

Parish Leadership Job Descriptions

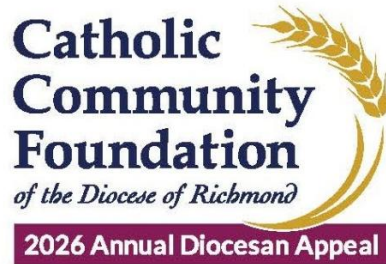
Appeal volunteers, pastors and parish staff serve a vital role in the overall success of the Annual Diocesan Appeal. Depending on the parish size, it may be best to have one person managing the Appeal process or, in the case of our larger parishes, a committee may need to be formed to ensure proper execution. In general, we have found that having an Appeal Volunteer Chair and Co-Chair assisting the pastor in leading the effort goes a long way in helping the parish exceed its fundraising target.

PARISH APPEAL CHAIR

The Parish Appeal Chair should be a well-respected member of the parish community who supports the goals of the Annual Diocesan Appeal. They should be able to motivate others, have knowledge of the parish and have the ability to present the Appeal to fellow parishioners.

Responsibilities:

1. Oversee preparations and implementation of the Announcement, Appeal and Follow-Up Weekends, ensuring that the in-pew gift process is properly executed.
2. Ensure that all Appeal parish leaders and parish staff are familiar with the Appeal plan and implementation dates.
3. Publicly endorse the Appeal and its Case for Support from the pulpit (if requested) and at parish meetings.
4. Work with pastor and parish staff to ensure that all announcements promoting the Appeal are properly distributed.
5. Oversee reporting of parish results to the Diocese.
6. Make a gift to the Appeal commensurate with their leadership.



Parish Leadership Job Descriptions (Continued)

PARISH APPEAL CO-CHAIR

The Parish Appeal Co-Chair's job description is very similar to the Chair's. They too should be a well-respected member of the parish community who supports the goals of the Annual Diocesan Appeal. They should be able to motivate others, have knowledge of the parish and have the ability to present the Appeal to fellow parishioners (if requested).

Responsibilities:

1. Assist Appeal Chair with all preparation and implementation of the in-pew gift process.
2. Work with the pastor and Appeal Chair to ensure that the Appeal has been promoted in bulletins and announcements and that Appeal materials have been delivered and distributed.
3. Work with parish bookkeeper or business manager to ensure that all completed pledge cards and payments are sent for processing on a weekly basis.
4. Make a gift to the Appeal commensurate with their leadership.

PARISH BOOKKEEPER / BUSINESS MANAGER / SECRETARY

Since these individuals are critical to parish administration, we are making a special effort to include them on all Appeal communications. Although not required, we encourage those serving in these positions to assist in the preparation and implementation of the Appeal at their parish along with the Appeal volunteers and pastor.