



ARCHBISHOP'S
CATHOLIC APPEAL

Parish Drive Plan

Appeal Contact Information:

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If you require additional copies of this manual,
please contact the Appeal Office
or visit the Archbishop's Catholic Appeal parish portal at:
www.denverparish.org/resources/aca

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2019 APPEAL MASTER CALENDAR

Easter Sunday	April 21
Major Donor Mailing and General Mailing #1	April 22
Announcement Weekend (Divine Mercy Sunday) (pulpit announcement)	April 27-28
Commitment Weekend (video shown)	May 4-5
Follow-Up Weekend (pulpit announcement)	May 11-12
Commitment Weekend and Follow-Up Weekend “In-Pew” Pledge Cards are due at the Appeal Office	May 23
General Mailing #2	June 24
Impact Mailing	September 9
Year-End Mailing	November 4

GENERAL INFORMATION

2018 PLEDGED AMOUNT AND COLLECTED AMOUNT

Pledged Amount	\$10,362,327 (as of March 11, 2019)
Paid Amount	\$10,267,197 (as of March 11, 2019)

PARISH REBATES

2018

- 46 parishes' paid amount exceeded their parish goals and received a 50% rebate.
- 53 parishes' 2018 paid amount exceeded their 2017 paid amount and received a 25% rebate.
- More than \$735,000 was paid in parish rebates during the 2018 Appeal.

2019

- The two-tier rebate policy (25% and 50%) will continue in 2019. The guidelines are as follows:
 - For Parishes That Exceeded their Goal in 2018: Once the 2019 paid amount exceeds their 2019 goal, 50% of additional funds collected will be returned to the parish.
 - For Parishes That Did Not Exceed their Goal in 2018: Once the 2019 paid amount exceeds their 2018 paid amount, 25% of additional funds collected will be returned to the parish. If the 2019 paid amount exceeds their 2019 goal, 50% of additional funds will be rebated to the parish.
- No archdiocesan assessment is made on rebates.
- Rebates are unrestricted.

2019 PARISH AND ARCHDIOCESAN GOALS

- Parish Appeal goals have been calculated at 11.75% (unchanged) of the FY2018 offertory figures.
- The individual parish Appeal goals are listed on pages 13-16 of this manual.

APPEAL VIDEO AND PUBLICITY

2019 COMMITMENT WEEKEND – MAY 4-5

- Please show the 2019 Archbishop’s Catholic Appeal video at all Masses.
- Each video (DVD format) contains an English and a Spanish track. Each track is approximately three minutes in length.
- If you do not think it is feasible to show the video at Mass, please call the Appeal Office at 720.476.7466.

PLEASE NOTE:

In the event of inclement weather – such as the blizzard experienced during Commitment Weekend in 2016 – parishes will be asked to show the video during all Masses on Follow-Up Weekend, May 11-12.

If you need to rent audio/video equipment, below are three vendor options:

Multimedia Audio Visual
303.623.2324

J&S A/V
303.792.5588
(ask for parish discount)

IPG
720.510.3701

PUBLICITY

The Pastor and the Parish Appeal Coordinator are responsible for overseeing Appeal publicity. Below is a list of various options to help publicize the Appeal:

- Parish Bulletin
- Parish Newsletter
- Parish Website
- Parish App
- Text Messaging
- Announcements at Masses

BULLETIN AND INTERCESSIONS

Please include an Appeal announcement in your parish bulletin each weekend and pray for the Appeal in your weekly intercessions. Electronic copies were sent to all pastors in mid-April. If you would like additional copies, please visit the Archbishop’s Catholic Appeal parish portal at: www.denverparish.org/resources/aca.

TITLE	OBJECTIVES	RESPONSIBILITIES	TIME PERIOD COMMITMENT
PASTOR	Lead effort in conducting a successful Appeal at your parish.	<ul style="list-style-type: none"> ● Recruit Parish Appeal Coordinator. ● Assist in recruiting parish Appeal Committee members. ● Read the Appeal pulpit letter at all Masses on Announcement Weekend, April 27-28. ● Make every effort to show the Archbishop Catholic Appeal video (DVD format) at all Masses on Commitment Weekend, May 4-5. ● Read the Appeal pulpit letter at all Masses on Follow-Up Weekend, May 11-12. ● Ensure that the Appeal is mentioned every weekend from the pulpit during the intercessions and cited every weekend in the parish bulletin. 	April – May
PARISH APPEAL COORDINATOR	Work with the pastor and ACA committee members to implement and manage a successful Appeal at your parish.	<ul style="list-style-type: none"> ● Assist your pastor in recruiting parish ACA Committee members. ● Train committee members by using the 2019 Appeal <i>Parish Drive Plan</i>. ● Develop an effective publicity effort which adds regional information to that which has been provided by the Appeal Office. 	April - May

TITLE	OBJECTIVES	RESPONSIBILITIES	TIME PERIOD COMMITMENT
		<ul style="list-style-type: none"> ● Ensure that ACA Committee members are performing their tasks properly and are adequately supported. ● Serve as liaison to the ACA Office. ● Make sure that all pledge cards are received at the Appeal Office by <u>Thursday, May 23.</u> ● Ensure that the Appeal is mentioned every weekend from the pulpit during the intercessions and cited every weekend in the parish bulletin. 	
GENERAL GIFT COORDINATOR	Implement the General Gift (“In-Pew”) Phase of the Appeal during Announcement Weekend, Commitment Weekend, and Follow-Up Weekend.	<ul style="list-style-type: none"> ● Confirm that the Announcement Weekend pulpit letter has been received and ensure that a priest will read it during all Masses on April 27-28. ● Confirm that the video has been received and that it will be shown during all Masses on May 4-5. ● Confirm that the Follow-Up Weekend pulpit letter has been received and ensure that a priest will read it during all Masses on May 11-12. ● Stock your pews with the following: <u>Announcement Weekend</u>: brochures <u>only</u>. <u>Commitment Weekend</u>: “in-pew” pledge envelopes, brochures, and pencils/pens. 	April - May

TITLE	OBJECTIVES	RESPONSIBILITIES	TIME PERIOD COMMITMENT
		<p><u>Follow-Up Weekend</u>: “in-pew” pledge envelopes, brochures, and pencils/pens.</p> <ul style="list-style-type: none"> • Ensure completed “in-pew” pledge envelopes are delivered to the Appeal Secretary immediately for processing. The Parish Appeal Committee should assist in processing “in-pew” donations on Commitment Weekend and Follow-Up Weekend. • All “in-pew” donations must be received at the Appeal Office by <u>Thursday, May 23</u>. 	
<p>APPEAL SECRETARY</p>	<p>Assist in the Appeal’s record keeping and in returning pledges and payments to the Appeal Office by <u>Thursday, May 23</u>.</p>	<ul style="list-style-type: none"> • Please follow the “ACA IN-PEW CAMPAIGN 2019 PROCESSING INSTRUCTIONS” in the next section for specific procedures on auditing <u>CASH</u> donations <u>ONLY</u>. • Please do not mail cash. 	<p>April - May</p>

ACA IN-PEW CAMPAIGN 2019 PROCESSING INSTRUCTIONS

“Loose” Checks in Offertory

Simply band the loose checks, include them at the top of the rubber banded “Envelope with Checks/Money Orders” stack, and insert in the 10” x 13” Tyvek envelope.

There is no need to sort or tally.

The archdiocese can deposit these checks, even if they are made payable to your parish.

“Loose” Cash in Offertory

With two unrelated volunteers:

Set cash into separate denomination stacks.

Complete the “*Loose Cash Donations*” form. Both counters should sign. (A copy of this form is included in this manual.)

Copy the “*Loose Cash Donations*” form. Include the original in a 10” x 13” Tyvek envelope. Retain the copy for your parish files.

Deposit cash into parish bank account and record in parish general ledger similar to a second collection.

Write a parish check for the amount of “Loose Cash” and attach the check to the “Loose Cash” form. **DO NOT MAIL CASH.**

Envelopes with Cash

With two unrelated volunteers:

Remove cash from envelope.

Write the dollar amount, the word “cash,” and your initials on the envelope. (e.g., “\$20/ Cash / D.S.”)

LEAVE THE PLEDGE CARD IN THE ENVELOPE. Why? To ensure these “cash” donors are thanked.

Set cash into denomination stacks.

Complete the “*Envelope Cash Donations*” form. Both counters should sign. (A copy of this form is included in this manual.)

Deposit cash into parish bank account and record in parish general ledger similar to a second collection.

Write a parish check for the amount of “Envelope Cash” and attach to the “Envelope Cash” form. **DO NOT MAIL CASH.**

Copy the “*Envelope Cash Donations*” form. Include the original form, the parish check, and donor envelopes (with pledge cards enclosed) in a 10”x13” Tyvek envelope.

Retain the copy for your parish files.

Envelopes with Checks/Money Orders

LEAVE THE PLEDGE CARD AND THE CHECK/MONEY ORDER IN THE ENVELOPE AND SET ASIDE.

There is no need to sort or tally these donations. Why? These donations will be processed at the Appeal office.

Rubber band all the envelopes with the pledge cards and checks/money orders remaining inside.

Insert these rubber banded envelopes into a 10”x13” Tyvek envelope.

PLEASE NOTE: If any check is made payable to your parish, there is no need to deposit in your parish bank account. The Appeal Office can deposit these checks.

ACA IN-PEW CAMPAIGN 2019 PROCESSING INSTRUCTIONS

- Deposit all cash (“loose” cash and “envelope” cash) into your parish bank account.

- Write two separate parish checks (made payable to: **Archbishop’s Catholic Appeal**) – one for the “Loose” cash received and one for the “Envelope” cash received.

- Insert the following into a 10” x 13” Tyvek envelope:
 - Checks:
 - all loose checks (There is no need to audit.)
 - all envelopes that contain pledge cards with checks/money orders (There is no need to audit check donations.)
 - Cash:
 - all envelopes and pledge cards that originally contained cash, together with a parish check, wrapped in the “*Envelope Cash Donation*” form (rubber banded) Please note that it is important to receive these “cash donation” pledge cards so that the “cash” donors are credited and acknowledged.
 - the completed “*Loose Cash Donations*” form with a second parish check attached.

- BILINGUAL PARISHES: PLEASE KEEP THE SPANISH IN-PEW PLEDGE CARDS/ENVELOPES (GREEN) AND THE ENGLISH IN-PEW PLEDGE CARDS/ENVELOPES (YELLOW) IN SEPARATE STACKS.**

- The Appeal Office will send tax receipt letters to Appeal donors.

If you wish to hand deliver the 10” x 13” Tyvek envelope, the Appeal Office is located at 3801 East Florida Avenue, Suite 909, Denver, CO 80210.

If you have any questions regarding the “*ACA In-Pew Campaign 2019 Processing Instructions,*” please contact the Donor Relations Department at (303) 867-0614.

Thank you for your help. We are very grateful.

THE FOLLOWING TWO PAGES ARE **SAMPLES** OF THE
“ENVELOPE” CASH DONATIONS FORM
AND THE
“LOOSE” CASH DONATIONS FORM.

“ENVELOPE” CASH DONATIONS – ARCHBISHOP’S CATHOLIC APPEAL

Questions? Please contact the Donor Relations Department at (303) 867-0614.

Parish Name	Cathedral Basilica of the Immaculate Conception
Parish Number	#001
Parish Address	1535 Logan Street
City/Zip Code	Denver 80203
Phone Number	(303) 831-7010
Parish Contact	Jane Doe

<u>Denomination</u>	<u>Quantity</u>	<u>Total Cash</u>
Coins:	----->	\$1.75
\$1 Bills	17	\$17.00
\$5 Bills	6	\$30.00
\$10 Bills	4	\$40.00
\$20 Bills	2	\$40.00
\$50 Bills	1	\$50.00
\$100 Bills	0	\$0.00
Grand Total Cash	----->	\$178.75

Parish Employee Signature	
Parish Employee Signature	
Parish Check Date and Check Number	04/23/2018 ----- Check #48934

- Deposit cash into parish bank account and issue a check for the same amount made payable to: **Archbishop’s Catholic Appeal.**
- Attach the signed parish check to this form.
- Return the completed form, the signed parish check, and “in-pew” pledge envelopes to the Archbishop’s Catholic Appeal Office by using the 10” x 13” business-reply envelope that was included in your parish kit. Thank you.

DON’T FORGET TO ATTACH A SIGNED PARISH CHECK.

“LOOSE” CASH DONATIONS – ARCHBISHOP’S CATHOLIC APPEAL

Questions? Please contact the Donor Relations Department at (303) 867-0614.

Parish Name	Cathedral Basilica of the Immaculate Conception
Parish Number	#001
Parish Address	1535 Logan Street
City/Zip Code	Denver 80203
Phone Number	(303) 831-7010
Parish Contact	Jane Doe

<u>Denomination</u>	<u>Quantity</u>	<u>Total Cash</u>
Coins:	----->	\$5.50
\$1 Bills	22	\$22.00
\$5 Bills	13	\$65.00
\$10 Bills	9	\$90.00
\$20 Bills	4	\$80.00
\$50 Bills	1	\$50.00
\$100 Bills	0	\$0.00
Grand Total Cash	----->	\$312.50

Parish Employee Signature	
Parish Employee Signature	
Parish Check Date and Check Number	04/23//2018 ----- Check #48935

- Deposit cash into parish bank account and issue a check for the same amount made payable to: **Archbishop’s Catholic Appeal.**
- Attach the signed parish check to this form.
- Return the completed form and the signed parish check to the Archbishop’s Catholic Appeal Office by using the 10” x 13” business-reply envelope that was included in your parish kit. Thank you.

DON’T FORGET TO ATTACH A SIGNED PARISH CHECK.

ARCHDIOCESE OF DENVER
2019 ACA Goals
11.75% of Fiscal Year 2018 Offertory

#	City	Parish/Mission	2017	2018	2019
			Offertory	Offertory	ACA Goal
					@ 11.75%
1	Denver	Cathedral of the Immaculate Conception	589,801	561,431	65,968
2	Denver	All Saints	379,549	432,155	50,778
3	Englewood	All Souls	1,015,185	946,110	111,168
4	Denver	Annunciation	247,595	268,175	31,511
5	Denver	Assumption of the Blessed Virgin Mary	385,300	413,642	48,603
6	Denver	Blessed Sacrament	463,731	485,856	57,088
7	Denver	Christ the King	1,035,338	917,302	107,783
8	Denver	Cure d'Ars	295,370	300,830	35,348
9	Denver	Guardian Angels	181,867	193,105	22,690
10	Thornton	Holy Cross	585,643	561,406	65,965
11	Denver	Holy Family	381,210	397,471	46,703
12	Denver	Holy Ghost	696,036	711,386	83,588
13	Englewood	Holy Name	459,036	507,970	59,686
14	Denver	Holy Rosary	181,909	157,456	18,501
15	Westminster	Holy Trinity	949,449	1,026,466	120,610
16	Northglenn	Immaculate Heart of Mary	2,108,702	2,031,217	238,668
17	Denver	Most Precious Blood	1,953,905	2,046,890	240,510
18	Denver	Mother of God	338,823	346,523	40,716
19	Broomfield	Nativity of Our Lord	1,826,655	2,036,928	239,339
20	Denver	Notre Dame	1,135,537	1,067,644	125,448
21	Commerce City	Our Lady Mother of the Church	300,775	389,280	45,740
22	Lakewood	Our Lady of Fatima	1,190,795	1,170,452	137,528
23	Denver	Our Lady of Grace	168,101	157,751	18,536
24	Denver	Our Lady of Guadalupe	582,078	604,620	71,043
25	Denver	Our Lady of Lourdes	734,953	909,950	106,919
26	Denver	Our Lady of Mount Carmel	325,860	319,198	37,506
28	Denver	Presentation of Our Lady	179,541	185,102	21,749
29	Aurora	Queen of Peace	1,904,979	1,825,355	214,479
30	Denver	Risen Christ	1,501,106	1,490,313	175,112
31	Denver	Sacred Heart	167,083	165,043	19,393
32	Arvada	Shrine of St. Anne	863,739	870,760	102,314
33	Denver	St. Anthony of Padua	447,055	439,612	51,654
34	Lakewood	St. Bernadette	490,413	529,462	62,212
35	Denver	St. Cajetan	444,277	442,732	52,021
36	Denver	St. Catherine of Siena	458,433	465,139	54,654
37	Denver	St. Dominic	448,757	447,795	52,616

38	Denver	St. Elizabeth of Hungary	264,079	250,125	29,390
39	Denver	St. Francis de Sales	192,734	187,776	22,064
40	Denver	St. Ignatius Loyola	366,273	365,854	42,988
41	Denver	St. James	481,106	546,188	64,177
42	Arvada	St. Joan of Arc	1,450,833	1,624,334	190,859
43	Denver	Church of the Good Shepherd	962,744	1,028,745	120,878
44	Denver	St. Joseph	216,678	163,634	19,227
45	Denver	St. Joseph Polish	170,889	172,680	20,290
46	Golden	St. Joseph	788,583	785,325	92,276
47	Lakewood	St. Jude	1,260,371	1,315,797	154,606
48	Englewood	St. Louis	499,649	386,895	45,460
49	Littleton	St. Mary	2,371,286	2,468,032	289,994
50	Denver	St. Mary Magdalene	295,581	262,345	30,825
52	Wheat Ridge	Saints Peter and Paul	526,863	542,829	63,782
53	Wheat Ridge	Queen of Vietnamese Martyrs	288,649	310,516	36,486
54	Aurora	St. Pius Tenth	666,738	630,963	74,138
55	Denver	St. Rose of Lima	298,398	285,527	33,549
56	Aurora	St. Therese	512,901	486,460	57,159
57	Denver	St. Vincent de Paul	1,051,094	1,153,018	135,480
58	Akron	St. Joseph	107,125	113,609	13,349
59	Aspen	St. Mary	273,434	257,728	30,283
60	Ault	St. Mary	56,016	67,461	7,927
61	Denver	Church of the Ascension	524,747	543,593	63,872
62	Basalt	St. Vincent de Paul	184,639	184,263	21,651
64	Boulder	Sacred Heart of Jesus	921,636	877,939	103,158
65	Boulder	St. Thomas Aquinas	917,672	905,779	106,429
66	Boulder	St. Martin de Porres	235,194	240,196	28,223
67	Boulder	Sacred Heart of Mary	953,429	1,047,583	123,091
68	Breckenridge	St. Mary	1,045,285	1,084,016	127,372
69	Brighton	St. Augustine	1,259,193	1,253,906	147,334
70	Brush	St. Mary	118,858	117,985	13,863
71	Carbondale	St. Mary of the Crown	219,311	239,970	28,196
76	Central City	St. Mary of the Assumption	59,538	55,649	6,539
87	Craig	St. Michael	144,624	147,393	17,319
89	Crook	St. Peter	11,070	14,283	1,678
90	Arvada	Spirit of Christ	2,547,825	2,627,467	308,727
91	Lakewood	Christ on the Mountain	802,837	828,489	97,347
92	Erie	St. Scholastica	214,774	237,862	27,949
93	Estes Park	Our Lady of the Mountains	374,150	377,752	44,386
94	Evergreen	Christ the King	831,774	877,847	103,147
97	Fleming	St. Peter the Apostle	26,491	28,894	3,395

98	Fort Collins	Holy Family	216,468	205,920	24,196
99	Fort Collins	St. Joseph	1,544,395	1,502,962	176,598
100	Fort Lupton	St. William	296,917	280,765	32,990
101	Fort Morgan	St. Helena	313,510	302,212	35,510
103	Frederick	St. Theresa	278,093	288,133	33,856
104	Georgetown	Our Lady of Lourdes	29,742	32,552	3,825
106	Glenwood Springs	St. Stephen	586,526	595,564	69,979
108	Grand Lake	St. Anne (Our Lady of the Snow & St. Bernard)	335,086	361,785	42,510
109	Littleton	St. Frances Cabrini	2,948,750	2,791,129	327,958
110	Greeley	St. Mary	1,174,053	1,221,133	143,483
111	Greeley	Our Lady of Peace	470,852	494,763	58,135
112	Greeley	St. Peter	751,647	828,175	97,311
113	Centennial	St. Thomas More	5,024,660	5,028,134	590,806
114	Haxtun	Christ the King	35,218	36,194	4,253
115	Holyoke	St. Patrick	86,288	121,300	14,253
118	Idaho Springs	St. Paul	48,840	48,752	5,728
119	Iliff	St. Catherine of Siena	33,884	33,207	3,902
120	Johnstown	St. John the Baptist	272,960	281,877	33,121
121	Julesburg	St. Anthony of Padua	96,250	90,642	10,650
122	Keenesburg	Holy Family	53,727	50,928	5,984
124	Kremmling	St. Peter (and St. Ignatius, Walden)	64,014	84,607	9,941
125	Lafayette	Immaculate Conception	1,111,739	1,138,845	133,814
129	Longmont	St. John the Baptist	1,546,527	1,614,515	189,705
130	Louisville	St. Louis	783,116	777,520	91,359
131	Loveland	St. John the Evangelist	1,729,062	1,765,393	207,434
134	Mead	Guardian Angels	257,181	302,687	35,566
135	Meeker	Holy Family	63,260	72,853	8,560
136	Minturn	St. Patrick	321,678	313,358	36,820
138	Nederland	St. Rita	39,609	40,307	4,736
140	Oak Creek	St. Martin of Tours	37,292	49,244	5,786
141	Peetz	Sacred Heart	41,919	43,991	5,169
142	Platteville	St. Nicholas	105,790	104,469	12,275
143	Rangely	St. Ignatius of Antioch	47,934	45,783	5,380
147	Rifle	St. Mary	331,942	390,044	45,830
148	Roggen	Sacred Heart	75,083	73,603	8,648
150	Steamboat Springs	Holy Name	481,406	605,625	71,161
151	Sterling	St. Anthony	470,185	512,195	60,183
152	Stoneham	St. John	34,194	36,442	4,282
157	Weldona	St. Francis of Assisi	13,168	12,395	1,456
158	Wiggins	Our Lady of Lourdes	47,247	52,238	6,138
160	Wray	St. Andrew the Apostle	102,903	128,823	15,137

161	Yuma	St. John the Evangelist	110,237	123,707	14,536
163	Fort Collins	St. John XXIII	645,587	621,569	73,034
165	Wattenberg	Our Lady of Grace	43,995	52,511	6,170
166	Windsor	Our Lady of the Valley	1,165,632	1,253,779	147,319
167	Westminster	St. Mark	925,746	937,197	110,121
168	Byers	Our Lady of the Plains	233,680	222,203	26,109
172	Aurora	St. Michael the Archangel	2,007,190	2,086,492	245,163
179	Foxfield	Our Lady of Loreto	2,650,086	2,818,660	331,193
180	Littleton	Light of the World	1,997,688	2,055,356	241,504
181	Conifer	Our Lady of the Pines	322,043	332,222	39,036
187	Buffalo Creek	St. Elizabeth	27,476	36,366	4,273
190	Fort Collins	St. Elizabeth Ann Seton	1,088,220	1,073,024	126,080
191	Longmont	St. Francis of Assisi	980,260	984,379	115,664
192	Aurora	St Lawrence Korean Catholic	228,793	216,299	25,415
193	Edwards	St. Clare of Assisi	775,243	786,552	92,420
194	Thornton	St. John Paul II	51,636	230,149	27,042
195	Denver	St. Gianna Molla	31,081	68,119	8,004
201	Littleton	Our Lady of Mount Carmel	527,613	540,128	63,465
TOTALS			\$86,028,978	\$88,119,009	-----
2019 ACA GOAL			\$10,353,986		