

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 assigned goal.
 - Each parish should 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 (October 8th & 9th)**. Make sure that they are trained accordingly.
- † Make proper use of all Appeal materials, messages, and announcements (posters, pulpit messages, video/audio message, in-pew pledge envelopes, Prayers of the Faithful, bulletin announcements, etc.).
- † Provide bulletin announcements to parish office. See to it that announcements are placed in bulletin each week.
- † Provide Prayers of the Faithful to parish office. Inform lector at each mass.
- † In-pew pledge envelopes are to be distributed, preferably placed in pew pockets, and be readily available during **Education Weekend (October 8th & 9th)** and **Commitment Weekend (October 15th & 16th)**. Materials should remain in Church for the duration of the Appeal. The BSA is conducted October through August.
- † Priest or parish coordinator reads the Bishop's Services Appeal Pulpit Message and plays the video/audio message at all Masses on **Education Weekend (October 8th & 9th)**.
- † Priest or parish coordinator reads the Bishop's Services Appeal Follow-Up Pulpit Message at all Masses on **Follow-Up Weekend (December 3rd & 4th)**.
 - Pulpit message is read as an update from Bishop Deshotel about the BSA. The letter also serves as a follow-up to those who have not yet responded to the Appeal.

