

Lay Witness Resource Guide



2017 Catholic Charity Appeal

Diocese of Providence

Celebrating our 92nd Anniversary

1925 – 2017

Do I Need to Have A Lay Witness Presenter?

It is highly recommended. The use of a lay witness is an effective means of increasing participation. Remember that people give to people. The lay witness presentation provides parishioners with a peer to peer example of why the Catholic Charity Appeal is an important responsibility shared by all members of the diocese. A witness brings into focus, through the sharing of personal examples, how and why support for the Appeal is vital to continue the work of the diocese.

The in-pew method of solicitation can be very effective in soliciting a large percentage of the congregation on a single weekend. We recommend having two in-pew weekends. The first weekend should include a lay witness presentation. The second in-pew weekend will be an opportunity for those who were unable to make a gift during the previous weekend Masses.

It is likely that most of the people who attend Mass on the in-pew weekend will contribute to the Catholic Charity Appeal. It is also likely, in spite of your best efforts to communicate through written appeals, letters, brochures and newsletters that many have either not read the material or have not decided on making their pledge. Inviting a lay witness to speak to the congregation provides unparalleled motivation to participate in the Appeal at that particular moment.

The focus of the Catholic Charity Appeal is serving Christ by serving others. As caretakers of God's gifts, we have been entrusted with what the Lord has provided each of us. As part of that responsibility, it is up to us to provide the means by which the Gospel message of Jesus Christ can be witnessed through the ministries of social justice, Catholic education, religious ministries and spiritual development. The goal of the lay witness should be to share with peers why support of the Appeal is important to you and others.

When recruiting a parishioner to deliver a lay witness presentation, be sure to select someone who is an energetic and enthusiastic speaker. It should also be someone who is a long-standing active parishioner and also a contributor to the Catholic Charity Appeal. This person should feel comfortable with speaking in front of a large audience.

Therefore, we have provided you with yet another resource in the event that you cannot recruit someone for this very important role in promoting the Catholic Charity Appeal. Please refer to the enclosed Lay Witness Speaker Directory as well as some key dates, specifically the two recommended in-pew weekends, for the 2017 Catholic Charity Appeal.

Sample Script of Specific Instructions for the In-pew Solicitation

With your help, we will now implement the in-pew solicitation for the Catholic Charity Appeal. I am going to proceed slowly and I ask for your patience as we do this together as a parish family.

This year, even more parishes have opted to use this method of solicitation. Our giving together as a parish is a sign of our commitment as a member of the Holy Catholic family in Christ.

I won't presume to ask you how much to give. We only ask that we attain 100% parish participation. For some of you, participation may only be filling out the envelope indicating that you are unable to give to the Catholic Charity Appeal this year. Please be as generous as you can when you decide on your gift.

(Use only during second in-pew weekend)

Some of you may have already made your contribution last week or through the Bishop's Partnership in Charity. If this is the case, we ask that you now pray for the success of the Catholic Charity Appeal.

Having said this, let us now begin.

In each pew, you will find a supply of in-pew envelopes along with pencils/pens. If you are sitting at the ends of the pew, please make sure that every parishioner sitting in your pew has what he or she needs.

Clearly print your name, address and telephone number and e-mail address, if you have one, in the appropriate spaces. Please note that your gift will be credited to this parish unless you check the box indicating that you are visiting this parish and would like your gift credited to the parish where you are registered.

Pause 20 seconds

Next, please consider the amount of your gift.

Slow down

Please note that you can make a gift by choosing one of three options.

The first option is to make a pledge with some portion of this amount paid today with the balance billed in accordance with the terms you specify.

Pause 20 seconds

The second option is to make a pledge with no deposit today and spread the payments across the terms you specify.

Pause 20 seconds

We ask that you consider making a pledge versus making a one-time cash gift. If you make a pledge, the Stewardship & Development Office will send you a reminder of the balance due based upon the payment schedule you have selected. If you would prefer to make a regular monthly or quarterly gift by using a credit card or through direct debit, please visit our secure website at www.providencediocese.org. Please remember to check the box on the inside flap of the in-pew envelope to indicate a credit card or direct debit gift.

Pause 20 seconds

The third option is to make a one-time cash gift that will be paid today by cash or check. Make check payable to Catholic Charity Fund. Or, follow the instructions on the form attached to the in-pew envelope to make a one-time credit card or direct debit gift.

Pause 20 seconds

We now ask that you enclose your cash or check and seal the envelope.

Pause 20 seconds

The ushers will now collect your envelopes. On behalf of the thousands of Rhode Islanders in our diocese who benefit from your generosity, I thank you for your patience and for sharing the many blessings bestowed upon you.

Key Dates for the 2017 Catholic Charity Appeal

 Indicates Diocesan Involvement

 Indicates Parish Involvement

Week of November 7	The database file for the first diocesan direct mail letters to prospects will be submitted to mail house
Week of December 26	The first diocesan direct mail letter, signed by Bishop Tobin with a pledge card enclosed, will be mailed to prospects
January 9 – January 27	All parish tool kits will be delivered to parishes
Weekend of January 14/15	Pastors are asked to mention the arrival of Bishop's letter and that parishioners can respond directly to the mail or through in-pew
Wednesday, January 18	Catholic Charity Appeal Workshop - this workshop will begin at 6:00pm and end at 7:00pm
Monday, January 23	Catholic Charity Appeal Workshop - this workshop will begin at 4:00pm and end at 5:00pm
Week of January 23	Reminder letter, signed by the Bishop with a pledge card enclosed, will be mailed to all prospects
Friday, February 3	This is the deadline to submit a parish goal review request
Weekends of February 4/5, February 11/12, February 18/19	Parishes are asked to promote responses to the first diocesan direct mail letter as well as the upcoming In-pew weekends through bulletin and pulpit announcements
Friday, February 10	Sign up deadline for the 2017 Catholic Charity Appeal Parish Share Program
Wednesday, March 1	Ash Wednesday - this date marks the unofficial start of the 2017 Catholic Charity Appeal

Weekend of March 11/12	This is the first recommended In-pew Weekend (with a lay witness presentation) for soliciting gifts at your parish
Weekend of March 18/19	This is the second recommended In-pew Weekend for soliciting gifts at your parish
March 20 – April 17	During this time frame, your parish should concentrate on following up with those parishioners who have not responded to your primary method of solicitation
Sunday, April 16	Easter Sunday
Monday, April 17	All in-pew gifts should be submitted for processing

Week of May 1	Reminder letter, signed by the pastor with a pledge card enclosed, will be mailed to all prospects
Monday May 14 - Friday, June 2	Professional Telemarketing Campaign
Week of May 29	LYBUNT (Last Year But Not This Year) mailing sent to all prospects
Friday, June 30	Close of the 2017 Catholic Charity Appeal

"Here at St. Vincent de Paul in Coventry we have a lay witness give a five minute presentation each year encouraging greater participation in CCA pledges and gifts. This is done on the first Sunday of our "in pew appeal." I think these presentations are very significant, personal and effective. They help the parishioners understand that other parishioners in the pews, not just the pastor, are sold on the importance of supporting our Diocesan CCA. The lay witness helps us reach our goal!"

Father Michael A. Kelley
Pastor
Saint Agatha and Precious Blood Parishes in Woonsocket

"Lay Witness speakers are a very beneficial resource for parishes. This year, two speakers from the diocese helped kick off our campaign. Their sharing was a great inspiration, and put a human face on what our participation in the annual appeal can achieve in the lives of many needy people. If you want a fresh and meaningful approach to the annual appeal, the Lay Witnesses will be a great help."

Father Jay A. Finelli
Pastor
Holy Ghost Parish in Tiverton

"A word from someone connected to the Catholic Charity endeavor always helps to validate not only the work but also the target of where the CCA money goes. It is no small thing today to know that. The brochure is fine but the hearing of a "voice" from the CCA sector gives the Bishop's request a certain honesty and comfort. I once heard the statement made by a bishop in a diocese far, far away that "sheep talk to the sheep better than the shepherd does."

Father Kenneth Suibielski
Pastor
Saint Claire Parish in Misquamicut

"One of the values of the lay witness presentation is that it subtly underlines the fact that charity is the a duty of all people not only priests and religious. To hear that a person's life has been changed due to his or her self-giving can certainly cause others to reflect upon their own lives and responsibilities. That a lay man or woman can speak of his or her recognition that all that we have is God-given and that we are mere custodians is quite thought provoking."

Father Stephen P. Amaral
Pastor
Our Lady of Czenstochowa Parish in Coventry



2017 CATHOLIC CHARITY APPEAL

Supporting the work of the Church

SPEAKER DIRECTORY

	<u>Name</u>	<u>Ministry</u>	<u>Telephone Number</u>
1.	John Barry	Catholic Social Services of RI	421-7833
1.	Kathy McKeon	Catholic Social Services of RI	421-7833
2.	Carol Owens	Life and Family Ministry	421-7833
3.	Linda A'Vant-Deishinni	Elder Services	421-7833
4.	*Stella Carrera	Immigration and Refugee Services	421-7833
5.	Louise Dussault	Catholic Youth Ministry Office	278-4626
6.	Terry Viccione	Youth Ministry	942-6571
7.	Daniel Ferris	Catholic School Office	278-4550
8.	Edward Bastia	Catholic School Office	278-4550
9.	Jim Jahnz	Project Hope / Keep The Heat On	728-0515
10.	Wendy Fargnoli	Saint Antoine Residence	767-3500
11.	Tammy Summiel	Saint Antoine Residence	767-3500
12.	Isabel Pestana	Saint Antoine Residence	767-3500
13.	Mary Beth Daigneault	Saint Clare Home Administrator	849-3204
14.	Linda Peckham, RN	Saint Clare Home Staff	849-3204
15.	Deacon Stephen Cote	Marriage Preparation and Enrichment	278-4577
16.	Donna Warner	Marriage Preparation and Enrichment	278-4576
17.	Esther Price	Saint Martin de Porres Center	274-6783
18.	Pat Kane	Rejoice in Hope Youth Center	942-6571
19.	Martha Paone	Prison Ministry	462-5215



2017 CATHOLIC CHARITY APPEAL

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SPEAKER DIRECTORY

	<u>Name</u>	<u>Ministry</u>	<u>Telephone Number</u>
20.	Michelle Donovan	Office of Faith Formation	278-4646
21.	Edward Trendowski	Office of Faith Formation	278-4646
22.	Eileen Noble	Catholic Charities Outreach Center (Wakefield)	783-3149
23.	*Antonio Andreu Galvin	Catholic Charities Outreach Center (Woonsocket)	762-2849
24.	Irma Rodriquez	Special Religious Education (SPRED)	278-4578
25.	Daniel Mahoney	Seminarian	331-1316
26.	Mark Gadoury	Seminarian	331-1316
27.	Matthew Boni	Seminarian	331-1316
28.	Joseph Brodeur	Seminarian	331-1316
29.	Father Christopher Mahar	Rector, Seminary of Our Lady of Providence	331-1316

* Denotes that lay witness presentation can also be provided in Spanish.

**If you would like more information about the Catholic Charity Appeal,
please call the Office of Stewardship & Development at 277-2121.**