

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.

SECOND MONTHLY REMINDER

NOTE: *This reminder should be sent two full months after new giving was scheduled to begin, to those parishioners whose actual weekly contribution has fallen substantially below the financial commitment that they made during the Parish Offertory Program.*

The parishioners' totals of their new commitment over ____ weeks and their actual contributions over ____ weeks need to be written neatly, or typed, in the blanks so that they can see the difference.

Dear Fellow Parishioner:

I am writing today to remind you of the parish offertory commitment you made a few months ago during our Parish Offertory Program.

Your new commitment was scheduled to begin on _____, 20___. We need your contributions to continue all of our ministries throughout the coming year.

We may have recorded your commitment inaccurately. Here is our record of what your giving has been over the past _____ weeks:

Your new parish offertory commitment per week is:

\$ _____

Over _____ weeks, your total commitment is:

\$ _____

Your actual parish offertory contributions totaled:

\$ _____

If you find any errors in the information above, please call _____ at the parish office, (_____)_____-_____.

I thank you for your support of our parish in the past and I know that we can depend on you in the future. May God bless you abundantly.

Sincerely yours in Christ,

Pastor