

## PARISH PARTICIPATION – ROLES & RESPONSIBILITIES

Relationship building, education and positive promotion are essential for a successful Annual Appeal. The Appeal involves a positive partnership between parishes and the Office of Stewardship and Development at the Pastoral Center.

- **Parishes** are encouraged to promote the Appeal in a positive manner, present the DMA information to parishioners and personally invite participation.
- **The Office of Stewardship and Development** prepares and distributes all DMA materials, provides an overall status report, helps process all donations, prepares and sends all acknowledgment and reminder letters to donors, and provides on-going support to leadership during all aspects of the Appeal.

It is important for parish leadership to understand the recommended roles and responsibilities which can lead to successful implementation of the Appeal.

### *For the pastor, parish priests and deacons -*

- Delegate a committee, lay or staff members, to implement the Appeal at the parish.
- Set a positive tone for the Appeal. Your language and attitude impact your parishioners.
- Affirm the Appeal through Homilies, Bulletin and Pulpit Announcements.
- Pray for the success of the Appeal whenever possible.
- Make a personal gift/pledge.
- Thank your parishioners and often – you can never say thank you enough.

### *For the parish business manager/staff –*

- Stay in regular communication with your pastor and parish staff regarding DMA Appeal status, parish inquiries, etc.
- Contact the S&D Office for any needed materials or questions. We are here to serve.
- Include Appeal information in all communications and ensure DMA materials are restocked in the church pews or near bulletins. Call 719-866-6459 or email [jbernal@diocs.org](mailto:jbernal@diocs.org) if you need more DMA materials.
- Pray for the success of the Appeal whenever possible.
- Make a personal gift/pledge.