

The materials in this manual are only for the use of the parishes in the Diocese of Madison. They may not be used by any other parish or diocese without the written consent of the Diocese of Madison.

First Monthly Reminder

NOTE: *This reminder should be sent, at the beginning of the second month after people begin their new giving, to those parishioners whose average weekly contribution has fallen substantially below the financial commitment that they made during the Parish Offertory Program.*

The parishioners' total of their new commitment for 4-5 weeks and their actual contributions during those weeks need to be written neatly, or typed, in the blanks so that they can see the difference.

As with all reminders for this program, no "Amount Due" is shown.

Dear Fellow Parishioner:

As you know, new parish offertory commitments began one month ago on _____, 20___. I am writing to you today to confirm that our parish records are accurate.

Please check the following information about your giving over the first four (or five) weeks of _____.

Your new parish offertory commitment per week is:

\$_____

Over four (or five) weeks, your total commitment is:

\$_____

Your actual parish offertory contributions totaled:

\$_____

If our record of your commitment is inaccurate or you need to change your commitment, please call _____ at the parish office (_____/_____-_____).

Once again, I want to thank you for your participation in our Parish Offertory Program and your continuing support of _____ Catholic Church. May God bless you and your family.

Sincerely yours in Christ,

Pastor