

In-Pew Leader's Script

The following is a suggested script to use when conducting the In-Pew effort on October 13th and 14th. Please feel free to edit in order to meet your particular parish's needs or situation or to draft a script tailored to your parish. This script is available from the Office of Mission Advancement in electronic format for ease of editing.

Good (Morning/Afternoon/Evening)

My name is _____. I am going to briefly discuss Catholic Services Appeal today. At this time, I would like to:

Option 1. (Suggested Option) *Invite the hospitality ministers to come forward and distribute Catholic Services Appeal envelopes to each pew. Please take only one envelope per household.*

Option 2. *Ask that the envelopes located at the ends of the pews be passed throughout the pew. Please take only one envelope per household. If there are not enough envelopes in your pew, please raise your hand and a hospitality minister will bring more envelopes.*

If you are visiting us today from another parish, you can still participate. Simply include your parish name in the appropriate spot on the envelope.

Please wait until the envelopes have been distributed and we've had a chance to review the instructions together before you begin to complete the information. I ask for your patience as we do this together as a parish family. Our giving together is a sign of our commitment as members of the Body of Christ.

The Catholic Services Appeal In-Pew envelopes contain the same information as the pledge form recently mailed to all households by Archbishop Kurtz. If you've already responded to the Catholic Services Appeal, you will be able to indicate that you have already made a gift to this year's Appeal on the envelope.

While the envelopes are being distributed, I would like to remind you that it is not necessary to make your full gift today or even a down payment. The In-Pew envelope is designed to enable you to make a **pledge**. A pledge will allow you to make a gift that can be paid out in equal installments between **now and the end of June 2019**.

There are several ways that you can make a gift to the Catholic Services Appeal.

- Check or Cash
- Credit Card - MasterCard, Visa, Discover, or American Express
- Automatic withdrawal from your bank account

There is a box to check for each type of giving option on the inside panel of the envelope. Now, please take the envelope that you just received and open the flap.

[Hold up a sample envelope to show the congregation the area that you want them to view.]

Please fill in your name, both first and last, current address, and your parish name. If you are visiting us this weekend, **please be sure to indicate your home parish name.**

If you have already mailed in your gift to the Catholic Services Appeal, simply check the box indicating "I have made a gift" in the area below the parish name. There is no need to fill out any information on the rest of the envelope.

[Pause briefly to allow people to fill in the name information]

Next, you will see the spaces for indicating your gift. Before you complete the gift information, we ask that you reflect on how you have been blessed by God and what gift or pledge you would like to make to support His work in our Archdiocese. Every gift is appreciated and put to good use.

This year, we have the opportunity to make an additional gift for our Seminarian Education Fund. The top box is for your normal Catholic Services Appeal gift, the next line is the amount you would like to give for Seminarian Education. The next line is the **Total Amount** of the gift that you intend to give. The final box is for the actual **Amount Enclosed** in the envelope today.

If you would like to make a gift pledge, you may want to refer to the Sample Pledge Plan chart.

Below the gift information you will find the various options for paying your balance.

- If making your gift or pledge by CHECK, please make the check payable to: **Catholic Services Appeal.**
- If you are making a gift by credit card or wish to arrange for an automatic withdrawal from your bank account, please be sure to complete the appropriate section above the fold *[point this out]* so that your gift can be properly processed by the Archdiocese.

Now, please take the next few minutes to prayerfully complete your envelope.

Once you have completed the necessary information, please enclose your gift, then fold and seal the flap on your envelope. Please place your envelope in the collection basket with your regular Sunday offertory.

On behalf of the ministries and services of our Archdiocese, Archbishop Kurtz, Father *(insert pastor's name)*, and our parish Appeal Team, I would like to thank you for your participation today, but more importantly, for your support of the work of our Archdiocese and those served by its ministries. *[Or other appropriate closing] [Please have your choir, cantor, or musicians play an appropriate offertory hymn during this period of silence. At the conclusion of the hymn, please conclude the process.]*