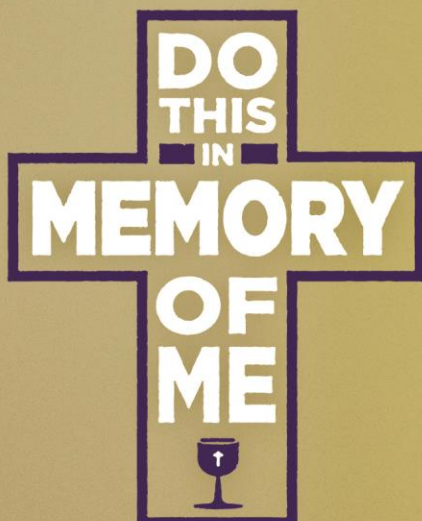


# OPERATIONAL MANUAL

## 2024 Archbishop's Annual Appeal



Archdiocese  
of Hartford



**ARCHDIOCESE OF HARTFORD**  
**2024 ARCHBISHOP’S ANNUAL APPEAL OPERATIONAL MANUAL**

**TABLE OF CONTENTS**

Introduction .....	1
2024 Archbishop’s Annual Appeal Prayer.....	2
Key Dates .....	3
Keys to a Successful Appeal .....	4-5
Parish Responsibilities & Materials .....	6-7
Appeal Reporting.....	8-9
Responses to Frequently Asked Questions .....	10
Overview of 2024 Archbishop’s Annual Appeal Activity.....	11-13
Week #1.....	14-16
Week #2.....	17-18
Week #3.....	19
Week #4.....	20
Week #5.....	21
Week #6.....	22
Week #7.....	23
Week #8.....	24
Week #9.....	25
Week #10.....	26
Week #11.....	27
Week #12.....	28
Week #13.....	29
Week #14.....	30
Week #15.....	31

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**TABLE OF CONTENTS**

Week #16.....	32
Additional Appeal Activity.....	33
How are Pledge Reminders Sent? .....	34
Prayers of the Faithful .....	35
2023 Archbishop’s Annual Appeal Accountability Report .....	36
2023 Vicariate Outreach Program - <b><i>Northern</i></b> .....	37
2023 Vicariate Outreach Program - <b><i>Southern</i></b> .....	38
2023 Vicariate Outreach Program - <b><i>Western</i></b> .....	39

# INTRODUCTION

The 2024 Archbishop's Annual Appeal is integral to the mission and services of the Archdiocese of Hartford. As in the past, this year's efforts will create new opportunities and expand existing services for those living and working within the Northern, Western, and Southern Vicariates. Additionally, the Appeal ensures the funding necessary so that our vital ministries, seminarians, retired clergy, catholic schools and agencies continue to thrive serving thousands throughout the Archdiocese.

This year's theme ***Do This in Memory of Me***, has been chosen as a way to remind us that it is through our actions we are living out Jesus' command to love one another, and how His life and ministry inspires us to make our own sacrifices for those in spiritual and material need. This manual provides important information to promote a successful Archbishop's Annual Appeal for pastors, parochial vicars, parish administrators and lay leaders. The Appeal Office coordinates and assists with the implementation of this effort and is available to answer questions that arise in upcoming months.

Please take note in this manual you will find the following essential Appeal information:

- The 2024 Archbishop's Annual Appeal Prayer;
- Key Dates;
  - *Saturday, February 24<sup>th</sup> & Sunday, February 25<sup>th</sup>* – Kick-Off Weekend, with Archbishop Blair's Appeal Video to be played at ALL Masses
  - *Thursday, March 7<sup>th</sup>* – The Season Premiere of the *Annual Appeal at Work*, Online @ <https://archdioceseofhartford.org/appeal/> a new episode will air the first week of March, April and May
  - Request Letter Mail Dates – February 19<sup>th</sup>, April 3<sup>rd</sup>, May 15<sup>th</sup>, June 12<sup>th</sup>, July 12<sup>th</sup>, & November 6<sup>th</sup>
  - *Saturday, June 8<sup>th</sup> & Sunday, June 9<sup>th</sup>* – Commitment Weekend at all Parishes.
- Keys to a Successful Campaign;
- Frequently Asked Questions;
- A summary of the 16-week Appeal timeline;
- A weekly breakdown of activity for the Appeal. The breakdown includes suggested pulpit and bulletin announcements and intercessions during the Prayers of the Faithful.
- The 2023 Accountability and Vicariate Outreach Program Reports

Appeal Materials That Will Be Provided;

- Rear of Church Material consisting of Appeal letter, brochure, pledge card, the Accountability Report and return mailing envelope.
- A **DOWNLOADABLE DIGITAL COPY** of Archbishop Blair's Appeal Video
- **UPON REQUEST ONLY** – DVD of the Video
- Appeal Posters
- Commitment Weekend Guide

# ARCHBISHOP'S ANNUAL APPEAL

## *PRAYER*

Heavenly Father, source of all love and mercy,  
Your gifts to us are beyond counting.  
Your love for us cannot be measured.

Grant that our efforts  
to carry out the mission of the Church,  
and to make a difference in the lives  
of our brothers and sisters in need,  
may unite us more closely as one family of faith.

May the 2024 Archbishop's Annual Appeal,  
***Do This in Memory of Me,***  
inspire us to live the gift of the Eucharist we receive,  
and to share all that we are, and all that we have,  
in imitation of Christ your beloved Son.  
May what we offer be a true act of faith  
and a sign of our love for You and for our neighbor.

We ask this through Christ our Lord.

Amen.



## KEY DATES FOR THE *DO THIS IN MEMORY OF ME APPEAL*

### PARISHES TO SHOW Archbishop Blair's APPEAL VIDEO: FEBRUARY 24<sup>TH</sup> & 25<sup>TH</sup> AT ALL MASSES INCLUDING ANY ONLINE BROADCAST OF THE WEEKEND MASS

Archbishop Blair is requesting, that pastors present the Appeal video during ALL Masses for Kickoff Weekend, February 24<sup>th</sup> & 25<sup>th</sup>. The Appeal Office will provide each parish with a **DOWNLOADABLE DIGITAL COPY** of Archbishop Blair's Appeal video to be shown at all scheduled Masses, including any Mass that is broadcasted online. If your parish does not have the proper equipment, or if you need the video in a format other than the provided DOWNLOADABLE VERSION, such as a physical DVD or for a referral to obtain or rent video equipment, please contact Tina Poet, Director for the Archbishop's Annual Appeal, at (1-800-781-2550).

### SEASON PREMIERE OF THE 'ANNUAL APPEAL AT WORK' SERIES: ONLINE, THURSDAY, MARCH 7<sup>TH</sup> with a new episode airing the first week of March, April & May in 2024

Once again this year, the Appeal Office, in conjunction with the Communications Office, will release episodes in the video series *Annual Appeal at Work*. The season premiere will air on Thursday, March 7<sup>th</sup>; with a new episode airing the first week of March, April & May. Episodes can be found on the Appeal Website at <https://archdioceseofhartford.org/appeal/>. Our Offices will promote the series through Social Media, but we are asking that the parishes also promote the *Annual Appeal at Work* series with your parishioners.

### MAILINGS

The Appeal mailings include a brochure, pledge card, and return envelope that is distributed to all registered Catholics in the Archdiocese as well as members of the clergy. The timing of these mailings allows parishioners to make early pledges, payable over the course of the entire year.

Mailing	Date
Initial mailing – Letter #1	Monday, February 19 <sup>th</sup>
Kickoff Weekend with Appeal Video	Saturday & Sunday, February 24 <sup>th</sup> & 25 <sup>th</sup>
Season Premiere Episode of the <i>Annual Appeal at Work</i> Video Series	Thursday, March 7 <sup>th</sup> @ <a href="https://archdioceseofhartford.org/appeal/">https://archdioceseofhartford.org/appeal/</a>
Pastor's Follow-up – Letter #2	Wednesday, April 3 <sup>rd</sup>
The Archbishop's Follow-up – Letter #3	Wednesday, May 15 <sup>th</sup>
Commitment Weekend (At All the Parishes)	Saturday & Sunday, June 8 <sup>th</sup> & 9 <sup>th</sup>
Pastor's Follow-up – Letter #4	Wednesday, June 12 <sup>th</sup>
The Archbishop's Follow-up – Letter #5	Friday, July 12 <sup>th</sup>
The Archbishop's FINAL – Letter #6	Wednesday, November 6 <sup>th</sup>

**\*\*#givingtuesday will be December 3<sup>rd</sup>, providing a final opportunity to make a donation to the Appeal.**

# KEYS TO A SUCCESSFUL APPEAL

## APPEAL ACTIONS:

- 1) **Educate yourself** on the many good works of the Appeal;
- 2) Incorporate the **prayerful aspects of the Appeal**, consider reciting the **Appeal Prayer during Mass**;
- 3) **Present Archbishop Blair's Appeal Video** on Kickoff Weekend: **February 24<sup>th</sup> & 25<sup>th</sup>**;
- 4) Make your **own gift early**;
- 5) **Personalize the message** for parishioners by highlighting **local efforts supported by the Appeal**;
- 6) **Thank your parishioners** who have given to the Appeal in the past;
- 7) Keep the Appeal in front of the parishioners by **utilizing all materials provided by the Appeal Office**;
- 8) Select a **small group of parishioners to help with the Appeal**.

## PLEASE REMEMBER:

- 1) People who feel **inspired** to support a cause **give as much as they can**;
- 2) People who feel **obligated** to give tend to give the **minimum expected**;
- 3) **Do not underestimate the generosity of your parishioners**. Give thanks to God for the good stewardship of your parishioners.

## A SUCCESSFUL APPEAL REQUIRES:

- 1) **Strong, active leadership and involvement of the pastor**;
- 2) Careful planning and adherence to the **Appeal plan**;
- 3) An enthusiastic presentation of the **publicity** materials;
- 4) A focused attempt to create **long-term relationships** with parishioners;
- 5) **Personal face to face follow-up**;
- 6) A reminder to **honor** the pledge in full by December 31<sup>st</sup>;
- 7) An emphasis on **pledged gifts** rather than one-time donations;
- 8) Suggesting a reasonable, yet specific, **increased gift**;
- 9) **Education and communication** – parishioners who understand the vital programs made possible by the Appeal can educate others, ensuring parish success.

# KEYS TO A SUCCESSFUL APPEAL

## WE ASK THAT YOU DO NOT:

- 1) Apologize for the Appeal;
- 2) Portray the Appeal as a chore or required obligation;
- 3) Say “just give what you can.”

### THE IMPORTANCE OF ASKING FROM CARDINAL EDMUND SZOKA

*“Very few people are self-sufficient. Most need others to provide goods and services. The Church lives in this world, so it needs money to purchase goods and services for its ministries.*

*Every bishop and priest must have a clear vision of his responsibility for acquiring the resources the Church needs to carry out its mission. It is essential to their mission. We must have personal conviction in order to convince others and touch their hearts. Fund-raising in this context is both good and holy.*

*If we are to be effective in fund-raising, we must present clearly the purposes and needs for the funds. People have the right to know, since they have the responsibility to support the Church.*

*Priests who “do not speak about money” are failing to teach their people how to give and how to fulfill their stewardship responsibilities. It’s not about “asking for money;” it’s about helping people use their treasure to fulfill their responsibilities to the Church and to other people.*

*We must teach our young people to be good stewards. A wealthy man once told me, “If I hadn’t begun to share some of the first dollar I made, I never would have given from the first million.” Pastors should never give people a reason not to give. Don’t make excuses — people already have enough of those. Instead, state the importance of the cause and the reasons to give; then let people make up their own minds. You never insult anyone by asking for more than he/she appears able to afford. They are flattered and encouraged by such a request.”*



# PARISH PARTICIPATION – RESPONSIBILITIES

The Archbishop's Annual Appeal Office is meant to work in partnership with the parishes. The Appeal Office prepares for distribution all Appeal materials, including the downloadable Appeal video, the Appeal letters, all mailing components and provides ongoing support to parishes for all aspects of the Appeal. The Office also regularly reports on the progress of the Appeal to all parishes, donors and Archdiocesan staff. Parishes are asked to promote the Appeal in a positive manner.

**The responsibilities of each parish leader is outlined below.**

## **The Pastor, Parochial Vicar, Parish Priests and Deacons:**

- Recruit a Parish Appeal Committee
- Implement the Appeal Plan
- Set a positive tone in the parish for the Appeal
- Address the Appeal through homilies and pulpit announcements
- Pray for the success of the Appeal during Mass and at various parish functions
- Approve the text of the pastor follow-up letters
- Make a pledge during the early stages of the Appeal

## **The Parish Business Manager, Parish Secretary and Parish Staff:**

- Remain in regular contact with the Pastor, Parish Appeal Committee and Parish Staff
- Contact the Appeal Office for additional materials or any other Appeal-related support
- Ensure the Appeal materials are included in the bulletins, at the rear-of-the church or in the pews as needed
- Contact the Appeal Office for any financial reports or assistance
- **It is IMPERATIVE that you inform the Appeal Office of any adds, deletes or changes to your parish roster on a regular basis. We need the most up-to-date information AT ALL TIMES!**
- Make a pledge during the early stages of the Appeal

## **Parish Appeal Committee:**

- The Appeal Committee members are typically generous and consistent Appeal supporters
- Provide additional support as needed by the Pastor and Parish Staff
- Remain in regular contact with the Pastor
- Ensure every parish family has the opportunity to learn about the Appeal
- Make presentations at Mass during the Appeal, if requested
- Demonstrate consistent support for the Appeal
- Enthusiastically promote the Appeal and its value
- Encourage all parishioners to consider a sacrificial gift
- Make a pledge during the early stages of the Appeal

## PARISH APPEAL MATERIALS

Digital Appeal Materials can be located on the Annual Appeal Staff Portal  
<https://appeal.archdioceseofhartford.org/portal/>



*Additionally, the Appeal Office will provide each Parish with the following materials:*

- 1) A **DOWNLOADABLE** Digital Copy of Archbishop Blair's Appeal Video. Please use this at **ALL** of the Masses the weekend of February 24<sup>th</sup> & 25<sup>th</sup>, as well as any Mass aired online. If you need another format to present the video in your church, please contact Tina Poet at the Appeal Office as soon as possible.
- 2) Three (3) Archbishop's Annual Appeal posters to be displayed in your church(es). If additional posters are needed, please contact the Appeal Office.
- 3) Spanish and Polish translation of the video have been created and will be distributed to applicable parishes as well as available for Digital Download.

### TIMELINE OF MATERIAL DISTRIBUTION TO PARISHES

#### The First Week of March:

You will receive Generic Request Packets which need to be placed at the doors of the Church for those not on your parish roster. These materials are similar to Appeal mailings and will be distributed to parishes in envelopes that include: an Appeal letter, the brochure, a pledge card, the 2023 Appeal Accountability Report and a reply envelope.

**Commitment Weekend** planned for *June 8<sup>th</sup> & 9<sup>th</sup>*. Over the past several years we have noticed a **significate decrease in the number of donors to the Appeal, due to this, we are requiring all parishes to participate in this activity.** In the weeks prior to June 8<sup>th</sup> & 9<sup>th</sup> you will receive, all necessary materials for a successful Commitment Weekend, including:

- 1) A Guide to conducting the Commitment Weekend.
- 2) Suggested announcement for Mass and use in the bulletin.
- 3) In-pew pledge envelopes.

As always, please contact Tina Poet in the Appeal Office if you have any questions or need any assistance with your parish's 2024 Archbishop's Annual Appeal efforts.

Telephone: (800) 781-2550

E-mail: [tina.poet@aohct.org](mailto:tina.poet@aohct.org)

## APPEAL REPORTING

Parishes receive regular reports on the status of the Appeal. The chart below indicates when each report is scheduled to be distributed to the parishes. These reports will be sent as attachments, and will **ONLY** be sent to the pastor and parish's **@AOHCT.org** email accounts on file.

Date	PASTOR & SECRETARY Parish Changes	PASTOR ONLY Donor Activity Report	PASTOR & SECRETARY Donor Summary List	PASTOR ONLY Parish Summary Report	PASTOR ONLY LYBUNT Report	PASTOR ONLY NEW Donor	PASTOR & SECRETARY Exiting Parishioner Report
1/5/2024 <b>Final 2023 Reports</b>		X	X	X		X	
2/2/2024	X						X
3/1/2024	X						X
3/15/2024		X		X		X	
4/5/2024	X	X	X	X		X	X
4/26/2024		X		X		X	
5/3/2024	X	X	X	X		X	X
5/17/2024		X		X		X	
6/3/2024	X	X	X	X		X	X
7/5/2024	X	X	X	X		X	X
8/2/2024	X	X	X	X		X	X
9/6/2024	X	X	X	X		X	X
10/4/2024	X	X	X	X		X	X
11/1/2024	X	X	X	X	X	X	X
11/15/2024		X		X	X	X	
12/6/2024	X	X	X	X	X	X	X
12/13/2024		X		X	X	X	
1/9/2025 <b>Final 2024 Reports</b>		X	X	X	X	X	

Additionally, the Appeal Status Report, listing your parish's up-to-date amount pledged, amount paid, and participating families totals, will be sent to Pastors and Secretaries on the following schedule:

**March - September** – First and Third Tuesday of the month

**October – December** – Every Tuesday

- 1) **Web Report:** Parish results are updated on the Archdiocesan website weekly at <https://archdioceseofhartford.org/appeal/> and carries each parish's up-to-date Appeal information and statistics for your perusal at any time. You can locate your parish's information under the Vicariate Progress Reports and then by Deanery. You may also contact the Appeal Office at any time for assistance or questions.
- 2) **Parish Changes:** This report reflects parishioner updates (name/address changes, deletes, additions) as reflected in the Archbishop's Annual Appeal Database that have occurred over the last month.
- 3) **Donor Activity Report:** Alphabetical listing of all parish donors, including name, address, amounts pledged in 2023 and 2024, amount paid, and date the pledge was initially received.
- 4) **Donor Summary List:** A list of your individual parish donors in alphabetical order; please insert into your bulletin to recognize your parish's Appeal donors. No dollar amounts are listed. **Note: parishioners who indicate on their pledge card "do not publish my name" are omitted from this report.**
- 5) **Parish Summary Report:** Appeal progress of every parish in the Archdiocese.
- 6) **LYBUNT Report:** This report provides a list of parishioners who supported the Archbishop's Annual Appeal last year, but for some reason have not yet contributed to the Appeal. This information should be reviewed, if you note any parishioner that is no longer at your parish, please notify our office immediately. You may also want to use this as a tool to approach past donors with a gentle reminder to remember the Archbishop's Annual Appeal.
- 7) **New Donor Report:** This report reflects anyone that has donated to the Archbishop's Annual Appeal for the first time ever, and has indicated that they are members of your parish.
- 8) **Exiting Parishioner Report:** This report lists all household records that were moved from your parish in the previous month. This report is intended to list active households that have registered at new parishes within the Archdiocese. Included in this report, you may also find records that you recently requested be deleted but the Appeal Office decided to move to the Archdiocese's 'holding account'. This is done when there is not enough information about why a donor's deletion has been requested. Until more information about the parishioner(s) is gathered, the Appeal office may keep them active in the AOH's 'holding account' so they continue to receive Archdiocese-wide mailings.
- 9) **Appeal Status Report:** This report lists your parish statistics for the 2024 Archbishop's Annual Appeal. The report lists your Parish Goal, Total Amount Pledged, Total Amount Paid, Total Households Participating, Average Pledge, Amount Pledged as a Percentage of Parish's Goal, and Household Participation Rate. The report also lists the number of active households at your parish in the Annual Appeal Database. Please contact the Appeal Office if the AAA's household count dramatically differs from your internal count.

# RESPONSES TO FREQUENTLY ASKED QUESTIONS

## 1. I give to my parish, why should I give to the Archbishop's Annual Appeal?

Your support of your parish is very important. Yet it is also important to support the poor, the marginalized, those suffering from addiction in both our local and regional communities. We must also provide for the faith education of our children and support ministries of the Archdiocese of Hartford that collectively serves God's people in ways our individual parish cannot do alone.

## 2. Why should I support the Archdiocese?

Each one of us is the beneficiary of blessings from God. Our time, talent and treasure are all gifts. We are called to share our gifts with those who are less fortunate than ourselves.

## 3. This is a large request for my family to consider...

The gift request is a suggestion only. We ask you to consider a gift amount commensurate with your financial capacity. Please remember, gifts may be pledged over a five-month period. Gifts may also be made in the form of cash and securities or a combination of both.

## 4. Is my pledge legally binding?

No. A pledge is a commitment made under a particular set of circumstances. If those circumstances change, you may adjust the pledge payments and/or balance accordingly.

## 5. Why are pledges emphasized?

Our Appeal emphasizes gifts over a period of time because it allows individuals and families the opportunity to consider a larger commitment—and more significant impact—than a one-time contribution. Experience demonstrates that donors who pledge are able to consider gifts significantly larger than those who make one-time gifts. The earlier a gift is made, the more time the donor has to fulfill the pledge. Payments can be made through December 31, 2024.

## 6. To what extent are gifts to the Archbishop's Annual Appeal tax deductible?

Gifts to the Archbishop's Annual Appeal are tax deductible to the full extent of the law. Donors with specific questions regarding tax deductibility should contact their financial advisors or tax preparers.

## 7. What is the difference between the *Archbishop's Annual Appeal* and the *Forward with Faith* capital campaign?

The Archbishop's Annual Appeal (AAA) is the "bread and butter" fundraiser for ongoing archdiocesan ministries and programs. Funds donated in a given year are used in that year for the good works and activities of the Archdiocese, including a significant allotment of funds to local charities through our Vicariate Outreach Program, VOP.

The *Forward with Faith* capital campaign is being conducted under the auspices of the Hartford Bishops' Foundation for the purpose of securing financial gifts, payable for up to five years. Half the funds collected will remain with the local parishes for their major needs. The other half will be invested by the Foundation for the purpose of building up a permanent fund for future needs across the Archdiocese.

# OVERVIEW OF 2024 ARCHBISHOP'S ANNUAL APPEAL ACTIVITY

## WEEKS RUN MONDAY TO SUNDAY

Week Number & Dates	Key Dates	Activity
<b>#1</b> <b>Monday, February 19<sup>th</sup> –</b> <b>Sunday, February 25<sup>th</sup></b>	<b>Monday, February 19<sup>th</sup></b>  Saturday, February 24 <sup>th</sup> & Sunday, February 25 <sup>th</sup>	<ul style="list-style-type: none"> <li>• <b>Archbishop Blair's initial request letter mailed to all registered households.</b></li> <li>• Display the 2024 Appeal posters</li> <li>• Add the Appeal 'Donate Button' with link on the Parish Web Page</li> <li>• <b>Present Archbishop Blair's Appeal Video at ALL Masses this weekend and on any of the parish social media outlets for the Launch of the 2024 Archbishop's Annual Appeal</b></li> <li>• Prayers of the Faithful Intercession</li> </ul>
<b>#2</b> <b>Monday, February 26<sup>th</sup></b> <b>Sunday, March 3<sup>rd</sup></b>	Saturday, March 2 <sup>nd</sup> & Sunday, March 3 <sup>rd</sup>	<ul style="list-style-type: none"> <li>• Place additional gift request packets at the rear of the Church before the Vigil Mass</li> <li>• Prayers of the Faithful Intercession</li> </ul>
<b>#3</b> <b>Monday, March 4<sup>th</sup></b> <b>Sunday, March 10<sup>th</sup></b>	<b>Thursday, March 7<sup>th</sup></b>  <a href="https://archdioceseofhartford.org/appeal/">https://archdioceseofhartford.org/appeal/</a>  Saturday, March 9 <sup>th</sup> & Sunday, March 10 <sup>th</sup>	<ul style="list-style-type: none"> <li>• <b><u>Season Premiere of <i>The Annual Appeal at Work</i> on Thursday, March 7<sup>th</sup></u></b></li> <li>• Pulpit Announcement</li> <li>• Bulletin Announcement</li> <li>• Prayers of the Faithful</li> </ul>
<b>#4</b> <b>Monday, March 11<sup>th</sup> –</b> <b>Sunday, March 17<sup>th</sup></b>	Saturday, March 16 <sup>th</sup> & Sunday, March 17 <sup>th</sup>	<ul style="list-style-type: none"> <li>• Pulpit Announcement</li> <li>• Bulletin Announcement</li> <li>• Prayers of the Faithful</li> </ul>
<b>#5</b> <b>Monday, March 18<sup>th</sup> –</b> <b>Sunday, March 24<sup>th</sup></b>	Saturday, March 23 <sup>rd</sup> & Sunday, March 24 <sup>th</sup>	<ul style="list-style-type: none"> <li>• Pulpit Announcement</li> <li>• Bulletin Announcement</li> <li>• Prayers of the Faithful</li> </ul>



## OVERVIEW OF 2024 ARCHBISHOP'S ANNUAL APPEAL ACTIVITY, CONT.

Week Number & Dates	Key Dates	Activity
<b>#6</b> <b>Monday, March 25<sup>th</sup> –</b> <b>Sunday, March 31<sup>st</sup></b>	<b>Holy Week</b>  Saturday, March 30 <sup>th</sup> & Sunday, March 31 <sup>st</sup> <b><i>EASTER</i></b>	<ul style="list-style-type: none"> <li>• <b>Optional</b> Pulpit Announcement</li> <li>• <b>Optional</b> Bulletin Announcement</li> <li>• <b>Optional</b> Prayers of the Faithful</li> </ul>
<b>#7</b> <b>Monday, April 1<sup>st</sup> –</b> <b>Sunday, April 7<sup>th</sup></b>	<b>Wednesday, April 3<sup>rd</sup></b>  Saturday, April 6 <sup>th</sup> & Sunday, April 7 <sup>th</sup>	<ul style="list-style-type: none"> <li>• <b>Pastor's reminder letter to non-respondents</b></li> <li>• <b><u>New Episode of <i>The Annual Appeal at Work</i></u> the first week of April</b></li> <li>• Pulpit Announcement</li> <li>• Bulletin Announcement</li> <li>• Prayers of the Faithful</li> </ul>
<b>#8</b> <b>Monday, April 8<sup>th</sup> –</b> <b>Sunday, April 14<sup>th</sup></b>	Saturday, April 13 <sup>th</sup> & Sunday, April 14 <sup>th</sup>	<ul style="list-style-type: none"> <li>• Pulpit Announcement</li> <li>• Bulletin Announcement</li> <li>• Prayers of the Faithful</li> </ul>
<b>#9</b> <b>Monday, April 15<sup>th</sup> –</b> <b>Sunday, April 21<sup>st</sup></b>	Saturday, April 20 <sup>th</sup> & Sunday, April 21 <sup>st</sup>	<ul style="list-style-type: none"> <li>• Pulpit Announcement</li> <li>• Bulletin Announcement</li> <li>• Prayers of the Faithful</li> </ul>
<b>#10</b> <b>Monday, April 22<sup>nd</sup> –</b> <b>Sunday, April 28<sup>th</sup></b>	Saturday, April 27 <sup>th</sup> & Sunday, April 28 <sup>th</sup>	<ul style="list-style-type: none"> <li>• Pulpit Announcement</li> <li>• Bulletin Announcement</li> <li>• Prayers of the Faithful</li> </ul>
<b>#11</b> <b>Monday, April 29<sup>th</sup> –</b> <b>Sunday, May 5<sup>th</sup></b>	Saturday, May 4 <sup>th</sup> & Sunday, May 5 <sup>th</sup>	<ul style="list-style-type: none"> <li>• <b><u>New Episode of <i>The Annual Appeal at Work</i></u> the first week of May</b></li> <li>• Pulpit Announcement</li> <li>• Bulletin Announcement</li> <li>• Prayers of the Faithful</li> </ul>
<b>#12</b> <b>Monday, May 6<sup>th</sup> –</b> <b>Sunday, May 12<sup>th</sup></b>	Saturday, May 11 <sup>th</sup> & Sunday, May 12 <sup>th</sup>	<ul style="list-style-type: none"> <li>• Pulpit Announcement</li> <li>• Bulletin Announcement</li> <li>• Prayers of the Faithful</li> </ul>

## OVERVIEW OF 2024 ARCHBISHOP'S ANNUAL APPEAL ACTIVITY, CONT.

Week Number & Dates	Key Dates	Activity
<b>#13</b> Monday, May 13 <sup>th</sup> – Sunday, May 19 <sup>th</sup>	Wednesday, May 15 <sup>th</sup>  Saturday, May 18 <sup>th</sup> & Sunday, May 19 <sup>th</sup>	<ul style="list-style-type: none"> <li>• Archbishop's reminder letter to non-respondents</li> <li>• Pulpit Announcement</li> <li>• Bulletin Announcement</li> <li>• Prayers of the Faithful</li> </ul>
<b>#14</b> Monday, May 20 <sup>th</sup> – Sunday, May 26 <sup>th</sup>	Saturday, May 25 <sup>th</sup> & Sunday, May 26 <sup>th</sup>	<ul style="list-style-type: none"> <li>• Pulpit Announcement</li> <li>• Bulletin Announcement</li> <li>• Prayers of the Faithful</li> </ul>
<b>#15</b> Monday, May 27 <sup>th</sup> – Sunday, June 2 <sup>nd</sup>	Saturday, June 1 <sup>st</sup> & Sunday, June 2 <sup>nd</sup>	<ul style="list-style-type: none"> <li>• Pulpit Announcement</li> <li>• Bulletin Announcement</li> <li>• Prayers of the Faithful</li> </ul>
<b>#16</b> Monday, June 3 <sup>rd</sup> – Sunday, June 9 <sup>th</sup>	Saturday, June 8 <sup>th</sup> & Sunday, June 9 <sup>th</sup>  <b>Commitment Weekend</b> <b>Saturday &amp; Sunday</b> <b>June 8<sup>th</sup> &amp; 9<sup>th</sup></b>	<ul style="list-style-type: none"> <li>• Pulpit Announcement</li> <li>• Bulletin Announcement</li> <li>• Prayers of the Faithful</li> <li>• <b>Have In Pew Envelopes available at ALL Masses for Commitment Weekend</b></li> </ul>
<b><i>Other Key Dates and Activities</i></b>	Wednesday, June 12 <sup>th</sup>	<ul style="list-style-type: none"> <li>• Pastor follow-up letter to Past Donors Only</li> </ul>
	Friday, July 12 <sup>th</sup>	<ul style="list-style-type: none"> <li>• Archbishop's reminder letter to Past Donors Only</li> </ul>
	Wednesday, November 6 <sup>th</sup>	<ul style="list-style-type: none"> <li>• Archbishop's <i>FINAL</i> letter to Past Donors Only</li> </ul>
	Tuesday, December 3 <sup>rd</sup>	<ul style="list-style-type: none"> <li>• #givingtuesday</li> </ul>

**SCHEDULE OF ACTIVITY: WEEK #1**  
**MONDAY, FEBRUARY 19<sup>TH</sup> THROUGH SUNDAY, FEBRUARY 25<sup>TH</sup>**  
**PREPARING FOR KICKOFF WEEKEND**

Activity	When	Whom	Comments/Notes
Ensure Appeal bulletin cover will be used for this weekend's bulletin	Monday, February 19 <sup>th</sup>	Parish Staff	Contact Appeal office (800-781-2550) for PDF if needed
Archbishop Blair's first request letter is mailed to all parish families	Monday, February 19 <sup>th</sup>	Appeal Office	Letter requesting support for the 2024 Appeal
Display Appeal posters in Church vestibule/lobby and other prominent locations prior to the weekend Masses	<i>Before</i> Saturday, February 24 <sup>th</sup>	Parish Staff	The Appeal Office will ship three posters per church within the Parish, please contact our office if additional posters are needed.
Prepare Parish Webpage	<i>Before</i> Saturday, February 24 <sup>th</sup>	Parish Staff	Make the Appeal "Donate Button" & Link to the Appeal Giving Site Active on Parish Websites ( <i>image &amp; link below</i> )
Present 2024 Archbishop's Appeal Video	During Masses the weekend of February 24 <sup>th</sup> & 25 <sup>th</sup>	Pastor/Parish Staff	Parish received a DOWNLOADABLE version of the Appeal Video. If another format is needed, please call the Appeal Office to request as soon as possible.
Pulpit Announcement	During Masses the weekend of February 24 <sup>th</sup> & 25 <sup>th</sup>	Pastor	See suggested pulpit announcement below
Prayer of the Faithful	During Masses the weekend of February 24 <sup>th</sup> & 25 <sup>th</sup>	Lector	See suggested Prayer of the Faithful, page 15
Bulletin Announcement	The weekend of February 24 <sup>th</sup> & 25 <sup>th</sup>	Parish Bulletin Coordinator	See suggested bulletin announcement, page 15

## PULPIT ANNOUNCEMENT

In 2023, the Archbishop's Annual Appeal received pledge commitments and bequests totaling more than \$9,000,000, and I am pleased to report that we helped by contributing \$[amount raised in your parish in 2023 toward our parish goal of \$XX].

Pope Francis has stated *"Each individual Christian and every community is called to be an instrument of God for the liberation and promotion of the poor, and for enabling them to be fully a part of society. This demands that we be docile and attentive to the cry of the poor and to come to their aid."* (11/24/13, no.187 *Evangelii Gaudium*)." The theme of this year's Appeal, ***Do This in Memory of Me***, is an opportunity for us to serve people who are less fortunate than ourselves in memory of Jesus Himself. When we strengthen our commitment to serve one another as a family of faith, we benefit from the grace that flows from our service to our fellow brothers and sisters. Through the Archbishop's Annual Appeal, we can provide for genuine acts of charity to help our fellow brothers and sisters of Christ.

This week we officially launch our efforts for the 2024 Archbishop's Annual Appeal. Our parish goal is \$[parish goal]. If you have not received a letter and Appeal information from Archbishop Blair, you will receive it shortly. I am confident that together, with everyone's participation, our parish will exceed our goal.

## PRAYER OF THE FAITHFUL

That the 2024 Archbishop's Annual Appeal, ***Do This in Memory of Me*** may be successful, and that our response may reflect our commitment to our Archdiocesan ministries and to those that continue to serve our brothers and sisters in need. **We pray to the Lord.**

## BULLETIN ANNOUNCEMENT

This weekend marks the start of the 2024 Archbishop's Annual Appeal in our parish. If you haven't already, you will soon receive a letter from Archbishop Blair seeking your support. As Catholics in the Archdiocese of Hartford we can have a profound impact on our local communities not only spiritually, but intimately connected to it, the realm of social services and many charities and outreach services performed by, or with help from, our Church.

We hope you can help us meet our parish goal of \$[parish goal]. If you would like to make a gift, please mail in your pledge card. You may also visit the Archdiocesan website at [www.archdioceseofhartford.org](http://www.archdioceseofhartford.org) or call the Appeal Office at (800) 781-2550. Keep in mind that an early pledge will allow you to best use the monthly payment plan.

All funds contributed to the Archbishop's Annual Appeal are used exclusively for the purposes outlined in the Appeal literature, which can be found at <https://archdioceseofhartford.org/appeal/> **No Appeal funds are ever used for legal fees or settlements.**

## APPEAL DONATE BUTTON

We are asking that your parish webpage provide a link to the Appeal donate page. The graphic below can be used in combination with this link <https://appeal.archdioceseofhartford.org/donations> on your parish website and social media platforms that will direct your parishioners to the Appeal website to make a donation to this year's Appeal.



## KICKOFF WEEKEND TIPS

- All parishes are to show Archbishop's Annual Appeal video at all Masses this weekend across the Archdiocese. In addition, please include the video in any Mass aired on the parish's webpage and social media sites.
- Your Parish Office will receive a Downloadable Digital Appeal Video via email, in English. Links for the Appeal Video translated in Spanish and Polish will also be made available through Download ONLY. If you need another format, to present the video in your church, please contact Tina Poet, Director, of the Archbishop's Annual Appeal, at 800-781-2550 as soon as possible.
- Digital Appeal Materials can be located at any time on the Annual Appeal Staff Portal <https://appeal.archdioceseofhartford.org/portal/>



## SCHEDULE OF ACTIVITY: WEEK #2

### MONDAY, FEBRUARY 26<sup>TH</sup> THROUGH SUNDAY, MARCH 3<sup>RD</sup>

Activity	When	Whom	Comments/Notes
Place the Generic Appeal Material Packets at the Rear of the Church	Friday, March 1 <sup>st</sup>	Parish Staff	Appeal Office to provide Rear-of-Church materials
Pulpit Announcement	During Masses the weekend of March 2 <sup>nd</sup> & 3 <sup>rd</sup>	Pastor	See suggested pulpit announcement, page 17
Prayer of the Faithful	During Masses the weekend of March 2 <sup>nd</sup> & 3 <sup>rd</sup>	Lector	See suggested Prayer of the Faithful, page 18
Bulletin Announcement	The weekend of March 2 <sup>nd</sup> & 3 <sup>rd</sup>	Parish Bulletin Coordinator	See suggested bulletin announcement, page 18
Encourage Parishioners to tune in to learn more about the 2024 Archbishop's Annual Appeal, <i>Do This in Memory of Me</i>	During Masses the weekend of March 2 <sup>nd</sup> & 3 <sup>rd</sup>	<a href="https://archdioceseofhartford.org/appeal/">https://archdioceseofhartford.org/appeal/</a>	Season Premiere Episode The Annual Appeal at Work Thursday, March 7th

## SUGGESTED PULPIT ANNOUNCEMENT

The 2024 Archbishop's Annual Appeal has begun in our parish and throughout the Archdiocese. Last week was the Appeal Kick-off; I hope by now you have all received a request for support from Archbishop Blair. If not, please let our office know as soon as possible. I ask that you please be as generous as your means permit to fund the charitable works of our Archdiocese.

Our goal is to engage our entire parish family in this year's Appeal. Please pray for the success of the Appeal, both here in our parish and across the entire Archdiocese.

If you did not receive the 2024 Archbishop's Annual Appeal request mailing, please pick up a packet at the Church doors as you leave today.

The Archbishop's Annual Appeal in conjunction with the Office of Communications is continuing the web-series called, ***The Annual Appeal at Work***. The season premiere will be airing on Thursday, March 7<sup>th</sup> on all Archdiocesan Social Media sites as well as the Archbishop's Annual Appeal webpage. New episodes will air the first week of each month for the rest of 2024. Each episode will highlight some of the many wonderful ministries supported by the 2024 Archbishop's Annual Appeal, ***Do This in Memory of Me***. If you go to the Archbishop's Annual Appeal Website, <https://archdioceseofhartford.org/appeal/> you will find a link for each episode. Please tune in Thursday, March 7<sup>th</sup> for the season premiere.



## PRAYER OF THE FAITHFUL

Through our participation in the 2024 Archbishop's Annual Appeal, ***Do This in Memory of Me***, we may bring the light of hope and joy to those who are suffering and do not yet know our Lord Jesus Christ. **We pray to the Lord.**

## BULLETIN ANNOUNCEMENT

The 2024 Archbishop's Annual Appeal is now underway in our parish. Our goal is to engage our entire parish family in this year's Appeal and to pray for the success of the Appeal, both here in our parish and across the three counties of the Archdiocese.

To view some of the wonderful things accomplished through your generosity, the Archbishop's Annual Appeal is continuing the web-series called, ***The Annual Appeal at Work***. The season premiere will be airing on Thursday, March 7<sup>th</sup> on all Archdiocesan Social Media sites as well as the Archbishop's Annual Appeal webpage. New episodes will air the first week of each month, for the rest of 2024. Each episode will highlight some of the wonderful ministries supported by the 2024 Archbishop's Annual Appeal, ***Do This in Memory of Me*** by going to the Archbishop's Annual Appeal Website, <https://archdioceseofhartford.org/appeal/> you will find a link for each episode. Please tune in Thursday, March 7<sup>th</sup> for the season premiere.

All funds contributed to the Archbishop's Annual Appeal are used exclusively for the purposes outlined in the Appeal literature, which can be found at <https://archdioceseofhartford.org/appeal/>. **No Appeal funds are ever used for legal fees or settlements.**

***Please respond as generously as you means allow.***

## SCHEDULE OF ACTIVITY: WEEK #3

### MONDAY, MARCH 4<sup>TH</sup> THROUGH SUNDAY, MARCH 10<sup>TH</sup>

Activity	When	Whom	Comments/Notes
Tune in to watch the Premiere Episode <i><b><u>The Annual Appeal at Work</u></b></i>	Thursday, March 7 <sup>th</sup>	<a href="https://archdioceseofhartford.org/appeal/">https://archdioceseofhartford.org/appeal/</a>	Share link to the Premiere Episode on the parish Web Page
Pulpit Announcement	During Masses the weekend of March 9 <sup>th</sup> & 10 <sup>th</sup>	Pastor	See suggested pulpit announcement below
Prayer of the Faithful	During Masses the weekend of March 9 <sup>th</sup> & 10 <sup>th</sup>	Lector	See suggested Prayer of the Faithful below
Bulletin Announcement	The weekend of March 9 <sup>th</sup> & 10 <sup>th</sup>	Parish Bulletin Coordinator	See suggested bulletin announcement below

### PULPIT ANNOUNCEMENT

When we attend Mass and celebrate the Eucharist, we hear the priest say ***Do This in Memory of Me***, which is the theme of this year's Archbishop's Annual Appeal. It is through the Eucharist that Christ becomes present and provides us with Himself to give us spiritual nourishment, enabling us to become united with Him. As believers, and through the gospel, we know that we also encounter Him every day in one another and in the least of our brothers and sisters. The Appeal is one way to share our blessings with our neighbors and express thanks for the blessings which God has bestowed upon us. Our gifts to the Appeal benefit Catholic communities throughout the Archdiocese.

### PRAYER OF THE FAITHFUL

That we may recognize our call to support the ministries of our Church through the Archbishop's Annual Appeal, and be resolved to practice our faith in this very meaningful way. **We pray to the Lord.**

### BULLETIN ANNOUNCEMENT

The Archbishop's Annual Appeal helps provide the critical funding needed to feed the hungry, shelter the unhoused, counsel those in despair, offer much-needed assistance to the unemployed, and make medical care available to those without health insurance. Your gift to the 2024 Appeal will help to continue these and other vital ministries, services, and programs that reach out to so many in need.

All funds contributed to the Archbishop's Annual Appeal are used exclusively for the purposes outlined in the Appeal literature, which can be found at <https://archdioceseofhartford.org/appeal/>. **No Appeal funds are ever used for legal fees or settlements.**

## SCHEDULE OF ACTIVITY: WEEK #4

### MONDAY, MARCH 11<sup>TH</sup> THROUGH SUNDAY, MARCH 17<sup>TH</sup>

Activity	When	Whom	Comments/Notes
Parish Reports	Friday, March 15 <sup>th</sup>	Appeal Office	Progress Reports E-Mailed to Parishes via AOHCT.org email addresses
Pulpit Announcement	During Masses the weekend of March 16 <sup>th</sup> & 17 <sup>th</sup>	Pastor	See suggested pulpit announcement below
Prayer of the Faithful	During Masses the weekend of March 16 <sup>th</sup> & 17 <sup>th</sup>	Lector	See suggested Prayer of the Faithful below
Bulletin Announcement	The weekend of March 16 <sup>th</sup> & 17 <sup>th</sup>	Parish Bulletin Coordinator	See suggested bulletin announcement below

### PULPIT ANNOUNCEMENT

I want to thank everyone that has already contributed to the 2024 Archbishop's Annual Appeal. If you have not yet made your 2024 Appeal gift please join your fellow parishioners and make a gift today by returning the pledge card mailed to you. Gifts can also be made online at [www.archdioceseofhartford.org](http://www.archdioceseofhartford.org) by clicking the donate button on top of the website.

### PRAYER OF THE FAITHFUL

For the thousands of people needing assistance from the various ministries supported by the Archbishop's Annual Appeal that their needs will be met by our generosity to this year's Appeal. **We pray to the Lord.**

### BULLETIN ANNOUNCEMENT

The 2024 Archbishop's Annual Appeal is now underway in our parish. Your support of this year's Appeal ensures that essential charitable, educational, and pastoral ministries of the Archdiocese of Hartford will be carried forward.

- Since 1997, Archbishop's Annual Appeal Vicariate Outreach Program has been able to provide over \$21 million in funding to community-based local charities throughout Hartford, New Haven and Litchfield Counties to assist them in their important work of serving the needs of God's people. In 2023, we were able to provide nearly \$900,000 to over 150 various organizations, nominated by pastors, across the Archdiocese.
- Organizations such as **[VOP Programs/organizations in your parish community please refer to the Accountability Report on pages 37 – 39 for your local organizations]** right here in our own town received funding from the Appeal's Vicariate Outreach Program that makes a difference in serving our neighbors.

All funds contributed to the Archbishop's Annual Appeal are used exclusively for the purposes outlined in the Appeal literature, which can be found at <https://archdioceseofhartford.org/appeal/>. **No Appeal funds are ever used for legal fees or settlements.**

## SCHEDULE OF ACTIVITY: WEEK #5

### MONDAY, MARCH 18<sup>TH</sup> THROUGH SUNDAY, MARCH 24<sup>TH</sup>

Activity	When	Whom	Comments/Notes
Pulpit Announcement	During Masses the weekend of March 23 <sup>rd</sup> & 24 <sup>th</sup>	Pastor	See suggested pulpit announcement below
Prayer of the Faithful	During Masses the weekend of March 23 <sup>rd</sup> & 24 <sup>th</sup>	Lector	See suggested Prayer of the Faithful below
Bulletin Announcement	The weekend of March 23 <sup>rd</sup> & 24 <sup>th</sup>	Parish Bulletin Coordinator	See suggested bulletin announcement below

### PULPIT ANNOUNCEMENT

The 2024 Archbishop's Annual Appeal, ***Do This in Memory of Me*** presents each of us with the opportunity to give back to the Lord by helping those in need. Thank you for your support of this year's Appeal and please pray for its success – so many are counting on us! If you have not yet made your 2024 Appeal pledge please join your fellow parishioners and make a gift today by returning the pledge card mailed to you. Gifts can also be made online at [www.archdioceseofhartford.org](http://www.archdioceseofhartford.org) by clicking the donate button on top of the website.

### PRAYER OF THE FAITHFUL

That we may recognize our call to work together to support the ministries of our Church through the Archbishop's Annual Appeal, and resolve to put our faith into action in this very meaningful and practical way. **We pray to the Lord.**

### BULLETIN ANNOUNCEMENT

In just a few short weeks, our parish has raised \$**[amount raised]** for the 2024 Archbishop's Annual Appeal. The Archbishop's Annual Appeal supports many important ministries and programs. Gifts are allocated towards religious education programs, youth ministries, local charities, the education of our seminarians, our retired clergy, our Catholic schools, and the many ministries provided daily by the Archdiocese. If you have not made a gift, please prayerfully consider making a pledge or one-time gift. Join us, your parish community, and ***Do This in Memory of Me***, by sharing your blessings with the less fortunate.

All funds contributed to the Archbishop's Annual Appeal are used exclusively for the purposes outlined in the Appeal literature, which can be found at <https://archdioceseofhartford.org/appeal/> **No Appeal funds are ever used for legal fees or settlements.**

**SCHEDULE OF ACTIVITY: WEEK #6**  
**MONDAY, MARCH 25<sup>TH</sup> THROUGH SUNDAY, MARCH 31<sup>ST</sup>**

**HOLY WEEK**  
***OPTIONAL ACTIVITIES***

Activity	When	Whom	Comments/Notes
Pulpit Announcement	During Masses Easter weekend of March 30 <sup>th</sup> & 31 <sup>st</sup>	Pastor	See suggested pulpit announcement below
Prayer of the Faithful	During Masses Easter weekend of March 30 <sup>th</sup> & 31 <sup>st</sup>	Lector	See suggested Prayer of the Faithful below
Bulletin Announcement	Easter weekend of March 30 <sup>th</sup> & 31 <sup>st</sup>	Parish Bulletin Coordinator	See suggested bulletin announcement below
Encourage Parishioners to watch the NEW Episode airing this coming week.	During Masses the weekend of March 30 <sup>th</sup> & 31 <sup>st</sup>	<a href="https://archdioceseofhartford.org/appeal/">https://archdioceseofhartford.org/appeal/</a>	New Episode <b><i>The Annual Appeal at Work</i></b> airing next week

### **OPTIONAL PULPIT ANNOUNCEMENT**

Thank you to the parish families who have made a gift or pledge commitment to the 2024 Archbishop's Annual Appeal. This is a tangible opportunity for us to help individuals and families through the many charitable programs made possible by the Appeal. Every gift makes a difference. Please join us once again in making a gift to this year's Annual Appeal, ***Do This in Memory of Me***.

### **OPTIONAL PRAYER OF THE FAITHFUL**

That during this year's Archbishop's Annual Appeal --***Do This in Memory of Me***-- we may take time to reflect, pray and decide how we will share our blessings with those served by the Appeal. **We pray to the Lord.**

### **OPTIONAL BULLETIN ANNOUNCEMENT**

Thank you to the parish families who have made a gift or pledge commitment to the 2024 Archbishop's Annual Appeal. If you have not yet had the opportunity, please consider prayerfully supporting the many "Good Works" of the Archdiocese. Every gift will be gratefully received and sincerely appreciated.

## SCHEDULE OF ACTIVITY: WEEK #7

### MONDAY, APRIL 1<sup>ST</sup> THROUGH SUNDAY, APRIL 7<sup>TH</sup>

Activity	When	Whom	Comments/Notes
Pastor's follow-up letter mailed to parish families yet to respond to the Appeal	Wednesday, April 3 <sup>rd</sup>	Appeal Office	<b>Pastor Letter</b> requesting support for the 2024 Archbishop's Annual Appeal
Parish Reports	Friday, April 5 <sup>th</sup>	Appeal Office	Progress Reports E-Mailed to Parishes via AOHCT.org email addresses
Pulpit Announcement	During Masses the weekend of April 6 <sup>th</sup> & 7 <sup>th</sup>	Pastor	See suggested pulpit announcement below
Prayer of the Faithful	During Masses the weekend of April 6 <sup>th</sup> & 7 <sup>th</sup>	Lector	See suggested Prayer of the Faithful below
Bulletin Announcement	The weekend of April 6 <sup>th</sup> & 7 <sup>th</sup>	Parish Bulletin Coordinator	See suggested bulletin announcement below

### PULPIT ANNOUNCEMENT

You may have or will be very soon receiving a letter and pledge card from me seeking your support of this year's Archbishop's Annual Appeal. Please prayerfully consider your response. Know that your financial support will touch the lives of thousands of people who are served in our Archdiocese through your support of the Appeal.

The 2024 Archbishop's Annual Appeal, ***Do This in Memory of Me*** presents each of us with the opportunity to give back to the Lord by helping those in need. Thank you for your support of this year's Appeal and please pray for its success – so many are counting on us. Thank you.

### PRAYER OF THE FAITHFUL

That our participation in the Archbishop's Annual Appeal will put us in solidarity with those who suffer or are in need of any kind...and that those in need may find the guidance and assistance from the many ministries and services made possible by the Appeal. **We pray to the Lord.**

### BULLETIN ANNOUNCEMENT

It is important that when you give to any charitable organization, you are confident that the funds received are being used wisely. Be assured that your gift to the Archbishop's Annual Appeal supports the ministries and programs indicated in the 2024 Appeal literature! Organizations such as **[VOP Programs/organizations in your parish community please refer to the Accountability Report on pages 37 – 39 for your local organizations]** right here in our own town received funding from the Appeal's Vicariate Outreach Program that makes a difference in the lives of our local neighbors. Please visit the Appeal website at [www.archdioceseofhartford.org](http://www.archdioceseofhartford.org) to learn more and make your gift today.

All funds contributed to the Archbishop's Annual Appeal are used exclusively for the purposes outlined in the Appeal literature, which can be found at <https://archdioceseofhartford.org/appeal/>. **No Appeal funds are ever used for legal fees or settlements.**



## SCHEDULE OF ACTIVITY: WEEK #8

### MONDAY, APRIL 8<sup>TH</sup> THROUGH SUNDAY, APRIL 14<sup>TH</sup>

Activity	When	Whom	Comments/Notes
Pulpit Announcement	During Masses the weekend of April 13 <sup>th</sup> & 14 <sup>th</sup>	Pastor	See suggested pulpit announcement below
Prayer of the Faithful	During Masses the weekend of April 13 <sup>th</sup> & 14 <sup>th</sup>	Lector	See suggested Prayer of the Faithful below
Bulletin Announcement	The weekend of April 13 <sup>th</sup> & 14 <sup>th</sup>	Parish Bulletin Coordinator	See suggested bulletin announcement below

### PULPIT ANNOUNCEMENT

I am excited to share our parish's progress so far in the 2024 Archbishop's Annual Appeal. Each parish has received a goal for this year's Appeal. As I have mentioned previously, our parish goal is \$[parish goal]. This goal is our parish's offering to the overall Appeal effort. By reaching or exceeding our goal we support the many "Good Works" and ministries our Archdiocese offers to those who seek religious education, pastoral support, and charitable care – all made possible by the Appeal.

As of last week, a total of \$[amount pledged to date] has been raised in our parish with gifts from [number of donors] individuals and families. Already, we have accomplished so much. Thank you to those who have made a pledge to the Archbishop's Annual Appeal. If you have yet to make your commitment, your generosity is very much needed. I again ask that you please participate in this year's Appeal according to your means. Gifts of all sizes will make the Appeal a success. Please join us in supporting ***Do This in Memory of Me*** the 2024 Archbishop's Annual Appeal, and help our parish to reach its goal.

### PRAYER OF THE FAITHFUL

That we may recognize how the Archbishop's Annual Appeal unites us as one family in Christ through the Eucharist, and how we are called to offer our gifts as followers of Jesus mindful that in doing so we are working together for the salvation of the world. ***Do This in Memory of Me. We pray to the Lord.***

### BULLETIN ANNOUNCEMENT

In just a few short weeks, our parish has raised \$[amount raised] for the 2024 Archbishop's Annual Appeal. In these trying times, the need of our surrounding community grows and the assistance provided by the Appeal becomes all the more crucial. If you have not yet made your gift to this year's Appeal, please consider doing so in the days ahead. Your gift to the Archbishop's Annual Appeal will help continue the vital services, ministries and programs that help so many throughout our Archdiocese.

All funds contributed to the Archbishop's Annual Appeal are used exclusively for the purposes outlined in the Appeal literature, which can be found at <https://archdioceseofhartford.org/appeal/>. **No Appeal funds are ever used for legal fees or settlements.**

## SCHEDULE OF ACTIVITY: WEEK #9

### MONDAY, APRIL 15<sup>TH</sup> THROUGH SUNDAY, APRIL 21<sup>ST</sup>

Activity	When	Whom	Comments/Notes
Pulpit Announcement	During Masses the weekend of April 20 <sup>th</sup> & 21 <sup>st</sup>	Pastor	See suggested pulpit announcement below
Prayer of the Faithful	During Masses the weekend of April 20 <sup>th</sup> & 21 <sup>st</sup>	Lector	See suggested Prayer of the Faithful below
Bulletin Announcement	The weekend of April 20 <sup>th</sup> & 21 <sup>st</sup>	Parish Bulletin Coordinator	See suggested bulletin announcement below

### PULPIT ANNOUNCEMENT

Thank you to the parish families who have made a gift or pledge commitment to the 2024 Archbishop's Annual Appeal. This is a tangible opportunity for us to help individuals and families through the many charitable programs made possible by the Appeal. Every gift makes a difference. Please join us once again in making a gift to this year's Annual Appeal, ***Do This in Memory of Me***

### PRAYER OF THE FAITHFUL

That we may recognize how the Archbishop's Annual Appeal unites us as one family in Christ through the Eucharist, and how we are called to offer our gifts as followers of Jesus mindful that in doing so we are working together for the salvation of the world. **We pray to the Lord.**

### BULLETIN ANNOUNCEMENT

The Archbishop's Annual Appeal changes lives through service. In addition to assisting the underserved of our communities, your gift helps those discerning a vocation to the priesthood. Your gift to the Appeal is an investment in the future of our Church and our faith.

Thank you to the parish families who have made a gift or pledge to the 2024 Archbishop's Annual Appeal. If you have not yet participated, please prayerfully consider a gift today. Please know that every dollar of your gift will have a positive impact in someone's life.

All funds contributed to the Archbishop's Annual Appeal are used exclusively for the purposes outlined in the Appeal literature, which can be found at <https://archdioceseofhartford.org/appeal/>. **No Appeal funds are ever used for legal fees or settlements.**

## SCHEDULE OF ACTIVITY: WEEK #10

### MONDAY, APRIL 22<sup>ND</sup> THROUGH SUNDAY, APRIL 28<sup>TH</sup>

Activity	When	Whom	Comments/Notes
Parish Reports	Friday, April 26 <sup>th</sup>	Appeal Office	Progress Reports E-Mailed to Parishes via AOHCT.org email addresses
Pulpit Announcement	During Masses the weekend of April 27 <sup>th</sup> & 28 <sup>th</sup>	Pastor	See suggested pulpit announcement below
Prayer of the Faithful	During Masses the weekend of April 27 <sup>th</sup> & 28 <sup>th</sup>	Lector	See suggested Prayer of the Faithful below
Bulletin Announcement	The weekend of April 27 <sup>th</sup> & 28 <sup>th</sup>	Parish Bulletin Coordinator	See suggested bulletin announcement below
Encourage Parishioners to watch the NEW Episode airing this coming week.	During Masses the weekend of April 27 <sup>th</sup> & 28 <sup>th</sup>	<a href="https://archdioceseofhartford.org/appeal/">https://archdioceseofhartford.org/appeal/</a>	New Episode <i><b>The Annual Appeal at Work</b></i> airing next week

### PULPIT ANNOUNCEMENT

If you have not yet made your contribution to the Archbishop's Annual Appeal, I ask that you take a few moments in the days ahead to consider prayerfully your gift decision. Your help is very much needed. Each contribution ensures that the ministries, programs, and services of the Church remain strong throughout the Archdiocese of Hartford.

### PRAYER OF THE FAITHFUL

We pray that through our participation in the Archbishop's Annual Appeal, we may encounter Jesus Christ and draw others into deeper intimacy with the Lord building on the wonderful heritage of our Catholic faith.  
**We pray to the Lord.**

### BULLETIN ANNOUNCEMENT

Thank you to the parish families who have made a gift or pledge commitment to the 2024 Archbishop's Annual Appeal. If you have not yet had the opportunity, please consider prayerfully supporting the many "Good Works" of the Archdiocese. Every gift will be gratefully received and sincerely appreciated.

All funds contributed to the Archbishop's Annual Appeal are used exclusively for the purposes outlined in the Appeal literature, which can be found at <https://archdioceseofhartford.org/appeal/>. **No Appeal funds are ever used for legal fees or settlements.**

## SCHEDULE OF ACTIVITY: WEEK #11

### MONDAY, APRIL 29<sup>TH</sup> THROUGH SUNDAY, MAY 5<sup>TH</sup>

Activity	When	Whom	Comments/Notes
Parish Reports	Friday, May 3 <sup>rd</sup>	Appeal Office	Progress Reports E-Mailed to Parishes via AOHCT.org email addresses
Pulpit Announcement	During Masses the weekend of May 4 <sup>th</sup> & 5 <sup>th</sup>	Pastor	See suggested pulpit announcement below
Prayer of the Faithful	During Masses the weekend of May 4 <sup>th</sup> & 5 <sup>th</sup>	Lector	See suggested Prayer of the Faithful below
Bulletin Announcement	The weekend of May 4 <sup>th</sup> & 5 <sup>th</sup>	Parish Bulletin Coordinator	See suggested bulletin announcement below

### PULPIT ANNOUNCEMENT

I want to express my gratitude to those who have already made a gift or a pledge. Each parish is asked to raise a target amount – essentially, our parish’s portion of the overall Appeal goal of \$10 million. Our parish goal is \$[**parish goal**], and to date we have raised \$[**amount pledged**] with gifts from [**number of parish donors**] households here in our parish or [**participation rate percent**] % Participation Rate. As a parish family we are striving for a 75% Rate of Participation.

If you have not yet made your contribution to the Appeal, I ask that you take a few moments in the days ahead to consider prayerfully your gift decision. Your help is very much needed. Each contribution ensures that the ministries, programs, and services of the Church remain strong throughout the Archdiocese of Hartford.

### PRAYER OF THE FAITHFUL

That we as members of the Archdiocese of Hartford may unite in service to the Lord and support the educational, spiritual, pastoral, and charitable works of our Archdiocese through the Archbishop’s Annual Appeal, ***Do This in Memory of Me. We pray to the Lord.***

### BULLETIN ANNOUNCEMENT

The Archbishop’s Annual Appeal provides help to those in need! Together, we can and do make a profound difference in the lives of many individuals and families, in a way that exceeds anything we could hope to achieve on our own. Please consider supporting this important initiative. Every gift, no matter the size, makes a difference. Organizations such as [**VOP Programs/organizations in your parish community please refer to the Accountability Report on pages 37 – 39 for your local organizations**] right here in our own town/area received funding from the Appeal’s Vicariate Outreach Program which serves our local neighbors.

All funds contributed to the Archbishop’s Annual Appeal are used exclusively for the purposes outlined in the Appeal literature, which can be found at <https://archdioceseofhartford.org/appeal/>. **No Appeal funds are ever used for legal fees or settlements.**

## SCHEDULE OF ACTIVITY: WEEK #12

### MONDAY, MAY 6<sup>TH</sup> THROUGH SUNDAY, MAY 12<sup>TH</sup>

Activity	When	Whom	Comments/Notes
Pulpit Announcement	During Masses the weekend of May 11 <sup>th</sup> & 12 <sup>th</sup>	Pastor	See suggested pulpit announcement below
Prayer of the Faithful	During Masses the weekend of May 11 <sup>th</sup> & 12 <sup>th</sup>	Lector	See suggested Prayer of the Faithful below
Bulletin Announcement	The weekend of May 11 <sup>th</sup> & 12 <sup>th</sup>	Parish Bulletin Coordinator	See suggested bulletin announcement below

### PULPIT ANNOUNCEMENT

Stewardship calls us to be grateful for our blessings by acknowledging God's gifts, and expressing thanks to Him. We do this by giving of our time, talent, and treasure. We sincerely thank the **[number]** households in our parish who, as good stewards, have made a gift to the 2024 Archbishop's Annual Appeal. By doing so you are supporting so many people with extraordinary needs. If you have not yet made your pledge, please consider supporting the Appeal and help our parish meet its goal.

### PRAYER OF THE FAITHFUL

That as members of the Archdiocese of Hartford, we may unite as one family of faith, and strengthen our commitment to God while aiding those in need through participation in the Archbishop's Annual Appeal, ***Do This in Memory of Me. We pray to the Lord.***

### BULLETIN ANNOUNCEMENT

Thank you to the parish families who have made a gift or pledge commitment to the 2024 Archbishop's Annual Appeal. If you have not yet had the opportunity, please consider prayerfully supporting the many "Good Works" of the Archdiocese. Every gift will be gratefully received and sincerely appreciated.

## SCHEDULE OF ACTIVITY: WEEK #13

### MONDAY, MAY 13<sup>TH</sup> THROUGH SUNDAY, MAY 19<sup>TH</sup>

Activity	When	Whom	Comments/Notes
Follow up letter from Archbishop Blair mailed to parish families yet to respond to Appeal	<b>Wednesday, May 15<sup>th</sup></b>	Appeal Office	Third letter requesting support for 2024 Appeal
Parish Reports	Friday, May 17 <sup>th</sup>	Appeal Office	Progress Reports E-Mailed to Parishes via AOHCT.org email addresses
Pulpit Announcement	During Masses the weekend of May 18 <sup>th</sup> & 19 <sup>th</sup>	Pastor	See suggested pulpit announcement below
Prayer of the Faithful	During Masses the weekend of May 18 <sup>th</sup> & 19 <sup>th</sup>	Lector	See suggested Prayer of the Faithful below
Bulletin Announcement	The weekend of May 18 <sup>th</sup> & 19 <sup>th</sup>	Parish Bulletin Coordinator	See suggested bulletin announcement below

## PULPIT ANNOUNCEMENT

If you have not yet made your contribution to the Appeal, I ask that you take a few moments in the days ahead to consider prayerfully your gift decision. Your help is very much needed. Each contribution ensures that the ministries, programs, and services of the Church remain strong throughout the Archdiocese of Hartford. Gifts of all sizes will make the Appeal a success. Please join me and your fellow parishioners in supporting ***Do This in Memory of Me*** the 2024 Archbishop's Annual Appeal.

## PRAYER OF THE FAITHFUL

For the success of the 2024 Archbishop's Annual Appeal, and for the success of the many services and programs your generosity to the Appeal makes possible. **We pray to the Lord.**

## BULLETIN ANNOUNCEMENT

The Archbishop's Annual Appeal changes lives through service. In addition to assisting the underserved of our communities, your gift helps those discerning a vocation to the priesthood. Your gift to the Appeal is an investment in the future of our Church and our faith. Please continue to pray for an increase of vocations especially in the Archdiocese of Hartford.

Thank you to the parish families who have made a gift or pledge to the 2024 Archbishop's Annual Appeal. If you have not yet participated, please prayerfully consider a gift today. Be assured every dollar of your gift will have a positive impact in someone's life.

All funds contributed to the Archbishop's Annual Appeal are used exclusively for the purposes outlined in the Appeal literature, which can be found at <https://archdioceseofhartford.org/appeal/>. **No Appeal funds are ever used for legal fees or settlements.**



## SCHEDULE OF ACTIVITY: WEEK #14

### MONDAY, MAY 20<sup>TH</sup> THROUGH SUNDAY, MAY 26<sup>TH</sup>

Activity	When	Whom	Comments/Notes
Pulpit Announcement	During Masses the weekend of May 25 <sup>th</sup> & 26 <sup>th</sup>	Pastor	See suggested pulpit announcement below
Prayer of the Faithful	During Masses the weekend of May 25 <sup>th</sup> & 26 <sup>th</sup>	Lector	See suggested Prayer of the Faithful below
Bulletin Announcement	The weekend of May 25 <sup>th</sup> & 26 <sup>th</sup>	Parish Bulletin Coordinator	See suggested bulletin announcement below

### PULPIT ANNOUNCEMENT

I want to thank everyone that has already contributed to the 2024 Archbishop's Annual Appeal. If you have not yet made your 2024 Appeal gift please join your fellow parishioners and make a gift today by returning the pledge card mailed to you. Gifts can also be made online at [www.archdioceseofhartford.org](http://www.archdioceseofhartford.org) by clicking the donate button on top of the website.

The 2024 Archbishop's Annual Appeal, ***Do This in Memory of Me***, presents each of us with the opportunity to give back to the Lord by helping those in need. Thank you for your support of this year's Appeal and please pray for its success – so many are counting on us!

### PRAYER OF THE FAITHFUL

That through our support of Archbishop's Annual Appeal, we may make a difference in the lives of individuals, families and the wider community. **We pray to the Lord.**

### BULLETIN ANNOUNCEMENT

It is fundamental that when you give to any charitable organization, you are confident the funds are used wisely. Be assured that your gift to the Archbishop's Annual Appeal supports the catholic ministries and programs as indicated in the 2024 Appeal literature, which can be found at <https://archdioceseofhartford.org/appeal/>. **No Appeal funds are ever used for legal fees or settlements.**

## SCHEDULE OF ACTIVITY: WEEK #15

### MONDAY, MAY 27<sup>TH</sup> THROUGH SUNDAY, JUNE 2<sup>ND</sup>

Activity	When	Whom	Comments/Notes
Pulpit Announcement	During Masses the weekend of June 1 <sup>st</sup> & 2 <sup>nd</sup>	Pastor	See suggested pulpit announcement below
Prayer of the Faithful	During Masses the weekend of June 1 <sup>st</sup> & 2 <sup>nd</sup>	Lector	See suggested Prayer of the Faithful below
Bulletin Announcement	The weekend of June 1 <sup>st</sup> & 2 <sup>nd</sup>	Parish Bulletin Coordinator	See suggested bulletin announcement below

**\*\*\*Materials needed for the In-pew Commitment Weekend activity scheduled for next weekend will arrive at the Parish this week. If additional supplies are needed please contact Tina Poet\*\*\***

Phone: (800) 781-2550

Email: [tina.poet@aohct.org](mailto:tina.poet@aohct.org)

## PULPIT ANNOUNCEMENT

As the active phase of the 2024 Archbishop's Annual Appeal begins to wind down, I want to express my gratitude to those who have already made a gift or a pledge.

Next weekend is Commitment Weekend for the 2024 Archbishop's Annual Appeal, ***Do This in Memory of Me***. As we near the completion of the active phase for the appeal, we thank those who have given, and encourage those who haven't to join us in this important endeavor.

Each parish is asked to raise a target amount – essentially, our parish's portion of the overall Appeal goal of \$10 million. To date we have raised **[percent raised]** % of our goal with gifts from **[number of parish donors]** which is a **[participation rate]** % of our registered families in our parish.

## PRAYER OF THE FAITHFUL

For healing of our world...that each of us may do our part to provide love and support for those struggling with emotional and mental health concerns through our gifts to this year's Archbishop's Annual Appeal. **We pray to the Lord.**

## BULLETIN ANNOUNCEMENT

Next weekend is Commitment Weekend! All parishioners will have the opportunity to make a pledge to the 2024 Archbishop's Annual Appeal during Mass. Please visit the Appeal website at [www.archdioceseofhartford.org](http://www.archdioceseofhartford.org) to learn more or make your gift today by clicking the donate button on top of the website.

All funds contributed to the Archbishop's Annual Appeal are used exclusively for the purposes outlined in the Appeal literature, which can be found at <https://archdioceseofhartford.org/appeal/> **No Appeal funds are ever used for legal fees or settlements.**

## SCHEDULE OF ACTIVITY: WEEK #16

### MONDAY, JUNE 3<sup>RD</sup> THROUGH SUNDAY, JUNE 9<sup>TH</sup>

### COMMITMENT WEEKEND

Activity	When	Whom	Comments/Notes
In-Pew Commitment Weekend Activity	During Masses the weekend of June 8 <sup>th</sup> & 9 <sup>th</sup>	Pastor	See Commitment Weekend guide, sent separately
Parish Reports	Monday, June 3 <sup>rd</sup>	Appeal Office	Progress Reports E-Mailed to Parishes via AOHCT.org email addresses
Pulpit Announcement	During Masses the weekend of June 8 <sup>th</sup> & 9 <sup>th</sup>	Pastor	See suggested pulpit announcement below
Prayer of the Faithful	During Masses the weekend of June 8 <sup>th</sup> & 9 <sup>th</sup>	Lector	See suggested Prayer of the Faithful below
Bulletin Announcement	The weekend of June 8 <sup>th</sup> & 9 <sup>th</sup>	Parish Bulletin Coordinator	See suggested bulletin announcement below

### PULPIT ANNOUNCEMENT

This weekend is Commitment Weekend for the 2024 Archbishop's Annual Appeal across the Archdiocese. You will find special Appeal commitment envelopes in the parish pews (at the church doors), please take one and respond as generously as your means permit. Thank you in advance for your support.

### PRAYER OF THE FAITHFUL

For the success of our 2024 Archbishop's Annual Appeal on this Commitment Weekend, that the people of our parish and throughout the Archdiocese will respond generously to the call to help support the many ministries and services made possible by the Appeal. **We pray to the Lord.**

### BULLETIN ANNOUNCEMENT

This weekend is Commitment Weekend at our parish and across the Archdiocese for the 2024 Archbishop's Annual Appeal. If you have not yet made a gift or pledge, please pray about your decision before completing your pledge or one-time gift. Please be as generous as possible - thanks for your support.

All funds contributed to the Archbishop's Annual Appeal are used exclusively for the purposes outlined in the Appeal literature, which can be found at <https://archdioceseofhartford.org/appeal/> **No Appeal funds are ever used for legal fees or settlements.**

## ADDITIONAL SCHEDULE OF APPEAL ACTIVITY

Activity	When	Whom	Comments/Notes
Pastor's follow-up letter mailed to parish families yet to respond to the Appeal	<b>Wednesday, June 12<sup>th</sup></b>	Appeal Office	<b>Pastor Letter</b> requesting support for the 2024 Archbishop's Annual Appeal from <b><i>Past Donors of the Appeal only</i></b>
Parish Reports	Friday, July 5 <sup>th</sup>	Appeal Office	Progress Reports E-Mailed to Parishes via AOHCT.org email addresses
Follow up letter from the Archbishop mailed to Past Donors to the Appeal	<b>Friday, July 12<sup>th</sup></b>	Appeal Office	Archbishop's letter requesting support for 2024 Appeal from <b><i>Past Donors of the Appeal only</i></b>
Parish Reports	Friday, August 2 <sup>nd</sup> Friday, September 6 <sup>th</sup> Friday, October 4 <sup>th</sup> & Friday, November 1 <sup>st</sup>	Appeal Office	Progress Reports E-Mailed to Parishes
FINAL letter from the Archbishop mailed to Past Donors to the Appeal	<b>Wednesday, November 6<sup>th</sup></b>	Appeal Office	Archbishop's Final letter requesting support for 2024 Appeal from <b><i>Past Donors of the Appeal only</i></b>
Parish Reports	<b><i>For additional dates, please see pages 8 &amp; 9</i></b>	Appeal Office	Progress Reports E-Mailed to Parishes
<b><i>#givingtuesday</i></b>	Tuesday, December 3 <sup>rd</sup>	Appeal Office	Social Media Rollout

## BULLETIN ANNOUNCEMENTS

***Please be on the look-out for additional bulletin announcements that will be sent via Parish Mail or 'Email Blasts' for the remainder of the year.***

## PLEDGE REMINDERS

Pledge reminders will be mailed from the Appeal Office the first week of each month beginning in February 2024. Reminders will cease when the pledge is fully paid. **Payments received after the twenty-fourth (24<sup>th</sup>) of the month will be reflected in the following month's statement.** We ask each parish to encourage its parishioners to mail their pledge payments by the fifteenth (15<sup>th</sup>) of the month in order to avoid any confusion.

### PLEASE NOTE

Parishioners should be reminded by the pastor to clearly mark any payments toward the 2024 Archbishop's Annual Appeal submitted through the collection at Mass. We are often told a payment was dropped in the basket for which we have no record. It is most likely that the payment was not clearly marked for the Archbishop's Annual Appeal.

Thank you for your dedication of time and effort to make the 2024 Archbishop's Annual Appeal a success. If any questions should arise, please do not hesitate to contact Tina Poet at the Appeal Office at 800-781-2550 or via email at [tina.poet@aohct.org](mailto:tina.poet@aohct.org)

### The Archbishop's Annual Appeal Goal is \$10 Million

• Catholic Education Grants	10%
• Communications	12%
• Retired Priests	10%
• Pastoral Ministries	8%
• Seminarian and Diaconate Programs	12%
• Vicariate Outreach	10%
• Catholic Education and Faith Formation	10%
• Catholic Charities & Works of Mercy	28%

## PRAYERS OF THE FAITHFUL

The Archbishop's Annual Appeal, in addition to meeting the financial needs of our Church, calls each of us to actively practice our faith. Prayer is vital in the conversion of the heart, which leads people to give generously to serve the needs of others.

The following are some sample Prayers of the Faithful that you may want to consider adding to your parish liturgies.

- That we may see the work of the Archbishop's Annual Appeal as an opportunity to extend our love and service beyond the boundaries of our parish and local community. **We pray to the Lord.**
- For all those in need, that they may find guidance and assistance from the many services available through our generous support of the Archbishop's Annual Appeal. **We pray to the Lord.**
- That the Holy Spirit may continue to guide the work of the Church throughout our Archdiocese, and that Christ's message of love may be realized by all. **We pray to the Lord.**
- That as we make our commitment to the Archbishop's Annual Appeal, we may remember God's generosity to us. **We pray to the Lord.**
- That as we participate in the 2024 Archbishop's Annual Appeal to help others, we may give thanks to God for the gifts and blessings we have received. **We pray to the Lord.**
- That the gifts we offer through the Archbishop's Annual Appeal will truly reflect our love and thanksgiving for the many blessings that God has bestowed to us. **We pray to the Lord.**
- For those who are unhoused, troubled, afflicted, and poor, that they may be healed and know that God is always near; through the many ministries, activities, programs, and services supported by the Archbishop's Annual Appeal. **We pray to the Lord.**
- That we may spread the Gospel message *Do This in Memory of Me* through our good deeds as we generously support the Archbishop's Annual Appeal as faithful stewards of the gifts God has entrusted to us. **We pray to the Lord.**
- That as we make a commitment to the 2024 Archbishop's Annual Appeal, *Do This in Memory of Me*, we remember God's generosity to us. **We pray to the Lord.**
- For all contributors to the Archbishop's Annual Appeal, that their generosity will give them joy and peace. **We pray to the Lord.**
- As we consider our gifts to the 2024 Archbishop's Annual Appeal, *Do This in Memory of Me*, may we remember God's generosity to us and graciously support the Appeal to assist those in need throughout our community and our Archdiocese. **We pray to the Lord.**
- That we will recognize that by contributing to the Archbishop's Annual Appeal, *Do This in Memory of Me*, we have an opportunity to express our thankfulness to God for the abundant blessings from Him in our own lives. **We pray to the Lord.**
- That as we share the benefits of our blessings through the Archbishop's Annual Appeal, we may also better know Jesus by following His example of charity and love. **We pray to the Lord.**



# 2023 ARCHBISHOP'S ANNUAL APPEAL ACCOUNTABILITY REPORT



**TOTAL PLEDGED: \$9,254,903 | TOTAL CASH RECEIVED: \$9,214,050**

In 2023, The Archbishop's Annual Appeal received pledge commitments totaling more than **\$9,254,903** of which more than 99% has been collected through December 31. *His Sacrifice, and ours!* would not have achieved these results without your generosity. Your dedication to the ministries of the Church promotes our spiritual message of faith, hope, and charity. We are thankful for the generosity of our Archdiocesan family of faith; as together, we change the lives of individuals and families far beyond what we can achieve on our own. It is with tremendous gratitude that the Archbishop's Annual Appeal presents the 2023 Accountability Report.



*No appeal funds are ever used for legal fees, settlements or administrative costs. If you have questions, please call 1.800.781.2550 or visit [archdioceseofhartford.org/appeal](http://archdioceseofhartford.org/appeal)*

## VOCATIONS AND SEMINARIANS

**\$1,006,996**

- Vocation Office
- Seminarian Programs

## VICARIATE OUTREACH FUND

**\$1,328,823**

- Funds Reserved for Future VOP Disbursements

## VICARIATE OUTREACH PROGRAM

**\$824,676**

- 153 Community Ministries and Agencies

## CATHOLIC SCHOOL GRANTS

**\$362,000**

## COMMUNICATIONS

**\$1,057,419**

- WJMJ Radio
- Office of Communications
- *Catholic Transcript*

## PASTORAL MINISTRIES

**\$687,137**

- Respect Life Office
- Social Justice Ministry
- Campus Ministries
- Office of Faith and Culture
- Diaconate
- Divine Worship

## CATHOLIC CHARITIES AND WORKS OF MERCY

**\$2,420,000**

- Catholic Charities
- Emergency Assistance Grants
- Malta House of Care
- St. Vincent dePaul Mission in Waterbury and Bristol

## CATHOLIC EDUCATION, EVANGELIZATION AND CATECHESIS

**\$626,999**

## RETIRED CLERGY

**\$900,000**



# 2023 Archbishop's Annual Appeal Vicariate Outreach Program

## OUR REPORT TO THE COMMUNITY OF FUNDS DISTRIBUTED

Since its creation in 1997 the Vicariate Outreach Program has been able to provide nearly \$20 Million in financial assistance to local charities. Only through the generosity of the donors to the Archbishop's Annual Appeal could this have been possible. This support (in addition to that provided by individual parishes) allows us to respond on a local level to the needs of communities in the Hartford, New Haven, Waterbury and Litchfield areas. Your donations to the 2023 Archbishop's Annual Appeal enabled the Vicariate Outreach Program to provide nearly \$900,000, of financial assistance to 153 local charities that help thousands of people in your community rebuild lives with compassion and dignity. We are proud to present the listing below of charities that were assisted in the Northern Vicariate.

- AGAPE House, Bristol
- AHM Youth & Family Services, Hebron
- Apostle Immigrant Services, New Haven
- ARC of the Farmington Valley, Canton
- Archdiocese of Hartford Burial Assistance Fund
- Berlin Food Pantry, Kensington
- Birthright of Greater Hartford, East Hartford
- Bloomfield Volunteer Ambulance Fund
- Brian's Angels, Bristol
- Bristol Adult Resource Center
- Burlington Food & Fuel Bank
- Canton Food Bank
- Carolyn's Place, Waterbury
- Cathedral of Saint Joseph Food Pantry, Hartford
- Catholic Worker House, Hartford
- CCARC, New Britain
- Connecticut Foodshare
- Crossroads 4 Christ, Manchester
- East Granby Friend to Friend Food Pantry
- East Hartford Combined Churches Food Bank
- East Hartford Food Bank @ Saint Isaac Jogues Church
- East Hartford Interfaith Ministries - Human Needs Fund
- Emergency Fuel Bank, Collinsville
- Enfield Food Shelf
- Enfield Loaves & Fishes, Inc.
- Enfield Safe Harbor Warming Center
- Farmington Food Pantry
- Five Corner Cupboard, East Windsor
- Franciscan Ever There Care, Meriden
- Franciscan Home Care and Hospice Care, Meriden
- Franciscan Life Center, Meriden
- Friendship Service Center, New Britain
- Friendship Soup Kitchen at New Covenant United Methodist Church, East Hartford
- Granby Food Bank, Simsbury
- Hartford Police Homeless Outreach - Footwear with Care
- Helping Hands Ministry, Windsor
- Holy Family Passionist Retreat Center, West Hartford
- Honor Wellness Center, Glastonbury
- Hope Pregnancy Center, Cheshire
- House of Bread, Hartford
- ImmaCare Inc., Hartford
- Interval House, Hartford
- Little Sisters of the Poor, Enfield
- Malta Food Pantry, Hartford
- Maria, Reina de La Paz Food Pantry, Hartford
- Marlborough Food Bank
- Mary's Place, Windsor
- Meals for Neighbors / Zion Soup Kitchen, Bristol
- Mercy Housing and Shelter Corporation, Hartford
- Mother Teresa Food Pantry, Bristol
- Newington Food & Fuel Bank
- Nutmeg Senior Rides, East Windsor
- Our Lady of Sorrows Food Bank, Hartford
- Pantry Partners of Saint Catherine of Siena, West Simsbury
- Plainville Community Food Pantry
- Police Activities League of Hartford
- Police Activities League of New Britain
- Saint Anthony Bread Ministry, Hartford
- Saint Joachim Parish Food Pantry Ministry, New Britain
- Saint Vincent dePaul Mission Shelter of Bristol
- Saint Vincent dePaul Society, Manchester
- Saint Vincent dePaul Society of South Windsor
- Siena Learning Center, New Britain
- Simsbury Food Closet
- South Park Inn - Homeless Shelter, Hartford
- Suffield Community Aid
- Two Hearts Pregnancy Care Center, Torrington
- Wellmore, Waterbury
- Wethersfield Food Bank
- Windsor Food & Fuel Bank
- Windsor Locks Food Pantry

# 2023 Archbishop's Annual Appeal Vicariate Outreach Program

## OUR REPORT TO THE COMMUNITY OF FUNDS DISTRIBUTED

Since its creation in 1997 the Vicariate Outreach Program has been able to provide nearly \$20 Million in financial assistance to local charities. Only through the generosity of the donors to the Archbishop's Annual Appeal could this have been possible. This support (in addition to that provided by individual parishes) allows us to respond on a local level to the needs of communities in the Hartford, New Haven, Waterbury and Litchfield areas. Your donations to the 2023 Archbishop's Annual Appeal enabled the Vicariate Outreach Program to provide nearly **\$900,000**, of financial assistance to **153** local charities that help thousands of people in your community rebuild lives with compassion and dignity. We are proud to present the listing below of charities that were assisted in the **Southern Vicariate**.

- Amistad Catholic Worker House, New Haven
- Apostle Immigrant Services, New Haven
- Archdiocese of Hartford Burial Assistance Fund
- Beth-El Shelter, Milford
- Birthright of Greater Meriden
- Branford Community Dining Room
- Branford Counseling Center
- Branford Food Pantry
- Bread for Life, Southington
- Bridges Healthcare, Milford
- Carolyn's Place, Waterbury
- Cheshire Community Food Pantry
- Christian Community Action, New Haven
- Chrysalis - Shelter Services, Meriden
- Clelian Adult Day Center, Hamden
- Columbus House, New Haven
- Community Soup Kitchen, New Haven
- Connecticut Foodshare
- Crossroads 4 Christ, Manchester
- East Haven Food Pantry
- Feed Branford Kids
- F.I.S.H. of Greater New Haven
- Franciscan Ever There Care, Meriden
- Franciscan Home Care and Hospice Care, Meriden
- Franciscan Life Center, Meriden
- Guilford Interfaith Ministries
- Helping Hands of Madison
- Hope Pregnancy Center, Cheshire
- Martha's Place & Life Haven Shelters, New Haven
- Master's Manna, Wallingford
- Meriden Soup Kitchen
- Orange Food 2 Kids
- Our Lady Queen of Angels Food Pantry, Meriden
- Police Activities League of New Haven
- Precious Blood Parish - John Rigely Food Bank, Milford
- Saint Bernadette Food Pantry, Foxon
- Saint Gianna Pregnancy Care Center, New Haven
- Saint Raphael Food Pantry, Milford
- Southington Community Services, Plantsville
- Spanish Community of Wallingford, Inc.
- Wallingford Emergency Shelter
- WHEAT, Inc., West Haven

# 2023 Archbishop's Annual Appeal Vicariate Outreach Program

## OUR REPORT TO THE COMMUNITY OF FUNDS DISTRIBUTED

Since its creation in 1997 the Vicariate Outreach Program has been able to provide nearly \$20 Million in financial assistance to local charities. Only through the generosity of the donors to the Archbishop's Annual Appeal could this have been possible. This support (in addition to that provided by individual parishes) allows us to respond on a local level to the needs of communities in the Hartford, New Haven, Waterbury and Litchfield areas. Your donations to the 2023 Archbishop's Annual Appeal enabled the Vicariate Outreach Program to provide nearly **\$900,000**, of financial assistance to **153** local charities that help thousands of people in your community rebuild lives with compassion and dignity. We are proud to present the listing below of charities that were assisted in the **Western Vicariate**.

- Acts 4 Ministry, Inc., Waterbury
- Archdiocese of Hartford Burial Assistance Fund
- Area Congregations Together, Shelton
- Assumption Church, Saint Francis of Assisi Food Pantry, Ansonia
- Brian O'Connell Homeless Project, Oakville
- Bronc Callahan Community Fund, Harwinton
- Caring for Bethlehem, Inc.
- Carolyn's Place, Waterbury
- Community Services Council of Woodbury
- Community Soup Kitchen of Torrington
- Connecticut Foodshare
- Cornwall Food Pantry
- Ecumenical Food Bank, Inc., Naugatuck
- Family Institute of Connecticut, Hartford
- F.I.S.H. of Northwestern Connecticut, Torrington
- Franciscan Ever There Care, Meriden
- Franciscan Home Care and Hospice Care, Meriden
- Franciscan Life Center, Meriden
- Friendly Hands Food Bank, Torrington
- Goshen Hospice Volunteer Program
- Greater Waterbury Interfaith Ministries
- Greenwoods Counseling Services, Litchfield
- Hispanic Coalition of Greater Waterbury
- Kent Food Bank
- Litchfield Community Center
- Litchfield Community Services
- Master's Table Community Meals, Ansonia
- McCall Center for Behavioral Health, Torrington
- Middlebury Emergency Fuel Bank
- Northwest YMCA Shelter, Winsted
- Plymouth Community Food Pantry
- Plymouth Fuel Bank
- Police Activities League of Torrington
- Police Activities League of Waterbury
- Prospect Food Bank
- Roxbury Resident Relief Fund
- Saint Vincent de Paul Thrift Shop and Food Bank of Derby
- Seymour - Oxford Food Bank
- Sharon Community Foundation
- Social Services Crisis Fund, Thomaston
- Southbury Fuel Bank
- TEAM (Training, Education, and Manpower), Derby
- The Open Door Soup Kitchen, Winsted
- The Umbrella Center for Domestic Violence Services, North Haven
- Thomaston Food Pantry - AKA Thomaston Community Pantry
- Two Hearts Pregnancy Care Center, Torrington
- Washington Community Fund
- Washington-Warren Food Bank
- Waterbury ARC
- Watertown Food Bank
- Wellmore, Waterbury



# **ARCHBISHOP'S ANNUAL APPEAL OFFICE**

## **THE REVEREND JEFFREY V. ROMANS**

Chairman, Pastors' Advisory Committee  
2023 Archbishop's Annual Appeal  
[fr.romans@aohct.org](mailto:fr.romans@aohct.org)

## **TINA POET**

Director, Archbishop's Annual Appeal  
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