

# PARISH COORDINATOR RESPONSIBILITIES AND CHECKLIST

- † Read this resource manual in its entirety.
- † Make a sacrificial gift or pledge to the Bishop's Services Appeal.
- † Follow the timeline provided.
- † Familiarize yourself with the Bishop's Services Appeal (BSA): the process, procedures, and materials to be utilized.
- † Meet with your pastor and parish staff to review timeline, materials, and discuss proper gift reporting procedures (as outlined on pages 16 – 18).
  - Each pastor is notified of parish's assigned goal.
  - Each parish is asked to put forth a good faith effort to meet or exceed assigned goal.
- † Recruit a sufficient number of volunteers to assist at all masses on **Education Weekend (February 3<sup>rd</sup> & 4<sup>th</sup>)**. Make sure that they are trained accordingly.
- † Make proper use of all appeal materials (posters, pulpit message(s), video/audio message, brochures and in-pew pledge cards).
- † Brochures and in-pew pledge cards are to be distributed, preferably placed in pew pockets, and be readily available during **Education Weekend (February 3<sup>rd</sup> & 4<sup>th</sup>)** and **In-pew Commitment Weekend (February 10<sup>th</sup> & 11<sup>th</sup>)**. Materials are to remain in Church for the duration of the Appeal. The BSA is conducted February through November.
- † Priest or parish coordinator reads the Bishop's Services Appeal Pulpit Message and plays the video/audio message at all masses on **Education Weekend (February 3<sup>rd</sup> & 4<sup>th</sup>)**.
- † Priest or parish coordinator reads the Bishop's Services Appeal Pulpit Message on **In-pew Commitment Weekend (February 10<sup>th</sup> & 11<sup>th</sup>)**.

