

**Retirement Collection 2014**  
**Instruction Guide**  
**for Pastors, Pastoral Leaders and Coordinators**



**Envelopes for the Collection** – are included with this packet. 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 13-14, 2014

**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.

**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, along with your parish check, in a timely manner so the funds raised may be placed into use for our retired sisters and priests. Please mail these items before March 1, 2015.

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

**Website Info:** [www.catholicfoundationgb.org](http://www.catholicfoundationgb.org) or [www.retiredreligious.com](http://www.retiredreligious.com)

**Questions?** Debbie Rusch, Ministry Formation Dept., 920-272-8316, [drusch@gbdioc.org](mailto:drusch@gbdioc.org)

**For Information regarding additional materials or your parish remittance call:**  
Tammy Danz, Catholic Foundation, 920-272-8123, [tdanz@gbdioc.org](mailto:tdanz@gbdioc.org)

# Promoting the Retirement Collection

## Weekly Checklist

### **One Week before Collection (Dec. 6-7)**

- Display posters in the Church
- Publish first Bulletin Announcement (December 6-7) in weekly bulletin
- Place Collection Envelopes in weekly bulletin or in pews
- Invite a retired Sister or Priest to talk about the Retirement Collection during Mass next week

### **Weekend of Collection (Dec. 13-14)**

- Father or Deacon may utilize Homily Helps in his homily
- Include Intercession for Universal Prayer during Mass
- Utilize the Pulpit Announcement to explain the Collection. Even better, have a retired Sister or Priest speak about the Collection before Mass or after communion.
- Keep Collection Envelopes in pews & direct parishioners to them
- Publish second Bulletin Announcement (December 13-14) in weekly bulletin

### **2<sup>nd</sup> Week of Collection (Dec. 20-21)**

- Publish third Bulletin Announcement (December 20-21) in weekly bulletin
- Mention the Retirement Collection one more time during weekly Pulpit Announcements. Thank parishioners for their gifts.
- Keep envelopes in pews & direct people to them during announcements

### **Before March 1, 2015**

- Mail a check from the parish along with the Catholic Foundation Remittance Form to the Catholic Foundation. Also send all used collection envelopes to the Foundation. *Please send these items in a timely manner to ensure funds may be used by our retired sisters and priests.*