

## Samples: General Intercessions

Some suggested intentions to be used during week-ends leading up to Commitment Sunday.

1. That we grow as a community of believers who join “A Faith Journey... Giving of Yourself to Others” to assist in carrying on the work of the Church, we pray . . .
2. That God may strengthen our faith and grant us the spirit of Christian stewardship by opening our hearts and hands to the Catholic Services Appeal, we pray . . .
3. That the Holy Spirit may continue to guide the work of the Church in our Diocese and that Christ’s message of love may be realized by all, we pray . . .
4. That each one of us will answer the call to bring forth gifts to the Catholic Services Appeal that supports both our Diocese and parish, we pray...

### For Commitment Sunday week-end:

5. That we may grow to a deeper understanding of the relationship between (parish name) and the diocese, we pray...
6. For all those in need, that they may find guidance and assistance from the many services available through our generous support of the Catholic Services Appeal, we pray...
7. In thanksgiving for all within our parish family who understand that the needs in our diocese are ever present and who graciously give each year to help meet those needs, we pray...
8. For all members of [Parish Name], and the members of our Diocesan family, may we all take comfort in knowing that a gift from one will become a gift to many, we pray...

### Intercessions to be used during follow-up week-ends:

9. That we grow as a community of believers who “A Faith Journey...Giving of Yourself to Others” to assist in carrying on the work of the Church, we pray . . .
10. For those who made commitments to pray and fast during this Lenten Season, we pray . . .
11. For all who financially supported the 2012 Catholic Services Appeal, that their generosity may be rewarded with the growth, love and joy that giving generously brings, we pray. . .
12. That those who have not had an opportunity to make a decision about the Catholic Services Appeal will listen to their hearts and make a generous commitment for the greater work of our Diocesan Church, we pray. . .

**Bulletin and/or Pulpit Announcements:** We strongly encourage parishes to repeatedly mention the Catholic Services Appeal prior to and on Commitment Sunday.

**For the Weekend of February 4/5**

- On Weekend of February 19<sup>th</sup>, everyone will have an opportunity to make their gift to the 2012 Catholic Services Appeal. Our parish goal is \$\_\_\_\_\_ and we would like to see all members of our parish make a gift to support this Appeal. The theme of the CSA is “A Faith Journey...Giving of Yourself to Others”. It is when our Church joins together to further the mission and ministry of our Diocesan Church that we truly are witnesses to Christ. We will be reminded over the next few weeks why it is important for us to support the CSA. We ask that you reflect upon the information provided to you regarding the CSA. All of it will help you better understand why the CSA is conducted each year, what this Appeal supports and why you should give each year. Please take the time to prayerfully consider what you are able to give to support the CSA.

**For the Weekend of February 11/12**

- Next Sunday, February 19<sup>th</sup>, will be Commitment Sunday for the 2012 Catholic Services Appeal. Hopefully you have received and have read the information in the special CSA issue of *Faith Magazine*. We ask all parishioners to review and reflect upon all CSA information being shared during this time. In addition to the support provided to our diocesan Church, the CSA will enable our parish to \_\_\_\_\_. Be prepared to make your pledge next Sunday, and please be as generous as you can. So much is done by our Church because of your gifts to the CSA

**For the Weekend of February 18/19**

- Today is Commitment Weekend for the Catholic Services Appeal. Hopefully everyone has taken time to reflect upon all the information that has been shared the past few weeks. We hope that all parishioners will prayerfully consider the opportunity today to offer a gift to the CSA. We would like everyone to participate and help our parish reach its financial goal of \$\_\_\_\_\_. Those who have given before know we are grateful. We need your help again this year. Those who have not given before, please make this year your first gift to the CSA. Everyone’s help is needed. Please also remember that any amount raised above our goal stays in this parish. Thank you for being a part of the Catholic Services Appeal.

**For the Weekend of February 25/26**

- The 2012 Catholic Services Appeal is off to a great start. To date, we have received \_\_\_\_ gifts/pledges totaling \$\_\_\_\_\_ towards this year’s Catholic Services Appeal. But we need all of you to contribute. If you have not yet made a gift to the CSA, we invite you to do so today. Every dollar raised to make our goal supports important Diocesan services and every dollar raised over our goal will be kept in the parish to help us \_\_\_\_\_.

**For use when your parish reaches its goal**

- Thank you to all who responded so generously to the Catholic Services Appeal. The 2012 CSA has been a success because of you. Your support is greatly appreciated in both your parish and your Diocesan Church. For those who have not yet contributed to the 2012 CSA, particularly those who have given before know there is still time to join with those who have given.

## Monthly “Where your CSA Dollars Go” Bulletin Reminders

Do your parishioners ask questions about the financial support that goes to “the Diocese”? More information and consistent education are keys to helping your parishioners answer this question. **All parishes are strongly encouraged to publish these notices each month in their bulletins to help better educate your parishioners about the services that are supported through the CSA.** Please use these monthly Bulletin updates between March 2012 and December 2012:

**March:** The Youth Office staff offers consultation, resources and services to parishes beginning a youth ministry program, as well as to those with a more developed ministry to youth. This office is funded in part through your gifts to the Catholic Services Appeal.

**April:** Spring is in the air. Love is all around us. What better time to see if your parish is participating in a new Diocesan program offered through the Family Life Office? The program is called “Ten Great Dates” and it is a simple and easy program for couples coordinated through local parishes. The program helps to strengthen their marriages by arranging set times for husbands and wives to spend time with one another. A series of ten dates are scheduled over a twenty-week period. If you would like more information about “Ten Great Dates”, contact Ann Badach in the Family Life Office at 814-824-1261. The Family Life Office is funded in part by the Catholic Services Appeal.

**May:** There are 60 Permanent Deacons serving in our diocese. Perhaps you have observed deacons serving in your parish or heard about those in ministry to our prisons, shut-ins, nursing homes and refugees emigrating here. Possibly you’ve seen them in various settings such as Engagement Encounter, Cursillo and the Diocesan Lodge. Preparation for this ministry has always depended heavily upon the Catholic Services Appeal to fund this ongoing preparation to send laborers into the harvest.

**June:** Do you enjoy reading about news and happenings around the Diocese in the *Faithlife* news bulletin published every two weeks? Do you like the various feature articles, Bishop Trauman’s or Fr. Joe’s regular columns in *Faith Magazine* published every two months? The Diocesan Office of Evangelization and Communications makes possible these publications which help to keep all Catholics in the Diocese informed and inspired by news and stories of people and events within the Church. This office is funded in part by your contributions to the Catholic Services Appeal.

**July:** Disability and Deaf Ministries support growth and promote inclusion of individuals with disabilities into the mainstream of the church. The ministry provides activities to enhance spirituality. They include days or evenings of prayer and liturgy which take place all around the diocese in the fall and spring, and overnight/weekend retreats that are planned each summer. A retreat for Caregivers is sponsored twice each year. Your contributions to the CSA make the work of this ministry possible.

**August:** Retrouvaille is a weekend experience for couples who are experiencing difficulty in their marriage. Held in complete confidentiality and privacy, Retrouvaille is designed for couples who need help strengthening a marriage that no longer feels life-giving. Following the completion of the Retrouvaille weekend, couples are encouraged to attend a 6-week follow-up program. For confidential information or to speak with a couple experienced in the Retrouvaille program, please contact the Family Ministries Office at 1-800-374-3723 or 814-824-1261. Your support of the CSA helps to make programs like Retrouvaille possible.

**September:** Kids are back in school. Principals and teachers worked over the summer planning for this new school year. Did you know that the Catholic Schools Office also worked over the summer, really year round, assisting teachers and principals in their work? This office provides services such as ongoing teacher training, supervising curriculum, strategic planning and general operation of the Catholic School system. This cooperative effort helps ensure schools provide the best possible education for our children. Your funding of the Catholic Services Appeal helps support these services provided by the Schools Office.

[Type text]

**October:** Religious Education Classes have begun and children in grades K-11 attend regular classes to grow in the Faith. Those in 2<sup>nd</sup>, 3<sup>rd</sup> and 11<sup>th</sup> grades prepare for the sacraments of Reconciliation, Communion and Confirmation. A great deal goes into the implementation of an effective religious education program, and the Diocesan Office of Religious Education helps these parish programs by evaluating and certifying them, providing for teacher certification for catechists and assisting with planning. The work of this office is supported by the Catholic Services Appeal.

**November:** Catholic Charities Counseling & Adoption Services is here, now and throughout the year, to help each person - regardless of his/her religious affiliation - to experience the hope of a brighter tomorrow embodied in the Advent season that begins later this month. If you, or someone you know, is lacking hope, or missing out on the beauty of the season due to personal or emotional problems, contact one of our 12 offices throughout the Erie Diocese to help you, or your loved one, rekindle the hope of Advent. You can locate a counseling office near you by visiting the diocesan website at [www.eriebcd.org](http://www.eriebcd.org). Catholic Charities Counseling & Adoption Services is funded in part by contributions to the CSA.

**December:** The Diocese of Erie encompasses nearly 10,000 square miles. Catholic Rural Ministries help to reach into some of the more isolated parts of our diocese. This ministry provides pastoral care and connection to people through direct contact including home visits, community retreats, spiritual workshops and youth building programs. There are two offices, one covering Clarion, Venango, Crawford and Forest counties and another that covers Potter and McKean counties. The work of this ministry is funded in part by your support of the Catholic Services Appeal.

## ***2012 Catholic Services Appeal Prayer***

***Ever-loving Father, you call us to service in your name  
through our acts of love for one another.***

***We express that love by our willingness to give and share  
with others in need.***

***We are stewards who truly believe that what we do for the  
least of our sisters and brothers, we do for you.***

***May our gifts of time, talent and treasure as your  
stewards reflect the fact that we are grateful for what  
you have given us.***

***When our hands reach out in love to those in temporal  
and spiritual need, let them know that they are your hands  
expressing your love for them.***

***Amen***

## Ideas for Priest Remarks and Points to Include



1. This year's theme, "A Faith Journey...Giving of Yourself to Others", comes from the Prayer of St. Teresa of Avila.
2. If you plan to support the appeal this year, why did you decide to give. Be in touch with those reasons that motivated you and share them with parishioners.
3. Talk about how the CSA is more than some collection or appeal. It is a way for every Catholic in our Church to show his/her love and generosity in a way that helps the Diocese of Erie to provide for those in need.
4. The CSA takes place every year because there are ongoing needs. You are asked to support this appeal each year to help meet those needs. The Diocesan Church carries out the mission to serve the people of Northwestern and Central Pennsylvania through varied ministries and services.
5. Our Diocesan Church is comprised of over 200,000 Catholics in 117 parishes in thirteen counties.
6. A single parish alone cannot meet the many needs that exist and take care of the many different needs of the people within our Diocesan Church. Some of these needs require the strength and resolve of our entire Catholic community working and sacrificing together. That is why every parish participates in the Catholic Services Appeal, so that we - through our collective efforts – can continue building the Father's Kingdom by advancing the work of the Church.
7. While we cannot always be the one to comfort the grieving, feed the hungry, teach the young and minister to those in need, we can - through our generosity - ensure that our Diocesan Church is strong, vibrant and able to meet the needs of so many in the year ahead.
8. Each of our parishes has been asked to reach a goal which is set in order that together, we may accept the financial responsibility for many necessary Diocesan services. Our parish goal this year has been set at \$\_\_\_\_\_. I hope that each one of us shares in a combined effort to not only reach this goal, but exceed it so that our parish will also benefit. Remember that every dollar raised over our CSA goal stays in our parish.
9. The needs met by the Appeal crosses wide boundaries. Funds are provided for a variety of religious, charitable and educational services ministries and programs throughout the thirteen-county Diocese of Erie.

***Note to pastor regarding preparations for lay witnesses: The next section provides resources for those giving lay witnesses. Consider having those giving lay witnesses review a final draft of the talk with you. If possible also consider having the speaker rehearse it in your presence... Just in case!***

## Lay Witness Talks:

Lay witnessing is an important component to a successful CSA. Testimonials delivered to the entire congregation by a person who has first hand knowledge of a Diocesan service or ministry can have a positive impact on how people in the parish view the Diocesan Church. Too often people do not see Diocesan services and ministries at work in the parish. A personal witness can clearly show the benefits of supporting the CSA. These personal witnesses can be given by a parishioner. If so have them refer to the tips below to assist them with their talk. You also have the option to utilize the Diocesan Speakers Bureau.

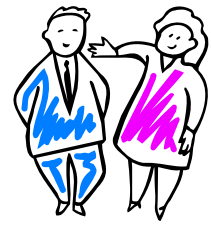
### Some General Tips for Giving a Lay Witness

*Note: It is not necessary to use every item below, nor is it important to use them in the order presented. Consider your parish to determine what is best to say.*



- ❖ Prepare your remarks ahead of time. Try to keep your remarks to no longer than 5 minutes. Write your talk just as you would speak it. Practice your talk in front of a mirror. Be able to deliver your talk in a comfortable, conversational manner.
- ❖ If possible, practice your talk in the church using the sound system. If you will use a text, be sure that you can look up occasionally and make eye contact with the congregation.
- ❖ Think about varying the tempo and volume of your delivery. Be energetic yet sincere.
- ❖ Pray to the Holy Spirit for assistance. Here is a good short prayer for just before you speak. “Holy Spirit, please be in my heart, in my mind, on my lips and in their ears, so that I might be your effective witness.” *Amen.*
- ❖ Introduce yourself and your association with the parish. After you introduce yourself, let the congregation know how long you will talk. It will help them relax and listen. Your talk should not be longer than 10 minutes.
- ❖ One key to a good talk is to smile while speaking, and don’t be afraid to add a bit of humor.
- ❖ Talk briefly about yourself/family, how long you have been in the parish, and any leadership role you may have in parish life. There will be some who do not know who you are.
- ❖ Honestly and briefly tell of your experience in a clear and expressive manner. Don’t be afraid to share if you previously had a negative feeling about the CSA. Share what helped to change your mind.
- ❖ Talk about any positive benefits to you and the parish; give examples of what has happened since your experience. You may wish to mention any follow-up or future plans. Make sure people clearly see how you and the parish have benefited from a particular Diocesan service or ministry.
- ❖ Explain how your experience would not be possible without the help of another part of our “Body of Christ,” the person/people in the particular Diocesan office who helped to make your experience possible.
- ❖ Tell how our parish and all parishes are part of a Diocesan Church and that we all support those working for this Church in a partnership of faith that strengthens the Catholic Church in this part of Pennsylvania. Make sure you tell people that you are also going to support the appeal and why. This is a sign of your leadership and willingness to practice what you preach.
- ❖ Finally, it is important to let the congregation know that their individual generosity in the past made this experience and the ongoing results of the experience possible for you. Thank them.

# Welcome/Introduction of Lay Witness



## Suggestions

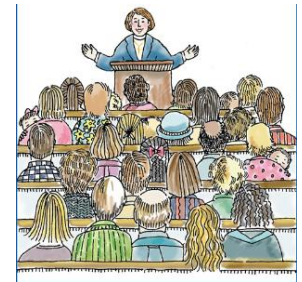
This *morning/afternoon/evening* we welcome *Jim/Amy Hanson*, a fellow member of our parish, who will speak to us about the upcoming Catholic Services Appeal. Jim/Amy will share their thoughts on why this initiative is important to them, to our parish and to our Diocese. Please give *Jim/Amy* a warm welcome.

- Brief (he/she will say a few words about who they are, etc.)
- No build up (it might – make the person more nervous – or – he/she might not live up to the preview)

**When the speaker finishes, thank him/her and lead everyone in applauding!!!**

## SAMPLE LAY WITNESS TALK #1

*(Given by someone telling his/her story of personally benefiting from a Diocesan service.)*



Good Morning (Afternoon, Evening) I am grateful to have an opportunity to speak to my fellow parishioners here at \_\_\_\_\_ Parish. I have been a member here since \_\_\_\_\_. I am here because of the importance of the Catholic Services Appeal to me, this parish and our Diocese. I first became acquainted with the CSA when *(At this point briefly share your own thoughts. Share what reaction you may have had to it, even if that reaction was negative. Then talk about what may have changed your mind and why you support the appeal now. Conclude these thoughts with how you or someone you know has personally benefited from the appeal.)* Now I see my opportunity today as a representative, speaking for many, many people who are unable to be here to talk to you yourselves. Each of them also has a story to share. And I can assure you that there are many stories.

It is the story of a refugee family who has just come to the United States and is living within the Diocese. It is the story of couple who attend an Engagement Encounter week-end to build and refine their thoughts and prepare for married life. It is the story of a Catholic School teacher who attends a Diocesan teacher in-service on faith to learn more about how to share our Catholic Faith with children. It is the story of a single mom who was just laid off, but she and her children can turn to Catholic Charities to find some help so the family does not lose their home. It is a story of our Bishop and those who serve with him to do so much to shepherd Catholics in the Diocese of Erie.

You see, this talk is not another appeal for money. It is not just a bunch of statistics about numbers of services and ministries, and people who are helped by them. My story and many others are about people you know who need your help. I just happened to be the one doing the asking for help. Without the Catholic Services Appeal, our Diocese may not have been able to answer these requests for help. I hope you realize how much your generosity means to all these people and countless others, not only here at \_\_\_\_\_ (name of Parish), but all over the Diocese of Erie.

## Conclude with . . .

The theme for the CSA is “A Faith Journey...Giving of Yourself to Others”. Please reflect with both your mind and heart what has been shared with you today. Please remember the many people who, through me, shared their story with you today. Please consider joining others in our Church with some response to this year’s Catholic Services Appeal. I invite you to consider pledging to the Catholic Services Appeal. *(See note on the next page)* I thank you for your time today and for listening.

[Type text]



## SAMPLE LAY WITNESS TALK #2

*(From someone only asking parishioners to support the CSA, no personal testimony.)*

Good Morning (Afternoon, Evening) I am grateful to have an opportunity to speak to my fellow parishioners here at \_\_\_\_\_ Parish. I have been a member here since \_\_\_\_\_. (Pastor's Name) has asked me to talk with you for a few minutes about why I pledge each year to the Catholic Services Appeal.

First of all, I love this parish, and I have great admiration for our pastor. If he needs my help to do something worthwhile for our parish, that's good enough for me.

Secondly, I read the stories about the CSA that have been shared in *Faith Magazine* each February the past six years. I am so impressed with how much our Diocesan Church does to teach, feed, shelter and care for families, children and elderly more than any other single organization in this part of Pennsylvania. The complete list of the various ministries and services offered by the diocese is quite extensive. That's a real force for good, and that alone is why I choose to support the CSA each year. The needs of people in our diocese are every present. I know that my CSA pledge each year provides funding for Diocesan services and programs that are enormously helpful to meeting those needs in the 117 parishes that comprise the Diocese of Erie.

And the Catholic Services Appeal also helps our parish. Our parish has our own challenges and the CSA dollars raised over our diocesan goal has helped us meet several important needs the past several years. Our parish project this year is *(share details)*

In summary, I'd like to thank all those who have given to the CSA in past years. We are tremendously grateful for your generosity and encourage you to continue your commitment to this worthy cause each year. Those of you who have not supported the CSA prior, don't think of me asking you to give, know that I am merely a voice asking on behalf of seniors, single moms, young couples, any child learning our faith. All these people and thousands of others are helped through the CSA. Won't you give to help them?

**Note: If the lay speaker is responsible for asking for pledges as part of the In-Pew method continue with the following remarks. If the priest is doing it, the lay speaker concludes with the above.**

**Witness Talk outline for those parishes using the Spiritual Approach presented last December. A talk will be given over three week-ends, one on Prayer, one on Fasting and the last on Almsgiving.**

Part of Talk	Prayer	Fasting	Almsgiving
I first heard about...	Deep prayer experiences	Giving up foods	Giving away money
My negative reaction...	To praying was...	To fasting was...	To almsgiving was...
What changed my mind...	About praying was...	About fasting was...	About almsgiving was...
I have benefited...	From praying because...	From fasting because...	From almsgiving because...

## Diocesan Speakers Bureau

Below is a list of Diocesan Employees who have agreed to be available to speak about their particular ministry as a way of encouraging gifts to the Catholic Services Appeal. These speakers are available to speak on either Promotion Sunday (February 12<sup>th</sup>) or Commitment Sunday (February 19<sup>th</sup>). Please contact them directly to request them to speak. **Please understand that the availability of these speakers is limited so make arrangements early.**

**Sr. Nancy Fischer**, Director of Community Formation and Lay Ministry Training, 814-824-1217, [nfischer@eriercd.org](mailto:nfischer@eriercd.org).

**Matt Clark**, Administrator of the Office of Worship, 814-824-1270, [mclark@eriercd.org](mailto:mclark@eriercd.org)

**Joe Streett**, Diocesan Director of Religious Education, 814-824-1215, [jstreett@eriercd.org](mailto:jstreett@eriercd.org)

**Ron Fronzaglia**, Assistant to the Vicar for Education, 814-824-1243, [rfronzaglia@eriercd.org](mailto:rfronzaglia@eriercd.org).

**Kim Lytle**, Director of Curriculum and Teacher Personnel, 814-824-1248, [klytle@eriercd.org](mailto:klytle@eriercd.org).

**Joe Haas**, Executive Director, Counseling and Adoption Services, 814-456-2091, [jhaas@cccas.org](mailto:jhaas@cccas.org).  
(If interested in having someone from a Satellite CCCAS Office near you to speak, please call Joe first.)

**Sr. Mary Hoffman, Sr. Phyllis Schleicher**, Co Directors Catholic Rural Ministries in McKean and Potter Counties, 814-544-8017, [crm@zitomedia.net](mailto:crm@zitomedia.net).

**Deacon Dennis and Mary Coan**, Coordinators for Nova, 814-453-3878, [deacondennis@siberie.org](mailto:deacondennis@siberie.org).

**Erin Landini-Grogan**, Director of Parish Social Ministry/Respect Life, 814-824-1254, [elandini@eriercd.org](mailto:elandini@eriercd.org).

**Ann Badach**, Director of Family Life Office, 814-824-1261, [abadach@eriercd.org](mailto:abadach@eriercd.org).

**Jessica Hancock**, Development & Public Relations Coordinator, St. Martin Center, 814-452-6113 ext. 216, [jhancock@stmartincenter.org](mailto:jhancock@stmartincenter.org).

**Dave Pesch**, Housing counseling programs director, St. Martin Center, 814-452-6113 ext. 217, [dpesch@smartincenter.org](mailto:dpesch@smartincenter.org).

**Joe Fletcher**, Director-Prince of Peace Center, 724-346-5777, [popc@princeofpeacecenter.org](mailto:popc@princeofpeacecenter.org).  
(In lieu of a CSA speaker, parishes in the Shenango Valley may want to show a video on the Prince of Peace Center as a way to promote the CSA. Please contact Joe Fletcher if interested in copies of this video.)

**Deacon Tim Wren**, Director of St. Elizabeth Center, 814-677-0203, [saintelizabethcenter@verizon.net](mailto:saintelizabethcenter@verizon.net).  
(Available to parishes nearby to Oil City.)

**Anne Marie Welch**, Director of Communications 814-824-1167, [amwelsh@eriercd.org](mailto:amwelsh@eriercd.org).

## How to Ask Parishioners to Pledge using In-pew Method.

**(Note: If using the Spiritual Approach, you do not want to exactly follow the instructions below.)**

- Please pick up one of the pledge envelopes in the pew.
  
  - Look at the back of the envelope flap with the different suggested giving levels. Please consider the amount of your gift -- keeping in mind that the parish goal is \$\_\_\_\_\_. Every family is being asked to consider helping and supporting the many things provided by the larger Church (The Diocese of Erie) and also supporting our parish project with everything raised over goal.
  
  - Please consider making a pledge versus making a one-time gift. Monthly reminders will be sent to you. Those who have any concerns about pledging need not worry. A pledge is merely a good faith gesture and not a binding agreement if your circumstances were to change later.
  
  - If you want to make a payment towards your pledged amount today, you can, but you do not have to give something today.
  
  - To complete the envelope, turn to the inside of the envelope -- where it says "My Total Pledge to this year's CSA". . . Write in the Amount;
  
  - Then, where it says "Initial Amount". . . Write Zero if none or the amount of the Check or Cash you are putting in the envelope. Please make checks payable to "our" parish.
  
  - Please put down your name, address and phone number (in case we need to call with a question).
  
  - We are again offering the option to receive pledge reminders via e-mail. This will help to save on the expenses for the appeal. If you are willing to receive reminders by e-mail, please check the box and provide your e-mail address. For those making a pledge, we are also offering the opportunity to decide how frequently you want to receive a pledge reminder. The pledge redemption period is ten months. You can receive reminders monthly, every two months or twice (May and November) during the pledge period. Please check the box indicating how often you would like a reminder.
- I plan to make a pledge to the appeal now, and I invite you to do the same. Please take a moment to complete your envelope.

**PAUSE FOR ABOUT 2 MINUTES TO ALLOW TIME TO COMPLETE THE ENVELOPES**

The ushers will now collect your envelopes. On behalf of the thousands in our Diocese who benefit from your generosity, I thank you.

## THE FOLLOWING PAGES CONTAIN SAMPLE LETTERS.

Remember that a personalized letter has the best chance of being read!

*All sample letters can be easily downloaded from the Diocesan website.*

### PRE-APPEAL LETTERS TO PARISHIONERS

*(Whatever appeal method you plan to use, every parish is strongly encouraged to send a letter to each parishioner to make them aware that the 2012 CSA will be starting soon. The letter should be sent in Early February after the arrival of the CSA issue of Faith. The letters should be segmented based on past giving history to the CSA. This can be done easily using PDS. If you need assistance with this call the Annual Appeal Office at the Diocese.)*

#### **This letters should be sent to parishioners who gave to the CSA in 2011.**

February 2012

Name

Address

City, State Zip

Dear \_\_\_\_\_:

For the past six years about this time you have received in your mailbox a copy of the special Catholic Services Appeal edition of *Faith Magazine*. I hope you have taken the time to read each of these issues. So often I hear from parishioners asking what the diocesan offices do with the money our parish raises through the CSA. Each year *Faith Magazine* tells stories of people in our diocese who are the recipients of Diocesan Services and Ministries funded through the CSA. Please be sure to read this year's issue.

We want all those who have supported the CSA in the past to know we appreciated their past support but to also know that your gifts are needed each year. The CSA is an annual appeal because the needs in our diocese are ever present. Each year there are needy families who require help, children to be educated, teenagers to be counseled, engaged couples preparing for marriage, refugees who need welcomed. The list of annual needs is extensive, and the CSA helps to meet these needs each year. In addition, our parish also benefits each year. Every dollar raised over our goal stays in our parish to fund a different project. This year our project is (describe here).

You generously supported the CSA last year, and we are most grateful for that. As I mentioned above, the CSA needs support each year so your support is again needed. Your gift last year was <2011 gift amount>. I invite you to consider matching or increasing this amount when giving to the 2012 Catholic Services Appeal.

Enclosed is a pledge envelope for your use. Please prayerfully consider your response this year. Consider making a pledge that can be paid over a ten month period. Commitment Sunday for this year's CSA is February 19<sup>th</sup>. You can respond now or wait to make your gift on Commitment Sunday.

Please know that I truly appreciate all the sacrifices you and your family offer to our parish and Diocese. Be assured of my constant prayers.

Sincerely yours in Christ,

Pastor

P.S. Please take a moment to view our 2012 CSA video at <http://www.eriecd.org/csa.htm>

**This letters should be sent to parishioners who did not give to the CSA in 2011 but have given to the CSA in other years...**

February 2012

Name  
Address  
City, State Zip

Dear \_\_\_\_\_:

For the past six years about this time you have received in your mailbox a copy of the special Catholic Services Appeal edition of *Faith Magazine*. I hope you have taken the time to read each of these issues. So often I hear from parishioners asking what the diocesan offices do with the money our parish raises through the CSA. Each year *Faith Magazine* tells stories of people in our diocese who are the recipients of Diocesan Services and Ministries funded through the CSA. Please be sure to read this year's issue.

We want all those who have supported the CSA in the past to know we appreciated their past support but to also know that your gifts are needed each year. The CSA is an annual appeal because the needs in our diocese are ever present. Each year there are needy families who require help, children to be educated, teenagers to be counseled, engaged couples preparing for marriage, refugees who need welcomed. The list of annual needs is extensive, and the CSA helps to meet these needs each year. In addition, our parish also benefits each year. Every dollar raised over our goal stays in our parish to fund a different project. This year our project is (describe here).

You have been a much appreciated supporter of the CSA in past years but did not give last year. The importance of supporting the CSA every year if you are able cannot be overstated. Even during the tough economic times we have experienced the past several years, the families featured in *Faith Magazine* have sacrificed what they could to support the CSA each year. I invite you to give again to the Catholic Services Appeal.

Enclosed is a pledge envelope for your use. Please prayerfully consider your response this year. Consider making a pledge that can be paid over a ten month period. Commitment Sunday for this year's CSA is February 19<sup>th</sup>. You can respond now or wait to make your gift on Commitment Sunday.

Please know that I truly appreciate all the sacrifices you and your family offer to our parish and Diocese. Be assured of my constant prayers.

Yours in Christ,

Pastor

P.S. Please take a moment to view our 2012 CSA video at <http://www.eriercd.org/csa.htm>

[Type text]

**This letter should be sent to parishioners who have never given to the CSA.**

February 2012

Name

Address

City, State Zip

Dear \_\_\_\_\_:

This year's Commitment Sunday for the 2011 Catholic Services Appeal is Sunday, February 19<sup>th</sup>. I humbly ask you to support this year's CSA.

In the coming month, more details will be shared with you about how the CSA serves and cares for God's people. You should have already received the special CSA issue of *Faith Magazine*. The magazine contains very good information so please read it.

I prayerfully ask you to think about all this as you consider your response to the 2012 CSA. Enclosed is a pledge envelope for you. If you decide to make a gift, you can return it any time between now and Commitment Sunday on February 19<sup>th</sup>.

Please be assured of my constant prayers for you and your family.

Yours in Christ,

Pastor

P.S. Please take a moment to learn about how the funds from the 2012 Catholic Services Appeal will be used. Also, visit the Diocesan website to view the 2012 CSA DVD, <http://www.eriercd.org/csa.htm>

[Type text]

**Every year there are parishioners who fall make pledges and then do not make any payments on their pledge. In some cases all it takes is a friendly reminder and they will begin to make payments. If a family has not made any payments by July, consider using the letter below to provide that friendly reminder.**

**LETTER TO PARISHIONERS WHO HAVE NOT MADE ANY PLEDGE PAYMENTS  
(Note: Insert the appropriate paragraph 2.)**

Dear \_\_\_\_\_,

The results for the 2012 Catholic Services Appeal have been promising. To date we have (amount pledged) and have received (amount paid).

*(Use the following if your parish has exceeded its CSA goal.)*

We are pleased that families in our parish continue to provide funds toward the services and ministries of the Diocese of Erie which serves people throughout thirteen counties. The gifts have also resulted in \$\_\_\_\_ (amount retained by the parish) which we are using for (describe parish project). Every additional dollar we receive stays in our parish to use for this project.

*(Use the following if your parish has not yet reached its CSA goal.)*

Our parish has not yet met our goal. It is important for us to not only reach this goal, but to also exceed it. As soon as pledge payments and gifts reach the parish goal, our parish will retain any additional funds received through the CSA. We plan to use additional funds for (describe parish project).

I am writing to you to provide a gentle reminder because our records indicate that you have not yet made a payment on your pledge. Although the CSA pledge period does not end until December 2012, we know how difficult it can be to fulfill a pledge when the payment schedule falls behind.

If our records are incorrect, we apologize. Please call our parish office immediately, and your records will be updated. If your circumstances have changed, and you will be unable to fulfill your pledge, please let the parish know so that you will not be sent any further reminders. However, if you are able, please begin to make payments on your CSA pledge.

Your gift helps change lives. It is also an expression of your faith and your willingness to follow Jesus. The CSA is more than dollars. It is a sign of what you can help the Church accomplish to further the mission of Christ on Earth. Together we can do more as "One Heart and Mind".

May God bestow abundant blessings on you and your family just as your gift provides blessings for many others.

Sincerely in Christ,

Pastor's Name

## Sample Thank You Letter

Name  
Address  
City

Dear *Insert Name*:

I know that you are grateful for the many gifts that God has given to you. I know this because those who have a grateful heart also have a generous heart. It is because of your generosity that I write to thank you for your response to the 2012 Catholic Services Appeal. Your support means a great deal to our Church, especially to those who continue to struggle during these challenging economic times. Important ministries and services of our Diocesan Church and the (describe parish project) for our parish are funded by your gift.

Our parish has raised (\$XXXX). This is a wonderful example of us doing what Jesus taught us that is to feed the hungry, clothe the naked, shelter the homeless and teach the children. We accomplish this through the many blessings we receive from God and with generous contributions from those like you, our faithful parishioners.

Please keep (parish name) and the entire Diocese of Erie in your prayers, as I keep you in mine. Please continue to inspire others by continuing to be grateful and generous. And may Lord bestow abundant blessings on you and your family this and every year.

Yours in Christ,

Pastor