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MESSAGE TO CLERGY

My Brother Priests,

As we begin the 2020 Annual Appeal this year, let me express my sincere gratitude for your leadership, cooperation and the superb teamwork of your administrative staff to support the charitable, educational and pastoral mission of the local Church through this vital ministry. Needless to say, without the Appeal, we could not achieve our ultimate goal of building the Lord’s Kingdom here in Fairfield County.

Our Annual Catholic Appeal’s (ACA) core mission focuses on the pastoral, spiritual and human needs of God’s people. Parish Appeal Chairs provide assistance by speaking, coordinating and organizing gatherings and encouraging support. Education Weekend provides an opportunity for parishioners to learn more about the Appeal through the ACA video or personal stories and Commitment Weekend offers the opportunity for parishioners to make their gift early.

Each year, the Office of Development reviews the procedures and processes that help us conduct the Appeal. This “Leadership Guide” includes practices and guidelines to assist you with conducting a successful Appeal effort at your parish.

It is my hope that all parishes will follow this plan so that, if properly implemented, the 2020 Appeal can build upon last year’s results and continue to provide substantial funding for both diocesan and parish ministries.

Together we can accomplish even greater things for the Lord!

Fraternally yours in Christ,

Most Reverend Frank J. Caggiano
Bishop of Bridgeport
FROM THE DEVELOPMENT OFFICE

Dear Pastors, Administrators and Parochial Vicars,

Thank you for your cooperation, commitment and leadership that you provided to the Annual Catholic Appeal last year. We cannot thank you enough for all that you do for your parishes and the Diocese.

Each year, we prepare this Annual Catholic Appeal Pastors’ Leadership Guide to assist and support your efforts at your parish with valuable tools to conduct a successful effort.

In addition to the Appeal solicitation and promotion timetables, we have also included procedures, bulletin/pulpit announcements and suggested Intercessions for the Prayer of the Faithful. Please ensure that your posters are displayed in prominent areas and present the Appeal DVD at a reception or after Mass.

This year, we will conduct Education Weekend on January 25 and 26, Commitment Weekend on March 21 and 22, along with two In-Pew Weekends on April 25 and April 26 and, June 13 and 14.

Please keep in mind that while these materials have been proven extremely helpful, it has been demonstrated year after year that the most effective tool to achieve a successful Appeal effort cannot be found in this manual. Rather it can be found in the positive approach and sincere enthusiasm you exhibit when motivating and inspiring your parishioners to participate this year.

As always, we look forward to working with you again in 2020 and are here to help you and your parish office staff in any way we can. So please do not hesitate to contact us if the need arises.

Sincerely,

Pamela Rittman, CFRE
Director of Development
Almighty and ever-faithful Lord we gratefully acknowledge 
Your mercy and we place our trust in You.

Your Gospel proclaims the Good News to all 
radiant with Your glory and inviting us to rejoice.

Your love and guidance fill our hearts with joy.

May the Holy Spirit inspire us to respond to 
RENEW, the 2020 Annual Catholic Appeal,

Bless us with generosity that in love 
we may freely share our gifts with others.

Bless us with understanding that we may 
recognize that everything we have is a gift from God.

Bless us with wisdom that we may 
wisely use the gifts God has given us.

Bless us with a true sense of joy — 
the fruit of generous and grateful giving.

May Mary, Mother of God, be with us to inspire, guide and protect us.

We ask this in Jesus’ name. Amen.
For all questions about the Annual Catholic Appeal, please contact the Office of Development, 238 Jewett Avenue, Bridgeport, CT.

Pam Rittman, CFRE
Director of Development,
Annual Catholic Appeal
Diocese of Bridgeport
238 Jewett Avenue
Bridgeport, CT 06606

(203) 416-1479
prittman@diobpt.org

Internet Resources

All information for the Annual Catholic Appeal including the video, brochure, Pastors’ Leadership Guide, pulpit, bulletin and weekly announcements can be viewed on the Annual Catholic Appeal website at 2020ACABridgeport.com.
<table>
<thead>
<tr>
<th>MONTH</th>
<th>TARGET AUDIENCE</th>
<th>MAILING</th>
<th>PROMOTIONS / EVENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 2020</td>
<td>Past donors</td>
<td>2019 tax statements</td>
<td>Feature article in <em>Fairfield County Catholic</em></td>
</tr>
<tr>
<td>January 25 &amp; 26</td>
<td>All Parishes</td>
<td></td>
<td>Education Weekend</td>
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<tr>
<td>February 2020</td>
<td></td>
<td></td>
<td>Feature article in <em>Fairfield County Catholic</em></td>
</tr>
<tr>
<td>February 6</td>
<td>ACA donors and prospects – Northern Region</td>
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<td>ACA Reception – Northern Region – Fox Hill Inn, Brookfield</td>
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<tr>
<td>February 7</td>
<td>ACA donors and prospects</td>
<td>Bishop Caggiano solicitation letter with</td>
<td>Weekly pulpit announcements</td>
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<td></td>
<td></td>
<td>Appeal brochure</td>
<td></td>
</tr>
<tr>
<td>February 27</td>
<td>ACA donors and prospects – Southern Region</td>
<td></td>
<td>ACA Reception – Southern Region – Waters Edge at Giovanni’s, Darien</td>
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<tr>
<td>March 2020</td>
<td></td>
<td>Thank you letters and pledge reminders</td>
<td>Feature article in <em>Fairfield County Catholic</em></td>
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<tr>
<td>March 7</td>
<td>Donors and all registered households who have not</td>
<td>Solicitation from Pastor</td>
<td>Weekly pulpit announcements</td>
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<tr>
<td>March 19</td>
<td>given</td>
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<tr>
<td>March 21 &amp; 22</td>
<td>ACA donor and prospects</td>
<td></td>
<td>ACA Reception – Mid-region – Patterson Club, Fairfield</td>
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<td>Commitment Weekend</td>
</tr>
<tr>
<td>MONTH</td>
<td>TARGET AUDIENCE</td>
<td>MAILING</td>
<td>PROMOTIONS / EVENTS</td>
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<tr>
<td>April 2020</td>
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<tr>
<td>April 16</td>
<td>Solicit all families who have not given</td>
<td>Thank you letters and pledge reminders</td>
<td>Feature article in <em>Fairfield County Catholic</em></td>
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<tr>
<td></td>
<td></td>
<td>Request letter from Bishop or Pastor</td>
<td>Weekly pulpit announcements</td>
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<tr>
<td>April 25 &amp; April 26</td>
<td>All donors who have not given</td>
<td></td>
<td>In-Pew Weekend</td>
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<tr>
<td>May 2020</td>
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<tr>
<td>May 15</td>
<td>Solicit all families who have not given</td>
<td>Thank you letters and pledge reminders</td>
<td>Feature article in <em>Fairfield County Catholic</em></td>
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<td>Request letter from Bishop</td>
<td>Weekly pulpit announcements</td>
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<td>Phone calls</td>
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<tr>
<td>June 2020</td>
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<tr>
<td>June 13 &amp; 14</td>
<td></td>
<td>Thank you letters and pledge reminders</td>
<td>Feature article in <em>Fairfield County Catholic</em></td>
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<tr>
<td></td>
<td></td>
<td>Possible final solicitation follow-up letter to past donors</td>
<td>Weekly pulpit announcements</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>In-Pew Weekend</td>
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<tr>
<td>June 30, Appeal direct mail ends</td>
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ANNUAL CATHOLIC APPEAL FUNDS

GOAL: $9,000,000

<table>
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<tr>
<th>Catholic Education</th>
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<tbody>
<tr>
<td>Bishop’s Scholarship Fund</td>
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<td>The Catholic Academy of Bridgeport</td>
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<table>
<thead>
<tr>
<th>Works of Charity and Pastoral Services</th>
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<td>Catholic Charities of Fairfield County</td>
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<tr>
<td>Pastoral Care of the Sick and Elderly</td>
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<tr>
<td>Saint Catherine Center for Special Needs</td>
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<td>Ethnic Ministries and Strategic Planning</td>
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<tr>
<th>Catechesis and Evangelization</th>
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<tbody>
<tr>
<td>The Office of Lifelong Formation</td>
<td>$ 370,000</td>
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<tr>
<td>Youth</td>
<td>$ 330,000</td>
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<tr>
<td>The Leadership Institute</td>
<td>$ 82,000</td>
</tr>
<tr>
<td>Pastoral Life and Ministries</td>
<td>$ 74,000</td>
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<tr>
<td>Communications</td>
<td>$ 700,000</td>
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</table>

<table>
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<tr>
<th>Clergy</th>
<th>$3,524,000</th>
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<tbody>
<tr>
<td>Formation of Priests and Deacons</td>
<td>$ 1,229,000</td>
</tr>
<tr>
<td>Pastoral Care of Retired Priests</td>
<td>$ 1,715,000</td>
</tr>
<tr>
<td>Vocations</td>
<td>$ 580,000</td>
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</tbody>
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*In the spirit of financial transparency, the cost to conduct the Annual Catholic Appeal totals less than 6.4 cents on the dollar based on the 2020 ACA goal. Fundraising expenses may also provide additional support to a number of these areas.*
SOCIAL MEDIA PROGRAM

The Diocese utilizes social media messaging throughout the Appeal through Facebook, Twitter and other on-line social media platforms. Beginning in January, a strategy is in place to launch the Appeal including a preview of the video and Appeal messaging leading up to the kick-off.

Links and instructions to place the video and brochure for placement on your parish website will be available on the Development website and sent with 2020 ACA updates.

The Diocese launched a mobile fundraising program called Text to Give. It is one of the easiest and latest ways to fundraise using mobile technology such as cell phones, smart phones or tablets.

Text to Give allows parishioners to make their gift to the 2020 Annual Catholic Appeal through their cell phone, smart phone or tablet by texting the keyword, Appeal, on their text-messaging app. Once the keyword is texted, a mobile friendly screen will open with options to make a gift.

The program will help parishes increase their participation.
Recruiting volunteers is critical to the overall success of the Annual Catholic Appeal. Each parish is asked to recruit a minimum of two lay co-chairs to work with the pastor and the Development Office staff in conducting the Annual Catholic Appeal. At least one lay co-chair should be a member of the Parish Finance Council, if possible.

The role of the lay co-chairs is to:

- **Be familiar** with the Annual Catholic Appeal case for support, plan and timetable.
- **Ensure** that the Annual Catholic Appeal is effectively carried out in the parish.
- **Provide** leadership to the pastor in securing the parish goal.
- **Speak** at Masses if asked by your pastor.
- **Make** a sacrificial commitment to your parish and the diocese.
- **Make** proper use of Annual Catholic Appeal materials and visual aids (video, Bishop’s audio message, poster, bulletin and pulpit announcements, lay witness talks, etc.).
- **Host** a small gathering to highlight the Annual Catholic Appeal.
- **Assist** the Pastor with follow-up phone calls or mailings to potential donors.
- **Coordinate and encourage** participation during Commitment Weekend.
- **Be an advocate** for the Annual Catholic Appeal in the parish.
- **Pray** for the success of the Annual Catholic Appeal.

The Development Office will assist the 2020 Appeal parish lay co-chairs.
2020 APPEAL LAY CO-CHAIRS/MINISTRY REPRESENTATIVES

Good (morning / afternoon / evening),

My name is _______________________. When Msgr. / Father __________ asked me to speak this morning / afternoon / evening on behalf of the Annual Catholic Appeal, I was eager to do so because I am an annual supporter of this charitable ministry who strongly believes the indispensable role it serves in carrying out the mission of our diocese.

During the next few minutes, I would like to speak about why I plan to participate again this year, and to ask that you join me through a commitment of your own. The Annual Catholic Appeal is the one time of the year when we are asked as a faith community to extend the reach of our charity beyond this parish in a special way.

Together we can make it possible to provide the many good works that thousands of people, whom we may never know or ever meet, rely upon and whose lives we can truly help change for the better. When you really think about it, giving to the Annual Catholic Appeal is one very clear-cut way to live the faith we profess.

Through the Annual Catholic Appeal and your generosity, our youth are formed in the faith through works of catechesis. Catholic schools enable children to live and learn the faith by growing intellectually, spiritually and morally. We must also care for our retired clergy and continue supporting our priests, seminarians and deacons to fulfill their vocational calling and serve their parish communities in Word, Altar, and Charity.

Marriage and family life are nurtured and enriched; human needs are addressed as well. Despair is replaced by hope, and the marginalized and forgotten are moved from neglect and isolation to find compassion and kindness. Housing, food and other assistance for the poor are also provided. Life issues are honored, respected and defended, and special care is dispensed to the developmentally and physically disabled, all through services funded by the Annual Catholic Appeal.

It is also a fact that among our 82 diocesan parishes and St. Margaret Shrine, there are those faith communities that do not have sufficient resources to serve its parishioners, and that is where the Annual Catholic Appeal can step in to supplement aid and assist our priests and all parish leaders in providing ministries and outreach.

I would encourage you to re-read the Appeal brochure that was recently sent to your home as it details all of the ministries and services that rely upon and receive funding from this vital charitable ministry.

Continued on next page.
This year our parish goal is $____. As of this week our parish has received $____________ in total pledges. I encourage you to consider making your sacrificial pledge to the 2020 Appeal. Whether you have been a donor in the past, have missed a few years or have never given, I can assure you that your participation will have a profound and lasting positive impact! Thank you.
2020 APPEAL LAY CO-CHAIRS/MINISTRY REPRESENTATIVES

Hello, may I speak with Mr. /Mrs. (Prospect’s name). This is (your name), and I serve on our Parish Appeal Committee for the 2020 Annual Catholic Appeal.

I am calling to thank you for supporting the Appeal last year and to ask if you will be renewing your gift this year. As the need for the ministries and services provided by the Appeal continues to increase, the importance of every gift has never been greater. Can we count upon your participation again this year?

IF YES:
Thank you very much. Then record the amount and verify the contact information. Request that the donor complete a pledge card and return it in this Sunday’s Offertory Collection. If the donor does not have a pledge card, inform him or her we will send a card.

Before concluding the call, confirm spelling of the names, address, pledge or gift amount and payment schedule. Thank the donor again and always let the donor hang up first.

IF NO:
I understand. Thank the person for his/her time and say “Goodbye.” Update your roster and indicate “no gift” next to the person’s name and address.
Please encourage parishioners to inquire if their employer participates in a matching gift program. In some cases, parishioners may double or even triple their donation to the Appeal. Any matching gifts will be credited to your parish once the final payment is made.

There are also those companies that will match gifts by retirees and/or spouses of deceased employees.

Please use the following in your bulletins.

MATCHING GIFTS TO THE ANNUAL CATHOLIC APPEAL

Please inquire about a matching gift at your company to the Annual Catholic Appeal as it may double your donation and be credited toward the parish goal! Companies amend these policies over time and may support Catholic Charities and the Bishop’s Scholarship Fund for Catholic schools. There are also those companies that will match gifts by retirees and/or spouses of deceased employees.

Matching gift forms can be obtained from the Human Resources Department or Benefits Coordinator of your company. Please complete the employee’s portion and submit the form or appropriate paperwork with your pledge card or at the time when your pledge has been fulfilled.

**STEP 1**
Check with the Human Resources Department, Benefits Coordinator or Payroll Department of your employer and inquire if it offers a Matching Gift Program.

**STEP 2**
Review donation guidelines and/or a list of eligible charities supported.

**STEP 3**
Decide how much you want to donate. Please note that while many companies will not donate to religious organizations, Catholic Charities of Fairfield County, Foundations in Education or the Catholic Academy of Bridgeport may meet the eligibility requirements. If your company qualifies, please make your gift payments payable to Catholic Charities, Foundations in Education or the Catholic Academy of Bridgeport and remit the payments to the Appeal Office. If you need more information, please contact us at (203) 416-1312 or 2020ACA@diobpt.org.

**STEP 4**
Complete the employee section of the appropriate form and submit it with the pledge card, or at the time of your last payment to ensure that the match will be donated.

If you have any questions about this process, please call the Development Office at (203) 416-1312 or email us at 2020ACA@diobpt.org.

Among the Corporate Matching Gift Programs for which the Annual Catholic Appeal would qualify are: Chubb, Dannon, Deutsche Bank, Energizer, GE, GenRe, J.P. Morgan Chase, Kraft Foods, Pfizer, Pitney Bowes, Thomson, UBS, Unilever, and many more (see next page).
PARTIAL LIST OF COMPANIES THAT MATCH GIFTS

Abbey National Employee Services Inc.
ACE Charitable Foundation
Matching Gifts Program
Advanced Technology Materials, Inc. (ATMI)
AES Corporation
Alliant of America, Inc.
Alliance Bernstein
AllState Annual Giving Campaign Matching Gifts
Alpha Medical Group LLC
Altia Employee Involvement Programs
American Express Gift Matching Program
American International Group, Inc. (AIG)
Annica Companies Foundation
Andor Capital
Applera Corporation
Arch Chemicals, Inc.
Arthur J. Gallagher Foundation
Assured Guaranty Matching Gifts Program
Aventis Pharmaceuticals
Automatic Data Processing, Inc. (ADP)
Avon Foundation Matching Gifts Program
AXA Foundation
Bank of America Matching Gifts
Bank of New York Mellon
Barclays Global Investor
Barnes Group Foundation, Inc.
Bayer Health Care
Beacon Dickinson
Benenson Capital Partners, LLC
Benjamin Moore & Company
Black Rock
Boeing Company Employee Match Program
Bristol-Myers Squibb Foundation Matching Gift Program
Building Materials Holding Corporation (BMHJC)
Caxton Foundation
Charles Schwab Corporate Foundation
Chevron Humankind
Cigna Matching Gifts Program
Citi Foundation
Citizens Financial Group
Colgate-Palmolive Company
Compass Group Management, LLC
Conrad N. Hilton Foundation
Covidiene Employee Matching Gift Program
Crompton Corporation
CRT Capital Group LLC
CTC Matching Gift Program
Cytec Industries
D. L. Ryan Companies LTD.
Deutsche Bank Americas Foundation
Diageo North America
Doty Family Foundation
Dun & Bradstreet
Eastern Bank
Eaton Vance
Eli Lilly and Company Foundation Matching Gifts Program
Endurance Matching Gift Program
Energizer Matching Gifts Program
ExxonMobil Foundation
FacSet Research Systems
Fidelity Investments
FM Global Foundation
Follett Matching Gift Program
Franklin Templeton Matching Gift Program
Fremont Group
Future US
Gannett Foundation
Gartner, Inc.
General Electric Foundation (GE)
General Reinsurance Matching Gift Program (Gen Re)
Georgia-Pacific Corporation
Gillette Matching Gifts Program
Givhan
Glaxo Smith Kline Foundation
GLOBAL Reinsurance Corporation of America
GMAC Insurance Personal Lines
Google
Goldman Sachs Matching Gift Program
Goodrich Foundation
Greenfield Partners
Guideposts Matching Gifts Program
Hartford Financial Services Group Hartford Steam Boiler Inspection Harvey Hubell, Inc.
Hewitt Associates LLC
Hitachi Capital America Corp.
Home Depot Foundation
Honeywell International Charity Matching HP
Intie
ITT Industries, Inc.
ITW Foundation
Investment Technology Group, Inc.
James H. Napier Foundation
Jeffries & Company
John Hancock
JP Morgan Chase Foundation
Lexis Nexis
Liberty Mutual
Liz Claiborne
Kraft Foods Foundation
Matching Gifts Program
Lone Pine Foundation Inc.
Macquarie Bank
Macy's Foundation Matching Gift Program
Marcel Corporation Matching Gift Program
MasterCard Matching Gift Program
Maverick
MBNA Foundation, Inc.
McGraw Hill
MeadWestvaco Foundation
Matching Gifts to Education
Merck
Meredith Corporation Foundation
Merrill Lynch Matching Gifts Program
Microsoft Giving Campaign
Microsoft Matching Gifts Program
Millward Brown, Inc.
Moody's Foundation Matching Gift Program
Mutual of America
N & A Associates
Nationwide Foundation
New Alliance Foundation, Inc.
Newgate Capital Management LLC
Nordson Corporation
Northrop Grumman Litton Foundation
NYSE Eurosection Foundation Matching Gift Program
Oce North America
Matching Gifts Program
Odyssey America Reinsurance Corporation
Olin Corporation Charitable Trust
OppenheimerFunds, Inc.
PartnerRE U.S. Matching Gifts Program
Pension Service, Inc.
PepsiCo Foundation Matching Gifts Program
Pequot Capital Foundation, Inc.
Pfizer Foundation Matching Gifts Program
Pharmacy Retiree Matching Gifts
Philips Matching Gift Program
Phoenix Companies
PIMCO Foundation
Pitney Bowes Corporate Matching Gift Program
Plainfield Asset Management LLC
PPG Industries Foundation
Pratt and Whitney
Praxair Matching Gifts Program
Prudential Foundation Matching Gifts Program
Raytheon Matching Gift Program
Reader’s Digest Foundation
Matching Gift Program
Reed Elsevier
Rockefeller Foundation
Gift Program
Robert Wood Johnson Foundation
Ryan Partnership
Sanofi Pasteur
Senior Care Management LLC
Sikorsky Aircraft Corporation
State Path Capital
Soros Fund Management
State Street
Sterling-Rice Group
Sun Microsystems
Survey Sampling International
Syncora Guarantee Services Inc.
Tauck World of Giving
TDK U.S.A. Corporation
Terex Matching Gift Program
Texaco, Inc.
Thomson Reuters Foundation
Time Warner, Inc.
Times Square Capital Management
Tiffany & Co. Matching Gift Program
Towers Watson (Perrin)
Transatlantic Reinsurance Company
Tyco Employee Matching Gifts Program
Gift Program
UBS Employee Giving Programs
Unilever Matching Gifts Program
United Illuminating
United Technologies (UTC) Matching Gift Program
UPS
US Traditions Matching Gift Program
US Traditions Matching Gift Program (UST)
Verizon Foundation
Vivendi Universal
VMware Foundation
Wachovia Foundation
Matching Gifts Program
Walt Disney Company
Washington Mutual
Matching Gift Program
Weedon & Company
Wells Fargo Educational Matching Gift Program
XL America Matching Gift Program

If your employer is not listed, please contact your Human Resources or Benefits Department to find out if your company has a Matching Gifts Program. Call us at 203.416.1312 for more information.
JANUARY 25 AND 26, 2020

To begin the 2020 Annual Catholic Appeal, January 25 and 26 has been designated as Education Weekend. On this weekend, the Annual Catholic Appeal will formally begin in all parishes. The pastors will introduce and speak briefly on the Appeal and/or introduce a ministry representative speaker, parish Appeal co-chair, show the 2020 Appeal video or read Bishop Caggiano’s audio message at all Masses.

The visible support of the pastor is critical to its success because parishioners will be more motivated to pledge if the pastor is able to inspire and encourage parishioners to give. Parishioners will receive their Annual Catholic Appeal mailing the week of February 10th.

In advance of this weekend, please make sure that the ACA posters have been prominently displayed in the church and other parish facilities. In addition, utilize the pulpit/bulletin announcement and suggested prayers of the faithful that can be found in this manual.

Before the video is shown, we suggest that the pastor or Appeal lay chair present a brief introduction that focuses on the vital importance of the ACA diocesan faith-based ministries, programs and services to those most in need throughout Fairfield County. They will also inform parishioners that they will be receiving their Annual Catholic Appeal mailing in the next two weeks. They will emphasize 100% participation and the critical importance of every gift to the ministry and mission of the diocese and their parish.

It would be very helpful to the pastor’s introductory remarks to be familiar with the ACA video and Bishop Caggiano’s audio content which will be viewed/heard during Mass. This sample pulpit presentation has been provided to assist in the introduction of Appeal video:

SAMPLE PULPIT REMARKS

• This weekend the Annual Catholic Appeal begins here at __________ Parish and throughout the Diocese of Bridgeport. In 2020, this major ministry of charity emphasizes the vision and enduring commitment to aid the less fortunate throughout Fairfield County.

• As your Pastor, I want to let you know that I am in complete support of the Appeal, and I am asking that you join with me to do everything we can to make the Annual Catholic Appeal successful in our parish. I am counting on you, members of our parish family, to participate sacrificially in this vital appeal for the good of the Diocese of Bridgeport and its ability to address urgent needs and build new ways to advance our mission as the Body of Christ in Fairfield County.
SAMPLE PULPIT REMARKS, Cont’d.

• It is your gift to the Appeal in response to God’s love that will provide the local Church with the financial means to fund a broad range of essential ministries, programs, and agencies that deliver pastoral care and human service where it is most needed.

• The Appeal theme, “RENEW” is our opportunity to look beyond our parish. It calls us as sharers in the life and mission of the Church, to proclaim with joy the Good News of the Gospel by example and witness in our parish and in surrounding cities, towns and neighborhoods.

• The specifics of the Appeal will be outlined in the literature that you will receive through the mail in the next two weeks. The countless good works that promote goodness, compassion and service that benefit from this effort allow us to fulfill the mission given to us all.

• Most of us have been especially blessed by God; in health, with family, and our resources. Many of us have the capability to participate in a most generous manner. I ask that each family consider a gift to the Appeal payable over several months.

• While I realize that everyone’s financial situation is different, I truly believe that contributing to this vital effort is one sacrifice that is most worthy of support and within the financial capability of all our parishioners. Ultimately, the decision you make is between you and God, and through prayer and reflection, you will come to a meaningful response.

• In a few moments we will start the Annual Catholic Appeal video presentation or Bishop Caggiano’s audio message or I will introduce ____________ (name, from a various ministry). Upon its completion I would ask that you contemplate the breadth of its message on your way home or contemplate the good works the Appeal so graciously provides.

• Please keep in mind that while this is our parish and our spiritual home, we are all part of a much larger Church. If we act together as members of one family united in Christ’s love, we can do great things. In doing so, I trust we will have done our part as a parish family in the diocese and together, we will be successful.

Note: Please ensure that the volunteers who have been recruited to assist during Education/Awareness Weekend have been trained to operate video/audio equipment. It is recommended that your volunteers practice with the operation of video/audio equipment so that the presentation is carried out without incident and for the allotted time.
COMMITMENT WEEKEND

MARCH 21 & 22, 2020

The weekend of March 21 and 22 has been designated Commitment Weekend, offering the opportunity for those parishioners who have not already returned their 2020 Annual Catholic Appeal gift or pledge by mail, to do so by bringing their completed Appeal pledge card and envelope to Mass and placing it in the offertory collection. Please ensure that the Annual Catholic Appeal posters promoting the program are prominently displayed to help parishioners to discern his or her level of support. Please note that all checks handed in on Commitment Weekend need to be tallied by the parish staff and sent directly to the Development Office at the Catholic Center.

Below are suggested remarks to parishioners who are still contemplating their level of support:

SUGGESTED REMARKS

• This is Commitment Weekend for the Annual Catholic Appeal in the parishes throughout our Diocese. It is an opportunity for us to come together as a family of faith to support the diocesan-sponsored ministries and services that no single parish could provide.

• Please remember that the pledge you offer will touch the lives of so many of God’s people, whether it be training new priests, educating our young people, serving the needs of the homeless and poor, comforting the infirmed or counseling families in crisis.

• Remind parishioners that the Annual Catholic Appeal is the one time during the year when all Catholics are asked to reach out beyond their parishes to make a sacrificial pledge that will enable our local Church to carry out the works of religion, education and charity that serve the needs of parishes, schools and the people throughout our diocese.

• Encourage parishioners to re-read the Appeal information from Bishop Caggiano that was sent to their home. Ask them to contemplate prayerfully the generosity of God in their lives and to decide upon a suitable gift that reflects their appreciation for His gifts.

• Invite parishioners to share the Good News and joy of the Gospel, not only with fellow Catholics but also among all of those who must turn to the Diocese of Bridgeport for guidance, counsel and support.

• Your charity will bring renewed hope every day to thousands of these individuals and families throughout Fairfield County whom you may not know or ever meet but whose lives will be changed for the better because you cared.
• Ask parishioners to remember the words of Pope Francis who reminds us “To live charitably means not looking out for our own interests, but carrying the burdens of the weakest and poorest among us.”

• Thank you for pledging today to help meet our parish goal of $___________ and for supporting the mission of Christ’s Church in Fairfield County.
During the 2020 Annual Catholic Appeal, all parishes are required to participate in the “In-Pew” process on the weekends of April 25 and 26, and June 13 and 14. This solicitation opportunity can be further supported by showing the Appeal video, or Bishop Caggiano’s audio message once again before proceeding.

It is important that the pastor provide enthusiastic leadership and follow the step by step process listed below that will help motivate and inspire greater numbers of respondents to utilize this means to make their pledge or gift to the Appeal.

LOGISTICS

- Ushers and/or 2020 Appeal volunteers should be briefed beforehand on the timing to pass out and collect In-Pew Weekend envelopes.
- All remaining pledge envelopes from previous Masses should be removed before the next Mass begins.
- All pews should be stocked with a sufficient number of pencils for use by each family representative.
- It is important to promote the Appeal during the week prior to In-Pew Weekend(s).
- It is suggested that bulletin announcements be inserted during the week of In-Pew Weekend(s).
- Please be sure that Appeal posters are prominently displayed at the doorways/vestibule of the Church.

SUGGESTED SCRIPT

Let me begin by thanking all those in our parish who have already made their commitment to the 2020 Annual Catholic Appeal. Today is In-Pew Weekend during which all parishioners who have yet to make their gift are asked to prayerfully consider making their gift or pledge to the Appeal. Support for the Appeal is a tangible way to place a share of our blessings at the service of others, especially those most in need.

And, while we must be mindful of the responsibility to support our parish, we must also recognize that we are all partners in the greater Diocesan mission to serve the growing charitable, educational and pastoral needs of our people.
Your gift to the Appeal enables Catholic Charities to make a difference in the lives of vulnerable and needy people across Fairfield County, through 30+ programs that:

Nourish the Hungry

Last year,

Catholic Charities served over 1.3 million meals across the county through our soup kitchens, food pantries, and senior nutrition programs.

We provided 52,000 lunches at eight senior centers throughout lower Fairfield County.

We home-delivered over 90,000 meals to elderly homebound clients through our Meals on Wheels service.

Shelter the Homeless

Catholic Charities provided 220 homeless or formerly homeless adults and children with case management services in 121 federally funded housing units.

Our team secured 45 permanent housing units to assist formerly incarcerated people reintegrating into society.

Our caseworkers helped over 70 homeless individuals move off the streets and into safe housing.

Strengthen Families and Individuals

Catholic Charities provided 10,000 counseling sessions to help families and individuals address mental health, marriage and parent-child issues.

Our teachers educated 134 preschoolers of low-income families at our Room to Grow Preschools.

We distributed more than 2,600 donated toys and over 1,000 clothing items to almost 900 people during the last holiday season.

We conducted 387 immigration consultations and assisted 22 individuals with obtaining U.S. citizenship.
Your gifts to the Appeal also helped make it possible to:

- Award financial scholarships to 85% of students in the Catholic Academy of Bridgeport;
- Award financial assistance for Catholic education through the Bishop’s Scholarship Fund;
- Ensure that children and young adults had the opportunity to participate in religious education programs;
- Educate and train 24 men for ordination to priesthood in our Diocese;
- Educate and train 5 men for ordination to the Permanent Diaconate program;
- Care for 72 senior priests in their dignified retirement;
- Afford our youth with meaningful opportunities to mature as holy and active members of society through a wide range of faith-based programs;
- Respond to spiritual, educational and social needs of persons with disabilities through the St. Catherine Center for Special Needs.

So, at this time, I ask for the support from those who have not yet made a pledge to the Annual Catholic Appeal that reflects your desire to share in the Lord’s special work across Fairfield County.

As your pastor, I am encouraging everyone to take part in this program. It is my hope that you will prayerfully consider your blessings and help continue the tradition of service in Christ’s name, seeking out and ministering to those in need.

Please join me and the many faithful who have already participated and shared in this united parish effort by making your pledge today. All that I ask is that you contribute to your best ability. If you have been especially blessed, you might consider $100 per month for a total of $1,000 or, perhaps a gift of $250, at $25 per month would be appropriate.

For the next several minutes, I would like to ask a member of each family to take an Appeal envelope and pencil. (Pastor should pick up a pencil and illustrate the steps that parishioners are to follow, walking parishioners through the completion of the pledge card line-by-line and step-by-step as they complete their own pledge.)

Ensure that everyone has received a pledge envelope and pencil. Do not overlook those people who are standing or in the choir loft or cry room. Once everyone has a pencil and envelope, continue with the script.

I ask you to print your name, address, and phone number in the left-hand section of the envelope.

(PAUSE)
Please take a few moments to complete the Appeal envelope. Your pledge can be paid over ten months. You will receive monthly statements. Also, there is no need to provide a payment today unless you wish.

If you have already participated in the Appeal, please fill out the card and check the “box” on the face of the envelope, “I have already made my pledge” so that we may update our records.

➲ Please emphasize the instruction to mark this “box” and do not include any additional financial information, otherwise, it may result in double counting!

However if you choose, you are welcomed to remit your first payment, cash or check in the envelope. Keep in mind that the sooner you make your pledge, the more flexibility you will have to spread your pledge payments over the course of the year.

In a few minutes, I will ask the ushers/volunteers to come around to collect the cards. I thank you in advance for your generosity.

➲ If preferable, inform the organist to play for several minutes during the process while parishioners complete their cards. When parishioners “look up” and have finished this step, instruct the ushers to collect the cards.

(PAUSE)

I would like to take this opportunity to thank everyone for your attention and cooperation in this important matter. I am grateful to those families who made their pledge to the 2020 Annual Catholic Appeal today during Mass, as well as those who have responded prior to this weekend. Together, we will move forward with renewal in assisting our diocesan ministries.
DO

• Ask all parishioners to consider a commitment at Mass in support of the 2020 Appeal.

• Inform parishioners of several examples of Appeal funds use to help encourage participation from all parishioners. We are looking for equal sacrifice not necessarily equal giving.

• Challenge the parish to surpass the 2019 rate of participation. “Last year we received gifts from 25% of all households; this year, I know that we can do better and can reach 30% or more.”

• Make certain that a sufficient number of pens and/or pencils are available in all pews or for hand out during Mass.

• Provide instructions a few days in advance to the ushers and volunteers who will be assisting with the In-Pew process.

• Encourage cash and/or checks to be included in the In-Pew envelope. This will start the pledge fulfillment process. The remaining balance will be billed from the Development Office and is to be paid by December 31, 2020.

• Remind parishioners that our parish is part of the diocesan church, and has a responsibility to help support its ministry and mission. “We, though many, are one body” (1Cor 10:17) emphasizes the special bond we share as fellow Catholics throughout our diocese.

• Make certain that envelopes are readily available in vestibules for parishioners throughout the Appeal.

• AND MOST IMPORTANT—thank parishioners for their continued support of their Parish and the Diocese.

DON'T

• Place the In-Pew Weekend envelopes in the pews prior to Mass. It is always best to have your ushers distribute them to families.
IN-PEW WEEKEND CHECKLIST

☐ Reviewed process with the Development Office staff, if necessary

☐ In-Pew Weekend has been publicized as an announcement in the weekly bulletin and from the pulpit on the prior weekend

☐ Sufficient quantity of In-Pew Weekend envelopes are in place for distribution

☐ Ushers and/or ACA volunteers have been briefed on the process

☐ Adequate quantity of pens and/or pencils on hand to be distributed or placed at the end of the pews

☐ In-Pew Weekend materials reviewed

☐ Speakers have been confirmed and “prepped” by the Development Office staff, if requested

Should you have questions regarding the processing of pledges and/or payments following the In-Pew Weekend, please contact the Development Office at (203) 416-1470.
IN-PEW PROCESSING INSTRUCTIONS

Please note that In-Pew processing for the 2020 Appeal has changed. Please open the envelopes, count the money, record on the appropriate accounting sheets and send to the Development Office at the Catholic Center.

FOUR Steps to In-Pew Success!

Step One: Sort completed In-Pew Envelopes ALPHABETICALLY BY LAST NAME.

Step Two: Place the matching mailing label over the shaded portion of the In-Pew Envelope (bottom right hand corner). If you spot corrections that need to be made, mark the correction directly on the label and we will correct it.

If there is no mailing label, please use the additional blank labels included with your In-Pew envelopes, affix the supplied Parish ID label to the envelope.

Step Three: Check the In-Pew Envelopes to verify the check or cash amount written is correct and the gift totals add up (i.e. Pledge is $150 with $15 paid and a $135 balance).

PLEASE KEEP CHECKS INSIDE IN-PEW ENVELOPE. If cash is enclosed, please write a PARISH CHECK for the total amount of cash received – one PARISH CHECK for Work Sheet A and one PARISH CHECK for Work Sheet B.

Step Four: Sort In-Pew Envelopes into four separate batches according to the type of gift. These correspond to the four different Work Sheets attached. Make extra copies of the A-B-C-D Sheets as needed. Please keep In-Pew Envelopes in ALPHABETICAL ORDER within their corresponding Work Sheets.

Work Sheet A = Pledges Paid in Full.
Work Sheet B = Pledges with Partial Payment.
Work Sheet C = Pledges with No Payment.
Work Sheet D = Pledges paid with Credit Cards.

Fill out and tally each Work Sheet accordingly. Please type or print legibly. Number each page and tally the totals at the bottom of each page. Staple adding machine tape to the back of each Work Sheet.

Once all information is tallied, transfer that information to the Summary Report. We strongly suggest making a copy of the Summary Report and Work Sheets for your files in case we have questions.
Rubber band Work Sheets around corresponding In-Pew Envelopes and return them, along with the Summary Report, to the Development Office as soon as possible. Materials can be mailed (Insured), or, if at all possible, hand-delivered to the ACA Office:

The Catholic Center  
ATTN: Development Office  
238 Jewett Avenue  
Bridgeport, CT 06606

Miscellaneous:

1. IF A DONOR LISTS A PARISH OTHER THAN YOURS on the front of the In-Pew Envelope, please DO NOT include these pledges in your totals! Please keep the checks or cash from these directly in the In-Pew Envelope. Put them in a separate group, label them “Another Parish” and send them to us with your Summary Report and Worksheets.

2. Any remaining leftover labels can be reviewed and marked for deletions, corrections, deaths, changes, etc., and returned to our office.

If you have any questions, please call the Development Office at 203.416.1312, 203.416.1357 or 203.416.1475 Monday through Friday 8:00 a.m. – 4:30 p.m.

Many thanks for your partnership in success!
PARISH RECEPTIONS

The primary aim of a Parish Reception is to welcome all parishioners together in support of the 2020 Annual Catholic Appeal: RENEW. We encourage you to consider a reception following Mass with coffee and doughnuts. It would last approximately 30-45 minutes.

Each parish’s reception should be in the character of the parish or region, but there are a few guidelines that should be followed in all parishes:

- Set a date early. Parish Receptions should take place between the months of March and June.
- The Pastor acts as the host and Master of Ceremony with the assistance of a parish financial committee or 2020 Appeal Lay Co-Chairs.
- Be sure to send invitations three to four weeks before the reception date.
- Plan an agenda and confirm the availability of speakers with the Development Office in advance.
- Supplement all invitations with a phone call encouraging each guest to attend.

SUGGESTED RECEPTION AGENDA

Welcome and Appeal Prayer (3 min.) .............................................................................. Pastor
Overview of the Appeal (10 min.) .................................................................................... Pastor
Show Annual Catholic Appeal Video (8 min.) ................................................................. Pastor/Technician
Invitation to Support the Appeal (5 min.) ................................................................. Pastor/Parish Committee
Blessing (2 min.) ............................................................................................................. Pastor
SUGGESTED RECEPTION SCRIPT

WELCOME AND OPENING PRAYER

On behalf of Bishop Caggiano, it is my pleasure to welcome you this evening and for your willingness to consider a purposeful role in RENEW, the 2020 Annual Catholic Appeal. In a few minutes, I will share an overview of the Appeal, the vital role it plays in providing essential Diocesan ministries and services, and how your generous support will help provide the financial means that will positively affect virtually all aspects of pastoral life.

Be assured that the reach of your charity will be great and far reaching. I hope your gift will soon be counted among those from fellow Catholics who have already contributed to the Annual Catholic Appeal.

Please recite the 2020 Appeal Prayer.

2020 Annual Catholic Appeal PRAYER
Almighty and ever-faithful Lord we gratefully acknowledge
Your mercy and we place our trust in You.

Your Gospel proclaims the Good News to all
radiant with Your glory and inviting us to rejoice.

Your love and guidance fill our hearts with joy.

May the Holy Spirit inspire us to respond to RENEW, the
2020 Annual Catholic Appeal

Bless us with generosity that in love
we may freely share our gifts with others.

Bless us with understanding that we may recognize that everything we have is a gift from God.

Bless us with wisdom that we may
wisely use the gifts God has given us.

Bless us with a true sense of joy —
the fruit of generous and grateful giving.

May Mary, Mother of God, be with us to inspire, guide and protect us.

We ask this in Jesus’ name. Amen.
OVERVIEW OF THE APPEAL

The Annual Catholic Appeal (ACA) is the major source of revenue for the ministries and agencies of the Diocese of Bridgeport. It is these faith-based programs, services and ministries that enable the Church of Bridgeport, under the direction of Bishop Caggiano, and administered by diocesan agencies, to reach across parish boundaries in the areas of Social Justice, Worship/Prayer, Christian Education, Pastoral Care, Church Administration and Evangelization.

Show the Annual Catholic Appeal Video.

➲ Please ensure that the volunteers who have been recruited to assist have been trained to operate the video/audio equipment.

CALL TO ACTION

As of _________ (DATE), our parish has received gifts and pledges totaling $______ toward our goal of $________, with an average gift of $________. Before you leave, I encourage you to pick up a pledge card that can be found on the table in the rear of this meeting room. Please give prayerful thought to contributing a gift that is sacrificial and that your means will permit. Be assured every gift will be greatly appreciated, bringing us closer to our goal and making a difference in the lives of those who need our help.

BLESSING

Offer a blessing to the reception attendees.

PARISH RECEPTION FOLLOW-UP

Every family that attended a Parish Reception should receive a follow-up phone call either from the Pastor and/or 2020 Appeal Parish Committee. In this way, it will provide them with an opportunity to ask any related questions and hopefully motivate them to be proactive in supporting the 2020 Appeal.

SAMPLE FOLLOW-UP CALL

Hello, may I speak with Mr./Mrs. ____________ (parishioner’s name). This is ____________ (your name), and I serve on our Parish Appeal Committee for the 2020 Annual Catholic Appeal. I am calling to thank you for attending RENEW, the Annual Catholic Appeal reception last week. [It was a pleasure to meet you at the reception last ____________ (day of the week) OR I enjoyed speaking with you at the reception last ________________ (day of the week).] I just wanted to follow up with you to see if you had any questions regarding the Appeal or needed further information about opportunities to participate.

(Pause, and allow them to respond.)
Then answer any questions directly and/or attempt to resolve any concerns they might have and explain why you are supporting the Appeal this year.

Remind them of all the good work that is made possible by the Appeal:

- Seminarian education
- Increased training and support for lay ministers
- Enrichment of religious education programs
- Direct aid to the needy through Catholic Charities, etc.

As the need for the ministries and services provided by the Appeal continues to increase, the importance of every gift has never been greater. Can we count on your participation again this year?

If yes: Thank you very much. Then record the amount and verify the contact information. Request that the donor complete a pledge card and return it in this Sunday’s Offertory Collection.

Before concluding the call, confirm spelling of the names, address, pledge or gift amount and payment schedule. Thank the donor again and always let the donor hang up first.

If no: I understand. Thank the person for his/her time and say “Goodbye.” Update your roster and indicate “no gift” next to the person’s name and address.
My friends I come to you with tremendous gratitude for the great work that we did together in allowing our capital campaign to be such a great success. We exceeded our goal in a very substantial way, thanks to your generosity and your dedication to the works of the church.

And so in the coming years we will be able to build endowments that will assure that our mission in education, in the works of charity and allowing our parishes to be vibrant, communities of faith can go forward.

But now I come to you as I do each year to ask for your continued generosity in the current daily needs of our church. While my hope is, and my expectation is that in the next few years our Annual Catholic Appeal will decrease in the amount we will ask and need; we will continue to experience needs in real time, in daily life, day-in and day-out, as we do the work of the gospel and meet the needs of our people.

The ministries supported by the Appeal continue to be in our midst and in need of your support: outreach to the poor and the sick, to children and the aged, to all those who suffer and feel anxious, alienated or alone; and to those who can be healed and reconciled through the Good News of the gospel, which we can share with others as a people of faith.

We have chosen the theme, **RENEW**, because our most urgent task now is to continue the renewal already in our midst, so that as an ever more healed and vibrant church here in Fairfield County, you and I can bring a message of reconciliation and hope, renewal of life within our communities and to the larger community we share with our sisters and brothers of every faith and way of life.

So I thank you for your consideration of this Appeal. I thank you for all that you have done in the past. I look forward to working with you in the years ahead.

We do live in continuously challenging times, but those challenges are opportunities to evangelize, to preach, to bring a message of hope, to do the work of the church, and to be faithful disciples in the world.

And so I thank you and I ask as always, that you be as generous as possible as you and I together do this work of renewing the church in the hope of renewing the face of the whole world.

*(You may continue with the following for more information and stats.)*
The Appeal enables Catholic Charities to make a difference in the lives of vulnerable and needy people across Fairfield County through 30+ programs that:

**Nourish the Hungry**

*Last year,*

Catholic Charities served over 1.3 million meals across the county through our soup kitchens, food pantries, and senior nutrition programs.

We provided 52,000 lunches at eight senior centers throughout lower Fairfield County.

We home-delivered over 90,000 meals to elderly homebound clients through our Meals on Wheels service.

**Shelter the Homeless**

Catholic Charities provided 220 homeless or formerly homeless adults and children with case management services in 121 federally funded housing units.

Our team secured 45 permanent housing units to assist formerly incarcerated people reintegrating into society.

Our caseworkers helped over 70 homeless individuals move off the streets and into safe housing.

**Strengthen Families and Individuals**

Catholic Charities provided 10,000 counseling sessions to help families and individuals address mental health, marriage and parent-child issues.

Our teachers educated 134 preschoolers of low-income families at our Room to Grow Preschools.

We distributed more than 2,600 donated toys and over 1,000 clothing items to almost 900 people during the last holiday season.

We conducted 387 immigration consultations and assisted 22 individuals with obtaining U.S. citizenship.
Your gifts to the Appeal also helped make it possible to:

- Award financial scholarships to 85% of students in the Catholic Academy of Bridgeport;
- Award financial assistance for Catholic education through the Bishop’s Scholarship Fund;
- Ensure that children and young adults had the opportunity to participate in religious education programs;
- Educate and train 24 men for ordination to priesthood in our Diocese;
- Educate and train 5 men for ordination to the Permanent Diaconate program;
- Care for 72 senior priests in their dignified retirement;
- Afford our youth with meaningful opportunities to mature as holy and active members of society through a wide range of faith-based programs;
- Respond to spiritual, educational and social needs of persons with disabilities through the St. Catherine Center for Special Needs.
February 8 & 9 (or Bishop’s letter above)

The 2020 Annual Catholic Appeal provides the funds for the pastoral, educational and charitable ministries of the Diocese of Bridgeport. This year’s theme, RENEW, calls us to come together as a people of God to live and share the faith we profess as we carry forth the mission of Jesus Christ. When you receive your Appeal mailing next week, please take time to read the information thoroughly, how you can help and give prayerful consideration when contemplating your sacrificial gift to the campaign. Thank you.

February 15 & 16

The Bishop’s Scholarship Fund provides tuition assistance to families who attend our Diocesan elementary schools. On average, over $2,500,000 in scholarships are awarded each year to students who demonstrate financial need. Every town and school in our Diocese has students receiving these awards. Nearly 2,500 elementary school students applied for tuition assistance last year and the student need was $9,540,380. The Bishop’s Scholarship Fund continues to work to raise and distribute funds to families demonstrating need so that the grace of a Catholic education is available to all who desire it. Gifts to the Annual Catholic Appeal support the Bishop’s Scholarship Fund. Thank you for your gift.

February 21 & 22

The Office of Faith Formation is committed to supporting the parishes and schools in forming missionary disciples of Jesus Christ through Sacramental Preparation, Rite of Christian Initiation for Adults (RCIA), Marriage Preparation, and Retreats. In addition, the Office provides consultation and implementation services for recruiting Catechists, including initial and ongoing programming and assessment. Your gift to the Annual Catholic Appeal assists in providing these vital services and programs. Thank you for your gift.

February 28 & 29

The Leadership Institute provides formation for those who serve in liturgical and catechetical ministries in the diocese. Through online courses and face-to-face gatherings, the Institute offers opportunities for support, formation and mentoring for parish leaders and parents. The collective mission is that all who are preparing to receive the sacraments and celebrate the Eucharist may be transformed by their encounter with Jesus. When you make a gift to the Annual Catholic Appeal you support the ministries that continue faith formation. Thank you for your gift.
March 7 & 8

Future priests of the Diocese of Bridgeport pass through St. John Fisher Seminary during their formation for Holy Orders. For two to four years, they live, pray, study and work at Fisher as they discern their vocation. From Fisher, they undertake four years of graduate level training at the major seminary. These men will become the priests who will preach the Gospel and administer the Sacraments in your parish, and who will accompany and guide you and your family, through the joys and sorrows of this world, to Eternal Life. Your prayers and financial support to the Annual Catholic Appeal help ensure that we have the well-formed priests we need to praise God and to save souls. Thank you for your gift.

March 14 & 15

For over 100 years, Catholic Charities of Fairfield County has mobilized a philosophy of faith in action to provide a broad spectrum of social services to the extended Fairfield County community. The agency serves the needy through more than 30 service ministries that include feeding the hungry, sheltering the homeless and homebound, strengthening families and individuals, and assisting those on the road to immigration documentation. But Catholic Charities cannot do it alone. Your gift to the Annual Catholic Appeal will help Catholic Charities continue to do the incredible work that it does for our most vulnerable neighbors in Fairfield County. Thank you for your gift.

March 21 & 22

Faith Formation supports parish, school and all sacramental Catechetical programs that provide religious formation for children ages 5 – 13 and their families. This is accomplished through days of formation, parish visits, program assessments and ongoing consultation of catechetical programs from development to implementation. Your gift to the Annual Catholic Appeal supports the Office of Faith Formation to reach children and younger adults in their journey to know Christ. Thank you for your support.
March 28 & 29

The Respect Life Ministry supports the Diocese of Bridgeport’s efforts to promote and uphold the Church’s teaching on life issues. Some of these efforts include helping the dedicated individuals promote a peaceful, prayerful witness not only during the [40 Days for Life Campaign](#), but to those all year round who work to help individuals facing an unexpected pregnancy. In addition, the ministry works to promote and educate on legislative initiatives that impact the dignity and respect of the human person and offers Project Rachel, a ministry dedicated to those impacted by the wounds of abortion. Project Rachel provides an opportunity for healing through day retreats, monthly gatherings and weekend retreats as well as special liturgies and prayer services. When you make a gift to the Annual Catholic Appeal, you support the work of this vital ministry. Thank you for your support.

April 4 & 5

We are hopeful that 100% of our registered households will respond to the 2020 Annual Catholic Appeal. While the level of sacrifice will differ from parishioner to parishioner, an Appeal gift this year is within the reach of the majority of our people. Please prayerfully consider supporting the Annual Catholic Appeal with a pledge or one-time gift as your means allow. Your support is much needed and will be greatly appreciated!

April 11 & 12

Easter Weekend – No Appeal Activity

April 18 & 19

Over the years, many corporations in the Diocese have participated in the Matching Gift Program. When making your pledge to the 2020 Annual Catholic Appeal, please consult with your employer to determine if they match gifts. If your company does participate, the Diocese of Bridgeport or its designated agencies such as Catholic Charities, Catholic Academy of Bridgeport, or Foundations in Education, may qualify for these additional funds. The company match will increase the dollar amount received at no extra cost to you. A list of Matching Gift companies has been posted on our website, www.2020ACAbridgeport.com. For further information please contact the Development Office at (203) 416-1312 or email us at 2020ACA@diobpt.org. Thank you for your support of the Appeal.
April 25 & 26

This weekend is In-Pew Sunday. If you have not yet made a gift to the Annual Catholic Appeal, please pray about your decision and make a pledge or one-time gift. Donations to the 2020 Appeal helps sustain many who are unable to provide for their families or themselves. From counseling sessions, food and shelter programs, to our clergy and religious, your support is vital in continuing to meet the needs of our community and parishes. Please complete a pledge card today or go directly to www.2020ACAbridgeport.com. Together, we are Christ’s guiding light for the lives of thousands in our diocesan communities.

May 2 & 3

If you have not yet responded to the 2020 Annual Catholic Appeal, please reflect upon the importance of your support to ministry and outreach that relies upon the charity of the Diocese of Bridgeport. The challenge is immediate and far-reaching, but the solution is within our reach!

Please consider the following options when deciding upon the best way to support the Annual Catholic Appeal this year:

- Make a pledge and spread out your payments over 5 months
- Donate on-line by going to the diocesan website, 2020ACAbridgeport.com
- Check if your employer will match your gift through the Corporate Matching Gift Program
- Donate a one-time gift
- Contribute a gift of appreciated stocks or securities

Whatever you decide, your gift will be greatly appreciated and make a difference in the lives of others.

May 9 & 10

The Diaconate Formation Program supports the vocation and ministry of the deacon, beginning as an inquirer through his journey to ordination and beyond. The Diocese of Bridgeport provides an integrated four and one-half year program that is structured around the four pillars of human, spiritual, academic, and pastoral dimensions – all supported through gifts to the Annual Catholic Appeal.

Through prayer, study, and the grace of the Holy Spirit, the candidate undergoes a transformation of heart and mind as he prepares himself to be minister of the Word, Liturgy, and
Charity. There are now 58 active deacons, 36 retired, most who continue to serve, and 5 men in formation, with a new group beginning soon. When you give to the Annual Catholic Appeal, you support the formation of men who serve in our parishes and communities throughout the diocese for many years to come. Thank you for your support.

“Through the Annual Catholic Appeal, our men in formation are accompanied and supported without the financial burden to fulfill their “call” to the diaconate. This lets the men focus on their studies and fulfill their vocation in preparation for supporting their assigned parish upon ordination.” Deacon Jerry Lambert, Coordinator of Diaconate Formation, and serving at St. Theresa Parish, Trumbull.

May 16 & 17

The Catholic Academy of Bridgeport is one school on four campuses in the inner city of Bridgeport: -- St. Andrew, St. Ann, St. Augustine and St. Raphael -- and is accredited by the New England Association of Schools and Colleges (NEASC). Its mission is to provide a Christ-centered, academically rigorous learning environment where cultural diversity is welcomed, Catholic values taught and all faiths celebrated. Students are nurtured, encouraged and challenged in preparation for a successful life of leadership and service.

This year we will serve nearly 900 children. Despite tuition being only $5,000 a year, 85% families cannot afford this so the school must award more than $2 million annually in financial assistance. More than 80% of students perform at grade level compared with only 23% in the Bridgeport public school system, and 100% of students graduate high school compared with barely 60% of Bridgeport public school students.

Donations to the Annual Catholic Appeal enable inner-city youth to become faith-filled, industrious, responsible and well-educated adults. Our world and the Church need these young students to excel academically and to develop a strong and active faith in God. Thank you for your support.

May 23 & 24

Since its founding in 1999, Saint Catherine Academy has been committed to providing the highest quality multi-disciplinary alternative education program to students from all backgrounds and faiths who are impacted with autism, intellectual and developmental disabilities. In 2014, this essential ministry became the Saint Catherine Center for Special Needs to centralize pastoral and educational support for individuals with disabilities. The new Center brings together resources for parishes and religious educators, an inclusive support program for Catholic schools, and St. Catherine’s Academy, the special education school of the Diocese of Bridgeport. In addition, the Center offers an Adult Day Service Program for adults with
disabilities. Giving to the Annual Catholic Appeal will ensure that this life changing organization will continue to provide a quality education, and a living faith for children and adults with special needs. Thank you for your support.

_The same Jesus who heard the cry for recognition from people with disabilities in Judea and Samaria 2000 years ago calls us, His followers, to embrace our responsibilities to our own brothers and sisters with disabilities._ (Pastoral Statement of the U.S. Catholic Bishops, 1989)

**May 30 & 31**

As the 2020 Annual Catholic Appeal continues, we are grateful to the parish families who have already made their gift or pledge. For us to achieve our overall goal, it will require the active involvement and personal sacrifice of all members of our faith community. If you have not yet responded to the 2020 Annual Catholic Appeal, please set aside a moment to prayerfully consider a gift amount that reflects your blessings. Your gift will help tremendously and, together with your fellow parishioners, will enable the diocese to provide essential pastoral, educational and human needs throughout Fairfield County. Thank you for your support.

**June 6 & 7**

The _Redemptoris Mater_ (Mother of the Redeemer) Diocesan Missionary Seminary of Bridgeport was established by Bishop Frank J. Caggiano and opened in Stamford in 2015. It is one of the nine diocesan missionary seminaries in United States and operates through the Neocatechumenal Way, a 55-year-old charism in the Church, dedicated to Christian formation and the New Evangelization. The missionary seminaries were inspired by St. Pope John Paul II and his call for a “New Evangelization.” Its purpose is to prepare priests for missionary work anywhere in the world — from China to Europe and the Philippines as well as the streets of Bridgeport.

Presently in the Diocese of Bridgeport, there are 11 men in formation from United States, Brazil, Colombia, Honduras, Republic of Kiribati, and Italy at various levels of academics, from ESL to second year of theological studies. Last year three of the men spent their missionary training in teams of evangelization in Honduras, Georgia and the Carolinas, Hawaii and the Pacific Islands. When you make a gift to the Annual Catholic Appeal, you are supporting the work of _Redemptoris Mater_. Thank you for your generosity.

**June 13 & 14**

If you have not yet made a gift to the Annual Catholic Appeal, please pray about your decision and make a pledge or one-time gift. Donations to the 2020 Appeal help sustain many who are unable to provide for their families or themselves. Please complete a pledge card today or go directly to www.2020ACAbridgeport.com. Together, we are Christ’s guiding light for the lives of thousands in our diocesan communities.
June 20 & 21

For over 100 years, Catholic Charities of Fairfield County has mobilized a philosophy of faith in action to provide a broad spectrum of social services to the extended Fairfield County community. Catholic Charities serves the needy through a multitude of programs that include feeding the hungry, sheltering the homeless and homebound, strengthening families and individuals, and assisting those on the road to immigration documentation.

Your gift through the Appeal is truly changing lives. Eva, a 71-year old who eats lunch provided by Catholic Charities at a Westport senior center site said: “My gratitude for the meals has inspired me to make a small change in my daily prayer: Thank you for giving us our daily bread.” Your gift to the Annual Catholic Appeal supports Catholic Charities programs. Thank you for your gift.

June 27 & 28

If you have not yet made a gift to the Annual Catholic Appeal, please pray about your decision and make a pledge or one-time gift. Donations to the 2020 Appeal help sustain many who are unable to provide for their families or themselves. From counseling sessions, food and shelter programs, to our clergy and religious, your support is vital in continuing to meet the needs of our community and parishes. Please complete a pledge card today or go directly to www.2020ACAbridgeport.com. Together, we are Christ’s guiding light for the lives of thousands in our diocesan communities.
PRAYERS OF THE FAITHFUL

Following are some sample prayers of the faithful to be included at the Pastor’s discretion.

• That we may see the work of the 2020 Annual Catholic Appeal as an opportunity to extend our love and service beyond the boundaries of our parish and local community, we pray to the Lord.

• For all those in need, that they may find guidance and assistance from the many services available through our generous support of the 2020 Annual Catholic Appeal, we pray to the Lord.

• In thanksgiving for all that the Lord has given to us, may we show our gratitude by sharing with others through our generous gift to the 2020 Annual Catholic Appeal, we pray to the Lord.

• That God may bless our parish, strengthen our faith, and grant us the spirit of Christian stewardship by opening our hearts to the 2020 Annual Catholic Appeal, we pray to the Lord.

• That we will see the 2020 Annual Catholic Appeal as an opportunity to join with our brothers and sisters in the parish and throughout our Diocese as Christian stewards to build communities of faith, we pray to the Lord.

• That God might look upon and bless our efforts for the 2020 Annual Catholic Appeal, as we strive to proclaim witness to the Gospel in our Diocese and in our parish, we pray to the Lord.

• That God will grant us a generous spirit so we may see the 2020 Annual Catholic Appeal as an opportunity to practice Christian stewardship, to strengthen our families, our parish, and Diocesan community, we pray to the Lord.

• That through the 2020 Annual Catholic Appeal we might work to build communities of faith in our Diocese, sharing the good news of Jesus with others, we pray to the Lord.

• That we may respond generously to the 2020 Annual Catholic Appeal as faithful stewards of the gifts God has entrusted to us, we pray to the Lord.

• That the people of our faith community will open their hearts to those in need by giving generously out of gratitude to God through the 2020 Annual Catholic Appeal, we pray to the Lord.

• That each one of us will be open to God’s call and prayerfully consider how we can join in sacrifice to meet the needs of our faith community through the 2020 Annual Catholic Appeal, we pray to the Lord.

• That we will see the 2020 Annual Catholic Appeal as an opportunity to join with our brothers and sisters in the parish to serve one another as Christian stewards, we pray to the Lord.
• That God will grant us a generous spirit so we may see the 2020 Annual Catholic Appeal as an opportunity to understand Christian stewardship to strengthen our families and our parish, we pray to the Lord.

• That through our 2020 Annual Catholic Appeal, we may recognize our call to share God’s gifts with others as a sign of our faith, we pray to the Lord.

• That in gratitude for God’s many gifts to us, we share in the mission of the Church by participating in the 2020 Annual Catholic Appeal, we pray to the Lord.

• That God might look upon and bless our efforts for our 2020 Annual Catholic Appeal, as we strive to proclaim and witness to the Gospel in our parish, we pray to the Lord.

• That God will bless all those in our parish family and in every parish throughout the Diocese for their willingness to support the ministries and services funded through the 2020 Annual Catholic Appeal, we pray to the Lord.

• That through our faithful response of stewardship to our 2020 Annual Catholic Appeal, we might live as true disciples of the Risen Lord, we pray to the Lord.

• That in gratitude for God’s many gifts to us, we share in the mission of the Church by participating in our 2020 Annual Catholic Appeal, we pray to the Lord.

• That the gifts we offer through our 2020 Annual Catholic Appeal will truly reflect our love and thanksgiving for the many blessings that God has entrusted to us, we pray to the Lord.

• That as we make our commitment to our 2020 Annual Catholic Appeal, we may remember God’s generosity to us, we pray to the Lord.

• That as we participate in our 2020 Annual Catholic Appeal, may we give thanks to our God for the gifts and blessings we have received, we pray to the Lord.

• That we may continue to journey with God filled with faith and gratitude, by participating in our 2020 Annual Catholic Appeal, we pray to the Lord.
IN-PEW PROCESSING INSTRUCTIONS

Please note that In-Pew processing for the 2020 Appeal has changed. Please open the envelopes and refer to the steps below.

FOUR Steps to In-Pew Success!

Step One: Sort completed In-Pew Envelopes **ALPHABETICALLY BY LAST NAME**.

Step Two: Place the matching mailing label over the shaded portion of the In-Pew Envelope (bottom right hand corner). If you spot corrections that need to be made, mark the correction directly on the label and we will correct it.

If there is no mailing label, please use the additional blank labels included with your In-Pew envelopes, affix the supplied Parish ID label to the envelope.

Step Three: Check the In-Pew Envelopes to verify the check or cash amount written is correct and the gift totals add up (i.e. Pledge is $150 with $15 paid and a $135 balance).

**PLEASE KEEP CHECKS INSIDE IN-PEW ENVELOPE.** If cash is enclosed, please write a PARISH CHECK for the total amount of cash received – **one PARISH CHECK for Work Sheet A and one PARISH CHECK for Work Sheet B**.

Step Four: Sort In-Pew Envelopes into **four** separate batches according to the type of gift. These correspond to the four different Work Sheets attached. Make extra copies of the A-B-C-D Sheets as needed. Please keep In-Pew Envelopes in **ALPHABETICAL ORDER** within their corresponding Work Sheets.

- **Work Sheet A** = Pledges **Paid in Full**.
- **Work Sheet B** = Pledges with **Partial Payment**.
- **Work Sheet C** = Pledges with **No Payment**.
- **Work Sheet D** = Pledges paid with **Credit Cards**.

Fill out and tally each Work Sheet accordingly. Please type or print legibly. Number each page and tally the totals at the bottom of each page. Staple adding machine tape to the back of each Work Sheet.

Once all information is tallied, transfer that information to the Summary Report. We strongly suggest making a copy of the Summary Report and Work Sheets for your files in case we have questions.
Rubber band Work Sheets around corresponding In-Pew Envelopes and return them, along with the Summary Report, to the Development Office as soon as possible. Materials can be mailed (Insured), or, if at all possible, hand-delivered to the ACA Office:

The Catholic Center
ATTN: Development Office
238 Jewett Avenue
Bridgeport, CT 06606

Miscellaneous:

1. IF A DONOR LISTS A PARISH OTHER THAN YOURS on the front of the In-Pew Envelope, please DO NOT include these pledges in your totals! Please keep the checks or cash from these directly in the In-Pew Envelope. Put them in a separate group, label them “Another Parish” and send them to us with your Summary Report and Worksheets.

2. Any remaining left-over labels can be reviewed and marked for deletions, corrections, deaths, changes, etc., and returned to our office.

If you have any questions, please call the Development Office
at 203.416.1312, 203-416-1357 or 203.416.1475
Monday through Friday 8:00 a.m. – 4:30 p.m.

Many thanks for your partnership in success!

Many thanks for your partnership in success!
2020 Annual Catholic Appeal
Pledges Paid in Full
(Category A on Summary Report)

Parish Name: ___________________________ Town: _______________ Page: ________
Parish ID Number: _____________________ Date _______________

Please Print and Alphabetize by Last Name

<table>
<thead>
<tr>
<th>Diocesan ID #</th>
<th>Name (LAST, FIRST) include address when lacking ID #</th>
<th>Total Paid Pledge</th>
<th>Check Amount</th>
<th>Check #</th>
<th>Cash Amount</th>
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Number of Gifts

Total Pledges Paid

Total Check Payments

Total Cash Payments

*Please do not send cash. Cash received should be deposited into your parish account. Then make a check payable to the Annual Catholic Appeal to cover the total of all cash received.


Page ___ of ___
2020 Annual Catholic Appeal

Pledges with Partial Payment
(Category B on Summary Report)

Parish Name: _______________________________ Town: ___________________________ Page: ________
Parish ID Number: ___________________________ Date: ________________

Please Print and Alphabetize by Last Name

<table>
<thead>
<tr>
<th>Diocesan ID #</th>
<th>Name (LAST, FIRST) include address when lacking ID #</th>
<th>Total Pledge</th>
<th>Check Amount</th>
<th>Check #</th>
<th>Cash Amount</th>
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Number of Gifts  Total Pledges  Check Payments  Cash Payments

*Please do not send cash. Cash received should be deposited into your parish account. Then make a check payable to the Annual Catholic Appeal to cover the total of all cash received.


Page ___ of ___
2020 Annual Catholic Appeal

Pledges with No Payment
(Category C on Summary Report)

Parish Name: ________________________________  Town: ________________________________  Page: __________
Parish ID Number: __________________________  Date: ________________________________

Please Print and Alphabetize by Last Name

<table>
<thead>
<tr>
<th>Diocesan ID #</th>
<th>Name (LAST, FIRST) include address when lacking ID #</th>
<th>Total Pledge</th>
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Number of Gifts  Total Pledges

Questions? Please call the Development Office at 203.416.1312, 203.416.1357 or 203.416.1475

Page __ of ___
2020 Annual Catholic Appeal
Pledges Paid with Credit Card
(Category D on Summary Report)

Parish Name: ______________________________ Town: ____________________ Page: ______
Parish ID Number: ________________________ Date ______________

Please Print and Alphabetize by Last Name

<table>
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<tr>
<th>Diocesan ID #</th>
<th>Name (LAST, FIRST) include address when lacking ID #</th>
<th>Total Pledge</th>
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Number of Gifts

Total Pledges Paid


Page ___ of ___
**2020 ANNUAL CATHOLIC APPEAL**

**In-Pew Summary Report**

PARISH NAME: ________________________________  PARISH #: __________________

ADDRESS/TOWN: ______________________________________________________________

SUBMITTED ON DATE: ____________________________

SUBMITTED BY: ________________________________  Phone Number: __________________

<table>
<thead>
<tr>
<th>Summary Work Sheet</th>
<th>Count</th>
<th>Total Pledged</th>
<th>Total Paid</th>
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<td>A. Pledges Paid in Full</td>
<td>_____</td>
<td>$_________</td>
<td>$_________</td>
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<tr>
<td>B. Pledges with Partial Payment</td>
<td>_____</td>
<td>$_________</td>
<td>$_________</td>
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<tr>
<td>C. Pledges with No Payments</td>
<td>_____</td>
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<td>$_________</td>
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<tr>
<td>D. Pledges Paid with Credit Cards</td>
<td>_____</td>
<td>$_________</td>
<td>$_________</td>
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TOTAL ITEMS ENCLOSED: _______

TOTAL AMOUNT PLEDGED: $_________

TOTAL AMOUNT PAID: $_________ *

AMOUNT ENCLOSED:

**WORKSHEET A PARISH CHECK # ________  $__________**

**WORKSHEET B PARISH CHECK # ________  $__________**

PARISHIONER’S CHECKS:  $__________

TOTAL:  $__________ *

**PLEASE NOTE**: The two amounts marked with * must equal for this report to balance and be processed by the Development Office.

Please call 203.416.1312, 203.416.1357 or 203.416.1475 for any assistance.

All In-Pew Envelopes must be returned to the Development Office with your In-Pew Results. These envelopes are considered by our auditors to contain the Donor Intention and must be kept on file within the Development Office. Thank you!