**Commitment Weekend: March 11-12**

**In-Pew Request**

The Pastor’s Commitment Weekend presentation is very important to the success of the campaign. Up to this point, parishioners have heard about the Catholic Appeal and why it is so very important to support it. Some may have already made a pledge on-line or by mail. Now is the time to ask all the rest of the parishioners for their financial support. The fact that the Pastor is leading the process will have a very positive effect on the importance that people place on the request.

**HELPFUL TIPS FOR A SUCCESSFUL COMMITMENT WEEKEND**

* **Recruit and train help for Commitment Weekend**. Ushers may need some extra help to distribute and collect in-pew envelopes.
* **Supply the church with plenty of in-pew envelopes** and pencils/pens ahead of Commitment Weekend.
* **Do not place in-pew envelopes in the pews before Mass**. They are to be handed out during Mass to the best of your ability.
* **A script is provided but please use language and a tone that works for your parish**. Remember, this should feel like a request to a friend, not a directive.
* **If your parish streams Masses online** be sure to include in your presentation an appeal to those watching virtually. You can tell them that they can make their gift by visiting the Catholic Appeal website at bostoncatholicappeal.org, or they can contact the parish office if they would like to learn of alternative ways to give.
* **Prepare quiet background music** to be played during the presentation.
* **Collect completed in-pew pledge forms during Mass**. Have ushers collect completed forms during Mass and take to a secure place for safekeeping. Do not ask parishioners to take the pledge form home as this greatly reduces parishioner response.
* **Be available and prepared for parishioners to ask questions**. It is recommended that pastors, celebrants, and volunteers remain after Mass to answer questions about the Appeal.

The following pages contain two sample scripts for an in-pew request to your parishioners. Please choose the one you think would work best at your parish and adapt as needed. We suggest the in-pew presentation is done after or as part of your homily.

**In-Pew Presentation Script (Option A – Condensed Script):**

**Begin while ushers are distributing envelopes.**

In recent weeks, you have heard about the Catholic Appeal and how it supports our parishes, schools, and communities throughout the Archdiocese. When you make a gift to the annual Catholic Appeal, you are helping put faith into action in countless and far-reaching ways. None of this good work could be done without your generosity.

I support the Catholic Appeal because it supports our parish in so many ways, sometimes in ways that may not be readily obvious. (Provide example if possible) The Appeal provides me and my team with guidance, expertise and operational support. These resources allow *me* to focus my attention and time on *you*- my parishioners.

As part of our calling as Catholics, we are asked to help not just our own parish community but also support the needs of the greater Church. By all parishes working together to provide ministries and services throughout the Archdiocese, we accomplish what we cannot do alone.

This weekend **ALL** parishes throughout the Archdiocese will be dedicating time during to allow their parishioners to show support for the Appeal. Some of you have already responded to Cardinal Sean’s letter. Thank you. Your early generosity has gotten us off to a great start.

Now, I have carved out some time for all of us, as a parish, to participate. The pledge envelopes have been distributed. Please consider a gift or a pledge that makes the most sense for you and your family and indicate your donation preference. Please know that your personal information is confidential and will not be shared with any organization outside the Archdiocese or parish.

For those of you who are interested in making an online gift, you can do so by using your mobile device to scan the QR code located on the envelope. This will take you to a secure online form to make your gift now.

***It is important to pause and allow parishioners time to complete the form.***

Just a reminder, for those of you who have already made your gift through the Cardinal’s request letter you can participate by completing the shaded areas only. *Please do not provide any additional financial information on the envelope, to ensure your gift or pledge is not counted twice.*

It is **not** necessary to make your full payment today, you can simply make a pledge. You will receive a monthly reminder cards so you can make payments by check, credit card, or online—whatever is most convenient for you.

**Please make sure that you write our PARISH NAME/TOWN** on the space indicated on the paper form or the online form. This is crucial so that your gift is properly credited to our parish. If you are visiting from another parish, you may write that parish name and town in the space instead. Once you’re done completing all the fields on the form, tear it off, place it in the envelope, and seal it.

Our volunteers will circulate to collect your pledge envelopes and pencils.

Your partnership is tremendously valuable as we look to meet our parish goal (of $XXX) and raise the level of impact the Appeal will have for us and the greater community. On behalf of Cardinal Seán and myself, thank you for your contribution to this year’s Catholic Appeal.

Truly, every gift makes a meaningful difference in bringing Christ’s light to the world around us through our ministries. We are so grateful for your participation and your dedication to our Church. Thank you.

**In-Pew Presentation Script (Option B – Full Script):**

In recent weeks, you have heard about the Catholic Appeal and how it supports our parishes, schools, and communities throughout the Archdiocese. When you make a gift to the annual Catholic Appeal, you are helping put faith into action in countless and far-reaching ways. None of this good work could be done without your generosity.

I support the Catholic Appeal because it supports our parish in so many ways, sometimes in ways that may not be readily obvious. The Appeal provides me and my team with guidance, expertise and operational support. These resources allow me to focus my attention and time on you- my parishioners.

As part of our calling as Catholics, we are asked to help not just our own parish community but also support the needs of the greater Church. By all parishes working together to provide ministries and services throughout the Archdiocese, we accomplish what we cannot do alone.

Each year, ALL parishes throughout the Archdiocese dedicate time during Mass on Commitment Weekend to allow their parishioners to show support for the Appeal. Some of you have already responded to Cardinal Sean’s letter. Thank you. Your early support has gotten us off to a great start.

**Distribute In pew envelopes**

Today, we’re going to take a few minutes to invite everyone to support the Catholic 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.

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.

For parishioners who have already given on-line or through the Cardinal’s outreach letter, please complete the shaded areas only. Please do not indicate any additional financial information on the envelope. We do not want to double count your pledge.

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

Now, please look at the pledge form.

*(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) , 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***.***

***Please know your personal information is confidential and will not be shared with any organizations outside the Archdiocese and this parish. No one else can or will hve access to it.***

*(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 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. May God bless you.