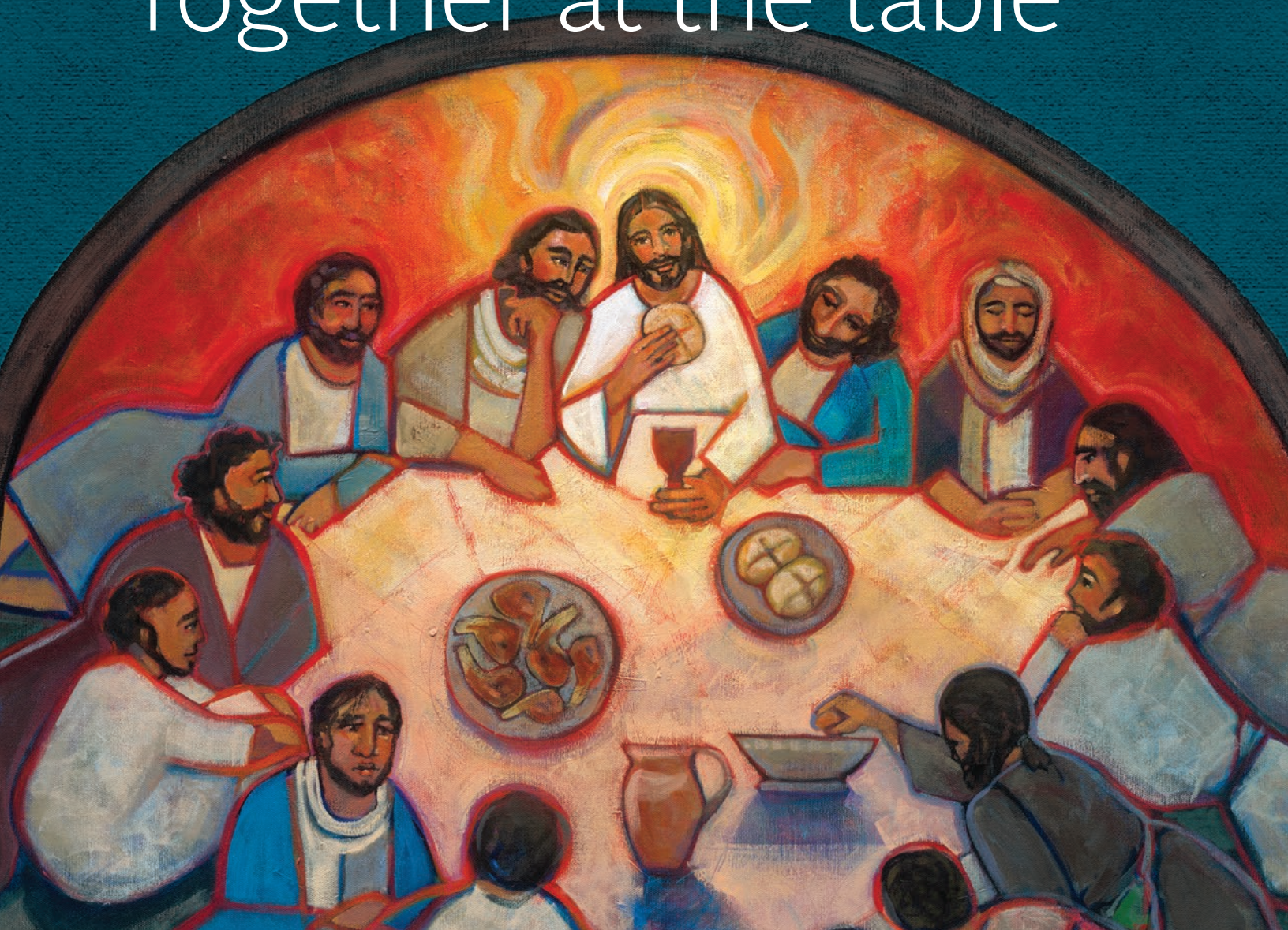


2024 Annual Catholic Appeal

Parish Manual

Together at the table



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YOUR PARISH APPEAL JOURNEY

Dear Sisters and Brothers in Christ,

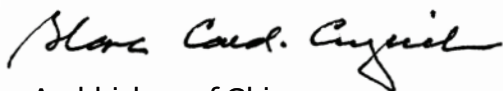
We have faced many challenges in our world—from diseases and social upheavals to climate disasters and economic uncertainty. Still, we hope, because the Lord has walked with us, and we have walked with each other. The Lord's table has sustained us. This year's Annual Catholic Appeal echoes these experiences. This year, our theme is *Together at the table*. It evokes the Last Supper and the story of the two disciples on the way to Emmaus who are together at the table with the Lord. In these images, we know ourselves as gathered together, as fed by the Eucharist, and as missionary disciples sent into the world. Closely connected to this is Pope Francis' call for a synodal Church, that is, a Church "on the road together." When we are together at the table, the altar of the Lord's sacrifice, we find the true means that sustain us on our shared journey homeward.

The Appeal is an occasion and a means for bridging together our efforts to support parish life, Catholic schools, programs of religious education, and various archdiocesan initiatives and outreach that include, for example, respect for life and violence reduction. The Appeal can draw us together in a unified sense of purpose.

The manual that you have before you can help your planning and preparation for the ACA. Of course, each community is unique, and you will need to tailor what is offered here to the circumstances of your people.

Finally, I thank you and your parishioners for the many ways that you have collaborated to support the mission and ministries of the archdiocese. Be assured of my support and of the availability of resources through the archdiocese to help you as you lead this year's ACA. Again, you have my gratitude, and you also have my prayers.

Sincerely yours in Christ,

A handwritten signature in black ink, reading "Steve Card. Cury". The signature is written in a cursive, flowing style.

Archbishop of Chicago

WHAT THE ANNUAL CATHOLIC APPEAL FUNDS

These projections are based on anticipated needs and are subject to change. The list below is meant to summarize the far-reaching impact of the Appeal, and so is not a comprehensive list of all the archdiocese's ministries.

Low-income parishes and schools	31%	Support for parishes and schools serving financially challenged communities
Parish-based incentives	24%	After a parish reaches goal, donated funds return to the parish for local use
Archdiocesan ministries	15%	Outreach initiatives for young adults, families, children and others
Spiritual renewal efforts	8%	Transforming parishes to share our faith in new and creative ways
Priest formation	6%	Education and development for seminarians and priests in the Archdiocese of Chicago
Scholarships	5%	Tuition assistance for disadvantaged Catholic school families
Catholic Relief Services	4%	Support for those suffering from natural disasters around the world
Cost of the Appeal	7%	Printing, postage, processing costs for the Appeal

How Your Gift Will Be Used

Cost of the Appeal **7%**

Catholic Relief Services **4%**

Scholarships **5%**

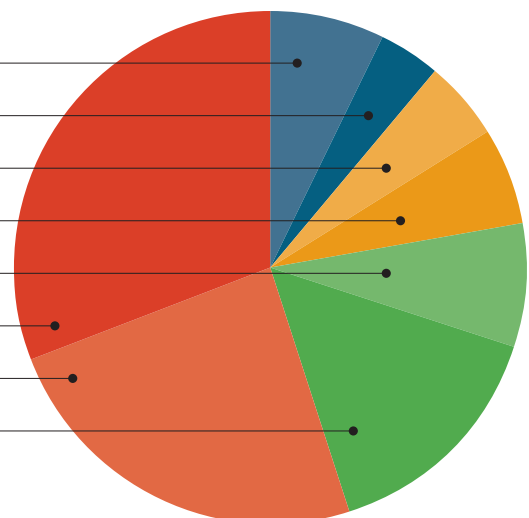
Priest formation **6%**

Spiritual renewal efforts **8%**

Low-income parishes and schools **31%**

Parish-based incentives **24%**

Archdiocesan ministries **15%**



How Your Gift Was Used

2022 Annual Catholic Appeal

\$ 4,152,271	Low-income parishes and schools	Support for parishes and schools serving financially challenged communities
\$ 3,816,649	Parish-based incentives	After a parish reaches goal, donated funds return to the parish for local use
\$ 2,382,263	Archdiocesan ministries	Outreach initiatives for young adults, families, children and others
\$ 1,298,017	Spiritual renewal efforts	Transforming parishes to share our faith in new and creative ways
\$ 845,250	Priest formation	Education and development for seminarians and priests in the Archdiocese of Chicago
\$ 749,140	Scholarships	Tuition assistance for disadvantaged Catholic school families
\$ 545,000	Catholic Relief Services	Support for those suffering from natural disasters around the world
\$ 13,788,589	MINISTRIES TOTAL	
\$ 1,227,188	Cost of the Appeal	Printing, postage, processing costs for the Appeal
\$ 15,015,777	TOTAL APPEAL	

Our promise to our donors is that no money donated to the Annual Catholic Appeal has been or will be used to defray expenses related to misconduct issues.

PARISH GOALS AND REBATE STRUCTURE

- Parish goals are calculated as a percentage of annual Offertory Income (Sundays, Holy Days, Christmas and Easter collections).
- Parishes serving low-income communities will have a goal of four percent of Offertory Income. These parishes will be determined using known financial and demographic information of the parish community including U.S. Census data.
- The remaining parishes carry a goal of seven percent of Offertory Income.
- The first rebate distribution will be made to the parish Archdiocesan Bank account at the end of October 2024. The final rebate distribution will be made at the start of March 2025.
- The Annual Catholic Appeal pays for itself. Every dollar spent on cost is a dollar not spent at parishes, schools and ministries. Ten percent of rebates over \$10,000 will be used to support parishes and schools who are suffering significant financial hardship. For example, for a \$12,000 rebate, \$200 will go to support low-income parishes and schools.

PARISH PREPARATION

Get to Know IZZY!

IZZY is the Archdiocese of Chicago's intranet portal and can be accessed at izzy.archchicago.org or archchicago.org/izzy. It's important to become familiar with IZZY, as the archdiocese is using it to share important documents, files and templates. IZZY provides you with templates for the 2024 Annual Catholic Appeal, including artwork, brochures, a digital version of this manual and digital files for Cardinal Cupich's homily. Please note, you will need to have an "archchicago.org" staff email address to access IZZY. Please use your archdiocese email address to log into Microsoft when prompted when visiting IZZY if you have not signed in before.

Microsoft Teams

A dedicated Microsoft Teams group will also be created for all parish staff and volunteers to access the 2024 Annual Catholic Appeal templates. You will receive an invitation to join with your archdiocese email. If you have volunteers who help with the ACA at your parish and do not have an archdiocese email, contact the Office of Stewardship and Development at archchicago@archchicago.org with the volunteer's name and email address. They will be invited to join the Microsoft Teams group and will then have access to the ACA materials.

Attend an ACA Webinar

To ensure that everyone is receiving the same information, we encourage every member of your ACA leadership team to attend the ACA webinar. The 60-minute webinar is a convenient way for parishes to obtain vital information about the 2024 ACA.

Gather Volunteers

The ACA is inherently a team effort. No pastor can do it alone! Plenty of volunteers with assigned roles will ease the process and demonstrate to parishioners how key lay leaders believe in the initiative. In turn, this will encourage participation among parishioners.

Ensure Quantity and Quality

The ACA team will provide your parish with ACA posters, brochures, envelopes and labels. Please contact the ACA office if you require additional materials: 312.534.7959

GIVING OPTIONS

Ways to Make ACA Gifts

One-time gifts, pledges, sustaining recurring gifts, as well as gifts made through stock, Donor Advised Funds and IRA distributions can be made by cash, check or credit card through the following methods:

- Reply form received in the cardinal's direct mailings
- Online at annualcatholicappeal.com
- In-pew envelopes (pre-addressed)
- Telephone — Annual Catholic Appeal — 312.534.7959
- Mail to — Annual Catholic Appeal, 835 North Rush Street, Chicago, Illinois 60611-2030
- Charitable Gift Funds — Legal Name: The Catholic Bishop of Chicago, Federal tax ID #36-2170826

Direct Mail Letters

Letters from the cardinal will be mailed by the Annual Catholic Appeal and contain a pre-addressed return envelope to mail in cash, check or credit card gifts. Materials included in the mailing will include reference to the Appeal website for online giving. These letters are generally mailed during the following timeframes, which may change depending on the appeal's fundraising progress:

- Early January 2024 — first letter from Cardinal Cupich
- April/May 2024 — reminder letter from Cardinal Cupich
- Early Summer 2024 (exact month TBD) — general donor reminder mailer
- Late August 2024 — reminder letter from Cardinal Cupich (pastor letter – optional)
- November 2024 — final direct mail

Because the letter arrives at home, it usually generates most of the appeal revenue; but please continue to promote the online giving options throughout the campaign.

In-Pew Envelopes

In-pew envelopes will be distributed on Commitment Weekend (February 10–11, 2024) at all Masses as the pastor leads the congregation in the in-pew process.

In-pew envelopes are already addressed to the Annual Catholic Appeal Gift Processing Center, **but the donor must include their return address on the envelope in the upper lefthand corner.**

Online Giving Form

There is a dedicated annual appeal giving form accessible online at annualcatholicappeal.com. Pastors are encouraged to share this online giving link in person during homilies, in emails and in social media posts. This year's updated online giving form offers various ways to donate:

- Pledge
 - Donor selects a “Gift Amount” to be charged monthly.
 - Donor selects “Recurring Gift” (a traditional pledge) as gift type and selects a gift duration (the number of months they will be charged the gift amount). Example: to pledge \$100 paid over four months, Gift Amount would be \$25 and Gift Duration would be four months.
- Donors can make their commitments go even further by becoming a Sustaining Donor.
 - Donor selects a “Gift Amount” and selects “Recurring Gift” as gift type and “Ongoing Monthly” as the gift duration. Donor will be charged the gift amount chosen each month until they decide to stop.
- Make a One-Time Gift
 - Donor selects a “Gift Amount” and leaves gift type as “One-Time Gift.”

TIMELINE AND CHECKLIST

MARK YOUR CALENDARS!

DECEMBER 2023

Dec. 28

- The Annual Catholic Appeal mails the cardinal's letter to previous ACA donors and registered households as provided by the parishes.

JANUARY 2024

Parish Preparation, Jan. 8–26

- Appeal materials will be delivered to the parishes from Jan. 9 to 27. Posters, brochures, in-pew envelopes, procedure manuals and cardinal's recorded homilies will be included.

Pre-Announcement Weekends, Jan. 20–21, Jan. 27–28

- Pastors should begin promoting the ACA by
 1. Including an ACA advertisement in your weekly bulletin
 2. Preparing altar announcement referencing the bulletin announcement
 3. Ensuring sufficient quantity of materials
 4. Displaying ACA posters
- Test the CDs, DVDs or cassettes you received to assure that they are in working order. If you need a replacement, contact the ACA office.
- Homily notes for pastors/preachers are included in each section
- Homilies are also available digitally through IZZY

FEBRUARY 2024

Announcement Weekend, Feb. 3–4

- Begin sharing ways to give to the ACA by
 1. Displaying ACA posters if not already complete
 2. Preparing an electronic or print bulletin announcement
 3. Preparing altar announcement for services
 4. Preparing and delivering pastor's homily
 5. Including a prayer of the faithful for the Appeal in all Masses
 6. Displaying ACA brochures in the back of the church
 7. Sending an email to parishioners
 8. Sharing giving link on social media

Commitment Weekend, Feb. 10–11

- Continue to promote the ACA by
 1. Preparing an electronic bulletin announcement
 2. Including a prayer of the faithful for the Appeal in all Masses
 3. Displaying ACA brochures in the back of the church
 4. Sending an email to parishioners
 5. Sharing giving link on social media
- Prepare volunteers for how to conduct the in-pew process
 1. Each presider should be briefed on Commitment Weekend process
 2. Arrange for and train volunteers to help with in-pew process at each Mass
 3. Prepare and distribute in-pew envelopes
- Prepare cardinal's recorded homily and pastor's remarks for Masses
 1. Test the CDs, DVDs or cassettes you received to assure that they are in working order. If you need a replacement, contact the ACA office.
 2. Homilies are also available digitally through IZZY
 3. Review suggested pastor introduction to the cardinal's homily and in-pew process script

Follow-Up Weekend, Feb. 17–18

- Continue promoting ways to give to the ACA by
 1. Displaying ACA brochures and giving envelopes in the back of the church for in-person services
 2. Including a prayer of the faithful for the Appeal in all Masses
 3. Including bulletin announcements
 4. Sending an email to parishioners
 5. Sharing giving link on social media
 6. Preparing and delivering preachers' homily

PRE-ANNOUNCEMENT WEEKENDS: JAN. 20–21 AND JAN. 27–28, 2024

The material provided below is also available on the archdiocesan portal IZZY, as well as on the ACA Teams page.

PROMOTION TEMPLATES

Prayer of the Faithful for the Appeal

That the Lord would gather us together at the table and prompt within us a generous spirit to help our brothers and sisters in need as we support this year's Annual Catholic Appeal, let us pray to the Lord.

Bulletin and Altar Announcements

Please prepare an altar announcement referring to this bulletin announcement, noting that people will be receiving, or already have received, the mailing from Cardinal Cupich. Ask them to help share the Gospel message by providing their generous support to the work of the archdiocese.

Please refer to the example announcement below when writing your message. You may also choose to use any of the available artwork for the ACA which will be accessible on IZZY or the ACA Teams page.

SAMPLE BULLETIN OR NEWSLETTER MESSAGE

Please Make Your Gift to the 2024 Annual Catholic Appeal

Together at the table

Many families in our parish will be receiving the Annual Catholic Appeal mailing from Cardinal Cupich. On behalf of those served by the ministries, parishes, and schools that receive funding from the Appeal, we thank you for your gifts. Please return your response as soon as possible. The Annual Catholic Appeal offers a wonderful opportunity to answer the call "Together at the table." In addition to providing for ministries and services throughout the archdiocese, the Appeal also funds services that are of great help here in our parish. For example, Appeal funds support... **[NOTE: It is very important to insert some of the ministries in your parish that receive training or other forms of support from the archdiocese].** As we contemplate God's many gifts to us, we should also reflect on our gratitude. Your financial support for the work of our parish, our archdiocese, and the Church throughout the world is one way to express this gratitude. Please give what you can to the 2024 Annual Catholic Appeal.

Social Media Posts

If you have a parish social media account, please consider sharing images of the 2024 ACA theme with the following suggested posts. Artwork for social media and the QR code to make a gift are available on IZZY and the ACA Teams page:

- The 2024 Annual Catholic Appeal will be launching in February. This effort does so much to help our parish, our community and ministries that are vital to the archdiocese. Please consider making a gift to support the Annual Catholic Appeal this year and join us in “Together at the table.”

ANNOUNCEMENT WEEKEND: FEB. 3-4

The material provided below is also available on the archdiocesan portal IZZY, as well as on the ACA Teams page.

PROMOTION TEMPLATES

Prayer of the Faithful for the Appeal

That the Lord would gather us together at the table and prompt within us a generous spirit to help our brothers and sisters in need as we support this year's Annual Catholic Appeal, let us pray to the Lord.

Bulletin Announcement

Please prepare a bulletin or newsletter announcement, noting that people have received or will be receiving the mailing from Cardinal Cupich. Ask them to share the Gospel message by generously supporting the work of the archdiocese. Please refer to the example announcement below when writing your message. You may also choose to use any of the available artwork for the ACA which will be accessible on IZZY or the ACA Teams page.

SAMPLE BULLETIN OR NEWSLETTER MESSAGE

Please Make Your Gift to the 2024 Annual Catholic Appeal

Together at the table

Many families in our parish will be receiving the Annual Catholic Appeal mailing from Cardinal Cupich. On behalf of those served by the ministries, parishes and schools who receive funding from the Appeal, we thank you for your gifts. Please return your response as soon as possible. The Annual Catholic Appeal offers a wonderful opportunity to answer the call "Together at the table." We encourage giving at all levels to support this initiative. In addition to providing for ministries and services throughout the archdiocese, the Annual Catholic Appeal funds services in our own parish. For example, Appeal funds support **[Insert the name of your parish ministries that receive training or other forms of support from the archdiocese].**

When we financially support the work of our parish, our archdiocese and the Catholic Church throughout the world, we experience a feeling of deep gratitude, especially when we contemplate God's many gifts to us personally. By sharing our wealth through gifts to the 2024 Annual Catholic Appeal, we demonstrate our commitment to the Church and each other.

Email Template

To reach all your parishioners, please use the email template below as a guide to ensure that everyone understands all the giving options. Please be sure to personalize it as appropriate for your parish and your parishioners' emotional and spiritual needs.

Artwork for the ACA email banner is available on IZZY and the ACA Teams page.

Dear [Name],

I hope this message finds you and your loved ones healthy and well. The Annual Catholic Appeal will launch next weekend, and I wanted to share with you the impact your gift—no matter the size—has on this important effort. The work supported by the Appeal is more important than ever. Gifts to the Annual Catholic Appeal directly support the necessary work of parishes, Catholic schools and vital ministries throughout the archdiocese. **[Please insert an example of how your parish has benefitted from ACA rebate support.]**

You can make your gift to the Annual Catholic Appeal online at annualcatholicappeal.com, or you can choose to send in the response envelope from the Cardinal's letter you may have received earlier in January. Thank you for supporting our parish.

Yours in Christ,

[Pastor Name]

Social Media Posts

If you have a parish social media account, please consider sharing images of the 2024 ACA theme with the following suggested posts. Artwork for social media and the QR code to make a gift are available on IZZY and the ACA Teams page.

Sample social media posts:

- Answer the call to support the Annual Catholic Appeal this year and join us in “Together at the table.” Let’s show our parish’s vitality by making a gift today! Visit annualcatholicappeal.com to make a gift online.
- The Annual Catholic Appeal begins next weekend—join us in “Together at the table.” Visit annualcatholicappeal.com to make an online gift.

HOMILY RESOURCES

Throughout the February ACA rollout, Cardinal Cupich has asked pastors to preach about the Annual Catholic Appeal during the homily. Below, Father Louis J. Cameli has written a suggested five-minute homily presentation that you may use as you see fit:

Next week is Commitment Sunday for the 2024 Annual Catholic Appeal in the Archdiocese of Chicago. This year's theme is *Together at the table*. The theme draws together three important movements at work in the Church today: the call to synodality or walking together on the road with Jesus and each other, the call to the national Eucharistic Revival or coming to the table and altar of the Lord's sacrifice, and—finally—the call to continue fostering together the spiritual revitalization of our parishes.

The ministry of Jesus and his saving death and resurrection were directed to bringing us *together at the table* of his heavenly Father in the Kingdom. That movement of his mission and ministry is evident in today's gospel. In this year of Mark's gospel, today's passage is drawn from chapter one and describes in a snapshot a typical day in the life of Jesus. He is immersed in the lives of broken people who are ill, like Peter's mother-in-law, people who were dominated by evil spirits, people who needed a word of hope, the good news. Jesus cures the sick, casts out demonic spirits, and he proclaims the good news. In all their needs, the people come together and cluster around Jesus. And he heals them and brings them together, ultimately, to his table of blessing.

The Annual Catholic Appeal enables us to be together with Jesus and with each other as we serve the needs of others. The Appeal is one important path to forge a way to bring people *together at the table*, people who might otherwise be excluded or remain on the margins.

We are called to offer our financial support, our prayerful support, and our direct involvement in the Church's outreach. In other words, we are called to be generous in sharing our time, talent, and treasure. Through the Appeal, we can support parishes in need, Catholic schools, programs of religious education, and Archdiocesan initiatives, for example, that foster respect for life, that seek to make peace and prevent violence, and that train leaders for our faith communities.

There are envelopes and brochures available for you in the back of church for you to take on your way out. Across the next week, reflect, pray, and ask yourself how you can help bring people *together at the table* by supporting your brothers and sisters who make the journey with you. Consider as concretely and specifically as you can how your contribution of time, talent, and treasure will help you to do this. Prepare to make a commitment next weekend.

The Eucharist we are about to celebrate gathers us together at the Lord's table, the altar of his Eucharistic sacrifice. It is a foretaste of that heavenly feast when, one day, by God's grace will be forever together with the Lord and each other.

COMMITMENT WEEKEND: FEB. 10–11

The material provided below is also available on the archdiocesan portal IZZY, as well as on the ACA Teams page.

PROMOTION TEMPLATES

Prayer of the Faithful for the Appeal

That the Lord would gather us together at the table and prompt within us a generous spirit to help our brothers and sisters in need as we support this year's Annual Catholic Appeal, let us pray to the Lord.

Bulletin Announcement

Please prepare a bulletin or newsletter announcement, noting that people have received or will be receiving the mailing from Cardinal Cupich. Ask them to share the Gospel message by generously supporting the work of the archdiocese.

Please refer to the example announcement below when writing your message. You may also choose to use any of the available artwork for the ACA, which will be accessible on IZZY or the ACA Teams page.

SAMPLE BULLETIN OR NEWSLETTER MESSAGE

I invite you to spend some time this week reflecting on the Annual Catholic Appeal materials you should have received in your bulletin or in the mail. The Annual Catholic Appeal is much different than a one-time special collection: It is a pledged commitment to make a gift over time. Your pledge can be made payable in installments.

Each pledge makes a difference because all parishes participate in the campaign and the gifts of many enable our archdiocese to deliver needed ministries and services to answer the call of "Together at the table."

If you received your pledge form in the mail, please complete it and mail it back. This year, we also encourage our parishioners to make their Annual Catholic Appeal gifts online at annualcatholicappeal.com.

Email Template

To reach all your parishioners, please use the email template as a guide to ensure that everyone understands all the giving options. Please be sure to personalize it as appropriate for your parish and your parishioners' emotional and spiritual needs.

Artwork for the ACA email banner is available on IZZY and the ACA Teams page.

Dear [Name],

This year's theme for the Annual Catholic Appeal is *Together at the table*. It evokes the Last Supper and the story of the two disciples on the way to Emmaus who are together at the table with the Lord. When we are together at the table, the altar of the Lord's sacrifice, we find the true means that sustain us on our shared journey homeward.

Supporting the Annual Catholic Appeal unites us as a faith community in demonstrating love of neighbor through the good works we are able to provide together. The Appeal drives the holy mission of our archdiocese to teach, to serve and to sanctify, allowing us to carry out the work of Christ.

If you would like to sign up for monthly parish giving, you can do so online at annualcatholicappeal.com. You may also mail in your pledge contribution from any of the materials received at home or at church. Please know of my deepest gratitude for your participation!

Yours in Christ,

[Pastor Name]

Social Media Posts

If you have a parish social media account, please consider sharing images of the 2024 ACA theme with the following suggested posts. Artwork for social media and the QR code to make a gift are available on IZZY and the ACA Teams page:

Sample social media posts:

- Answer the call to support the Annual Catholic Appeal this year and join us in “Together at the table.” Let’s show our parish’s vitality by making a gift today! Visit annualcatholicappeal.com to make a gift online.
- Help our parish make our Annual Catholic Appeal goal by making a gift today! Gifts of all sizes can make a difference in our archdiocesan community. Visit annualcatholicappeal.com to make a gift online.
- Help us help others—gifts to the Annual Catholic Appeal support parish ministries like food pantries and soup kitchens. The Appeal also supports Catholic school education for students who wish to have a faith-filled educational experience. Don’t delay and make your gift online today: annualcatholicappeal.com.

HOMILY RESOURCES

The cardinal's homily is played only on Commitment Weekend (Feb. 10–11). In preparation, pastors should listen to the cardinal's homily to become familiar with the message and assure that the broadcast equipment and recordings are working properly. Below, please find the script of the cardinal's homily and talking points for the pastor's introduction of the recording after the Gospel reading.

Sample Pastor Introduction to the Cardinal's Taped Homily

At the end of the reading of the Gospel and before the Cardinal's taped homily begins the pastor can make a very brief introduction in these or similar words:

Today is Commitment Sunday for the 2024 Annual Catholic Appeal. Cardinal Cupich will now speak to us about the readings just now proclaimed and the theme for this year's Appeal: *Together at the table*. Please give him your attention. After his reflection, I will help you to pledge your support for the Appeal.

Immediately following the Cardinal's homily, the pastor can offer his own personal words of support for the Annual Catholic Appeal. He should ask his people to join him in making a generous response to the Appeal. He would then thank in advance all those who are making a pledge. Then, he would lead the congregation through the pledging process.

Cardinal's Homily — Commitment Weekend, Feb. 10–11

In today's Gospel, Jesus cures a leper. As he does so we gain an insight into his mission, a mission he gives to us. Leprosy is a terrible physical affliction. It is painful and it disfigures the body. But unlike other illnesses, it is a disease that isolates the leper for he must live away and apart from the community. We know from our recent experience of the pandemic how loneliness and isolation can bring great suffering.

Notice that Jesus heals not only the skin disease, but the whole man, body, soul, and spirit so that the leper can rejoin the family and the community, including worshipping community, as he is told to show himself to the priest. Jesus heals in a way that restores the leper's humanity, for the leper is once again someone who belongs to others, as he talks, worships, works, and eats with all in the community. Belonging is what it means to be fully human.

Jesus asks us to do the same on his behalf, to heal in a way that restores the humanity of others by making room at the table of life for all. Each year we take up this mission with fresh energy through the Annual Catholic Appeal. This is Commitment Weekend for the Appeal and in light of the Gospel we have chosen the theme *Together at the table*. We take up this mission together but also to make sure that everyone is included. We are true to Christ's mission when we reach out to those in need with his healing power, restoring their humanity and doing all we can to let them know that they belong.

Through the Appeal, we as one body reach out to struggling parish communities, schools, religious education and ministry formation programs, and respect life and peace initiatives in the Archdiocese. Through Catholic Relief Services, we also reach out to people beyond our local Church who are suffering from illnesses, natural disasters, and the calamities of war.

Together at the table—that is our vision, our mission, and our purpose. As your financial circumstances permit, please join me and other Catholics and make a gift to the Annual Appeal. Once your parish meets its goal, proceeds will return to your parish to support its mission in your local community.

Belonging means coming together at the table of life in all its forms, but especially at the Eucharistic table, the altar of the Lord's sacrifice. It is at this table that we are renewed and become fully human, for it is here that we experience what it means to belong to each other and to belong to Christ. As you celebrate the Eucharist today and find healing in experiencing what it means to be fully human, as someone who belongs to others and to Christ, I pray that you will join with me in taking up the healing mission of Jesus so that all will find a place at the table of life.

[IN PEW VERSION]

Now I invite you to turn your attention to your pastor who will walk you through the instructions for making a pledge and a contribution to the Appeal.

May the good Lord bless and keep you and all your loved ones in his loving care. Thank you.

[ONLINE VERSION]

Please take some time to pray and reflect on what it means for you to carry on the healing and gathering mission of Jesus, so that we can all be Together at the table and how that might inspire you to support the Annual Catholic Appeal.

At the end of this video, you will see instructions for making a pledge or gift to support the Appeal, if you wish. May the good Lord bless and keep you and your loved ones in his loving care. Thank you.

*A digital version of the cardinal's homily, along with a recording of the Gospel, will be available on IZZY with the ACA resources. You will also receive a copy of the homily on a recorded item (DVD, CD, cassette) in early to mid-January with the other deliveries.

Cardinal's Homily Follow-Up Speaking Notes

- Thank past contributors to the Appeal; remind them of how they have impacted lives.
- Remind families of the call to support the gifts of the Church, which includes your parish, all the Catholic communities of Cook and Lake counties and those around the world. Their gift only goes to support parishes, schools and ministries, with a small percentage that goes to costs.
- Remind families that gifts can be made via the giving envelopes available for pick up in the back; online at annualcatholicappeal.com.

IN-PEW PROCESS AND PRESENTATION

Training Volunteers and Informing the Ushers

- The parish should recruit volunteers to distribute and collect the pledge envelopes.
- You will need one volunteer in every section of your church, depending on how many parishioners are at Mass. You will need one volunteer in each side aisle to retrieve extra envelopes from some pews and to provide extra envelopes for pews that do not have enough.
- Each parish should hold a practice session for the volunteers, when the pastor reads through the entire script.
- The ushers and/or volunteers will collect the Annual Catholic Appeal envelopes immediately after the in-pew process. Make sure that the decision on who will do this is made and communicated well ahead of time.

Pastor's In-Pew Presentation Notes

- Review the envelope beforehand to familiarize yourself with the way it looks.
- Walk through each line of the commitment envelope. This increases the likelihood of families writing down the correct information, thus, easing the process for your parish, the Archdiocese of Chicago, and our gift processor. Please note that donors must include their return address on the upper lefthand corner of the reply envelope—this step is critical in matching their gift to correct parish label.
- Pause after each line to give people enough time to complete it.
- Feel free to explain the purpose of the line-by-line verbalization of the instructions. Some pastors talk about stewardship and the importance of correct information; others utilize comedy and humor. Please customize your approach beforehand, utilizing your Stewardship and Development partner as a resource.
- Stress that people **NEED** to include phone numbers and email addresses in case there is any issue with processing their generous gift.

Presentation Script to be Used by Pastors on Commitment Weekend

“Good morning. Today we are conducting the annual campaign that asks all parishioners to make a financial commitment to the Archdiocese of Chicago’s Annual Catholic Appeal.

“As your pastor, I want to thank all of you who have given to this campaign in past years. I can assure you that the funds you gave are deeply appreciated by the parishes, schools and people served by the archdiocese.

“Each of us is called to share his or her gifts in support of the Church. We must first support our parish and then our archdiocese and the Church throughout the world. The Annual Catholic Appeal of the Archdiocese of Chicago is a very effective way to support ministry outside of our parish boundaries, as well as to support the services that the archdiocese provides to our parish.

“So, I ask one member of each household that did not bring your direct mail pledge form with you, to signal the person distributing the material so that we can give you a pledge envelope and a pencil. If you have already mailed back the envelope that you received to your address, you do not need to fill out an in-pew envelope.

(Pause and make sure that everyone has received a pledge envelope and pencil. Once everyone has an envelope, continue with the script.)

“I am going to guide you through the process in order to minimize the time that it takes. Now, please see the front of the pledge envelope and remove your pencil.

(Pause and wait until about half of those participating are looking back at you.)

“Please legibly print your first name, your spouse’s first name, and your last name on the top line.

(Pause and wait until about half of those participating are looking back at you.)

“On the second line, please print your address, including any unit or apartment number.

(Pause as above.)

“On the third line, please print your city, state, and zip code.

(Pause as above.)

“Also, on the third line, please print your telephone number.

(Pause as above.)

“On the fourth line, please print your email address.

(Pause as above.)

“On the next line, please indicate the name of our parish so that we will receive credit for the gift. If you are a visitor and are a member of another parish in the archdiocese, you may indicate that parish.

(Pause as above and then stress the following point.)

“I ask everyone else to look at the gift boxes on the right side of the envelope and check the amount that you wish to give. Your pledge will be billed over six months, or longer if necessary. Also, there is no need to provide an initial payment today unless you wish.

“If you would like to complete your pledge or gift with a credit card please complete the credit card information section by providing the cardholder name, the credit card #, the expiration date, security code, your cell phone #, email address and your signature. After completing the interior please seal your envelope and do not place the pencil inside the envelope. I will give everyone a few moments to complete their envelopes.

“Please one more reminder to make sure to include your return address on the upper lefthand corner outside of the envelope. Please return pencils in the collection basket along with your completed pledge envelope. The ushers will now collect your pledge envelopes and pencils. You may also choose to make your gift online at annualcatholicappeal.com or you can take a picture of the QR code on the brochure to access the online giving form easily. If you prefer to call and make your gift over the phone, please call 312.534.7959 and someone will be happy to accept your generous gift.

“On behalf of Cardinal Cupich, all those who benefit from the good work of the Annual Catholic Appeal, and myself, I thank you for your contribution. May God bless you.”

Concerns About Privacy

If your parishioners have a serious level of concern about the privacy of their names, addresses, etc., please include the following prior to paragraph five in the script:

“All information that you provide today will be shared only with the Archdiocese of Chicago and this parish. No one else will have access to it.”

FOLLOW-UP WEEKEND: FEB. 17-18

The material provided below is also available on the archdiocesan portal IZZY, as well as on the ACA Teams page.

PROMOTION TEMPLATES

Prayer of the Faithful for the Appeal

That the Lord would gather us together at the table and prompt within us a generous spirit to help our brothers and sisters in need as we support this year's Annual Catholic Appeal, let us pray to the Lord.

Bulletin Announcements

Pastors are asked to preach about the Annual Catholic Appeal at each Mass. Please share a bulletin or newsletter announcement asking people to review the brochures available for pick up and be prepared to make an Annual Catholic Appeal pledge. An example is given below.

SAMPLE BULLETIN OR NEWSLETTER MESSAGE

2024 Annual Catholic Appeal

Together at the table

Our parish is conducting our campaign for the Annual Catholic Appeal. Please remember that the Annual Catholic Appeal is much different than a one-time special collection. It is a pledge campaign where you can make a gift payable in installments.

The new Annual Catholic Appeal theme, "Together at the table," is an important theme as we prayerfully consider our support for the Appeal but also important for embracing the life that the Lord wants us to live. Each pledge makes a difference! All parish communities participate in the campaign and the gifts of many enable our parishes, schools and ministries to deliver needed services. Thank you for your prayerful consideration and generous response. To make your gift, you can complete the mail-in giving envelope available at church or make a gift online at annualcatholicappeal.com.

Email

To reach all your parishioners, please use the email template below as a guide to ensure that everyone understands all the giving options. Please be sure to personalize it as appropriate for your parish and your parishioners' emotional and spiritual needs.

Dear [Name],

Now more than ever, the Church needs your steadfast support. Your participation in our parish's weekly offertory and in the Annual Catholic Appeal is essential to maintaining the financial well-being of the Church.

Please consider signing up for online giving to the parish offertory and to the Appeal. Just as we rely on your spiritual support, the Church continues to rely on your financial support to continue its work of sanctification and evangelization.

If you would like to sign up for monthly parish giving, you can do so at annualcatholicappeal.com. Please know of my deepest gratitude for your participation!

Yours in Christ,

[Pastor Name]

Social Media Posts

If you have a parish social media account, please consider sharing images of the 2024 ACA theme with the following suggested posts. Artwork for social media and the QR code to make a gift are available on IZZY and the ACA Teams page.

Sample social media posts:

- There's still time to join us in supporting our parish's vital work through the Annual Catholic Appeal. Gifts of all sizes make a difference. Please consider giving today at annualcatholicappeal.com.

HOMILY RESOURCES

Suggestion for Homily Notes for Preachers from Father Louis J. Cameli

As a follow-up to last week's Commitment Weekend for the Annual Catholic Appeal, pastors or their representatives who are preaching should invite those who were unable to make a pledge the previous weekend to do so at this Mass. With the recognition that this is the First Sunday of Lent, an important moment in the worship life of the Church, pastors need to decide how that might be done in their parishes (before Mass begins, after the homily, at the end of Mass, or in another way). Primary focus should be on the Word of God given to us this First Sunday of Lent. With that in mind, here are some notes to help prepare for the homily:

- We have entered the holy season of Lent, and it offers us an opportunity to reclaim basic elements of our discipleship. It is, for example, a time to embrace once again the call to conversion, to change our lives and attach ourselves more deeply to the Lord. As we hear in today's gospel: "Repent and believe in the gospel." Lent is also a time to enter more deeply into the Lord's Paschal Mystery of his death and resurrection that culminates in our celebration of the Sacred Triduum. Lent is, finally, a time to take up the holy disciplines of prayer, fasting, and works of charity.
- St. Mark's short account of Jesus' temptations and how he moved through them to embrace his heavenly Father's will becomes a template or model for our own lives. As we move through our own struggles and challenges, we do so with a confidence that the Lord is with us and that, as we heard in the gospel, angels minister to us. We are not alone. We are together with the Lord and with each other on the journey.
- We make this Lenten journey together, as, indeed, we make our whole life's journey in the company of one another. We support each other in our needs—with our prayer, compassion, and resources. Last Sunday, for example, we began the Annual Catholic Appeal that helps those in need, individuals and communities. If you did not have a chance to make a commitment then, you can do so today. **(Here, the preacher can specify how this opportunity will unfold.)**
- The theme of the Annual Appeal but also a refrain of the national Eucharistic Revival is *together at the table*. In a short time, we will be *together at the table*, the Lord's altar of sacrifice and share in his Eucharist. As we gather there, we are mindful of the gift of this holy season of renewal and our responsibility to support and care for one another on our holy journey.

ROLES AND RESPONSIBILITIES

Pastor

- Provides spiritual leadership by encouraging sacrificial giving and active participation
- Customizes homilies and other communication pieces to accommodate parish audience
- Enlists the leadership team for the ACA and delegates tasks to team members
- Ensures all ACA steps are executed fully

Parish Administration

- Oversees all record keeping, labeling and the transmittal process
- Provides an updated parish mailing list to the ACA team

Parish Volunteers

- Ensure all Announcement Weekend, Commitment Weekend and Follow-Up Weekend materials are prepared prior to all Masses
- Help coordinate the in-pew process for Commitment Weekend and Follow-Up Weekend
- Assist with training and recruiting additional volunteers

GIFT PROCESSING, FAQS AND CONTACTS

Gift Processing

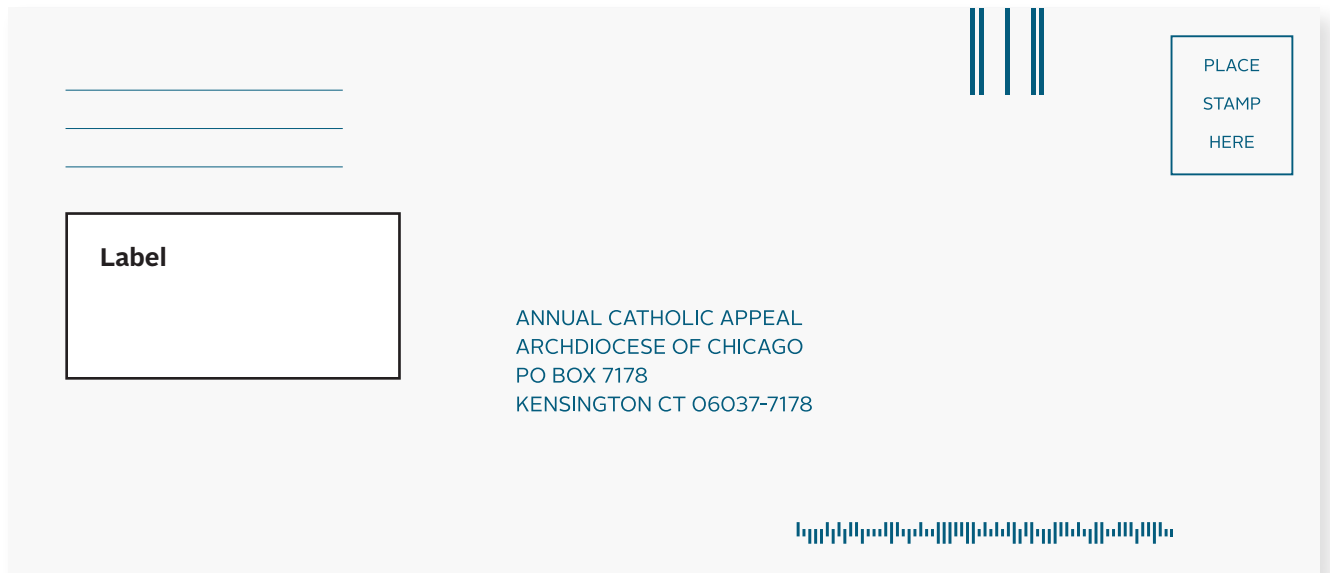
All online gifts will be processed by the Annual Catholic Appeal. Any gifts mailed in the giving envelopes will be processed by Letter Concepts, our gift processing vendor. Any ACA gifts received in the parish should be forwarded to our gift processing center. **Please note the most important part of this process is our ability to process gifts in a timely manner.**

In-Pew Pledge Gifts

Below are tips on how to successfully prepare and submit pledge and/or payment information:

1. Apply labels to pledge envelopes


- Donor name and ID labels are important! Please place the appropriate donor's name and ID label in the left of the pledge envelope below the return address of (sample below). Labeled envelopes are processed faster as there is no need to search for donors in the database. Make name and/or address corrections where appropriate. **Please note that donors must also complete the return address field in the upper left corner of the envelope. This step is critical to ensure that we correctly match the donor envelope with the appropriate label.**



- Envelopes with labels: processed within 15 business days of receipt
- Envelopes without labels: processed within 45 business days of receipt

2. Complete the ledger to assess how much has been raised.

- Using the ledger provided (sample below), keep track of donations, including donation method (check, cash, credit card), before sending envelopes for processing. If donor or processing questions arise, we will reach out to parishes for more information.

ARCHDIOCESE OF CHICAGO 

2024 Annual Catholic Appeal Parish #: _____ Parish Name: _____

ID #	Name and Address	Pledge	Amount Paid
Last Name			

3. Send the pledge envelopes to Letter Concepts.

- All donation packets sent to Letter Concepts MUST include a Record of Subscription (ROS) form. The ROS form includes the name of the donor, address, gift amount, payment method and any notes required for the processor.

ARCHDIOCESE OF CHICAGO



Record of Subscription Form (ROS)

Date:	Report #:	Page	of	Parish:						
Collection Name: Annual Catholic Appeal		Prepared by:								
#	Archdiocesan ID	Donor Name (first, last, spouse)	Payment/Pledge	Payment/Pledge Form (Cash, Check or CC)	Check Date	Check #	Address* (if no archdiocesan ID)	City	State	ZIP
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										

Grand Total if more than one form:

* If you do not have the Donor ID available, please include the donor address to ensure the correct donor is credited for the gift.

4. Contact the ACA office to ask any remaining questions and provide any helpful feedback.
5. Discuss additional steps to achieve parish and participation goals.
6. Forward gift envelopes to Letter Concepts for processing weekly. Sending these gifts on a weekly basis is critical for timely gift processing. Holding gifts delays processing for those who return their envelopes early.
7. If you notice you have labels for people who are no longer with the parish, please attach these to another sheet with a brief note—"no longer with parish," "no longer attending," or "deceased."

Frequently Asked Questions

Q: What if we haven't met our parish goal?

A: If you haven't yet met your goal, the Parish Support Team in the Office of Stewardship and Development is available to help parishes by sharing appeal best practices. If you think your parish would benefit from this assistance, please contact your vicariate parish support team member. Their information can be found in the "Contact Us" section below or at giving.archchicago.org/about-us/contact-us.

Q: What happens when a parish exceeds its goal?

A: Payments in excess of a parish goal will be returned to the parish as a rebate. Parishes pay no archdiocesan assessment on Annual Catholic Appeal rebates.

Q: When does the 2024 ACA officially end?

A: Technically, ACA activities occur throughout the entire calendar year, so parishioners can make a gift to the ACA until Jan. 30, 2025.

Q: What is the labeling process?

A: Your parish will receive a set of labels and a ledger. The information on the labels is based on the updated parish mailing list submitted by your parish.

The labels are critical to crediting the gift to the corresponding donor and ensuring gifts are processed quickly. The ledger is a resource for the parishes as it serves to track the progress to goal and is a record of every gift. Please fill in the relevant information in the spaces provided on the ledger sheet. This ensures that parishes don't have to wait until the conclusion of processing to have an idea of your community's progress to goal.

Please apply the correct label to the pledge envelope. If there is a mistake on the label, please correct the wrong information directly on the label with black ink.

Q: What if a family doesn't have a label?

A: New donors are always welcome! Please include the unlabeled envelopes with the shipment of labeled envelopes.

If the information on the envelope is correct, the parishioners will be credited and receive an acknowledgment letter for their donation. To increase the likelihood of correct information completed on the envelope, please follow the exact speaking notes for Commitment Weekend, paying close attention to the portion in which the parish completes the envelopes together.

Q: How do we account for cash donations?

A: If you opened the envelopes and found cash, please place a “C” in the bottom right corner of the pledge envelope. Deposit all cash donations (anonymous and from pledge envelopes) into the parish bank account. Then, write a check for the total amount of cash donations, payable to “Annual Catholic Appeal.” Please double check that the total amount of the check reflects the total cash received from donors and anonymous donors.

On the transmittal form, include the cash donations from known donors in the main total and use the separate line for anonymous cash donations titled “Total Anonymous Cash” to account for the anonymous donations in the basket.

Q: I don’t think I can do any labeling until a week after Follow-Up Weekend. What do we do?

A: While we understand how busy parishes can get, it is crucial that every ACA envelope is shipped to Letter Concepts within a week of receiving the pledge.

The longer it takes for envelopes to be shipped, the longer the processing will take and good donor stewardship requires prompt processing of gifts.

Please contact the Office of Stewardship and Development if your parish will require assistance with the labeling process.

Q: How do we ship our envelopes?

A: Please bundle all the envelopes, the ROS form and any parish checks into an envelope or box. To assure proper delivery, we recommend you ship packages via UPS or FedEx to ensure tracking for delivery.

Ship **UPS** and **FedEx** packages to:

Letter Concepts
33 Massirio Drive
Kensington, CT 06037
Attention: AOC Processing Manager – Carolyn Drew
carolynd@letterconcepts.com
Phone: 800.525.4963

Ship packages via Federal Express or UPS to ensure you are able to track your gifts when sending for processing. If sending packages via USPS, please use a trackable method such as Express Mail.

If you must send the envelopes via USPS or you have a small batch to send, please send Priority Mail to ensure it can be tracked.

Ship **USPS** packages to:

Archdiocese of Chicago
Annual Catholic Appeal
PO Box 7178
Kensington, CT 06037-7178

Contact Us

Office of Stewardship and Development
Annual Catholic Appeal
835 North Rush Street Chicago
Illinois 60611-2030
Phone: 312.534.7959
Fax: 312.534.7354
annualcatholicappeal.com

Melissa M. Babcock

Senior Director of Development
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mbabcock@archchicago.org

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Director of the Annual Catholic Appeal
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bcollins@archchicago.org

Regina Zielinski

Annual Catholic Appeal Coordinator
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rezielinski@archchicago.org

Cynthia Manzo

Parish Support Manager – Vicariates II, III and V
Phone: 312.534.8182
cmanzo@archchicago.org

Marguerite Zappa

Parish Support Manager – Vicariates I, IV and VI
Phone: 312.534.5353
mzappa@archchicago.org

GLOSSARY OF ANNUAL CATHOLIC APPEAL TERMS

Annual Catholic Appeal

A year-long multi-channel fundraising campaign to request funds to support our parishes, ministries, priests, and schools.

In-Pew Process

Refers to the three weekends when pastors throughout the Archdiocese of Chicago ask parishioners in-person (in-pew) for support of the Annual Catholic Appeal through annual gifts and pledges.

Pre-Announcement Weekends

The weekends leading up to the three weekends of in-person (or in-pew) requests from the pastor for support of the Annual Catholic Appeal.

Announcement Weekend

February 3–4, 2024 — the first weekend of the three weekend in-person (in-pew) process for the Annual Catholic Appeal. The Annual Catholic Appeal for the year is introduced this weekend.

Commitment Weekend

February 10–11, 2024 — the second weekend of the three weekend in-person (in-pew) process for the Annual Catholic Appeal. This is the weekend where parishioners are asked to make a gift or pledge a gift to support the Appeal.

Follow-Up Weekend

February 17–18, 2024 — the third weekend of the three weekend in-person (in-pew) process for the Annual Catholic Appeal. This weekend is intended to follow-up with any parishioners who may not have been present to make a gift during announcement weekend or commitment weekend.

IZZY

IZZY is the Archdiocese of Chicago's intranet portal and can be accessed at izzy.archchicago.org or archchicago.org/izzy.

Pledge Envelope or In-Pew Envelope

This envelope is the vehicle provided to parishioners in Mass on Commitment Weekend for making a pledge to the Appeal. Parishioners can make a pledge, enclose checks, cash or credit card details to make a gift to support the Annual Catholic Appeal. This envelope can also be mailed to the gift processing center. Parishioners can also visit annualcatholicappeal.com to make gifts online.

Record of Subscription (ROS) Form

The Record of Subscription Form (ROS) is a detailed list of gifts that accompany a mailed package of Annual Catholic Appeal gifts and pledges to the gift processing center. The ROS form includes the name of the donor, address, gift amount, payment method and any notes required for the processor.

Parish Ledger

A pre-populated parish ledger is provided to parish to help track gifts and pledges to the Annual Catholic Appeal. This helps the parish track progress toward their individual parish goal for the Annual Catholic Appeal. The pre-populated contact information is generated from the current parish mailing list and/or individual donors' history of giving to the Appeal.

Parish Labels

Pre-printed address labels with barcodes are provided to the parishes to apply to pledge envelopes to expedite gift processing. These labels are generated from the current parish mailing list and/or individual donors' history of giving to the Appeal. There are 30 labels per page. There may not be a label for every household that completes an envelope. Those gifts will be processed manually.

Transmittal Process

The process in which parish Annual Catholic Appeal pledge/gift envelopes are sent to our gift processing center.

Transmittal Form

The form that accompanies the pledge/gift envelopes mailed to the gift processing center and includes a total number of envelopes sent.

Rebate

Once a parish reaches their Annual Catholic Appeal goal for the year, proceeds are returned to the parish as a rebate. Rebates are issued twice a year — in October and at the end of the Appeal in March. Funds are electronically deposited into the parish Arch Bank account.

Online Giving Form

Donors may always make a gift online by visiting annualcatholicappeal.com and making a gift on our online giving form.

Supply Order Form

Order form completed by parishes for Annual Catholic Appeal supplies. This form is completed by parishes in August and September for the following year Appeal.

Supply Checklist

- English/Spanish/Polish Annual Catholic Appeal Posters
- English/Spanish/Polish Annual Catholic Appeal Brochures
- English/Spanish/Polish Annual Catholic Appeal pledge envelopes
- English/Spanish/Polish Annual Catholic Appeal 2024 manuals
- Boxes of pencils — 144 pencils per box
- English/Spanish CD* — Cardinal's Homily
- English/Spanish cassette* — Cardinal's Homily
- English/Spanish DVD* — Cardinal's Homily
- Transmittal Envelopes
- Label Sheets

*Please note that in the future for Annual Catholic Appeal 2025 and going forward, we will encourage the use of online resources to view recordings and these formats may no longer be available.

APPENDIX OF VISUAL AIDS

In-Pew Envelope


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2024 Annual Catholic Appeal
835 North Rush Street
Chicago, Illinois 60611-2030
312-534-7959 annualcatholicappeal.com



To make a gift today please scan this QR code with your camera app to launch the secure donation page.



<p>Please make your check payable to the Annual Catholic Appeal.</p> <p>To use your credit card, please see reverse side.</p>		<p><i>For Office Use Only</i></p> <p>Check # _____</p> <p>Check Date _____</p>	<table border="0"> <tr> <td>Suggested Pledge</td> <td>6 Monthly Payments</td> <td>Suggested Pledge</td> <td>6 Monthly Payments</td> </tr> <tr> <td colspan="4">Lumen Cordium – Cardinal's Circle</td> </tr> <tr> <td><input type="checkbox"/> \$12,000</td> <td>\$2,000</td> <td><input type="checkbox"/> \$1,200</td> <td>\$200</td> </tr> <tr> <td colspan="4">Lumen Cordium Society Benefactor</td> </tr> <tr> <td><input type="checkbox"/> \$6,000</td> <td>\$1,000</td> <td><input type="checkbox"/> \$900</td> <td>\$150</td> </tr> <tr> <td><input type="checkbox"/> \$3,000</td> <td>\$500</td> <td><input type="checkbox"/> \$750</td> <td>\$125</td> </tr> <tr> <td><input type="checkbox"/> \$1,500</td> <td>\$250</td> <td><input type="checkbox"/> \$600</td> <td>\$100</td> </tr> <tr> <td colspan="4">Lumen Cordium Society Patron</td> </tr> <tr> <td><input type="checkbox"/> \$450</td> <td>\$75</td> <td><input type="checkbox"/> \$450</td> <td>\$75</td> </tr> <tr> <td><input type="checkbox"/> \$300</td> <td>\$50</td> <td><input type="checkbox"/> \$300</td> <td>\$50</td> </tr> <tr> <td><input type="checkbox"/> \$240</td> <td>\$40</td> <td><input type="checkbox"/> \$240</td> <td>\$40</td> </tr> <tr> <td><input type="checkbox"/> Other \$ _____</td> <td>\$ _____</td> <td><input type="checkbox"/> Other \$ _____</td> <td>\$ _____</td> </tr> <tr> <td colspan="2">Total Pledged _____ \$ _____</td> <td colspan="2">Initial Payment _____ \$ _____</td> </tr> <tr> <td colspan="2"></td> <td colspan="2"><input type="checkbox"/> Check <input type="checkbox"/> Credit card</td> </tr> <tr> <td colspan="4"> <p>Please consider a Recurring Monthly Gift via credit card (Please see reverse side)</p> </td> </tr> <tr> <td colspan="2"></td> <td colspan="2">224307</td> </tr> </table>	Suggested Pledge	6 Monthly Payments	Suggested Pledge	6 Monthly Payments	Lumen Cordium – Cardinal's Circle				<input type="checkbox"/> \$12,000	\$2,000	<input type="checkbox"/> \$1,200	\$200	Lumen Cordium Society Benefactor				<input type="checkbox"/> \$6,000	\$1,000	<input type="checkbox"/> \$900	\$150	<input type="checkbox"/> \$3,000	\$500	<input type="checkbox"/> \$750	\$125	<input type="checkbox"/> \$1,500	\$250	<input type="checkbox"/> \$600	\$100	Lumen Cordium Society Patron				<input type="checkbox"/> \$450	\$75	<input type="checkbox"/> \$450	\$75	<input type="checkbox"/> \$300	\$50	<input type="checkbox"/> \$300	\$50	<input type="checkbox"/> \$240	\$40	<input type="checkbox"/> \$240	\$40	<input type="checkbox"/> Other \$ _____	\$ _____	<input type="checkbox"/> Other \$ _____	\$ _____	Total Pledged _____ \$ _____		Initial Payment _____ \$ _____				<input type="checkbox"/> Check <input type="checkbox"/> Credit card		<p>Please consider a Recurring Monthly Gift via credit card (Please see reverse side)</p>						224307	
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<p>First Name _____ Spouse _____ Last Name _____</p> <p>Address _____ Unit/Apt. _____</p> <p>City _____ State/ZIP _____ Telephone _____</p> <p>Email _____</p> <p>Please Credit My Gift To (Parish Name) _____</p>																																																																			

I wish to pay by credit card:

Visa MasterCard Discover AmEx

Credit-card payment plan options:

6 Monthly Payments

Single Payment

Recurring Monthly Gift of:

\$10 \$25 \$50 Other \$ _____

Until I ask you to stop

Only through December 2024

Contribute online:
annualcatholicappeal.com

Credit card information:

Print Name of Cardholder _____

Credit Card Number _____


Expiration Date _____ Security Code* _____

Today's Date _____ Phone Number _____

Email Address _____

Cardholder's Signature _____


*Security Code is 3 non-embossed digits on the back of your card or 4 digits on front of AmEx










PLACE
STAMP
HERE

Label


ANNUAL CATHOLIC APPEAL
ARCHDIOCESE OF CHICAGO
PO BOX 7178
KENSINGTON CT 06037-7178



Parish Labels

<p>ID# 123456789 - 1234 St. James Mr. Thomas Wilson 123 Main Street City, State Zip</p>  <p>ID# 987654321 - 1234 St. James Mr. Thomas Wilson 123 Main Street City, State Zip</p>  <p>ID# 135789 - 1234 St. James Mr. Thomas Wilson 123 Main Street City, State Zip</p> 	<p>ID# 135789 - 1234 St. James Mr. Thomas Wilson 123 Main Street City, State Zip</p>  <p>ID# 135789 - 1234 St. James Mr. Thomas Wilson 123 Main Street City, State Zip</p>  <p>ID# 123456789 - 1234 St. James Mr. Thomas Wilson 123 Main Street City, State Zip</p> 	<p>ID# 67890 - 1234 St. James Mr. Tom Wilson 123 Main Street P.O. Box 123 City, State Zip</p>  <p>ID# 12345 - 1234 St. James Mr. Tom Wilson 123 Main Street P.O. Box 123 City, State Zip</p>  <p>ID# 67890 - 1234 St. James Mr. Tom Wilson 123 Main Street P.O. Box 123 City, State Zip</p> 
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Parish Ledger

ARCHDIOCESE OF CHICAGO 

2024 Annual Catholic Appeal Parish #: _____ Parish Name: _____

ID #	Name and Address	Pledge	Amount Paid
Last Name			

Record of Subscription (ROS) Form

ARCHDIOCESE OF CHICAGO



Record of Subscription Form (ROS)

Date:	Report #:	Page	of	Parish:						
Collection Name: Annual Catholic Appeal		Prepared by:								
#	Archdiocesan ID	Donor Name (first, last, spouse)	Payment/Pledge	Payment/Pledge Form (Cash, Check or CC)	Check Date	Check #	Address* (if no archdiocesan ID)	City	State	ZIP
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										

Grand Total if more than one form:

* If you do not have the Donor ID available, please include the donor address to ensure the correct donor is credited for the gift.

Transmittal Form

ARCHDIOCESE OF CHICAGO



2024 Annual Catholic Appeal Transmittal Form

Required for **all** shipments

Parish Name:	Parish Number:	
Sent by (Person):	Date Sent:	
Parish Address:	City:	ZIP:
Phone:	Email:	
Total Anonymous Cash: (included in parish check)	Total Number of Envelopes in Bag:	

SHIPPING INSTRUCTIONS

Do not separate the checks from the pledge envelopes. Do not staple.

Please leave each check in its pledge envelope.

To assure proper delivery, we recommend that you ship your packages via UPS, FedEx or similar shipper.

Ship to:

Letter Concepts, Inc.
33 Massirio Drive
Kensington, CT 06037
Attention: AOC Processing Manager – Carolyn Drew
Phone: 800.525.4963

WE DO NOT RECOMMEND THE U.S. POSTAL SERVICE (USPS) FOR LARGE BUNDLES.

If you use USPS for small envelopes:

Mail to:

Archdiocese of Chicago
Annual Catholic Appeal
PO Box 7178
Kensington, CT 06037-7178

If you need assistance, please contact:

Krista Cobb
Annual Catholic Appeal
312.534.7958
kcobb@archchicago.org

QR Code



ARCHDIOCESE OF CHICAGO



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