

# Essential Roles

## The Pastor

The pastor's role is essential to the success of the *Annual Partners in Charity Appeal*, as it is to any other parish endeavor. His enthusiastic support for the appeal is vital, and is evident in the manner in which he publicly speaks from the pulpit and at other parish gatherings about the Appeal's purpose and significance.

The pastor invites enthusiastic lay faithful to serve as the chairs for the Appeal Committee, and often becomes involved in the selection of other committee members. He works closely with these lay leaders, offers advice, insures that parish reports are correct, and that they are directed to the Office of Stewardship and Development at the scheduled times.

## Chairs and Co-Chairs

The parish chairpersons directly organize and coordinate the parish drive and work in close collaboration with the pastor in doing so. They invite other parishioners to join them in this collaborative effort, especially since the annual appeal is a *partnership* and should embrace the talents and good will of many.

For the *Annual Partners in Charity Appeal*, pastors or chairpersons, assisted by the committee:

- \* Insure that appropriate publicity and campaign announcements are made
- \* See that the outdoor and indoor posters have been placed in position
- \* Assist in the mailing of any direct mail to the parishioners (i.e., letters from the pastor)
- \* Order materials and resources from the Office of Stewardship & Development
- \* Approach designated parishioners to request advance gifts, in consultation with others
- \* See that all pledge envelopes or pledge cards, and pens, are in readiness in the pews for all Masses on  
*In-Pew Sunday*
- \* Oversee the recording of all donations by the parishioners, doing so confidentially
- \* Arrange for 'call backs' to parishioners yet to donate following *Pledge Sunday*
- \* Insure that parish reports are correct, and that they are given to the Diocesan Office on time
- \* Thank all Committee members and parishioners at the end of the appeal.

On the weekend prior to *In-Pew Sunday*, the chairperson (or a well-spoken designee) speaks to the parishioners at parish Masses, encouraging their participation and a pledged gift.