

## Parish Kit Instructions

### Split Parish

As parish leaders, thank you for actively participating in the United Catholic Appeal (UCA). Your efforts last year were greatly appreciated and measured by the success of the Appeal! The following best practices are strongly encouraged as our most successful parishes use them in ***increasing participation and financial support***:

1. Hang the posters in highly visible areas to promote the UCA. The posters are two-sided and can be used year-round to help your parish first promote the UCA and then to promote the Parish Stewardship Renewal.
  - a. From October–December, please display the poster with the INTENTION WEEKEND on the front.
  - b. Starting in January, please consider using the opposite side of the poster, “We Are One in Christ” to promote the Parish Stewardship Renewal.
2. It is strongly recommended that you conduct the In-Pew Appeal on Intention Weekend, November 10-11.
  - a. Continue to plan for how the parish will implement and conduct the *6 Steps for a Successful Appeal* using the attached handout.
  - b. Ensure that you have received the In-Pew Intention Envelopes. These look slightly different than last year and were designed specifically for Intention Weekend. (Remember all registered parishioners will receive a pledge card in the mail.)
  - c. Ensure that you have a surplus of pens to pass out during Masses on Intention Weekend.
  - d. Test the UCA video to be certain that it works within your equipment, contacting the Office of Stewardship and Development if you have problems or questions.
3. Confirm that your ministry speakers are in place for the upcoming Awareness Weekends, which are October 20-21, October 27-28 and November 3-4.
4. Resources, including text, JPEGs files and PDF files, to help you promote the Appeal, can be found at [www.archindy.org/UCA](http://www.archindy.org/UCA) in the Parish Helpdesk. Continue promoting the UCA to your parishioners in the following ways:
  - a. Bulletin Announcements
  - b. Links to the United Catholic Appeal videos from the parish website
  - c. Through email messages sent to households that highlight the UCA
  - d. Using Facebook ads and Tweets on your parish social media accounts
5. Contact the Office of Stewardship and Development with questions or for additional assistance.



ARCHDIOCESE OF INDIANAPOLIS  
The Church in Central and Southern Indiana

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