



ARCHDIOCESE OF PORTLAND IN OREGON

Office of the Vicar General

Memorandum

To: All Pastors, Administrators, and Parish Business Managers

From: Bishop Peter L. Smith, Vicar General

Date: June 26, 2017

Regarding: Second Collections and Annual Catholic Appeal

Enclosed are the dates for the mandated second collections to be taken up in every parish in the Archdiocese of Portland in 2018 and a list of the optional second collections. **Please remember that the mandated collections are just that – they must be taken up in each parish and mission and should be done on the dates specified.** Also according to Archdiocesan policy, please remember the following:

1. Parishes should deposit all funds received for a second collection into the parish bank account and then remit a single check for the total amount to the Department of Financial Services.
2. Parishes should remit their second collection monies to the Department of Financial Services within two months of the collection.
3. Parishes should record all second collection donations in their parishioners' donor records.
4. When remitting monies please be sure that the name of the collection is clearly specified. (Parishes can remit more than one second collection on a check as long as the amount remitted for each collection is clearly noted.)

All second collections, except the Catholic Charities collection, should be remitted to the Pastoral Center at the following address:

Archdiocese of Portland
Attn: Financial Services
2838 E. Burnside St.
Portland, OR 97214

The Catholic Charities Collection is handled by Catholic Charities and should be remitted to them directly at:

Catholic Charities
2740 SE Powell Blvd., #5
Portland, OR 97202

Finally, please remember that these are the dates for the **2018** collections. We have remaining in 2017, collections for the Holy Father on July 2, Archdiocesan Seminarian Appeal on October 1st, World Missions on October 22, CCHD on November 19, and Retirement Fund for Religious on December 10, 2017. If you have any other questions regarding these second collections, feel free to call this office or Financial Services at 503-233-8359.

2018
SECOND COLLECTIONS AND ANNUAL CATHOLIC APPEAL

MANDATED COLLECTIONS
AND ANNUAL CATHOLIC APPEAL

DATE

Catholic Communications Collection	January 21, 2018
The Annual Catholic Appeal	February 4, 2018
Catholic Relief Services (Formerly the American Bishops' Oversea Collection)	March 11, 2018
Catholic Home Missions Collection	April 29, 2018
Catholic Charities Collection	May 6, 2018
Collection for the Holy Father	July 1, 2018
Archdiocesan Seminarian Appeal (Mail Appeal to parishioners, information for bulletins, presentations at a few select parishes)	September 30, 2018
World Mission Sunday Collection	October 21, 2018
Catholic Campaign for Human Development Collection	November 18, 2018
Retirement Fund for Religious	December 9, 2018

RECOMMENDED COLLECTIONS

Central & Eastern European Church	February 14, 2018 (Ash Wednesday)
Rice Bowl	Lent, 2018
Holy Land	March 30, 2018 (Good Friday)