

ACA 2012 MANUAL

Teach Bless Serve



ARCHBISHOP'S
CATHOLIC APPEAL
Teach Bless Serve

ARCHDIOCESE OF PORTLAND IN OREGON

Commitment Sunday February 12, 2012

Table Of Contents

Parish Objectives	1
Frequently Asked Questions	3
Ministries Funded by the ACA	5
Calendar of Activities	7
Job Descriptions: Parish Leadership Team	11
Pastor.....	11
Appeal Chairperson (or Co-Chairpersons)	12
Appeal/Parish Secretary	13
Awareness Weekend	15
Bulletin Notice	15
Announcement Weekend	17
Pastor’s Homily Notes	17
Prayers of Faithful.....	18
Pulpit Announcements	19
Bulletin Notice	20
Commitment Weekend	21
Preparations.....	21
Recruiting Ushers/Students.....	22
Training Ushers/Students.....	22
In-Pew Process.....	23
Adjusting the In-Pew Script.....	24
In-Pew Script	25
Follow-Up Weekend	27
Preparations	27
In-Pew Script	28
Follow-Up Mailing	29
Suggested Follow-Up Letter	30
Instructions for Preparing Gifts	31
Processing Batches.....	32
Sample Parish Mailing Receipt.....	33
Processing Cash	34
Completing the Batch Process	35
2012 Parish Goals	37

Parish Objectives

Parish Objectives

I. To study the in-pew process and conduct it exactly as detailed in this manual.

- Over the years, the in-pew process has proven to be the best way to secure the pledges needed for a successful Archbishop's Catholic Appeal. If you've used this method before, make sure you're not skipping any steps. All steps detailed in this manual are necessary to ensure the Appeal's success.
- If you haven't tried the in-pew process in the past, please study this manual carefully and implement it this year. Parish leaders will be pleased with the results and parishioners will have an opportunity to offer support, if they so desire.
- In every parish there are scores, if not hundreds, of unregistered families that attend Mass regularly. Mail will never reach them because you don't have their names or their addresses in your records. The in-pew process is the only way to provide these people with an opportunity to give.

II. To do all you can to inform your parishioners about the Archbishop's Catholic Appeal, its purpose, and the part your parish plays in helping to reach this year's Appeal goal.

- Use the bulletin and altar notices provided in this manual.
- Distribute tabloids and book marks on Announcement Weekend. These will provide information for those who didn't receive or read the mailing, as well as provide additional information for those who did receive the mailing.
- Preach about the campaign on Announcement Weekend.
- Play Archbishop Vlazny's recorded homily on Commitment Weekend as part of the Homily.
- Play the Archbishop's recorded CD for the Spanish Mass.

Parish Objectives

III. To repeat the full in-pew process on Follow-Up Weekend, even if your parish has already reached goal or exceeded the number of pledges from last year.

- On any weekend, many parishioners won't attend Mass at their home parish. These parishioners, as well as any others that weren't at your Masses on Commitment Weekend, deserve the opportunity to be effectively asked to participate.
- Conducting a thorough Follow-Up Weekend process will help reach contributors who have missed this year's Appeal.
- When planning the Follow-Up Weekend activities in your parish, please conduct the full in-pew process again.

IV. To conduct a thorough follow-up mailing.

- Given the number of contributors from the preceding year who don't renew their commitments, this step is very important.
- Compare a list of those who made a pledge on or before Follow-Up Weekend to a list of those who gave to the Appeal last year and to those who contribute regularly to the parish. Immediately send a follow-up letter, pledge envelope, and reply envelope to anyone on either of those two lists who hasn't yet pledged.



Frequently Asked Questions

Frequently Asked Questions

How are parish goals determined?

In 2010, parish goals were set at approximately 8% of each parish's reported Offertory income for FY 2008-09. The total of the parish goals was \$3,640,000, which was the overall goal of the campaign. This year the goal set at approximately 8% of each parish's Offertory income for FY 2010-2011. The total goal of the Appeal will be frozen at the 2010 number, remaining \$3,640,000 for 2012.

Are parish goals required?

Parish goals have never been required. However, in order for the Archbishop to meet the challenge of funding the ministries served by the Appeal, it's critical for each parish to reach its particular goal.

How can we reach our goal?

The Appeal process has been improved to the point where almost all parishes that properly implement all steps in the process will achieve their goals. Parishes that conduct a thorough Appeal-i.e., use the resource materials provided by the Office of Resource Development and follow the two weekend in-pew processes as recommended-will find that in most cases they'll reach goal after two weekends.

Why is the in-pew process so important?

Prior to 2003, most pledges were secured by mailing directly to parishioners. Many active parishioners never responded to this mail. Perhaps they didn't open it or they intended to respond later and never got around to it. The point is they didn't respond.

Also, no one really knew how many people attended Mass regularly but weren't registered. These people not only failed to receive the mailings, they also might have missed whatever announcements or processes took place in church.

Since 2003, the in-pew process has averaged over 2,000 first-time donors each year. For example, in 2010 we received gifts from 3,158 that had never previously donated to the ACA. Approximately 63% of those gifts came from the in-pew process. The in-pew process also secured gifts from many unregistered parishioners who were at Mass during Commitment and Follow-Up Weekends and wouldn't have been reached otherwise. If you are not conducting the full in-pew process in your parish, you are ignoring a significant segment of your parish and donor base which will greatly impact your goal progress.

Are the ACA materials available in Spanish?

Yes, the following materials will be available in Spanish:

- Tabloid Bulletin Insert
- Bookmark
- Poster
- Bulletin and Altar Notices
- Prayers of the Faithful
- Archbishop Vlazny's Homily (English on DVD and Spanish on CD)
- In-Pew Script
- Follow-Up Letter from Pastor and Co-Chairs
- Pledge Envelopes
- All letters from the Archbishop

Frequently Asked Questions

Why conduct a second in-pew process on Follow-Up Weekend?

It's common knowledge that many Catholics don't attend Mass at their own parish every weekend. Although some parishioners may pledge at parishes other than their own, most will want to do so at their home parish. If parishioners miss Mass on Commitment Weekend, they're more likely to pledge during a second in-pew process than they are to stop at a table after Mass or return a pledge envelope stuffed in the bulletin.

What happens when a parish exceeds its goal?

The current support necessary to fund the parish-based ministries of the Archdiocese far exceeds the amount of dollars raised by the Archbishop's Catholic Appeal. Given this fact, the Presbyteral Council voted unanimously to discontinue rebates to parishes that exceed their goals. In the future it's anticipated that rebates to parishes will be reviewed and submitted to the Council for their consideration of reinstatement.

How are Archbishop's Catholic Appeal funds allocated?

As many of you know the Archbishop is sent to the Diocese by the Holy See as the Teacher of the Catholic Faith. In turn he sends out priests to the parishes to be his vicars and teachers of the Catholic Faith. However, many parishes because of their size and financial support are unable to provide for all of the important ministerial responsibilities.

Each year the parish-based ministries funded by the Archbishop's Catholic Appeal are evaluated in order to determine their need for support. Funds are then allocated to those that qualify. Immediate priority is given to provide support to the ministries and programs which require Appeal funds to continue operating. Funds are then made available to the remaining parish-based ministries according to program needs.

Ministries Funded by the ACA

2012 ACA

Ministries Funded by the Archbishop's Catholic Appeal

Campus Ministry
Elementary Education
Ethnic Ministries
Evangelization
Family Life Grants
Hispanic Ministries
Justice and Peace
Ministry Formation
Ministry to the Deaf
Oregon Catholic Conference
Parish Support
Pastoral Outreach
People with Disabilities
Permanent Diaconate
Priest Medical Leaves
Priests Continuing Education
Priests Special Assignments
Prison Ministry
Pro-Life Activities
Retired Priests
Secondary Education
Seminarian Education
Vocations
Youth Ministry

Calendar of Events

Calendar of Activities

Date	Activity
January 2012	
January 6	Archdiocese ships ACA Materials to Parishes: Commitment Weekend Pledge Envelopes Pens Tabloid Bulletin Insert Brochures Archbishop Vlazny's Recorded Homily Parishioner Labels Parish Mailing Receipt Forms Mailing Envelopes for ACA PO Box 2010 Parish Detail Report ACA PO Box Envelopes (for Follow-Up Mailing)
By January 18	Parishes hang ACA Posters to promote Commitment Weekend.
January 20	Archdiocese mails Archbishop's letter, brochure, pledge card, and return envelope to all past donors and newly registered Catholics. Due to arrive in homes on or before Jan 31 .
January 28-29	Parishes conduct Awareness Weekend and publish first bulletin notice.
Week of January 30	Parish Committees prepare Announcement Weekend bulletin and altar notices, Prayers of the Faithful, tabloids, and brochures. Pastors prepare their homilies.
February 2012	
By February 2	Pastors meet with their Parish Leadership Team.
February 4-5	Parishes conduct Announcement Weekend activities: Bulletin and Altar Notices Prayers of the Faithful Pastor's Homily Tabloid inserted in bulletins Brochures distributed in the back of church
Week of February 6	Parishes prepare for Commitment Weekend: train those who'll distribute and collect pledge envelopes; prepare for playing of the Archbishop's recorded homily; prepare Pastor's directions for the in- pew process.

Calendar of Activities

Date	Activity
February 11-12	Parishes conduct Commitment Weekend : play Archbishop's recorded Homily at all Masses; Pastor conducts in-pew process and includes ACA in prayer intentions and bulletin notices.
February 13 <i>(weekly until completed)</i>	Parishes begin to process in-pew collections and forward to the ACA PO Box each week.
Week of February 13	Parishes prepare Follow-Up Weekend bulletin and altar notices, Prayers of the Faithful, and Clergy presentation of the follow-up in-pew process for all Masses.
February 18-19	Parishes conduct the Follow-Up Weekend in-pew process. Include ACA in the prayer intentions and bulletin notices.
February 21	Pastoral Center Closed in Observance of President's Day
February 22 <i>(weekly until completed)</i>	Parishes process second week of in-pew collections and forward to the ACA PO Box.
Week of February 27	First group of payment coupons sent to parishioners who have made pledges. New batches sent weekly thereafter.
March 2012	
March 6 <i>(every other week until completed)</i>	Development Office posts parish goal update on the ACA section on the Archdioceses web page. Parishes can call (503) 233-8312 to receive an update at anytime. *Updated every Wednesday by noon.
March 19	Development Office sends list of Direct Mail Donors for your parish's follow-up mailing.
Week of March 26	Parishes send follow-up letter from Pastor to all parishioners who have not yet donated to the 2012 Appeal.

Calendar of Activities

Date	Activity
April through December	Parishes publish ACA goal updates in monthly bulletins.
April 16	Archbishop sends follow-up letter to all who received January mailing but haven't responded.
June 2012	
June 4	Archbishop sends 2nd follow-up letter to all who received January mailing but haven't responded.
July 2012	
Mid-July not	Archdiocese begins telephone follow-up to those who have yet responded.
Fall 2012	Archbishop sends final follow-up letter to those who gave in 2010 but not yet for 2012.

Job Descriptions

Job Descriptions: Parish Leadership Team

Pastor

Objective: To provide leadership to the parish community and the Parish Leadership Team by publicly endorsing the campaign and ensuring the Appeal plan and schedule are followed.

The Pastor is asked to actively participate in and support the following activities:

- Enlistment of the Parish Leadership Team: Appeal Chairperson(s), Appeal Secretary/Parish Secretary, and any Presenter(s).
- Implementation of Announcement Weekend activities February 4-5, 2012.
- Implementation of Commitment Weekend activities February 11-12, 2012. Endorsing the Appeal and providing a theological basis for participation during the preaching of a homily from the readings of the day at all Masses on Announcement Weekend.

NOTE: If the pastor cannot preach at all Masses on Announcement Weekend, other presiders should be encouraged to provide similar messages.

- Introduction of Archbishop Vlazny's recorded homily at all Masses on Commitment Weekend. There's no need for an additional homily that day since the Archbishop's homily is from the readings of the day.
- Authorization and endorsement of a follow-up letter, prepared by the parish, to be sent-out to all parishioners who have not yet committed support to the Appeal.
- Briefing of all presiders on Announcement, Commitment, and Follow-Up Weekend activities.

The Pastor is asked to assure that the following tasks are completed:

- Distribution of extra brochures in the back of the Church on Announcement Weekend.
- Distribution of the Appeal tabloid, together with your parish Bulletin, on Announcement Weekend.
- Preparation of in-pew envelopes and pens and recruitment of ushers/students to assist with in-pew process on Commitment and Follow-Up Weekends.
- Regularly updating parishioners about your parish Appeal results and progress toward achieving its assigned goal.
- Encouragement of pledge payments on a timely basis.

Job Descriptions: Parish Leadership Team

Appeal Chairperson (or Appeal Co-Chairpersons)

Objective: To provide overall parish management for implementation of the Appeal.

The Appeal Chairperson(s) is/(are) asked to participate in and/or to oversee the completion of the following activities:

- Assure Parish Leadership Team and parish staff are familiar with the Appeal plan and implementation dates.
- Make certain those who work on the Appeal know how to do the tasks they've accepted.
- Assure parish has sufficient Appeal materials: i.e., brochures, tabloids, in-pew pledge envelopes, pens, etc.
- Work with Pastor to review and edit all bulletin notices, altar notices, and Prayers of the Faithful, and make sure they're used on a timely basis.
- Oversee preparations for and implementation of Announcement, Commitment, and
- Follow-Up Weekend activities. Particular attention should be paid to assuring that the in-pew process is accomplished in a thorough yet efficient manner.
- Assist Appeal/Parish Secretary with distributing sufficient pledge envelopes and pens for Commitment Weekend. Assist Appeal/Parish Secretary with recruiting and training ushers/students to distribute and pick-up pledge envelopes.
- Assist Appeal/Parish Secretary with straightening-up pews after each Mass on Commitment Weekend.
- Assist Appeal/Parish Secretary with accurate processing of pledges.
- After the in-pew process, send a follow-up letter, *co-signed with your Pastor*, to all parishioners who have not made an Appeal pledge. This type of letter should, at the minimum, be sent to those who provide financial support to the parish. **This is a critical step:** it allows us to reach donors who gave last year but haven't yet pledged to give this year.
- Assist Pastor with communicating Appeal results to the parish and encouraging the ongoing payment of pledges.
- Serve as liaison to the Office of Resource Development.

Job Descriptions: Parish Leadership Team

Appeal/Parish Secretary

Objective: To provide administrative support for the Appeal.

The Appeal Secretary/Parish Secretary is asked to ensure that the following tasks are completed:

- Review all Appeal materials, especially the process for collecting, sorting, and mailing pledges/gifts to the ACA PO Box (see page 29).
- Update Office of Resource Development regularly as to any changes, additions, or deletions to the parish mailing list during the course of the Appeal and throughout the year.
- Coordinate preparation and mailing of parish follow-up letters in support of the Appeal.
- Count all materials shipped from the Office of Resource Development and ensure enough materials have been provided.
- Make sure bulletin notices, altar notices, and Prayers of the Faithful are used. The bulletin and altar notices (both English and Spanish translations) and the in-pew script are available at our web site: www.archdpdx.org/appeal/.
- Organize volunteers to insert the Announcement Weekend tabloid into the parish bulletin and to make brochure available in the back of Church.
- It is recommended that you use students to distribute and pick-up pledge envelopes; recruit and train these students. If you can't recruit students, place a supply of pledge envelopes in the pew pockets (if pew pockets are available) and make certain there's a sufficient supply of pens in each pew, including the choir area and cry rooms.
- Arrange for volunteers to clean-up pews after each Mass on Commitment Weekend.
- Collect, sort, and mail all pledges/gifts to the ACA PO Box on a weekly basis.
- Download weekly parish goal update every Wednesday. Report can be found at www.archdpdx/appeal

Awareness Weekend

Awareness Weekend

January 28-29, 2012

Bulletin Notice

Archbishop's Catholic Appeal 2012

Most past contributors to the Archbishop's Catholic Appeal will receive a mailing from Archbishop Vlazny within the next few days. At all Masses next weekend, additional information will be provided in the bulletin insert. The Appeal provides funds to support essential parish-based ministries that would find it difficult, if not impossible, to operate solely on parish funds.

Appeal funds are used to help fund Archdiocesan offices and agencies that assist the parishes and their people. In addition, part of the funds are used to assist retired archdiocesan priests.

The theme of the 2012 Archbishop's Catholic Appeal is "*Teach, Bless, Serve.*" As you consider the amount you can pledge to help these ministries, please reflect on the following:

- Contributing to the Archbishop's Catholic Appeal is one concrete way to Imitate Christ...compassion, kindness, and self sacrifice.
- Take a moment to honestly examine all the God-given blessings in your life and then ask not yourself, but ask God: "What is just?"
- By our baptism and our confirmation in the Catholic church, each of us is called to serve as a good shepherd. We're called not only to follow Christ but to be Christ.

Please pray for the Lord's guidance as you consider the above reflections, and please give generously according to the blessings God has given you.

Pulpit Announcements & Prayers of The Faithful

Please see pages 21 & 22 for samples. This information is also available online for download at www.archdpx.org/appeal/.

Announcement Weekend

Announcement Weekend

February 4-5, 2012

Announcement Weekend provides your parishioners with significant information about the use of the Archbishop's Catholic Appeal funds. Also, this weekend's activities advise your parishioners that they'll be asked to give to the Appeal either through the Archbishop's letter or during the following week's in-pew process.

Each Parish Leadership Team should have the **Tabloids** inserted in parish bulletins and have extra copies available for distribution after all Masses. Include the Appeal in your **Bulletin and Altar Notices** and the **Prayers of the Faithful**.

Pastor's Homily Notes

Please prepare a homily for Announcement Weekend, February 4-5, 2012, in support of the ACA. Before preparing your homily, please view/listen to the Archbishop's Recorded Video that you will show to your parishioners on Commitment Weekend, February 11-12. This video focuses on the 2012 ACA theme "Teach, Bless, Serve." Please prepare your own homily using this video, including the Archbishop's messaging, as a guide. The video emphasizes how various people in our archdiocese benefit from the ACA. It is critical to the success of the appeal that you preach about the good works accomplished because of the Archbishop's Catholic Appeal, and encourage your parishioners to pledge their support next weekend if they have not already done so by mail. The ACA 2012 Tabloid also includes similar thematic material for your use. If you will be away from your parish on this weekend, please make sure the Presider prepares a similar homily in your absence.



Prayers of the Faithful

Archbishop's Catholic Appeal 2012

“Teach, Bless, Serve”

Please include the ACA in your Prayers of the Faithful as well as Pulpit and Bulletin Announcements every week starting February 6th, and continue through the end of March.

Prayers of the Faithful

Please choose one of the following each week

- **That we continue to serve the Lord and strive to “Teach, Bless, and Serve” together through participation in the Archbishop’s Catholic Appeal...we pray to the Lord.**
- **That the people of our parish community will open their hearts and respond generously to the Archbishop’s Catholic Appeal, we pray to the Lord.**
- **That we may show charity and love for one another by sharing our financial gifts for the good of the Catholic Church of western Oregon through the Archbishop’s Catholic Appeal...we pray to the Lord.**
- **That by generously sharing our gifts through the Archbishop’s Catholic Appeal, Archbishop will be able to “Teach, Bless, and Serve”...we pray to the Lord.**
- **That our people at (*Parish name*) will recognize the Archbishop’s Catholic Appeal as an opportunity to thank God for His goodness and blessings in our lives, we pray to the Lord.**
- **For the Catholic people in Western Oregon, that we might unite by participating in the Lord’s work by pledging to the Archbishop’s Catholic Appeal, we pray to the Lord**
- **That our gifts to the Archbishop’s Catholic Appeal will be pleasing to God, and supportive of ministry to all Catholics in our Archdiocese, we pray to the Lord.**
- **We give thanks for the generosity of people from (*Parish name*) who have contributed to the Archbishop’s Catholic Appeal, which helps serve the charitable works of our Archdiocesan family, we pray to the Lord.**
- **For the ministries, programs and services that receive funding through our Archbishop’s Catholic Appeal donations, that their efforts will be fruitful as they serve our Catholic family in western Oregon, we pray to the Lord.**

Pulpit Announcements

Please include the ACA in your Prayers of the Faithful as well as Pulpit and Bulletin Announcements every week starting February 12th, and continue through the end of March.

Awareness Weekend - January 28 – 29, 2012

(Bulletin Announcement for this week found on page 11)

Most past contributors to the Archbishop's Catholic Appeal will receive a mailing from Archbishop Vlazny in the next few days. At all Masses next weekend, additional information will be provided in the bulletin. The Appeal provides funds to support essential parish-based ministries that would find it difficult, if not impossible, to operate solely on parish funds. This year _____ Church has a goal of \$_____. Your support and prayers for the Archdiocesan church and all the people we serve are greatly appreciated.

Announcement Weekend - February 4-5, 2012

(Bulletin Announcement for this week found on page 15)

Next weekend, February 11-12th is Commitment Weekend for the 2012 Archbishop's Catholic Appeal. If you received a personalized commitment card in the mail please bring it to Mass with you as we join together to support our Catholic Church

**Please use the following for both Pulpit and Bulletin Announcements*

Commitment Weekend - February 11-12, 2012

This weekend is Commitment Weekend for the 2012 Archbishop's Catholic Appeal. Our parish goal is \$_____. If you have not already done so please complete your pledge card, indicating your gift or pledge to our archdiocesan church. It is important for all of us to participate in order to support our universal church here in Western Oregon.

Follow-up Weekend - February 18-19, 2012

Last weekend was our Parish Commitment Weekend for the 2012 Archbishop's Catholic Appeal. Thank you to those who responded. If you have not yet completed your card, please prayerfully make your pledge and return it to the church office. We would like 100% participation in showing our support of Archbishop Vlazny and the Archdiocese of Portland.

Use Until Parish Reaches Goal

Thanks to all our parishioners who have made their gift to the 2012 Archbishop's Catholic Appeal. _____ (parish name) is _____% towards our goal of \$_____. Every gift means so much! If you have not yet made a gift or pledge, please fill out a commitment card located in the _____ and return it to the Church Office in the coming days. We would like 100% participation in showing our support of Archbishop Vlazny and our archdiocesan church.

**Prayers of the Faithful, and Pulpit and Bulletin Announcements
can be downloaded from the archdiocesan website at:**

<http://www.archdpx.org/appeal/>

**You can also contact the Office of Resource Development at
503-233-8336, or gift@archdpx.org for further assistance.**

**Announcement Weekend
February 4-5, 2012**

Bulletin Notice

**Archbishop's Catholic Appeal 2012
*"Teach, Bless, Serve"***

Next weekend, February 11-12th, is Commitment Weekend for the 2012 Archbishop's Catholic Appeal. During Mass we will watch a video from Archbishop Vlazny about the Appeal. If you received a personalized commitment card in the mail please bring it to Mass with you as we join together to support our Catholic Church in western Oregon. If you did not receive a commitment card in the mail pledge envelopes will be available during Mass.

This next week, please read the Archbishop's Catholic Appeal materials you received in the Parish Bulletin today and prayerfully reflect on the level of commitment you will make next weekend.

The Archbishop's Catholic Appeal provides substantial financial support to essential ministries that support parishes in our Archdiocese. These programs provide education and faith formation at all levels and provide a Catholic presence for tens of thousands of people.

When we stop to count our abundant blessings, we are aware of how truly blessed we are. The Archbishop's Catholic Appeal is an invitation to share your blessings and support for the Gospel mission here in Western Oregon. A significant pledge to this appeal is a sign that you are a part of the holy people who follow in the footsteps of the faithful throughout this history of scripture. Your pledge is also a sign of your gratitude for God's generous abundance. While we can never out-do God in generosity, we are called to join in the mission of the Gospel as we pour forth the gifts of life, goodness, and grace through the sharing of our own blessings from God.

****Please remember to include one of the Prayers of the Faithful and Pulpit Announcements found on pages 16-17 of this booklet.***

Commitment Weekend

Commitment Weekend: February 11-12, 2012

Preparations for Commitment Weekend

Week of February 6:

- As soon as you receive shipment, open the boxes and make sure you've received sufficient quantities of all Appeal materials.** Pens will be provided; however, before Commitment Weekend, please make sure you have enough pens for all Masses.
- Put a pen inside each pledge envelope before distribution.** Close the flap of the envelope, but don't seal it. By doing this, you assure each person has everything they need right in the envelope.
- Play the Archbishop's appeal video on the equipment that will be used on Commitment Weekend.** If equipment is adjustable, correct the bass and treble for the best sound and mark the appropriate volume. Unless requested otherwise, you'll receive a video in English and a Spanish audio homily. If there's a problem with the DVD or CD, immediately call the Office of Resource Development (503-233-8336) to get a replacement.
- Each celebrant and homilist should be briefed on the in-pew process.** The Pastor will be leading the in-pew process at every Mass. In the event the Pastor is not the Presider, the Presider should introduce the Pastor immediately after the reading of the Gospel. Be sure to contact the other Presiders early in the week so they're aware that they won't need to prepare a homily.
- Each parish should hold a practice session for the ushers/students. If at all possible, the parish should recruit school and Religious Education students to distribute and collect the pledge envelopes.** This provides a good service project and learning experience for the students and assures you'll have plenty of help. If you're able to use students, please be sure there's enough adult supervision and sufficient training to assure that everyone who should get a commitment envelope gets one and that all completed envelopes are retrieved. (Refer to following page for training process.)

**Please
conduct
the in-pew
process
on both
Commitment Weekend
and
Follow-Up Weekend.**

Recruiting Ushers/Students

- You'll need one usher/student in every section of your church: one usher/student for about every 5 to 8 pews. You'll need one adult in each side aisle to retrieve extra envelopes from some pews and to provide extra envelopes for pews that don't have enough. These adults should also take care of any standing room people. If you have large numbers of standing room people, assign extra adults to them.
- If you recruit students, you'll need to make sure they attend their assigned Mass and report at the right time and place. A letter should be sent home with them after the practice session. The letter should inform parents of what the children have been asked to do, the Mass at which they'll work, the person to whom they're to report, and the time and place where they're to report.
- If you recruit students, be sure someone is assigned to brief the ushers before every Mass as to the Appeal process and the role of the students.
- It's suggested that at least one member of the Leadership Team be present at every Mass to make sure the process goes smoothly and completed pledge envelopes are properly secured after each Mass.

Training Ushers/Students

The Pastor and the Appeal Chairperson(s) should train the ushers/students and provide them with the following information:

- Where to report.
- What time to report.
- Where to pick up their supplies.
- Where to wait for the signal that it's time to distribute their envelopes.
- Which specific pews they'll work.
- When they'll be expected to move to their assigned locations (when Father signals from the altar and what signal he will use).
- What to do while parishioners are completing their pledge envelopes.
- Where to get the collection baskets.
- Where to empty the baskets after they collect the pledge envelopes.
- Where to return the baskets.
- Don't forget to include parishioners in the cry rooms, choir loft, and those standing.

Commitment Weekend

February 11-12, 2012

The Pastor's presentation on Commitment Weekend is very important to the Appeal's success. Up to this point, parishioners have heard about the Appeal and why it's so very important to support it. However, with the exception of those who actually received and read the Archbishop's letter, no one has been asked to fill out a pledge form. Now it's time to ask parishioners directly for their financial support. **Parishioners will understand the importance of the Appeal only if the Pastor himself asks for their financial support.**

Immediately after the gospel proclamation, present a brief homily tying in the reading for the day and the ACA. The Pastor should then introduce the Archbishop's recorded homily. Please play the video prior to using it during Mass to ensure it works correctly.

After playing the Archbishop's DVD, ask the ushers/students who are distributing the commitment envelopes to come forward and begin doing so. While they're coming forward, add your support to the campaign by:

- Stressing the importance of providing funds to the parish-based ministries supported by the Appeal.
- Asking parishioners to make a pledge rather than a one-time gift. This will allow them to give more and to spread out payments so they don't impact parish support.
- Please don't state or imply that people should take the pledge envelopes home and bring them back. This approach always results in large numbers of pledge cards never being returned. The publicity about the Appeal has given parishioners plenty of time to consider their level of support. Now is the time to ask them directly for a commitment.

In-Pew Process

Implement the full in-pew process on both Commitment and Follow-Up Weekends. Remember that many things affect the outcome of an in-pew process. Among them is the ready availability of supplies as well as the attitude of the people distributing them.

It's hoped that all parishes will use the in-pew process. However, if you decide to just put the commitment envelopes in the pew racks, be sure pens are inside the envelopes and pew racks are replenished before each Mass. One member of the Leadership Team, working with volunteers, should be responsible for getting this done at each Mass.

Immediately after playing Archbishop Vlazny's recorded video, the Pastor should begin the in-pew process. If envelopes and pens have already been provided in the pews, the Pastor needs only to be sure that one member of each household has them.

Some Pastors actually complete their own pledge card while leading the in-pew process. This gives them a better sense of the time needed for the pauses in the script.

Commitment Weekend

February 11-12, 2012

The ushers/students will collect the envelopes immediately after the in-pew process. An usher/student will then take the Appeal envelopes to an appropriate place after they've been collected. Make sure the decision regarding who'll do this is made and communicated well ahead of time. The students love to do it, but often, the ushers are reluctant to allow them.

Adjusting the In-Pew Script for Parishes with a History of Substantial Nonpayment of Pledges

Some parishes far exceed the standard non-payment percentage of 9%. In these cases, it's suggested that language be added to the in-pew script's introduction that stresses the importance of paying pledges. Care must also be taken not to discourage pledging on the part of those who make monthly payments.

Something as simple as the following statement may be added (after paragraph three in the following script) to help reduce the non-payment rate:

It is important that you fulfill your pledge by year's end if possible, even if you are unable to send payments in each month. Also, even though pledges are usually paid in five installments, the Archdiocese can set-up pledges with up to ten installments, if that much time is needed to fulfill your pledge.

Adjusting the In-Pew Script for Parishes with Parishioners Concerned About Privacy or Who May Not Understand Pledging

For concerns regarding privacy, consider adding the following statement (after paragraph three in the following script):

All information you provide today will be shared only with the Archdiocese and this parish. No one else, not even the government, can or will have access to it.

For concerns regarding how pledging works, consider adding the following (again, after paragraph three):

Making a pledge allows you to make payments over many months rather than paying the whole amount at one time. Just indicate what you want to give on the envelope. The Archdiocese will then send you payment coupons so you can make your payments until the end of the year.

Commitment Weekend

February 11-12, 2012

In-Pew Script

Today, throughout the Archdiocese of Portland in Western Oregon, every parish is asking for their parishioners' help to assist the parish-based ministries supported by the Archbishop's Catholic Appeal.

On behalf of Archbishop Vlazny, I thank all of you who gave last year. I can assure you that the funds you gave helped to provide ministry to those who would not have been touched without your support. When you give to the Appeal, you are providing vital financial support for ministries the parishes would not otherwise be able to afford.

Each of us is called to share our gifts. We must first support our parish, and then we are asked to support our local Church, our Archdiocese. The Archbishop's Catholic Appeal is a very effective way to meet part of this second obligation.

[If applicable to your parish, insert statement(s) from previous page regarding non-payment of pledges, privacy, and/or how pledging works.]

(Ask ushers/students to pass out the envelopes.) As you receive your pledge envelope (display the envelope), open it and remove the pen.

Now let's take a moment to complete the pledge card together. The pastor at this time should fill out his pledge card going through each line .

Pastor should remind the parishioners to fill out the pledge card even if they cannot make a pledge at this time as it saves us time and money in not having to re-contact them at a later date.

Please tear off the commitment card and place it in the envelope before you seal it. The ushers will now collect your pledge envelopes.

On behalf of Archbishop Vlazny and (Name of Pastor), but most especially on behalf of those who will benefit from your contributions, I thank you for your very generous contribution to the Archbishop's Catholic Appeal. May God bless you.

Follow up Weekend

Please
conduct
the in-pew
process on both
Commitment Weekend
and Follow-Up
Weekend.

Follow-Up Weekend February 18-19, 2012

We've found that each year, after the initial mailing and parish participation for the Appeal have concluded, more than 44% of donors from the previous year have not renewed. These aren't necessarily people who don't want to give; many of them renew their Appeal pledges during the follow-up mailings. Since parishioners are given the opportunity to refuse giving during the in-pew process, it's fair to assume that most of those who skip a year of contributing to the Appeal simply missed the mailing and in-pew solicitations.

There are far fewer "skippers" in parishes that conduct the full in-pew process on Commitment Weekend and again on Follow-Up Weekend. Conducting the in-pew process on both weekends also saves the Appeal a significant amount of money: in-pew solicitation is the least expensive way to secure a commitment. Follow-up solicitations cost money, and it sometimes takes two or three mailings before Appeal letters are opened and a response is received.

Preparations for Follow-Up Weekend Week of February 13, 2012

- The coordinator for the in-pew process will need to perform the same preparation steps that were followed for Commitment Weekend:**
 - Prepare pledge envelopes and pens.
 - Be sure to arrange for volunteers who will help with the process at each Mass.
 - Make sure one person is assigned to manage the process at each Mass.
 - **Make the same changes to the script that you made for Commitment Weekend.**
- You will have a different presenter at each Mass.** Once a presenter for each Mass is selected, the in-pew coordinator will need to meet with them to ensure they know what to do and will do it in a consistent manner.
- The homily should be based on the readings of the day.** It's not necessary for that homily to be about giving or even about the Appeal.
- The in-pew solicitation should occur immediately after the homily.** Either the Presider will lead the in-pew process or lay leaders will need to be asked to do so. The Presider should introduce the presenter and mention that this is a follow-up for the Appeal for parishioners who haven't yet had an opportunity to pledge.

Follow-Up Weekend

February 18-19, 2012

In-Pew Script

Last weekend, throughout the Archdiocese of Portland in Western Oregon, every parish asked for their parishioners' help to assist the parish-based ministries supported by the Archbishop's Catholic Appeal.

On behalf of Archbishop Vlazny, I want to thank all of you who have already committed to this Appeal. I can assure you that the funds you gave helped to provide ministry to those who would not have been touched without your support.

Today, we are going to repeat the in-pew process one last time for those who have not yet made their commitment.

[If applicable to your parish, insert statement(s) from previous page regarding non-payment of pledges, privacy, and/or how pledging works.]

So I ask that one member of each household that has not yet completed a commitment form to please raise your hand. (Ask ushers/students to pass out the envelopes.) As you receive your pledge envelope (display the envelope), please open it and remove the pen.

Please follow the same process as commitment weekend by personally filling out the pledge card with the parish.

Please tear off the commitment card and place it in the envelope and seal it. The ushers will now collect your pledge envelopes.

On behalf of Archbishop Vlazny and (Name of Pastor), but most especially on behalf of those who will benefit from your contributions, I thank you for your very generous contribution to the Archbishop's Catholic Appeal. May God bless you.

Follow up Mailing

**Even if
your parish
is close
to making goal, or has
already made goal,
this follow-up
mailing is an
important step**

Follow-Up Mailing Week of March 26

In order to reach previous contributors to the Appeal who haven't yet committed this year, we're asking parish committees to make a special effort to send a Follow-Up Mailing. Please send this mailing to any contributor from last year who didn't commit this year by mail or the in-pew process. You might also wish to include any regular Offertory contributors who haven't yet committed to the Appeal. This mailing ensures that all potential contributors are given the opportunity to participate in the Appeal.

We have supplied address labels for all your parishioners to help you build this mailing list. As parishioners make commitments through the in-pew process, you'll remove their labels and place them on their respective pledge forms. Shortly after March 19th, you'll receive a report of your parish's Direct Mail donors to add to your mailing list.

After you've removed the labels for everyone who's committed, use your final 2010 Appeal contributors list, and put an "X" next to the label of **any remaining household that gave in 2010**. These households are your minimum follow-up list. The mailing will be more successful if you also obtain a list of your regular Offertory contributors and put an "X" next to the names of anyone on that list who hasn't yet committed.

Using a parish envelope, type or write the addresses for each of the households with an "X" next to their names. Using parish letterhead, insert the letter (see sample on the next page), an in-pew pledge envelope, and an ACA PO Box business reply envelope. **You don't need to put a stamp on the reply envelope.** Mail the follow-up letter one week after Follow-Up Weekend.

Processing Commitments

Please process donations immediately. This is very important so donor checks are processed for deposit as quickly as possible and payment coupons are mailed in a timely fashion.

Payment Coupons

Payment coupons will be mailed once the donor's commitment is entered into the Archdiocese's database. Once donors receive their payment coupons, they can simply tear them off and return with their payments to the ACA PO Box, using the return address labels provided to them.

Please encourage your parishioners to mail their pledge payments regularly so their commitments are paid in-full before January 31, 2013.

**Suggested Follow-Up Letter
from Pastor and Chairperson(s)**

[Date]

[Name]

[Address]

[City], [State] [Zip]

Dear [Salutation]:

On the weekend of February 11-12, 2012, all parishes in the Archdiocese of Portland conducted Commitment Weekend for the 2012 Archbishop's Catholic Appeal. This annual Appeal provides money to support essential parish-based ministries that most parishes could not fund by themselves.

The theme of this year's Appeal is, "*Teach, Bless, Serve*". The Archbishop's Catholic Appeal provides a unique opportunity to teach our faith to others and express our gratitude for the Lord's blessings we have received. The Appeal also allows us to share those blessings with others—with Catholic ministry, education, and services that help parishes throughout our Archdiocese. The very act of giving is a blessing we bestow on others. And when we bless others, God in turn blesses us for our service.

Please prayerfully reflect upon the many blessings you have received and consider how much you will return to further His work in your Archdiocese. Your commitment is needed and will be of great help to those who have and will benefit from the Archbishop's Catholic Appeal funding.

We have enclosed an Archbishop's Catholic Appeal pledge form and reply envelope for your convenience. We pray that you will be able to make a commitment this year. We would like 100% participation in showing our support of Archbishop Vlazny and the Catholic Church in Western Oregon.

Anticipating your pledge, and on behalf of those ministries you are supporting both spiritually and materially, we offer our heartfelt appreciation and gratitude.

We wish you and yours all the abundant blessings of our Lord, and we thank you for your continuing support of our parish and Archdiocese.

Sincerely yours in Christ,

Pastor

Co-Chairperson

Co-Chairperson

Instructions for preparing gifts

Instructions for Preparing Gifts for Appeal Secretary/Parish Secretary

As with previous Appeals, it's our intent to assure the greatest level of accuracy and accountability in all areas of the process. We hope you'll find the following instructions to be simple and straightforward. We also hope you'll find the process for collecting and returning contributions to the ACA PO Box takes less of your valuable time and ensures quicker reporting of your parish's goal progress. Should you have any questions or need any clarification, please don't hesitate to contact the Development Office (503-233-8336).

We look forward to working with you in 2012 to implement a successful ACA in your parish.

January 2012

By the beginning of January, 2012, your Pastor/parish office should receive all of your Appeal materials. Included with your materials will be your in-pew pledge envelopes. You'll use these pledge envelopes for the in-pew solicitation process on Commitment Weekend to reach parishioners who didn't receive the direct mailing or who forgot to bring their pre-printed materials to Mass.

The Direct Mail portion of the Appeal will consist of a solicitation letter sent out from the Archdiocese under Archbishop Vlazny's signature. This letter will be sent only to those parishioners who've given to past Appeals or who've been added to our database in the past 12 months. These letters will be in your parishioners' homes by January 31, 2012.

Enclosed with the Archbishop's letter will be a preprinted pledge card and postage paid envelope. We've preprinted your parish's name, the donor's name, and their Appeal ID number on these pledge cards. **"Direct Mail" commitments are those commitments that include this pre-printed information.** All direct mail contributions will be sent to the ACA PO Box.

April 2012

A second letter will be sent from the Archbishop in the Spring and will also include pre-printed pledge cards and postage paid envelopes. These returned commitments will also be sent to the ACA PO Box. Any commitments collected at your parish should be handled in the same way as the Direct Mail returns referred to above.

**If you have
any questions,
or need
assistance,
please call
the
Development
Office:
503-233-8336**

Processing Batches

We kindly ask that you follow the batching instructions below when preparing your parish's gifts for submission to the ACA PO Box.

There are three (3) types of batches for the Appeal:

1. **Commitments:** checks, credit card pledges, pledges without payments
2. **Cash:** cash payments and loose plate cash
3. **Other:** no commitments made, no cash, parishioner unable to give ("not at this time" or "not this year," donor "deceased")

There is only one (1) Parish Mailing Receipt form for sending batches to the ACA PO Box. An example of this form can be found on the following page.

1. **Open all Appeal envelopes.**
2. **Alphabetize envelopes by donor last name.**
3. **Place donor address label** (provided by the Development Office) **on each corresponding commitment card** (both direct mail and in-pew). Included with your ACA materials is one set of pre-printed labels with the names, addresses, and Appeal ID numbers for all of your registered parishioners currently in the Archdiocese database. By placing these pre-printed labels on the appropriate commitment cards, you ensure that we'll process these contributions as quickly and accurately as possible. **If the label address and the handwritten/printed address are the same, place the label over that address.**
4. **If the address label is incorrect or out-of-date, please DO NOT cover the handwritten information with the label. Instead, place the label on the back of the card directly across the circle log graphic. Then write an "A" in the white box on the front of the card located under the line to write in the parish name. This code "A" will alert us to update the donor address.** We'll assume all donor handwritten information is more accurate than our printed label unless our label is placed directly over it.
5. **If you have multiple families with the same or similar last names, please make an extra effort to ensure the correct labels are put on the correct commitment cards.**
6. If you have a donor but there is not a pre-printed label for them please stick one of the labels with your parish code (provided with your materials) on the pledge card. This will help ensure the correct parish receives credit when we enter the new donor in our database.
7. **Place checks directly behind the pledge card and then rubber band or clip the group together. There is no need to staple or clip donor check to their card. This completes their processing.**
8. Bundle **others** together (no commitments made, no cash, parishioner unable to give). This completes their processing.
9. Complete **cash** processing (cash payments and loose plate cash). Instructions on page 32.
10. **Complete a Parish Mailing Receipt for all batches sorted and counted during this process.** Please review the form on the following page before completing to see how cash should be added.
11. **Include one (1) parish check for all cash recorded on the Parish Mailing Receipt.** Deposit all committed cash and loose plate cash into your parish account. For security reasons, please do not mail cash to the ACA PO Box.

Processing Batches

12. **Place all of the processed batches with Parish Mailing Receipt in a pre-addressed, non-tear return envelope(s) and mail immediately.** If using more than one envelope, please keep cash commitment cards, parish check, and accompanying Parish Mailing Receipt together in the same envelope.
13. Quick turn-around of your weekly collections allows your parish to provide an accurate and timely goal progress report each Sunday and ensures donations are processed as soon as possible. Parishioners don't like their personal checks sitting for weeks waiting to be cashed, and quick returns on your part ensure timely deposits at the Archdiocese. Sending in your parish's contributions each week allows for quick processing: parishioners receive their payment coupons sooner, and we can thank them sooner for their support.
13. **Repeat the above process as long as new Appeal commitments come to your parish.**

Sample Parish Mailing Receipt

Please keep the bottom copy of this form for your records.



Archbishop's Catholic Appeal
PO Box 15149
Portland OR 97214
Phone: 503-233-8336
Fax: 503-235-6675
Email: bschantzen@archdpdx.org

Archbishop's Catholic Appeal

Parish Mailing Receipt

Parish Name _____ City: _____

Prepared By: _____ Phone: _____

Date Processed: _____

Loose Plate Cash (A): \$ _____

Donor Cash (B): \$ _____

Total Cash (C): \$ _____

Please include ONE parish check for the total cash amount listed on line C.

Check # _____

Check Amount \$ _____

The corresponding parish check must accompany all donor pledge slips to ensure proper accounting of gifts and donor acknowledgments. Any donor pledge slips received without the back-up check will NOT be processed until the check is received.

Processing Cash

1. **Separate cash into Donor Cash (cash submitted with commitment card) and Loose Plate Cash.**
2. **In red pen, write the words “Cash ” on each commitment card that accompanies cash.** This verifies that you’ve separated the cash for deposit from the commitment cards. This also alerts the Development Office to expect a parish check for the amount indicated on the commitment card.
3. **Total Loose Plate Cash** and write the amount on **Line A of the Parish Mailing Receipt.**
4. **Total Donor Cash** (cash submitted with commitment card) and write the amount on **Line B of the Parish Mailing Receipt.** Only add the exact amount of cash given not the total amount of the pledge. **Example:** Donor submits \$100 total pledge with \$20 in cash for first installment. The cash amount to be counted is only \$20.
5. **Total Lines A and B for Total Cash** and write the amount on **Line C.** This is the amount you will deposit into your parish account.
6. **Make out one (1) parish check for the Total Cash amount on Line C,** made payable to the *Archbishop’s Catholic Appeal.*
7. If using more than one envelope to send batches to the ACA PO Box, please keep cash commitment cards, parish check, and accompanying Parish Mailing Receipt together in the same envelope.

Please note: If a parish check isn’t included with its corresponding Parish Mailing Receipt, those commitments that include a cash gift will not be entered into our database until that parish check is received. To ensure your parishioners receive timely and accurate credit for their cash gifts, always forward the parish check for any cash gifts in the same envelope with their accompanying commitment cards.


Please be sure to use the ACA P.O. Box Return Envelopes for all ACA gifts. There is a separate P.O. Box for the Sharing our Faith Campaign

Completing the Batch Process

1. **Complete the Parish Mailing Receipt:** fill in parish name and city, your name and telephone number, and the date processed. If sending a parish check, fill in the shaded box with the check number and amount you're enclosing.
2. **Remember: if you're including a parish check for the cash you've received, we only need one (1) check for the entire batch.**
3. **Once you've completed the Parish Mailing Receipt,** tear off the bottom copy for your records. Bundle the one top copy with:
 - Your completed batches, rubber-banded in groups:
 - Commitments:** checks, credit card pledges, pledges without payments
 - Cash:** cash payments and loose plate cash
 - Other:** no commitments made, no cash, parishioner unable to give ("not at this time" or "not this year," donor "deceased")
 - Your parish check, if necessary, made payable to *Archbishop's Catholic Appeal*.
4. **Put Parish Mailing Receipt, batches, and parish check in pre-paid, pre-addressed, non-tear Appeal envelope(s).**
5. For secure mailing and handling, this year's Appeal envelopes are smaller. **If necessary, use more than one envelope. Do not overfill envelopes, as it may cause envelope to open during mailing.**
6. **Remember: if you're sending multiple Appeal envelopes at the same time, keep cash commitment cards, parish check, and accompanying Parish Mailing Receipt together in the same envelope.**
7. If you need to use your own envelopes, please make sure they are as secure as possible and use the PO Box address below.
8. Parish returns are processed in the order they are received by the Archdiocese. Faster returns ensure quicker goal progress reporting.

**Archbishop's Catholic Appeal
PO Box 15149
Portland, OR 97293**

2012 Parish Goals



2012 GOAL
\$3,640,000

(Same as the last two years)

*Parish**Goal*

2012 All Saints	\$38,455.00
2012 All Souls	\$9,289.00
2012 Ascension	\$33,769.58
2012 Cathedral (St. Mary's)	\$65,470.00
2012 Christ the King	\$59,151.05
2012 Church of Korean Martyrs	\$26,723.00
2012 Good Shepherd	\$2,834.00
2012 Holy Cross	\$26,699.48
2012 Holy Family - Portland	\$54,576.77
2012 Holy Family Mission - Glendale	\$1,410.07
2012 Holy Name	\$3,924.89
2012 Holy Redeemer - North Bend	\$23,618.57
2012 Holy Redeemer - Portland	\$35,019.70
2012 Holy Rosary - Portland	\$28,564.00
2012 Holy Trinity - Bandon	\$8,572.39
2012 Holy Trinity - Beaverton	\$83,546.00
2012 Holy Trinity Mission - Brownsville	\$1,951.02
2012 Immaculate Conception	\$34,358.03
2012 Immaculate Heart	\$8,740.37
2012 Nativity of the Blessed Virgin Mary	\$4,275.00
2012 Our Lady of Fatima	\$8,161.34
2012 Our Lady of Lavang	\$25,498.34
2012 Our Lady of Lourdes	\$7,645.00
2012 Our Lady of Perpetual Help - Albany	\$57,380.78
2012 Our Lady of Perpetual Help - CG	\$15,775.50
2012 Our Lady of Sorrows	\$13,540.00
2012 Our Lady of the Lake	\$98,750.00
2012 Our Lady of the Mountain	\$27,669.92
2012 Our Lady of Victory	\$12,015.39
2012 Queen of Peace	\$73,233.34
2012 Resurrection	\$53,206.50
2012 Our Lady of the River	\$4,245.00
2012 Sacred Heart - Medford	\$76,490.83
2012 Sacred Heart - Newport	\$18,702.19
2012 Sacred Heart - Portland	\$10,937.58
2012 Sacred Heart - St. Louis/Gervais	\$18,728.97
2012 Sacred Heart - Tillamook	\$16,017.10
2012 Shepherd of the Valley	\$35,935.00
2012 St. Agatha	\$29,707.75
2012 St. Alexander	\$19,033.23
2012 St. Alice	\$24,175.16

<i>Parish</i>	<i>Goal</i>
2012 St. Alice	\$24,175.16
2012 St. Aloysius	\$5,438.98
2012 St. Andrew	\$23,925.94
2012 St. Anne - Grants Pass	\$51,945.00
2012 St. Anne - Portland	\$26,252.55
2012 St. Anthony - Forest Grove	\$30,825.93
2012 St. Anthony - Portland	\$14,057.81
2012 St. Anthony - Tigard	\$81,412.00
2012 St. Anthony - Waldport	\$5,655.77
2012 St. Augustine	\$15,905.88
2012 St. Bernard	\$1,174.20
2012 St. Birgitta	\$8,211.05
2012 St. Boniface	\$13,843.07
2012 St. Catherine of Sienna - Veneta	\$7,340.00
2012 St. Catherine of Sienna Mission - Mill City	\$1,050.00
2012 St. Cecilia	\$93,192.45
2012 St. Charles - Portland	\$16,694.17
2012 St. Charles Borromeo Mission	\$3,406.06
2012 St. Clare	\$49,562.00
2012 St. Cyril	\$26,656.16
2012 St. Edward - Lebanon	\$17,815.46
2012 St. Edward - North Plains	\$14,560.00
2012 St. Edward - Salem (Keizer)	\$44,560.00
2012 St. Elizabeth Ann Seton	\$27,147.97
2012 St. Elizabeth of Hungary	\$18,334.79
2012 St. Francis - Sherwood	\$44,890.00
2012 St. Francis of Assisi - Banks (Roy)	\$12,752.81
2012 St. Francis of Assisi - Portland	\$11,887.05
2012 St. Francis Xavier	\$7,582.00
2012 St. Frederic	\$16,340.00
2012 St. Helen - Junction City	\$8,868.46
2012 St. Helen - Sweet Home	\$8,763.71
2012 St. Henry - Gresham	\$69,702.47
2012 St. Henry Mission - Dexter	\$3,218.00
2012 St. Ignatius	\$48,862.00
2012 St. James - McMinnville	\$45,465.00
2012 St. James - Molalla	\$8,745.00
2012 St. John - Yamhill	\$7,859.00
2012 St. John Fisher	\$45,780.00
2012 St. John Mission - Welches	\$5,874.77
2012 St. John the Apostle - Oregon City	\$47,126.00
2012 St. John the Apostle - Reedsport	\$4,571.58
2012 St. John the Baptist - Milwaukie	\$57,519.68

<i>Parish</i>	<i>Goal</i>
2012 St. John the Baptist Mission - Clatskanie	\$2,856.00
2012 St. John the Baptist Mission - Port Orford	\$2,774.77
2012 St. Joseph - Roseburg	\$42,727.39
2012 St. Joseph - Salem	\$86,922.27
2012 St. Joseph Mission - Cloverdale	\$5,485.58
2012 St. Joseph the Worker	\$36,572.69
2012 St. Juan Diego	\$37,689.00
2012 St. Jude	\$23,291.87
2012 St. Luke	\$45,198.32
2012 St. Mark	\$15,335.53
2012 St. Mary - Aumsville	\$10,733.00
2012 St. Mary - Corvallis	\$65,680.69
2012 St. Mary - Eugene	\$76,354.00
2012 St. Mary - Mt. Angel	\$44,954.17
2012 St. Mary - Vernonia	\$2,065.19
2012 St. Mary by the Sea	\$10,037.25
2012 St. Mary Magdalene	\$46,785.62
2012 St. Mary Mission - Siletz	\$1,785.00
2012 St. Mary Our Lady of the Dunes	\$14,449.70
2012 St. Mary Star of the Sea	\$14,782.00
2012 St. Matthew	\$87,456.00
2012 St. Michael - Grand Ronde	\$2,834.00
2012 St. Michael - Oakridge	\$1,948.00
2012 St. Michael the Archangel - PDX	\$28,199.89
2012 St. Michael the Archangel - Sandy	\$12,934.88
2012 St. Monica	\$20,380.82
2012 St. Patrick - Canby	\$33,679.49
2012 St. Patrick - Independence	\$14,200.23
2012 St. Patrick - Portland	\$8,350.00
2012 St. Patrick of the Forest	\$3,277.00
2012 St. Paul - Eugene	\$39,534.28
2012 St. Paul - Silverton	\$11,350.00
2012 St. Paul - St. Paul	\$15,918.33
2012 St. Peter - Eugene	\$18,905.00
2012 St. Peter - Newberg	\$23,863.61
2012 St. Peter - Portland	\$13,866.24
2012 St. Peter Fisherman	\$5,373.00
2012 St. Philip - Dallas	\$19,212.00
2012 St. Philip Benizi - Oregon City	\$19,821.27
2012 St. Philip Benizi Mission - Creswell	\$3,025.39
2012 St. Philip Neri	\$22,854.00
2012 St. Pius X	\$128,640.00
2012 St. Rita	\$23,886.54

*Parish**Goal*

2012 St. Rose of Lima - Monroe	\$3,463.55
2012 St. Rose of Lima - Portland	\$27,154.52
2012 St. Stanislaus	\$6,342.25
2012 St. Stephen	\$7,954.03
2012 St. Therese	\$38,105.00
2012 St. Thomas Mission - Jefferson	\$1,858.80
2012 St. Thomas More - Portland	\$42,658.00
2012 St. Thomas More (University) - Eugene	\$25,760.00
2012 St. Vincent de Paul - Salem	\$35,287.52
2012 St. Andre Bessette	\$8,350.00
2012 St. Wenceslaus	\$15,913.91
2012 Star of the Sea - Brookings	\$11,452.24
2012 Sts. Ann and Michael	\$2,238.57
2012 Visitation of the Blessed Virgin Mary	\$14,900.00
	\$3,640,000.00

