

Checklist for DCA Parish Leaders

Ongoing

- **Pray** for success of the parish campaign and blessings for all who make commitments.
- **Read** this resource manual in its entirety.
- Follow the **timetable**. Any deviations from the timeline must be discussed with the bishop.
- **Become familiar with all the DCA materials and resources** available to you.
- **Have a positive attitude and encourage others** to be enthusiastic about the appeal.

No Later than March 15

- **Set goals for the year**, such as, involving more parishioners, getting 100 percent participation, enhancing publicity, using the thermometer posters in creative ways, increasing the number of volunteers on the parish committee, including more stewardship education or increasing the amount of rebate the parish receives.
- **Recruit a sufficient number of volunteers** to assist you with campaign preparation, commitment weekend(s), follow-up, and telephone committees.
- Make sure that **your pastor and all your parish volunteers** plan to **attend your Deanery Kickoff** (see inside front cover for dates and locations).
- **Track volunteer names** in order to later recognize them.

Before Your Deanery Kickoff (April 23-27)

- Make plans to **attend the deanery kickoff as a committee** and RSVP to the diocesan DCA Coordinator.
- Be prepared to **pick up all materials** at the deanery kickoff.
- Divide committee members into pairs to **speak to each parish committee, council or organization** at their regular meetings to ask for their members' support of the DCA.
- **Nominate speakers and begin preparations for lay witness talks**. Have your pastor make a personal invitation to your lay witness speakers. Provide them with the resource materials available in this guide. Invite them to the deanery meeting to hear lay witness talks made by others.
- Assist your pastor in mailing a letter on parish letterhead to all parishioners **no later than April 17** (refer to sample letter in this guide).

After the Deanery Kickoff

- **Review all materials** you received at the deanery kickoff. Make sure you have sufficient quantities of all materials and that you fully understand how to use each one. **Check your DVD** to ensure that it plays properly on the equipment that you plan to use on Appeal Sunday.
- **Display posters and place brochures in visible places** throughout your parish.
- If you need any additional materials, including **Spanish language versions**, contact the diocesan Office of Communications soon after the deanery kickoff to place an order. Please contact Pat Behnke at pbehnke@catholiclubbock.org or **806-792-3943, ext. 218**.
- Begin adding intentions for the campaign during General Intercessions at Mass
- Increase bulletin and pulpit announcements
- Modify your **parish website** to include information about the DCA, including the commitment form in a printable format (available at www.catholiclubbock.org/DCA). Include a **link to DCA online giving** at www.catholiclubbock.org.
- **Recruit enough volunteers** to assist at each Mass on Pre-Appeal, Appeal and Follow-up Sunday. Make name tags for the volunteers (e.g. Saint Elizabeth Parish DCA Volunteer).
- Mail the **pastor letter to all households in your parish** no later than April 17 so that it arrives in homes before Pre-Appeal and Appeal Sunday.

April 15/16

- In bulletin and/or pulpit announcements, please remind parishioners to **watch their mailboxes for a very special letter from your pastor** regarding the upcoming Diocesan Catholic Appeal.

Pre-Appeal Sunday (Announcements, Lay Witness Talks, Brochures) – April 29/30

- Assist your pastor and be in attendance at every Mass during the weekend.

- Use the **General Intercessions, Pulpit Announcements and Bulletin Announcements** specific to Pre-Appeal Sunday.
- With your pastor's approval, have **lay witness talks at all Masses**.
- State the parish goal. Display it on the **thermometer poster** in a prominent location in your gathering space or parish hall.
- Make sure that a generous supply of **DCA brochures** are available either in the pews, as an insert in your bulletin for the week, or by handing them out as people come into church. Additionally, make sure enough brochures are available in brochure racks or at the back of the church for the next three weekends.

Appeal Sunday (Announcements, Video, Homily, Commitment Forms and Envelopes) – May 6/7

- Assist your pastor and be in **attendance at every Mass** during the weekend.
- Use the **General Intercessions, Pulpit Announcements and Bulletin Announcements** specific to Appeal Sunday.
- Announce before Mass that it is the DCA Commitment Weekend; **watch video**
- Announce again the **parish goal (stress the goal of 100 percent participation)**
- **Distribute commitment forms** as parishioners enter the church building.
- Have enough volunteers available to distribute **pencils and extra commitment forms**.
- Distribute **child and youth commitment forms**.
- Invite your **pastor to complete his own commitment form** during Masses as an example to all the faithful of the parish.
- **Bring commitment forms to the altar** as part of the offertory procession, recognizing that commitments to the DCA are return gifts to God and to the Church.

Follow-up Sunday (Announcements, Commitment Forms to those who have not already completed one.) – May 13/14

- Assist your pastor and **be in attendance at every Mass** during the weekend.
- Use the **General Intercessions, Pulpit Announcements and Bulletin Announcements** specific to Follow-up Sunday.
- Make sure enough commitment forms and brochures remain available.
- **Collect commitment forms in collection basket** or place a box with a hole cut out on top for people to leave their commitments. Make sure a volunteer collects them after each Mass

After Follow-up Sunday

- Mail completed DCA commitment forms/envelopes/checks **no later than May 19** to:
 - Diocesan Finance Office**
 - PO Box 98700**
 - Lubbock, TX 79499-8700**
- If delivering them, the address is **4620 Fourth Street, Lubbock**.
- **Instructions for submission of commitment forms to the diocese:**
 - Commitment forms must be opened and placed neatly in one stack.
 - Each check must be paper clipped to the commitment form.
 - **DO NOT SEND CASH.** For stewards who remit cash, please deposit all cash into your bank account. Make a list of all cash contributors, noting the amount each one gave. Make one check payable to the Diocese of Lubbock and **paper clip** it to the listing of cash contributors and all their commitment forms. Please **DO NOT STAPLE**.
- **Contact by phone and/or mail** any household that did not return a commitment form.
- **Send thank-you notes/letters/cards from the pastor** to those who made commitments.
- Print a **list in your bulletin** of all parishioners who made commitments to the Diocesan Catholic Appeal.
- **Update your thermometer poster** as you receive updates throughout the year from the Diocesan Finance Office.
- Continue to provide opportunities for parishioners to make commitments or payments throughout the year. Make available specially **printed DCA envelopes** in your pews year round. Include the **DCA brochure and a commitment form in your welcome packet for each new parishioner**. Keep the **campaign posters** hanging throughout your parish.

- Begin to identify your campaign coordinator and committee for the following year so they will be able to attend the **DCA Kickoff Workshop** in early 2018.