

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)**.

