

Seminarian Collection 2019  
**Instruction Guide**  
for Pastors and Parish Personnel



**Kickoff Weekend** – the weekend of August 3 – 4.

**Direct Mail Letter, Pledge Card, Return Envelope & Seminarian Postcard** – will be mailed directly to your parishioners the week of July 29.

**Envelopes** – A small quantity of envelopes are in your packet. 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 email weekly updates on the progress of the collection with a link to collection totals.

**Audio CD** – in English and Spanish (if needed) of Bishop Ricken and two of 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, PO 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 at the same address for processing.**

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

**Posters** – in English and Spanish (if needed) are included with this mailing for your parish. If you need additional posters, please contact us. Please hang these posters two weeks prior to the kickoff weekend on July 19.

(OVER)

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

*For our diocesan seminarians, that as they are formed as missionary disciples they may come to know the will of God 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.gb vocations.org](http://www.gb vocations.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. Mark Mleziva at 1-877-500-3580, ext. 8293 or 920-272-8293

Vocation Assistant: Jennie Huettl at 1-877-500-3580, ext. 8316 or 920-272-8316

**For Information regarding additional Seminarian Collection 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)