

Living Our Faith Together



Dear Parish Leaders,

**THANK YOU** for your active participation in our Care and Share appeal process over the years. Your efforts were not only greatly appreciated but were the reason that we have been successful with our appeal! We look forward to continuing our appeal success as we switch to a true, full straight appeal process with the kickoff our of new Annual Catholic Appeal this year.

You should be receiving your Parish Kits next week. Included in those Parish Kit are the materials you will need to help ensure that our campaign continues to have success with the goal to **increase participation and financial support**. This Kit includes posters, in-pew pledge cards and envelopes, and a few extra prayer cards and prayer intention cards. Please also remember that each registered family of your parish will be receiving a campaign packet which includes a personalized letter from Bishop Warfel, a personalized pledge card and return envelope, a campaign brochure, a prayer card, and a prayer intention card.

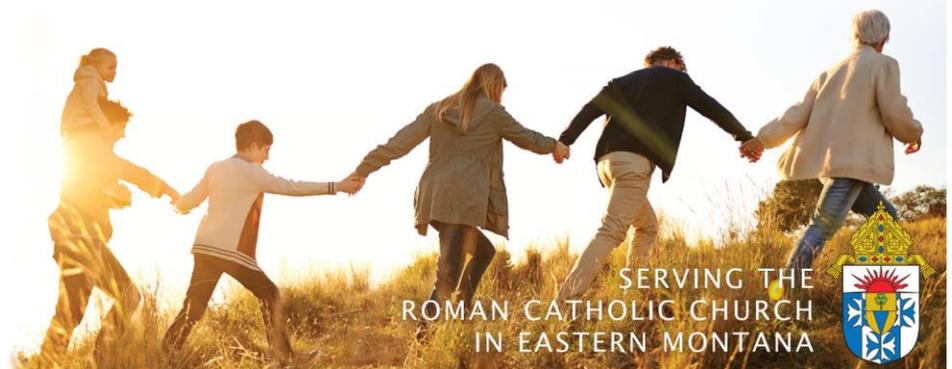
Resources – including text, photos, and other files – to help you promote our Appeal will be available online at [www.diocesegfb.org/aca](http://www.diocesegfb.org/aca) under the “Parishes Resources” tab. Please use these resources for bulletin announcements, parish social media pages, emails, or other methods you use within your parish(es). Additionally, it may be helpful to link the Diocese Annual Catholic Appeal page on your parish website. If you need something that is not currently available online, please just reach out and we will help create the resources/files you are looking for.

We want to provide support and the resources you need for the Annual Catholic Appeal to be successful. Please let us know your feedback as the campaign kicks off and throughout – whether it’s positive, constructive, or somewhere in between.

Please feel free to contact me, Becky Pugh, Special Projects Coordinator, with any questions or for additional resources. I can be reached at (406) 604-1854 or [BPugh@diocesegfb.org](mailto:BPugh@diocesegfb.org).

With Gratitude and Blessings,

Becky Pugh  
Special Projects Coordinator



*Living Our Faith Together...*

**2022**

**Annual Catholic Appeal  
Parish Guide**



## TIMELINE & INSTRUCTIONS

### MARCH 15<sup>th</sup> – 2:00 pm MST

- Webinar: Practical, Step by Step Guide for a Successful Appeal in your Church
- Co-Led by OSV and the Diocese of Great Falls-Billings
- Register at: <https://attendee.gotowebinar.com/register/3862047108669391886>

### MARCH 19<sup>th</sup> and 20<sup>th</sup>

- This weekend has been designated as **Announcement Weekend**.
- This weekend is an opportunity for you to introduce the Annual Catholic Appeal with the theme “Living Our Faith Together” and inspire your parishioners to prayerfully consider giving to this campaign. Encourage everyone to give what they can, whether that’s matching or increasing their donation from last year or giving for the first time. Ask that they watch for their packet from Bishop Warfel that should be arriving during the upcoming week and ask for them to consider saying “yes” to supporting this year’s appeal knowing that they are helping our eastern Montana Catholic brothers and sisters to begin “Living Our Faith Together” through their generosity. Remind and ask your parishioners to bring their pledge cards and envelopes with them to Mass the following weekend to participate in Commitment Weekend.

### WEEK OF MARCH 21, 2022

- **Parish Kits will be arriving to your Parish.** These kits include everything you need to conduct a successful appeal campaign including posters, in-pew pledge cards and envelopes, the instruction sheet/timeline, along with a few extra prayer cards and prayer intention cards. *Remember that cluster churches will receive one kit to the primary parish in a cluster, unless previously requested otherwise.*
- **Campaign packets will be arriving in the homes of all registered families** of the Diocese using the information listed in the Parish Soft database maintained at the Parish level. These packets will include a personalized letter from Bishop Warfel, a personalized pledge card and return envelope, a campaign brochure, a prayer card and a prayer intention card.
  - If any families report that they did not receive a packet, please ensure that they are registered and entered in Parish Soft and then let the Chancery know and we will mail a packet to them.

### MARCH 26<sup>th</sup> and 27<sup>th</sup>

- This weekend has been designated as **Commitment Weekend**.
- Please have the posters that came in the Parish Kit posted at visible areas where parishioners will see them including doors people come in and leave through, bulletin boards people see as they come for after Mass coffee, etc.
- This weekend’s purpose is to have parishioners pledge and/or give their gift as early as possible in the campaign. You can use this time to assure parishioners that their contributions are essential and will be used to benefit the diocesan ministries and services that no one church could do alone.
- Please see the **IN-PEW PROCESS FOR COMMITMENT WEEKEND** that follows this timeline.

### MARCH 28<sup>th</sup> and thereafter

- Discussing, encouraging and inspiring parishioners to remember the Annual Catholic Appeal in their prayers and with their pledges/donations should continue. We have sample messages that can be shared later in this guide. Please mention the ACA during announcements, through your parish website, social media and in weekly bulletins.
  - Remember to check out Parish Resources on our website ACA giving page. We will also be sending out emails with ministry spotlights, goal progress, etc.
- Pledge cards turned in to your parish should be forwarded to the Chancery *at least weekly* throughout the campaign. It is important that your parishioners write the check to: Diocese of Great Falls-Billings. If the check is made out to your parish – you have two options:
  - As the parishioner to rewrite the check payable to the Diocese.
  - If you do not want to ask them to rewrite the check, then a copy of that check should be made – then a parish check should be written and mailed to the Diocese with a copy of the original parishioners check, which allows us to thank the donor appropriately. However, legally you are then required to write the tax letter for that donation.
- Personalized thank you letters from Bishop Warfel will be mailed out regularly as the donations are received at the Chancery.

### WEEK OF MAY 15<sup>th</sup>

- Second mailing will be arriving in the homes of registered families that have not yet given to the Appeal.
- This is a good week to share more about the Annual Catholic Appeal, similar to Commitment Weekend. Let parishioners know that the goal is to have everyone give, whether that be matching last year's donation or giving just a little bit more or if it is their first time giving. Remind them that every donation counts, no matter how much it is. If you have a parishioner who is particularly supportive or has benefited in some way from the past Care & Share Appeals – invite them to share what the ACA means to them. If you don't have someone to share – then perhaps pick one or two of the ministries the ACA supports and talk about them to inspire parishioners to give.

### WEEK OF JULY 24<sup>th</sup>

- **This is Wrap-Up Weekend.** Active ACA campaign comes to a close this week. Donations and pledge fulfillment will still be accepted through December 31, 2022. However, we will not be actively campaigning for further donations.
- This is a good weekend to CELEBRATE what your parish(es) have done to contribute to the ACA and the work that can be done because of those gifts, because we are "Living Our Faith Together." Report on the appeal results to date and thank your parishioners. Remind those who have not yet given that it is not too late to make a pledge. Encourage them to use the pledge cards and envelopes (with pens) available in the pews.

### JULY 27<sup>th</sup>

- We ask that you please remove all promotional materials for the 2022 campaign from your parishes. If there are any donations that come in after July 27<sup>th</sup>, please continue to forward those to the Diocese.

## **ANNOUNCEMENT WEEKEND**

- 1) Announcement weekend is **March 19<sup>th</sup> & 20<sup>th</sup>**
- 2) This weekend is an opportunity for you to introduce the Annual Catholic Appeal with the theme “Living Our Faith Together” and inspire your parishioners to prayerfully consider giving to this campaign. Encourage everyone to give what they can, whether that’s matching or increasing their donation from last year or giving for the first time. Ask that they watch for their packet from Bishop Warfel that should be arriving during the upcoming week and ask for them to consider saying “yes” to supporting this year’s appeal knowing that they are helping our eastern Montana Catholic brothers and sisters to begin “Living Our Faith Together” through their generosity. Remind and ask your parishioners to bring their pledge cards and envelopes with them to Mass the following weekend to participate in Commitment Weekend.
- 3) If you have already received your Parish Kit – please ensure that you have posters up in areas of high visibility. (Please do not yet use the Prayer Cards to Pledge Cards and envelopes.)
- 4) **EXAMPLE:**  
“The 2022 Annual Catholic Appeal kicks off with Commitment Weekend next week, March 26<sup>th</sup> and 27<sup>th</sup>. This year we are focusing on “Living Our Faith Together” and the Annual Catholic Appeal provides each of us a way to begin doing that through pledging to support the ministries of the Diocese that are at work every day in eastern Montana. I encourage you to prayerfully consider giving to this appeal. Perhaps, you can match, or increase, your gift from last year. Or, for some of you, perhaps you can pledge for the first time. It does not matter how much you give, just that you give what you are able. Every gift helps. Watch your mailbox for a letter from Bishop Warfel this week. Please look over the brochure to see all the wonderful ministries that are supported through our gifts to the ACA. These are priorities and needs facing our Diocese that a single parish alone cannot address. Be assured that it is through your generosity, we will grow as a family of faith, overcoming obstacles and challenges while helping others to do the same. I ask that each of you respond to Bishop Warfel’s invitation to support this annual campaign by returning your pledge or gift to the Bishop’s office next weekend or soon thereafter. Please bring your pledge card and envelope with you next week. If you do not receive one, please let me know. Your support will help our parish and thousands of our Catholic brothers and sisters in our Diocese.”
- 5) **EXAMPLE:**  
“Living Our Faith Together. You are going to hear this idea expressed over and over as we kick off the 2022 Annual Catholic Appeal with Commitment Weekend next weekend, March 26<sup>th</sup> & 27<sup>th</sup>. The theme for the appeal this year is “Living Our Faith Together” and gives us a wonderful message to celebrate as we pledge our support to the ministries and programs provided to not only our parish but also across eastern Montana through the Diocese. I encourage you to prayerfully consider giving to the appeal this year. Every gift counts and no gift is too small. Please consider matching or giving just a bit more than you did last year. And for those of you who haven’t given previously, please consider giving for the first time this year. Bishop Warfel has mailed out letters that you should be receiving in your mailboxes this week. Look that over and bring your pledge card and envelope to Mass next week. Remember, that it is through your generosity we begin “Living Our Faith Together.”

## **IN-PEW PROCESS FOR COMMITMENT WEEKEND**

### **1) STARTING MASS ON COMMITMENT WEEKEND – March 26<sup>th</sup> & 27<sup>th</sup>**

We recommend and encourage each parish to focus on the Annual Catholic Appeal at the very beginning of Mass. The celebration of Mass should begin as it does each week with the procession to the altar with the Gathering Song, Sign of the Cross and the Greeting. Then, invite the assembly to be seated and call attention to the Annual Catholic Appeal Commitment Weekend. Afterward, invite the assembly to stand and continue with the Mass as usual, beginning with the Penitential Act.

### **2) PRESENTATION AT MASS – immediately following the Greeting**

Pastor: “Good Morning! (Good Evening!) Today, as we celebrate Commitment Weekend for the Annual Catholic Appeal. We are blessed to have a faith-filled and generous parish community. Your sacrifice impacts the mission and ministries of our Diocese. I say “our Diocese” because our Bishop provides support where no parish alone can meet the faith community’s needs. The Annual Catholic Appeal supports a wide variety of ministries to help with *Living Our Faith Together in our homes, in our churches and in our communities.*”

\*\*If you have video capacity – this is a good place to play the video of Bishop Warfel from the Diocese webpage or YouTube page. Introduce the video by saying, “Let us take a moment and listen to a message from Bishop Warfel on the new Annual Catholic Appeal with stories of a few ways your gifts to the ACA impact the ministries of the Church that support our families throughout eastern Montana.” After the video, “Thank you for your attention in watching a video that highlights just a few of the programs supported by the Annual Catholic Appeal.”

### **3) IN-PEW GIFT REFLECTION AND PLEDGE – immediately following the Homily**

Pastor: “We are a truly blessed community to have the opportunity to support and grow these critical and essential areas of church work. As you consider your gift to the year’s Annual Catholic Appeal, please remember that 100% - yes, 100 percent – of your gifts support these and other programs and ministries within the Diocese and our own parish. I’d like to pause here and ask each of you to take a moment to reflect on your intended gift to the Annual Catholic Appeal. Then, renew your pledge – or make a gift for the first time – by filling out the Pledge Card that you brought with you or that are being passed out or for the first time, you can also take out your phones and use the cameras to scan the QR code on the pledge card or flyer in your pew.”

### **4) DISTRIBUTE PLEDGE CARDS, ENVELOPES, PENS/PENCILS**

Pass out Pledge Cards, envelopes and pens/pencils to those that need them. This is an active step and therefore, you are best to ask Ushers or a children’s group to pass out the pledge cards, envelopes and pens/pencils at this time. (Do not have the pledge cards in the pews ahead of time, wait for this step.)

### **5) FILLING OUT and COMPLETING the PLEDGE CARD – following Step #3**

Pastor: “Each head of household should now have a Pledge Card and envelope. You may have remembered to bring your Pledge card from the letter you received in the mail, or you may have already made your pledge through the Diocese. If not, I encourage each head of household to

submit a Pledge Card today. Now, please join me in filling out the Pledge Card line by line, starting with our name.” (Smile and say) “Please write neatly.” **(Pastor/leadership at altar should fill out a Pledge Card with parishioners.)**

“Let’s now move to filling out our address... and then our pledge intention information.” (When the congregation is looking up toward the altar, say:) “Thank you!” Let us complete our commitment to serve our communities through the Annual Catholic Appeal by coming together as a community of faith and putting our Intention Card in the basket at the altar. The ushers will release and direct each pew. We invite you to approach the altar as a family to present your pledge for the Annual Catholic Appeal.”

**6) PRESENTATION OF PLEDGE CARDS – following Step #5**

(Ushers direct pews and procession to present Pledge Cards/Envelopes)

Organist should play a celebratory song during the procession. When the procession ends:

**Pastor:** “On behalf of Bishop Warfel and myself, but most especially on behalf of those who will benefit from your generous and prayerful gifts, I thank you for your support, commitment, and loving response to God through the Annual Catholic Appeal.”

## **SAMPLE ANNOUNCEMENTS FOR SUBSEQUENT WEEKS DURING THE CAMPAIGN**

- Thank you to all who have responded so generously to the Annual Catholic Appeal. The success of this campaign depends on the faithful, steadfast and devoted members of our faith family both here in our own parish and throughout the Diocese. Your support is greatly appreciated, for it is through your sacrifice and deep convictions that we may grow as a faith community and will continue Christ's work across eastern Montana.
- The Annual Catholic Appeal campaign is in progress! "Living our Faith Together" has enabled us to come together as a family of faith and ensures our gifts touch the entire faith community of the Church of Eastern Montana. Your support is received with great gratitude and conviction that we are growing as a family of faith, sharing in toils and happiness together, all while being molded into the image of God.
- The 2022 Annual Catholic Appeal calls each of us to step forward in our faith by sharing our gifts and blessings with our brothers and sisters in faith. If you have not already done so, please take this opportunity to review your campaign packet and prayerfully consider a contribution to aid in the support of the greater Catholic community of the Diocese of Great Falls-Billings.
- "Living Our Faith Together" was the theme selected for the Annual Catholic Appeal this year. This offers each of us the opportunity to support brothers and sisters in faith throughout the Diocese of Great Falls-Billings. No gift is too large or too small. Especially now, many are struggling to do the work of the Lord! If you have not already made an offering, please kindly consider a contribution today.
- Thanks, and many blessing to all who have made a 2022 Annual Catholic Appeal campaign contribution! As we continue "Living Our Faith Together" we have collected \$\_\_\_\_\_ as our parish community. All gifts are used to support the Church of Eastern Montana to grow and move forward as a family, sharing all that the Lord has given us! (Contact Becky at the Chancery to get your Parish Total, if needed.)
- Let us celebrate! We have been "Living Our Faith Together" through the gifts that have been made to the 2022 Annual Catholic Appeal. I hope that you have read through the campaign packet you received at home and have been reading the ministry spotlights in our bulletins. When you give to the ACA, you support each of those ministries and help to build the Church in Eastern Montana. Thank you for all you have given through prayer and contributions. If you have not yet given, it's not too late. Please consider filling out your pledge card today.
- As we continue our Annual Catholic Appeal, thank you for your prayers and your donations. For those of you who have given, your money is already being put to work for our Catholic family in eastern Montana. Remember that we reap what we sow, and in giving – blessings are returned. Please keep the appeal and the work of the Church in your prayers, and if you have not yet given, I ask that you prayerfully consider giving your pledge today.

## **SAMPLE ANNOUNCEMENTS CONTINUED**

- Thank you to everyone who has already supported the 2022 Annual Catholic Appeal. I am inspired by your generosity! So far \_\_\_\_% of <PARISH NAME> households have acknowledged God's gifts to them by contributing and pledging to give. If you have not already supported the campaign, I ask you to do so today – whether that is as soon as you get home or by completing the pledge card which can be found <wherever you have them>. Bishop Warfel extends his deep gratitude. He thanks you, as do I, for helping to make the Annual Catholic Appeal a success for our Diocese.
- Once again, I want to celebrate the contributions that our Diocese has already received. To date, \_\_\_\_% of household from our parish have made pledges or given gifts. We are very encouraged at this point but still need the rest of the parish to support the campaign. Ideally, we would like to have 100% participation. Every gift matters! For those of you who haven't yet returned your pledge envelope, I ask you to please do so soon. This will help us complete the campaign in a timely manner. Allow me to join Bishop Warfel in saying, "Thank you for making the 2022 Annual Catholic Appeal a success for our Diocese. "
- Our gifts to the Annual Catholic Appeal DO make a great difference! By joining with our Catholic brothers and sisters in Eastern Montana to support the ministries of our Diocese, we help to ensure that we are a family united by Christ who are "Living Our Faith Together."
- One of the most basic needs for us as a Catholic family is that we are served sacramentally. This is one of the most basic ways that we are "Living Our Faith Together." Through your gifts to the Annual Catholic Appeal, you ensure that we have support to the nearly 100 parishes and missions throughout Eastern Montana. This cannot be done without your support. Please, if you have not yet given, prayerfully consider your gift to the ACA now. Every gift matters and ensures that all of our 30,000+ Catholic family can be served sacramentally.
- I am inspired by how our parish is "Living Our Faith Together" during this 2022 Annual Catholic Appeal. Your support helps our Diocese reach our goal and ensures that we can continue the work of the Church through all of Eastern Montana. If you have not yet had the opportunity to make your pledge or gift, envelopes are still available and can be found <wherever you have them>. Be assured that your gift will benefit parishes and Catholics throughout our entire Diocese.

## **SAMPLE PRAYERS OF THE FAITHFUL**

Choose one of the following, or write your own, to use each week through March 27 – July 27, 2022. This is a good way to ensure that we are continuing to focus each week on the Annual Catholic Appeal, and we appreciate prayer contributions in addition to financial gifts.

- For all who are in need within our Diocese of Great Falls-Billings; may we be grateful stewards of the many blessings that God has given to us and support the 2022 Annual Catholic Appeal... We pray to the Lord.
- For the ministries and services supported by our contributions to the Annual Catholic Appeal; may their works be fruitful as they continue to serve the needs of parishes and parishioners within our Diocese... We pray to the Lord.
- That we may draw closer to Christ by following His example of caring during this year's annual Diocesan appeal... We pray to the Lord.
- That God will accept the gifts given to the Annual Catholic Appeal this year and use them to increase acts of holiness throughout our vast Diocese... We pray to the Lord.
- That we truly begin "Living Our Faith Together" through our gifts and acts of service during this year's Annual Catholic Appeal... We pray to the Lord.
- For all the parishes and all our brothers and sisters in Christ throughout the Diocese that we help through our support of the Annual Catholic Appeal... We pray to the Lord.
- May God continue to Bless <Parish Name> and the Diocese of Great Falls-Billings; strengthen our faith; and grant us a spirit of oneness by open our hearts to the Annual Catholic Appeal... We pray to the Lord.
- For all Catholics throughout the Diocese of Great Falls-Billings, may we be one in the good will of Christ by supporting the ministries of the Annual Catholic Appeal... We pray to the Lord.
- That we, the faithful of <Parish Name>, unite our support for the mission and ministries of our Diocese by participating in the Annual Catholic Appeal... We pray to the Lord.
- That as we participate in the 2022 Annual Catholic Appeal, we grow even closer to Christ, proclaiming His message of love, salvation and mercy... We pray to the Lord.
- That our gifts to the 2022 Annual Catholic Appeal properly reflect our gratitude for the graces that God has given us... We pray to the Lord.
- In gratitude for all who have responded to this year's Annual Catholic Appeal, that their generosity may be rewarded with growth, love and joy that giving brings... We pray to the Lord.

## **BEST PRACTICES FOR SUCCESS**

- Provide coffee and donuts (or hospitality) on Commitment Weekend at all Masses.
- For both Announcement and Commitment Weekend - Be prepared! Plan and rehearse these processes in advance, include facilitators, ushers and the organist (as applicable).
- If you are using Bishop Warfel's video – test out the equipment & volume ahead of time.
- During Commitment Weekend: Be sure to hand out the pledge cards and envelopes, do not just leave them in the pews. Do not collect the pledge cards with the general offertory.
- Enlist children to pass out/collect the cards (coordinate in advance) for Commitment Weekend.
- Have a coordinator at the back of the church facilitating the pledge card collection process or for parishioners to contact with questions.
- Include the Annual Catholic Appeal in your Prayers for the Faithful each week.
- Share the Diocese ACA webpage on your website, so pledges are made directly to the Diocese.
- Remind people it is important to participate – no matter how small the gift.
- Remain positive and treat the entire process as a celebration. The positive support of a Pastor can make or break a campaign. It is very important that Pastors show strong active leadership and involvement throughout the appeal.
- Share with parishioners how the Annual Catholic Appeal impacts your parish. Share the stories of the ministries and programs that the ACA supports.
- Recruit enthusiastic parishioners to speak on the importance of supporting the ACA, it doesn't need to always come from the Pastor.
- Use bulletin announcements, articles on your website or social media and announcements at the end of church throughout the entire campaign to stay focused on how we “Live Our Faith Together” through the ACA.
- Strive for participation from every person or family. Suggest giving a specific gift amount. We usually encourage 1% to the Diocese following the Church's suggested formula for tithing:
  - 5% to your parish
  - 4% to charitable interest that support Catholic teaching
  - 1% to your Diocese

## **REMINDERS ABOUT THE ANNUAL CATHOLIC APPEAL**

### Processing Donations

- All contributions for the Annual Catholic Appeal should be processed through the Chancery. Please encourage parishioners to write their check directly to: Diocese of Great Falls-Billings and/or to make their EFT or Credit Card pledge on the Diocese ACA webpage.
- All contributions will be recorded utilizing parishioner data in conjunction with the Parish Soft Family Suite program. Your parish will have access to view your parishes' donations via that program.
- Monthly donations via EFT (Electronic Funds Transfer) will be offered and encouraged through the appeal. These will be managed by the Chancery and will not require parish staff to process.
- "Thank You" letters and year-end tax statements for the Annual Catholic Appeal received by the Diocese will be completed by the Chancery staff.
  - Remember, if you receive a check written to your parish and you then send a parish check versus having the check rewritten by the donor – legally, you are responsible for the tax statement at the end of the year. We encourage you to ask parishioners to re-write those checks directly to the Diocese.

### Methods of Giving

- Cash or Check
  - These can be one-time gifts or can be made on multiple occasions for any amount
  - Please encourage parishioners to write checks to: Diocese of Great Falls-Billings
  - Please encourage parishioners to write their parish name and city on their pledge card and/or in the memo line so we can help you track your parish's giving in 2022.
- Electronic Funds Transfer (EFT)
  - These are for repeated monthly automatic withdrawals from a checking or savings account.
  - These can be processed through the Chancery on the 5<sup>th</sup>, 15<sup>th</sup> or 25<sup>th</sup> of each month, per the donor's choice.
  - As has been the practice for several years, donations through EFT/ACH continue indefinitely until notification to cancel is given to the Diocese of Great Falls-Billings. To cancel, have the parishioner contact the Chancery at (800) 332-9998.
  - If a parishioner wishes to increase their current gift via EFT – please ask that they send their donation form as soon as possible. These gifts are very time-sensitive, and time is needed to update the automated process.
- Credit or Debit Card
  - Gifts may be made as a one-time gift or on a monthly automated installment.
  - Gifts made via a credit or debit card should be made on the Diocese ACA giving page at [www.diocesegfb.org/ACA](http://www.diocesegfb.org/ACA). They can also completed the information on the pledge card if they would like Chancery staff to enter the information for them.
- Non-Cash Assets such as Appreciated Stock, Mutual Funds, Grain and Livestock
  - We do accept non-cash assets, please have the parishioner contact the Chancery to make this donation.