

***“Your Every Act Should Be
Done With Love.”***

1 Cor. 16:14

60th Annual

**God’s Share
Appeal**

May 6-7, 2017

Diocese of Bismarck

Table of Contents

Bishop Kagan’s Letter	3
Four-Year History of Campaign Progress	4
Stewardship in the Family, the Parish, and the Diocese	5
Diocesan Demographics	6
Parish Goals Process	7
How Your Parish Goal was Calculated.....	7
2017 God’s Share Appeal Parish Goals.....	8
How Has Your Parish Done?.....	10
Special Giving Options	14
The Envelope	14
Tips for a Successful Parish Appeal	16
Answers to Frequently Asked Questions	18
2017 Campaign Calendar.....	19
Leadership – Pastor.....	21
Leadership – Parish	22
Lay Presenter Talk	24
Suggested Presentation – Pastor	25
In-Pew Solicitation.....	26
Home Visits	29
Work Stations.....	30
Telephone Follow-up.....	31
Stewardship Scriptural References	33
Bulletin and Pulpit Announcements	34
General Intercessions	35
Stewardship Songs	35
Pastor’s Pre-Campaign Letter to Parishioners	36
Pastor’s Follow-up Letter	37
Auditing Report Procedure	38
Transmittal Report Form.....	41
Year-round Bulletin Announcements.....	43



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Reverend Fathers and dedicated parish leaders,

I am deeply grateful for your ongoing leadership and participation in our Annual God's Share Appeal. Your efforts make possible the work that affects and impacts so many in our diocesan family. Our seminarians are flourishing in their formation; our active and retired priests are receiving the care they need and deserve; our children, teens and adults are growing closer to God; we are communicating with a wide audience through several mediums; and so much more happens because of your dedication to organizing and promoting our God's Share Appeal in your parishes.

Because of your parishioner's past support, we are a vibrant church in western North Dakota. But now, it is that time of the year again, where you need to prepare yourselves to coordinate and plan how you will effectively promote and conduct your parish's 2017 God's Share Appeal.

I have chosen the theme, "Your Every Act Should Be Done With Love" 1 Cor. 16:14. This theme will allow you to teach your parishioners about the importance of living their lives as Christian stewards, sharing generous portions of their time, talent and treasure with our diocesan church.

I urge you to take advantage of the valuable information inside this Leadership Manual as it will lead you on a path for success. Your outstanding leadership, coupled with the overwhelming generosity of so many of our faithful parishioners will allow you to meet and surpass your parish goal.

If you have any questions or need additional materials, please contact Ron Schatz or Dee Tracy in the Office of Stewardship and Resource Development. I know they will do everything they can to help you surpass your parish goal.

Sincerely yours in Christ,

Most Reverend David D. Kagan
Bishop of Bismarck

Four-Year History of Campaign Progress

	2013	2014	2015	2016
Campaign Goal	\$3,100,000	\$3,200,000	\$3,200,000	\$3,200,000
Total Commitments	\$3,244,998	\$3,376,641	\$3,419,994	\$3,393,743
Total Collected	\$3,189,273	\$3,281,269	\$3,332,772	\$3,295,859
Percent of Goal Committed	104.7%	105.5%	106.9%	106.1%
Percent of Commitments Collected	98.3%	97.2%	97.4%	97.1%
Average Contribution	\$275.40	\$295.65	\$297.78	\$314.32
Change in Average Contribution	\$20.18	\$20.25	\$2.13	\$16.54
Total Family Units (prospects)	22,576	22,726	22,260	22,019
Total Participants (contributors)	11,783	11,421	11,485	10,797
Percent of Participation	52.2%	50.3%	51.6%	49.0%
(Loss) Gain in Participation From Previous Year Activity	(634)	(362)	64	(688)
Parishes Over Goal	58/98	49/98	50/98	42/98

2016 figures as of 02-28-2017

Stewardship in the Family, the Parish and the Diocese

The Family

Christians experience God's blessings first and foremost in the family. The gift of life, which is entrusted to a man and a woman in the sacrament of marriage, is nurtured and sustained in our families. Here minds and hearts are formed, skills and talents are developed, and faith is translated into action. Christian families are called to be responsible stewards through: family prayer, time spent together (sharing meals, doing household chores, and enjoying leisure activities), and generous sharing with friends, neighbors, and those in need.

The Parish

Your parish is not simply a place to "stop by" once a week to fulfill an obligation. It is (or should be) an ongoing source of spiritual strength and a center for learning, teaching, and sharing our faith. Above all, your parish should be a community of faith where what is experienced in the Eucharist (communion with Christ and with His church) transforms our daily lives – at home, in the workplace, and in society. Christian stewards accept their baptismal responsibility to carry out the mission of the church by contributing their time, talent, and treasure to their parish communities.

Stewardship of Time: At the very least, all should make the most of their observance of the Lord's Day (not arriving late or leaving early) and share precious time with fellow parishioners – in prayer, study, or ministry. Time that is generously shared with the parish has a way of replenishing itself. It comes back to us in unexpected ways and fills us with many more opportunities to give and to serve than we ever thought we had time for.

Stewardship of Talent: Our parish communities invite us to develop and share with others the distinctive gifts and talents we have

received from the Holy Spirit. This sharing of gifts may be formal or informal. It may be public (serving on the parish council or as a lector or eucharistic minister), or it may be "behind the scenes" (quietly helping a family in need or stuffing envelopes for an important parish mailing). God gives talent to everyone – and invites us to freely share our gifts with our parish family.

Stewardship of Treasure: Baptized Christians are called to give witness to the stewardship of treasure in and through their parish communities. Of course, this means contributing to the support of the parish – and to its many ministries. But stewardship of treasure means much more than church support. It means accepting money - and all the material things we possess – as gifts to be cherished and shared, not for their own sake but for the good of others, especially our families, our communities, and those whose needs are greater than our own. Catholics are invited, and challenged, to make gifts to the parish that are planned, proportionate, and sacrificial – not simply because "our parish needs the money," but because each of us has a need to give, as God has given generously to us.

The Diocese

Many people have built up the 98 parishes throughout western North Dakota. There are many diocesan programs that serve the people of our communities in ways that no individual parish can. These diocesan ministries are a direct expression of the unity and solidarity of the entire Catholic community. Each individual and family in the diocese is invited to participate directly in the mission of the church through gifts and pledges to our annual **God's Share Appeal**.

Diocesan Demographics

The Diocese of Bismarck...

- Consists of 34,268 square miles.
- Includes the counties of Adams, Billings, Bowman, Burke, Burleigh, Divide, Dunn, Emmons, Golden Valley, Grant, Hettinger, McKenzie, McLean, Mercer, Morton, Mountrail, Oliver, Renville, Sioux, Slope, Stark, Ward and Williams.
- Is 107 years old; was established December 31, 1909.
- Represents a total population of 339,664 in western North Dakota.
- Represents a total Catholic population of 63,975.
- Has 22,019 family units.
- Has 62 parishes.
- Has 36 missions.
- Has 96 diocesan priests, religious order priests, and retired clergy.
- Has 78 permanent deacons.
- Has 22 brothers.
- Has 81 women religious.

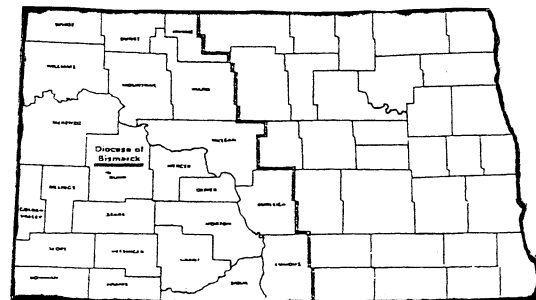
The Diocese of Bismarck, the Catholic Church in western North Dakota, is made up of people of all ages and many nationalities. We have varied incomes and live different lifestyles.

Our Catholic faith unites us. The sacrament of the Eucharist, the presence of Jesus Christ in the form of bread and wine, is a sign that unites us in that faith.

As Catholics we are linked together with all the Catholics of our nation and the world. Our present is linked with the past by our unique structure. The Pope maintains our continuity with the past. As Catholics in western North Dakota, we are linked together with the Pope through our priests and our Bishop, Most Reverend David D. Kagan.

As members of parishes and our diocese, we are interdependent of one another in carrying out our mission to proclaim the Good News of Jesus Christ. When we give to our parish, the diocese, and the universal church, we are truly answering the call of Jesus Christ.

On the pages that follow, we will review various roles and responsibilities of key leaders and the suggested plan to achieve a successful appeal result. Working together, we will succeed in reaching our financial goal of \$3,257,000. By following the plan as outlined in this manual, we will achieve the highest possible percent of participation from our parish families.



Tithe: How shall I make a return to the Lord for all the good he has done for me.

--Psalms 116:12,14

Parish Goals Process

God's Share Appeal Goals Committee

The God's Share Appeal Goals Committee consists of the vicar general, the five deans, and the staff from the Office of Stewardship and Resource Development.

Purpose of the Committee: To approve and recommend to Bishop Kagan an appropriate annual goals formula for the diocese.

Goals and Adjustments:

1. Pastors receive parish goals when they pickup their God's Share Appeal material boxes after the Chrism Mass.

2. A pastor may request assistance in planning his parish appeal from the Office of Stewardship and Resource Development anytime throughout the year.
3. If a pastor believes the parish goal is unreachable that year, they may communicate their concerns to Bishop Kagan in writing on or before April 15.
4. Bishop Kagan and the pastor will discuss the concerns.
5. Within one week, Bishop Kagan will inform the pastor if there has been an adjustment made to the parish goal.

How Your Parish Goal was Calculated

Every parish goal was calculated using the same formula. The parish goal is proportionate to:

Parish Offertory Income:

Parish offertory income is determined by adding the amounts of the adult envelopes, children's envelopes, and loose plate collections. A three-year average is taken to adjust for local economic situations.

Catholic School Subsidy Adjustment

All parishes that financially support a Catholic School will have their 3-year parish offertory income average adjusted by 50% of their subsidy amount.

The parishes located on a Native American Reservation are adjusted by -33%.

2017 God's Share Appeal Parish Goals

BISMARCK DEANERY	
	Parish Goal
Ascension, Bismarck	\$111,841
Cathedral, Bismarck	\$254,628
Corpus Christi, Bismarck	\$256,364
Saint Anne, Bismarck	\$168,693
St. Mary, Bismarck	\$139,559
St. Hildegard, Menoken	\$27,304
St. Bonaventure, Underwood	\$12,769
Sacred Heart, Wilton	\$13,315
St. Catherine, Turtle Lake	\$7,953
St. Edwin, Washburn	\$13,296
St. Mary, Hague	\$9,865
St. Paul, Hazelton	\$8,284
St. Anthony, Linton	\$41,558
St. Michael, Linton	\$6,457
Sts. Peter & Paul, Strasburg	\$22,242
St. Katherine, Braddock	\$8,541

MANDAN DEANERY	
	Parish Goal
St. Joseph, Beulah	\$42,048
St. Theresa, Carson	\$10,565
St. Martin, Center	\$11,239
St. Vincent de Paul, Crown Butte	\$7,746
St. Lawrence, Flasher	\$13,791
St. Peter, Fort Yates	\$3,588
Sacred Heart, Glen Ullin	\$30,761
St. Martin, Hazen	\$29,335
St. Martin, Huff	\$5,725
Christ the King, Mandan	\$79,549
St. Joseph, Mandan	\$119,867
Spirit of Life, Mandan	\$122,620
St. Pius V, New Salem	\$16,468
St. Gertrude, Raleigh	\$6,381
St. Anthony, St. Anthony	\$9,183
St. Philomena, Selfridge	\$1,824
St. Elizabeth, Cannon Ball	\$243
St. James, Porcupine	\$856
St. Joseph, Grant County	\$2,358
St. Mary, Almont	\$3,533
Sacred Heart, Solen	\$1,085
St. Ann, Hebron	\$18,973

MINOT DEANERY	
	PARISH GOAL
St. Mary, Foxholm	\$10,695
St. Philomena, Glenburn	\$8,865
St. Agnes, Kenmare	\$16,230
St. Joseph, Bowbells	\$5,309
Little Flower, Minot	\$55,573
Our Lady of Grace, Minot	\$146,228
St. John the Apostle, Minot	\$94,189
St. Leo, Minot	\$117,408
St. Jerome, Mohall	\$10,991
St. Ann, Berthold	\$10,105
St. John, Lansford	\$7,230
St. Anthony, Donnybrook	\$4,399
St. James, Sherwood	\$8,126
St. Nicholas, Garrison	\$29,106
Immaculate Conception, Max	\$5,714
Sacred Heart, White Shield	\$1,214

2017 God's Share Appeal Parish Goals

DICKINSON DEANERY	
	Parish Goal
St. John the Baptist, Beach	\$49,584
St. Bernard, Belfield	\$50,263
Queen of Peace, Dickinson	\$127,147
St. Joseph, Dickinson	\$89,102
St. Patrick, Dickinson	\$75,781
St. Wenceslaus, Dickinson	\$87,018
St. Thomas, Gladstone	\$4,574
St. Mary, Golva	\$20,671
St. Paul, Halliday	\$7,763
St. Joseph, Killdeer	\$32,439
St. Elizabeth, Lefor	\$7,734
Sts. Peter & Paul, New Hradec	\$6,774
St. Mary, Richardton	\$27,289
St. Mary, South Heart	\$14,837
St. Mary, Medora	\$3,533
St. Stephen, Stark County	\$3,637
St. Charles, Bowman	\$30,610
Holy Trinity, Hettinger	\$21,045
St. Vincent de Paul, Mott	\$24,663
St. Mary, New England	\$29,831
St. Henry, Regent	\$10,977
St. John, New Leipzig	\$3,001
St. Mary, Marmarth	\$5,661
St. Mel, Rhame	\$5,069
Sacred Heart, Reeder	\$3,930
Sacred Heart, Scranton	\$10,015

WILLISTON DEANERY	
	Parish Goal
St. Patrick, Crosby	\$12,798
St. Anthony, Mandaree	\$3,900
St. Anthony, New Town	\$16,147
St. Bridget, Parshall	\$7,583
Most Holy Rosary, Stanley	\$33,712
St. Thomas the Apostle, Tioga	\$15,315
Epiphany, Watford City	\$43,718
St. Joseph, Williston	\$115,653
St. John the Baptist, Portal	\$6,787
St. Luke, Noonan	\$5,493
St. Boniface, Grenora	\$10,318
St. Joseph, Twin Buttes	\$3,332
St. Elizabeth, Makoti	\$4,051
Sacred Heart, Plaza	\$3,585
St. James, Powers Lake	\$6,994
St. Michael, Ray	\$8,462
Our Lady of Consolation, Alexander	\$6,426
St. John the Baptist, Trenton	\$5,427

How Has Your Parish Done?

The God's Share Appeal is the principle method of funding the diocesan operating budget. If every parish reaches their parish goal, then the diocese can reach their goal and provide the needed funds to balance the general operating budget of the diocese.

When a parish does not reach their goal, they cause the diocese to operate with a deficit budget. Operating any organization or business with a deficit budget is not healthy, and should be avoided.

At the 2002 Spring Clergy Conference, the priests of our diocese established the Seven Essential Elements of a Vibrant Faith Community. The seventh element is Administration and Stewardship. It states that

the parish community should ensure proper and just fiscal administration, business personnel and property management in response to the community's commitment of time, talent and treasure. Meeting the parish goal for the annual God's Share Appeal falls in line with this responsibility for each parish.

The chart below illustrates the percentage your parish obtained towards reaching your parish goal and the percentage of participation over the past three Appeals.

If your parish has not reached its goal or secured 100% participation, you are strongly encouraged to make changes and adjustments to how you conduct the 2017 Appeal.

DEANERY 1						
BISMARCK AREA	2014 GOAL	2014 PART.	2015 GOAL	2015 PART.	2016 GOAL	2016 PART.
PARISH	%	%	%	%	%	%
Ascension, Bismarck	116	47	130	56	131	53
Cathedral, Bismarck	154	48	142	49	141	46
Corpus Christi, Bismarck	93	49	96	47	96	44
Saint Anne, Bismarck	107	41	126	52	118	49
St. Mary, Bismarck	71	44	107	46	91	41
St. Hildegard, Menoken	137	66	136	65	138	62
St. Bonaventure, Underwood	91	71	78	69	65	59
Sacred Heart, Wilton	104	69	102	71	76	60
St. Catherine, Turtle Lake	83	67	77	65	91	80
St. Edwin, Washburn	104	56	101	54	106	47
St. Mary, Hague	78	65	74	59	63	45
St. Paul, Hazelton	165	64	115	52	126	57
St. Anthony, Linton	102	55	103	54	86	50
St. Michael, Linton	176	100	156	100	157	95
Sts. Peter & Paul, Strasburg	112	74	96	76	98	75
St. Katherine, Braddock	77	75	54	58	45	53

DEANERY 2						
MANDAN AREA	2014 GOAL	2014 PART.	2015 GOAL	2015 PART.	2016 GOAL	2016 PART.
PARISH	%	%	%	%	%	%
St. Joseph, Beulah	97	43	97	50	90	44
St. Theresa, Carson	38	43	62	50	63	44
St. Martin, Center	85	47	83	46	74	45
St. Vincent, Crown Butte	113	67	119	69	108	61
St. Lawrence, Flasher	132	62	115	65	108	59
St. Peter, Fort Yates	39	26	51	32	64	33
Sacred Heart, Glen Ullin	101	84	85	87	89	84
St. Martin, Hazen	102	43	85	41	88	41
St. Martin, Huff	192	72	167	71	158	62
Christ the King, Mandan	73	52	87	54	97	56
St. Joseph, Mandan	84	48	101	47	80	39
Spirit of Life, Mandan	145	38	114	39	88	40
St. Pius, New Salem	97	45	69	41	66	42
St. Gertrude, Raleigh	142	77	149	76	111	82
St. Anthony, St. Anthony	84	39	112	49	1,952	49
St. Philomena, Selfridge	42	53	46	53	57	64
St. Elizabeth, Cannon Ball	0	0	0	0	26	33
St. James, Porcupine	3	13	0	0	8	17
St. Joseph, Grant County	264	100	233	100	186	100
St. Mary, Almont	138	76	121	83	96	78
Sacred Heart, Solen	52	56	70	67	48	50
St. Ann, Hebron	119	66	107	69	91	63

~ Diocese of Bismarck Mission Statement ~

***TO BE AMBASSADORS FOR CHRIST WHO
LIVE STEWARDSHIP IN WORD,
SACRAMENT AND SERVICE***

DEANERY 3						
DICKINSON AREA	2014 GOAL	2014 PART.	2015 GOAL	2015 PART.	2016 GOAL	2016 PART.
PARISH	%	%	%	%	%	%
St. John, Beach	100	88	69	73	100	62
St. Bernard, Belfield	92	67	66	67	62	64
Queen of Peace, Dickinson	88	52	92	53	112	47
St. Joseph, Dickinson	89	56	94	55	87	52
St. Patrick, Dickinson	80	56	111	45	100	41
St. Wenceslaus, Dickinson	103	51	100	51	100	45
St. Thomas, Gladstone	151	68	122	66	115	62
St. Mary, Golva	79	96	81	79	83	73
St. Paul, Halliday	129	93	134	84	147	85
St. Joseph, Killdeer	249	70	275	76	208	73
St. Elizabeth, Lefor	65	74	54	56	50	57
Sts. Peter & Paul, New Hradec	134	75	135	73	90	60
St. Mary, Richardton	108	51	93	52	98	54
St. Mary, South Heart	126	64	126	65	119	61
St. Mary, Medora	44	100	30	86	102	87
St. Stephen, Stark County	182	78	164	62	154	67
St. Charles, Bowman	155	65	128	64	135	61
Holy Trinity, Hettinger	88	54	88	55	83	45
St. Vincent, Mott	75	54	73	55	66	50
St. Mary, New England	84	64	84	73	72	62
St. Henry, Regent	108	83	102	84	92	74
St. John, New Leipzig	105	44	163	48	136	51
St. Mary, Marmarth	199	n/a	151	n/a	190	48
St. Mel, Rhame	320	80	302	81	233	87
Sacred Heart, Reeder	201	69	189	80	244	80
Sacred Heart, Scranton	72	51	72	49	75	54

DEANERY 4						
MINOT AREA	2014 GOAL	2014 PART.	2015 GOAL	2015 PART.	2016 GOAL	2016 PART.
PARISH	%	%	%	%	%	%
St. Mary, Foxholm	55	58	91	51	100	56
St. Philomena, Glenburn	97	69	84	74	85	61
St. Agnes, Kenmare	70	57	51	49	53	52
St. Joseph, Bowbells	92	71	93	65	87	64
Little Flower, Minot	89	57	92	60	91	61
Our Lady of Grace, Minot	91	47	104	51	93	44
St. John the Apostle, Minot	63	46	73	54	66	47
St. Leo, Minot	91	40	99	42	91	48
St. Jerome, Mohall	75	44	133	69	126	63
St. Ann, Berthold	80	64	83	78	88	92
St. John, Lansford	79	60	80	57	98	61
St. Anthony, Donnybrook	44	35	29	19	31	32
St. James, Sherwood	45	39	63	49	73	60
St. Nicholas, Garrison	139	62	127	60	126	53
Immaculate Conception, Max	120	51	107	56	96	45
Sacred Heart, White Shield	83	21	62	17	55	11

DEANERY 5						
WILLISTON AREA	2014 GOAL	2014 PART.	2015 GOAL	2015 PART.	2016 GOAL	2016 PART.
	%	%	%	%	%	%
St. Patrick, Crosby	101	58	96	61	88	70
St. Anthony, Mandaree	41	25	232	32	121	39
St. Anthony, New Town	399	49	292	57	195	56
St. Bridget, Parshall	171	58	191	61	120	45
Holy Rosary, Stanley	155	64	129	77	135	59
St. Thomas, Tioga	83	58	90	74	80	58
Epiphany, Watford City	109	45	137	39	56	49
St. Joseph, Williston	157	50	125	45	113	40
St. John the Baptist, Portal	55	71	45	57	4	20
St. Luke, Noonan	110	81	124	100	87	75
St. Boniface, Grenora	228	78	180	94	215	82
St. Joseph, Twin Buttes	328	29	132	36	100	14
St. Elizabeth, Makoti	74	85	70	94	63	61
Sacred Heart, Plaza	85	89	66	75	54	67
St. James, Powers Lake	164	59	124	56	138	53
St. Michael, Ray	98	75	81	82	64	72
Our Lady of Con., Alexander	873	57	541	64	237	53
St. John the Baptist, Trenton	128	33	110	37	95	

Special Giving Options

Option #1: One-time Gift

It allows parishioners to make a one-time gift by using a check, money order, or cash placed inside the gift envelope.

One-time average gift = \$273.79

Option #2: Extended Payment Plan

It allows parishioners to make a pledge and spread their payments over several months. Donors circle the months (between July and December) that they would like to receive a reminder statement in the mail.

Extended Payment Plan
average gift = \$335.37

Option #3: On-Line Computer Donation

It allows parishioners to make their donation on-line. They can make their donation on-line using options #1, #2, #4 or #5.

On-Line Donation average gift = \$485.72

Option #4: Electronic Transfer of Funds

It allows parishioners to have their gift automatically deducted from their checking or savings account. The donor selects the account, which day of each month, and the amount. The donor must include a “void” check blank. Sorry, “void” deposit slips are not accepted.

Electronic Transfer of Funds
average gift = \$473.40

Option #5: Credit/Debit Card

It allows parishioners to charge their gift on either a Visa, MasterCard, Discover or American Express credit card or bank debit card. The donor can choose with a one-time gift or a pledge and spread out their payments by selecting their preference on the gift envelope.

Credit/Debit Card average gift = \$519.77

The Envelope

Now let us fill in the envelope together. (The priest or lay person should walk the people through the completion of the pledge envelope line-by-line and step-by-step.)

1. Open the envelope to the inside.
2. **Please print** as you fill in your name, address, city, state, zip code, the name of your parish and your daytime phone number.

3. The diocese is offering five special options for you to consider in making your gift. These options are: Option #1: A One-time Only Gift; Option #2: The Extended Payment Plan; Option #3: On-Line Computer Donation; Option #4: The Electronic Transfer of Funds, where you can have your gift automatically deducted from your checking or savings account; and Option #5: Using your Credit or Debit Card. Please pick your best and easiest option.

The Envelope

*“Your Every Act Should Be Done With Love.”
1 Cor. 16:14*

60th ANNUAL GOD’S SHARE APPEAL

Please return this envelope to your parish.

Mr./Mrs. _____
 Miss/Ms. _____
 Address _____
 City/State/Zip _____
 Parish _____
 Daytime phone number _____
 Name and Address Correction

Option #1: One-time Gift

Amount of Gift \$ _____

Option #2: Extended Payment Plan

Total Amount of Gift \$ _____

Amount Paid Now \$ _____

Balance to be Paid \$ _____

I/We wish to make payments in the months circled below.

June July Aug. Sept. Oct. Nov.
 Dec. Jan. Feb. Mar. Apr.

Option #3: On-Line Computer Donation

I/We have made a donation on-line at:
www.bismarckdiocese.com

Option #4: Electronic Transfer of Funds

Automatic Payment from Checking or Savings

To complete my/our gift, I/we hereby authorize the Diocese of Bismarck to establish automatic payments from my/our account.

Checking Account Savings Account

One-time Payment \$ _____

OR

I/We wish to make payments

Total amount of gift \$ _____

I/We wish to make payments in:

June July Aug. Sept. Oct. Nov.
 Dec. Jan. Feb. Mar. Apr.

Signature(s): _____

Bank/Branch: _____

Routing Number: _____

Account Number: _____

Please indicate day of month debit to be made: ____

Please include a “void” check blank.

Option #5: Credit Card or Debit Card

To complete my/our gift, I/we hereby charge my/our

MasterCard Visa Discover Amer. Expr.

I/We understand that a ONE-TIME CHARGE OF \$ _____ will be made to this credit card.

OR

I/We want to make payments

Total amount of gift \$ _____

I/We wish to make payments in the months circled below.

June July Aug. Sept. Oct. Nov.
 Dec. Jan. Feb. Mar. Apr.

Credit Card No. (12 or 16 digits)

□□□□ □□□□ □□□□ □□□□

Expires: Mo. □□ Yr. □□

Print name of Cardholder: _____

Cardholder’s Signature: _____

Tips for a Successful Parish Appeal

Diocesan Plan:

Bishop Kagan will mail a personalized letter to every household and ask them for a generous gift to this year's Appeal. In addition, Bishop Kagan has provided a video/audio tape/DVD to help promote the appeal in your parish. These two elements, together, should only make up approximately 10% of the promotion activity and gift solicitation in each parish.

Parish Plan:

The other 90% of the promotion activity, gift solicitation and follow-up work should be planned out, organized and conducted at the parish level.

People are more likely to offer financial support to something they believe in. We cannot assume that people across the diocese are aware of the variety of programs that are provided through the God's Share Appeal. Therefore, the task of communicating about all of these programs is important and should not be skipped.

The following suggestions are offered to help prepare your parish to conduct a successful God's Share Appeal.

Start Early: Review the material presented in this training manual several times over the next few weeks. It is strongly recommended that the material presented in this manual be used as a minimal guide to what each parish should do. Please use the creative talents of your parish council and finance council members to plan additional approaches to promoting the appeal, soliciting gifts, and conducting follow-up contacts with any non-responding parishioners.

Be Enthusiastic: A positive attitude toward the Appeal is contagious!

Be Prepared: Be aware of the programs made possible by the God's Share Appeal. You may want to contact several diocesan offices to find out more about them.

Recruit: Recruit enough committed, dedicated and articulate leadership to ensure your parish reaches its goal. Parish leadership begins with the pastor. At a minimum, each parish should have a general chairperson, a solicitation/in-pew chairperson and a follow-up chairperson. Their leadership and organizational skills will have a direct relationship to your parish's success.

Tips for a Successful Parish Appeal

Atmosphere: Provide a hospitable atmosphere for your planning meetings. More than one planning meeting may be needed to ensure your parish reaches its goal.

Image: Create a positive image by speaking and publishing only positive words about the Appeal and the many ways your parish and your parishioners benefit from the diocesan programs.

Remember:

- 1) People who feel *inspired* to give to a cause tend to give as much as they can.
- 2) People who feel *obligated* to give tend to give the minimum expected.

What not to do:

- 1) Do not apologize for the Appeal.
- 2) Do not portray this as a chore or another “required” talk – *this is an opportunity for stewardship – time, talent and treasure!*
- 3) Do not say, “I know our economy has not been very strong the last few years, and many of you are struggling, so just give if you can” – or any similar negative statements.



Diocese of Bismarck Mission Statement

***To be ambassadors for Christ who
live stewardship in word, sacrament
and service***

Answers to Frequently Asked Questions

1. I give to my parish, why should I give to the God's Share Appeal?

Your support to our parish is very important. It is just as important to support the diocese. Together, we can do more than any one parish could do alone.

2. Why should I support the Church?

Each one of us is the beneficiary of gifts from God. Our time, talent and financial resources are all gifts. We are called to share these gifts with others out of gratitude.

3. How much should I give?

This is a very personal and private decision. We are challenged to make financial gifts in proportion to the blessings we have received. Examine your own heart. When you are at peace about your gift and you know in your heart that you have been honest with God and yourself, then your gift is the proper size. Stress "Stewardship." God has blessed each of us. The God's Share Appeal is an opportunity to return some of the blessings in gratitude to help build the kingdom on earth. The Biblical concept of tithing may be presented in the following manner as a guide to giving:

- 5% to your parish
- 1% to the diocese (God's Share Appeal)
- 4% to your other favorite charities

Some people can and should give much more than these suggestions. Others may not be able to give at these levels. However, those people should be challenged to aim for these levels by increasing their giving over the next few years.

4. I don't like Bishop Kagan! I don't agree with what he said or didn't say, what he did or didn't do, etc.

People who use any of these convenient excuses are giving for the wrong reasons. Everyone should give back to God a portion of their time, talent and treasure because they want to show gratitude for all of the blessings God has given to them. When people use their giving (or lack of) as a tool for leverage or for signs of agreement/disagreement, they are clearly giving for the wrong reasons. We must help these people understand what stewardship is all about.

2017 Campaign Calendar

- April 10 Chrism Mass. Parish campaign materials available for pickup.
- April 17-19 Parish planning meetings. Pastor – Chairpersons – Secretary – Workers.
- April 22-23 God’s Share Appeal Announcement Weekend #1.
 1. See Bulletin and Pulpit Announcement
- April 29-30 God’s Share Appeal Announcement Weekend #2.
 1. Print/Read Bulletin and Pulpit Announcement #2
 2. Play Bishop Kagan’s audio/video/DVD
 3. Encourage parishioners to read the God’s Share Appeal section of the *Dakota Catholic Action*
- April (Optional) Parishes conduct initial mailing to all parishioners.
 1. Letter of endorsement from pastor (sample included)
 2. God’s Share Appeal brochure
 3. God’s Share Appeal pledge envelope
- May 1 Mailing of Bishop Kagan’s personalized letter, envelope, brochure and prayer intention card to all diocesan parishioners.**
- May 6-7 GOD’S SHARE APPEAL WEEKEND**
 1. **Pastor presents God’s Share Appeal homily**
 2. **Pastor explains (walks through) the God’s Share Appeal gift envelope that are in the pews.**
 3. **Print/Read Bulletin and Pulpit Announcement #3**
 4. **In-Pew Solicitation begins**
 5. **Home visit solicitation begins**
 6. **Worker station solicitation begins**
- May 8-12 Home visit follow-up begins in all parishes
- May 13-14 God’s Share Appeal Follow-up Weekend #1.
 1. Read/print Bulletin and Pulpit Announcement #4
- May 15 First report due from all parishes.**
 1. **Follow auditing procedures on page 38 and mail or deliver first report to the Office of Stewardship and Resource Development**

2017 Campaign Calendar

- May 15-19 Parish telephone follow-up calls made to all non-responding parishioners.
- May 20-21 God's Share Appeal Follow-up Weekend #2.
- May 22 Second report due from all parishes.**
1. Follow auditing procedures on page 38 and mail or deliver second report to the Office of Stewardship and Resource Development.
- May 22 Parish follow-up letter mailed to all non-responding parishioners.
- May 31 LAST DAY TO REPORT GOD'S SHARE APPEAL DONATIONS.**
- June 2 Diocesan staff completes the processing on all God's Share Appeal donations.
- June 3-4 Bishop Kagan's Letter of Thanks read from the pulpit or printed in bulletin.
- June 5 Diocese mails information to the telemarketing firm.
- July 9 Telemarketing begins.
- October *Dakota Catholic Action* report on the God's Share Appeal.

***PLEASE NOTE:** All parishioners who make a gift before May 31 and the parish "CORRECTLY AND TIMELY" reports it to the Office of Stewardship and Resource Development by May 31 **will not be telemarketed**. Any parishioner who makes a gift after May 31 **will still be telemarketed**. Also, any parish **not** reporting or reporting after May 31 will cause their parishioners to receive a telemarketing call.

Leadership – Pastor

Each pastor is asked to provide leadership for the God’s Share Appeal in the following ways:

- Witness to the importance of stewardship as a way of life.
- Invite all parishioners to share their gifts of time, talent, and treasure with the diocese.
- Oversee implementation of the God’s Share Appeal in the parish by:
- Following the Appeal timeline as established by the Office of Stewardship and Resource Development.
 - Encouraging 100% participation from parishioners.
 - Tying in the message of stewardship into the Sunday homily.
 - Distributing the Appeal educational materials.
 - Providing personal encouragement daily to all parish leadership and committee members.
 - Providing several opportunities for all parishioners to contribute to the Appeal.
 - Conducting multiple follow-up efforts to ensure 100% participation and reaching and surpassing 100% of the parish goal.
 - Thanking his parishioners for their gifts of time, talent, and treasure.

In addition to these general responsibilities, the pastor also needs to recruit leaders to assist him with Appeal responsibilities. Individuals selected for these positions should be parish

finance council members. However, it is important that these individuals fit the following “leadership profile” at least in a general way:

- Dependable
- Committed to stewardship
- Able to get things done (“driver”)
- Well-organized
- Persistent
- Accountable

We are not owners from birth to death. Naked I came from my mother’s womb, and naked shall I go back again. The Lord gave and the Lord has taken away; blessed be the name of the Lord.

--Job 1:21

...for the Son of Man did not come to be served but to serve and to give his life as a ransom for many.

--Mark 10:43-45

Leadership – Parish

The following are the parish leadership positions that we recommend parishes fill in order to successfully conduct the God's Share Appeal.

General Chairperson

- Makes a personal commitment of time, talent, and treasure to the Appeal.
- Serves as the lay spokesperson for the Appeal.
- Recruits individuals or couples to assist with conducting the Appeal and the follow-up efforts.
- Recruits a solicitation in-pew chairperson.
- Recruits a follow-up chairperson.
- Speaks during weekend liturgies as appropriate.
- Assists the pastor in keeping up to date with the Appeal timeline.
- Assists the parish secretary in making sure the forms are properly submitted and recorded.

Solicitation/In-Pew Chairperson

- Makes a personal commitment of time, talent, and treasure to the Appeal.
- Develops a plan of solicitation to all the general phase prospects with the pastor and general chairperson.
- Recruits enough committee members to help conduct the in-pew or home visit solicitation methods.
- Trains the general phase committee members.
- Provides personal encouragement to all committee members on a daily basis until all parishioners have had several opportunities to make a gift.
- When finished, personally thanks each committee member.

Leadership – Parish

Follow-up Chairperson

- Makes a personal commitment of time, talent, and treasure to the Appeal.
- Develops a plan with the pastor and general chairperson to accomplish all of the following:
 - Door-to-door follow-up visits made May 8-12.
 - Telephone follow-up calls made May 15-19.
 - Follow-up letter mailed May 22.
- Recruits enough committee members to help conduct all of the follow-up procedures during the scheduled time.
- Trains the follow-up committee members.
- Provides personal encouragement to all committee members on a daily basis until the completion of the telephone follow-up calls.
- When finished, personally thanks each committee member.

Parish Secretary

- Makes a personal commitment of time, talent, and treasure to the Appeal.
- Responsible for any “customizing” of materials or mailings.
- Assists in the set-up of the Appeal video or DVD presentation.
- Assures that the bulletin/pulpit announcements are publicized weekly throughout the Appeal.
- Makes extra educational materials available to parishioners.
- Works with liturgist to incorporate intentions about the Appeal during the prayers of the faithful.
- Publicizes Appeal participation totals and progress in the parish bulletin.
- Places extra pencils and gift envelopes at the end of the pews prior to each Mass.
- Assists in the collection of the gift envelopes.
- Follows all auditing procedures as described on page 38.
- Submits all gift envelopes, forms, and parish checks to the Office of Stewardship and Resource Development.

Lay Presenter Talk

Having a lay person talk about the God's Share Appeal will offer a different perspective to many of your parishioners. Unfortunately, there is a perception with some people that, "Father has to talk about the God's Share Appeal – the Bishop makes him." Having someone other than a priest talk about the Appeal will open hearts and minds that might otherwise be closed.

Sample Remarks

Good morning (afternoon, evening). It's not easy to get up here today. We are all being asked, day after day, to help some worthy cause. And there are so many of them.

But Father _____ has asked me to take a moment to speak today and I agreed – because this is something special. We are asking for your support for the God's Share Appeal – which is really our parish Appeal. It allows all of us to join together in support of programs and services that are too large for a single individual or even a single parish to provide alone.

In this 60th year of the God's Share Appeal, Father _____ and I are urging all the parishioners of (name of parish) to make a pledge so that we, the Catholic Church, can make a difference in the lives of people throughout our diocese – even right here in our own parish. That's right – the programs offered by the Diocese of Bismarck touch each one of us.

(Here is where you would mention one or two programs supported by the God's Share Appeal that help your parish.)

We can and do make a difference. Our parish goal this year is \$ _____. I know that we can easily meet it. Father _____ wants to reach our goal and also have 100% participation. I want to help Father _____ accomplish this, and I pray that you, too, want

our parish to be successful in reaching our goal. Our parish benefits from the diocesan programs in so many ways.

Next weekend, when you are asked to make a pledge, please – ask yourself, "Do I want my parish – our parish – to continue receiving the help and programs the diocese offers us?"

Let us all put our faith in God into action by pledging to the God's Share Appeal next weekend. I ask each of you here today to pray about and consider joining me in making a sacrificial gift to the God's Share Appeal. You might divide your gift into 11 payments if that makes it easier for you. Everyone can give some gift. Some of us will be able to give more. You know your own situation. I encourage you to be as generous as you can. No gift is too large or too small.

Thank you.

Honor the Lord with all your wealth, with the first fruits of all your produce; then will your barns be filled with grain, with new wine your vats will overflow.

--Proverbs 3:9-10

Let your life be free from love of money, but be content with what you have, for He has said, "I will never forsake you or abandon you."

--Hebrews 13:5

It is more blessed to give than to receive.

--Acts 20:35

Suggested Presentation – Pastor

These past few weeks we have received some important information about the God's Share Appeal from Bishop David D. Kagan. The latest issue of the *Dakota Catholic Action* had additional information about the educational, pastoral and religious programs and services offered by the Diocese of Bismarck to our parish. I hope that you have had time to read it and I hope you were able to reflect on the many Catholics in our parish and other parishes like ours whose lives are better and whose faith is deeper because of your gift to the God's Share Appeal.

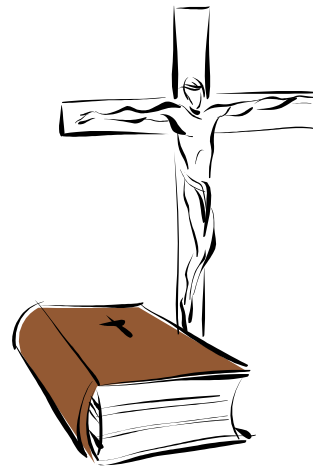
As (name of layperson) told us last weekend, each of us is challenged to accept the opportunity to support the ministry of our Bishop, by making a pledge to this year's God's Share Appeal. I know it would be convenient for each of us to say that we will let the other Catholics throughout our diocese support this special Appeal. But that is not what we are called to do. The God's Share Appeal supports programs that are so important to our parish. We must understand that membership in the Catholic family involves sharing, a stewardship of our time, our talents and our personal resources. It is our duty to support our church. Your gift is important; your joining hands in unity with other Catholics in our diocese is necessary.

This year's theme is "Your Every Act Should Be Done With Love." 1 Cor. 16:14. God challenges each one of us to take this opportunity to share and give what we have as a wonderful demonstration of our love for Him.

Now, let us take a few minutes to fill out everyone's God's Share Appeal envelope. Would the ushers please come forward and hand out extra envelopes to those that may not have one.

(Pause – for enough time to make sure every family has one envelope. Please do not rush this process and try to get it over with as quickly as possible. Your parishioners will view this process as “not important” and give accordingly.)

Continue walking them through the process of filling out their God's Share Appeal envelope.



Sacrificial giving – tithe: When anyone presents a peace offering to the Lord from the herd of the flock in fulfillment of a vow, or as a free-will offering, if it is to find acceptance, it must be unblemished; it shall not have any defect.

--Leviticus 22:21

Christian Charity: As each one has received a gift, use it to serve one another as good stewards of God's varied grace.

--1 Peter 4:8-11

In-Pew Solicitation

The Direct Contact or “In-Pew” method of solicitation can be very effective in soliciting a large percentage of the congregation on a single weekend. The manner in which it is handled from the pulpit is really the key to its effectiveness. It provides simultaneous motivation to all who are in attendance, and requests immediate action while the matter is still fresh in their minds.

The pastor must prepare his parishioners at least two weeks immediately preceding the solicitation weekend, in order to eliminate token gifts or people coming to Mass unprepared.

If carried out thoroughly, this type of campaign can be extremely effective in obtaining immediate coverage of a large percentage of the parish. It is necessary for the chairperson or secretary to enlist and properly train the ushers to assist in the distribution and collection of the pledge envelopes at Mass.

During the homily, the priest or chairperson will have a tremendous effect on the results if they ask for pledges rather than token gifts. Carefully explain the entire envelope-signing process (pages 14 and 15) and allow time for it to take place. The envelopes should be collected immediately and **NOT** picked up with the Offertory collection.

Critical to this type of campaign are **Follow-up Weekends of Solicitation** which are necessary to reach any parishioners who did not make their pledge on Appeal Weekend.

Because the “In-Pew” method of solicitation has produced the best results, the campaign materials which are provided to parishes have been designed to accommodate the “In-Pew” method. Pledge envelopes are provided, as is a parish roster of all registered parishioners (per the corrected list submitted by each parish).

THREE SETS OF COMPUTER-PRINTED GUMMED LABELS FOR ALL PARISHIONERS HAVE BEEN PROVIDED. THESE LABELS SHOULD BE USED ONLY AS DESCRIBED BELOW.		
<u>Set A</u> (optional)	<u>Set B</u> (required) (yellow)	<u>Set C</u> (Strongly recommended)
To mail campaign brochure and envelope with letter from pastor.	To report responses from parishioners (contributions, refusals, cannot give, moved, deceased, etc.) to the Stewardship and Resource Development Office.	To send a follow-up letter from the pastor to those who did not respond in church.
Ron Schatz 1713 Bonn Blvd. Bismarck, ND 58504	Act. 0113427 221-9109 Ron Schatz 1713 Bonn Blvd. Bismarck, ND 58504	Ron Schatz 1713 Bonn Blvd. Bismarck, ND 58504

In-Pew Solicitation

APRIL 22-23, 2017: GOD'S SHARE APPEAL ANNOUNCEMENT WEEKEND #1

Father should announce at all Masses that the weekend of May 6-7 will launch the 2017 God's Share Appeal. He should explain the parish campaign plan – which everyone will be asked to make a pledge at Mass in two weeks. Explain that as a convenience to all, special pledge envelopes will be distributed at all Masses so everyone will have an opportunity to respond.

It is important to explain the plan this weekend so parishioners will be better prepared to make their gift.

APRIL 29-30, 2017: BISHOP KAGAN'S VIDEO – DVD - AUDIO PRESENTATION

Play Bishop Kagan's brief video – DVD – audio presentation at all Masses. After the homily, Father, the General Chairperson or the Solicitation Chairperson should present the campaign plan. Inform the parishioners that pledge envelopes will be distributed at all Masses next weekend and that they should be prepared to make their pledge at that time. **It is important that you make this announcement this weekend, so parishioners can be aware and prepared for the following week.**

(See suggested Bulletin and Pulpit Announcements and Prayers of the Faithful prepared for God's Share Appeal Announcement Weekends).

MAY 1, 2017: E-MAIL/MEMO TO USHERS

Ushers are essential to the overall success of the In-Pew Solicitation Method. Therefore, it is important that a memo be directed to them on the Monday preceding God's Share Appeal Weekend. A suggested Usher Memo follows:

To All Ushers:

1. At the beginning of Mass next weekend, the head usher will give you a supply of pledge envelopes and assign you an area of church to cover during the Appeal.
2. During the homily, Father will speak about the program and the importance of the Appeal. Midway through his talk, Father will say, "I want every family in church to contribute to the Appeal. Will the ushers please pass out the pledge envelopes to every adult?" Immediately begin passing out one envelope to each adult in the area assigned to you. When you have finished passing out the envelopes, await the next instruction.
3. Father will explain the pledge envelope and complete his pledge envelope while parishioners are filling out theirs. Then he will say, "Will the ushers please collect the envelopes?" Immediately begin collecting the envelopes with the collection basket **and go up to the altar and collect Father's pledge envelope.**
4. When all the envelopes are collected, give them to the head usher.
5. After Mass is over, the head usher will sort the envelopes, taking the completed ones to Father and returning the blanks to the supply for the next Mass.
6. When church has emptied, please check all pews for envelopes, and please do not leave any in the pews.
7. The ushers at the first Mass will have to put small "golf" pencils in the pews and the ushers at the last Mass should collect them.

PLEASE NOTE: This system will work only if it is followed carefully.

In-Pew Solicitation

MAY 6-7, 2017

GOD'S SHARE APPEAL

WEEKEND: THE PLEDGE

PROCESS

(Here is the way the presentation should begin.)

Good Morning (Evening) Everyone:

Recently you received the God's Share Appeal brochure and gift envelope from Bishop Kagan in which he shared information about the 2017 campaign and the services which are supported by gifts to the Appeal. I hope that you have had a chance to read about the programs and services, and I also hope you are proud of our accomplishments in our diocesan community.

As you know, the God's Share Appeal here in the Diocese of Bismarck supports programs which are beyond the financial scope of any one parish. I want to emphasize that the Appeal touches the lives of so many individuals who need our help the most.

...If you have your envelope that Bishop Kagan sent to you, that's great. If you do not, please raise your hand and the ushers will bring you one.

...Extra pencils may be found in the pews.

...We are asking you to make your pledge to the Appeal this morning (evening).

Now let us fill in the envelope together.

(The priest or lay person should walk the people through the completion of the pledge envelope line-by-line and step-by-step).

1. Open the envelope to the inside.
2. Look at the upper left-hand side of the envelope. **Please print** as you fill in your name, address, city, state, zip code, the name of your parish, and your daytime phone number.

3. Once again the diocese is offering five special options for you to consider in making your gift. These options are: Option #1: A one-time only gift; Option #2: The Extended Payment Plan; Option #3: On-line Computer Donation; Option #4: The Electronic Transfer of Funds where you can have your gift automatically deducted from your checking account or savings account; and Option #5: Using your Credit Card or Debit Card. Please pick the best and easiest option for you.

4. Let me reemphasize that I hope you will make your pledge today and return your envelope today. I hope that each of you will make a sacrificial gift and try to give according to your ability. Remember, no gift is too small or too large. (Urge 100% participation.)

5. After giving parishioners reasonable time to fill out the envelope, ask ushers or workers to collect all the envelopes.

6. Conclude with a brief word regarding the spiritual significance of their gift and thank everyone for responding to the Appeal.

MAY 13-14, 2017

MAY 20-21, 2017

GOD'S SHARE APPEAL

FOLLOW-UP WEEKENDS

At the beginning of the homily, Father will mention the Appeal which was conducted last weekend and briefly touch on the results. As he is speaking, Father will ask the ushers to come forward with the pledge envelopes and distribute them to anyone who may have missed the previous weekend. He will ask those who have not completed a pledge envelope to do so and then proceed with his regular homily for that week. After he is through with his homily, the ushers should return and collect the pledge envelopes during the Offertory collection.

Home Visits

This method of parishioner solicitation continues to be effective in the number of gifts received and the average dollar raised. It also affords parishioners the opportunity to get involved as workers.

Solicitation Procedures

Your willingness to visit with your fellow parishioners and to ask them to join you in supporting the God's Share Appeal is essential. Remember, as a parish volunteer, you are an advocate of the diocese and this year's Appeal.

PREPARATION

1. Be ready and motivated. Take time to pray. Know enough about the person you are to visit so that you can enjoy a comfortable conversation.
2. Familiarize yourself with the God's Share Appeal. Be prepared to explain the need for funding.
3. Make your own gift first.
4. Use the material provided in this manual and the God's Share Appeal brochure, pledge envelope, and the May issue of the *Dakota Catholic Action*.

THE APPOINTMENT

1. Give the person you are calling on time to prepare through the courtesy of an appointment.
2. Make the visit in the person's home.
3. Allow about 15-20 minutes for the visit.

THE VISIT

1. Begin with casual conversation. Introduce yourself. Become comfortable with small talk.
2. Explain the reason for contacting them and help them understand the purpose of the God's Share Appeal. Be enthusiastic and informative. Share three or four of your personal reasons for supporting the Appeal. Name some of the programs and services in the brochure.
3. Remind them that the diocese has been conducting the Appeal for 60 years.
4. Explain the parish's role in this effort.
5. Share a copy of the brochure and answer any questions the prospect may have.

THE ASK

1. Invite the person to make a gift to the God's Share Appeal. Mention that Bishop Kagan asks each of us for a gift of one percent of our income.
2. Encourage the parishioner to consider using the Extended Payment Plan which allows payments to be spread over a 11 month period.
3. Inform the parishioner that they can use a credit/debit card, the Electronic Transfer of Funds (automatic withdrawal from their checking or savings account), or make a gift on-line if they wish.
4. Do not coerce a person to make a commitment.
5. Do not argue with a person or overstay your welcome.

Home Visits

THE DECISION

Allow the person time to consider your request. Be patient, answer any questions, and wait for a response.

1. **“Yes, I will make a gift.”**
Say “thank you” and ask the donor to complete the pledge envelope.
2. **“Yes, I am interested in supporting the God’s Share Appeal, but I need more time to think about it.”**
Acknowledge the person’s wishes, leave a brochure and offer to return within seven days. Never leave the pledge envelope. Thank them for their time and offer to answer any more questions before you leave.

3. **“I am sorry, but I cannot support the Appeal at this time.”**

This is a legitimate response. Thank them for their time, leave a brochure, and suggest that perhaps they would be able to support the Appeal next year.

FOLLOW-UP

1. Set a specific date and time to follow up your visit within seven days.
2. Report information to your parish chairperson.
3. If a gift has been made, remember to have the donor complete the pledge envelope.

Work Stations

The advantages of this method are:

- Your parishioners come to you.
- It reduces the number of households to be visited.
- It takes place at a central place – church basement, church hall, etc.
- It provides some personal contact with the donor.

The pastor can announce the work stations two weeks in advance, print a message in the bulletin and remind parishioners on Sunday during liturgy about the work stations. Announce that everyone should stop by a station and fill out a pledge envelope, even if they cannot make a pledge at this time. This will minimize the number of follow-up contacts needed to solicit a gift from every parishioner.

PREPARATION:

- Tables should be clearly identified by last name A-F, G-L, M-S, and T-Z. Pledge envelopes should be arranged in alphabetical order.
- Additional tables will be needed so parishioners may fill out the pledge envelope in a quiet area.
- Two people are needed to staff each table. Have enough pens, pencils, paper clips, etc.
- Have additional blank pledge envelopes for visitors and new or non-registered parishioners.
- Stations should be set up for at least two weeks.
- Tell everyone thank you for stopping and filing out a pledge envelope.

Telephone Follow-up

The advantages of this method are:

- Success-per-contact ratio is 10%-30%.
- Effective method of reaching people.
- Second best follow-up method (face-to-face is best).
- Easy to organize within the parish.
- Volunteers find the experience both enjoyable and rewarding.
- It establishes the immediacy of the gift (no waiting for returns in the mail).
- It creates personal dialogue between parishioners.

PLAN TO GET STARTED:

1. **Location:** A place where several phones can be used at the same time. Example: rectory, school, bank, real estate, insurance offices, travel agency, or any other large business. Callers should be in the same area so one person (pastor or chairperson) can answer any questions the volunteers may have.
2. **Volunteers:** Recruit enough volunteers so each volunteer calls between 15-25 prospects per evening. Evenings should be reserved so all calls can be completed within 6-8 days. Generally Sunday, Monday, Tuesday, Wednesday and Thursday evenings from 6:30-9:00 P.M. are the best times to call.
3. **Preparation:**
 - a. Before the first night, give the volunteers a copy of the God's Share Appeal brochure, the May issue of the *Dakota Catholic Action*, any other relevant information, and a copy of the prepared text, so they can practice.

- b. The night before the calls start, give the volunteers their calling list and pledge envelopes, along with blank pledge envelopes for new parishioners, etc. Explain how to fill out the pledge envelopes correctly, and look for a gift from last year and the amount. Brief the workers on the benefits of the Appeal and the services of the diocese.

SAMPLE TEXT FOR TELEPHONE FOLLOW-UP PROGRAM

INTRODUCTION

"Hello (prospect's name this is (your name) from (name of parish). I am a volunteer worker on behalf of Bishop Kagan and Father (pastor's name) contacting fellow parishioners who have not yet responded to our annual God's Share Appeal.

"Did you see the video/DVD when it was shown or hear Father's homily on the God's Share Appeal?"

If yes...

"Good, then you are aware of the services our parish receives from the diocese. This year our parish goal is \$_____ and 100% participation."

If no...

"I would like to visit with you for a few minutes about the Appeal. This year our parish goal is \$_____ and 100% participation."

Telephone Follow-up

PAST DONOR

“Our records show that you contributed \$ _____ to the God’s Share Appeal last year. Thank you for your support.

Bishop Kagan is asking every Catholic parishioner for a gift of 1% of their income to this year’s Appeal. I have your pledge envelope in front of me now. Would you consider making a gift this year?” (Wait for a response.)

If no...

See **Overcoming Objections**.

If yes...

“Some parishioners are using the Extended Payment Plan where they can spread their gift over 12 months and the God’s Share Appeal office sends them monthly reminders. These parishioners have found it easy to budget their gift and also to make a larger gift. For example, \$20 monthly amounts to a \$240 gift. May I record your pledge now?” (Wait for a response.)

If yes...

See **Closing Comments – Yes**

NON-DONOR

“Bishop Kagan is asking every Catholic parishioner for a gift of 1% of their income to this year’s Appeal. I have your pledge envelope in front of me now. Would you consider making a gift this year?” (Wait for a response.)

If no...

See **Overcoming Objections**.

If yes...

“Some parishioners are using the Extended Payment Plan where they can spread their gift over 12 months and the God’s Share Appeal office sends them monthly reminders. These parishioners have found it easy to budget their gift and also to make a larger gift. For example, \$20 monthly amounts to a \$240 gift. May I record your pledge now?” (Wait for a response.)

If yes...

See **Closing Comments – Yes**

OVERCOMING OBJECTIONS

If minor objection...

“Prospect’s name”, I can certainly understand that. What I am finding is that 1% is a little too much for some people. Most parishioners are giving in proportion to the gifts and blessings they have received from God. They are trying to increase their gift from last year as they move towards 1% of their income. Could you consider a gift of \$ _____ or \$ _____ (\$25 or \$50 more than last year?)” (Wait for a response)

Telephone Follow-up

If major objection...

“Prospect’s name”, I can appreciate your circumstances. You are not the only parishioner in that situation. The average gift this year for (parish name) is \$_____. Could you consider making a gift for that amount?” (Wait for a response.)

If no...

See Closing Comments – No

If yes...

See Closing Comments – Yes

CLOSING COMMENTS

If yes...

“That’s great. Let me repeat your gift amount to be certain I have it correct. (Restate the gift amount). This year we have two other options to make our gifts. Some people are choosing to use their credit/debit card and some are choosing to use the Electronic Transfer of Funds (automatic withdrawal from your checking or savings account). Would any of these options interest you?”

“(Prospect’s name), I thank you on behalf of Bishop Kagan and Father (pastor).”

If no...

“Thank you for your time. Perhaps you will be able to contribute to the God’s Share Appeal next year.”

Stewardship Scriptural References

Relating to Stewardship

OLD TESTAMENT

Lev. 27:30
Dt. 14:22-29
Dt. 15:7-8
Dt. 16:10-17
Dt. 26:1-4
1 Chr. 29:14-16
Ps. 24:1
Prov. 3:9
Prov. 11:24
Eccl. 5:9-16
Sirach 35:7-10
Mal. 3:8-10

NEW TESTAMENT

Mt. 6:19-21
Mt. 6:25-34
Lk. 6:38
Lk. 15:11-32
Lk. 16:19-31
Acts 4:34
Acts 20:35
Rom. 12:6-8
1 Cor. 4:1-2
1 Cor. 16:1
2 Cor. 8
2 Cor. 9:6-12
Phil. 4:11-12
1 Tim. 6:7-9
James 2:14-17
James 4:2-3, 13-15
1 Peter 4:8-10
1 Jn. 3:17-18

Bulletin and Pulpit Announcements

Announcement #1 **April 22-23, 2017**

The Annual God's Share Appeal supports the work of the Catholic Church in western North Dakota. Your gift to this year's God's Share Appeal in two weeks will provide for the educational, pastoral and religious programs and services that help our parish and our families. This is your special opportunity to join a unified effort in the Diocese of Bismarck to further Christ's mission and ministry in our diocese. Please take a moment to consider the many blessings that God has bestowed upon you and your family and prayerfully consider what you are able to share in support of our Diocesan Church.

Announcement #2 **April 29-30, 2017**

This week, you should receive your personal invitation from Bishop Kagan to participate in the Annual God's Share Appeal. Your gift to our 60th Annual God's Share Appeal will help provide the ministries, programs and services that are essential to the mission of Jesus Christ in western North Dakota. Next weekend is commitment weekend. While you rejoice in your own hope of salvation, consider how your gift will be helping Jesus Christ. Please be as generous as you are able.

Announcement #3 **May 6-7, 2017** *God's Share Appeal Weekend*

Today is our annual diocesan God's Share Appeal. The God's Share Appeal gives us the opportunity to act together as a diocesan family; providing the educational, pastoral and religious programs and services needed for our parishes, individuals and families. Every gift, regardless of the size, is vital to the success of the God's Share Appeal. Our goal this year is to have 100% participation in our parish. Please give in accordance with your means.

Announcement #4 **May 13-14, 2017** **Follow-up Sunday**

Each year during the Annual God's Share Appeal, we pause and consider all the great things that are accomplished in the name of Jesus! Thanks to the generosity of many parishioners, to date we have pledges totaling \$_____ which represents _____% of our parish goal. We have received _____# of gift envelopes which represents _____% of our families participating. Each and every gift is important. If you have not made your gift yet, we ask that you make your commitment today in order to provide the resources needed to continue the vital diocesan programs and ministries that benefit every parish and every parishioner. No gift is too small and every gift is sincerely appreciated.

General Intercessions

General Intercession #1 *April 22-23, 2017*

That the many blessings we receive from the Lord open our hearts to be more charitable and stir us to give generously to the 60th Annual God's Share Appeal in two weeks, thus enabling our Church to continue Christ's work in our parish community... We pray to the Lord.

General Intercession #2 *April 29-30, 2017*

For our Church of Western North Dakota, that through our generous support of the Diocese of Bismarck's Annual God's Share Appeal next weekend, that we may show our love for Jesus Christ accordingly... We pray to the Lord.

General Intercession #3 *May 6-7, 2017* *God's Share Appeal Weekend*

That as we participate in the 2017 God's Share Appeal this weekend, we may give thanks to our God for the gifts and blessings we have received, including the most precious and holy gift of Your Son, Jesus Christ... We pray to the Lord.

General Intercession #4 *May 13-14, 2017* *Follow-up Weekend*

That those who have not had an opportunity to make a decision about their gift to the God's Share Appeal, that they may listen to their hearts and make a generous gift for the greater work of our diocesan church... We pray to the Lord.

Stewardship Songs

In choosing music for the celebration of the Eucharist, priority should be given to psalms, songs, and service music that are in harmony with the scriptural readings and liturgical season. Some of the following songs and hymns may prove useful as you promote stewardship.

Let All Things Now Living
Lord, You Give the Great Commission
We Have Been Told
Gift of Finest Wheat
Bring Forth the Kingdom
Christ is the King
City of God
Gather Us In

Here I Am, Lord
One Bread, One Body
Go Make of All Disciples
Lord, Whose Love in Humble Service
I Heard the Voice of Jesus Say
Sent Forth by God's Blessing
We Are Many Parts
Blest Are They
Lord, When You Came (Pescador de Hombres)
Pan de Vida
We Are Called
I Say "Yes Lord" (Digo Si Senor)

All of these selections may be found in the *Gather Comprehensive* hymnal put out by GIA.

Pastor's Pre-Campaign Letter to Parishioners

- Print this on parish letterhead
- Include a brochure and commitment envelope
- Edit it if necessary
- Use mailing label "Set A" See page 26

April 2017

Mr. and Mrs. Generous Donor
123 Your Home Address
City, ND 58???

Dear Dave and Connie,

In the next few days you should be receiving a letter from Bishop David D. Kagan asking you to participate in the 2017 God's Share Appeal. Because I believe that the God's Share Appeal is so important for the work of the Church and for our parish family, I am writing to ask for your generous response to Bishop Kagan's request.

Each year the God's Share Appeal provides the resources for all of the educational, formation and pastoral programs and services offered to every parish and parishioner. This year, we are again blessed with a large class of seminarians. These numbers certainly provide hope for our aging priests population, but seminarian education is not free. Because of the increased costs related to educating our seminarians, I ask that you consider a generous gift to this year's God's Share Appeal.

So many programs supported by your generous donation to the God's Share Appeal provide services that our parish alone could not provide. By sharing a financial gift, you can touch the lives of thousands of people in western North Dakota through our programs that teach, heal, support, nurture and feed.

Please consider making a pledge that can be paid over 12 months. This way you will be able to increase the impact of your generous gift.

Please join me, along with our Bishop, in praying for the success of the 2017 God's Share Appeal. May God bless you for your support of our parish and our diocese.

Sincerely yours in Christ,

(Pastor)

Pastor's Follow-up Letter

A letter sent by the pastor to parishioners who have not completed their gift envelopes is instrumental in encouraging additional participation in the God's Share Appeal.

- Print on parish letterhead
- Include another commitment envelope
- Use mailing label "Set C" See Page 26

May 22, 2017

Mr. and Mrs. A. Not-Yet
123 We're Waiting St.
Slowtoact, ND 58???

Dear I'll and See,

I am sending you this personal note to ask your help with our parish efforts for a successful 2017 God's Share Appeal. Your gift to the annual Appeal supports programs and services which benefit you, your neighbor and your parish.

Each year, one of our goals is to offer all members of our parish the opportunity to participate. We hope that every family will make a gift to this worthwhile appeal. It is only when we combine our gifts of talent and treasure that we can accomplish more to help each other.

I ask that you consider a pledge to the 2017 God's Share Appeal. We have not way of knowing how much you can afford to give. Only you can answer that question. All we ask is that you reflect for a moment and prayerfully consider what your response will be. For your convenience, we have enclosed your gift envelope. Please return it by mail to the parish office or simply place it in the collection basket next weekend.

On behalf of all the parishioners, families and parishes in western North Dakota who benefit from your generosity, I want to thank you. May God bless you and your loved ones for your generosity.

Sincerely yours in Christ,

(Pastor)

Auditing Report Procedure

The Appeal is structured so that the bulk of the pledge envelopes will be reported to the parish shortly after the God's Share Appeal Weekend. In submitting the report, the following system **MUST** be followed:

1. First, open each envelope and separate the prayer intention card from the cash or check. Verify that the amount of cash or check matches the amount shown on the envelope. Any discrepancy should be resolved before proceeding.
2. **Write the donor's check number next to the \$ amount written on the gift envelope. If they donated cash, write "cash" next to the \$ amount written on the gift envelope. Please see example #1** below. Cash and checks should be totaled.

"Your Every Act Should Be Done With Love."
1 Cor. 16:14

60th ANNUAL GOD'S SHARE APPEAL

Please return this envelope to your parish.

Mr./Mrs. RON SCHATZ
Miss/Ms. _____

Address _____

City/State/Zip _____

Parish _____

Daytime phone number _____

Name and/or Address Correction

Option #4: Electronic Transfer of Funds

Automatic Payment from Checking or Savings

To complete my/our gift, I/we hereby authorize the Diocese of Bismarck to establish automatic payments from my/our account.

Checking Account Savings Account

One-time Payment \$ _____

OR

I/We wish to make payments

Total amount of gift \$ _____

I/We wish to make payments in:

June July Aug. Sept. Oct. Nov.
Dec. Jan. Feb. Mar. Apr.

Signature(s): _____

Bank/Branch: _____

Routing Number: _____

Account Number: _____

Please indicate day of month debits to be made: _____

Please include a "void" check blank.

Example #1

PLEASE MAKE CHECK PAYABLE TO:
(Name of Parish) - GOD'S SHARE APPEAL

Option #1: One-time Gift

Amount of Gift \$ 425.⁰⁰

✓ CK.#
3742

Option #2: Extended Payment Plan

Total Amount of Gift \$ _____

Amount Paid Now \$ _____

Balance to be Paid \$ _____

I/We wish to make payments in the months circled below.

June July Aug. Sept. Oct. Nov.

Dec. Jan. Feb. Mar. Apr.

Option #3: On-Line Computer Donation

I/We have made a donation on-line at:

www.bismarckdiocese.com



Option #5: Credit Card or Debit Card

To complete my/our gift, I/we hereby charge my/our

MasterCard Visa Discover AmEx

I/We understand that a ONE-TIME CHARGE OF \$ _____ will be made to this credit card.

OR

I/We want to make payments

Total amount of gift \$ _____

I/We wish to make payments in the months circled below.

June July Aug. Sept. Oct. Nov.

Dec. Jan. Feb. Mar. Apr.

Credit Card No. (12 or 16 digits)

□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □

Expires: Mo. □ □

Yr. □ □

Print name of Cardholder: _____

Cardholder's Signature: _____

3. If totals agree, cash and checks can be separated and prepared for a deposit into the regular parish checking account.

4. Arrange pledge envelopes in alphabetical order. **Yellow computer labels** have been prepared for your parish based on your updated parish roster. Use the yellow mailing labels from "Set B." See page 28 of the 2017 God's Share Appeal Leadership Manual on the Diocesan website: <http://bismarckdiocese.com/documents/2016/3/LeadershipManual.pdf> Remove a label (arranged in alphabetical order) for each parishioner who returned an envelope, and affix it on the face of the envelope in the upper left hand corner. Please see example #2. Take care that the name and address on the label match the name and address on the envelope because that parish member will be credited with the pledge noted on the envelope. For envelopes with names not written on by the donor, please use their name and address from their check to select the correct yellow label and place the yellow label in the correct location.

Please note

Example #2

0102 / 0123456 (701) 555-1212
 Mr. and Mrs. Ronald Schatz
 456 Poplar Street
 Bismarck ND 58501

Please return this envelope to your parish.
 Mr./Mrs. RON SCHATZ
 Miss/Ms. _____
 Address _____
 City/State/Zip _____
 Parish _____
 Daytime phone number _____
 Name and/or Address Correction

Option #1: One-time Gift
 Amount of Gift \$ 425.⁰⁰ *CK:# 3742*

Option #2: Extended Payment Plan
 Total Amount of Gift \$ _____
 Amount Paid Now \$ _____
 Balance to be Paid \$ _____
 I/We wish to make payments in the months circled below.
 June July Aug. Sept. Oct. Nov.
 Dec. Jan. Feb. Mar. Apr.

Option #3: On-Line Computer Donation
 I/We have made a donation on-line at:
 www.bismarckdiocese.com

Option #4: Electronic Transfer of Funds
 Automatic Payment from Checking or Savings
 To complete my/our gift, I/we hereby authorize the Diocese of Bismarck to establish automatic payments from my/our account.
 Checking Account Savings Account
 One-time Payment \$ _____
 OR
 I/We wish to make payments
 Total amount of gift \$ _____
 I/We wish to make payments in:
 June July Aug. Sept. Oct. Nov.
 Dec. Jan. Feb. Mar. Apr.

Signature(s): _____
 Bank/Branch: _____
 Routing Number: _____
 Account Number: _____
 Please indicate day of month debits to be made: _____
 Please include a "void" check blank.

Option #5: Credit Card or Debit Card
 To complete my/our gift, I/we hereby charge my/our
 MasterCard Visa Discover AmEx
 I/We understand that a ONE-TIME CHARGE OF \$ _____ will be made to this credit card.
 OR
 I/We want to make payments
 Total amount of gift \$ _____
 I/We wish to make payments in the months circled below.
 June July Aug. Sept. Oct. Nov.
 Dec. Jan. Feb. Mar. Apr.

Credit Card No. (12 or 16 digits)

Expires: Mo. Yr.

Print name of Cardholder: _____
 Cardholder's Signature: _____

5. Sort the pledge envelopes into the following batch categories:
 - a. Pledged Gifts
 - b. One-time Gifts
 - c. Electronic Transfer of Funds Gifts
 - d. Credit Card/Debit Card Gifts
 - e. On-line Computer Gifts
 - f. Refusals (do not wish to give)
 - g. Deletions (moved, deceased)

6. Batch the envelopes in quantities of 50 using batch cards corresponding to the seven categories listed above. Add the amounts from all batch cards and transfer the total onto the Transmittal Report Form.

7. Obtain a parish check payable to “**God’s Share Appeal**” for the total amount paid with all the envelopes in this report. The Transmittal Report Form is now ready to be mailed or delivered to the Office of Stewardship and Resource Development.

8. Visitor Contributions ... should be consolidated into one pledge envelope. Please affix a label noting the following.

**VISITORS
ADDRESS UNKNOWN, 0001**

9. Mail or deliver all the prayer intention cards with all the gift envelopes and your parish check.

10. After July 1, 2017, please forward – unopened – all new God’s Share Appeal gifts and pledge payments directly to the Office of Stewardship and Resource Development. During the months of May and June 2017, all God’s Share Appeal gift envelopes should be handled according to these procedures using the yellow labels.

Remember, May 31st is the deadline to ensure no telemarketing calls to the donors!

Transmittal Report Form

See the next page for instructions to complete the Transmittal Report Form.

Transmittal Report Form

Transmittal Report Form
GOD'S SHARE APPEAL

(701) 204-7192 or toll free 1-877-405-7435 ext. 107

Date (1) Report # (2)

Parish (3) Parish # (4)

	Total # of Envelopes Reported	# of On-line Computer Gifts (O)	Total Pledged Gifts (A)	Total Paid On Pledges (B)	Total One-time Gifts (D)	Total Credit Card Gifts (I)	Total ETF Gifts (N)	Grand Total (A+D+I+N)	Parish Check (B + D + G + L)	Parish Check Number
This Report	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	
Previously Reported	(14)	(14)	(14)	(14)	(14)	(14)	(14)	(14)	(14)	
Current Total	(15)	(15)	(15)	(15)	(15)	(15)	(15)	(15)	(15)	

Please send the original copy and the parish check to the Stewardship Office.

X
Preparer's name

X
Signature of Pastor

Preparer's daytime phone number

Preparer's e-mail address

For Office Use

- ⊗ Bal.
- ⊗ R.E.
- ⊗ Vanco

- (1) Enter the date the report was filled out.
- (2) Enter the transmitted report number (1 for the first report, 2 for the second, etc.)
- (3) (4) Enter the Parish name and the Parish number.
- (5) **TOTAL NUMBER OF ENVELOPES REPORTED:** Enter the total number (envelope count) of envelopes being reported. This includes pledged gifts, one-time gifts, credit card gifts, ETF gifts, refusals, and deletions.
- (6) **TOTAL NUMBER OF ENVELOPES THAT ARE ON-LINE COMPUTER GIFTS:** Enter the total number (envelope count) of parishioners who made their gift using this option. When the on-line gift is confirmed by the Stewardship Office, we will notify the parish of the amount of the gift. (O)
- (7) **TOTAL PLEDGED GIFTS:** Enter the total **dollar amount pledged** regardless of amount paid (if any). (A)
- (8) **TOTAL PAID ON PLEDGES:** Enter the total dollar amount paid on the pledges (if any). (B)
- (9) **TOTAL ONE-TIME GIFTS:** Enter the total dollar amount of one-time gifts. (D)
- (10) **TOTAL CREDIT CARD GIFTS:** Enter the total of credit card gifts. (I)

Transmittal Report Form continued

- (11) TOTAL ETF GIFTS: Enter the total dollar amount of the Electronic Transfer of Funds gifts. (N)
- (12) GRAND TOTAL: Add the Total Pledged Gifts (A) amount, plus the Total One-Time Gifts (D) amount, plus the Total Credit Card Gifts (I), plus the Total ETF Gifts (N).
- (13) PARISH CHECK: Enter the amount of the parish check. It should be for the amount of line (B) plus lines (D) (G) and (L) of the batch cards and should accompany the report.
- (14) If this is the first report, omit this line. On subsequent reports, the totals from the previous report should be entered.
- (15) Add the top two lines above.
- (16) Print the name, daytime phone number and e-mail address of the person preparing this form.
- (17) Have the pastor sign the transmittal, and please include a check payable to: **God's Share Appeal** for the total dollar amount of envelopes included in this report.

The original copy of the transmittal is to be included **with the envelopes** and parish check that is forwarded to the Office of Stewardship and Resource Development. The yellow copy is to be retained for parish records. If you have any questions in regard to the reporting procedure, please contact the Office of Stewardship and Resource Development at 701-222-3035 or toll-free 1-877-405-7435.

YOUR HELP IN THIS IMPORTANT EFFORT IS APPRECIATED!

Please
Note

Please note: The Diocese of Bismarck will mail every parishioner that made a donation a personalized IRS tax receipt. Parishes will NO LONGER add any God's Share Appeal, African Mission Appeal or Universal/National Church Collection information on to the parish's personalized IRS tax receipts they send their parishioners.



Year-round Bulletin Announcements

- Place these announcements in the same location in your bulletin.
- Rotate printing one or more announcement on a regular basis.

Did you know your God's Share Appeal donation supports:"

1. Funded by your contributions to the Annual God's Share Appeal, the Office of Vocations offers personal and material resources to promote vocations to the priesthood and religious life. The Office of Vocations provides screening and evaluation services for those applying for seminary formation. The Office of Vocations also provides human, intellectual, spiritual and pastoral formation to those studying to be priests for the Diocese of Bismarck.
 2. Funded by your contributions to the Annual God's Share Appeal, the Office of Family Ministry offers several programs and services. Some of the programs include Natural Family Planning; Sponsor Couple Training; Marriage Encounter; Baptismal Preparation; Ministry with Families; Mother-Daughter Celebrations; Marriage Enrichment Opportunities; Celebration of Marriage Day; Building Family Strengths; Rachel's Vineyard Retreat; Retrouvaille; and Marriage Preparation Seminars for Engaged Couples. The primary purpose of the Office of Family Ministry is to provide a family perspective to all of these programs and services which allows all families to learn from and grow deeper in love with each other and with God.
 3. Funded by your contributions to the Annual God's Share Appeal, the Office of Canonical Affairs represents Bishop Kagan's church court for the Diocese of Bismarck. The Office of Canonical Affairs deals most often with Declarations of Nullity of marriage, most commonly known as *annulments*.
- Pastors and parishioners are greatly served by this office, which can assist in the resolution of "marriages outside of the church" or those marriages unable to be fully recognized by the church because of a prior marriage bond. This ministry of the bishop is required of him by universal church law (Canon Law) and since it must be widely available to assist parishioners and pastors throughout the diocese, and since it is costly in terms of resources, only the generosity of people through the God's Share Appeal ensures that Bishop Kagan can continue to provide this delicate and important ministry to his people.
4. Funded by your contributions to the Annual God's Share Appeal, the Office of Risk Management provides services to each parish to help establish a safe environment and to eliminate or greatly reduce the risk of injuries and accidents to the parishioners at our parishes and Catholic schools. The primary responsibility of the Office of Risk Management is to assist all parishes and Catholic schools with their insurance paper work.
 5. Funded by your contributions to the Annual God's Share Appeal, the Office of Vicar General/Moderator of the Curia provides assistance to Bishop Kagan in the total governance of the diocese and represents Bishop Kagan when he is unable to be present.
 6. Funded by your contributions to the Annual God's Share Appeal, the Office of the Vicar for Presbyters provides communication and care to our priests, especially to those who are retired or ill.

Year-round Bulletin Announcements

7. Funded by your contributions to the Annual God's Share Appeal, the Office of the Diaconate's primary purpose is to offer support to the ordained deacons and their spouses in their ministries, as well as offering spiritual and intellectual formation to those discerning a possible call to the diaconate. As the workload in all parishes continues to increase, there is an increasing need for more people to participate in the diaconate program. This office helps promote vocations to the diaconate, recruits potential candidates, and provides classroom instruction and spiritual formation to them and their spouses. This office also provides continuing education opportunities for our ordained deacons and their spouses and supports them in their various parish ministries.
8. Funded by your contributions to the Annual God's Share Appeal, the Office of Archives' primary purpose is to preserve and make available resources documenting the history of the people comprising our faith community in western North Dakota. This office also cares for the historical and other permanent records and publications of the diocese; maintains a records management program for the diocesan offices, parishes and Catholic schools; as well as providing research and reference services for parishes, institutions and individuals.
9. Funded by your contributions to the Annual God's Share Appeal, the Office of Communications and Media Services is in charge of seeing that the Sunday Mass airs each Sunday on television. People who are unable to attend Mass because of poor health or inclement weather enjoy it on the FOX television network. The Office of Communications is also responsible for arranging all the news conferences for Bishop Kagan. This office is also responsible for preparing the official diocesan newspaper, the *Dakota Catholic Action*, and our diocesan social media.
10. Funded by your contributions to the Annual God's Share Appeal, the Office of Stewardship and Resource Development has two main responsibilities. First, to plan and coordinate the activity necessary to secure the day-to-day financial resources needed to operate the programs and services of Bishop Kagan's ministry. These activities include the Annual God's Share Appeal and the Annual African Mission Appeal which both generate immediate financial resources for operations. Second, is to provide stewardship education information to our priests, parish lay leaders and the parishioners in western North Dakota.
11. Funded by your contributions to the Annual God's Share Appeal, the Office of Youth and Young Adults Ministry coordinates several opportunities for youth to grow deeper in love with their faith. Some of these annual opportunities are the Search for Christian Maturity weekends; the High School Youth Rally; the Jr. High School Youth Rally; World Youth Day; National Catholic Youth Conference; and the NET Team Retreats.
12. Funded by your contributions to the Annual God's Share Appeal, the Office of Faith Formation offers a variety of programs and services to parishes and Catholic schools. These programs are primarily designed to train lay volunteers in all of our parishes to become qualified teachers of our faith for people of all ages: our adults, youth and children. The Office of Faith Formation also offers the Rite of Christian Initiation of Adults to individuals interested in becoming active members of our Catholic faith.

Year-round Bulletin Announcements

13. Funded by your contributions to the Annual God's Share Appeal, the Office of Child & Youth Protection provides a comprehensive program to help provide a safe environment for children and young people in all of our parishes and Catholic schools. The Office of Child & Youth Protection offers informational and training programs for our parishes and schools, and also provides additional resources for our parishes and schools on the diocesan website.
14. Funded by your contributions to the Annual God's Share Appeal, the Office of Continuing Education for Clergy's main purpose is to provide for the ongoing formation of clergy in our diocese. The aim and focus follows closely the details in the United States Conference of Catholic Bishops' *Basic Plan for the Ongoing Formation of Priests*. The Office of Continuing Education for Clergy accomplishes this by offering a Spring and Fall Clergy Education Conference, an annual priest retreat, meetings with the newly ordained priests, and offering sabbaticals for our priests.
15. Funded by your contributions to the Annual God's Share Appeal, the Office of Worship assists Bishop Kagan in carrying out his ministry as moderator, promoter and guardian of the liturgical life of the diocese. The Office of Worship plans and coordinates all diocesan liturgies, provides training on liturgical renewal, provides resource materials to parishes, and acts as a consultant to parishes in areas of music and the building and renovation of churches.
16. Funded by your contributions to the Annual God's Share Appeal, the Office of the Chancellor provides administrative and clerical assistance for Bishop Kagan. The Office of the Chancellor provides diocesan records and reports, coordinates personnel policies, assists in processing marriage requests, facilitates diocesan ministries and services, and responds to requests from pastors, parishioners, national and international church bodies and the general public.
17. Funded by your contributions to the Annual God's Share Appeal, the Office of Planned Giving promotes the importance of having a Will to protect your family members. The Office of Planned Giving assists all parishes with establishing their own endowment fund and promoting it to ensure long-term support for the parishes and all diocesan endowment funds.

For further information or assistance, contact:

Ronald W. Schatz, Director

Dee Tracy, Database Administrator/Administrative Assistant

Diocese of Bismarck

Office of Stewardship and Resource Development

520 North Washington Street

P.O. Box 1137

Bismarck, ND 58502-1137

Contact Information:

Ron: (701) 204-7202 or rschatz@bismarckdiocese.com

Dee: (701) 204-7192 or dtracy@bismarckdiocese.com

Toll Free: 1-877-405-7435

Ron's extension: 117

Dee's extension 107

Fax: 701-222-0269



Information in this manual can be accessed on-line PDF format
under “Ministries/Offices,” “Stewardship & Development” and “Parish Resources”

Under “Resources” click God’s Share Leadership Manual

or by entering the following address:

<http://bismarckdiocese.com/documents/2015/3/LeadershipManual.pdf>