



## **St. Francis Xavier Cathedral Campaign Collection**

# **Instruction Guide**

## **for Pastors, Pastoral Leaders and Coordinators**

**Envelopes for the Collection** – are included with this packet. Please put them into your bulletins the weekend before the collection (November 28-29). If you do not stuff your bulletins, then please place the envelopes in the pews the weekend(s) before the collection, and keep them available afterward so parishioners and visitors who are not there for the collection might find them.

**Bishop Ricken's Letter** – Read at all Masses the weekend of the collection (Dec. 5-6)

**Bulletin/Pulpit Announcements/Intercession** – are included with this packet.

**Date of the Collection** – December 5-6, 2015

**Checks from Parishioners** – should be made payable to your parish.

**One Check from the Parish** – please record all gifts at the parish and send one check from the parish along with the Catholic Foundation remittance form to: **P.O. Box 23001, Green Bay WI 54305-3001**. We ask you to send your check in a timely manner. Please mail these items before January 15, 2016.

**For any questions, information regarding additional materials or your parish remittance, please call:**

Tammy Danz, Catholic Foundation, 920-272-8123, [tdanz@gbdioc.org](mailto:tdanz@gbdioc.org)

## **Promoting the St. Francis Xavier Cathedral Campaign Collection Weekly Checklist**

### **One Week before Collection (Nov. 28-29)**

- Publish first Bulletin Announcement in the weekly bulletin
- Place Collection Envelopes in weekly bulletin or in pews
- Have Pastor or Pastoral Leader talk about the upcoming collection during Mass

### **Weekend of Collection (Dec. 5-6)**

- Include Intercession for the Mother Church of the Diocese during Mass
- Read Bishop Ricken's letter at Mass
- Keep Collection Envelopes in pews & direct parishioners to them
- Publish second Bulletin Announcement in the weekly bulletin

### **Two weeks after Collection (Dec. 19-20)**

- Publish third Bulletin Announcement in the weekly bulletin
- Mention the St. Francis Xavier Cathedral Collection one more time during weekly Pulpit Announcements. Thank parishioners for their gifts.
- Keep envelopes in pews & direct people to them during announcements

### **Before January 15, 2016**

- Mail a check from the parish along with the Catholic Foundation Remittance Form to the Catholic Foundation. *Please send the check in a timely manner.*