

Retirement Collection 2016

Instruction Guide

for Pastors, Pastoral Leaders and Coordinators



Envelopes for the Collection – (included with this packet) Please put them into your bulletins the weekend before the collection (December 3-4). If you do not stuff your bulletins, then please place the envelopes in the pews the weekend(s) before the collection, and make them available for the weekends following so that parishioners and visitors who are not there for the collection might find them.

Bulletin/Pulpit Announcements/Intercession – (included with this packet)

Date of the Collection – December 10-11, 2016

Checks from Parishioners – 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 standard remittance form to:

PO Box 23001

Green Bay WI 54305-3001

We ask you to send your check in a timely manner so the funds raised may be placed into use for our retired sisters and priests. Please mail these items before March 1, 2017. Collection envelopes DO NOT need to be sent to the Catholic Foundation with the standard remittance form and parish check.

Posters – (included with this packet) Please display them around your parish. If you need additional posters, please contact us.

Website Info: www.catholicfoundationgb.org or www.retiredreligious.com

If you have any questions or need information regarding materials or your parish remittance please call:

Tammy Danz, Catholic Foundation, 920-272-8123, tdanz@gbdioc.org

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Promoting the Retirement Collection Weekly Checklist

One Week before Collection (Dec. 3-4)

- Display posters in the Church
- Publish first Bulletin Announcement in the weekly bulletin
- Place Collection Envelopes in weekly bulletin or in pews
- Invite a retired Sister or Priest to talk about the Retirement Collection during Mass next week

Weekend of Collection (Dec. 10-11)

- Include Intercession for Universal Prayer during Mass
- Utilize the Pulpit Announcement to explain the Collection. Even better, have a retired Sister or Priest speak about the Collection before Mass or after communion.
- Keep Collection Envelopes in pews & direct parishioners to them
- Publish second Bulletin Announcement in the weekly bulletin

2nd Week of Collection (Dec. 17-18)

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

Before March 1, 2017

- Mail a check from the parish along with the Catholic Foundation standard remittance form. Collection envelopes DO NOT need to be sent to the Foundation with the standard remittance form and parish check. *Please send the check in a timely manner to ensure funds may be used by our retired sisters and priests.*