

# Conducting an In-Pew Collection

## **Before Mass:**

Make sure that you have met with the ushers before each Mass. They must be instructed when to distribute the pledge envelopes. It is best that the pledge envelopes not be in the pews before Mass. Golf pencils, however, should already be at the ends of the pews. Check after each Mass that golf pencils are still available in the pews.

## **As the Homily is about to Conclude:**

When the presentation on the appeal (by a priest or lay presenter) is about to conclude, and the in-pew collection is about to begin, the presenter now instructs the ushers or volunteers to move throughout the church to distribute pledge envelopes. It is very important to have enough ushers/volunteers to accomplish this task very efficiently, so as to avoid any delay. Each parish should determine the best number of volunteers.

Begin the in-pew collection as soon as you see that all parishioners have a pledge envelope.

Remember that you need to speak very clearly and much more slowly than usual to give your listeners time to follow the process with you.

Be confident and enthusiastic.

Be sure to encourage people to complete the envelope right in church. Do not encourage them to take the envelope home.

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## **The In-Pew Spoken Presentation**

- Invite all our parishioners to open the pledge envelope. Announce that if they made an advance gift, they can simply note advance gift on the envelope and provide no other details.
- On the flap section of the envelope check the pledge amount box.
- Please print your name and complete address, phone number & email address.
- Now, print your parish name and city or town.
- Please complete the bottom section of the envelope:

If this is a one-time gift and you are paying by cash or check, mark the one-time gift box and enter the amount in the Total Gift Amount field. Make check payable to Partners in Charity Appeal.

- If you are paying by credit card, check that box and complete the shaded area on the right, including the expiration date on the card.
- If you wish to make a pledge, check the box that says “bill me,” then enter the total gift amount and check the monthly pledge box if you wish your gift to be paid over 8-10 months.
- If you would like information on how to include Partners in Charity in your will, please check that box and that information will be sent to you.
- Finally, if you work for a company that matches employee gifts please complete the card located at the end of the pew. If your company is not listed on the card, you can go online to the website at [Partners-Charity.net](http://Partners-Charity.net).
- Finally, seal your envelope and place it in the basket.
- On behalf of Father \_\_\_\_\_ and everyone involved in Partners in Charity, please be assured of our gratefulness for your generosity and support.

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**At this point (and the parish decides this) you are to tell the congregation to either hold the pledge envelopes until the Offertory collection or to have the ushers pass the basket.**