IN-PEW PROCESS FOR THE ANNUAL CATHOLIC APPEAL
COMMITMENT WEEKEND: 3 STEPS FOR A SUCCESSFUL APPEAL

CSA PRESENTATION ON THE SECOND SUNDAY OF EASTER

Introduction
Each parish is encouraged to focus on the Catholic Services Appeal at each of the weekend Masses. This can be done immediately after the Gathering Song, after a brief homily which should integrate the overall CSA theme, or after Communion before the final dismissal. Whatever you decide, please invite the assembly to be seated and call attention to the CSA Commitment Weekend. When the appeal is concluded, invite the assembly to stand and continue with the Mass as usual.

Best Practices for Successful In-Pew Appeals
- Provide coffee and donuts/hospitality on CSA Weekend at all Masses.
- Be sure to hand out pledge cards, do not just leave them in the pews.
- Enlist children to pass out and collect the cards, please coordinate with parents.
- Do NOT collect the pledge cards with the general offertory.
- Remind people it is important to participate, participation, no matter how small the gift, is critical to the success of supporting our programs and ministries.
- Remain positive and treat the process as a celebration. Parishioners can pick up on even a subconscious lack of support and this can undermine your efforts.
- Be prepared! Plan and rehearse the process in advance with facilitators and the organist.
- Thank the parishioners before and after you make the request.

STEP ONE: Planning Commitment Weekend: April 27th & 28th
What You Will Need: Parish Kit: 2 Posters
- Blank Pledge Cards
- Blank Prayer Intention Cards
- 6 Parish Pledge Return Envelopes
- 2 Parish Prayer Card Envelopes
Volunteers: To Pass Out Cards
- Pens or Pencils in the Pews

STEP TWO: Make the In-Pew Appeal during Masses on Sunday, April 27-28, 2019

(Continued on back)
STEP THREE: Shipping All Pledges, Payments, and Prayer Cards

Returning CSA Pledges and Payments
• Gather all CSA responses, without opening them, and place them in the appropriate Postage Paid Envelope to be shipped to:

   Agilis  
   2381 Crossroads Blvd.  
   Albert Lea, MN  56007

Returning CSA Prayer Intention Cards
• Gather all CSA Prayer Intention Cards and place them in the appropriate Postage Paid Envelope to be shipped to:

   Diocese of Gary  
   Attn: CSA  
   9292 Broadway  
   Merrillville, IN 46410

○ Mail the first batch on Monday, April 29th.  
○ Mail one subsequent batch six weeks later on Monday, June 3rd with all remaining filled out prayer cards.

Disposing of CSA Materials:  
• Please recycle all remaining materials on January 31, 2020.

REMINDER: All CSA Pledge Cards and Payments should remain unopened in their sealed envelopes to be processed off site.