



John 15:5

“God has called all of us to a relationship with Him as members of our Diocesan Catholic Community. We are the collective branches of faith connected to Jesus Christ.”

Bishop Arthur N. Tafoya

2008 PARISH DMF RESOURCE MANUAL

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LET US PRAY



God, Who provides All Things:

Thank you for teaching me
to be generous as you have
been generous with me.

Thank you for showing me
that all I am and have
are gifts from you, Lord,
and are meant to be shared.

Show me through joys of generosity,
help me to understand that others,
perhaps unknown to me,
depend on me for help.

Remind me that my world,
my parish, my diocese, needs "Good Samaritans"
to heal the wounds of our times.

Make me a gift to others

In Your Name.

AMEN

Bishop

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Msgr. Marvin Kapushion ~ St. Aloysius, Rye

Reverend Edmundo Valero ~ St. Joseph, Grand Junction

INTRODUCTION

When we recognize our unity with Christ and with one another, we share life and faith and continue to make the mission and ministry of Jesus come alive among us today.

All of our efforts as Church should be patterned upon the ministry and mission of Jesus Christ and the Gospel shared by the Roman Catholic Church as a whole. A pattern, clearly set forth at the Second Vatican Council by the combined bishops of the Church in union with the Holy See, flows from a tradition as old as the Catholic Church itself, namely, that the mission or work of the Church is carrying forward the mission of Jesus Christ Himself. Indeed, the missions are one and the same, for at its deepest level the Church is mysteriously identified with Christ: "I am the Vine, you are the branches" (John 15:5).

This year's DEM theme "I am the Vine...You are the Branches ~ Yo soy la vid...Ustedes son las ramas" calls us to the threefold mission of Jesus Christ. The early mission of Jesus was to:

*Proclaim the Good News of God's saving love for all people,
Establish a prayerful community of believers,
Give practical expression to the Gospel by serving the needs of others, thereby
witnessing to the reality of God's saving love.*

We have been fortunate enough to have the DMF since 1966. In celebrating our 42nd year of the DMF, it is just as important as it always has been. The funds from the Diocesan Ministry Fund all many ministries to thrive and in some cases simply survive in our parishes. The DMF benefits each person in the diocese either directly or indirectly in the communities in which we live.

The DMF does for us what our individual parishes cannot do by themselves. The DMF is a source, a resource of providing spiritual needs in our diocese. These spiritual needs, these ministries are many and varied. Many of the programs and events offered to you in your parish are the direct result of coordination with the Diocese.

You are encouraged to share your message confidently and boldly ~ you are not alone in doing this ~ God is with you every step of the way. Be open and aware of how God is at work in your life and calling you, calling all of us, to use our talents, our creativity, our enthusiasm, our dedication to be willing to assume a posture of trust in each other and a belief in the power of the Holy Spirit working among us.

CAMPAIGN MATERIAL CHECKLIST

The Diocesan Ministry Fund Office has supplied your parish with the following campaign materials:

- ✿ 2008 Parishioner Giving Report
- ✿ Combined Brochure / Pledge Card / Prayer Intention for each household
- ✿ Instruction for payments made by Automatic Withdrawal
- ✿ Instruction for payments made by Credit Card
- ✿ Posters and Leadership Manual Covers
- ✿ Final Report and Report Checklist
- ✿ A DVD presenting the new DMF name & the current campaign
- ✿ A CD with the Parishioner Giving Report (in excel), Parishioner Mailing Labels, Final Report and Report checklist; Clip Art for your parish bulletin; the Campaign Resource Leadership Manual; Automatic Withdrawal / Credit Card Consent Forms.



If any of the materials listed are missing from your DMF bag please utilize the CD to reprint any materials you need or contact the DMF Office ASAP so we can re-supply your parish.

DMF Office (800) 354-2729 or (719) 544-9861 Ext. 144 or by e-mail

jchavez@dioceseofpueblo.com

DATES TO REMEMBER

January 13	DMF La Junta Deanery Meeting/Dinner - St. Francis de Sales in Lamar
January 14	DMF Grand Junction Deanery Meeting/Dinner - St. Mary's in Montrose
January 15	DMF Durango Deanery Meeting/Dinner - St. Columba in Durango
January 16	DMF Alamosa Deanery Meeting/Dinner – St. Joseph, Monte Vista
January 17	DMF Pueblo/Trinidad Deaneries Meeting/Dinner – St. Pius X, Pueblo

February 2 – 3	<p>Read the Bishop's Letter/Homily at all masses.</p> <p>Display the DIOCESAN MINISTRY FUND poster around your parish</p> <p>DMF Bulletin and pulpit announcements</p>
February 4	Review Pledges received over the weekend and record returns

February 9 – 10	<p>Announce Results To-Date.</p> <p>Bulletin, Pulpit Announcements</p>
February 11	Review Pledges received over this last week and record returns

February 16-17	Announce Updated Results: Continue solicitation
February 18	Review Pledges received over this last week and record returns

February 23 – 24	<p>Bulletin, Pulpit announcements</p> <p>Announce Updated Results. Continue Solicitation.</p>
February 25	Review and Record Remaining Returns.

Monday, March 3	<p>Final Report Due to the DMF Office</p> <p>Parish Checklist, Pledge Envelopes, Pledge Report, Parish Check</p>
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February 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2 DMF General Solicitation Begins
3 GENERAL SOLICITATION BEGINS Read Bishop's Letter Show DVD DMF Homily	4 Review And Record Returns	5	6 ASH Wednesday	7	8	9
	DMF Brochures/Pledge Cards Mailed to Households					
10 Bulletin & Pulpit Announcements <i>Announce Results To-Date</i> Continue Solicitations	11 Review And Record Returns	12	13	14	15	16
17 Bulletin & Pulpit Announcements <i>Announce Results To-Date</i> Continue Solicitations	18 Review And Record Returns	19	20	21	22	23
24 Bulletin & Pulpit Announcements <i>Announce Results To-Date</i> Continue Solicitations	25 Review And Record Returns	26	27	28	29	Mar 1
Mar 2	Mar 3 Pledge Reports Due in DMF Office					

FREQUENTLY ASKED QUESTIONS

WHAT IS A DIOCESE?

When we talk about our “Diocese” we shouldn’t speak as if it were someone outside of our parish family. The “Diocese” is inclusive of all the 100,000 plus Catholic households in our 73 parishes and missions, including our Catholic Schools, Catholic Charities, and the Catholic Pastoral Center offices that come together under the leadership of Bishop Tafoya to create the Diocese of Pueblo.



I GIVE TO MY PARISH - IS IT STILL IMPORTANT TO GIVE TO THE DIOCESAN MINISTRY FUND?

The programs of our local parishes are very important because much of the work of the Church and the diocese take place within the parish community. But, there are certain specialized services for which the diocese has to take responsibility like Seminarian and Diaconate Formation. These are services no one parish can provide.

The DMF also supports many of the programs and services that train catechists, youth ministers and other staff and volunteers. This training and education are funded through the DMF. Without these people the services they willingly provide our parishes would not be the same.

WHAT DOES THE DIOCESE ACTUALLY DO FOR MY PARISH?

Your parish is the primary source of spiritual, educational, and social service. However, there are some services that are beyond the reach of any one parish; they are better provided on a regional - diocesan wide basis. If the Diocesan Ministry Fund did not exist a huge burden would be placed upon the parishes.

It would be impossible for an individual parish to duplicate the scope of ministries and services provided by the diocese. The DMF allows the diocese to coordinate these programs, eliminate duplication of services and save both time and money.

GIVE to the
Most
High
as he has

GIVEN

to you, and as
generously
as you can afford.

Sirach 35:12

Your DMF Gifts at Work...

PARISH SERVICES

Ecumenical Outreach
Tribunal
Consultation of Building Projects
Liturgy Consultation and Training
Parish Council Formation
Stewardship
Information Systems
Webmaster
The Chronicle of Catholic Life

PASTORAL LIFE PROGRAMS

Ministry Formation
Catechesis
Family Life
Evangelization
Immigrant & Hispanic Ministries
Social Justice
Prison Ministry
Worship and Spiritual Life
Catholic Schools

CATHOLIC CHARITIES

Adoption and Decision Making
Services
Bright Beginnings Home
Visitation Services
Clinical Services
Money Management Programs
Immigrant Resources

PROGRAM MANAGEMENT & SUPPORT

Legal Affairs
Archives
Financial & Accounting
Payroll
Insurance and Benefits
Long Range Development
DMF Administration
Human Resources
Computer/Technical Services

BISHOP'S MINISTRIES

Deans
Deanery Coordinators
Campus Ministries
Missions
Diocesan Directory
Resource Center
Deacons
Seminarians



DIOCESAN MINISTRY FUND (DMF) PURPOSE

The primary purpose of our annual appeal – *Diocesan Ministry Fund*, is to support the departments, programs, and ministries necessary for the operation and administration of our Diocese. These diocesan offices are available to all parishes and missions. With this in mind, a secondary purpose of our appeal is to make the diocesan services better known and present to the pastors and their parishioners in order for all to benefit from them.

The *DMF* is necessary because there are needs in this Diocese that require centralized, unified direction ~ needs that cannot be effectively fulfilled by either the individual or by the local parish. These centralized departments and programs also help to keep costs down by eliminating duplication of efforts.

It is the *DMF* which is the major source of revenue for the Diocese. The Church of Pueblo, under the direction of Bishop Arthur N. Tafoya, is able to reach across parish boundaries through programs and services in the areas of Worship and Prayer, Christian Education, Christian Service, and Church Administration, among others. Fulfillment of these responsibilities by the Bishop of Pueblo continues to be made possible through the on-going and generous response of our people to the *Diocesan Ministry Fund*.

Our Diocese is a union of seventy-three parishes and missions, presided over by our bishop and organized to fulfill Christ's mission. The work of Christ is done predominantly at the local level by parishes, but there are many tasks which require the administration and efforts of the larger Church, the Diocese of Pueblo.

THE DIOCESAN BUDGETING PROCESS

All diocesan department heads are requested to submit a proposed budget for the forthcoming fiscal year. The directors are required to show good stewardship in formulating their departmental budgets. Budgets are based on actual expenditures not on the previous years' budgeted amount.



Every Penny Counts

These budgets are compiled by the Director of Business and Finance and then presented to the Diocesan **Finance Advisory Council (FAC)**. The Finance Advisory Council evaluates each budget and makes a recommendation to Bishop Tafoya to approve, disapprove, or to make changes in the budget. The Finance Advisory Council is made up of Diocesan staff, clergy and laity throughout the Diocese.

2008 CAMPAIGN GOALS

DIOCESAN GOAL

The *Diocesan Ministry Fund* appeal is the principal source of operating revenue for the Diocese of Pueblo. The budgetary process takes place prior to the onset of the campaign. Therefore, meeting the *DMF* goal becomes all the more critical in the fiscal operation of the budget.

This year the *DMF* goal is \$2,345,386

The pledge period is 10 months – from March 2008 – January 2009.

HOW THE PARISH GOALS ARE ASSESSED

The 2007 parish and mission goals were calculated on a formula basis. Parish goals are calculated using the average from the most current three years of net ordinary income and then multiplying that average by twenty-five percent (25%). The objective in setting goals in this manner is to provide more equity and balance for all parishes and missions.

(Parish and mission goals for this year's DMF were calculated using the net Ordinary income from fiscal year's, 2004-2005, 2005-2006 and 2006-2007)

INDIVIDUAL GOALS

These are the most important, because it's the giving of individuals that makes the attainment of parish goals and the diocesan goal possible. For the past forty-two years, the goal of 1% per annual household income has not changed.

The overall objective in personal giving is equal generosity (or sacrifice), but not equal amounts. This is best achieved by each person giving according to his or her means using one percent (1%) as the suggested guideline.

CASH REBATE POLICY

Parishes and missions exceeding their goals in payments are rebated 100% of the amount over their goal.

How We Live Is Our Gift To God

10 COMMANDMENTS FOR A SUCCESSFUL APPEAL

10. USE THE LEADERSHIP RESOURCE MANUAL

- ~ Follow the timeline in the Manual
- ~ Show the DMF DVD at all masses or having in showing in your parish hall after mass during coffee & donuts
- ~ Send all of the recommended letters including the follow-up letters, personalized for your parish (these are included in this manual)
- ~ Use the bulletin inserts to educate and inform your parish family
- ~ Educate parishioners early and often through announcements, posters, banners etc.
- ~ Use the in-pew card each weekend of the drive in February to make it easy to respond

9. ANSWER THESE QUESTIONS

- ~ How is this one Diocesan wide campaign part of our parish stewardship efforts?
- ~ Who are we helping and what ministries are supported?
- ~ How can we put a human face on the appeal? (Tell the DMF story through a speaker from your parish family)
- ~ Where does the money go? (Review the **Allocations Chart** so that you can answer questions.

8. BE PERSISTENT

- ~ Follow up with parishioners who have not made a gift through letters and/or personal contact
- ~ Keep asking until you get an answer – remember that “No” is an answer
- ~ Celebrate your progress. Post the parish goals and report results for both the financial and participation goal.
- ~ It is important to thank everyone who participates.

7. MAKE IT EASY

- ~ Fill out the pledge cards – step-by-step at Masses.
- ~ Use the In-Pew solicitation with cards and pencils in the pews – this generates a great response
- ~ Do the In-Pew solicitations on all four commitment weekends in February

6. ENCOURAGE DIFFERENT WAYS TO GIVE

- ~ The pledge card lists a number of ways to give: making a one-time gift, making a pledge, using a credit card, automatic withdrawal from a checking or savings account.
- ~ Include a collection at Spanish Masses for those who may prefer not to fill out a donor card but want to give to the DMF.

10 COMMANDMENTS FOR A SUCCESSFUL APPEAL - CONTINUED

5. ASK!

- ~ Realize that people give to those who ask. Not asking is the number one reason nationally why people don't give.
- ~ Tell them what participation is needed to make your parish goal.
- ~ Ask for an increase of their last year's gift if their finances permit.
- ~ Remember to ask until you get an answer.

4. IDENTIFY PROGRAMS

- ~ Identify a DMF organization or project that parishioners can relate to locally, envision and embrace.
- ~ Remember that DMF funded programs help all of us either directly or indirectly ~ we are all connected to the Vine that is Christ.

3. DEMONSTRATE A POSITIVE ATTITUDE

- ~ Energize your parish by giving them a convincing reason to give.
- ~ Address any concerns directly and immediately.
- ~ Include witnesses from your parish family if they participate in any of the ministries and organizations funded by the DMF or know someone who has benefited.

2. INCLUDE GREAT PEOPLE ON YOUR TEAM

- ~ Include the right people
- ~ With the right talents
- ~ In the right place
- ~ At the right time
- ~ Share the information provided in this manual - remember you are either the funnel or the cork in this whole process.

1. REMEMBER...WE ARE THE BRANCHES THAT BEAR THE FRUIT FOR OUR PARISH, FOR OUR DIOCESE

- ~ Remind your parishioners that we are the bearers of the fruit of the vine with a need to share the gifts that God has given us.
- ~ Ask everyone in the parish to participate this year.
- ~ Share with them that every dollar makes a difference to our ministries and programs.
- ~ Ask them to commit to pray for those in need using the prayer intention card. This is a great way for those unable to donate to the Appeal to participate.
- ~ Recognize and thank those who participate in all ways from the pulpit and in the bulletin.

KEYS FOR CREATING A SUCCESSFUL PARISH DMF TEAM

☛ People who feel *inspired* to give, give generously and share in the happiness of all blessings derived from their generosity.

☛ People who feel *obligated* to give, give sparingly and begrudge their gift.

*As parish leaders, you have the power to inspire people to participate
by focusing on the good their gifts will do.*

☛ The single most important key to a successful *Diocesan Ministry Fund* appeal is the strong and enthusiastic support of the pastor/parish administrator. Leadership in any organization begins at the top. If the pastor or pastoral coordinator is lukewarm or hesitant in his/her support of the *DMF*, it will be obvious to most parishioners.

Parishioners will follow your example regarding the *DMF* campaign. If you are supportive and enthused about the appeal, they will be inclined to follow your lead. As parish leaders you serve as the primary motivators for the parish and the key source of inspiration for parishioners and lay leaders as well.

☛ Inspire Parishioners

- Use the campaign materials provided by the Diocese to involve parishioners.
- Develop a committed enthusiastic volunteer base.
- Share stories of individuals who have been touched by diocesan ministries in order to put a human face on the appeal.

☛ What to avoid

- Don't apologize for the *DMF* Appeal.
- Don't portray the *DMF* Appeal as a trial or misfortune that must be endured.

*Give parishioners reason to feel good about the work accomplished through their combined gifts, and they will enjoy their giving by feeling connected to the good works that the *DMF* supports.*

☛ Pastor/Parish Administrator and the Chairperson

- Work closely together to ensure that the program is well planned and executed. Be personally involved and committed to the success of the campaign.
- **Recruit** enough volunteers to ensure a smooth running program, and that no one person carries the whole burden. **Educate** these volunteers - share the information you've been given - remember you are either the funnel or the cork in this whole process.
- **Promote** the campaign through the use of bulletin and other publications announcements, pulpit announcements, and by displaying the *DMF* posters.
- Provide parishioners many opportunities to learn how the *DMF* funds are used by the Diocese, and the benefits the parish receives from the programs and events supported by their *DMF* gifts.
- Ensure that all parishioners have multiple opportunities to make a gift to the campaign, and how important his/her gift is to the success of the entire campaign.
- Have a "follow-up" plan to contact parishioners who did not make a pledge during the campaign time frame.
- Set a parish goal for pledges, and remember to also set a participation goal.

PASTOR'S ROLE

The role of the pastor is paramount to the successful conduct of the *Diocesan Ministry Appeal*. Your leadership starts the campaign on time and follows the progress of the *DMF* to its conclusion. The first ingredient that you must have is a healthy and supportive attitude for the *DMF*.



There is no replacement for you, the spiritual leader of your faith community. Your support of *DMF* and its mission is vital to the fulfillment of that mission. It is you who must motivate your parishioners to support the *DMF*.

THE PASTOR

1. Is responsible for conducting an annual *DMF* campaign.
2. Selects the lay leadership to act as the appeal Chairperson(s), Secretary, and volunteers in his parish according to the prescribed plan.
3. Speaks in support of the Diocese of Pueblo from the pulpit. Your personal endorsement is the single most important part of a successful parish campaign.
4. Utilizes prepared campaign material – *DMF* pledge envelopes, bulletin announcements, homilies, prayers of the faithful – when appropriate during the appeal.
5. Provides enough opportunities for all parishioners to make a gift to the annual appeal and encourages utilization of the pledge program.
6. Pursues follow-up activities until the campaign concludes and ALL parishioners have been contacted, using Participation Sundays, door-to-door, direct mail, and a phone campaign.



CHAIRPERSON'S ROLE

This position has been created to coordinate the efforts of a lay committee and thereby assure the highest degree of success will be attained. .

The person appointed as Chair is responsible for the following operations within the campaign and for assisting the Pastor:

1. In the enlistment of committee members
2. By briefing committee members on the plan of action for solicitation.
3. To make certain that every adult parishioner has the opportunity to participate in the appeal.

CAMPAIGN STRATEGY

We encourage you to offer your parishioners some guidelines for giving. Most people want to know what is expected, where their gift will fit, etc. Proportionate giving is the key. We want to ask people to give in proportion to the gifts God has given them.

Some giving guidelines to adopt are these:

1. Most families do not find a gift of \$100 - \$200 excessive when divided into 4 or 10 payments. Encourage pledging.
2. We must broaden our base of support. It is essential that every member of the clergy play an important part in helping to raise our participation levels. Stress participation to your parishioners.
3. On the pledge form, you will see a suggested guideline for generosity as reproduced below. We ask that you emphasize this as often as possible and reproduce it as necessary.

2008 DMF GIVING GUIDE

Pledge	4 Payments <i>Apr, Jun, Oct, Jan</i>	10 Payments <i>Mar - June</i>
\$25	6.25	2.50
\$50	12.50	5.00
\$100	25.00	10.00
\$250	62.50	25.00
\$500	125.00	50.00
\$750	187.50	75.00
\$1000	250.00	100.00
\$1500	375.00	150.00
\$2000	500.00	200.00



CLERICAL DETAILS

THE SUCCESS OF THE *DMF* **DIOCESAN MINISTRY FUND** DEPENDS IN GOOD MEASURE UPON THE PERSON OR PERSONS DOING THE CLERICAL WORK AT THE PARISH LEVEL.

The purpose of these instructions is to acquaint the parish business manager, parish secretary and/or campaign volunteers who will be handling these details to prepare the necessary materials and information **on time**. Should any questions arise, contact the *Diocesan Ministry Fund* Office at:

719-544-9861 ext. 144 or 800-354-2729 ext. 144



1. **One of the key tools your parish has been given is a CD with pertinent information copied onto it. The information on the CD is specific to your parish or mission. On your CD you will find:**
 - a. The Parish Census/Pledge Roster. It is one in the same form – there are not two separate lists. It has been created on an Excel spreadsheet.
 - b. You have been provided with mailing labels already printed out for you to use. On that CD is the database specific to your parish and the template already set up in Word for you to do a Mail Merge to create more mailing labels as you need them.
 - c. You will find a copy of this parish manual on your CD. Please print out as many copies as you need for your parish staff and DMF committee volunteers who need access to this information.
 - d. You will find clip art pertaining to this years’ campaign for your church bulletins
 - e. You will find extra authorization forms for both Automatic Withdrawal and Credit Card payments for your parishioners should they choose to make their payments using either of these options.
 - f. A copy of the Parish Leadership Manual cover for you to print out as you need to.

2. The PARISH CENSUS has been included in your packet of information and has been copied onto your parish CD. Please make sure that this census roster is updated with any name changes; add spouses; correct addresses; correct titles; correct spelling. The roster looks like this:

ID	Primary Addressee	Preferred Address	City State	ZIP	DMF Pldg	DMF Pmnt	Balance
133941	Sacred Heart Parish	513 E Aspen Ave	Fruita, CO	81521-2307	\$ -	\$ -	\$ -
147959	2008 ANONYMOUS	1001 N. Grand Ave	Pueblo, CO	81003	\$ -	\$ -	\$ -
34525	Ms. Mary Ann Allen	PO Box 5	Loma, CO	81524-0005	\$ -	\$ -	\$ -
31003	M/M Don & Irene Almond	3057 Purdy Mesa Rd	Whitewater, CO	81527-9677	\$ -	\$ -	\$ -

3. Labels are provided and are to be affixed to returned pledges. The labels are in alphabetical order by Last Name and arranged three columns across and 10 rows down:

137596	B09B	147959	B09B	39325	B09B
Our Lady of Sorrows Parish		2008 ANONYMOUS		Ms. Shirley Barnes	
PO Box 451		1001 N. Grand Ave		PO Box 160	
Nucla, CO 81424-0451		Pueblo, CO 81003		Nucla, CO 81424-0160	

4. It is **very important** that you use these labels. Each label has the parishioners DMF identification number in the upper left hand corner of the label. Your parish DMF identification number is in the upper right hand corner of the label. These two numbers are vital because:



- a. By having the parishioners DMF ID# helps in avoiding data entry errors at the DMF Office level. Otherwise it becomes necessary to do a time consuming manual search in the system by Last Name, First Name and/or Address in order to identify the correct parishioner to enter their pledge and payment information. **WE WILL RETURN ANY PLEDGE PACKETS TO ANY PARISH SENDING IN THEIR PLEDGE CARDS WITHOUT THESE LABELS.** This will result in delaying the first pledge reminder mailing.
- b. The parish ID number helps to identify and verify where the parishioner is registered and again aids in data entry error.


Please adhere the appropriate label to the corresponding pledge cards in the upper right hand corner marked "For Office Use Only". Do not adhere the labels to any other location on the card. For example:

<input checked="" type="checkbox"/> I have paid my pledge in full. <input type="checkbox"/> I will pay my pledge in installments. Please send me <input type="checkbox"/> Quarterly <input type="checkbox"/> Monthly reminders. <input type="checkbox"/> I authorize the Diocese of Pueblo to automatically withdraw <input type="checkbox"/> Quarterly <input type="checkbox"/> Monthly payments from my <input type="checkbox"/> Checking Account <input type="checkbox"/> Savings Account. Bank Name _____ Bank Transit # _____ Bank Account # _____ Please process on the <input type="checkbox"/> 1st Monday of the month <input type="checkbox"/> 3rd Monday of the month Signature _____ <small>(Attach a voided check)</small>	Name <u>John Califano</u> Address <u>16</u> 5233 City/State/Zip <u>M/M John A. Califano</u> <u>1632 Gaylord Ave</u> Donor Phone <u>Pueblo, CO 81004-2627</u> Name of Parish _____ Town/City of Parish <u>Pueblo, CO.</u> Donor Signature <u>John Califano</u> <div style="border: 1px solid black; padding: 5px; text-align: center;"> Please detach and place in envelope or pledge online at www.bishopdiocesanfund.org. </div>
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By placing your label incorrectly three things happen:

- a. We cannot tell if Mr. Califano has a new address or not.
- b. We cannot tell if their names have been misspelled in the database and need to be corrected.
- c. We cannot tell what parish he is supporting with his DMF Pledge.
- d. We also cannot read his phone number.

5. If you receive an anonymous donation without a pledge card please fill one out and mark it anonymous and put the name of your parish and your town or city on the card. An anonymous donation made without parish identification simply goes into a general anonymous DMF account.
6. Please make sure that the pledge cards are filled out correctly and clearly. Be particularly careful to see that zeros and decimal points and are accurate and clear so that \$200 does not become \$2.00 or vice versa.

Total Gift / Total de Donacion <input style="width: 50px;" type="text"/> Amount Paid Today / Cantidad Adjunta... <input style="width: 50px;" type="text"/>	 For Office Use Only
Select Payment Method / Forma de Pago	
1 <input type="checkbox"/> Payment Enclosed / Pago Ajusto	Name / Nombre _____
2 <input type="checkbox"/> Monthly (10 months, April-January) Mensual (10 meses, abril-enero) <input type="checkbox"/> <u>Please send reminders / Termino de Pago</u>	Address / Direccion _____ City / Ciudad _____
3 <input type="checkbox"/> Quarterly (April, July, October, January) Trimestral (abril, julio, octubre, enero) <input type="checkbox"/> <u>Please send reminders / Termino de Pago</u>	State / Estado _____ Zip /Codigo Postal _____
4 <input type="checkbox"/> Credit Card (over) / Tarjeta de Credito (ver reverso)	Phone / Telefono _____
5 <input type="checkbox"/> Automatic Withdrawal (over) Retire Automatico de Cuenta Bancaria (ver reverso)	Parish / Parroquia _____ City of Parish / Ciudad de Parroquia _____
<input type="checkbox"/> I am unable to pledge at this time. I will pray for the success of the 2008 DMF.	Donor's Signature / Firma del Donante _____

7. _____

For example:

To share ³⁰⁰ in the work of Christ, I make the fo

TOTAL GIFT \$ 300 - PAYING NOW \$ 300

I have paid my pledge in full.

I will pay my pledge in installments.
 Please send me Quarterly Monthly reminders.

This was difficult to determine if this was a \$300.00 pledge; a \$350.00 pledge or a \$360.00 pledge. We were able to go to the Pledge Report to see the amount of the actual pledge.

8. Please make sure that the total amount of down payments indicated on the pledge form equal the total amount in cash and checks by your donors.
9. By using the Pledge Report Excel spread sheet your totals will automatically be calculated for you. This is a tool to help you reconcile your report. Please add up the totals on the pledges made, the amounts paid as down payments add up to the total on the spreadsheet. Send in one parish check for all monies received. Include your calculator tape with the Final Report.

10. Simply put ~ Your attention to the details on the pledge cards is so very important. Please make sure all numbers are legible – the pledges, down payments, credit card numbers, savings account numbers, checking account numbers for automatic withdrawal. If you can't read them, we won't be able to either.

11. Please treat this confidential information as if it were your own. Lock this information up in a safe place. Do not leave it lying around on your desk or work areas for anyone to come by and take any of this information down. We use these same precautions at the Diocese.

Payment Method 4 ~ Credit Card/ Método de Pago 4 ~ Tarjeta de Crédito

Please make a one-time charge of \$ _____ to my credit card.
 Por favor de cargar a mi cuenta solamente una vez \$ _____

Please charge my credit card \$ _____ each month until my pledge is complete.
 Cargue por favor mi tarjeta de crédito \$ _____ cada mes hasta que mi promesa sea completa.

Preferred day for credit card transaction: 1st Monday of the month/ Primer lunes del mes
 Día preferido para el cargo a la tarjeta de crédito: 3rd Monday of the month/ Tercer lunes del mes

____ - ____ - ____ - ____ - ____ - ____ - ____ - ____

Visa MasterCard Discover American Express Expiration Date/ Fecha de Espiración _____
 Month/Year mes/año

Signature/ Firma _____



Payment Method 5 ~ Automatic Withdrawal (PLEASE ATTACH A VOIDED CHECK)
Método de Pago 5 ~ Retiro de fondos automático (POR FAVOR DE INCLUIR UN CHEQUE ANULADO)

Please automatically deduct \$ _____ each month from my bank account until my pledge is complete.
 Por favor descuenta automáticamente \$ _____ cada mes de mi cuenta bancaria hasta que mi promesa sea completa.

Preferred day for automatic deduction: 1st Monday of the month/ Primer lunes del mes
 Día preferido para el descuento automático 3rd Monday of the month/ Tercer lunes del mes

 Checking Savings Acct. No. Número de cuenta de ahorros corriente

Signature/Firma _____

12. If they are paying by automatic withdrawal please do make sure there is a Voided check attached to this pledge form.

13. The DMF office will audit all returns. Please include your final report with the pledge forms in alphabetical order and a copy of the Excel Pledge Report.

Pastoral and Administrative Tools



DMF Diocesan Ministry Fund 2008

I FIND GOD IN OTHER PEOPLE...



P

Parish support is critical in order to ensure the success of the 2008 *Diocesan Ministry Fund* annual appeal.

L

Let's all pitch in as one parish family to make our goal and help the thousands of lives that are touched by the ministries and services provided by the **DMF**.

E

Education, ministries, and services all receive funding as a result of your generous contributions to the *Diocesan Ministry Fund*.

D

Determination to share in the 2008 \$2,345,386 Diocesan goal.

G

Giving generously to this year's appeal enables us to grow in our understanding of what it means to be good Christian Stewards.

E

Every family will receive a pledge envelope. Please complete your pledge during the campaign time frame (February 2, 2008 through February 29, 2008.)



Diocesan Ministry Fund (DMF) **Prayers of the Faithful**

One or more of the suggested intentions list below may be selected and used for the DMF weekends as you feel appropriate.

- ❑ That God may bless our parish and Diocese, strengthen our faith and grant us the spirit of Christian stewardship by opening our hearts to the *Diocesan Ministry Fund* ... we pray to the Lord.
- ❑ That we may recognize the blessings that flow from our practice of Christian stewardship in support of the *Diocesan Ministry Fund* ... we pray to the Lord.
- ❑ That we may know in our hearts that You are the Vine, O Lord, and we are the branches; that just as the vine nourished the branches, so we are nourished by Your Church. May we heed the call to nourish one another through the *Diocesan Ministry Fund* ... we pray to the Lord.
- ❑ That we may recognize our need to give of what we have to help others, to return to God through our Diocesan Ministry Fund a portion of what God has given to us ... we pray to the Lord.
- ❑ That we may realize that we touch many lives through the Diocesan Ministry Fund by sharing our gifts ... we pray to the Lord.
- ❑ For all those served by our support of the Diocesan Ministry Fund that they may know the power of Christ's message of love ... we pray to the Lord.
- ❑ That we may respond generously to the Diocesan Ministry Fund as faithful stewards of God's many gifts... we pray to the Lord.
- ❑ That the Diocesan Ministry Fund may be successful in our parish and throughout the Diocese as we continue to do God's work together ... we pray to the Lord.
- ❑ That we may come to full realization for what it is to be generous, and that we may share in our gifts through the Diocesan Ministry Fund ... we pray to the Lord.
- ❑ May our sharing of our financial gifts through the Diocesan Ministry Fund help to bring peace and justice to the world ... we pray to the Lord.

Scriptural References to Giving



❧ Old Testament ❧

“But who am I, and who are my people, that we should contribute so freely? For all things come from you, and of your own have we given you ... O Lord our God, all this abundance that we have brought together to build you a house in honor of your holy name comes from you and is entirely yours.”

1 Chronicles 29:14-16

“All tithes from the land, whether the seed from the ground or the fruit from the tree, are the Lord's; they are holy to the Lord.” *Leviticus 27:30*

“Set apart a tithe of all the yield of your seed that is brought in yearly from the field ... so that the Lord, your God may bless you in all the work that you undertake.”

Deuteronomy 14:22 & 29

“The measure of your own free-will offering shall be in proportion to the blessings the Lord, your God, has bestowed on you... no one shall appear before the Lord empty handed, all shall give as they are able, according to the blessing of the Lord your God that he has given you.”

Deuteronomy 16:10, 16-17

“When you have come into the land that the Lord, your God, is giving you as an inheritance to possess, and you possess it and settle in it, you shall take some first fruits of the various products of the soil which you harvest from the land that the Lord your God is giving you ... and you shall put it in a basket ... you shall go to the priest ... (who will) set in it front of the altar of the Lord, your God.”

Deuteronomy 26:1-5

“Honor the Lord with your wealth, and with the first fruits of all your produce; then will your barns will be filled with plenty, and your new wine vats will be bursting with wine.”

Proverbs 3:9

“Some give freely, yet grow all the richer; others withhold what is due, and only suffer want. A generous person will be enriched, and one who gives water will get water..”

Proverbs 11:24-25

“In generous spirit pay homage to the Lord, by no sparing of free-will gifts. With every gift show a cheerful face, and dedicate your tithe with gladness. Give to the Most High as he has given to you, and as generously as you can afford, for the Lord is one who always repays, and He will repay you sevenfold.”

Sirach 35:7-10

“Will anyone rob God? Yet you are robbing me! But you say, ‘How are we robbing you?’ In your tithes and offerings! You are cursed with a curse, for you are robbing me ~ the whole nation of you! Bring the full tithe into the storehouse, so that there shall be food in my house, and thus put me to the test, says, the Lord of Hosts: See if I will not open the windows of heaven for you and pour down for you an overflowing blessing.”

Malachi 3:8-10

✎ New Testament ✎

“Give and gifts will be given to you; a good measure, packed together, shaken down, and overflowing, will be poured into your lap For the measure with which you measure will in return be measured out to you.” *Luke 6:38-39*

“In every way I have shown you that by hard work of that sort we must help the weak, and keep in mind the words of the Lord Jesus who himself said, ‘it is more blessed to give than to receive.’” *Acts 20:35*

“I...urge you to live in a manner worthy of the call you have received, with all humility and gentleness with patience, bearing with one another through love, striving to preserve the unity of the spirit through the bond of peace; one body and one Spirit...one Lord, one faith, one baptism.” *Ephesians 4: 1-5*

“We have gifts that differ according to the grace given to us: prophecy, in proportion to faith; ministry in ministering; the teacher in teaching; the giver, in generosity; the compassionate in cheerfulness. *Romans 12:6-8*

“For we are God’s servants, working together.” *1 Corinthians 3:9*

“He who sows sparingly will reap sparingly, and he who sows bountifully will reap bountifully. Each must do as already determined, without sadness or compulsion, for God loves a cheerful giver. Moreover, God is able to make every grace abundant for you, so that in all things, always having all you need, you may have an abundance for every good work.” *2 Corinthians 9:6-8*

“It is appropriate for you who began last year not only to do something but even to desire to do something~ now finish doing it, so that your eagerness may be matched by completing it according to your means. For if the eagerness is there, the gift is acceptable according to what one has~not according to what one does not have....it is a question of fair balance between your present abundance and their need. *2 Corinthians 8:10-14*

“Above all, maintain constant love for one another for love covers a multitude of sins. Be hospitable to one another without complaining. Like good stewards of the manifold grace of God, serve one another with whatever gift each of you has received.” *1 Peter 4:8-10*

“Do not lay up for yourselves an earthly treasure. Moths and rust corrode; thieves break in and steal. Make it your practice instead to store up heavenly treasure which neither moths nor rust corrode nor thieves break in and steal. Remember, where your treasure is there your heart is also. No man can serve two masters. He will either hate one and love the other or be attentive to one and despise the other. You cannot give yourself to God and money. I warn you, then; do not worry about your livelihood, what you are to eat or drink or use for clothing? Is not life more than food? Is not the body more valuable than clothes? The unbelievers are always running after these things. Your heavenly Father knows all that you need. Seek first His Kingship over you, His way of holiness, and all take care of itself. Today has troubles enough of its own.” *Matthew 6:19, 24-25, 32-34*

“It cannot be like that with you. Anyone among you who aspires to greatness must serve the rest; whoever wants to rank first among you, must serve the needs of all. The Son of Man has not come to be served but to serve – to give his life in ransom for the many.” *Mark 10:43-45*

Parables of Jesus Dealing with Money and Possessions

The Two Debtors (Luke 7:41-43)

The Hidden Treasure (Matthew 13:44)

The Costly Pearl (Matthew 13:45)

The Unmerciful Servant (Matthew 18:23-35)

The Good Samaritan (Luke 10:25-37)

The Friend at Midnight (Luke 11:5-8)

The Rich Fool (Luke 12:16-21)

The Barren Fig Tree (Luke 13:6-9)

The Tower Builder (Luke 14:28-30)

The King Contemplating a Campaign (Luke 14:31-33)

The Lost Sheep (Luke 15:3-7)

The Lost Coin (Luke 15:8-10)

The Prodigal Son (Luke 11:32)

The Unjust Steward (Luke 16:1-7)

The Rich Man and Lazarus (Luke 16:19-31)

The Unjust Judge (Luke 18:1-8)

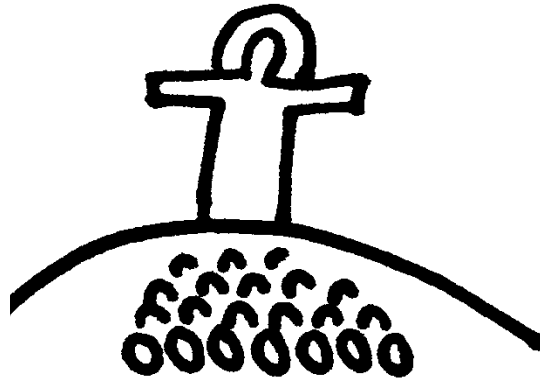
The Pharisee and the Tax Collector (Luke 18:9-14)

The Wicked Tenants (Luke 12:1-12; 12:42-46; Matthew 21:33-46)

The Servant Entrusted with Supervision (Matthew 24:45-51; Luke 12:42-46)

The Talents (Matthew 25:14-30; Luke 19: 12-27)

Sheep and Goats (Matthew 25:31-46)



SAMPLE PARISH LETTER ANNOUNCING DIOCESAN MINISTRY FUND

Date

Name

Address

City, State, Zip

Dear,

On Sunday, February , each family in our parish will have the opportunity, once again, to share in our work with the wider Church in the southern half of Colorado through the *Diocesan Ministry Fund*.

Last year our parishioners participated with an average pledge of \$_____. Our parish goal this year is \$ _____. **My hope is that every parishioner will make a pledge this year.**

I ask you to consider responding with the same spirit of generosity by pledging the same amount or even increasing your pledge, as our parish is trying to raise an additional amount of \$ _____ for our special project to (insert project here)_____. If we all participate, we can meet the needs of the wider Church while at the same time fund our parish projects. Please make your decision this week. Fill out your pledge envelope and return it to the parish on Commitment Sunday, _____, or any Sunday throughout the campaign. If possible use the suggested pledge payment plan, and spread your payment out over several months.

Thank you for your continued support of the many ministries made possible because of your pledge to the *Diocesan Ministry Fund*.

Sincerely yours in Christ,

Pastor

SAMPLE PARISH FOLLOW-UP LETTER

Date

Name

Address

City, State, Zip

Dear,

On the weekend of February 2-3, parishioners were asked to contribute to the *Diocesan Ministry Fund* 2007. Today I am writing to ask that you prayerfully consider a gift to the *DMF* and return the enclosed pledge envelope. Funds raised through the appeal help our diocesan church family continue its many needed services and programs. Additionally, your gift can directly help our parish's education and formation ministries. We are able to receive a 100% rebate from the Diocese for all gifts over our goal.

At this time we have received responses from *(fill in % or number of households who have responded)* of our parishioners. Our goal is to contact all members of our parish and ask for their participation and financial support.

I invite you to consider a pledge that you can pay over a 10-month period.

Also enclosed with this pledge envelope is a prayer intention card so that your prayers may be shared in faith with the Bishop. A gift to the *DMF* is one important way you can participate in the work of our Church family on a wider scale.

Yours in Christ,

Pastor

SAMPLE PARISH FOLLOW-UP (TO INDIVIDUALS WHO HAVE NOT YET COMMITTED)

Date

Name

Address

City, State, Zip

Dear,

We would like to take this opportunity to inform you that the *Diocesan Ministry Fund* 2008, conducted in our parish this past month, is moving forward. Thus far ___% of our parishioners have pledge \$_____ toward our parish goal of \$_____. We still need \$_____ to meet our goal.

We have not yet heard from you. We hope that you will make a pledge and thus contribute towards the needs of our Church family. Your pledge of any amount will be gratefully received and deeply appreciated. Your generosity at this time will help support our many diocesan ministries and services.

Enclosed you will find a pledge envelope for the *Diocesan Ministry Fund* 2008. Please return it as soon as possible, either to the collection basket or by mailing it. May your generosity at this time be a sign of your own understanding of the words from scripture, "As each one has received a gift, use it to serve one another."

Sincerely yours in Christ,

Pastor

Chairperson

Enclosure

P.S. Thank you for your help. We need your pledge.

SAMPLE PARISH FOLLOW-UP LETTER (TO THOSE WHO HAVE NOT YET COMMITTED.)

Date

Name

Address

City, State, Zip

Dear,

A few weeks ago you were invited to contribute to the *DMF* - the *Diocesan Ministry Fund* 2008 for our Diocese. I was counting on the people of our parish then, and I continue to do so. To date (name of parish) has a total of \$_____ pledged from (# of pledges) households or individuals.

I realize that you have limitations on your resources. Yet, if we continue to share our love and our concern for the work of the Church, many who need us will continue to be served. All of our programs need your help. Please consider this letter a cordial reminder. Grateful and mindful of all the support we have received in the past, I want to express my complete confidence in your generosity again this year.

I ask and urge you to make a commitment today. Your help will be deeply appreciated, and I am sure your gift will give you a warm and wonderful feeling. Thank you for what you have done in the past and for your willingness to give this appeal attention and response. I look forward to hearing from you. Please complete the enclosed envelope and return it by (date).

With personal good wishes, I remain,

Sincerely in the Lord,

Pastor

SAMPLE PARISH FOLLOW-UP LETTER (TO INDIVIDUALS WHO HAVE NOT COMMITTED)

Date

Name

Address

City, State, Zip

Dear,

I need your help. (Name of Parish) has set a goal of 100% participation for this year's *Diocesan Ministry Fund* here in the Diocese of Pueblo. Our hope is that every parishioner or every parish household will fill out and return a pledge envelope. Since we have not yet received your pledge envelope, and in the event you may have misplaced it or did not receive it originally, we have enclosed another. If you choose to pledge, please return this form to the parish by (date), either through the collection basket or by mailing it directly to the *Diocesan Ministry Fund* office in the enclosed envelope.

It is my sincere wish that you will consider a gift to help us reach our goal for this appeal. Of course, I realize that circumstances may prevent some of you from making a pledge at this time. Gifts of prayer, time and talent are considered gifts as well.

The *Diocesan Ministry Fund* gives our parish an opportunity to share in the cost of providing ministries, services, and programs that may directly or indirectly benefit our parish or the people of our parish. However, you can be assured that it provides the kind of help and guidance to those in need, which is difficult for an individual parish to provide.

Please help us reach our 100% participation goal. Thank you for everything you do for (Name of parish). May God continue to bless you and your loved ones.

Gratefully in Christ,

Pastor

SAMPLE PARISH FOLLOW-UP LETTER

(TO INDIVIDUALS WHO HAVE NOT COMMITTED REFERENCING PHONE FOLLOW-UP)

Date

Name

Address

City, State, Zip

Dear,

We have a very ambitious goal for our parish's *Diocesan Ministry Fund* 2008, but we can't reach it without your help. We would like to receive a pledge envelope from every household in our parish that would give us 100% participation. This annual fund drive raises the money our parish contributes as our fair share of the funding of several diocesan programs and services, which benefit our parish, and all Catholics of the southern/western half of Colorado. Furthermore, all money contributed over our parish goal is returned, 100%, to us for our own parish programs and services!

Since we have not yet received your pledge envelope, I've enclosed one and ask you to please consider making a pledge of any amount to help us reach our goal. I realized that your circumstances may not allow you to make a large pledge, or indeed, any pledge this year. So even if you cannot give, fill out your prayer intentions, put a zero on the "Total Pledge" line, then complete and return your card in the enclosed envelope so we can reach the full participation goal I mentioned above. Drop it in the mail today or return it in the collection Mass at this coming weekend. And please pray for the success of our campaign and our parish.

Thank you for considering my plea and for your support of our parish. May God continue to bless you and your loved ones.

Gratefully yours in Christ,

Pastor's Name

SAMPLE PHONE FOLLOW-UP LETTER

Date

Name

Address

City, State, Zip

Dear Friends in Christ,

A few weeks ago you received a letter from Bishop Tafoya asking for your support to the *Diocesan Ministry Fund* 2008. Would you please take a few moments to consider a gift this year?

Your gift helps support many ministries throughout our Diocese. While we have needs in our own parish, we also have a call to help support our Catholic brothers and sisters ~ our Catholic family ~ in parishes throughout our Diocese.

With \$_____ already received in cash and pledges and more than _____ families participating, our *DMF* program is well on its way to success. However, there is still more work to be done, as our goal is to attain 100% participation.

As your Pastor, I personally support the *Diocesan Ministry Fund*. Will you join me and the rest of our parish family in sharing a portion of the blessings God has entrusted to each of us? I would ask that you consider giving what you can.

I am grateful for all you do for our parish and pray that God continues to bless you and your loved ones.

Sincerely yours in Christ,

Pastor or Parish Administrator

SAMPLE THANK YOU LETTER

Date

Name

Address

City, State, Zip

Dear,

I would like to personally thank you for all that you do to help our parish and our Diocese.

Your gift to the *Diocesan Ministry Fund* helps to reflect Christ's love to many people whose lives are touched by the ministries and services of this Diocese.

Because of your generosity, we are able to make an impact in the lives of thousands of our diocesan brothers and sisters. The enthusiastic response of so many is a wonderful testament to how we reach out to others. It gives me confidence that we will continue to journey in faith and grow in understanding of what it means to be a fruitful branch on the Vine.

Thank you again for all of your continued support of these ministries. May the Lord bless you and your loved ones.

Yours in Christ,

Pastor

DIOCESE OF PUEBLO

DIOCESAN MINISTRY FUND

2008

*Conducting the
Parish Personal Solicitation*

**EVERY ADULT MEMBER OF THE DIOCESE OF PUEBLO
IS A PROSPECTIVE CONTRIBUTOR**

NO ONE SHOULD BE OVERLOOKED

PLEDGE ENVELOPES - The *DMF* Office has also printed your 2007 Parish List for this year's appeal. Please make any additions and deletions directly on the list. The 2008 list includes parishioners' previous years' contributions.

CLERGY GIFTS may be made directly through the Parish. The names of all the priests should have been included on the Parish Membership List. Parish Committees sometimes fail to contact their priest(s), sisters and Religious Communities.

IT IS THE PRIMARY FUNCTION OF EVERY PARISH COMMITTEE TO ASSURE THE DIOCESAN COMMUNITY THAT THE MEMBERS OF EACH HOUSEHOLD WITHIN THEIR BOUNDS HAVE BEEN CONTACTED INDIVIDUALLY AND GIVEN THE OPPORTUNITY TO CONTRIBUTE.

*The immediate objective must be to inform the laity as to the necessity for their involvement, to organize the committee, and to continue to motivate and encourage all prospective contributors to support The **Diocesan Ministry Fund** in accordance with the suggested standard for giving (1% of annual household income).*

This campaign policy has been instituted to attain the highest degree of success possible each year so that the ongoing programs of the diocese may be funded as budgeted. Cooperating promotes unity of action, which is essential in successful fund-raising appeals.

THE PARISH COMMITTEE

GENERAL CHAIRPERSON

This position has been created to coordinate the efforts of a lay committee and thereby assure that the highest degree of success will be attained.

The person appointed as General Chairperson is responsible for the following in the operation of the campaign:

Assist the Pastor:

1. In the enlistment of the necessary number of committee members.
2. By briefing committee members on techniques to be employed during solicitation.
3. In making sure there are enough campaign materials and that they are prepared and distributed properly.
4. To make certain that every adult parishioner has the opportunity to participate in the appeal.

ASSOCIATE CHAIRPERSON

Work with the General Chairperson and assume all duties in the event he or she is absent.

1ST ASSOCIATE CHAIRPERSON - COMPLETION COMMITTEE AND AUDITING CHAIRPERSON

This individual is appointed to assume the responsibility of auditing returns and the coordinator of the COMPLETION COMMITTEE.

Duties - Assist the General Chairperson and Pastor:

1. In reviewing all pledge envelopes returned without contributions as a result of incomplete and unsuccessful calls.
2. In determining which prospects should be revisited on basis of initial contact.
3. By selecting a core of committee members to make recalls.
4. By following up on the results of the recalls and classifying by reason prospects who did not contribute.
5. By supervising proper reporting procedures and accountability of the monies received.

2ND ASSOCIATE CHAIRPERSON - SPECIAL GIFTS CHAIRPERSON

This individual is appointed to assume the responsibility for an effective solicitation of SPECIAL GIFTS AND PROSPECTS (Businesses, Organizations, Professional People, Societies, and Clubs).

Duties - Assist Pastor:

1. With compiling the Special Gifts Prospects lists.
2. With selecting members for this committee.
3. With arranging for assignment of Special Gifts envelopes.
4. With coordinating solicitation.
5. With receiving reports from committee members.

TEAM CAPTAINS

Captains should be selected on the basis of their ability to get the job done. They are to enlist three Team Members each and are responsible for the assignment and return of their team's contribution envelopes.

TEAM MEMBERS

These are men and women who will play the major role in determining the success of the DMF appeal. They look to their Priests, Chairpersons, and Team Captains for instructions as to what to do, and for the inspiration to carry out the solicitation effectively.

The number of committee members that are needed depends on the size of the parish membership and its geographical make-up. One for every five or six prospects will eliminate burdening of any one person. A Committee Member can solicit much more effectively if he or she has only a few calls. Solicitation instructions are printed in this guide.

ORGANIZATIONAL POINTERS

Team Captains should be enlisted by the Chairperson and the Associates after the parishioners recommended for this level of organization have been carefully chosen. The parish list should also be reviewed to select the names of additional people to serve in this capacity.

*The key to success is the **personal solicitation** carried out by a committee member visiting fellow parishioners. When there are not enough people working, it means those who are on the committee will be required to make more calls. If a person has too many calls, it permits less time to visit each prospect and requires more time to complete the assignment. The solicitation becomes very impersonal and this in turn may keep the parish from realizing its financial potential.*

PARISH EXECUTIVE COMMITTEE MEETING

(To be held during the week of January 21)

The purpose of this meeting is to plan with the Chair, Associate Chairs, and Team Captains the campaign procedures to be employed for each parish or mission and to complete the enlistment of the Committee Members.

CONSIDER THESE POINTS

1. Physical and geographical arrangements for the thorough solicitation of all prospective contributors within the parish and/or mission.
2. Selection and assignment of SPECIAL GIFTS prospects for solicitation by the Business Committee (Chairperson and Captains). Be sure that these prospects are only asked to give only once, not multiple times.
3. Appoint a completion committee to review "non-contribution" envelopes.
4. Verify the parish list prepared for solicitation. Make any additions and/or deletions that are necessary.
5. Stress the importance of personal house to house solicitation and exceeding the suggested minimum goal set for the parish or mission in paid amounts in order to receive a cash rebate.
6. Strive for contributions based on a suggested gift of 1% of gross annual income and the method of deferred giving.
7. Encourage committee contributions before undertaking the General Solicitation. They set the standard of giving in a parish.
8. Underscore the importance of an effective campaign organization with your parochial leadership. Check over enlistment of Team Captains. Have names available of potential Committee Members. Captains are to enlist four each.
9. Arrange for systematic assignments (sharing work as evenly as possible). Stress the need for complete coverage of the parish.
10. Cover administrative procedures such as secretarial help, meeting facilities, pulpit announcements, and notices for meetings, etc.

It is suggested that the Pastor present the motivational aspects of the appeal and the General Chairperson cover the responsibilities of the Team Captains and Team Members at the next meeting. Go over agenda #2 and #3. Make all necessary preparations.

PARISH EXECUTIVE COMMITTEE MEETING

(To be held during the week of January 28)

The parish Executive Committee (Pastor, Chair and Associate Chairs) should get together prior to this meeting to discuss the best method for assigning the parish list. It is suggested that the contribution envelopes of those to be visited be assigned, either beforehand, or arranged in geographical order in advance of this meeting. Make every effort to take into consideration time and travel entailed when assigning families to committee members.

THE PURPOSES OF THESE MEETINGS:

1. To assign family names from the parish list to the entire committee and to record the names of the committee members taking the envelopes for those specific families.
2. To brief Committee Members who attend the meeting.
3. To encourage the committee to do a thorough and effective solicitation.
4. To explain the method of obtaining contributions, down payments, and reporting.
5. To remind committee members to fill out their own pledge envelopes before calling on their fellow parishioners.

POINTS TO BE COVERED:

1. Go over proportionate giving to sustain the many programs of the Church in the Diocese of Pueblo.
2. Emphasis on contributing 1% of annual income for this appeal to obtain the best possible results. Also, urge committee members to suggest contributions of \$100.00 payable in four \$25.00 installments or ten \$10.00 payments.
3. Stress advantages of deferred giving. Each contributor arranges method of payment with the committee member who calls on him. Payment reminders will be sent from the *DMF* Office April - December for those wishing to contribute monthly or May, August, and November for quarterly reminders.
4. Explain how to fill the contribution form out properly.
5. Set time and place of the first and subsequent parish Report Meetings.
6. Closing remarks (motivational thoughts - CASH REBATE PROGRAM, PARISH RECEIVES 100% OF CASH ONCE DMF GOAL IS REACHED).
7. Assign family names.

These seven points should be covered by the Priest or Chairperson. We advise getting together before the actual meeting and deciding who will elaborate on the topics to be covered. It is suggested the Pastor cover points 1 and 6 and the Chairperson explain 2 through 5. Number 7 is a mechanical procedure.

REPORT MEETINGS

Report meetings should be held in a parish facility of adequate size. Tables should be set up to accommodate the paperwork entailed.

THE PURPOSE OF THE REPORT MEETING:

1. To receive completed returns from the entire committee.
2. To review all non-gift envelopes. Plan to make recalls where another visit could prove worthwhile.
3. To thank all committee members and to remind those who still have visits to make to accomplish the solicitation as soon as possible.
4. To account for each parishioner assigned for solicitation.

*Basically, the method of reporting is simple. Each committee member fills out a REPORT ENVELOPE. When completed, it should be presented to the Team Captain unsealed for audit. When the contents are verified, entries should be made on the Division Report Form. When all Reports are received and totaled, the Chairperson turns over all the Report Envelopes and the Report Forms to the treasurer or auditor. The auditor compiles the parish results and announces the total to the Pastor and the Committee. Arrangements should be made with the parish office. At the end of the campaign, ONE CHECK, representing all monies received, should be drawn and mailed or delivered to **the Diocesan Ministry Fund Office**. Late returns are sent directly to the DMF Office.*

POINTS TO BE COVERED:

1. Check to make sure all **Committee Members** are making their assigned calls and reporting their results.
2. Advise **Committee Members** that the pledge envelopes are to be filled out accurately with changes in spelling and/or addresses properly noted.
3. Make sure all prospects are given the opportunity to contribute. Team Captains should accept only reports of completed calls (those indicating contributions, non-contributions, or moved.)
4. All non-contributions should be reviewed. Recalls should be made where there is no apparent reason for a person not contributing, especially if they have given in the past.
5. Have an ample supply of report envelopes on hand for each meeting.

NOTE: Hold ALL REPORT ENVELOPES until solicitation is complete. If you have to re-audit your totals, these envelopes will serve as a means to verify your figures. Please return all contribution envelopes, a copy of the Parish List, and **ONE CHECK** for all monies received by March 2, 2007, or as soon after that date as possible to the DMF Office.

CLERICAL DETAILS

The success of the *Diocesan Ministry Fund* each year depends in good measure upon the person or persons doing the clerical work at the parish level.

The purpose of these instructions is to acquaint the parish secretary or campaign volunteer(s) who will be handling these details to prepare the necessary materials or information on time. Should any questions arise, contact the *DMF* Campaign Office - (719) 544-9861, ext. 144.

1. The **PARISH MEMBERSHIP LIST** for your parish (or mission) needs to be updated and legible. When making corrections, aside from mailing addresses and zip codes, be sure to supply the proper titles: Mr., Mr. & Mrs., Ms., Dr., etc. and the full name of all those to be added to your master list.
2. The **PARISH APPEAL SCHEDULE** should be prepared to coordinate parish meetings and administrative details. It should be reproduced and given to your committee members
3. The **ORGANIZATION FORMS** will enable you to accurately record the parishioners serving on the committee. In fact, the roster of people serving on the committee should be maintained by saving **ORGANIZATION FORMS** from one year to the next. The Team Captains report all names to the Chairperson to keep forms up to date. The small boxes to the right of each slot on the **ORGANIZATION FORM** can be used to keep a check on meeting attendance and a record of the number of envelopes assigned to a committee people.

THIS IS AN ONGOING PROCEDURE -

ORGANIZATION FORMS SHOULD BE KEPT CURRENT.

4. The **PARISH RETURNS** are to be made on or before March 3, 2008. See Parish Final Report for specifics.

SUGGESTED GUIDELINES

FOR A PERSONAL DMF SOLICITATION

Knowledge and enthusiasm are the motivating aids you need to be an effective solicitor. Realize that YOU actually do help to determine the success of this appeal. Those called upon look to the Committee Member for guidance and information. The personal interest and conviction exhibited by the solicitor encourages people to give generously.

THE FOLLOWING SUGGESTIONS ARE FOR YOUR GUIDANCE:

KNOW THE FACTS

To be an effective committee member, you must have a knowledge of the purposes and mechanics of this campaign. Familiarizing yourself with the Diocesan programs and services supported by this appeal will help you to explain why generous contributions are necessary.

1. MAKE YOUR PERSONAL CONTRIBUTION FIRST

Every committee member receives his/her own envelope among those calls assigned to him/her. In order to present The Bishop's Diocesan Fund sincerely and intelligently to others, it is important that you make your own contribution before asking others to do so. Your personal participation in supporting the Fund will help you encourage others to give accordingly.

2. SEE EVERY PROSPECT PERSONALLY

The importance of this work and the individual charity we seek require that we extend the courtesy of a face-to-face visit. Make every effort to obtain the contribution on the initial visit. If a return call must be made, make an appointment, but do not leave the envelope. Invariably, if the envelope is left, problems arise. **SOLICIT WITH A FELLOW PARISHIONER IF POSSIBLE.**

3. DO NOT PRE-JUDGE

Make no decisions as to a person's ability or willingness to contribute beforehand. Approach each person as a good potential contributor regardless of what you think you know about their circumstances.

4. STRIVE TO BE ENTHUSIASTIC

And try to show it. This is a major diocesan fund-raising campaign. The results of this annual effort determine the scope of the many programs which depend on this appeal as their main source for operational funds. Your own enthusiasm will set a positive tone during the solicitation,

moving those you call to be more receptive to your visit. Always remember people give to people.

5. PERSUADE PEOPLE TO CONTRIBUTE

By reason of your sincere interest, cooperation and sacrifice, it should be relatively easy for you to persuade people to participate and to use the deferred giving plan. Your personal example should go a long way to encourage others to give proportionate contributions.

6. BE POSITIVE IN YOUR PRESENTATION

There is no reason to feel your solicitation is an inconvenience to those you contact. In the spirit of charity, no apologies are necessary. You are doing this for the benefit of all the people in the Diocese of Pueblo.

7. BE A GOOD LISTENER

Allow for a two-way conversation. However, avoid controversy and remember that the purpose of your visit is to obtain a contribution. Thoughts are often expressed by those you call upon which can be used by you to good advantage in your other solicitations. Above all, be discreet in any discussions pertaining to the campaign.

8. KEEP YOUR SIGHTS HIGH

You are not offering your time and energy to be a collector of token gifts. Strive to raise the giving level in accordance with the SUGGESTED MEASURE OF GENEROSITY. Although no specific amount is designated as a minimum, it is suggested that people in moderate circumstances try to give one percent of annual income. To support a whole year's work, annual contributions must be substantial and representative amounts.

9. STOCKS, BONDS AND PROPERTY ARE ACCEPTABLE AS DONATIONS

Aside from cash, there are other means of contributing. If the value of the paper or property being contributed has increased since its original purchase, its current worth is allowable as a deduction in computing federal tax returns. Often there are decided tax advantages in this form of giving. Wills and trust funds are other alternatives. Consult the DMF Office for further information.

CAMPAIGN POLICY

The members of all parishes and missions of the Diocese of Pueblo are called upon by Bishop Tafoya to participate in the 41st annual appeal. In order to bring this about, it will take a united and concentrated effort to reach almost 30,000 households. Parish chairpersons and their associates, in cooperation with their pastors, are to form and organize committees of men and women whose purpose will be to conduct personal solicitations of all wage earning and/or income receiving parishioners.

NO SINGLE PARISH OR MISSION IS AUTHORIZED TO EMPLOY METHODS OTHER THAN THOSE PRESCRIBED FOR CARRYING OUT A PERSONAL SOLICITATION.

A personal solicitation precludes the mailing of pledge envelopes, except in certain individual cases such as that of a parishioner being away for an extended period of time, or to a P. O. Box when no street address is available or as a final attempt to reach a person during the "clean up" phase of the door to door solicitations.

When one or more parishes deviate from the overall plan of campaign, all parishes are adversely affected. This is especially true of those in close proximity to a parish which is not carrying out the solicitation properly. Failure to conform to Campaign Policy is counter productive. Therefore, pastors and chairpersons are urged to adopt approved methods. Adherence to various guidelines and details contained herein and elsewhere will enable each parish and mission to carry out the appeal in the best possible manner for the benefit of all concerned.

IT IS THE PRIMARY FUNCTION OF EVERY PARISH COMMITTEE TO ASSURE THE DIOCESAN COMMUNITY THAT THE MEMBERS OF EACH HOUSEHOLD WITHIN ITS BOUNDS HAVE BEEN CONTACTED INDIVIDUALLY AND GIVEN THE OPPORTUNITY TO CONTRIBUTE.

The immediate objective must then be to inform the laity as to the necessity for their involvement, to organize the committee once again, and to continue to motivate and encourage all prospective contributors to support The Bishop's Diocesan Fund in accordance with the suggested standard for giving (1% of annual income).

This campaign policy has been instituted to attain the highest degree of success possible each year so that the ongoing programs of the diocese may be funded as budgeted. Cooperating toward this end promotes unity of action which is essential in successful fund-raising appeals.