



LEADERSHIP PARISH GUIDE

TABLE OF CONTENTS

Message to Clergy	2
From the Development Office	3
Bishop's Appeal Prayer	4
Contact Information.....	5
Bishop's Appeal Timeline	6
Bishop's Appeal Funds	8
Social and Digital Media Program, Website	9
2022 Bishop's Appeal Parish Lay Chairs and Ambassadors	10
Sample Speaking Script.....	11
Sample Telephone Follow-up Script	13
Matching Gifts Program.....	14
Partial List of Companies that Match Gifts	15
Education Awareness Weekend	16
In-Pew Weekend	18
In-Pew Weekends Do's and Don'ts.....	22
In-Pew Weekend Checklist.....	23
In-Pew Processing Instructions	24
Parish Receptions	26
Suggested Reception Script	27
Bishop's Appeal Kickoff Pulpit Announcement	30
Weekly Bulletin/Pulpit Announcements.....	33
Prayers of the Faithful.....	39
In-Pew Instructions/Processing Forms	41

MESSAGE TO CLERGY



My Brother Priests,

As we begin the 2022 Bishop's 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 Bishop's Appeal 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 video or personal stories.

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 2022 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,

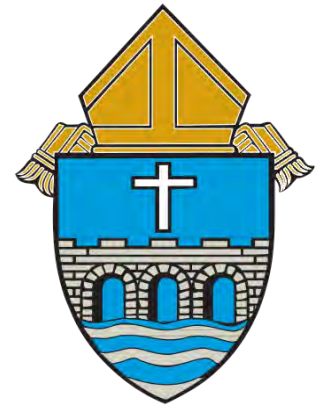
frank j. caggiano

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 Bishop's Appeal last year. We cannot thank you enough for all that you do for your parishes and the Diocese.



Each year, we prepare this Bishop's 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, suggested social media, web, and newsletters options and Intercessions for the Prayer of the Faithful. Please ensure that you present the Appeal DVD at a reception, by Zoom or in person or after Mass.

During the 2022 Bishop's Appeal, all parishes are required to participate in the "In-Pew" process. This year, parishes have the choice of conducting their weekend on either on March 19 & 20 or March 26 & 27.

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 2022. We are here to help you and your parish office staff in any way we can. Please do not hesitate to contact us if the need arises.

Sincerely,

Pamela Rittman, CFRE
Director of Development and Director of the Bishop's Appeal

BISHOP'S 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
A Bridge Home, the 2022 Bishop's Appeal.

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

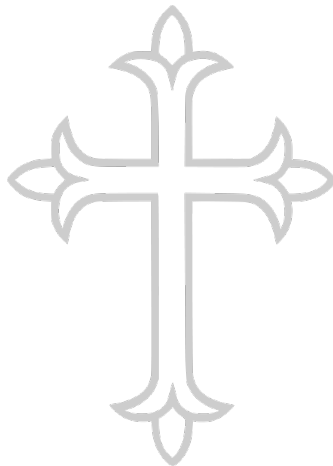
Bless us with understanding that we may
recognize that everything we have is a gift from God.

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.



CONTACT INFORMATION

For all questions about the Bishop's Appeal, please contact:

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Internet Resources

All information for the Bishop's Appeal including the video, brochure, Pastors' Leadership Guide, pulpit, bulletin and weekly announcements can be viewed on the Bishop's Appeal website at 2022BishopsAppeal.com.

2022 BISHOP'S APPEAL TIMELINE

MONTH	TARGET AUDIENCE	MAILING	PROMOTIONS / EVENTS
JANUARY	<i>Past donors</i> Leadership donors Pastors	<i>2021 tax statements</i>	Major Gift solicitation Pastor Training
January 12	Appeal donors		Virtual Zoom Meeting
January 29 & 30	All parishioners during Mass		Education Weekend
January 31	All parishioners	Bishop Caggiano solicitation letter with Appeal brochure	Feature article in <i>Fairfield County Catholic</i> Weekly pulpit and bulletin announcements
FEBRUARY		Thank you letters	
February 28	All parishioners	Pastor solicitation	Feature article in <i>Fairfield County Catholic</i> Weekly pulpit and bulletin announcements
MARCH		Thank you letters and pledge reminders	
March 19 and 20	All parishioners who have not gifted		In-Pew Weekends - Pastor determines date
March 26 and 27			Feature article in <i>Fairfield County Catholic</i>
March 28	All parishioners	Bishop Caggiano solicitation letter with Appeal brochure	Weekly pulpit bulletin announcements

MONTH	TARGET AUDIENCE	MAILING	PROMOTIONS / EVENTS
APRIL		Thank you letters and pledge reminders	Feature article in <i>Fairfield County Catholic</i> Weekly pulpit bulletin announcements
MAY May 16	Past donors who have not given	Thank you letters and pledge reminders Request letter from Bishop Caggiano	Feature article in <i>Fairfield County Catholic</i> Follow-up phone calls to donors who have not given Weekly pulpit bulletin announcements
SEPTEMBER/OCTOBER September 18	Past donors who have not given	Thank you letters and pledge reminders Possible final solicitation follow-up letter to past donors	Feature article in <i>Fairfield County Catholic</i> Follow-up phone calls to donors who have not given Weekly pulpit bulletin announcements

BISHOP'S APPEAL FUNDS

GOAL: \$8,100,000

To Teach & Preach the Gospel.....\$3,679,500

Institute of Catholic Formation	\$ 507,000
Faith Formation of Youth	\$ 153,000
Formation of Seminarians	\$ 1,065,000
Formation of Deacons	\$ 161,500
Bishop's Scholarship Fund	\$ 700,000
Catholic Academy of Bridgeport	\$ 300,000
Communications	\$ 743,000
Veritas Catholic Network	\$ 50,000

Building "Bridges of Faith" & Serving the Poor...\$1,799,500

Catholic Charities of Fairfield County	\$ 550,000
St. Catherine Center for Special Needs	\$ 250,000
Pastoral Care of the Sick and Elderly	\$ 999,500

Building Communities of Faith.....\$2,046,000

Support of Retired Priests	\$ 1,325,000
Support to Parishes in Need	\$ 300,000
Seton Collaborative	\$ 100,000
Campus Ministry and Young Adult Support	\$ 100,000
Strategic and Pastoral Planning	\$ 83,000
"The Bridge" Center for Young Adult Entrepreneurship	\$ 10,000
Institute for Catholic Culture	\$ 128,000
Fundraising Expenses	\$ 575,000

Total ABA Goal Allocation.....\$8,100,000

**In the spirit of financial transparency, the cost to conduct the Bishop's Appeal totals 7 cents on the dollar based on the 2022 Bishop's Appeal goal. Fundraising expenses may also provide additional support to a number of these areas.*

SOCIAL AND DIGITAL MEDIA PROGRAM, WEBSITE

As you know, effectively utilizing digital media during this Covid-19 environment is necessary to achieve the Appeal goals. Links to placing the Appeal banner, donate button, video, online Appeal brochure on your parish website and in social media are available on the Appeal website at 2022BishopsAppeal.com.

As we continue to experience challenges with the pandemic, please use Zoom to connect with your parishioners and donors, in addition to outreach that takes place during in-person Mass.

The Diocese utilizes social media messaging throughout the Appeal through Facebook, Twitter and other on-line social media platforms. Beginning in February a strategy is in place to launch the Appeal including a preview of the video and Appeal messaging leading up to the kick-off. Please use your parish Facebook page, newsletters and any other social media to send out weekly Appeal stories found in the Bulletin and Pulpit section or any other Bishop's Appeal updates. Inserts included in the solicitation letters will be emailed to you for printing or for your social media and website.

Links and instructions to place the video and brochure for placement on your parish website are available on the Bishop's Appeal website.

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 2022 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 social/digital program will help parishes increase their participation.

2022 APPEAL PARISH LAY CHAIRS/AMBASSADORS

Recruiting volunteers is critical to the overall success of the Bishop's Appeal. Each parish is asked to recruit a minimum of two lay co-chairs or ambassadors to work with the pastor and the Development Office staff in conducting the Bishop's 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 Bishop's Appeal case for support, plan and timetable.
- **Ensure** that the Bishop's 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 Bishop's Appeal materials and visual aids (video, Bishop's audio message, social media tools, bulletin and pulpit announcements, lay witness talks, etc.).
- **Host** a small gathering pending COVID restrictions or by Zoom to highlight the Bishop's Appeal.
- **Assist** the Pastor with follow-up phone calls or mailings to potential donors.
- **Coordinate and encourage** participation.
- **Be an advocate** for the Bishop's Appeal in the parish.
- **Pray** for the success of the Bishop's Appeal.

The Development Office will assist the 2022 Appeal parish lay co-chairs.

SAMPLE SPEAKING SCRIPT

2022 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 Bishop's 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 Bishop's 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 Bishop's Appeal is one very clear-cut way to live the faith we profess.

Through the Bishop's 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 Bishop's Appeal.

It is also a fact that among our 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 Bishop's 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 2022 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.

SAMPLE TELEPHONE FOLLOW-UP SCRIPT

2022 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 2022 Bishop's 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.

MATCHING GIFTS PROGRAM

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 BISHOP'S APPEAL

Please inquire about a matching gift at your company to the Bishop's 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. Complete the employee's portion and submit the form 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 2022BishopsAppeal@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.

For questions, call Development Office (203) 416-1312 or email at 2022BishopsAppeal@diobpt.org.

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

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.

EDUCATION AWARENESS WEEKEND

JANUARY 29 & 30, 2022

To begin the 2022 Bishop's Appeal, January 29 and 30 has been designated as Education Weekend. On this weekend, the Bishop's Appeal will formally begin in all parishes. "A Bridge Home" is the theme of this year's Appeal, formerly called the Annual Catholic Appeal, and it highlights hope, renewal and evangelization in our diocese. The pastors will introduce and speak briefly on the Appeal and/or introduce a ministry representative speaker, parish Appeal co-chair, show the 2022 Appeal video or play the 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 Bishop's Appeal mailing by the first week of February.

In advance of this weekend, please make sure you utilize the pulpit/bulletin announcements and the suggested prayers of the faithful that can be found in this manual and links on the Appeal website to add the brochure, video, donate button and Appeal banner to your parish website.

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 Appeal's diocesan faith-based ministries, programs and services to those most in need throughout Fairfield County. 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 Appeal 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 Bishop's Appeal begins here at _____ Parish and throughout the Diocese of Bridgeport. In 2022, the Appeal will invest in initiatives that accomplish the following for all people in Fairfield County:
 - To Teach and Preach the Gospel
 - Building "Bridges of Faith" and Serving the Poor
 - Building Communities of Faith
- 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 Bishop's 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, "**A Bridge Home**" 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. 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 Bishop's 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.

IN-PEW WEEKEND – *pending COVID restrictions*

During the 2022 Bishop's Appeal, all parishes are required to participate in the “In-Pew” process. This year parishes have the choice of conducting their weekend on either March 19 & 20 or March 26 & 27.

Please determine the timing that works best for your parish and plan to conduct at least one In-Pew weekend. This solicitation opportunity can be further supported by showing the Appeal video, or Bishop Caggiano’s audio message once again before proceeding.

QR Code - new this year

We are offering a QR Code option for parishioners to make a donation using their smart phone during In-Pew Weekend. Your In-Pew envelopes and materials will include a QR donation sheet to place on the back of the Pews. Please offer this option during In-Pew so parishioners may take out their smart phone and make their gift utilizing this technology.

Virtual In-Pew

Please utilize a virtual In-Pew during your live-streamed Mass at the same time. Ask parishioners to make their gift on the Appeal Donate button you can add to your parish website or they may make their donation directly on the diocesan Appeal website at 2022BishopsAppeal.org, donate tab. They may Text the Word, APPEAL to (475 241-7849 on a Smart phone or device. Gifts can also be mailed to the Catholic Center at 238 Jewett Avenue, Bridgeport, CT 06606.

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 – pending COVID restrictions

- Ushers and/or 2022 Appeal volunteers should be briefed on the timing to pass out In-Pew Weekend envelopes including taping or placing the QR code donation sheets on the back of the Pew.
- 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 2022 Bishop's 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 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.

Last year, gifts were able to:

Nourish The Hungry

Catholic Charities served over 2 million meals since the pandemic began via its soup kitchens, food pantries, the Morning Glory Breakfast Program, the Meals on Wheels program for homebound elderly, and for the families of the Room to Grow Pre-school.

The SNAP Program was launched to assist food insecure clients in receiving food stamp benefits and other important resources.

Shelter the Homeless

Bethlehem House II in Stratford opened to house increasing numbers of formerly homeless families that can be offered transitional and supportive housing for a fresh start.

Caseworkers are assisting clients with disabilities or special needs to assist with life skills and case management services.

Strengthen Families and Individuals

Catholic Charities' Mental Health Counseling services provides in-person and telehealth counseling to clients suffering from an array of issues, including anxiety and depression due to the pandemic. The program is open to clients of all income levels and is currently scheduling appointments for new clients, including individual, marital and family therapy.

Room to Grow Preschool in Norwalk opened a food pantry and Family Resource Center to provide families with the essential wrap-around services as an additional support throughout the pandemic and beyond. Room to Grow serves hard working families, many of whom either lost jobs or had their income reduced due to the effects of the pandemic.

Immigrant Services assists newcomers to the US with immigration legal assistance and connects them with support services.

Operation Help was created to help identify resources and provide support to help meet basic needs of clients across agency programs.

The Family Loan Program provides low-interest loans to working parents throughout the entire loan application process and teach them the skills they need to improve their credit score, and help them move towards financial independence.

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 22 men for ordination to the priesthood in our Diocese;
- Educate and train 8 men for ordination to the Permanent Diaconate program;
- Care for 74 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 Bishop's 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. This year we have the option for those who have not made their gift to use their smart phone. Please see the QR code sheet placed on the back of the Pew in front of you to make your donation. Please turn on your phone and focus it on the QR code and you will be taken to the donation page.

Your pledge can be paid over ten months. You will receive monthly statements. In addition, 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 2022 Bishop's 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.

IN-PEW WEEKEND DOs AND DON'Ts - *pending COVID restrictions*

DO

- Ask all parishioners to consider a commitment at Mass in support of the 2022 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 since a full In-Pew was conducted that year before the pandemic. *“During our last full In-Pew conducted in 2019, (or what year you last conducted based on when you held your capital campaign) 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, 2022.
- 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 a safe area 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 - *pending COVID restrictions*

- Reviewed process with the Development Office staff, if necessary
- Include the Appeal Donate button on your website
- In-Pew Weekend has been publicized as an announcement in the weekly bulletin, your newsletter, your parish website or through your social media program and from the pulpit on the prior weekend
- Sufficient quantity of In-Pew Weekend envelopes are in place for distribution
- Ushers and/or Appeal 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, following COVID procedures and restrictions
- 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) 416-1479.

IN-PEW PROCESSING INSTRUCTIONS

Please note that In-Pew processing is tabulated in your parish office and sent to the Development Office at the Catholic Center. Please open the envelopes, count the money, record on the appropriate accounting sheets and send to the Development Office.

FOUR Steps to In-Pew Success!

STEP 1: Sort completed In-Pew Envelopes ALPHABETICALLY BY LAST NAME.

STEP 2: 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 3: 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 4: 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 Development 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 or 203.416.1357.
Monday through Friday 8:30 a.m. - 4:30 p.m.**

Many thanks for your partnership in success!

PARISH RECEPTIONS - *pending COVID restrictions*

The primary aim of a Parish Reception is to welcome all parishioners together in support of the 2022 Bishop's Appeal, "A BRIDGE HOME". We encourage you to consider an in-person reception, pending COVID restrictions following Mass with coffee and doughnuts or an evening Zoom event. 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 May.
- The Pastor acts as the host and Master of Ceremony with the assistance of a parish financial committee or 2022 Appeal Lay Co-Chairs.
- Be sure to send invitations three to four weeks before the reception or Zoom event 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 Bishop's 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 **A Bridge Home, the 2022 Bishop's 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 Bishop's Appeal.

Please recite the 2022 Appeal Prayer.

2022 BISHOP'S 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 **A Bridge Home,**
the 2022 Bishop's 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 Bishop's Appeal 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 Frank Caggiano to reach across parish boundaries in the areas of Faith and Ministry, Charity and Pastoral Services, and Education and Catechesis.

Show the Bishop's 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 from either the Pastor and/or 2022 Appeal Parish Committee. In this way, it will provide them with an opportunity to ask any related questions and motivate them to be proactive in supporting the 2022 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 2022 Bishop's Appeal. I am calling to thank you for attending **A Bridge Home**, the Bishop's 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 event/reception last _____ (day of the week).*] I just wanted to follow up with you to see if you have any questions regarding the Appeal or need 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.

BISHOP'S APPEAL KICKOFF PULPIT ANNOUNCEMENT

2022 APPEAL PULPIT ANNOUNCEMENT – January 29 and 30

Read by Pastor or 2022 Appeal Lay Co-Chairs

My dear sisters and brothers in the Lord. As we begin this new year together--a year that will be marked with both challenges and opportunities--I come to you to ask for help, specifically your help to realize the vision of hope that I outlined for you in my Christmas greetings.

It is a vision that imagines that you and I will build a bridge, a bridge home to those who have not yet found their way back in worship, and for those who had left perhaps long ago. The vision begins with the realization that you and I have been called by the Lord to teach and preach our faith with vigor; to build our communities of faith into lively, welcoming gatherings of family. And to reach out to those who are in need.

That is the perennial mission of the church, and I come to you to ask for your financial help to realize that vision, while we also continue to maintain the ministries that you are so familiar with and have generously supported over the years. At the same time, I am pleased to introduce new initiatives that will allow us to build these specific bridges to those who have questions, to those who are doubting, to those who are sorrowing, to those who feel left behind.

My dear friends, we know the challenges we have faced as a result of the pandemic—the suffering, isolation and devastating harm that many continue to experience. We also live in a time of great challenge for our church as we seek unity and renewal.

I come to you because we need to make hope real by living, preaching, witnessing, and going out in faith. One step at a time, safely, but with confidence that the Holy Spirit will guide us. And that is why I humbly ask for your support for the new initiatives outlined in this year's Appeal that will allow us to build these specific bridges to those who have questions, to those who are doubting, to those who are sorrowing, to those who feel left behind. (Please read the details in the brochure that will be mailed to you.)

Together as one family in the Lord, we can rise to the challenges before us, and build bridges of hope to anyone who is willing to walk with us.

Please give to the Appeal as generously and as sacrificially as you can. And I thank you in advance for your kindness and your support. May God bless you and your loved ones, as together we work to build a vision of hope here in Fairfield County.

Sincerely in Christ,
Most Reverend Frank J. Caggiano
Bishop of Bridgeport

(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

Catholic Charities served over 2 million meals since the pandemic began via its soup kitchens, food pantries, the Morning Glory Breakfast Program, the Meals on Wheels program for homebound elderly, and for the families of the Room to Grow Pre-school.

The SNAP Program was launched to assist food insecure clients in receiving food stamp benefits and other important resources.

Shelter the Homeless

Bethlehem House II in Stratford opened to house increasing numbers of formerly homeless families that can be offered transitional and supportive housing for a fresh start.

Caseworkers are assisting clients with disabilities or special needs to assist with life skills and case management services.

Strengthen Families and Individuals

Catholic Charities' Mental Health Counseling services provides in-person and telehealth counseling to clients suffering from an array of issues, including anxiety and depression due to the pandemic. The program is open to clients of all income levels and is currently scheduling appointments for new clients, including individual, marital and family therapy.

Room to Grow Preschool in Norwalk opened a food pantry and Family Resource Center to provide families with the essential wrap-around services as an additional support throughout the pandemic and beyond. Room to Grow serves hard working families, many of whom either lost jobs or had their income reduced due to the effects of the pandemic.

Immigrant Services assists newcomers to the US with immigration legal assistance and connects them with support services.

Operation Help was created to help identify resources and provide support to help meet basic needs of clients across agency programs.

The Family Loan Program provides low-interest loans to working parents throughout the entire loan application process and teach them the skills they need to improve their credit score, and help them move towards financial independence.

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 22 men for ordination to the priesthood in our Diocese;
- Educate and train 8 men for ordination to the Permanent Diaconate program;
- Care for 74 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.

WEEKLY BULLETIN/PULPIT ANNOUNCEMENTS

January 29 & 30 (or Bishop's letter on page 30)

The 2022 Bishop's Appeal provides the funds for the pastoral, educational and charitable ministries of the Diocese of Bridgeport. This year's theme, *A Bridge Home*, highlights hope, renewal and evangelization in our Diocese and invests in services that continue to engage those in their faith and build a strong bridge to so many who are struggling. When you receive your Appeal mailing, 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 5 & 6

Future priests of the Diocese of Bridgeport receive their formation at seminaries chosen by the Bishop to best suit the needs of the seminarian and of the diocese. Preparation for the Priesthood takes anywhere from six to eight years, depending on the age and educational background of the man when he enters. All seminarians complete graduate level studies in theology before ordination.

Our seminarians 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 Bishop's Appeal help ensure that we have the well-formed priests we need to praise God and to save souls. Thank you for your gift.

February 12 & 13

For over 100 years, Catholic Charities of Fairfield County has provided a broad spectrum of social services to the extended Fairfield County community. The demand for the agency's services have skyrocketed due to the COVID-19 pandemic as our clients need help now more than ever. All programs have remained open providing a broad array of essential services. Catholic Charities is a leading provider of critical food resources throughout the County serving over 2 million meals since the COVID crisis began to the homeless, the homebound elderly, and individuals who lost jobs due to the pandemic via our soup kitchens, food pantries, Meals on Wheels program, as well as our Room to Grow pre-school. Catholic Charities cannot do it alone. Your gift to the Bishop's 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.

February 19 & 20

The Institute for Catholic Formation 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 Bishop's Appeal, you support the ministries that continue faith formation. Thank you for your gift.

WEEKLY BULLETIN/PULPIT ANNOUNCEMENTS

February 26 & 27

The Respect Life Ministry supports the diocese's efforts to promote and uphold the Church's teaching on the dignity of human life in all its stages. The ministry works to support parish efforts to educate the laity on life issues which include Catholic teaching, legislative initiatives and public policies that impact the dignity and respect of the human person. We also support parish efforts to promote peaceful prayer initiatives in the public square which include supporting the **40 Days for Life Campaign** as well as Holy Hours and Rosary Rallies throughout the year. The Ministry also provides pastoral care through the Project Rachel Ministry to address the wounds of abortion. These care efforts consist of Days of Prayer and Healing throughout the year and continued support with monthly gatherings for individuals suffering from past abortion experiences. The Respect Life Ministry would welcome your gift to the Bishop's Appeal, to help support the work of this vital ministry. Thank you for your support.

March 5 & 6

The Institute for Catholic Formation supports parish and school sacramental and 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 Bishop's Appeal supports the Institute's efforts to reach children and adolescents in their journey to know Christ. Thank you for your support.

March 12 & 13

Future priests of the Diocese of Bridgeport receive comprehensive formation in theology, pastoral ministry, personal growth, and, most importantly, the spiritual life at seminaries chosen by the Bishop to best suit the needs of the seminarian and of the diocese. Preparation for the Priesthood takes anywhere from six to eight years, depending on the age and educational background of the man when he enters. All of our seminarians receive graduate degrees in theology prior to their ordination. Through your generosity, our future priests will be able to respond generously and courageously to that call. Gifts to the Bishop's Appeal support Diocese of Bridgeport seminarians who are discerning their call. Thank you for your gift.

March 19 & 20 - In-Pew Weekend

We are hopeful that 100% of our registered households will respond to the 2022 Bishop's 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 Bishop's Appeal with a pledge or one-time gift as your means allow. Your support is much needed and will be greatly appreciated!

WEEKLY BULLETIN/PULPIT ANNOUNCEMENTS

March 26 & 27 - In-Pew Weekend

We are hopeful that 100% of our registered households will respond to the 2022 Bishop's 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 Bishop's Appeal with a pledge or one-time gift as your means allow. Your support is much needed and will be greatly appreciated!

April 2 & 3

The Institute for Catholic Formation offers parishes resources throughout the year so that parishes can focus on what they do best: engaging with the faithful in the pews. From book clubs to reading groups and from workshops to posters in Lent and Advent, the Institute provides free resources to make parish life better, a pastor's life easier, and the faithful more engaged. When you make a gift to the Bishop's Appeal, you support the ministries that continue faith formation. Thank you for your gift.

April 9 & 10

"**The Bridge**", **Center for Entrepreneurship** provides resources and mentorship to young adults for growth in their Catholic Faith while making an impact on their local communities. It is aimed at welcoming, engaging and forming young adults in the life of the Church. "The Bridge" will provide college age young people and graduates mentoring opportunities with successful Catholic businesswomen and men who will assist them as they begin their professional careers. These mentoring relationships will also provide the tools by which interested young adults can work with me to address some of the local social problems that affect people throughout our Diocese. Please make a gift to the Bishop's Appeal to support this new initiative. Thank you for your generosity.

April 16 & 17

Easter Weekend – No Appeal Activity

April 23 & 24

We are hopeful that 100% of our registered households will respond to the 2022 Bishop's 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 Bishop's Appeal with a pledge or one-time gift as your means allow. Your support is much needed and will be greatly appreciated!

April 30 & May 1

Over the years, many corporations in the Diocese have participated in the Matching Gift Program. When making your pledge to the 2022 Bishop's 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.2022BishopsAppeal.com. For further information please contact the Development Office at (203) 416-1312 or email us at 2022BishopsAppeal@diobpt.org. Thank you for your support of the Appeal.

WEEKLY BULLETIN/PULPIT ANNOUNCEMENTS

May 7 & 8

The Sacred Heart Guild is a new program designed to evangelize, encourage and inspire Christ in the arts through pilgrimages, workshops, concerts and talks, and is centered on sacred music and art, architecture and literature, with a particular attention to the needs of young people in our diocese. Your gift to the Bishop's Appeal helps support this new initiative. Thank you for your generosity.

May 14 & 15

The Institute for Catholic Formation offers online and in-person formation for our diocesan Ambassadors. In 2021, more than 200 Ambassadors participated in online formation, gathered sessions for prayer and reflection and then were commissioned by Bishop Caggiano for work in their parish faith communities. When you make a gift to the Bishop's Appeal, you support the ministries that continue faith formation. Thank you for your gift.

If you have not yet responded to the 2022 Bishop's 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 Bishop's Appeal this year:

- Make a pledge and spread out your payments over 5 or 10 months
- Donate on-line by going to the diocesan website, 2022BishopsAppeal.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 21 & 22

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 Bishop's 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, Altar, and Charity. There are now 47 active deacons, 39 retired, most who continue to serve, and 8 men in formation. Our discussions with those interested in knowing more about our formation program is ongoing. When you give to the Bishop's Appeal, you support the formation of men who serve in our parishes and communities throughout the diocese for many years to come. Through the Bishop's Appeal, our men in formation are accompanied and supported, without the financial burden to fulfill their "call" to the diaconate. This allows the men to focus on their studies and discern their vocation in preparation for supporting their assigned parishes upon ordination.

- Deacon Jerry Lambert, Director of the Diaconate and serving at St. Theresa Parish, Trumbull.

WEEKLY BULLETIN/PULPIT ANNOUNCEMENTS

May 28 & 29

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 the Academy will serve 900 children. Despite tuition being only \$5,150 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 student's graduate high school compared with barely 70% of Bridgeport public school students.

Donations to the Bishop's 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.

June 5 & 6

Since its founding in 1999, Saint Catherine Academy has been committed to providing the highest quality education program for students who are impacted with autism, intellectual and developmental disabilities. In 2014, this essential ministry became Saint Catherine Center for Special Needs to centralize pastoral and educational support for individuals with disabilities and added an Adult Day Program for adults with disabilities.

The Center partners with parishes, religious educators and school personnel to support the needs of individuals throughout the Diocese.

Giving to the Bishop's Appeal ensures that this life-affirming organization will continue to provide a quality education and a living faith for children and adults with special needs. Thank you for your support.

"We are called to recognize in every person with disabilities, a unique contribution to the common good," Pope Francis 12/3/2019.

WEEKLY BULLETIN/PULPIT ANNOUNCEMENTS

June 12 & 13

The mission of fostering vocations to the priesthood must be inscribed on the heart of every faithful Catholic in the Diocese of Bridgeport. St. John Vianney spoke of the priesthood as "the love of the heart of Christ." God willing, seminarians discerning their call will become the next generation of priests who will bring the love of the heart of Christ to you and your family. As priests, they will accompany and guide you through the joys and sorrows of this world towards our shared goal of eternal life in the kingdom of heaven. The book of Lamentations reminds us, "The Lord's mercies are not exhausted, his compassion is not spent" (Lam 3:22).

The Heart of Jesus is calling out for men to step forward and make His love, His mercy, and His presence known to His people. Through your generosity, our future priests will be able to respond generously and courageously to that call. Gifts to the Bishop's Appeal supports Diocese of Bridgeport seminarians who are discerning their call. Thank you for your gift.

June 19 & 20

Catholic Charities of Fairfield County is one of the largest private social service providers in Connecticut, offering assistance throughout the 23 towns in the Bridgeport Diocese. The agency's mission is to help the needy and most vulnerable of all faiths to permanently improve their lives by providing supportive services that enable families to rise up out of poverty, overcome barriers, and achieve self-sufficiency and independence. Catholic Charities envisions a Fairfield County where all individuals have the basic necessities – food, shelter, and support – in order to reach their full potential as healthy, educated, and self-sufficient individuals. The agency serves all people without regard to age, race, religion, or ability to pay.

Catholic Charities cannot do it alone; it depends on gifts to the Bishop's Appeal and helps them continue to do the incredible work that it does for our most vulnerable neighbors in Fairfield County.

Your Bishop's Appeal gift will truly change lives. Mack Wade, a 90 year old homeless man who lives in the Super 8 Motel in Danbury and receives food from Catholic Charities through the Morning Glory Breakfast Program said: "I thank God for Catholic Charities. The food they bring us every day allows us to eat. The joy and happiness that we homeless people receive here in Danbury through Catholic Charities...I thank them."

June 25 & 26

As the 2022 Bishop's 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 2022 Bishop's 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.

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 2022 Bishop's 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 2022 Bishop's 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 2022 Bishop's 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 2022 Bishop's Appeal, we pray to the Lord.
- That we will see the 2022 Bishop's 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 2022 Bishop's 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 2022 Bishop's 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 2022 Bishop's 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 2022 Bishop's 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 2022 Bishops 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 2022 Bishop's Appeal, we pray to the Lord.
- That we will see the 2022 Bishop's 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 2022 Bishop's Appeal as an opportunity to understand Christian stewardship to strengthen our families and our parish, we pray to the Lord.
- That through our 2022 Bishop's 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 2022 Bishop's Appeal, we pray to the Lord.
- That God might look upon and bless our efforts for our 2022 Bishop's 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 2022 Bishop's Appeal, we pray to the Lord.
- That through our faithful response of stewardship to our 2022 Bishop's 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 2022 Bishop's Appeal, we pray to the Lord.
- That the gifts we offer through our 2022 Bishop's 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 2022 Bishop's Appeal, we may remember God's generosity to us, we pray to the Lord.
- That as we participate in our 2022 Bishop's 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 2022 Bishop's Appeal, we pray to the Lord.

IN-PEW PROCESSING INSTRUCTIONS

Please note that In-Pew processing for the 2021 Appeal has changed.
Please open the envelopes and refer to the steps below.

FOUR Steps to In-Pew Success!

STEP 1: Sort completed In-Pew Envelopes ALPHABETICALLY BY LAST NAME.

STEP 2: 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 3: 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 4: 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 Development 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 or (203) 416-1357.
Monday through Friday 8:30 a.m. - 4:30 p.m.**

Many thanks for your partnership in success!

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