

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.

Follow-Up Letter

NOTE: These letters should be personalized

Dear _____ ,

We have recently attempted to contact all of our parish families asking them to participate in our Parish Offertory Program. We have not as yet received a commitment form from you and, in an effort to receive a response from all parishioners, I am enclosing program information for you.

As you know, it is never easy for a parish community to address issues of financial support. The last thing that anyone would wish to do would be to drive someone away from the Church as a result of asking him or her for a financial commitment. I want you to know this is definitely not my intent.

We ask that you carefully read the enclosed brochure, reflect upon the gifts that God has given to you and prayerfully consider whether your financial commitment to our parish is enough, too much, or not enough. Then, complete the commitment form and either mail it back to the parish or put it in the offertory collection next weekend.

In the event that you are not going to change your commitment at this time, please feel free to note this on your form. It is important that we receive a response from you so that no further follow-up efforts will occur.

We want to thank you in advance for your careful consideration of this information and for whatever support you are able to provide to our parish.

Sincerely yours in Christ,

Pastor

NOTE: Be sure to include a brochure, commitment form and reply envelope that shows the parish address.