**Parish Leadership Responsibilities**

**Primary Role of Pastor or Parish/Mission Administrator**

Enthusiastic support by the pastor is CRITICAL to the success of the Appeal. The pastor or parish/mission administrator will provide leadership to the parish community and Archbishop’s Annual Appeal volunteers and staff by publicly endorsing the campaign and ensuring that the parish plan and schedule are followed. He will work with the Appeal committee and the Office of Stewardship to ensure a successful Appeal process.

The pastor or parish/mission administrator will participate in and oversee the completion of the following activities:

* Recruit parish volunteers as needed.
* Submit all Archbishop’s Annual Appeal forms requested by the Office of Stewardship.
* If necessary, attend one Annual Appeal training session on January 25 via GoToMeeting; also ensure that volunteers and staff attend a training session.
* Brief all presiders on the activities of the announcement, commitment, and follow-up weekends.
* Announcement weekend on **February 11 - 12**
  + Preach the Appeal at all Masses on announcement weekend. You can also use the Sample Homily on page 19 in the Training Manual.
* Commitment weekend on **February 18 - 19**
  + Introduce and play the Archbishop’s homily at all Masses on commitment weekend. (There is no need for any additional homily that day.)
  + Immediately after the Archbishop’s homily, pastors lead the In-Pew process of completing the in-pew pledge form at all Masses.
* Follow-up weekend on **February 25 - 26**
  + - Ask presiders or deacons to keep their homilies brief to allow time for the in-pew process (homilies do not need to be about the Appeal).
* Update parishioners about the parish Archbishop’s Annual Appeal results and progress toward achieving its assigned goal regularly.
* Throughout the year, encourage timely pledge payments.

**Volunteer/Staff Job Responsibilities**

**Objective:** To provide overall parish management for implementation of the Archbishop’s Annual Appeal

The Annual Appeal volunteers are asked to participate in and/or oversee the completion of the following activities:

* Attend an Annual Appeal training meeting conducted by the Office of Stewardship.
* Ensure that all volunteers and the parish staff are familiar with the Appeal plan and implementation dates.
* Ensure that the parish has sufficient Annual Appeal materials, i.e., in-pew commitment forms, return envelopes, bulletin inserts, brochures, posters, pencils, Audio Recordings, Digital videos, prayer cards, etc. Contact The Office of Stewardship at 404-920-7600 as soon as materials are delivered if the order is not complete.
* Work with the pastor/administrator to review and edit all bulletin and pulpit announcements and ensure they are used promptly.
  + - Manage the implementation of the in-pew solicitation activities on commitment and follow-up weekends as follows:
* Assist with recruiting and training those who distribute in-pew pledge envelopes and pencils at Mass.
* Assist the pastor/administrator in communicating the results of the Appeal to the - -- parish and encouraging ongoing payment of pledges.
* Assist with other appeal tasks as needed.

**Parish Business Manager/Parish Secretary Job Responsibilities**

**Objective:** To provide administrative support for the Annual Appeal

* The Annual Appeal coordinator/parish secretary is asked to ensure that the following tasks are completed:
* Attend an Annual Appeal training meeting conducted by the Office of Stewardship.
* Oversee all recordkeeping.
* Complete the materials request form. Count all materials shipped to the parish from the Office of Stewardship as soon as they are received and ensure that sufficient materials have been provided.
* Ensure that the bulletin and pulpit announcements are used as scheduled. Organize volunteers to insert communications into the parish bulletin.
* Collect, sort, and submit all pledges to the designated location in as timely a manner as possible.