

Commitment Season Timeline

WEEK OF JULY 17

United Catholic Appeal **Parish Guide** available online.

WEEK OF JULY 31

Deadline for **parish household updates** (census reports) to be submitted to the Office of Stewardship and Development. New parishioner/household change forms are available on the Parish Helpdesk at www.archindy.org/UCA.

Print materials sent to Our Sunday Visitor on your parish's behalf by the Office of Stewardship and Development.

COMBINED PARISHES ONLY | Print materials include:

- Finalized ministry listing
- Pastor/PLC/Deacon personalized letter. If a personalized letter is not submitted by August 23, it will default to the sample letter in the Parish Guide
- Signature, letterhead, #9 and #10 envelopes (if changes were made)

SEPTEMBER - OCTOBER

Selection and recruitment of parish and archdiocesan lay witness presenters.

Two Miter Society advance commitment events hosted by Archbishop Thompson as follows:

- Tuesday, September 26, 2017 in New Albany
- Tuesday, October 10, 2017 in Indianapolis

SEPTEMBER 30

Begin weekly bulletin announcements and general intercessions. Samples available on the Parish Helpdesk at www.archindy.org/UCA.

WEEK OF OCTOBER 2

Parishes received parish kits, including in-pew intention envelopes, posters, and the United Catholic Appeal video. Additional resources and print-ready files are available on the Parish Helpdesk at www.archindy.org/UCA.

ON OR AROUND OCTOBER 16

First and only mailing is sent to parishioners prior to Intention Weekend that includes: a letter from Archbishop Thompson, an educational brochure, intention card and reply envelope.

AWARENESS WEEKENDS

October 21-22 | October 28-29 | November 4-5

Highlight the United Catholic Appeal case for support by inviting lay witnesses or guest speakers to talk about one of the following:

- Catholic Education
- Faith Formation
- Priests' Retirement
- Vocations
- Youth or young adult ministry
- Parish volunteer opportunities
- Parish stewardship
- Catholic Charities programs

Or, play one of the lay witness testimony videos made available to you on the Parish Helpdesk at www.archindy.org/UCA.

Ministry Minute videos and eCards can also be found at www.archindy.org/UCA.

- Parishes who have email addresses for their parishioners are encouraged to forward Ministry Minute videos to all households.
- Parishes with active social media platforms are encouraged to post Ministry Minute videos and other relative United Catholic Appeal communications to these distribution channels.

Continue bulletin announcements and general intercessions.

NOVEMBER 11-12 | INTENTION WEEKEND

Parishioners return intention card brought from home **or** are encouraged to use the in-pew intention cards/envelopes.

- Show the United Catholic Appeal video.
- Continue bulletin announcements and general intercessions.

NOVEMBER 13

Parishes return collected intention cards for processing in the envelopes provided. Please refer to the **Processing Guide** for details and the mailing address.

SPLIT PARISHES ONLY: DO NOT OPEN INTENTION ENVELOPES

Promote United Catholic Appeal awareness and education pieces as reminders to parishioners by using the files available on the Parish Helpdesk at www.archindy.org/UCA:

- Bulletin announcement placed in the parish bulletin
- Ministry Minute videos used on social media platforms
- Facebook posts used on parish Facebook pages
- Emails encouraging participation and highlighting the parish's individual success

NOVEMBER 18-19

Second opportunity for parishioners to participate in the United Catholic Appeal by returning their intention cards. Processing will take place as noted above.

WEEK OF NOVEMBER 20 - WEEK OF DECEMBER 4

- Weekly bulletin announcement placed in the parish bulletin
- Weekly Ministry Minute videos used on social media platforms
- Weekly Facebook posts used on parish Facebook pages
- Weekly emails encouraging participation and highlighting the parish's individual success

WEEK OF DECEMBER 11 - WEEK OF FEBRUARY 19

- Bi-weekly bulletin announcement placed in the parish bulletin
- Bi-weekly Ministry Minute videos used on social media platforms
- Bi-weekly Facebook posts used on parish Facebook pages
- Bi-weekly emails encouraging participation and highlighting the parish's individual success

WEEK OF FEBRUARY 26

Follow-up mailing sent by Our Sunday Visitor to households that have not contributed.

Visit the Parish Helpdesk for useful resources.
www.archindy.org/UCA