

Scripts for the In-Pew Request (2 options)

In-Pew Presentation Script (Option A):

In recent weeks, we have heard about the Catholic Appeal and how it sustains the central ministries serving our parishes, Catholic schools, and other organizations around the Archdiocese. Many of you have already made a gift or pledge. Thank you! To date, our parishioners have made gifts totaling **\$XX**. Our goal in support of central ministries is **\$XXX**.

Today, we're going to take a few minutes to invite everyone to support the Appeal. At this time I would like to ask one member of each household to raise your hand so that we can give you a pledge envelope and a pencil. Please take an envelope even if you have already given or cannot give at this time. You can indicate either of those choices on the envelope. Completing a form will help our parish ensure we have your most up-to-date information. Please know your personal information is confidential and will not be shared with any organizations outside the Archdiocese.

While we are waiting, please open the flap, look at the suggested giving guidelines that are on the top and consider making a pledge that makes the most sense for you and your family.

(Pause and make sure that everyone has received an envelope and pencil; then continue with the script.)

Now, please look at the pledge form (if appropriate, note Spanish/Portuguese translation on reverse side).

(Pause)

First, check off how you would like to be addressed. On the next line, print your first and last name.

(Pause)

On the next line, write your spouse's first and last name, if applicable.

(Pause)

Next, write your address, including apartment number, if applicable.

(Pause)

On the next line, print your city, state, and zip code.

(Pause)

On the next line, provide your preferred phone number along with your email address. The email address is especially helpful to us.

(Pause)

Next, please write **PARISH NAME/TOWN** on the space indicated. This is important so that your gift can be properly credited to our parish. If you are visiting from another parish, you may write that parish name and town in the space instead.

(Pause)

If you have already made your pledge to the Catholic Appeal, check the box indicated. If you are unable to pledge today, please check that box.

(Pause)

If you wish to pay by check, please mark that box and make your check payable to "The Catholic Appeal."

If you wish to make a gift by credit or debit card, please select the type of card you are using. Include all of your card information and be sure to sign the form so your card may be charged. Please indicate if you are making a one-time gift or paying in ten monthly installments.

(Pause and wait until about half of those participating are looking back at you.)

Moving to the right side of the form, write the total amount you wish to pledge. Again, there is a guide on the top flap to help you make your pledge.

(Pause)

It's not necessary to make a payment today. Fill in the amount of your total gift, the amount you are enclosing, and the balance due. You will be sent monthly reminders for any balance due.

Please be sure to tear off the commitment form, place it in the envelope and seal it. Keep the pencil separate and drop it in the collection basket along with your completed pledge envelope. The ushers will now collect your pledge envelopes and pencils.

On behalf of Cardinal Seán and myself, thank you for your contribution to the Catholic Appeal. God bless.

In-Pew Presentation Script (Option B):

In recent weeks, we have heard about the Catholic Appeal and how it sustains the central ministries serving our parishes, Catholic schools, and other organizations around the Archdiocese. Many of you have already made a gift or pledge. Thank you! To date, our parishioners have made gifts totaling **\$XX**. Our goal in support of central ministries is **\$XXX**.

At this time we are going to take a few minutes to give everyone the opportunity to respond to this year's Appeal. I'd like to ask one member of each household to raise your hand so we can give you a pledge envelope. Please take an envelope even if you have already given or cannot give at this time. You can indicate either of those choices on the envelope. Completing a form will help our parish to ensure we have your most up-to-date information. Please note your personal information will not be shared with any organization outside the Archdiocese.

(Pause and make sure that everyone has an envelope and a pencil.)

We'll now take a few minutes to fill out the form, (if applicable, note Spanish or Portuguese translation on reverse side). First, take a look at the left side of the form. Be sure to complete your name, address, town, and zip code. We also need you to complete your phone and email address. It really helps us to reach out to you if there are any questions. Make sure you include our parish name and town in the space indicated for home parish so we get credit for your gift. If you are visiting from another

parish, you may write that parish name and town in the space instead. Now, I will wait for a minute or so until everyone has completed their personal information.

(Pause and make sure that it looks as though most people have completed their contact information.)

Now, take a moment to review the box on the top flap of the envelope. These are just suggested gift levels, but they show how a pledge can be paid over ten months. With this guide, take a moment to complete the amount of your pledge. You'll see that it's not necessary to make a payment today. Simply fill in the amount of your pledge, the amount you are enclosing in the envelope, and the balance due. If you are making a pledge, you'll be sent monthly reminders for any balance due. I know that some of you want to use a credit card or check, so I will wait for a moment or two to make sure everyone has completed their payment information.

(When it looks as though most have completed the form, continue with the script.)

Please tear off the commitment form, place it in the envelope along with any payment, and seal the form. The ushers will now collect your envelope. On behalf of Cardinal Seán, thank you for your contribution to the Catholic Appeal.