



2021 CATHOLIC APPEAL ROLES AND RESPONSIBILITIES

	Pastor <i>Leader of the Parish Appeal campaign</i>	Appeal Coordinator <i>Volunteer leader who assists Pastor throughout Appeal campaign</i>	Parish Staff <i>Assists with mechanics of the Appeal</i>
Planning	<ul style="list-style-type: none"> Select Appeal Coordinators Attend a Catholic Appeal training session Review and communicate plan for a safe launch 	<ul style="list-style-type: none"> Attend a Catholic Appeal training session Oversee implementation of Announcement and Commitment weekend activities 	<ul style="list-style-type: none"> Attend a Catholic Appeal training session Ensure all announcements and Prayers of the Faithful are used on a timely basis Request envelopes if needed Review and communicate Parish Goals
Announcement Weekend: February 26-27	<ul style="list-style-type: none"> Recruit additional volunteers for parish launch 	<ul style="list-style-type: none"> Provide Witness talk. If showing video, test all equipment. 	<ul style="list-style-type: none"> Add video to website, Ensure Bulletin Announcements are added. Test equipment prior to showing at Mass. Provide update on Advance phase results
Commitment Weekend: March 6-7	<ul style="list-style-type: none"> Lead presentation immediately after homily 	<ul style="list-style-type: none"> Ensure process is completed in a thorough and safe manner If requested, conduct presentation 	<ul style="list-style-type: none"> Assist with presentation as needed Ensure all donations are collected and sent for processing using FedEx bag
Follow Up	<ul style="list-style-type: none"> Launch in multiple parishes Sign up for June Pastor Letter 	<ul style="list-style-type: none"> Assist pastor with multi parish launch. Make announcement at all parishes if needed. 	<ul style="list-style-type: none"> Send Pastor Email Continue to add bulletin Announcements Submit forms for June Pastor Letter
Mid Appeal Launch: June 5-6	<ul style="list-style-type: none"> Review / Approve Pastor Letter 	<ul style="list-style-type: none"> Make a brief announcement at June Weekend 	<ul style="list-style-type: none"> Confirm sufficient supply of In-Pew envelopes Ensure all donations are sent in a timely manner Provide regular weekly updates on progress of Appeal campaign
Close Out	<ul style="list-style-type: none"> Continue to update parishioners on progress of campaign Thank donors through letters and personal outreach 	<ul style="list-style-type: none"> Continue to update parishioners on progress of campaign using bulletin announcements, parish emails and announcements at Mass. 	<ul style="list-style-type: none"> Update Catholic Appeal Office on changes to parish mailing list Regularly inform Pastor on status of rebate and paid pledges Submit abatement form if applicable.