

**Seminarian Collection 2014**  
**Instruction Guide**  
**for Pastors and Parish Personnel**



**Kickoff Weekend** – the weekend of August 2-3.

**Direct Mail Letter, Pledge Card, Return Envelope & Seminarian Postcard** – will be mailed directly to your parishioners the week of July 28.

**Envelopes** – A small quantity of envelopes will be sent to each parish in a separate mailing in the next two weeks. Please place these around your Church to be taken home after Mass by visitors or parishioners who have misplaced their mailing. Keep the extra materials available for the month of August. Seminarian speakers will also bring extra materials.

**Bulletin Announcements** – are provided for the two weekends prior to the collection and several weekends after. Please know the Catholic Foundation will also send weekly updates on the progress of the collection with a link to collection totals.

**Audio CD** – of Bishop Ricken and our newly ordained priests – is designed to be played at parishes on the kickoff weekend of the collection. If your parish has invited a seminarian to speak, this could be used the following weekend as a follow-up promotional piece.

**Checks from Parishioners** – in our mailing to your parishioners we are asking that checks are made payable to: **CF-Seminarian Collection**. Parishioners can either mail their envelopes directly to the Catholic Foundation, P.O. Box 23001, Green Bay, WI 54305-3001 OR turn them in at the parish. **All envelopes received at the parish should be forwarded, unopened to the Catholic Foundation for processing.** A return envelope is enclosed to mail these to the lockbox.

**Receipts & Thank You** – the Catholic Foundation will be responsible for receipting donors. A thank you letter and receipt will be sent from Fr. Daniel Schuster, Vocation Director, acknowledging their gifts to the Seminarian Collection.

**Posters** – are included with this mailing for your parish bulletin board. If you need additional posters, please contact us. Please hang these posters two weeks prior to the kickoff weekend.

(OVER)

**Intercession for Masses the Weekend of Collection:**

*We pray in thanksgiving for our diocesan seminarians and their willingness to offer their lives in service to the church, and that their current and future needs may be met through our offerings and prayers, we pray to the Lord.*

**Website:** Vocations Events and other information can be found at the diocesan website: [www.gbvocations.org](http://www.gbvocations.org)

Parish Resources for the Seminarian Collection are available at:  
[www.catholicfoundationgb.org](http://www.catholicfoundationgb.org)

**Questions?** Email [vocations@gbdioc.org](mailto:vocations@gbdioc.org) or call:

Vocation Director: Rev. Daniel Schuster at 1-877-500-3580, ext. 8293 or 920-272-8293

Vocations Assistant: Veronica Cortes at 1-877-500-3580, ext. 8289 or 920-272-8289

**For Information regarding additional materials or your parish remittance:**

Catholic Foundation: Tammy Danz at 1-877-500-3580, ext. 8123, 920-272-8123 or [tdanz@gbdioc.org](mailto:tdanz@gbdioc.org)