



## **In-Pew Process Instructions** **Weekends of March 8 - 9 / March 15 – 16, 2025**

### **Introduction**

The in-pew process is very important to the success of the Annual Diocesan Appeal. Up to this point, people have heard and received information about the Appeal and why it is important to support it. Some may have contributed by mail. Now is the time to ask the rest of the parishioners for their financial support. The fact that the **pastor** is asking (which should happen right after the homily) will have a very positive effect on the importance that people place on the request.

It is important to do the full in-pew process as directed because it will succeed in obtaining gifts and pledges from far more people than just inviting people to take envelopes home or to stop at a table.

The in-pew process assures that each parishioner who attends Mass on one of these weekends understands that they are being invited to consider a contribution at that time.

### **In-Pew Process Preparation**

You should have received a shipment of in-pew supplies during the week of February 10<sup>th</sup>. If you have not already done so, please open the box and check to make sure that you have received sufficient quantities of all items. Prior to each in-pew weekend you will need to make certain that you have enough **PENS**. To ease the process, please make sure they are available at each of the pews. In addition, you will want to make sure sufficient quantities of in-pew pledge cards/brochures (connected together and contained within Appeal envelopes) are placed throughout the pews for easy access during Masses. After each Mass, it is a good idea to make sure supplies are replenished accordingly.

Additionally, it is important to make sure the QR code is easily accessible throughout the pews. You will want to tape the QR code on the backs of the pews. You don't have to do every seat and you can spread them out – you will just want to make sure people can see them easily from where they are sitting.

Finally, if you are doing a livestream Mass as well, you should make sure the digital usher has the Appeal website ready to go for the livestream so people can contribute remotely. The website is: [richmondcatholicfoundation.org/appeal/](http://richmondcatholicfoundation.org/appeal/)

### **Processing In-Pew Weekend Envelopes**

The ushers will collect the Annual Diocesan Appeal envelopes during each Mass on the in-pew weekends. At each Mass, one usher or parish leader should be designated to take the Appeal envelopes to an appropriate, secure place after they are collected. Make sure that the decision on who will do this is made and communicated well ahead of time.

**DO NOT OPEN THE SUBMITTED IN-PEW ENVELOPES. PLEASE DO NOT SEPARATE THE CONTRIBUTION FROM THE ENVELOPE.**

Loose bills and change (dollar bills or change not in an envelope) should be counted and deposited into your parish account. Write a check to the Catholic Diocese of Richmond (ADA) and place it in a parish envelope marked “Loose Change” check and record it on the Donation Summary Report.

For Miscellaneous Checks (checks not placed into an envelope), simply total up the number of checks received and the total dollar amount and place in a separate parish envelope marked “Miscellaneous Checks”. If someone writes a check directly to the parish, you will need to deposit it into your parish account and write a check to the Catholic Diocese of Richmond (ADA) for the amount of the donation. Please make sure to include the donor’s name and address so they can receive proper crediting of their gift.

Place all contents including the Donation Summary Report into the postage paid USPS Priority Mail Pac and mail to: Catholic Diocese of Richmond – Annual Diocesan Appeal, P.O. Box 79212, Baltimore, MD 21279-0212. Make a copy of the Donation Summary Report for your records before mailing.

All envelopes must be given directly to a post office employee at your local post office. Please do not put the envelopes in a blue drop box.

Subsequent Appeal donations and/or payments placed in the offertory basket should be sent directly to the Annual Appeal Post Office Box (listed on the Donation Summary Report) as soon as possible to avoid any incorrect application of donor payments.

If you need any additional supplies or have questions, please contact:

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