



Archdiocese of Kansas City in Kansas
2020
Manual

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Difference Between ACTS, Parish Stewardship And Capital Campaign

Archbishop's Call to Share - \$5,622,650

- Occurs annually at the first of the year
- Archdiocesan
- Pledge to the Archdiocese
- Donations processed through Archdiocese
- Monthly reminders sent from Archdiocese
- Tax statements provided by Archdiocese
- Supports more than 40 ministries and services throughout northeastern Kansas

Parish Stewardship of Treasure

- Occurs usually in the fall of each year
- Parish appeal
- Yearly commitment/offertory to the Parish
- Donations processed by the Parish
- Reminders sent from the Parish
- Tax statements provided by the Parish
- Provides parish ordinary income

Capital Campaign - One Faith, One Future , One Family - \$65,000,000

- Occurs in a phased approach over the next two years
- Extraordinary Archdiocesan fundraising campaign
- 3 - 5 year pledge to the Archdiocese
- Donations processed through Archdiocese
- Monthly reminders sent from the Archdiocese
- Tax statement provided by Archdiocese
- Provides significant resources to strengthen our parishes and schools, promote a culture of evangelization, care for retired priests and elderly and update Savior Pastoral Center

Parish ACTS Appeal Coordinator

Parish Appeal Coordinator Responsibilities

- Assist the pastor with the In-Pew Appeal and other campaign elements
- Process pledge cards each week
- Report pledge collections to the Office of Stewardship & Development each week
- Process In-Pew Appeal envelopes

Parish Lay Presenter

Thank you for accepting your pastor's invitation to speak to your fellow parishioners about the *Archbishop's Call to Share* appeal. We appreciate your support. Thank you for your gift of time and talent as a Lay Presenter for the *Archbishop's Call to Share*!

The *Archbishop's Call to Share (ACTS)* in the Archdiocese of Kansas City in Kansas was initiated by Archbishop Strecker. Over the last 30 years, *ACTS* has grown to become a lifeline for more than 40 specific ministries, services and agencies provided by the Archdiocese.

The ministries supported by *ACTS* fall into five pastoral priorities: Conversion, Evangelization, Education, Outreach, and Stewardship. For a large number of these ministries, this is their sole source of funding. Some of these ministries attend to needs beyond the scope of individual parishes, and some exist for the sole purpose of assisting parishes in their mission to teach, evangelize and provide good liturgical experiences.

This appeal is the annual coming together as one united community of the Catholic Church of Northeast Kansas. The theme for *ACTS 2020* is "Return His First Fruits".

Please peruse the website www.calltoshare.org to familiarize yourself with the appeal. A list of ministries supported by the *ACTS* as well as the Annual Report can be found on the website. A sample presentation outline is given on the next page. If you have any questions or need additional assistance, please contact Geri Nickels at 913-647-0364 or gnickels@archkck.org.

ACTS

Funded Ministries

Conversion Ministries

- Liturgy Office
- Hispanic Office
- Savior Pastoral Center
- Christ's Peace House of Prayer
- St. Lawrence Center
- Didde Catholic Center
- Washburn Center
- Haskell Center
- Totus Tuus

How we help...

- 400 teen girls participate in Quinceanara Re-treats
- 800 children praise God at Totus Tuus
- 1000 guests visit Christ's Peace House of Prayer
- 1000s of college students keep their faith alive at our College Catholic Centers
- 65,000 people experience Savior Pastoral Center annually

Education Ministries

- Marriage & Family Life
- Education Office
- Perfect Wings
- Children's Catechesis
- Vocations
- Permanent Diaconate
- Communications
- School of Faith
- High School Tuition Assistance
- Catholic Education Foundation
- Bishop Ward Operation Support

How we help....

- 24 Seminarians currently discern if Christ is calling them to the priesthood
- 33 professional development sessions are offered for instructors
- 570 students are served by Perfect Wings (Special Needs)
- 3500 couples renew their love for each other through a Marriage and Family Life event

ACTS

Funded Ministries

Evangelization Ministries

- Evangelization - Youth
- Evangelization - Adults
- Prairie Star Ranch
- Resource Library
- Native American Parish

How we help...

- 120 young men and women ages 15-20 friend Jesus at a TEC Retreat (Teens Encounter Christ)
- 750 middle school students praise God at the J-High Rally
- 1600 children encounter Christ at Prairie Star Ranch during the summer

Outreach Ministries

- My House
- Social Justice Office
- Pro-Life Office
- Special Needs Office
- Catholic Charities
- Villa St. Francis
- El Centro - Kansas City
- El Centro - Topeka

How we help...

- More than 5000 women are supported by the Wyandotte and Olathe Pregnancy Center to choose life
- 185 teens and 43 adults provide charitable work to the Urban Core
- 1400 Spanish speaking families receive translations from El Centro - Topeka
- 2500 people participate in My House presentations

Stewardship Ministries

- Parish/School Emergency Fund
- Urban Operations
- Urban Capital Needs
- Retired Priest Fund
- Annual Appeal Expenses

How we help...

- 3 parishes/schools receive assistance in 2019 for emergencies
- \$6.5 million supports funding for more than 40 ministries to assist 106 parishes for 181,000 Catholics in 21 counties
- 5% of the monies raised for the Annual Appeal expense upholds the Stewardship mission of our Archdiocese

Parish Lay Presentation

Presentation Sample (2-3 minutes)

It is important that your talk be personal and warm, and that you sincerely ask your fellow parishioners for their help in supporting the ministries funded by ACTS. Use this sample outline to organize the information that you share at Masses. The text in italics is an example, please use your own words to share the message of ACTS and ask for support.

Introduce yourself

I am _____ and I am a fellow parishioner here at _____. I/my family and I have been member (s) here since _____ and we participate in _____.

Introduce the Archbishop's Call to Share

Father _____ asked me to speak today about the Archbishop's Call to Share (or ACTS), the annual appeal for ministries in the Archdiocese of Kansas City in Kansas, of which we are a part. The funds collected support more than 40 important ministries that assist our parish and the community at large in sharing the Gospel of Jesus with the people of Northeast Kansas. On January 11/12 we heard Archbishop's homily introducing ACTS 2020, and I was struck by _____.

Share your story

My family and I give to the Archbishop's Call to Share because _____.

OR

One of the ministries funded by the ACTS is _____. This ministry provides _____ to _____ in the archdiocese. _____ was helped by the ministry by _____. The ministry had a profound impact on the life and faith of this person as you can see by _____.

Ask each family to support the ACTS

Thank you to those of you who have already made your commitment to the Archbishop's Call to Share 2020. If you have given in the past, now is the perfect time to renew your commitment to the ministries of the archdiocese. If you have never given, please consider joining me and #_____ of our parish families who support the larger Church with gifts to the Archbishop's Call to Share. Our parish is being challenged to increase our participation rate this year, and any gift, great or small, participation in this important appeal. Return your pledge card to the collection basket here or make your gift online at www.calltoshare.org/donate.

Conclude

Thank you, Father _____, and all of you for allowing me the chance to share the good news of the Archbishop's Call to Share with you today. Please be generous as you consider your response to this important appeal.

Appeal Timetable

November 2019

- November 4, *ACTS* Pastor Guides mailed
- November 16, *The Leaven*: Crosier Society General Thank You ad
- November 18, Crosier Society Mass and Brunch, Savior Pastoral Center (Crosier Society Members, and *ACTS* Funded Ministry Leaders)

December 2019

- December 2 -6, Crosier Society donors to receive First Mailing
- December 11, Deadline for Regional Pastoral Leaders to submit parish targets
- December 13, *The Leaven*: Annual Report
- December 16 - 20, *ACTS 2020* parishes receive appeal materials

January 1-10, 2020

- Moratorium on fundraising begins
- Pastors to submit Parish Appeal Coordinators and Lay Presenters
- *The Leaven* article: profiling Honorary Chairs and introduces *ACTS 2020*

January 11-17, 2020 | Week 1 | Kick-Off Weekend

- Archbishop Naumann's homily played at all Masses with endorsement by pastor from the pulpit
- Use suggested prayers of the faithful, bulletin and pulpit announcements
- Personalized and Segmented letters sent to all homes
- Parishioners encouraged to return completed pledge cards to the Archdiocese or to the parish through the collection next weekend

January 18-24, 2020 | Week 2

- Use suggested prayers of the faithful, bulletin and pulpit announcements
- *ACTS* Funded Ministry Article published in *The Leaven*
- Pledge card collection

January 25-31, 2020 | Week 3 | Lay Presenter Weekend

- Use suggested prayers of the faithful, bulletin and pulpit announcements
- Lay Presenters speak at all the Masses
- **Play *ACTS* Video (Promotional Video)**
- Pledge card collection

Appeal Timetable

February 1-7, 2020 | Week 4

- Use suggested prayers of the faithful, bulletin and pulpit announcements
- **Play ACTS Video (Promotional video)**
- Pledge card collection

February 8-14, 2020 | Week 5 | In-Pew Appeal Weekend (Option 1)

- Pastor conducts in-pew appeal
- Use suggested prayers of the faithful, bulletin and pulpit announcements
- Pledge card collection

February 15-21, 2020 | Week 6 | In-Pew Appeal Weekend (Option 2)

- Pastor conducts in-pew appeal if not already conducted
- **Play ACTS Video (Promotional video)**
- Use suggested prayers of the faithful, bulletin and pulpit announcements
- Pledge card collection

February 22-23, 2020 | Final Ask Weekend

March 2020

- Moratorium ends
- First follow-up mailing sent to non-respondents

April 2020

- Second follow-up mailing sent to non-respondents

May 2020

- *The Leaven* publishes Parish Report on appeal progress

November 2020

- November 22 — Crosier Mass and Brunch, Savior Pastoral Center (Crosier Society Members, and ACTS Funded Ministry Leaders)
- Donors thanked again for their ACTS 2020 gifts by Archbishop Naumann

December 2020

- ACTS Annual Report published in *The Leaven*

Preparing your Website for the ACTS Campaign

- **Ways to Use your Parish Website for the ACTS Campaign**

- Create an Appeal Message and a donation link on your homepage
- Post a copy of the Lay Presenter Talk (PDF format) or an audio file
- Upload the new ACTS video
- Display your progress with a website thermometer: <https://www.easy-fundraising-ideas.com/tools/fundraising-thermometer/>

- **Promote the ACTS Video**

- **Using Electronic Communication (Email, Facebook) during ACTS**



- Announce the Appeal before Kick-off weekend
- Post/share/send your parish ACTS Witness Talk
- Post/share/send the ACTS video
- Like the Archdiocese on Facebook
- Encourage online giving
- Report results (obtained weekly from www.calltoshare.org) and thank your parishioners
- Add a tagline to the bottom of all outgoing emails sent from the parish (for example, under signature: “Have you donated to the *Archbishop’s Call to Share* yet? If not, donate today at www.calltoshare.org.”)

Task Calendar

Monday, January 6, 2020

- Archbishop Naumann's Campaign packet should begin arriving in parishioner homes
-

Tuesday, January 7, 2020

- Call to confirm your Lay Presenter for the weekend of January 25/26
-

Wednesday, January 8, 2020

- Call volunteer(s) to insert Bulletin Insert for upcoming weekend
 - Display the 2020 ACTS posters around the parish
-

Thursday, January 9, 2020

- Get the suggested Prayers of the Faithful and pulpit announcement to the appropriate person for Masses this weekend
 - Stock the pews with In-Pew envelopes and pencils
-

Saturday, January 11

- **APPEAL KICK-OFF WEEKEND**
-

Sunday, January 12

- **APPEAL KICK-OFF WEEKEND**

**Prayers of the Faithful &
Announcements
Kick-Off Weekend
Jan 11/12**

Sample Prayer of the Faithful

For the Church, that we may follow the Good Shepherd and help to care for His flock through our support of the *Archbishop's Call to Share*.

Pulpit Announcement

This year's *Archbishop's Call to Share* appeal has us reflecting on *Returning His First Fruits*. Please prayerfully consider giving to the needs of our Archdiocese as we conduct the *2020 Archbishop's Call to Share* over the next four weeks. Some of you have already made your donation - thank you!

Bulletin/Facebook/Website

This year's *Archbishop's Call to Share* appeal has us reflecting on *Returning His First Fruits*. Please prayerfully consider giving to the needs of our Archdiocese as we conduct the *2020 Archbishop's Call to Share* over the next six weeks. Our witness speaker this year is _____, who will be here next weekend to speak to us. Thank you if you have already made your gift to ACTS! If you haven't yet, please return your pledge envelope today or donate online: www.calltoshare.org.

Ejemplo de Oración de los Fieles

Por la Iglesia, para que sigamos al Buen Pastor y ayudemos a cuidar Su rebaño, apoyando el *Llamado a Compartir del Arzobispo*.

Anuncio del Púlpito

Este año, la campaña del *Llamado a Compartir del Arzobispo* nos tiene reflexionando sobre *la devolución de sus Primeros Frutos*. Por favor, considere en oración dar a las necesidades de nuestra Arquidiócesis mientras llevamos a cabo el *Llamado a Compartir del Arzobispo del 2020* durante las próximas cuatro semanas. Algunos de ustedes ya han hecho su donación. ¡Gracias!

Boletín/Facebook/Sitio

La apelación de este año del *Llamado a Compartir del Arzobispo* nos tiene reflexionado sobre la devolución de sus primeros frutos. Por favor, considere en oración dar a las necesidades de nuestra Arquidiócesis mientras conducimos el *Llamado a los Arzobispos 2020* para compartir durante las próximas seis semanas. Nuestro orador testigo este año es _____, quien estará aquí el próximo fin de semana para hablar con nosotros. Gracias si ya has hecho tu regalo a ACTS! Si aún no lo ha hecho, devuelva el sobre de compromiso o haga una donación en línea: www.calltoshare.org.

Task Calendar

Monday, January 13, 2020

- Process any Pledge Envelopes you have received; send them in the prepaid Tyvek envelope
 - Submit your Weekly Report online at www.calltoshare.org
-

Tuesday, January 14, 2020

- Call your Lay Presenter and go over logistics for the coming weekend
-

Wednesday, January 15, 2020

- Call volunteer(s) to insert Bulletin flyer for upcoming weekend
-

Thursday, January 16, 2020

- Get the suggested Prayers of the Faithful and pulpit announcement to the appropriate person for Masses this weekend
 - Send out/update electronic communication, i.e., send the ACTS video, share the Archdiocesan ACTS Facebook posts, etc
 - Stock the pews with In-Pew envelopes and pencils—use volunteers
-

Friday, January 17, 2020

- Update your Goal Thermometer for your website using [www.http://www.easy-fundraising-ideas.com/tools/fundraising-thermometer/](http://www.easy-fundraising-ideas.com/tools/fundraising-thermometer/)
-

Saturday, January 18, 2020

- PASTOR ASK
-

Sunday, January 19, 2020

- PASTOR ASK

**Prayers of the Faithful &
Announcements
Weekend of Jan 18/19**

Sample Prayer of the Faithful

For those in need, especially those served by the programs supported by the *Archbishop's Call to Share*.

Ejemplo de Oración de los Fieles

Por los necesitados, especialmente los que reciben ayuda de los programas apoyados por el *Llamado a Compartir del Arzobispo*.

Pulpit Announcement

We are now in our second week of the *Archbishop's Call to Share* and we have raised \$_____ towards our goal. Gifts of any amount are welcome, although if you are not doing so already, please consider a gift of a dollar a day (\$365) or more. All gifts help reach our goal. Please fill out a pledge envelope today or donate online! All the information you need is in the bulletin and on our website or Facebook page.

Anuncio del Púlpito

Estamos en nuestra tercera semana del *Llamado a Compartir del Arzobispo* y hasta ahora hemos recaudado _____\$. Los donativos de cualquier cantidad son bienvenidos. Si usted no lo ha hecho ya, considere hacer una donación de un dólar al día (365\$) o más. Todos los donativos ayudan a alcanzar nuestra meta. ¡Por favor, llene un sobre de compromiso hoy o done en línea! Toda la información que necesita está en el boletín, en nuestro sitio web o en la página de Facebook.

Bulletin/Facebook/Website

Your support is critical to the success of the *Archbishop's Call to Share* appeal and its many ministries and services! This year's Archdiocesan goal is \$5,622,750. Our parish portion of this goal is \$_____.00. All gifts of any amount are welcome, although if you are not doing so already, please consider a gift of a dollar a day (\$365) or more. All gifts help reach our goal. Please fill out a pledge envelope today or donate online at www.calltoshare.org.

Boletín/Facebook/Sitio Web

¡Su apoyo es fundamental para el éxito del *Llamado a Compartir del Arzobispo* y de sus numerosos ministerios y servicios! La meta arquidiocesana de este año es de 5.622.750\$. Nuestra porción como parroquia para alcanzar esa meta es de _____,00\$. Los donativos de cualquier cantidad son bienvenidos, si usted no lo ha hecho ya, considere hacer un donativo de un dólar al día (365\$) o más. Todos los donativos ayudan a alcanzar nuestra meta. Por favor llene un sobre de compromiso hoy o done en línea en www.calltoshare.org.

Task Calendar

Monday, January 20, 2020

- Process any Pledge Envelopes you have received; send them in the prepaid Tyvek envelope
 - Submit your Weekly Report online at www.calltoshare.org
-

Tuesday, January 21, 2020

- Verify your Lay Presenter will be speaking at all Masses
-

Wednesday, January 22, 2020

- Call volunteer(s) to insert Bulletin Flyer for upcoming weekend
-

Thursday, January 23, 2020

- Get the suggested Prayers of the Faithful and pulpit announcement to the appropriate person for Masses this weekend
 - Send out/update electronic communication, i.e., send the *ACTS* video, share the Archdiocesan *ACTS* Facebook posts, etc
 - Stock the pews with In-Pew envelopes and pencils—use volunteers
-

Saturday, January 25, 2020

- Lay Presenter Weekend
-

Sunday, January 26, 2020

- Lay Presenter Weekend

**Prayers of the Faithful &
Announcements
Lay Presenter Weekend
Jan 25/26**

Sample Prayer of the Faithful

For our Church of northeastern Kansas, that through our generous support of the *Archbishop's Call to Share*, we may continue the work of Christ on Earth.

Pulpit Announcement

A special thank you to _____ who provided a personal witness as to how your gift to the *Archbishop's Call to Share* supports more than 40 ministries and services in the Archdiocese.

Bulletin/Facebook/Website

Today we want to thank _____ who provided a personal witness as to how your gift to the *Archbishop's Call to Share* supports more than 40 ministries and services in the Archdiocese.

Please join in saying "YES" to supporting the many faithful servants throughout our Archdiocese who continue to provide to the services and ministries. To read more about how ACTS helps others, read the article in *The Leaven* at: www.theleaven.org. Thank you if you have already made your gift to ACTS! If not, please fill out a pledge card today or donate online at: www.calltoshare.org.

Ejemplo de Oración de los Fieles

Por nuestra Iglesia del noreste de Kansas, que a través de nuestro generoso apoyo al *Llamado a Compartir del Arzobispo*, podamos continuar la obra de Cristo en la tierra.

Anuncio del Púlpito

Un agradecimiento especial a _____ quien nos ha dado un testimonio personal acerca de cómo su donativo para el *Llamado a Compartir del Arzobispo* apoya a más de 40 ministerios y servicios en la Arquidiócesis.

Boletín/Facebook/Sitio Web

Hoy queremos agradecer a _____ quien nos dió un testimonio personal acerca de cómo su donativo al *Llamado a Compartir del Arzobispo* apoya a más de 40 ministerios y servicios en la Arquidiócesis.

Por favor únase y diga "Sí" para apoyar a tantos servidores fieles en toda nuestra arquidiócesis que proporcionan continuamente servicios y ministerios. Para leer más acerca de cómo el *Llamado a Compartir del Arzobispo* ayuda a otros, lea el artículo en *The Leaven* en: www.theleaven.org. ¡Muchas gracias si ya ha hecho su donativo a ACTS! Si no, por favor llene una tarjeta de compromiso hoy o done en línea en: www.calltoshare.org.

Task Calendar

Monday, January 27, 2020

- Process any Pledge Envelopes you have received; send them in the prepaid Tyvek envelope
 - Submit your Weekly Report online at www.calltoshare.org
-

Wednesday, January 29, 2020

- Call volunteer(s) to insert Bulletin Flyer for upcoming weekend
-

Thursday, January 30, 2020

- Get the suggested Prayers of the Faithful and pulpit announcement to the appropriate person for Masses this weekend
 - Send out/update electronic communication, i.e., send the *ACTS* video, share the Archdiocesan *ACTS* Facebook posts, etc
 - Stock the pews with In-Pew envelopes and pencils—use volunteers
-

Saturday, February 1, 2020

- Pastor ASK
-

Sunday, February 2, 2020

- Pastor ASK

**Prayers of the Faithful &
Announcements
Weekend of Feb 1/2**

Sample Prayer of the Faithful

For the Church, that through our generous support of the *Archbishop's Call to Share* appeal, we may continue the work of Christ on Earth.

Pulpit Announcement

Each year during the *Archbishop's Call to Share* campaign, we pause and consider all the great things accomplished in the Name of Jesus. We have not yet heard from everyone. If you have not already done so, return your pledge envelope today to the *Archbishop's Call to Share*. All the information you need is in the bulletin and on our website or Facebook page.

Bulletin/Facebook/Website

Each year during the *Archbishop's Call to Share* campaign, we pause and consider all the good that is done because we give: the homeless are sheltered; the elderly are cared for; our seminarians are prepared for future ministry, to name just a few. If you have not already done so, please say "YES" to the *Archbishop's Call to Share* with a gift today. Gifts of any amount are welcome, although if you are not doing so already, please consider a gift of a dollar a day (\$365) or more. Your gift will make much possible. Please fill out a pledge envelope today or donate online at www.calltoshare.org.

Ejemplo de Oración de los Fieles

Por la Iglesia, para que a través de nuestro generoso apoyo al *Llamado a Compartir del Arzobispo*, podamos continuar la obra de Cristo en la tierra.

Anuncio del Púlpito

Cada año durante la campaña del *Llamado a Compartir del Arzobispo*, hacemos una pausa y consideramos todas las grandes cosas que se lograron en el Nombre de Jesús. Todavía no hemos recibido una respuesta de todos ustedes. Si todavía no lo ha hecho, devuelva hoy su sobre de promesa de contribución para la campaña del *Llamado a Compartir del Arzobispo*. Toda la información que necesita está en el boletín y en nuestro sitio web o en la página de Facebook.

Boletín/Facebook/Sitio Web

Cada año, durante la campaña del *Llamado a Compartir del Arzobispo*, nos detenemos y consideramos todo el bien que se ha hecho porque hemos dado; por ejemplo: los desamparados están protegidos. Los ancianos han recibido atención. Nuestros seminaristas están preparados para su ministerio futuro, por nombrar algo de lo realizado. Si aún no lo ha hecho, por favor diga "SI" hoy y haga un donativo al *Llamado a Compartir del Arzobispo*. Los donativos de cualquier cantidad son bien recibidos. Si aún no lo ha hecho, por favor considere un regalo de un dólar al día (\$365) o más. Su donativo hará que todo sea posible. Por favor llene hoy un sobre con su promesa o done en línea en: www.calltoshare.org.

Task Calendar

In-Pew Appeal Weekend

Monday, February 3, 2020

- Process any Pledge Envelopes you have received; send them in the prepaid Tyvek envelope
 - Submit your Weekly Report online at www.calltoshare.org
-

Wednesday, February 5, 2020

- Call volunteer(s) to insert Bulletin Flyer for upcoming weekend
-

Thursday, February 6, 2020

- Get the suggested Prayers of the Faithful and pulpit announcement to the appropriate person for Masses this weekend
 - Send out/update electronic communication, i.e., send the *ACTS* video, share the Archdiocesan *ACTS* Facebook posts, etc
 - Stock the pews with In-Pew envelopes and pencils—use volunteers
-

Saturday, February 8, 2020

- Pastor ASK/IN-PEW WEEKEND
-

Sunday, February 9, 2020

- Pastor ASK/IN-PEW WEEKEND

**Prayers of the Faithful &
Announcements
In-Pew Appeal Weekend
Feb 8/9**

Sample Prayer of the Faithful

For the Church, that through our generous support of the *Archbishop's Call to Share* appeal, we may continue the work of Christ on Earth.

Pulpit Announcement

Each year during the *Archbishop's Call to Share* campaign, we pause and consider all the great things that are accomplished in the Name of Jesus. We have not yet heard from everyone. If you have not already done so, return your pledge envelope today to the *Archbishop's Call to Share*. All the information you need is in the bulletin and on our website or Facebook page.

Bulletin/Facebook/Website

Each year during the *Archbishop's Call to Share* campaign, we pause and consider all the good that is done because we give: the homeless are sheltered; the elderly are cared for; our seminarians are prepared for future ministry, to name just a few. If you have not already done so, please say "YES" to the *Archbishop's Call to Share* with a gift today. Gifts of any amount are welcomed, although if you are not doing so already, please consider a gift of a dollar a day (\$365) or more. Your gift will make so much possible. Please fill out a pledge envelope today or donate online at www.calltoshare.org.

Ejemplo de Oración de los Fieles

Por la Iglesia para que a través de nuestro generoso apoyo al *Llamado a Compartir del Arzobispo*, podamos continuar la obra de Cristo en la Tierra.

Anuncio del Púlpito

Cada año, durante la campaña del *Llamado a Compartir del Arzobispo*, hacemos una pausa y consideramos todas las grandes cosas que se realizan en el Nombre de Jesús. Todavía no hemos recibido una respuesta de todos. Si aún no ha hecho su compromiso, por favor hágalo hoy y devuelva su sobre del *Llamado a Compartir del Arzobispo*. Toda la información que necesita está en el boletín, en nuestro sitio web o en la página de Facebook.

Boletín/Facebook/Sitio Web

Cada año, durante la campaña del *Llamado a Compartir del Arzobispo*, hacemos una pausa y consideramos todo el bien que se hizo con nuestras contribuciones: Hemos dado cobijo a los desamparados, los ancianos son atendidos, nuestros seminaristas están preparados para el ministerio futuro, por nombrar sólo algunos de los logros obtenidos. Si aún no ha hecho su compromiso, por favor diga "SÍ" al *Llamado a Compartir del Arzobispo* y haga una donación el día de hoy. Los donativos de cualquier cantidad son bien recibidos. Si aún no lo ha hecho, por favor considere donar un dólar al día (365\$) o más. Su donativo hará posibles. Por favor llene hoy un sobre con su promesa o done en línea en: www.calltoshare.org.

Task Calendar

Monday, February 10, 2020

- Process any Pledge Envelopes you have received; send them in the prepaid Tyvek envelope
 - Submit your Weekly Report online at www.calltoshare.org
-

Wednesday, February 12, 2020

- Call volunteer(s) to insert Bulletin Flyer for upcoming weekend
-

Thursday, February 13, 2020

- Get the suggested Prayers of the Faithful and pulpit announcement to the appropriate person for Masses this weekend
 - Send out/update electronic communication, i.e., send the *ACTS* video, share the Archdiocesan *ACTS* Facebook posts, etc
 - Stock the pews with In-Pew envelopes and pencils—use volunteers
-

Saturday, February 15, 2020

- Pastor ASK
-

Sunday, February 16, 2020

- Pastor ASK

**Prayers of the Faithful &
Announcements
Weekend of Feb 15/16**

Sample Prayer of the Faithful

For the Church, that through our generous support of the *Archbishop's Call to Share* appeal, we may continue the work of Christ on Earth.

Pulpit Announcement

Your gift to the *Archbishop's Call to Share* is still needed! Thank you to all who have responded to the needs of our Church in northeastern Kansas through the 2020 *Archbishop's Call to Share* appeal. One person or parish could not possibly accomplish all that needs to be done for over 40 ministries and services of the *Archbishop's Call to Share*. We are called to "Return His First Fruits"!

Bulletin/Facebook/Website

Your gift to the *Archbishop's Call to Share* is still needed! Thank you to all who have responded to the needs of our Church in northeastern Kansas through the 2020 *Archbishop's Call to Share* appeal. One person or parish could not possibly accomplish all that needs to be done for more than 40 ministries and services of the *Archbishop's Call to Share*. We are called to "Return His First Fruits"! Gifts of any amount are welcome, although if you are not doing so already, please consider a gift of a dollar a day (\$365) or more. Your gift will make so much possible. Please fill out a pledge envelope today or donate online at www.calltoshare.org.

Ejemplo de Oración de los Fieles

Por la Iglesia, para que a través de nuestro generoso apoyo al Llamado a Compartir del Arzobispo, podamos continuar la obra de Cristo en la Tierra.

Anuncio del Púlpito

¡Todavía se necesita tu donación *al Llamado del Arzobispo a Compartir!* Gracias a todos los que han respondido a las necesidades de nuestra Iglesia en el noreste de Kansas a través del *Llamado del Arzobispo a Compartir del 2020*. Una persona o parroquia no podría lograr todo lo que se necesita hacer por los más de 40 ministerios y servicios del *Llamado a Compartir del Arzobispo*. ¡Estamos llamados a "Corresponderle Con Los Primeros Frutos"!

Boletín/Facebook/Sitio Web

¡Todavía se necesita tu donación *al Llamado del Arzobispo a Compartir!* Gracias a todos los que han respondido a las necesidades de nuestra Iglesia en el noreste de Kansas a través del *Llamado del Arzobispo a Compartir 2020*. Una persona o parroquia no podría lograr todo lo que se necesita hacer para más de 40 ministerios y servicios del *Llamada del Arzobispo a Compartir*. ¡Estamos llamados a "Corresponder con los Primeros Frutos"! Se aceptan donativos de cualquier cantidad. Si aún no lo ha hecho, por favor considere donar un dólar por día (365\$) o más. Por favor llene un sobre de compromiso hoy o done en línea en www.calltoshare.org.

Pledge Processing Guide

PROCESS GIFT ENVELOPES—INCLUDING IN-PEW ENVELOPES

The following steps should be completed by the Parish Appeal Coordinator and other staff or volunteers prior to sending the gift envelopes to the bank lockbox for the Office of Stewardship & Development.

Sort into the following categories:

A) Gift Envelopes (Pledges only, Pledges with checks, Pledges with Credit Card Information, Check Gifts, Credit Card Gifts, Cash Gifts)

Envelopes with a check or credit card information - ensure that the amount on the “Amount Enclosed” line matches the check amount. Make sure that the check is attached behind the card with a paper clip or staple. Bundle with a rubber band.

 <p>ARCHBISHOP'S CALL TO SHARE Archdiocese of Kansas City in Kansas 12615 Parallel Parkway Kansas City, Kansas 66109 Phone: 913-647-0325 www.calltoSHARE.org</p> <p>[Name] [Address Line One] [Address Line Two] [City State Zip] [Preferred e-mail] [Parish Name]</p> <p>[ID #] [Mail Code] [Audience Code]</p>	<p style="text-align: center;">AN INVITATION TO MAKE YOUR GIFT TODAY</p> <p style="text-align: center;">2020 ARCHBISHOP'S CALL TO SHARE</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 30%;">Gift Plan</td> <td style="width: 35%;"></td> <td style="width: 35%;"></td> </tr> <tr> <td></td> <td style="text-align: center;">10 Payments</td> <td style="text-align: center;">4 Payments</td> </tr> <tr> <td><input type="checkbox"/> \$2,500</td> <td style="text-align: center;">\$250</td> <td style="text-align: center;">\$625</td> </tr> <tr> <td><input type="checkbox"/> \$1,500</td> <td style="text-align: center;">\$150</td> <td style="text-align: center;">\$375</td> </tr> <tr> <td><input type="checkbox"/> \$1,200</td> <td style="text-align: center;">\$120</td> <td style="text-align: center;">\$300</td> </tr> <tr> <td><input type="checkbox"/> \$1,000</td> <td style="text-align: center;">\$100</td> <td style="text-align: center;">\$250</td> </tr> <tr> <td><input type="checkbox"/> \$ 800</td> <td style="text-align: center;">\$ 80</td> <td style="text-align: center;">\$200</td> </tr> <tr> <td><input type="checkbox"/> Other \$ _____</td> <td></td> <td></td> </tr> </table> <p><input type="checkbox"/> The gift amount checked above is 1% of my/our annual income.</p> <p>Total Gift: \$ _____ Amount Enclosed: \$ _____ Balance Due: \$ _____</p>	Gift Plan				10 Payments	4 Payments	<input type="checkbox"/> \$2,500	\$250	\$625	<input type="checkbox"/> \$1,500	\$150	\$375	<input type="checkbox"/> \$1,200	\$120	\$300	<input type="checkbox"/> \$1,000	\$100	\$250	<input type="checkbox"/> \$ 800	\$ 80	\$200	<input type="checkbox"/> Other \$ _____		
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<input type="checkbox"/> \$ 800	\$ 80	\$200																							
<input type="checkbox"/> Other \$ _____																									

Payment by:
 Check Credit Card/EFT (See back)
 I prefer to remain anonymous.

Balance payable in:
 10 payments
 4 payments
 Other: _____

Please make checks payable to **Archbishop's Call to Share**. Visit www.calltoSHARE.org for online giving options.

<p>FOR EFT OR CREDIT CARD PAYMENTS</p> <p>Please arrange for my/our Archbishop's Call to Share appeal gift to be paid in:</p> <p>10 monthly payments of \$ _____</p> <p>4 monthly payments of \$ _____</p> <p>One-time payment of \$ _____</p> <p>Other: _____</p> <p>Complete the transaction on the: <input type="checkbox"/> 5th <input type="checkbox"/> 20th of the month</p>	<p><input type="checkbox"/> Electronic Funds Transfer from checking account (Please attach a voided check and sign below)</p> <p><input type="checkbox"/> Credit Card (We accept Visa, MasterCard, American Express and Discover)</p> <p>Card Number _____</p> <p>Expiration Date (Month/Year) _____</p> <p>Cardholder Name _____</p> <p>Phone Number _____</p> <p>Signature/Date _____</p>
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Pledge Processing Guide

Envelopes with cash - Ensure that the amount enclosed matches the amount indicated on the “Amount Enclosed” line and write “CASH” next to the amount on the pledge card. Deposit all cash in your parish account, then write a parish check payable to the “**Archbishop’s Call to Share**” (this also includes any **anonymous cash** donations). On the pledge card, write the parish check number next to the word “CASH.” The parish check needs to be placed on top of the cards that had cash enclosed, and wrap it and the cards with a paper clip or rubber band.

In-Pew Envelopes - Affix the label supplied by the Office of Stewardship & Development to the “Parish Use Only” section that corresponds to the personal information completed by the donor for any in-pew envelope pledges. If no label exists and the donor *is* registered in your parish, write “New” in that section and write in your parish name. If the donor *is not* registered, please indicate “Visitor” in that section. Do not include that pledge information in your parish report totals.



Note

NOTE: If you receive a check without an envelope, please fill out an in-pew envelope for them. Include donor name, address, and parish name for the donor, and affix the corresponding label.

Name(s) _____ Address _____ City _____ State _____ ZIP _____ Phone _____ Email _____ Parish _____ <div style="text-align: center; border: 1px solid black; padding: 2px;">THIS AREA FOR PARISH USE ONLY</div> Make checks payable to: Archbishop's Call to Share	Yes! I/we will contribute the following in support of the many ministries of the Archdiocese of Kansas City in Kansas for 2020. Total Gift \$ _____ Amount Enclosed \$ _____ Balance Due \$ _____	Payment Method: <input type="checkbox"/> Check <input type="checkbox"/> Electronic Funds Transfer (include voided check) <input type="checkbox"/> Credit card <input type="checkbox"/> 10 monthly payments of \$ _____ <input type="checkbox"/> 4 quarterly payments of \$ _____ <input type="checkbox"/> One-time payment of \$ _____ Complete the transaction on the: <input type="checkbox"/> 5th <input type="checkbox"/> 20th of the month Card Number _____ Expiration Date (Month/Year) _____ Cardholder Name _____ Signature/Date _____
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Open all gift envelopes and verify that any enclosed payments match the information on the “Amount Enclosed” line.

B) Zeros/“Amen”/Blank Envelopes (Refusals)—For those envelopes indicating a zero or blank gift, please count them and bundle with a rubber band.

For payments on existing pledges, please wrap these payments with a paper clip or rubber band and do not count them in your weekly report.

Data Entry & Reports

DATA ENTRY and REPORTS

Reports should be sent prior to Wednesday at 9:00 am each week to be included in the weekly Parish Progress Report published by the Office of Stewardship & Development.

Online form (fillable—no need to send a copy with your envelopes)

- Enter Parish Name
- Enter Your Name
- Enter Week
- Enter Number of Gift Envelopes
- Enter Total Amount of Gifts
- Enter Number of Zero Pledges

The screenshot shows a web form titled "PARISH WEEKLY REPORTING" from the Archdiocese of Kansas City in Kansas. The form includes a dropdown menu for "Parish", text input fields for "Your name" and "Your Email", a dropdown menu for "Week", and three more text input fields for "Number of Pledge Cards", "Pledge Amount", and "Number of Zero Pledges". A "Submit" button is located at the bottom right of the form area. The page also features a navigation menu with links like "HOME", "DONATE NOW", "ABOUT ACTS", "CROSIER SOCIETY", "VINEYARD SOCIETY", "PARISH RESOURCES", and "CONTACT US". A sidebar on the left lists "PARISH RESOURCES" such as "Archbishop's Call to Share" and "Pastor's Tasks". The footer contains "Quick Links", "Your Support Matters", and contact information for the Office of Stewardship and Development.

Place all processed pledge envelopes with their check payments in the prepaid Tyvek business envelopes provided by the Office of Stewardship & Development and send to the ACTS lockbox. You can include any additional pledge payments as appropriate. Send the in-pew envelopes to the lockbox within a week of the in-pew appeal.

DO NOT USE the gift total from the Parish Progress Report published by the Office of Stewardship and Development. DO USE the totals from your most recent weekly report.

Best Practices for a Successful Campaign

#1 ASK

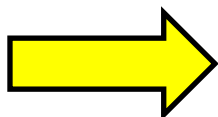
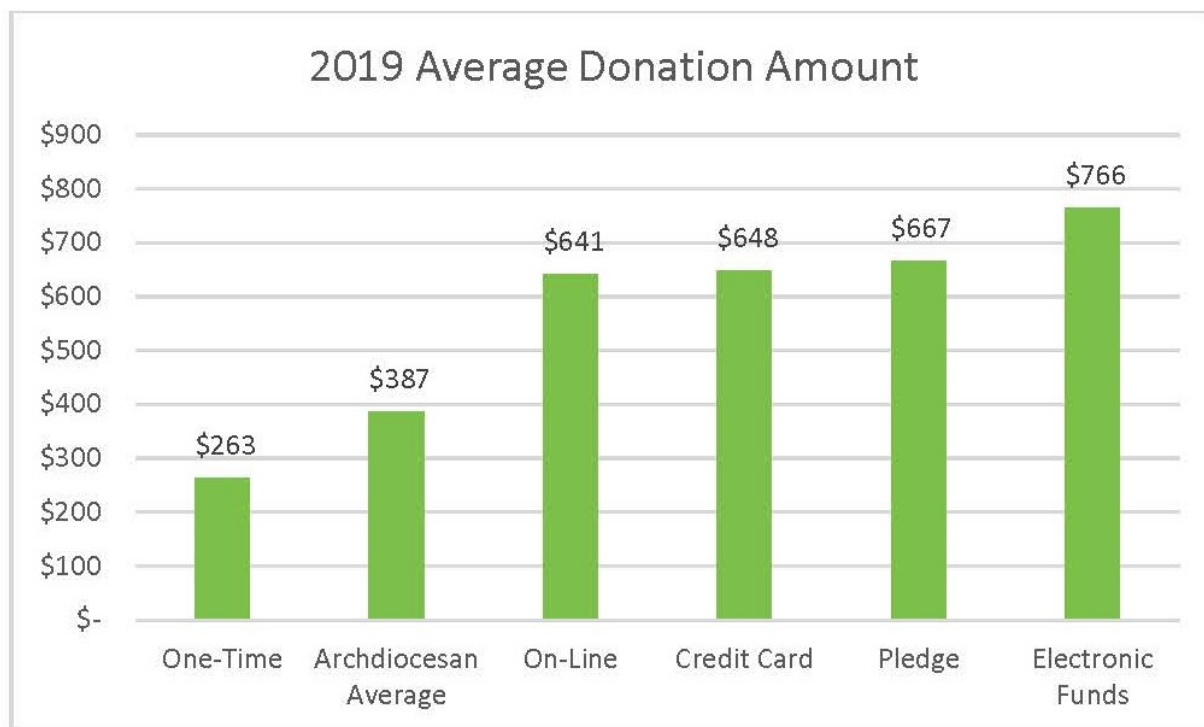
- From the beginning, tell your parishioners you seek their participation
- ASK on ALL FOUR ACTS weekends
- Announce that the Archdiocesan average is \$362.00 (or use your parish average, if higher)
- Acknowledge the lapsed and non-givers—ask them to take a step this year and donate a small amount
- Target & announce a 5% participation increase goal
- ASK parishioners to consider “\$1 a day” (\$365 total)
- Encourage participation during Mass (smartphone & in-pew envelopes—stock the pews with pencils and envelopes)
- Encourage use of in-pew envelopes if a parishioner hasn't yet received their letter in the mail
- Don't answer for your parishioners!

#2 WITNESS SPEAKER

- The Witness Speakers paint a picture for the parishioners by focusing on a ministry(s) people will remember
- The Witness Speaker tells how the parish benefits in some way (schools, building projects, evangelization, our religious, and more)
- The Witness Speaker story motivates parishioners to give and encourages those that have not given to the Appeal before to say 'yes' this year . With a strong presentation and ASK, parishes have GREATER RESULTS!

Best Practices for a Successful Campaign

3 ENCOURAGE WAYS TO GIVE



www.calltoshare.org/donate—Add this link to your parish website!



Your Parish Goal

Your Parish *Archbishop's Call to Share* (ACTS) Goal has been set . Please see the Parish Weekly Report at www.calltoshare.org on the home page.

The *Archbishop's Call to Share* Appeal team is committed to helping parishes understand their goal and their importance in funding the ministries of the wider Church in northeastern Kansas.



The Archdiocesan Goal

Goal: \$5,622,750

The goal for the *Archbishop's Call to Share* this year is to raise \$5,622,750 for the Archdiocesan subsidy budget for the fiscal year 2020—2021.

The goal of the \$5,622,750 combines the totals of all parish goals. The only way this amount of money can be raised in a four to six week period is to encourage people to pledge a certain amount of money and then pay it over several months.

ACTS is the major way in which the Archdiocese raises money for its ministries and services. Over the last 10 years, thousands of Catholics have contributed millions of dollars to the ministries and services of the Archdiocese through this Appeal.