

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.

## Quarterly Reminder Format

**NOTE:** *This reminder should be sent when three full months have passed since new giving began. The parishioners' financial commitments for the past 13 weeks and their actual contributions should be written neatly, or typed, on the letter. This same format should be repeated in month six. Since you will repeat the program next fall, there is no need to send a reminder next year in October since people will be renewing their commitments at that time.*

Dear Fellow Parishioner:

I am writing this letter as a progress report to all parishioners that made an offertory commitment. Each of you will receive quarterly reminders to assist in monitoring your commitment.

If you did not complete a commitment card during the program, we have assumed that you will continue to give what you have given our parish in the past. Your average weekly gift is indicated below on the "New Offertory Commitment" line.

For the past 13 weeks:

Your new parish offertory commitment totaled:

\$ \_\_\_\_\_

Your actual parish offertory contributions totaled:

\$ \_\_\_\_\_

If you have any questions about this report, feel free to call \_\_\_\_\_ at the parish office (\_\_\_\_\_) \_\_\_\_-\_\_\_\_\_.

All of your prayers and support will enable us to continue our ministries and to plan for the future of \_\_\_\_\_ Catholic Church. Thank you again for your generosity. May God bless you and yours.

Sincerely yours in Christ,

\_\_\_\_\_  
Pastor

**NOTE:** *Parishes are encouraged to list some information about things that happened during the quarter that were enabled by the additional income provided by parishioners. This information should be listed at the bottom of the reminder so it does not detract from the giving information.*