

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 written consent of the Diocese of Madison.

### **Follow-Up Weekend Script**

(Presented by the presider at each Mass)

**"Good morning. My name is \_\_\_\_\_ and I am here to assist anyone who has not yet made your time, talent, and treasure commitment to our parish. I now ask that one member of each household that did not make a commitment last weekend to raise your hand so that we can give you an envelope."**

**"Now, please open the envelope and give the offertory card and a pencil to the designated member of your household who will make your offertory commitment."**

**"Give a time and talent form and a pencil to each member of your household over the age of \_\_\_\_ . If you need additional cards or pencils, please raise your hand again."**

**"In the event that you did not receive a brochure about this program in the mail, kindly print "no mail" at the top of the offertory commitment card. Someone will contact you to make sure that you are listed correctly on the parish census. Now, be sure that you have the appropriate material in hand."**

**(PAUSE)**

**LOOK AROUND TO MAKE SURE THAT EVERYONE HAS HIS OR HER FORMS AND CARDS. IF NOT, DIRECT AN USHER TO ANYONE WHO NEEDS SUPPLIES.**

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**"As we begin this process, I hope that you have prayerfully considered the gifts that you have received from God and, in turn, will share a generous portion of those gifts with our parish as it carries out the Lord's work in our community."**

**"Now, I ask the designated member of each household to take your offertory commitment card and carefully print your name in the space provided."**

**(PAUSE)**

**"Now, carefully print your address."**

**(PAUSE)**

**"Please print your city and zip code."**

**(PAUSE)**

**"Please write your telephone number and e-mail address, if you have one."**

**(PAUSE)**

**"Please check off the amount of the weekly financial gift that you will share with our parish in the coming year. It is important to indicate a weekly amount even if you intend to give monthly or annually. If you are unable to indicate a commitment at this time, please indicate that on the form so that we will not follow-up with you."**

**(PAUSE)**

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**"Now, I ask that everyone who is \_\_\_\_\_ years old or older to pick up a pencil and a time and talent form." (Include here the instruction as to whether current ministers are to complete a form.)**

**(PAUSE)**

**"Carefully print your name."**

**(PAUSE)**

**"Carefully print your address."**

**(PAUSE)**

**"Please print your telephone number."**

**(PAUSE)**

**"Check the ministry, or ministries, in which you wish to serve."**

**(PAUSE)**

**"Now, please fold your time and talent forms and insert them along with your offertory commitment card and the pencils inside the envelope and seal it."**

**(PAUSE)**

**"The envelopes will now be collected. On behalf of the parish staff, Parish Council, Finance Committee, and the Time, Talent, and Treasure Commitment Committee and myself, I wish to thank you for your continuing generosity."**

**"Thank you and may God bless you all."**