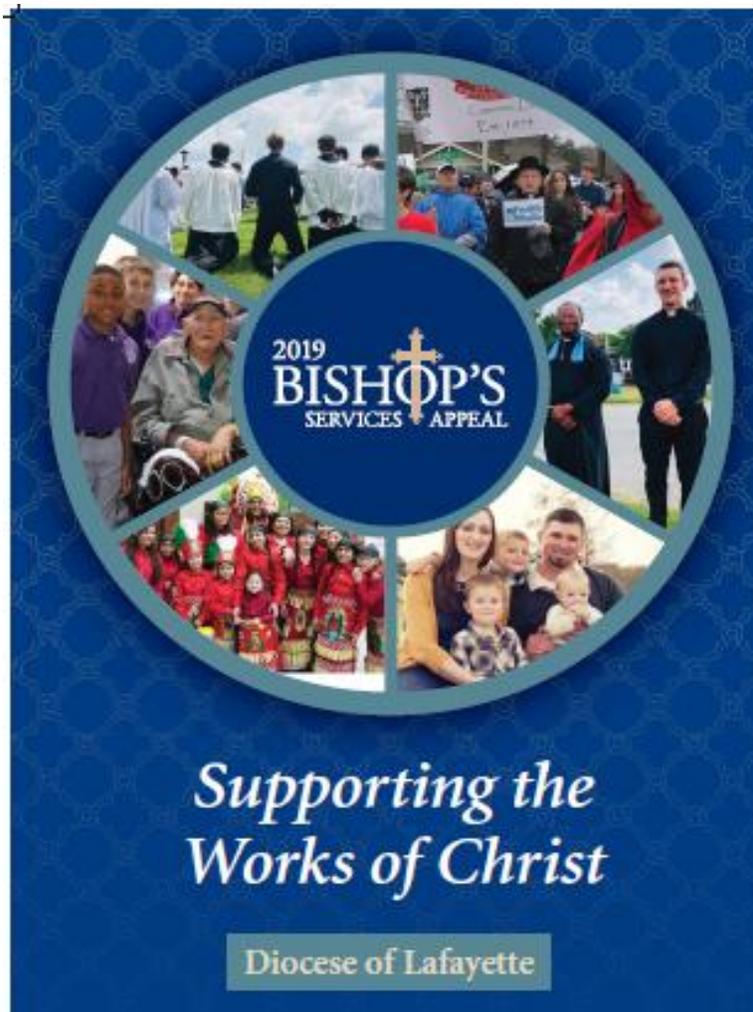


BISHOP'S SERVICES APPEAL (BSA) 2019 RESOURCE MANUAL



DIOCESE of LAFAYETTE
LOUISIANA

Office of Stewardship and Development
1408 Carmel Drive
Lafayette, Louisiana 70501
Phone No.: (337) 261-5641

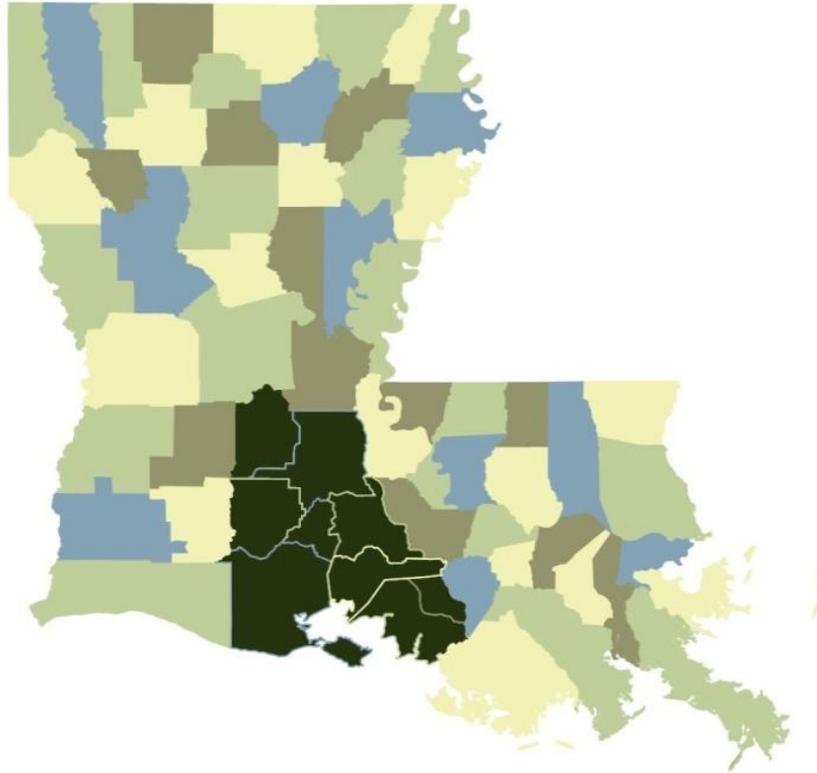
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WHAT IS THE BISHOP'S SERVICES APPEAL

The **BISHOP'S SERVICES APPEAL (BSA)** has been *Supporting the Works of Christ* by serving others and ministering to those in need since 1973. The BSA is an annual appeal accomplished as a result of the combined participation of our 121 church parishes and 28 missions.



Located across eight civil parishes, the Diocese of Lafayette is able to make available vital programs, ministries and services through the generosity of donors.

The BSA is a primary source of funding for sustaining and expanding the nearly 40 ministries of the Diocese. Gifts to the appeal enhance diocesan efforts to provide hope, dignity and compassionate care in the lives of others. It is a reminder that as faithful Catholics, we are compelled to be part of a Church, a communion of believers, which is greater than ourselves and not limited to our local church parishes.



BISHOP'S SERVICES APPEAL TIMELINE

January 19th	BISHOP'S SERVICES APPEAL (BSA) ANNUAL MEETING: An introduction and review of materials, explanation of how resources are to be utilized to conduct a successful appeal and distribution of parish appeal materials.
January 28th – February 1st	INITIAL MAIL SOLICITATION: Letters (letter 1, drop 1) are mailed to donors. Current, lapsed and non-donors on record with the Office of Stewardship & Development are to receive a letter from Bishop Deshotel asking for their participation in the appeal. A brochure and pledge card is included with each letter. Pledge cards are to be completed and returned by mail, or placed in offertory collection on In-pew Commitment Weekend (February 9 th & 10 th).
February 2nd & 3rd	EDUCATION WEEKEND: In all parishes at all masses the Pulpit Message is read. DVD (video) of the Bishop's Services Appeal message is played. Posters displayed, brochures and in-pew pledge cards are made readily available.
February 9th & 10th	IN-PEW COMMITMENT WEEKEND: Pulpit message is read, which allows the opportunity for parishioners to complete an in-pew pledge card during mass to be collected by ushers (volunteers) or mailed directly to Diocese of Lafayette in the return addressed/postage paid envelope. Parish office is to mail completed pledge cards to Office of Stewardship and Development for processing.
March 6th	Ash Wednesday
March 16th & 17th	BSA Second Collection Weekend
April 8th – 12th	FOLLOW-UP MAIL SOLICITATION: Letters (letter 2, drop 2) are mailed to current, lapsed and non-donors on record with the Office of Stewardship & Development who have not responded to initial mail solicitation. Pledge cards are included in mailing.
April 13th & 14th	BSA Second Collection Weekend
April 18th – 20th	Easter Triduum
April 21st	Easter Sunday
May 18th & 19th	BSA Second Collection Weekend
June 15th & 16th	BSA Second Collection Weekend
July 13th & 14th	BSA Second Collection Weekend
August 17th & 18th	BSA Second Collection Weekend
TBD	FINAL MAIL SOLICITATION: Letters (letter 3, drop 3) are mailed to current, lapsed and non-donors on record with the Office of Stewardship & Development who have not responded to initial and follow-up mail solicitations. Pledge cards are included in mailing.
September 14th & 15th	BSA Second Collection Weekend
October 12th & 13th	BSA Second Collection Weekend
November 23th & 24th	BSA Second Collection Weekend
December 14th & 15th	BSA Second Collection Weekend
December 31st	BISHOP'S SERVICES APPEAL (BSA) CONCLUDES



THE 2019 THEME

“Supporting the Works of Christ”

The annual BISHOP’S SERVICES APPEAL (BSA) has been *Supporting the Works of Christ* by raising funds to provide financial support to over 40 programs, ministries and services. Your support has helped to serve others and minister to those in need since 1973 and provide essential funding to diocesan efforts to provide hope, dignity and compassionate care in the lives of others.

The BSA is an annual Appeal accomplished primarily at the parish level, through combined efforts of our 121 church parishes and 28 missions located across 5,779 square miles and eight civil parishes. The Diocese of Lafayette is able to make available vital programs, ministries and services through the generosity of our donors.

Prayer for Generosity

Lord Jesus, teach me to be generous;
teach me to serve you as you deserve,
to give and not to count the cost,
to fight and not to heed the wounds,
to toil and not to seek for rest,
to labor and not to seek reward,
except that of knowing that I do your will.
Amen.

—St. Ignatius Loyola



Daily Examen

Spiritual writers tell us that it is good for us to review our choices and actions at the end of each day. They say that we should focus on the good choices we made as well as the bad ones. The idea is not to create guilt feelings but to make us aware of the direction in which we are going so that we can change direction whenever necessary. The focus ought to be not just on what I did but why I did it. What were my priorities? An examination of conscience can have a different focus each time—my family, my job, my life in society—and it can be based on different perspectives.

(From St. Ignatius of Loyola described in his five-step Examen)



HOW TO CONDUCT A SUCCESSFUL APPEAL IN YOUR PARISH

The success achieved with the Bishop's Services Appeal (BSA) is directly related to the leadership, enthusiasm and motivation provided by the pastor and parish coordinators to parishioners.

- † **Appointments:** Appoint volunteers to assist you on Education Weekend.
- † **Commitment:** Make a sacrificial gift or pledge to the Bishop's Services Appeal.
- † **Preparation:** Practice playing the video message in your parish prior to Education Weekend. Make sure you have the necessary equipment and that it is operable and functioning. Utilize all appeal materials provided. Make certain that brochures and in-pew pledge cards are available throughout Church for the duration of the appeal. The BSA is conducted February through December.
- † **Be Positive:** Exhibit an enthusiastic attitude about the appeal and have a sincere and supportive approach. Make known the value of the objectives of the appeal. Make the success of the Bishop's Services Appeal your goal.
- † **Participation:** Emphasize the importance of 100% parish participation and its role in the overall effort. Encourage pledged gifts to the appeal, as contributions made over time allow for flexibility and the opportunity to make larger gifts.
- † **Focus:** Focus on your parishioner's willingness to share and sacrifice by *Supporting the Works of Christ*. Give them the occasion to practice good Catholic stewardship principles. By supporting the Bishop's Services Appeal they return to the Lord what has been received. It represents their response to God's unfailing love for each of them.



PARISH SHARING FORMULA (REBATE)

Parish Goals:

- † Parish goals will be based on prior years offertory (as per Parish Finance)

Parish Goal Formula:

- † Total prior fiscal year Parish Offertory x 7% = Parish BSA Goal

Parish Share (Rebate):

- † Once the assigned goal has been reached parishes will receive **50%** of funds collected over parish goal
- † Rebates will be based on cash received by the Office of Accounting as of November 30th (paid in December), and again as of January 30th (paid in February)
- † Rebates will be remitted to parishes via check
- † Rebates are *not* subject to assessment
- † Rebates will allow for greater financial strength and will serve as an additional source of income for parishes
- † Rebates may be used for any purpose (i.e. to fund local needs; building & maintenance, debt reduction, etc.)

Sample Illustration: Parish with a \$50,000 goal (target) that raises \$75,000

	GOAL (TARGET)	CASH RECEIVED	OVER GOAL (TARGET)	PARISH SHARE
PARISH	\$50,000	\$75,000	\$25,000	\$12,500



DEANERY CHAIRPERSONS

Central Deanery:

Deacon Art & Janet Bakeler
Lafayette, Louisiana 70506
Phone No.: (337) 989-1285
Email address: bakeler@bellsouth.net

Dean (Vicar Forane): Very Reverend Chester Arceneaux, VF

North Deanery:

Craig Soileau
Eunice, Louisiana 70535
Phone No.: (337) 550-9802
Email address: craigsoileau@charter.net

Dean (Vicar Forane): Very Reverend Thomas Voorhies, VF

South Deanery:

Deacon Roland James & Darlene Jeanlouis
Loreauville, Louisiana 70552
Phone No.: (337) 258-0316
Email address: roland706@aol.com

Dean (Vicar Forane): Very Reverend William Blanda, VF

West Deanery

Louis Nugent
Rayne, Louisiana 70578
Phone No.: (337) 334-4421
Email address: Louis0696@att.net

Dean (Vicar Forane): Very Reverend Louis Richard, VF



DEANERY CHAIRPERSON'S RESPONSIBILITIES

- † Attend the Bishop's Services Appeal (BSA) Annual Meeting.
- † Read this resource manual in its entirety.
- † Make a sacrificial gift or pledge to the Bishop's Services Appeal (BSA).
- † Familiarize yourself with the Bishop's Services Appeal (BSA): the process, procedures and materials to be utilized.
- † Make contact with your deanery's parish coordinators and thank them for serving. (The Office of Stewardship and Development can provide a list.)
- † Communicate frequently with your deanery's parish coordinators to offer encouragement. Provide feedback in an effort to instill confidence and enthusiasm.



TO THE PARISH COORDINATOR

The Office of Stewardship and Development is grateful that you have agreed to participate. Thank you for your willingness to volunteer and assist your parish with planning and presentation of the appeal materials.

Your role as a parish coordinator serves as a link between Bishop Deshotel and the people of your parish. You will work directly with your pastor and parish staff to ensure that the necessary steps are followed in a timely manner to ensure the success of the Appeal.

It is important to familiarize yourself with the Bishop's Services Appeal and lead by example. Make your own pledge early in the appeal. Motivate, guide and encourage all members of your parish community to make a sacrificial gift or pledge.

Your volunteer leadership is vital in helping the Diocese of Lafayette to achieve its mission. Your efforts will help to communicate the importance of the Bishop's Services Appeal and the value of its message. The success of the appeal is due in large part to the encouragement and support that you provide as parish coordinator.

Thank you for your commitment and dedication.

**PLEASE CONTACT THE OFFICE OF STEWARDSHIP AND DEVELOPMENT
WITH ANY QUESTIONS OR CONCERNS.**

CALL US AT (337) 261-5641



PARISH COORDINATOR RESPONSIBILITIES AND CHECKLIST

- † Read this resource manual in its entirety.
- † Make a sacrificial gift or pledge to the Bishop's Services Appeal.
- † Follow the timeline provided.
- † Familiarize yourself with the Bishop's Services Appeal (BSA): the process, procedures and materials to be utilized.
- † Meet with your pastor and parish staff to review timeline, materials and discuss proper gift reporting procedures (as outlined on pages 16 – 19).
 - Each pastor is notified of parish's assigned goal.
 - Each parish is asked to put forth a good faith effort to meet or exceed assigned goal.
- † Recruit a sufficient number of volunteers to assist at all masses on **Education Weekend (February 2nd & 3rd)**. Make sure that they are trained accordingly.
- † Make proper use of all appeal materials (posters, pulpit message(s), video message, brochures and in-pew pledge cards).
- † Brochures and in-pew pledge cards are to be distributed, preferably placed in pew pockets, and be readily available during **Education Weekend (February 2nd & 3rd)** and **In-pew Commitment Weekend (February 9th & 10th)**. Materials are to remain in Church for the duration of the Appeal. The BSA is conducted February through December.
- † Priest or parish coordinator reads the Bishop's Services Appeal Pulpit Message and plays the video message at all masses on **Education Weekend (February 2nd & 3rd)**.
- † Priest or parish coordinator reads the Bishop's Services Appeal Pulpit Message on the **In-pew Commitment Weekend (February 9th & 10th)**.



BISHOP’S SERVICES APPEAL (BSA) **PULPIT MESSAGE(S)**

EDUCATION WEEKEND

INTRODUCTION:

Good Morning/Afternoon/Evening, my name is _____ and I have
been asked by Monsignor/Father _____ to speak to you today about
the 46th Annual Bishop’s Services Appeal.

The BISHOP’S SERVICES APPEAL has been *Supporting the Works of Christ* by serving others and ministering to those in need since 1973. The BSA is an annual Appeal accomplished primarily at the parish level, through combined efforts of our 121 church parishes and 28 missions located across 5,779 square miles and eight civil parishes. The Diocese of Lafayette is able to make available vital programs, ministries and services through the generosity of our donors.

The 2019 Bishop’s Services Appeal begins this month, and it is an opportunity for the Parish of _____ to share in the mission of the Diocese of Lafayette and in the mission of our own church parish. Your gift will make a significant impact through the programs, ministries and services supported by the Bishop’s Services Appeal.

Now, let us view the 2019 BSA video message.

PLAY THE VIDEO OF THE BISHOP’S SERVICES APPEAL MESSAGE HERE

(5 minutes 3 seconds in length)

CLOSING

The works funded by the appeal are made possible only by the generosity of individuals within the Church, faithful Catholics like you. The annual BSA provides the needed financial support for ongoing diocesan wide activities – the diocesan sponsored programs, ministries and services that play a fundamental role in our Church’s mission.



_____ parish will receive back 50% of all funds collected over our goal.
{INSERT PARISH NAME HERE}
Our goal for the 2019 BSA is _____. These over goal rebates will provide an
{INSERT PARISH GOAL HERE}
additional source of parish income and can be used for any purpose, as determined by our
pastor and parish finance council. Our parish will benefit greatly because of your generosity to
the appeal.

Many of you will receive a letter this week from Bishop Deshotel asking you to support the
Bishop's Services Appeal by making a financial contribution. Prayerfully consider making
sacrifice the measure of your gift. Please return your pledge commitment card by mail or here in
church next weekend – our In-pew Commitment Weekend or go online to www.diolaf.org/BSA
to complete your 2019 gift/commitment. When you give to the Bishop's Services Appeal, you
help to fund spiritual, religious and humanitarian causes. Your gift is critical to the success of
the appeal. Every gift, each gift of any amount can and will make a difference. Please give to
support the good works of the BSA.

Thank you for your time and attention.

**(NOTE: IF VIDEO IS NOT SHOWN IN YOUR CHURCH PARISH, PLEASE ADD TO YOUR
WEBSITE AND/OR DIRECT PARISHIONERS TO PLEASE VIEW THE 2019 VIDEO ON THE
DIOCESE OF LAFAYETTE'S WEBSITE – www.diolaf.org FOR MORE INFORMATION.)**



BISHOP'S SERVICES APPEAL (BSA) **PULPIT MESSAGE(S)**

IN-PEW COMMITMENT WEEKEND

INTRODUCTION:

Good Morning/Afternoon/Evening, my name is _____ and I have been asked by Monsignor/Father _____ to speak to you today about the 46th Annual Bishop's Services Appeal.

{INSERT NAME HERE} {INSERT NAME HERE}

The 2019 Bishop's Services Appeal begins this month, and it is an opportunity for _____ parish to share in the mission of the Diocese of Lafayette and the mission of our own church parish. Your gift will make a significant impact through the programs, ministries and services supported by the Bishop's Services Appeal.

{INSERT PARISH NAME HERE}

Last weekend during Education Weekend we listened to Bishop Deshotel asking us for our support of the appeal. Many of you received a letter this week from Bishop Deshotel asking *you* to support the Bishop's Services Appeal by making a financial contribution. You were also asked last weekend to return your commitment card to church today during the second collection or you can mail directly to the Office of Stewardship and Development in the postage paid, return address envelope.

If you have not responded to the appeal before, consider how you can join in sacrifice of support today. BSA brochures and in-pew pledge cards are provided in Church.

If you did not receive a letter from Bishop Deshotel or a pledge card from last weekend, please take a moment to complete a pledge card, in its entirety: *(Allow parishioners a couple of minutes to complete cards)*

- † **First:** Write in your name, address, city, state, zip, etc.; write legibly.
- † **Second:** Determine the amount of your gift, and write it in. You can also go online to complete the pledge process.



† **Finally:** Place your completed pledge cards with one time or initial payments in the second collection. Our ushers (volunteers) will pick them up or you can mail them directly to the BSA office for processing.

CLOSING:

Thank you for your participation in the Bishop's Services Appeal and for your generous financial support. Also note that your gift to the appeal can be made at any time by logging onto the diocesan website at www.diolaf.org/BSA . Your gift will be a testimony to your Catholic faith – your unwavering belief in God, your deep love for Christ and your acknowledgement of this critical diocesan fundraising initiative.

Thank you for your time and attention.



SECRETARY/BOOKKEEPER/GIFT REPORTING PROCEDURES

RESPONSIBILITIES

The Parish Secretary/Bookkeeper is responsible for the collection, auditing, recording and mailing of all pledges and/or payments received at the parish to be sent to the BSA Office.

This includes the:

- **Prepare Gift Reporting Form, accompanied with check payments** submitted.
 - **Reports are to be mailed** to the Diocese, following your second collection each month and addressed as follows:
Office of Stewardship and Development
Bishops Services Appeal
1408 Carmel Drive
Lafayette, Louisiana 70501
 - ***NOTE: Any report received without payments will be returned to Parish office, to be re-submitted with appropriate payments.***
- All checks are to be made payable to **“Bishop’s Services Appeal”**
 - ***These checks are NOT to be included with any other checks sent to the Diocese (through the Office of Financial Affairs or Parish Finance – i.e. assessment checks, etc.)***

MATERIALS

Pledge Forms – The BSA office utilizes different pledge card formats, depending on the method of solicitation, to record campaign gifts.

- **Mailed Pledge Letters/ Form:** A pre-printed pledge form will be mailed to all current, lapsed and non-donors on record for the Diocese. These mailed pledge forms are most frequently turned in via #9 return envelopes mailed directly back to the Diocese of Lafayette - Office of Stewardship and Development.
- **In-Pew/Commitment Weekend Cards:** A printed pledge card/return envelope will be used for direct mailing back to the Diocese during the in-pew appeal during Commitment Weekend.

Gift Reporting Form – A form used by the Parish Secretary/Bookkeeper in reporting gifts to the Diocesan Office **must** accompany pledge cards along with initial first payments on pledges.



PROCESSING GIFTS

The Parish Secretary/Bookkeeper is responsible for recording completed pledge cards and initial payments and sending **the completed pledge cards, payments and Gift Reporting Form to the BSA Office.**

The steps for processing gifts are as follows:

- Collect all completed pledge cards and initial payment checks.
 - **No holding of pledges and payments (i.e. checks) in the parish.**
 - **Donors want to be acknowledged soon after making their gifts.**
- Verify all checks are signed, dated and made payable to “Bishop’s Services Appeal”.

BSA IN-PEW COMMITMENT WEEKEND PLEDGE CARDS:

- † Bishop’s Services Appeal (BSA) pledge cards received in the parish offertory are to be collected and mailed (or delivered) to the **Office of Stewardship and Development.**

CHECKS MADE PAYABLE TO PARISH:

- † Checks received and made payable to parish are to be deposited in the **PDS Liability Account #251100.**
- † **A parish check is then remitted to the Diocese of Lafayette made payable to “Bishop’s Services Appeal”** along with a completed **Gift Reporting Form or Parish Data System (PDS) Church Office (Batch) Report.** The form is **required to be submitted at least monthly**, and is to include the names of donors, complete address and gift amount.
- † Mail, email (csleblanc@diolaf.org) or fax (337-261-5645) the completed **Gift Reporting Form or Church Office (Batch) Report** to the **Office of Stewardship and Development.**

CASH:

- † Cash received is to be deposited in the **PDS Liability Account #251100.**
- † **A parish check is then remitted to the Diocese of Lafayette made payable to the “Bishop’s Services Appeal”** along with a completed **Gift Reporting Form or Parish Data System (PDS) Church Office (Batch) Report.** The form is **required to be submitted monthly** and is to include the names of donors, complete address and gift amount.
- † Mail, email (csleblanc@diolaf.org) or fax (337-261-5645) the completed **Gift Reporting Form or Church Office (Batch) Report** to the **Office of Stewardship and Development.**



CHECKS MADE PAYABLE TO DIOCESE OF LAFAYETTE OR BISHOP'S SERVICES APPEAL (BSA):

- † Checks received and made payable to Diocese of Lafayette or Bishop's Services Appeal (BSA) are collected, and mailed to the **Office of Stewardship and Development**.
- † **DO NOT** deposit checks.
- † Parish bookkeeper is not required to enter gifts into parish accounting/Parish Data System (PDS) Church Office database system.

PARISH ENVELOPE SYSTEM:

- † Parish envelopes received in the parish offertory are collected, **opened** and reviewed.
- † Checks received and **made payable to parish** are to be deposited in the **PDS Liability Account #251100**.
- † A **parish check is then remitted to the Diocese of Lafayette made payable to "Bishop's Services Appeal"** along with a completed **Gift Reporting Form or Parish Data System (PDS) Church Office (Batch) Report**. The form is **required to be submitted at least monthly** and is to include the names of donors, complete address and gift amount.
- † Mail, email (csleblanc@diolaf.org or fax (337-261-5645) the completed **Gift Reporting Form or Church Office (Batch) Report** to the **Office of Stewardship and Development**.
- † Checks received and **made payable to the Diocese of Lafayette or Bishop's Services Appeal** are collected, along with **corresponding parish envelopes** and mailed (or delivered) to the **Office of Stewardship and Development**.

BSA PLEDGE ENVELOPES:

- † Bishop's Services Appeal (BSA) pledge envelopes received in the parish offertory are collected, and mailed (or delivered) **unopened** to the **Office of Stewardship and Development**.

SECOND COLLECTION AND/OR PLEDGE PAYMENTS:

As donors continue to fulfill their BSA pledges, payments should be sent directly to the Diocese of Lafayette BSA office. All gifts and pledges will be acknowledged by the BSA office. **Should the parish receive a pledge payment, the following steps should be taken:**

- Complete a separate Gift Reporting Form
- For checks made payable to the parish, or any cash received, the parish needs to deposit these payments into the parish account and facilitate the writing of a check from the parish to "Bishop's Services Appeal" to be mailed to Diocese along with pledge cards and copy of initial checks written to parish.
- When depositing cash or checks made payable to the parish, please use the PDS Liability Account #251100.



MAIL all completed forms with pledge cards and checks to:

**Office of Stewardship and Development
Bishop's Services Appeal
1408 Carmel Drive
Lafayette, Louisiana 70501**

***Gift Reporting Form* is located on page 21.**



FINAL INSTRUCTIONS

Your church parish provides:

- † Please make every effort to follow the reporting procedures as they have been outlined.
- † Please coordinate reporting procedures with parish bookkeeper and money counters (if applicable) to ensure proper adherence of procedures.
- † Parishes are asked to provide annual census and/or submit monthly census updates to the **Office of Stewardship and Development**.

Diocese of Lafayette office provides:

- † The **Office of Stewardship and Development** is to be **notified promptly each month** (by Gift Reporting Form or PDS Church Office (Batch) Report) of all gifts received directly by the parish. This is **required** to make certain that **all gifts** to the Bishop's Services Appeal are **recorded properly**, and **donors are acknowledged in a timely manner**.
- † The **Office of Stewardship and Development** provides monthly pledge payment reminders to donors.
- † The **Office of Stewardship and Development** provides monthly appeal reports to parish Clergy, parish staff, and parish coordinators.
- † The **Office of Stewardship and Development** provides charitable contribution letters to donors for tax purposes.
- † The **Office of Accounting** administers the accounting for the Bishop's Services Appeal (BSA).

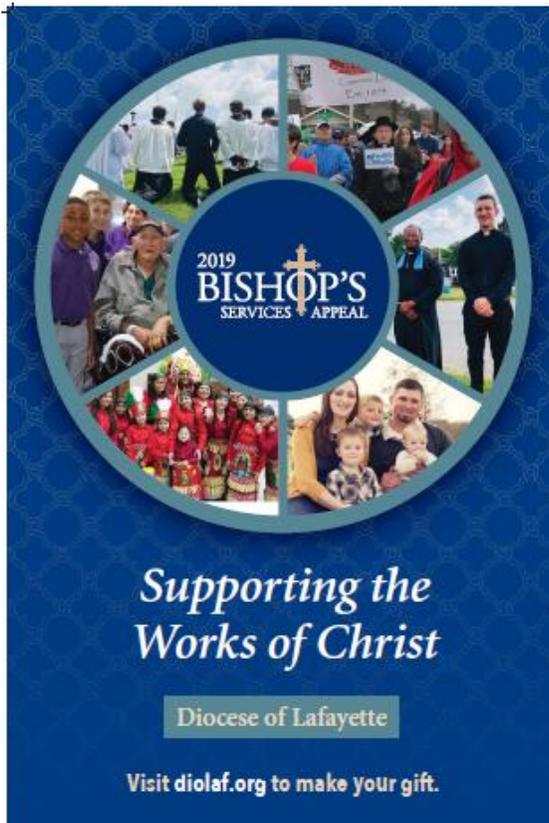
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CALL US AT (337) 261-5641

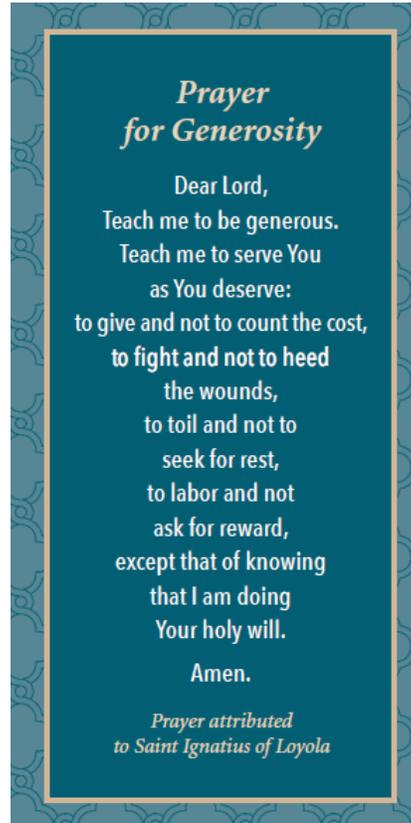


COLLATERAL MATERIALS

POSTER:



PRAYER CARD:



Electronic files of graphics, additional collateral materials and other materials utilized for the promotion and marketing of the Bishop's Services Appeal (BSA) can be found at www.diolaf.org.

