**Archbishop’s Annual Appeal**

Best Practices Checklist

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project** | **Recommended Dates** | **Person Responsible** | **Support Page in Manual** | **Completed Y/N** |
| Appoint an Appeal Chair Person | Prior to Start | Pastor |  |  |
| Announce Appeal solicitation mailing (DM1, Archbishop’s Letter) | Weekend of January 28 - 29 | Pastor/Chair |  |  |
| Use Appeal Bulletin/Pulpit Announcements | January 28 - 29February 4 - 5 February 11 - 12February 18 - 19February 25 - 26March 4 - 5March 11 - 12 | Chair/Bulletin Editor | Page 12-15 |  |
| Pastor Speaks about Campaign/Read Sample Homily, Announcement Weekend | February 11 - 12 | Pastor/Presider | Page 18 |  |
| Show Archbishop’s Homily Video on Commitment Wknd at all Masses | February 18 - 19 | Pastor/Presider |  |  |
| Conduct In-Pew Process on Commitment Weekend | February 18 - 19 | Pastor/Presider | Page 24 |  |
| Mail all pledge envelopes | February 20 | Chair/Committee | Page 38 |  |
| Follow-Up Weekend In-Pew Process | February 20 -21 | Pastor/Presider | Page 27 |  |
| Mail all pledge envelopes | February 22 | Chair/Committee | Page 32 - 33 |  |
| Follow up with all non-responders by mail | Throughout the year | Pastor/Chair/Committee |  |  |
| End of Year Announcements | Starting in September  | Chair/Committee | Page 35 |  |
| Post Thank You Ad/Video on all social media outlets and website | December 1 | Chair/Committee |  |  |

Your parishioners may pledge or make a secure gift online at www.archatl.com/appeal.

The Gift will be credited to your parish.

***The Archbishop’s Annual Appeal Ends December 31, 2023.***