

**Appeal Weekend In-Pew Presentation Script**

**March 10 – 11, 2018**

***A note on the script:*** *After the pastor has edited the following script, please double space it, enlarge it to 14 or 16 point type, print it, and place it in a notebook. Also, when talking with everyone, make sure to pause throughout so as to ensure people are filling out the envelopes.*

**This weekend we are conducting the 2018 Annual Diocesan Appeal – *Building Our Family of Faith* - and we are inviting all of our parishioners to make a financial commitment. I want to thank all of you who have given to the Annual Appeal in the past. Your gifts are deeply appreciated by the thousands of people served by our Diocese.**

**The Appeal not only provides an opportunity for you to support important ministries that impact many programs outside of our parish boundaries, it also supports the services the Diocese provides directly to our parish** *such as Fuel and Hunger Fund grants, youth and young adult ministry, retired or international priests who share in worship or the benefit of a seminarian who is stationed at your parish. (You may expand using other examples).* **The entire list of ministries supported by the 2018 Appeal can be found in the brochures that we distributed.**

**In addition, our parish receives back a portion of the funds collected. This year, the funds returned will be used to** *Highlight specific parish projects that will be addressed with 2018 ADA rebate funds.*

**Whether you have contributed already or not, we ask a member of each household to please take a pledge envelope and a PEN at this time.**

**Our portion of the overall goal here at** *Parish Name* **is** *2018 Parish Goal.* **Every gift, no matter the amount, makes a difference.**

*Pause and make sure that everyone who requested an envelope has received one. Pay special attention to people who are standing and in the cry room or choir loft and don't forget the members of the choir. Once everyone has an envelope, continue with the script.*

**On the front of the envelope you will find some biographical information that we need you to fill out. Please take a minute to complete this information in its entirety. Also, before opening the envelope, please make sure to check off one of the four squares indicating your gift intentions today.**

Now I ask you to open the envelope. On the top flap you will find boxes with suggested gift amounts. Please check the amount that you wish to give. **In the event that you wish to contribute an amount other than the ones indicated**, please check the blank box and indicate the full amount of your gift on the blank line to its right.

An excellent feature of the Appeal is that you are able to make a pledge in support of this effort. This means you do not have to pay the full amount today. However, we hope you will put down as much as you can now as funds that are received are immediately spent on the programs and services supported by the Appeal. The sooner we are able to collect on our pledges; the sooner help will be delivered to those in need.

**In the event that you are making a down payment, write the amount of the down payment in the next box. Subtract the down payment from the full amount of your pledge and note the remaining pledge balance on the line provided. If you would like to make a one-time gift, please indicate that on the line provided.**

**Now find the “Payment Options” information located on the right side of the top flap as well as the entire bottom of the envelope. You have six options and are asked to choose one.**

**The 1st is a contribution through a credit or debit card. If you are using this option, please fill in the “Credit Card” circle and fill in the required information.**

**The 2nd option is an auto-debit off your checking account. If you are selecting this option, please check the “Auto Debit” circle and then present the name of your bank along with your Routing # and Account #.**

**In addition, you can choose to donate securely online, receive a monthly invoice, enclose a check today (payable to the Catholic Diocese of Richmond) or donate via stock or securities.**

**Once you have completed your information, please seal the envelope. The ushers will now come around and collect them. On behalf of Bishop Knestout and myself, I thank you for your contribution to the 2018 Annual Diocesan Appeal. May God bless you.**