

Retirement Collection 2013

Instruction Guide

for Pastors, Pastoral Leaders and Coordinators



Envelopes for the Collection – have been mailed to the parish directly from the printing service in the quantities you have previously requested. Please put them into your bulletins the weekend before the collection. If you do not stuff your bulletins, then please place the envelopes in the pews the weekend(s) before the collection, and make them available for the weekends following so that parishioners and visitors who are not there for the collection might find them.

Bulletin/Pulpit Announcements/ Intercession and Homily– are included with this packet.

Date of the Collection – December 7-8, 2013

Checks from Parishioners – should be made payable to your parish.

One Check from the Parish – please record all gifts at the parish and send one check from the parish along with the Catholic Foundation remittance form to: P.O. Box **23001**, Green Bay WI 54305-3001.

Using the Catholic Foundation Remittance Form included with this packet, indicate the amount designated for each of the two campaigns: Diocesan Priests' Retirement & National Retirement Fund. If you are using older remittance forms that do not reflect the two campaigns, please be sure to include this breakdown information.

Send **ALL USED COLLECTION ENVELOPES** or a list indicating the donor's name, address and gift amount (reflecting how designated) **to the Catholic Foundation**. A 9x12 envelope is included for this purpose. We ask that you send in your list or the envelopes in a timely manner so that we may properly thank the donors. This thank you will not serve as a receipt.

Posters – are included with this mailing for your parish bulletin board. If you need additional posters, please contact us.

Website Info: www.catholicfoundationgb.org or www.retiredreligious.com

Questions? Debbie Rusch, Ministry Formation Dept., 920-272-8316, drusch@gbdioc.org

For Information regarding additional materials or your parish remittance call:

Tammy Danz, Catholic Foundation, 920-272-8123, tdanz@gbdioc.org