below is a sample script the pastor or stewardship leader can use to introduce the 2013 DSA video at Mass. *This is a guide only.*

Good Morning/Afternoon:

The 2013 Diocesan Stewardship Appeal is the time to make a commitment to support the Church family beyond the borders of our parish. While our participation and support of our own parish is of utmost importance, our Diocese and its ministries are essential to us and needs our direct support as well.

Please listen as Bishop Malloy reflects on this year's Appeal theme: God Opens the Door of Faith: Stewards Respond. (play video now)

*After the video has played or if you did not play the video, continue...*

(Next week - depending on which method chosen by the parish: you will receive a mailing from the Diocese – or, we will ask you to make a pledge during the Mass.) As stewards of our gifts and treasures, how will you respond? As a stewardship parish and diocese, our goal is that everyone will give a sacrificial gift of 5% of their time, talent and treasure to our parish, 4% to worthy causes in the community and world, and 1% of our treasure to the Diocesan Stewardship Appeal.

If you need a specific suggested amount to contribute as a guide, we hope that everyone will consider at least an average pledge of (\$300) – to be paid in ten monthly or four quarterly payments. The Diocese will send you a reminder mailer, or you can sign up for them to take it out of your checking account, or you can use your Visa, Discover or Master Card credit card if you so desire. Gifts of appreciated stock, mutual funds and grain can be arranged also. The Diocese also accepts donations on-line; you will see that internet address on the materials.

Please prayerfully consider what you may give. Whatever you decide, the Church will be grateful. Your sacrifice, your desire to be God's stewards will truly open doors of faith to those who need it most. Thank you in advance for your generosity. May God bless each of us in this endeavor.

## Parish Based Telephone Follow-up

### HOW TO ORGANIZE A PARISH TELEPHONE SOLICITATION EFFORT

Telephone follow-up is a very effective approach whereby volunteers gather (or work separately), and call parishioners who have not responded to the diocesan direct mailing and to the pulpit presentation. Before you begin the actual calling, spend a few moments orienting the volunteers to the diocesan ministries and have them practice their call. If you do not have enough volunteers, be sure to call those people whose cards are marked with a “L” and “S”.

1. Review the list of parishioners who have not, to date, made a pledge to Diocesan Stewardship.

Organize the non-respondents into these groups:

- a. Last year givers but not so far this year, they are marked with “L”.
- b. Givers with some giving history in the past five years, but not last year; mark with an “S”.
- c. Those with no giving history in the past five years; they are marked with “N”.

2. Recruit enough volunteers for 20-30 calls per person. Try to recruit people with an out-going personality, and who are comfortable making the calls.

3. If possible, select a central location for the calling - especially a place with more than one telephone line. This will provide volunteer support and affirmation, and any questions from the donors can be answered then and there. If this is not possible, allow the volunteers to do the phoning from their own homes, but set a specific deadline for completing this activity.

4. Before you begin making the calls, go through a caller training and assignment process. This will include a brief run through of the calling script and the assignment of labels and pledge cards. Let the volunteers select whom they will call, if possible.

5. The best time to call is weekday evenings from 6:30 p.m. to 8:30 p.m.

6. Make an announcement at the preceding weekend liturgy that there will be a telephone follow-up for the Appeal in order to prepare the parishioners.

#### **SOME HELPFUL HINTS:**

Remember that in most cases the parishioners will already be aware of the Diocesan Stewardship Appeal from previous years. Some people will be surprised that they are able to make a pledge over the phone - and many will be grateful for the effort of the volunteer to call with a friendly reminder.

Try to convince the person without pressure that he/she should make a pledge to Diocesan Stewardship. But, be mindful that some persons are annoyed at any invasion of their privacy.

### Sample Telephone Script

1. Introduce yourself and tell them you are calling for Fr. (pastor's name) from {name of parish} regarding Diocesan Stewardship. Be sure to ask for the specific person named on the list given to you by Father. If they are not at home, ask for the best time to call back. Some homes may require several call-backs, so don't be discouraged. Do not leave a message on a telephone answering machine; 99% of the time the call will not be returned. This also applies to leaving your number and expecting a call back.
2. Indicate to them that Father has to make a report to the Bishop soon.
3. Tell them, "I have a pledge card in front of me. Father hopes that you will consider making a pledge, and if you will, I can handle the details over the phone. May I receive a commitment from you? (Many times a husband or wife may indicate that they have to speak to their spouse first before making a commitment. Ask when you can call back for their decision and be sure to call back at that time. Making good notes [dates, who spoke to you, date and time to call back, details of the conversation] are most helpful in making call-backs.)
4. If the person responds "yes", you add:  
  
\* (for those who pledged nothing last year) "we are asking for an average gift of (\$250 or \$25 for 10- months) per family, what will your gift/pledge be?" If they indicate that figure is too much, ask them what amount they could feel comfortable giving. (Try to obtain a specific amount.)  
  
\*\* (for those who pledged last year) - "your pledge last year was \$ \_\_\_\_\_, what can I put you down for this year?" (Try to obtain a specific amount.)
5. Thank them and tell them to mail their gift or pledge to the Church Office or drop it in the collection next Sunday. Please make the check out to {name of parish} - DS.
6. To verify their address ask them if the address the parish has on their card (read the address) is correct. If not, write the new address on the card.

#### Other points to remember:

- Callers need to return the names and notes to the Rectory by (date).
- Make all notes or comments on your calling sheet.
- All those who say they have misplaced, lost or did not receive a card, tell them that you can receive their pledge over the phone.
- Be familiar with the diocesan budget which is attached and how much each agency gets in case there is a question about this. Remind the people that the parish receives all monies over the parish goal of \$\_\_\_\_\_. This surplus will be used for this purpose:  
\_\_\_\_\_.

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## APPENDIX

### Description of Diocesan Offices Included in Diocesan Stewardship Appeal Budget

#### **BISHOP**

A Bishop, by divine institution, carries on the work of the apostles. By reason of episcopal consecration, he shares in the triple apostolic function of a teacher of doctrine, a priest of sacred worship, and minister of Church government. Bishops are responsible to act in council to guide the Church. The Bishop to whom a particular or local church is entrusted is called a diocesan Bishop or a residential Bishop. All other Bishops receive Titular Sees over which they exercise no pastoral authority.

#### **VICAR GENERAL**

A Bishop or priest appointed to participate in the executive (administrative) governance of the diocese with executive jurisdiction as a deputy of the diocesan Bishop is a vicar general. The appointment of a vicar general is mandatory for every diocese. This office is designed to facilitate and unify diocesan administration.

#### **MODERATOR OF THE CURIA**

The Moderator of the Curia is a Bishop or priest, appointed by the diocesan Bishop, who is concerned with administration and other services to the people of the parishes.

#### **CHANCELLOR/VICE CHANCELLOR**

The chancellor (or the chancery) evolved from the practice in the early Church of appointing an official to sign and preserve the letters of the Bishop. The function of the chancellor in the present day is gathering, arranging, and safeguarding the acts of the diocesan curia. Dispensations and other official documents also originate from the chancery. In many dioceses the chancellor continues to exercise ordinary jurisdiction as delegated by the diocesan Bishop and may be assisted by an official, the vice-chancellor.

#### **VICAR FORANE (DEAN)**

The title of a priest appointed by the Bishop to aid him in administering the parishes in a specified area, called a “deanery” or “vicariates forane.” The function of a dean, or vicar forane, involves promotion, coordination, and supervision of the common pastoral activity within the deanery or vicariate.

#### **JUDICIAL VICAR**

By Church law, the diocesan Bishop is the judge of all cases in the diocesan tribunal of first trial. He must appoint a priest with ordinary power to judge cases not reserved to the Bishop himself. This priest must have a graduate degree in canon law. He is called the judicial vicar, and is sometimes referred to as the chief judge or “officialis.” He may be given another priest as an assistant with the title of adjutant judicial vicar.

## **EPISCOPAL VICAR**

The appointment of a priest or a Bishop as an episcopal vicar is an option given to a diocesan Bishop when he needs a deputy for governing a specific territory within the diocese, a group of persons or a specific rite, or a type of apostolic work within the diocese. In the Diocese of Rockford, the Bishop has appointed the following episcopal vicars: Vicar for Clergy and Religious and Vicar for Hispanic Ministry.

## **DIOCESAN AGENCIES**

*Many of these are funded by Diocesan Stewardship. Others are funded by premiums and/or service fees.*

### **OFFICE OF ACCOUNTING AND DATA PROCESSING**

This office is responsible for the parish uniform accounting system, central payroll, 403(b) Retirement Program, parish lists and labels, high school and diocesan agency accounting, computer support (Parish Data Systems, WordPerfect, and Quickbooks), internal audits, the diocesan energy programs (natural gas and electric), and general tax compliance issues.

### **BISHOP LANE RETREAT CENTER**

This serene and peaceful retreat complex consists of the main retreat center, a family youth center, and Vianney Oaks. Among the beautiful wooded and open greenery areas there is a grotto of Mary and a walking path with stations of the cross. Some of the various retreats, conference/meeting, and programs include: individual and group retreats, marriage preparation and enrichment programs, many youth and family retreats and gatherings, and diocesan/parish related events. The Bishop Lane Retreat Center is located at 7708 E. McGregor Road, southwest of Rockford.

### **CAMPUS MINISTRY**

The campus ministry is available to students, faculties, and staff of Northern Illinois University, Rockford College, and Aurora University. The focus is on forming faith community, learning the faith, shaping Christian conscience, educating for justice, facilitating personal development, and developing future leaders.

### **CATHOLIC CHARITIES**

In reaching out to people and communities throughout our Diocese, this ministry touches many through programs of Catholic Charities Diocese of Rockford, refugee resettlement, long-term care ombudsman services, and physician referral services. The Catholic Charities offices provide a wide range of services to children and families in need including: counseling, adoption, parenting education, bilingual outreach, and emergency assistance. Catholic Campaign for Human Development and Operation Rice Bowl is coordinated through this agency. Catholic Charities also provides immigration and refugee resettlement services, advocacy and assistance to the elderly in nursing homes, and physician referral services for individuals and families on Medicaid. The area Catholic Charities offices and satellites are located in the following towns and serve surrounding deaneries: Aurora, Belvidere, Elgin, McHenry, and Rockford.

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## CATHOLIC EDUCATION

The Director of the Department of Educational Services focuses on the overall vision and development of quality programs for the educational ministries of the parishes and diocese. This includes supervising the campus ministry program and the following diocesan entities: Catholic schools department provides leadership and direction in the operation and management of the diocese's Catholic High Schools and Elementary Schools.

The Religious Education and Formation department provides resources for the parish directors and coordinators of religious education. Personnel staff provides assistance for the screening of qualified applicants for elementary principals, secondary chief administrators, and directors/coordinators of religious education positions. They also accept applications for elementary teachers and keep an updated data bank of the names of potential teachers.

The Assistant Superintendent develops curriculum guidelines for elementary schools. This is accomplished by following a rotating schedule to cover core curricula and to assure the Catholic identity of the material taught. Joint efforts of the schools department and the Religious Education department offer continual catechetical formation for the teachers and catechists of the Diocese of Rockford.

## THE CATHOLIC FOUNDATION

Established in 1987, the Catholic Foundation for the People of the Diocese of Rockford is an umbrella endowment fund. Parishes, schools and diocesan agencies may establish endowment accounts. This endowment fund accepts gifts whose principal (corpus) remains untouched for perpetuity, but allows for distribution of earnings. Motivated by good stewardship practices, the Catholic Foundation provides the individual participants (accounts) the advantages of more favorable investment strategies and documented accountability, while avoiding duplication of legal and administrative costs.

## CHANCERY ADMINISTRATION

Chancery Administration is a general term that applies to the overall administrative expenses related to the operations of the Bishop's main offices such as the Vicars General, Chancellor and Master of Ceremonies.

## CHARISMATICS

Charismatic renewal within the church is used by the Holy Spirit to foster, nurture, support and build upon the church, and the body of Christ. The group identifies how the Holy Spirit moves among the people, and discerns how best to support the needs of the people as they grow in their world with the Lord. Parishes may organize prayer groups, which would include a liaison, to work in conjunction with their area renewal team. Charismatic renewal is placed under the covering of Vicar for Spiritual Formation.



## **OFFICE OF CLERGY & RELIGIOUS**

This office assists the Bishop in matters pertaining to priests and their appointments and to enhance priestly life by providing support, assistance, concern for wellness, and education. It functions to supervise programs for the retired priests, permanent deacons, and Women Religious. The Vicar for Clergy and Religious is directly involved in working toward these diocesan goals:

- To recognize and respond to the critical situation in our diocese regarding the diminishing number of priests and religious men and women in the face of a rapidly expanding population.
- To enable diocesan personnel to fulfill their roles in the mission of the diocese.
- To continue to provide an effective diocesan structure responsive to the needs of the Rockford Diocese.
- To be in contact with the priests of the diocese, through personal interviews, phone contacts, and diocesan and social gatherings to have knowledge of their strengths, skills, and personal struggles for maximum effectiveness in ministry.
- To monitor the health of our diocesan priests and intervene when any kind of problem surfaces, physically or psychologically.

## **CLERGY PERSONNEL COMMISSION**

The Clergy Personnel Commission is appointed by the Vicar for Clergy and Religious and consists of five members. The commission serves as an advisory group to the Vicar for Clergy, who chairs the personnel board, and also acts as a committee for “priestly life and ministry.”

## **CLERGY RELIEF DIOCESAN CLERGY RETIREMENT AND HEALTH INSURANCE**

The Clergy Relief Society ministers to the clergy for the purpose of providing financial relief and health insurance coverage to its priest members when retired or disabled by sickness or accident.

## **COLLEGE OF CONSULTORS**

The diocesan Bishop presides over the College of Consultors and the priests who make up the College of Consultors are selected from the members of the Presbyteral Council. The diocesan Bishop convenes the College of Consultors in order to perform the more important acts of administration in light of the economic situation of the diocese.

## **COMMUNICATIONS AND PUBLICATIONS**

This office publishes *The Observer*, official diocesan newspaper, which circulates to more than 30,000 homes weekly and to more than 70,000 homes several times a year. The office also produces a weekly radio program and daily TV spot featuring Bishop Malloy, prepares various print, audio and video media to meet the needs of the diocese and maintains the diocese’s dynamic web site, <http://www.rockforddiocese.org>

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## CONCILIATION & ARBITRATION

Conciliation and arbitration members are called together only as necessity requires to address the needs of diocesan employees. The Office of Conciliation and Arbitration provides employees with a continuance, after all internal channels have been exhausted, in the grievance process. A department head or the employee may refer issues to conciliation, and if necessary proceed to arbitration. The general supervision of the Commission is the competence of the Judicial Vicar of the Diocese of Rockford.

## DIOCESAN AFFILIATIONS

The Diocese of Rockford is officially united with the following organizations and is responsible for a portion of their support. The Vatican Assessment relates to assistance given by each Diocese in the US for the support of the day to day operations of the Holy Father and his ministry to the Universal Church. The assessment is based on the same formula that each diocese uses to support its own Conference of Catholic Bishops. The USCCB is based in Washington DC, organized into various departments and addresses the needs of the Catholic Church in the US. The Catholic Conference of Illinois is made up of the six Catholic Dioceses in Illinois and addresses the common needs of the Illinois Dioceses. The Metropolitan Tribunal is the Court of Second Instance to which all decrees of annulment issued by an Illinois Diocesan Tribunal is automatically appealed. The Illinois Conference of Churches is an ecumenical body established to promote inter-denominational dialogue and action. The Illinois Catholic Health Association is made up of Catholic Health Care Providers in Illinois and seeks to coordinate services and advocate for the needs of the member organizations.

## DIOCESAN CEMETERIES

There are five diocesan cemeteries within the diocese of Rockford. They are located in Aurora, Geneva, Elgin, and Rockford with three regional offices located in Rockford, Aurora, and Elgin. The diocesan cemeterians have a threefold mission: to bury the dead of Catholic communities with dignity and grace, to care for the families in their time of grief, and to maintain an attractive and peaceful setting where their loved one's physical remains are buried. The regional cemetery offices also offer support, reference, and help to the parish cemeteries in the diocese. All cemeterians of the diocese meet regularly to learn, share, and grow in their ministry.

## DIOCESAN COUNCIL OF CATHOLIC WOMEN

The purpose of this umbrella organization representing parish and diocesan Catholic Women's Groups is to support, educate, and empower in the areas of spirituality, leadership and service. This diocesan council is lined with the State and National Council of Catholic Women. The US Catholic Bishops encouraged the creation of this organization in the early 1920s.

### **DIOCESAN INVESTMENT AND LOAN OFFICE (DIAL)**

DIAL is the diocesan saving and loan program. The main purposes of this program are to provide funds for self-financing of capital and maintenance projects within the Diocese of Rockford at reasonable interest costs, and to return a higher-than-market rate of interest to diocesan entities that have funds on deposit with DIAL.

Diocesan entities are prohibited from maintaining local investments such as savings accounts, certificates of deposit, bonds, and equity investments. Excess funds, defined as those in excess of 60 days operating expenses, must be deposited with DIAL. The office mails monthly statements of both deposit accounts and loan balances. The DIAL office also serves as a billing function for other diocesan operations such as central Catholic high school assessments and property and liability insurance billings.

### **DEAF APOSTOLATE**

The Apostolate provides spiritual, sacramental and social activities for members of the Diocese who are deaf. Interpreted Masses are scheduled on a regular basis in parishes throughout the diocese. For more information contact the Deaf Apostolate Office or email: RockfordHI@aol.com.

### **DIVINE WORSHIP**

The Office of Divine Worship provides leadership training and resources to parish leaders and acts as a resource for the rite of Christian initiation for adults. The divine worship office also provides services for major ceremonies at the cathedral and throughout the diocese.

### **ECUMENISM**

The Ecumenism Committee represents the Catholic Church as it relates to other faith communities. The committee participates in dialogue groups and represents the Diocese of Rockford on the Board of the Illinois Conference of Churches.

### **OFFICE OF FAMILY LIFE**

The Office of Family Life provides Christian-based programs for families, couples, and individuals who seek opportunities to enrich and strengthen their family life. Some of the programs include: marriage preparation, ministry to married and remarried, ministry for divorced Catholics, and workshops for parenting and family life topics.

### **FINANCE AND ADMINISTRATION OFFICE**

This multi-tasked office manages many administrative components of the diocese which include: Diocesan buildings and properties, legal matters, human resources, auditing services, and diocesan assessments and investments. Administrative supervision is provided for the Accounting & Data Processing Office, Diocesan Cemeteries, Property Management Office, and Stewardship Development Office. This office also acts in a consulting capacity with parishes in financial areas.

### **DIOCESAN FINANCE COUNCIL**

The Finance Council is appointed by the Bishop and the Bishop, or his delegate, presides over the Council. The Finance Council advises the Bishop regarding the temporal affairs of the Diocese including the annual Diocesan Stewardship Appeal.

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## **HEALTH INSURANCE - EMPLOYEES**

The health insurance office is responsible for the enrollment and administration of the various components of the health care plan (health, dental, vision, prescription, life insurance, and short and long-term disability programs) as well as the 403 (b) Retirement Program.

## **HISPANIC MINISTRY**

This office acts as a personal representative of the Bishop in matters relating to the ministry of the Hispanic people of the diocese. It is responsible for implementing the U.S. Bishops' national plan for Hispanic ministry, supervises the regional Hispanic centers, and acts as a bridge between the Hispanic community and other groups.

Hispanic ministry offices serve the entire eleven counties of the diocese. Through the regional offices the goals of the national plan for Hispanic ministry are implemented with the regional centers serving the surrounding deaneries.

The goals of the office are small Christian communities, evangelization, justice and peace, ministry formation, holistic education and sacramental and liturgical preparation.

## **IMMIGRATION AND REFUGEE SERVICES**

The immigration and refugee services program of Catholic Charities is committed to serving the needs of refugees, immigrants, and those seeking asylum in our country. The work in the area of resettlement involves the reception of the refugee families and providing core services to facilitate easy self-sufficiency. Volunteers are either individuals or parishes that act as sponsors in welcoming and meeting the initial needs of refugee families. Over the years, the ethnicities of the refugees have changed as crisis spots in the world change.

## **INTERNAL AUDITOR**

The Internal Auditor reviews the financial status and procedures of the diocesan parishes and agencies to assist the pastors and directors with improving compliance with governmental and diocesan rules. Another important function of the Internal Auditor is to assist in the development of best practices processes and procedures to help minimize exposure to financial risk. These services are provided through periodic audit visits to each parish and agency followed up by a report offering recommendations for improvement.

## **LAY MINISTRY FORMATION**

The Ministry Formation Office is a two-year program and provides basic knowledge and skills for candidates from the diocese who are accepting leadership positions on behalf of their parishes. The formation emphasis is on: prayer, theology, scripture, history, communication, and leadership skills.

### **LAY EMPLOYEE PENSION**

Functions relating to the administration of the lay employee pension are performed by this office. Assistance is given in the areas of eligibility, contribution calculations, benefit accumulations, annual participant statements, and requirements upon a participant's leaving the plan.

### **LEGAL SERVICES**

The Office of Legal Services provides advice and counsel on legal matters and oversees litigation involving the Diocese and closes transactions with third parties on behalf of the Diocese.

### **DIOCESAN PASTORAL COUNCIL**

A Pastoral Council is established under the authority of the Bishop to investigate all matters which pertain to the pastoral work day, consider their purpose, and propose practical conclusions. The Diocesan Pastoral Council consists of the Christian faithful, clerics and religious, and lay persons who are designated by the Bishop.

### **PERMANENT DIACONATE OFFICE**

The Permanent Diaconate Office prepares and conducts a five-year formation program preparing men for ordination to the permanent diaconate. It also assists the ordained deacons by providing retreats, enrichment workshops, and ministry supervision.

### **PRESBYTERAL COUNCIL**

A Presbyteral Council is established in each diocese and is a body of priests who act as a senate to the Bishop, representing the presbyterate. The Presbyteral Council is convened by the Bishop as an aid in the governance of the diocese according to the norm of the law for the pastoral welfare of the people. The Presbyteral Council offers a consultative vote to the Bishop for his discernment, but council consent is required only in cases expressly defined by law.

### **PROPERTY AND LIABILITY INSURANCE PROGRAM**

The property and liability insurance is served by Gallagher Bassett Services, Inc. and administers the following for the diocese: property insurance, liability insurance, priest's automobile insurance, and workers' compensation insurance.

### **RESEARCH AND PLANNING**

Parish statistics, profiles, and parish boundary maps are a part of the planning and research services to the Bishop, vicars, diocesan offices, and parishes. This office maintains demographic data bases, and provides analyses for short and long-term goal setting as well as the coordination of the diocesan planning committee.

### **RESPECT LIFE OFFICE**

The focus of pro-life is on service, political action, and education in support of all human life from the first moment of conception to the last brain wave of old age. There are many meetings, mailings, and grass roots support groups, which inspire love of the unborn and the aged.

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## SOCIAL MINISTRIES

Social Ministries serves as a personal representative of the Bishop for matters relating to the Church's efforts to address the communities' social needs in the diocese and on various committees and commissions. This is accomplished through the delivery of professional social services through actions for social justice. Social ministries supervise Catholic Charities, and St. Elizabeth Catholic Community Center.

### ST. ELIZABETH CATHOLIC COMMUNITY CENTER

An inner-city ministry existing since the early 1900's, St. Elizabeth Center provides many social services to low-income residents of southwest Rockford. Services include operating a soup kitchen, preschool programs, youth recreation, and youth counseling.

### TRIBUNAL

A tribunal court is a name given to the persons who exercise the Church's judicial powers. By its very nature, this procedure involves the determination of a legal controversy. A major concern of tribunals is conducting the process leading to the dissolution or annulment of marriages. Decisions are based on Church law. The Tribunal also assists the person in understanding the importance of marriage, and their rights and duties as Christians.

### VOCATIONS OFFICE

The Office of Vocations supports the efforts to recruit people who are interested in exploring the call to ordained ministry for the diocese. This office supervises placement of seminarians in parish-based training experiences, prepares men for priesthood, and maintains contact with the seminaries and the candidates.

### YOUTH & YOUNG ADULT MINISTRIES

Diocesan Services strives to provide evangelization and spiritual formation activities for the youth of the diocese. The service continues to support, train, and provide resources to parish youth leaders. The office also sponsors programs such as the National Evangelization Team in various parishes. Also to better serve diocesan youth, the Diocese built the Holy Family of Nazareth Center at Bishop Lane Retreat House.

### STEWARDSHIP DEVELOPMENT OFFICE

The Stewardship Development Office's intent is to promote and infuse the theology of stewardship and the practice of sacrificial giving within the life of the diocese and its parishes. It focuses on assisting parishes with the creation of parish stewardship commissions, and consults with parish leadership about appropriate techniques for soliciting the time, talent, and treasure of its parish membership.

Annual appeals are conducted for the diocesan and universal Church which include diocesan stewardship, national, international, and mission combined collections. It also encourages the creation of planned giving instruments by individuals and the establishment of parish endowment accounts with the Catholic Foundation for the People of the Diocese of Rockford.

## Mission Statement

We promote stewardship as a way of life.

## Vision Statement

Our people see the value of stewardship as a way of life and no longer give on need but as grateful response being committed disciples of Jesus Christ.

Our parish leaders collaborate with us as partners, moving toward the goals of stewardship in a spirit of cooperation and trust for the benefit of all in the Catholic faith community.

Peoples' hearts are impacted and experience conversion through God's working in and through our work and witness.

## Action Statement

Through long and short-term strategies that call forth the gifts of time, talent, treasure and assets of the members of the Diocese, we further the Mission of the Rockford Catholic Diocese of proclaiming the Reign of God in Word, Sacrament and Service.

*For more information contact us at:*

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