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## 2011 ARCHBISHOP'S ANNUAL APPEAL PRAYER

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O God, source of all love and abundant mercy,  
Your gifts to us are beyond counting.  
Your love for us we cannot measure.

We place the 2011 Archbishop's Annual Appeal  
under the protection of Saint Joseph,  
guardian of Jesus, Spouse of Mary,  
Patron of our Archdiocese  
and of the Universal Church.

Grant that our efforts  
to lessen the solitude and hunger  
of our sisters and brothers  
may join us more closely  
to one another as a family.

By your grace we pray that you will give us  
eyes to see those who long for Your love,  
ears to hear the cries of those in need,  
a heart that grieves with the sorrows of others,  
feet to approach those who hope and who fear,  
hands that will offer what I am able to give.

I know, Lord, that You see  
not the size of my gift,  
but the love in my heart.  
Please take what I offer  
and transform it into  
a gift pleasing to You.



## INTRODUCTION

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The Archbishop's Annual Appeal is integral to the missions and services of the Archdiocese of Hartford. Providing much-needed assistance to those among us with the greatest needs, training for seminarians, and tuition assistance for youth in our Catholic schools, the Annual Appeal ensures the funding necessary so that these programs may continue to serve thousands throughout our Archdiocese. As in the past, this year's efforts will create new opportunities and hopefully expand services for those living and working within the Vicariates of Hartford, New Haven and Waterbury.

This manual provides important information to promote a successful 2011 Archbishop's Annual Appeal for pastors, parochial vicars, parish administrators, and lay leaders. The Appeal Office coordinates and assists with the implementation of this effort and is available to answer any questions that may arise in the upcoming months.

This year's Annual Appeal Announcement Weekend - or "kick-off" - is scheduled for March 5 and March 6, 2011. Activity has already begun, however, in the form of Leadership Luncheons and Dinners hosted by Archbishop Mansell.

The first Appeal mailing includes a brochure, pledge card, and return envelope that is distributed to all members of the clergy, as well as all registered Catholics in the Archdiocese during the months of January, February and March. The timing of these mailings allows for parishioners to make early pledges, payable over the course of the year.

In-pew Commitment Weekend is scheduled for the weekend of Saturday, May 21 and Sunday, May 22. The Appeal Office encourages your parish to engage in the suggested Commitment Weekend activity because it gives parishioners a final opportunity to make a financial commitment to the Appeal, as well as enables your parish to meet and exceed its goal.

Please encourage parishioners to make their gifts early. Not only does this give parishioners the opportunity to spread payments of their gift out over the remaining months of the year, making their contribution convenient and affordable, but it also decreases mailings sent from the Appeal Office.

The remainder of this manual contains the following valuable information:

- A summary of the 12-week Annual Appeal timeline; as well as
- A weekly breakdown of activity for the Appeal. This breakdown includes suggested pulpit and bulletin announcements, as well as intercessions during the Prayers of the Faithful.

Please note: A CD can be provided with the pulpit and bulletin announcements, and Prayers of the Faithful Intercessions in an effort to save some time in the production of your bulletins and liturgies. Please contact the Annual Appeal Office if you would like a copy sent by mail.

Thank you once again for your enthusiasm and support. Your efforts last year helped us in raising \$9,263,877. We are counting on you for another successful year.

## ELEMENTS OF A SUCCESSFUL APPEAL

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The following elements are offered to help prepare your parish so that it may conduct a successful 2011 Archbishop's Annual Appeal:

- Strong, active leadership and involvement of the **pastor**.
- Careful planning and adherence to the **Appeal plan**.
- Enthusiastic presentation of the **publicity** materials.
- A focused attempt to create **long-term relationships** with parishioners.
- Maximum amount of **personal follow-up**.
- A reminder to **honor** the pledge in full by December 31, 2011.
- An emphasis on **pledged gifts** rather than one-time donations.
- The suggestions of a **specific increased gift**.
- **Education and communication** – parishioners who understand all of the vital programs made possible by the Annual Appeal can educate others, ensuring more success in the parish.

### Remember:

- People who feel *inspired* to give to a cause tend to give as much as they can.
- People who feel *obligated* to give tend to give the minimum expected.

### We ask that you do not:

- Apologize for the Appeal.
- Portray this as a chore or “required” talk – *the Archbishop's Annual Appeal is an opportunity for stewardship, in which parishioners donate their time, talent and treasure!*
- Say, “I know our economy is not what it once was, so just give what you can” or any similar negative statements.

- Underestimate the generosity of your parishioners – give thanks to God for the good stewardship instilled in the people in your parish.

## PARISH ANNUAL APPEAL MATERIALS

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Parish materials for the 2011 Archbishop's Annual Appeal are being shipped separately. Included are:

- 2011 Archbishop's Annual Appeal posters to be displayed in parishes (3).
- The 2011 Archbishop's Annual Appeal Video (DVD). A specific Appeal video has been created for every parish with a personal introduction from Archbishop Mansell to your parishioners.

If you requested the Archbishop's 2011 Appeal Kick-Off announcement audio message (CD), it will be mailed to you separately.

Please be sure to check all materials. Play the DVD or CD to confirm they are in working order. In the event that there is a problem with any of these materials, or if you need more than was sent, please call the Annual Appeal Office at (860) 243-3800.

In March, Brochures, Envelopes and Pledge Cards for Rear-of-Church Packets will be sent to you.

A May delivery will contain all the needed supplies for a successful Commitment Weekend, including:

- A Guide to Commitment Weekend
- In-pew pledge envelopes

As always, please contact the Annual Appeal Office if you have any questions or need any assistance with your parish's 2011 Archbishop's Annual Appeal efforts.

Telephone: (860) 243-3800

Fax: (860) 242-4553

E-mail: [aaa2@stseminary.org](mailto:aaa2@stseminary.org)



## RESPONSES TO FREQUENTLY ASKED QUESTIONS

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### 1. **I give to my parish, why should I give to the Archbishop's Annual Appeal?**

Your support of your parish is very important. It is also important to support the Archdiocese of Hartford for programs that support services for the poor, food for the hungry, and education for our children in the faith. Together, we can do more than any one parish can do alone.

### 2. **Why should I support the Archdiocese?**

Each one of us is the beneficiary of blessings from God. Our time, talent and treasure are all gifts. We are called to *The Miracle of Sharing* and share our gifts with those who are less fortunate than ourselves.

### 3. **This is a large request for my family to consider...**

The gift request is a suggestion only. We ask you to consider a gift amount commensurate with your financial capacity. Keep in mind that gifts may be pledged over a five-month period. Gifts can be made in the form of cash and securities, or a combination of both.

### 4. **Is my pledge legally binding?**

No. A pledge is a commitment made under a particular set of circumstances. If those circumstances change, you may adjust the pledge payments and/or balance accordingly.

### 5. **Why are pledges emphasized?**

Our Appeal emphasizes gifts over a period of time because it allows individuals and families the opportunity to consider a larger commitment – and more significant impact – than when making a one-time contribution. Experience demonstrates that donors who pledge are able to consider gifts significantly larger than those who make one-time gifts. The earlier a gift is made, the more time the donor has to fulfill his/her pledge. Billing extends to December 31, 2011.

### 6. **To what extent are gifts to the Archbishop's Annual Appeal tax deductible?**

Gifts to the Archbishop's Annual Appeal are tax deductible to the fullest extent of the law. Donors with specific questions regarding tax deductibility should contact their financial advisors or tax preparers.

### 7. **In this economic climate, is it wise to go forth with the Archbishop's Annual Appeal?**

Archbishop Mansell is of course sensitive to the economy. However, in times such as these, the needs of the surrounding community only increase, which is why we continue to persevere. Giving during economic downturns has not shown significant decreases over the last forty years, particularly in regards to the religious sector. And while we suggest giving levels in our mailed materials, we in no way assume to know an individual's or family's financial situation. We only ask for those who have given in the past to continue to give at a level that they are able and hope to encourage those who have not previously contributed to make a gift in 2011.

## SCHEDULE OF 2011 ARCHBISHOP'S ANNUAL APPEAL ACTIVITY

Week Number & Dates	Key Dates	Activity
#5 Monday, March 28 through Sunday, April 3	<ul style="list-style-type: none"> <li>• Saturday, April 2 and Sunday, April 3</li> <li>• <b>Wednesday, March 2</b></li> </ul>	<ul style="list-style-type: none"> <li>• Pulpit Announcement</li> <li>• <b>Bulletin Announcement</b></li> <li>• <b>Archbishop Mansell's</b></li> <li>• <b>Prayers of the Faithful</b></li> <li>• <b>Initial request letter</b></li> <li>• <b>Intercession to all registered Catholics</b></li> </ul>
#1 Monday, February 28 through Sunday, March 6	<ul style="list-style-type: none"> <li>• Saturday, March 5 and Sunday, March 6</li> </ul>	<ul style="list-style-type: none"> <li>• Display 2011 Appeal posters</li> <li>• Prayers of the Faithful Intercession</li> <li>• Kick-off of 2011 Appeal                             <ul style="list-style-type: none"> <li>○ Play 2011 Appeal video <b>or</b></li> <li>○ Play audio tape message from Archbishop Mansell <b>or</b></li> <li>○ Suggested pulpit announcement</li> </ul> </li> </ul>
#2 Monday, March 7 through Sunday, March 13	<ul style="list-style-type: none"> <li>• Saturday, March 12 and Sunday, March 13</li> </ul>	<ul style="list-style-type: none"> <li>• Pulpit Announcement</li> <li>• Bulletin Announcement</li> <li>• Prayers of the Faithful Intercession</li> <li>• Place additional gift request letters and brochures at the rear of the Church</li> </ul>
#3 Monday, March 14 through Sunday, March 20	<ul style="list-style-type: none"> <li>• Saturday, March 19 and Sunday, March 20</li> </ul>	<ul style="list-style-type: none"> <li>• Pulpit Announcement</li> <li>• Bulletin Announcement</li> <li>• Prayers of the Faithful Intercession</li> </ul>
#4 Monday, March 21 through Sunday, March 27	<ul style="list-style-type: none"> <li>• <b>Wednesday, March 23</b></li> <li>• Saturday, March 26 and Sunday, March 27</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Pastors' reminder letter to families yet to respond to the Appeal</b></li> <li>• Pulpit Announcement</li> <li>• Bulletin Announcement</li> <li>• Prayers of the Faithful Intercession</li> </ul>

## SCHEDULE OF 2011 ARCHBISHOP'S ANNUAL APPEAL ACTIVITY, CONT.

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Week Number & Dates	Key Dates	Activity
#6 Monday, April 4 through Sunday, April 10	<ul style="list-style-type: none"> <li>• Saturday, April 9 and Sunday, April 10</li> </ul>	<ul style="list-style-type: none"> <li>• Pulpit Announcement</li> <li>• Bulletin Announcement</li> <li>• Prayers of the Faithful Intercession</li> </ul>
#7 Monday, April 11 through Sunday, April 17	<ul style="list-style-type: none"> <li>• Saturday, April 16 and Sunday, April 17</li> </ul>	<ul style="list-style-type: none"> <li>• Pulpit Announcement</li> <li>• Bulletin Announcement</li> <li>• Prayers of the Faithful Intercession</li> </ul>
#8 <i>Holy Week</i> Monday, April 18 through Sunday, April 24 <i>Easter Sunday</i>	<ul style="list-style-type: none"> <li>• <b>Wednesday, April 20</b></li> <li>• Saturday, April 23 and Sunday, April 24</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Archbishop's reminder letter to all donors including any Leadership and Major Gift candidates yet to respond to the Appeal.</b></li> <li>• <i>Optional Pulpit Announcement</i></li> <li>• <i>Optional Bulletin Announcement</i></li> <li>• <i>Optional Prayers of the Faithful Intercession</i></li> <li>• <i>Optional Intercession</i></li> </ul>
#9 Monday, April 25 through Sunday, May 1	<ul style="list-style-type: none"> <li>• Saturday, April 30 and Sunday, May 1</li> </ul>	<ul style="list-style-type: none"> <li>• Pulpit Announcement</li> <li>• Bulletin Announcement</li> <li>• Prayers of the Faithful Intercession</li> </ul>
#10 Monday, May 2 through Sunday, May 8	<ul style="list-style-type: none"> <li>• Saturday, May 7 and Sunday, May 8</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Follow-up letter to all donors including any Leadership and Major Gift candidates yet to respond.</b></li> <li>• Pulpit Announcement</li> <li>• Bulletin Announcement</li> <li>• Prayers of the Faithful Intercession</li> </ul>

<p>#11 Monday, May 9 through Sunday, May 15</p>	<ul style="list-style-type: none"> <li>• Saturday, May 14 and Sunday, May 15</li> </ul>	<ul style="list-style-type: none"> <li>• Pulpit Announcement</li> <li>• Bulletin Announcement</li> <li>• Prayers of the Faithful Intercession</li> </ul>
<p>#12 Monday, May 16 through Sunday, May 22</p>	<ul style="list-style-type: none"> <li>• <b>Saturday, May 21 and Sunday, May 22</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Commitment Weekend</b></li> <li>• Pulpit Announcement</li> <li>• Bulletin Announcement</li> <li>• Prayers of the Faithful Intercession</li> </ul>

**WEEK #1**  
**MONDAY, FEBRUARY 28 THROUGH SUNDAY, MARCH 6**

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Activity	When	Whom	Comments/Notes
Archbishop Mansell's first request letter mailed to parish families	Wednesday, March 2	Annual Appeal Office	Letter requesting support for the 2011 Appeal
Display Appeal posters in Church vestibule/lobby and other prominent locations prior to the weekend Masses	Before Saturday, March 5	Parish Staff	The Annual Appeal Office will ship three posters to parishes
Present 2011 Annual Appeal Video, <b>or</b> play audio CD of Archbishop Mansell's announcement, <b>or</b> suggested Pastor's announcement	During Masses the weekend of March 5-6	Pastor/Parish Staff	Parish will receive a personalized copy of the DVD and if requested, an audio CD, both supplied by the Annual Appeal Office
Pulpit Announcement	During Masses the weekend of March 5-6	Pastor	See suggested pulpit announcement, page 10
Prayer of the Faithful Intercession	During Masses the weekend of March 5-6	Lector	See suggested Prayer of the Faithful Intercession, page 10
Bulletin Announcement	The weekend of March 5-6	Parish Bulletin Coordinator	See suggested bulletin announcement, page 10

**PLEASE NOTE:** Present the video at all Masses this weekend. A personalized video has been created for each parish. If you are unable to present the video, play the Archbishop's audio message announcing this year's Annual Appeal kick-off. If you are unable to play the audio CD, the pastor is asked to make the announcement.

If you aren't able to present the video at Mass, consider the following possible presentation ideas:

- Have the video run in the background at any after-Mass fellowship gathering that is scheduled from March through May 2011.

- Present the video as part of the agenda of any of your parish's ministries, activities, programs or projects meetings between March and May 2011. Show the video at the start of the meeting.

# KICK-OFF ANNOUNCEMENT

*(Use the following announcement if you are unable to present the video or the audio message.)*

The theme of the 2011 Archbishop's Annual Appeal is *The Miracle of Sharing*. We continue to expand on the good works enabled by our recent Appeals. As a result of your generosity, a second Malta Mobile Health Care Van began operation last August in Waterbury, joining its sister van, which is already in operation in Hartford. Both provide needed health care to people without health insurance.

The Emergency Assistance Fund, administered by Catholic Charities, and based on referrals from our Parishes, continues to provide emergency funding for medical and dental care, food, clothing, rental assistance, utilities, and auto repairs helping to meet the basic needs of those who need them most. With the continued economic uncertainties and high unemployment we must continue to carry on these services for this year as well.

I would like to highlight other components of the Annual Appeal for you at this time.

Providing Catholic education for our young people is an essential expression of our faith. For many families, however, providing a faith-based education for their children presents a financial hardship. Through the Archbishop's Annual Appeal, we are able to provide Tuition Assistance, and invest in the worthy young people so vital to the strength, growth, and future of our Church.

At the heart of our life in the Church as the sacraments and at the heart of our parishes are our priests. We are privileged to support them through the Annual Appeal as they answer God's call to serve. We are grateful that we currently have more than forty men studying for the priesthood. The size of this program, however, creates the need for more funding to support the educational and housing needs of our seminarians. This is a responsibility we are only too happy to meet, and we look for the number of seminarians to continue to increase. Their development and their growth are encouraging signs of the health of our Archdiocese.

We hope that you will give prayerful consideration to making a significant gift to the Appeal. Together, may we go forward, providing these services and so many other ministries that serve so many. They are the works of our souls; the work of our Church. May God bless us all as we go forward together.

## **Additional Pulpit Announcement:**

This week we officially launch our efforts for the 2011 Archbishop's Annual Appeal. Our parish goal is \$[parish goal]. If you have not already, you will soon be receiving a letter and information from Archbishop Mansell. I am confident that with everyone's participation, we will be able to exceed our target.

## **Prayer of the Faithful:**

As we begin the 2011 Archbishop's Annual Appeal, we pray for our many brothers and sisters whose lives are profoundly impacted by the missions and services made possible by the Appeal and that, in these difficult times, we will continue to meet their needs. We pray to the Lord...

## **Bulletin Announcement:**

This weekend marks the start of the 2011 Archbishop's Annual Appeal in our parish. You will receive a letter from Archbishop Mansell seeking your support. Together we can impact the lives of thousands. Our work as a Church in social services, healthcare, and pastoral services is exciting, challenging and fulfilling. It is work we must do together in *The Miracle of Sharing*, out of love for one another and for God. Please respond as generously as possible.

**WEEK #2**  
**MONDAY, MARCH 7 THROUGH SUNDAY, MARCH 13**

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Activity	When	Whom	Comments/Notes
Pulpit Announcement	During Masses the weekend of March 12-13	Pastor	See suggested pulpit announcement below
Prayers of the Faithful Intercession	During Masses the weekend of March 12-13	Lector	See suggested Prayer of the Faithful Intercession below
Bulletin Announcement	The weekend of March 12-13	Parish Bulletin Coordinator	See suggested bulletin announcement below
Place additional gift request letters and brochures at the rear of the Church	Friday, March 11	Parish Staff	Annual Appeal Office to provide Rear-of-Church materials

**Pulpit Announcement:**

The 2011 Archbishop's Annual Appeal has begun in our parish and throughout the Archdiocese. Last week, the Appeal kicked off and by now you should have received a request for support from Archbishop Mansell. Please be as generous as you are able to this annual effort that funds the charitable works of the Archdiocese.

Our goal is to engage as much of the parish as possible in this year's Appeal. By having a high participation rate, we are sure to exceed our parish goal. Please pray for the success of the Appeal in our parish and across the Archdiocese.

If you did not receive the 2011 Archbishop's Annual Appeal mailing, pledge cards and envelopes are located at the rear of the Church.

**Prayer of the Faithful:**

For the success of our Archbishop's Annual Appeal, that the people of our parish will see this annual fund drive as an opportunity to extend our love and service beyond the boundaries of our parish and local community and experience The Miracle of Sharing. We pray to the Lord...

**Bulletin Announcement:**

The 2011 Archbishop's Annual Appeal is now underway in our parish. Your support of this year's Appeal ensures that essential charitable, educational and pastoral ministries of the Archdiocese of Hartford are continued and carried forward.

We hope you can help meet our parish goal of \$[parish goal]. If you would like to make a gift, simply mail in your pledge card. You may also contact our parish secretary, visit the Archdiocesan website at [www.archdioceseofhartford.org](http://www.archdioceseofhartford.org), or call the Annual Appeal Office at (800) 781-2550. Keep in mind that an early pledge will allow for a monthly payment plan.

**WEEK #3**  
**MONDAY, MARCH 14 THROUGH SUNDAY, MARCH 20**

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Activity	When	Whom	Comments/Notes
Parish Reports	Friday, March 18	Parish E-mail Address	Progress Reports E-Mailed to All Parishes
Pulpit Announcement	During Masses the weekend of March 19-20	Pastor	See suggested pulpit announcement below
Prayers of the Faithful Intercession	During Masses the weekend of March 19-20	Lector	See suggested Prayer of the Faithful Intercession below
Bulletin Announcement	The weekend of March 19-20	Parish Bulletin Coordinator	See suggested bulletin announcement below

**Pulpit Announcement:**

The theme of this year's Archbishop's Annual Appeal, *The Miracle of Sharing*, calls us to share the gifts we have been given with those in need amongst us. Our Annual Appeal is one way to share our blessings with our neighbors and express thanks for the blessings with which God has graced us. Our financial gifts to the Appeal truly benefit everyone in Catholic communities around the Archdiocese.

As of the last report, [number of participating families] of our parish families have made a gift to the 2011 Appeal. Thank you for your generosity. If you have yet to make your own pledge to the Appeal, please participate to the best of your ability. Pray for its success and let us remember God's love for us, and the grace of sharing that which we have with others. Thank you.

**Prayer of the Faithful:**

As we consider our gifts to the 2011 Archbishop's Annual Appeal, may we remember God's generosity to us, and happily commit to *The Miracle of Sharing*. We pray to the Lord...

**Bulletin Announcement:**

The Archbishop's Annual Appeal helps provide the critical funding needed to feed the hungry, shelter the homeless, counsel those in despair, offer much-needed assistance to the unemployed, and make medical care available to those without health insurance.

Your gift to the 2011 Annual Appeal will help to continue these and other vital ministries, services and programs that reach out to so many in need.

**WEEK #4**  
**MONDAY, MARCH 21 THROUGH SUNDAY, MARCH 27**

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Activity	When	Whom	Comments/Notes
Pastor's follow-up letter mailed to parish families yet to respond to the Appeal	Wednesday, March 23	Annual Appeal Office	A second letter requesting support for the 2011 Archbishop's Annual Appeal
Pulpit Announcement	During Masses the weekend of March 26-27	Pastor	See suggested pulpit announcement below
Prayers of the Faithful Intercession	During Masses the weekend of March 26-27	Lector	See suggested Prayer of the Faithful Intercession below
Bulletin Announcement	The weekend of March 26-27	Parish Bulletin Coordinator	See suggested bulletin announcement below

**Pulpit Announcement:**

Thank you to the parish families who have made a gift or pledge commitment to the 2011 Archbishop's Annual Appeal. This is an opportunity for us to help individuals and families, the young and the old, through the many charitable programs made possible by the Annual Appeal which no single parish can provide on its own. If you have not yet made a gift or a pledge, please prayerfully consider doing so. Every gift makes a difference.

Please participate in the Appeal to the best of your ability. Pray for its success and let us remember God's love for us and the grace of sharing that which we have with others. Thank you.

**Prayer of the Faithful:**

For all of our people, that God will truly bless us for our support of our parish and our Archbishop's Annual Appeal, and unite us in this endeavor. We pray to the Lord...

**Bulletin Announcement:**

The Archbishop's Annual Appeal provides help to those in need! This year's Appeal goal is a challenge - but it is nothing compared to the challenge many suffer each and every day of their lives. Please consider supporting this important effort. Every gift makes a difference.

If you did not receive the 2011 Archbishop's Annual Appeal mailing or have misplaced the pledge card and envelope that was mailed to you at home, please feel free to pick up one of the extra pledge cards and envelopes located in the rear of the Church. Thank you for your continued generosity and support.

**WEEK #5**  
**MONDAY, MARCH 28 THROUGH SUNDAY, APRIL 3**

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Activity	When	Whom	Comments/Notes
Parish Reports	Friday, April 1	Parish E-mail Address	Progress Reports E-Mailed to All Parishes
Pulpit Announcement	During Masses the weekend of April 2-3	Pastor	See suggested pulpit announcement below
Prayers of the Faithful Intercession	During Masses the weekend of April 2-3	Lector	See suggested Prayer of the Faithful Intercession below
Bulletin Announcement	The weekend of April 2-3	Parish Bulletin Coordinator	See suggested bulletin announcement below

**Pulpit Announcement:**

You may have recently received a letter and pledge card from Father \_\_\_\_\_ asking you to support this year's Archbishop's Annual Appeal. Please prayerfully consider your response. Know that your financial support will touch the lives of thousands of people that are served in our Archdiocese through the Annual Appeal.

If you did not receive the 2011 Archbishop's Annual Appeal mailing or have misplaced the pledge card and envelope that was mailed to you at home, please feel free to pick up one of the extra pledge cards and envelopes located in the rear of the Church.

**Prayer of the Faithful:**

As we have received many blessings from the Lord, no matter how large or small, may we find it in our hearts to be charitable and help those in need by supporting the Archbishop's Annual Appeal. We pray to the Lord...

**Bulletin Announcement:**

Thank you to the parish families who have made a gift or pledge commitment to the 2011 Archbishop's Annual Appeal. Please prayerfully consider supporting the many good works of the Archdiocese. Every gift will be gratefully received and sincerely appreciated.

**WEEK #6**  
**MONDAY, APRIL 4 THROUGH SUNDAY, APRIL 10**

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Activity	When	Whom	Comments/Notes
Special Pulpit Announcement	During Masses the weekend of April 9-10	Pastor	See suggested pulpit announcement below
Prayers of the Faithful Intercession	During Masses the weekend of April 9-10	Lector	See suggested Prayer of the Faithful Intercession below
Bulletin Announcement	The weekend of April 9-10	Parish Bulletin Coordinator	See suggested bulletin announcement below

**Special Pulpit Announcement:**

We have reached the midway point of the 2011 Archbishop's Annual Appeal and I feel compelled to share our progress thus far.

Each parish has received a goal for this year's Appeal. As I have shared previously, our parish goal is \$[parish goal]. Our goal is our parish's fair share of the overall Appeal effort. By reaching, or better yet, exceeding our goal we support the many good works and services our Archdiocese offers to the people who need religious education, pastoral support and charitable care – all of which are made possible by the Annual Appeal.

As of last week, a total of \$[amount raised to date] has been raised in our parish with gifts from [number of donors] individuals and families. Already, we have accomplished so much.

If you have already made your pledge to the Archbishop's Annual Appeal, thank you. If you have yet to secure your commitment, your help and generosity is still very much needed. I again ask that you please participate in the Appeal to the best of your ability. Pray for its success and let us remember the many ways in which God has blessed us, and the grace of sharing that which we have with others. Join me in *The Miracle of Sharing* so that our Archdiocese may continue to offer support to those in need in these trying times.

**Prayer of the Faithful:**

That the members of our parish and our broader Archdiocesan family may unite in service to the Lord and participate in the 2011 Archbishop's Annual Appeal entitled *The Miracle of Sharing*. We pray to the Lord...

**Bulletin Announcement:**

In just a few short weeks, our parish has raised \$[amount raised] for the 2011 Archbishop's Annual Appeal. In these trying times, the need of our surrounding community grows and the assistance provided by the Appeal is needed more than ever. If you have not yet made your commitment to this year's Appeal, please consider doing so in the days ahead. Your gift to the Archbishop's Annual Appeal will help continue the vital services, ministries and programs that help so many throughout the Archdiocese.

**WEEK #7**  
**MONDAY, APRIL 11 THROUGH SUNDAY, APRIL 17**

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Activity	When	Whom	Comments/Notes
Parish Reports	Friday, April 15	Parish E-mail Address	Progress Reports E-Mailed to All Parishes
Pulpit Announcement	During Masses the weekend of April 16-17	Pastor	See suggested pulpit announcement below
Prayers of the Faithful Intercession	During Masses the weekend of April 16-17	Lector	See suggested Prayer of the Faithful Intercession below
Bulletin Announcement	The weekend of April 16-17	Parish Bulletin Coordinator	See suggested bulletin announcement below

**Pulpit Announcement:**

Some of us have been especially blessed by the Lord, and we must consider what our response is to the needs of the less fortunate. The 2011 Archbishop's Annual Appeal, *The Miracle of Sharing*, presents each of us with the opportunity to give back to the Lord by helping those in need in our parish communities.

Please respond generously to this year's Appeal and continue to pray for its success – so many are counting on us. Thank you.

**Prayer of the Faithful:**

For all those who have responded to the Archbishop's Annual Appeal, that their generosity may be rewarded with the growth, love, and joy that stewardship brings. We pray to the Lord...

**Bulletin Announcement:**

The Archbishop's Annual Appeal changes lives through service to the Lord. In addition to assisting the underserved of our communities, your gift helps those cultivating a vocation to the priesthood. Your gift to the Annual Appeal is an investment in the future of our Church and our faith.

Thank you to the parish families who have made a gift or pledge to the 2011 Archbishop's Annual Appeal. If you have not yet made a gift or pledge, please prayerfully considering

doing so. Although we need a number of extraordinary commitments to meet our goal, please know that each and every dollar of your gift will have a major impact.

**WEEK #8**  
**MONDAY, APRIL 18 THROUGH SUNDAY, APRIL 24**  
**HOLY WEEK**

Activity	When	Whom	Comments/Notes
Archbishop's reminder letter mailed to all Leader and Major candidates and donors who have not yet responded to the Appeal	Wednesday, April 20	Annual Appeal Office	A third letter requesting support for the 2011 Archbishop's Annual Appeal
Optional Pulpit Announcement	During Masses the weekend of April 23-24	Pastor	See suggested pulpit announcement below
Optional Prayers of the Faithful Intercession	During Masses the weekend of April 23-24	Lector	See suggested Prayer of the Faithful Intercession below
Optional Bulletin Announcement	The weekend of April 23-24	Parish Bulletin Coordinator	See suggested bulletin announcement below

**Pulpit Announcement:**

As the active portion of the 2011 Archbishop's Annual Appeal draws to a close, I want to express my gratitude to those who have already made a gift or a pledge.

Each parish is asked to raise a target amount - essentially, our parish's "fair share" of the overall Appeal goal of \$8.5 million. Our parish goal is \$[parish goal], and to date we have raised [percent raised] % with gifts from [number of parish donors] families here in our parish.

If you have not yet made your contribution to the Appeal, I ask that you take a few moments in the days ahead to prayerfully consider your gift decision. Your help is still very much needed. Each contribution ensures the ministries, activities, programs and services of the Church remain strong in the Archdiocese of Hartford.

Please participate in the Appeal to the best of your ability. Pray alongside me for its success and let us remember God's love for us and the grace and blessings of sharing that which we have with others. Thank you.

**Prayer of the Faithful:**

In consideration of the many gifts that God has given each of us, may our parish community respond generously to the 2011 Archbishop's Annual Appeal. We pray to the Lord...

**Bulletin Announcement:**

It is important that when you give to any charitable organization, you are confident that the funds are used wisely. Be assured that your gift to the Archbishop's Annual Appeal only supports the ministries and programs indicated in the 2011 Appeal literature. For more information please visit the Appeal website at [Archdioceseofhartford.org](http://Archdioceseofhartford.org).

**WEEK #9**  
**MONDAY, APRIL 25 THROUGH SUNDAY, MAY 1**

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Activity	When	Whom	Comments/Notes
Parish Reports	Friday, April 29	Parish E-mail Address	Progress Reports E-Mailed to All Parishes
Pulpit Announcement	During Masses the weekend of April 30-May 1	Pastor	See suggested pulpit announcement below
Prayers of the Faithful Intercessions	During Masses the weekend of April 30-May 1	Lector	See suggested Prayer of the Faithful Intercession below
Bulletin Announcement	The weekend of April 30-May 1	Parish Bulletin Coordinator	See suggested bulletin announcement below

**Pulpit Announcement:**

If you have not yet made your 2011 Archbishop's Appeal gift please join your fellow parishioners and make a gift today by returning the pledge card mailed to you. Gifts can also be made online at [Archdioceseofhartford.org](http://Archdioceseofhartford.org).

**Prayer of the Faithful:**

That we may share our gifts with those in need through the Miracle of Sharing - the 2011 Archbishop's Annual Appeal. We pray to the Lord.

**Bulletin Announcement:**

The Archbishop's Annual Appeal supports many important ministries and programs. Gifts are allocated towards religious education programs, youth ministries, local charities, the education of our seminarians, our retired clergy, our Catholic schools and all of the services provided by the Archdiocese, far too many more to list here. If you have not yet made your

gift or pledge, please pray about your decision and consider making a pledge or one-time gift. Join us, your Catholic community, as we share our blessings and join in *The Miracle of Sharing*.

WEEK #10  
MONDAY, MAY 2 THROUGH SUNDAY, MAY 8

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Activity	When	Whom	Comments/Notes
Pulpit Announcement	During Masses the weekend of May 7-8	Pastor	See suggested pulpit announcement below
Prayers of the Faithful Intercession	During Masses the weekend of May 7-8	Lector	See suggested Prayer of the Faithful Intercession below
Bulletin Announcement	The weekend of May 7-8	Parish Bulletin Coordinator	See suggested bulletin announcement below

**Pulpit Announcement:**

Stewardship reminds us to count our blessings, acknowledge God’s gifts to us, and express thanks to Him. We do this by a proportionate giving of our time, talent, and treasure. We sincerely thank the *[number]* of households in our parish who, as good stewards, have made a gift to the 2011 Archbishop’s Annual Appeal. By doing so you are helping many people with many needs. If you have not yet made your pledge, please consider supporting the Archbishop’s Appeal and help our parish meet its goal.

**Prayer of the Faithful:**

That we acknowledge God’s call to us to share what we have as a way to honor God and help others. We pray to the Lord.

**Bulletin Announcement:**

This month, after years of study, six men are being ordained to the priesthood. During their years of preparation for this vocation, they were supported by family and friends – and by everyone who made a gift to the Archbishop’s Annual Appeal. When you make a gift to the Archbishop’s Annual Appeal, **-you** help meet the cost of priestly formation and education,

since a portion of Appeal funds are used for this purpose. Please support our seminarians by making a gift to the Annual Appeal today.

**WEEK #11**  
**MONDAY, MAY 9 THROUGH SUNDAY, MAY 15**

Activity	When	Whom	Comments/Notes
Parish Reports	Friday, May 13	Parish E-mail Address	Progress Reports E-Mailed to All Parishes
Archbishop's reminder letter mailed to all Leader and Major candidates and donors who have not yet responded to the Appeal	Wednesday, May 11	Annual Appeal Office	A third letter requesting support for the 2011 Archbishop's Annual Appeal
Pulpit Announcement	During Masses the weekend of May 14-15	Pastor	See suggested pulpit announcement below
Prayers of the Faithful Intercession	During Masses the weekend of May 14-15	Lector	See suggested Prayer of the Faithful Intercession below
Bulletin Announcement	The weekend of May 14-15	Parish Bulletin Coordinator	See suggested bulletin announcement below

**Pulpit Announcement:**

Next weekend is Commitment Weekend for the Miracle of Sharing - the 2011 Archbishop's Annual Appeal. As we near the end of our effort for this year, we thank those who have given, and encourage those who have not to join us in this important endeavor. Ask yourself "What miracle might God work in someone's life because of my gift?"

**Prayer of the Faithful:**

For those in need, that they may find the guidance and assistance from the many ministries and services made possible by the Archbishop's Annual Appeal. We pray to the Lord...

**Bulletin Announcement:**

Next weekend is Commitment Weekend! All parishioners will have the opportunity to make a pledge to the 2011 Archbishop's Annual Appeal during Mass.

**Sample Gift Plan**

Total Pledge	5 Monthly Payments	Daily Sacrifice	Cost Comparison
\$1,000	\$200	\$6.67	Cost of a deli sandwich
\$500	\$100	\$3.33	Cost of coffee and a muffin
\$250	\$50	\$1.67	Cost of one cup of tea
\$100	\$20	\$0.67	Cost of a bag of chips

WEEK #12  
MONDAY, MAY 16 THROUGH SUNDAY, MAY 22

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Activity	When	Whom	Comments/Notes
In-Pew Commitment Weekend Activity	During Masses the weekend of May 21-22	Pastor	See Commitment Weekend guide, sent separately
Pulpit Announcement	During Masses the weekend of May 21-22	Pastor	See suggested pulpit announcement below
Prayers of the Faithful Intercession	During Masses the weekend of May 21-22	Lector	See suggested Prayer of the Faithful Intercession below
Bulletin Announcement	The weekend of May 21-22	Parish Bulletin Coordinator	See suggested bulletin announcement below

**PLEASE NOTE:** Please contact the Annual Appeal Office for further information and materials regarding Commitment Weekend activity.

Phone: (860) 243-3800  
Email: [aaa2@stseminary.org](mailto:aaa2@stseminary.org)

**Pulpit Announcement:**

Today is Commitment Weekend across the Archdiocese for the 2011 Archbishop's Annual Appeal. Please be as generous as possible. Thank you in advance for your support.

**Prayer of the Faithful:**

For the success of our 2011 Archbishop's Annual Appeal on this Commitment Weekend, that the people of our parish and throughout the Archdiocese will respond generously to the call to help support the many ministries and services made possible by the Appeal. We pray to the Lord...

**Bulletin Announcement:**

This weekend is Commitment Weekend at our parish and across the Archdiocese for the 2011 Archbishop's Annual Appeal.

If you have not yet made a gift or pledge, please pray about your decision and make a pledge or one-time gift.

Please be as generous as possible. Thank you in advance for your support.

## PLEDGE REMINDERS

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Pledge reminders will be mailed out from the Annual Appeal Office the first week of each month beginning in March 2011. Reminders will cease at the point where the pledge is fully paid. **Payments received after the twenty-fourth (24<sup>th</sup>) of the month will be reflected in the following month's statement.**

We ask each parish to encourage its parishioners to mail their pledge payments by the fifteenth (15<sup>th</sup>) of the month in order to avoid this confusion altogether.

**PLEASE NOTE:** *Parishioners should be reminded frequently by the pastor to clearly mark any payments toward the 2011 Archbishop's Annual Appeal that are submitted through collection at the Masses. We are often told that a payment was dropped in the basket for which we have no record. It is most likely that the payment was not clearly marked for the Archbishop's Annual Appeal.*

**Thank you for your dedication of time and effort towards making the 2011 Archbishop's Annual Appeal a success. If any questions should arise, please do not hesitate to contact the Annual Appeal Office at (860) 243-3800 or via email at [aaa2@stseminary.org](mailto:aaa2@stseminary.org).**