

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 Weekend Script

(Presented by the Presider at each Mass)

(After review, increase font size, double space and place in a binder)

"Good morning. My name is _____ and, once again, I am here to talk about the Parish Offertory Program. Specifically, I want to assist those who were unable to complete their Offertory Commitment cards last weekend.

All are being asked to support our parish based upon returning a fair measure of the gifts God has given to you. Those of you who do not use envelopes are asked to begin to do so. This is an important part of belonging to a parish.

In the event that you did not receive a brochure in the mail, one of two possibilities exist. Either the brochure was lost in the mail, or you are not on our mailing list. If you think that you may not be on our list, please follow the instructions that I will give you in a moment.

Now, I ask the designated member of each household that has not yet made a commitment to raise your hand so that we can give you an envelope. When you receive your envelope, please open it and remove the pencil and the commitment card."

*(Take a moment to make sure everyone who needs a card has one.
If not, direct ushers to those who need cards.)*

"If you did not receive a brochure in the mail, please write the words 'No Mail' at the top of your card now.

(Take a moment to make sure most have finished.)

"Please carefully print your name in the space provided."

(Take a moment to make sure most have finished.)

"Now, carefully print your address and unit or apartment number."

(Take a moment to make sure most have finished.)

"Carefully print your city and zip code."

(Take a moment to make sure most have finished.)

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"Write your telephone number and e-mail address, if you have one."

(Take a moment to make sure most have finished.)

"Now go to the area where the dollar amounts appear and check off the amount of the weekly gift that you feel is an appropriate indication of your commitment to your parish in gratitude for the gifts God has given to you. If the amounts provided are not to your liking, please fill in another amount on the line marked "Other". It is important to indicate an average weekly amount even if you intend to give monthly or annually.

If you can not make a commitment at this time or do not want to make a commitment, please make a note of that on the card so that we will not follow-up with you."

(Take a moment to make sure most have finished.)

"On behalf of Father _____, the parish staff, the Parish Pastoral Council and the Parish Finance Council, I wish to thank you for your continuing generosity."

"Please place your commitment card and pencil in the envelope provided. Do not seal the envelope. Just slip the flap inside. Place the envelope in the basket that will be passed now."

"Thank you again and God bless you for all that you do to assist with the Lord's work in our parish."