

Instruction Guide

for Pastors, Parish Directors and Parish Staff



Envelopes for the Collection – have been mailed to your parish directly from the printing service in the quantities requested. If your parish stuffs bulletins, put them in your bulletins the weekend before the collection or place in pews. Please make envelopes available the following weekend for parishioners and visitors who previously did not receive them.

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

Date of the Collection – December 8-9, 2012

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.

Using the revised/updated Remittance Forms included with this packet, indicate the amount designated for each of the two campaigns: Diocesan Priests' Retirement & National Retirement Fund. If you are using older remittance forms that do not reflect the two campaigns, please be sure to include this breakdown information. The new remittance forms can be ordered by checking the “forms box” already on your remittance form or by calling Jessie in the Finance & Accounting office at 920-272-8264

Send ALL USED COLLECTION ENVELOPES or a list indicating the donor's name, address and gift amount (reflecting how designated) **to the Catholic Foundation.** A 9X12 envelope is included for this purpose. We ask that you send in your list or the envelopes in a timely manner so that we may properly thank the donors. This thank you will not serve as a receipt.

Posters – are included with this mailing for your parish bulletin board. If you need additional posters, please contact us.

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

Questions? Debbie Rusch, Ministry Formation Dept., 920-272-8316, drusch@gbdioc.org

For Information regarding additional materials or your parish remittance call:

Margie Sumnicht, Catholic Foundation, 920-272-8192, msumnich@gbdioc.org