

# *Resource Manual*



## *Go and Make Disciples* 2016 ANNUAL DIOCESEAN APPEAL

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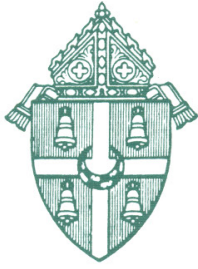
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## *Table of Contents*

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<i>Letter from Bishop</i> . . . . .	3
<i>Introduction, Theme and Goal</i> . . . . .	4
<i>Case Statement</i> . . . . .	5
<i>2016 Timeline</i> . . . . .	6
<i>Bulletin and Pulpit Announcements</i> . . . . .	7
<i>Prayers of the Faithful</i> . . . . .	9
<i>Leadership Responsibilities</i>	
Pastor . . . . .	10
Secretary . . . . .	10
Usher . . . . .	11
<i>Commitment Weekends and In-pew Solicitation</i> . . . . .	12
<i>Lay Witnessing</i> . . . . .	13
<i>Suggested Lay Witness Remarks for In-pew Solicitation</i> . . . . .	14
<i>Homily Talking Points</i> . . . . .	16
<i>Pledge Transmittal</i> . . . . .	18
<i>How Parish Goals Are Determined</i> . . . . .	18
<i>2015 ADA Results by Parish and New Parish Goals</i> . . . . .	19



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THE BISHOP

Dear Friends in Christ:

As we begin the 2016 Annual Diocesan Appeal: Go and Make Disciples, I would like to express my sincere gratitude and appreciation to all pastors, administrators, and secretaries for the leadership that you so willingly provide for this important appeal.

This year's Annual Diocesan Appeal will begin the first week in February. Last year the ADA goal was \$750,000 and \$794,271 was pledged and we collected \$786,487. Your role is fundamental to ensure that the 2016 Annual Diocesan Appeal runs smoothly and under your capable leadership, hopefully, we can increase participation from every Catholic family in your parish.

In order to assist pastors, assistant pastors, deacons, and parish personnel leaders in implementing a successful ADA at the parish level, the Development Office has prepared the 2016 Leadership and Resource Manual. Please take time to look through this manual. The suggestions and guidelines within will prove to be a valuable tool to ensure the success of your parish appeal.

Reaching and surpassing the pledged and collection rates for the 2016 ADA will enable us to continue the current reduction in diocesan assessments for the 2016-2017 fiscal year. This is due to the hard work of pastors who endorse and support the ADA. This will be a challenge to our diocesan budget, but it is in keeping with my desire to reduce financial burdens to our parishes.

The Development Office will be pleased to help you with your parish appeal. Should you have any questions, please call Sandi Tarver at 318-445-2401 ext. 209. Together we can guarantee the success of the Annual Diocesan Appeal in your parish.

Finally, I ask that you pray for the success of the Annual Diocesan Appeal. May God bless you for your generosity and personal commitment as we answer the Lord's call to ***Go and Make Disciples.***

One in the Lord,

Most Reverend Ronald P. Herzog  
Bishop of Alexandria



## *Introduction*

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This handbook has been prepared to assist you in conducting the Annual Diocesan Appeal. Enclosed are materials and suggestions to support a successful Appeal in your parish. Materials include an overview of the appeal along with timelines, suggestions for priest's and lay witness remarks, intercessions, pulpit and bulletin announcements and other resources that will be helpful as the appeal is being conducted.

Based on the results of the 2015 ADA, parishes are encouraged to use this proven and successful approach to the ADA.

In addition to this manual other ADA materials include:

- † Special issue of The Church Today (March)
- † Posters
- † Pledge envelopes for in-pew solicitation and follow-up mailings  
(Mailed or delivered to parishes the week of March 28, 2016)
- † Brochures to place in the vestibule of the church

Electronic Funds Transfer form is printed on the back of the pledge card.

In order for the Annual Diocesan Appeal to be successful, it is recommended that a number of important steps be followed. This manual can assist you in taking those steps. We appreciate any efforts on your part to develop new and creative ways to help all parishioners better understand the services and ministries provided by their larger Diocesan Church and the need to support these services annually. We will provide the basic tools you need to conduct your campaign and ask you to utilize these tools in the implementation of the appeal at your parish.

### *Theme and Goal*

The theme of the 2016 ADA will be "Go and Make Disciples" taken from Matthew 28:19. Throughout the Gospels, Christ calls each of us, in a special way, to be His disciples. The Annual Diocesan Appeal gives us a special opportunity to answer His call to renew our personal commitment to more fully participate as good stewards in His mission for the Church. We are the Body of Christ, and through our support of ADA-funded ministries, programs, and services, we are able to impact the lives of thousands in central and north Louisiana and beyond each day.



## *Case Statement*

### *2015 Annual Diocesan Appeal: Go and Make Disciples*

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*Go and Make Disciples* continues as the theme for the 2016 Annual Diocesan Appeal. It sets a tone for the Diocese of Alexandria that is filled with hope, forward thinking, and optimism. It unifies the parishes and the diocese as one and assists in planning for future generations of Catholics. In this planning we are called to fund ministries in the diocese that are established to insure the future of the Church in Central and Northeast Louisiana.

The Diocese of Alexandria seeks to carry out the teachings of Christ by calling for all Catholics to join together in support of the programs, ministries and services that serve the physical, educational and spiritual needs of our diocese. Whether this work is carried out on college campuses, The Tribunal Office, through a parish religious education program, RCIA, a young man discerning a religious vocation, or parishioners deepening their faith through ongoing formation and sacramental participation - one and all depend on the Church and her community for guidance and support. So many programs and ministries are made possible to countless people each year through support of the ADA.

The 2016 Annual Diocesan Appeal: *Go and Make Disciples...* can change our hopes and forward thinking into reality. The Appeal calls forth all church leaders to support this effort. Many hands will make each individual's burden light. God has blessed the Diocese of Alexandria abundantly; as stewards of God's creation and His many blessings to us, our discipleship in Christ calls us to generously return to Him from our blessings to insure the future of our local church and the people we serve.



## 2016 ADA Timeline

This year, letters will be mailed to all Catholics in the Diocese of Alexandria the week of **February 8, 2016**.  
**The In-pew Sunday is scheduled for the weekend April 2 and 3, 2016.**

<p><b>February 6 and 7, 2016</b> <b>Education Phase of 2016 ADA:</b> This phase is designed to educate all Catholic laity about the 2016 Annual Diocesan Appeal. Pastors are asked to speak about the ADA after the letter from the Bishop is read and to let parishioners know they will receive a letter from the bishop this week.</p>	<ol style="list-style-type: none"> <li>1. A letter from the Bishop read at all masses.</li> <li>2. Pastor's talk to encourage support of the ADA.</li> <li>3. ADA Bulletin Announcement, pulpit announcement and prayer of the faithful used at all Masses.</li> <li>4. Letters mailed to homes week of February 8, 2016.</li> </ol>
<p><b>February 13 and 14, 2016</b></p>	<p>ADA Bulletin Announcement</p>
<p><b>February 20 and 21, 2016</b></p>	<p>ADA Bulletin Announcement</p>
<p><b>February 27 and 28, 2016</b></p>	<p>ADA Bulletin Announcement</p>
<p><b>March 5 and 6, 2016</b> <b>2nd Appeal letter mailed to homes of donors that have not yet given week of March 7.</b></p>	<p>ADA Bulletin Announcement, pulpit announcement and prayer of the faithful used at all Masses.</p>
<p><b>March 12 and 13, 2016</b></p>	<ol style="list-style-type: none"> <li>1. ADA Bulletin Announcement, pulpit announcement and prayer of the faithful used at all Masses.</li> <li>2. Let parishioners know the following weekend is in-pew collection weekend.</li> </ol>
<p><b>March 19 - 20, 2016</b></p>	<p>In pew packets mailed or delivered to parishes.</p>
<p><b>April 2 and 3, 2016</b> <b>In-Pew Collection</b> This phase is designed to solicit gifts at the parish level. Special emphasis will be placed on the designated In-pew weekend. The parish phase is a large component of the Annual Diocesan Appeal. Many parishes find a lay witness speaking about the ADA on this weekend is beneficial. Sample talks are included in this manual.</p>	<ol style="list-style-type: none"> <li>1. Pastor or Lay Witness conducts in-pew appeal.</li> <li>2. Pledges and/or donations returned to the Development Office by Parish Secretary.</li> </ol>
<p><b>April 9 and 10, 2016</b></p>	<p>Bulletin and/or pulpit announcement thanking parishioners for participating in the ADA.</p>
<p><b>April 11, 2016</b></p>	<ol style="list-style-type: none"> <li>1. Third and final request letter mailed to Donors not yet given to the ADA.</li> <li>2. Pledges and/or donations returned to the Development Office by Parish Secretary.</li> </ol>

**Thank you letters from Bishop Herzog will be mailed to donors during all phases of the ADA.**



## *Bulletin and Pulpit Announcements*

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### *Education Weekend Bulletin/Pulpit Announcement*

#### **February 6 and 7, 2016:**

Today the Diocese of Alexandria begins its 2016 Annual Diocesan Appeal. This is an opportunity for us to unite with all Catholics in the Diocese and the universal church to share our blessings and to show our concern for one another. The ADA lets us act together as a family and to support programs and services no single individual or parish can offer alone. Your gift is very important, regardless of size, and is vital to the success of the Appeal. Every registered household in the diocese will receive a letter and brochure from Bishop Herzog. Please take time to prayerfully consider what you are able to give in support of our diocesan Church.

#### **February 13 and 14, 2016:**

As a Catholic community we are called to be one body in Christ and to live as His disciples. The Annual Diocesan Appeal offers each of us the opportunity to become one in His body by supporting the ministries of the local Church and contributing to the ADA.

#### **February 20 and 21, 2016:**

Jesus didn't do it alone. He called disciples to assist him in his mission. Jesus challenged and supported his disciples – at times gently chiding them, or reaching out a hand to help, and at times demanding a lot from them. Our Lord walks with us but he also challenges us to be good disciples by supporting the universal Church. Do we ask ourselves are we imitators of Christ by giving freely of ourselves – our time, talent and financial resources? Are our gifts to our parish acceptable? Are our gifts to the local Church through the Annual Diocesan Appeal acceptable?

#### **February 27 and February 28, 2016:**

The waters of Baptism make us part of the new covenant in Christ. But the bishops' pastoral letter on stewardship reminds us that "there is a fundamental obligation arising from the Sacrament of Baptism. . . that people place their gifts, their resources — their selves — at God's service in and through the Church." Prayerfully consider supporting your parish by weekly contribution and the diocesan church by contributing to the Annual Diocesan Appeal.



**March 5 and 6, 2016:**

Abraham was prepared to sacrifice his only son, Isaac. St. Paul reminds us that God Himself “did not spare His own Son.” Jesus’ death was God’s greatest gift to us. He gave his only Son so we may have eternal life!

Are my gifts to the Lord — of my resources, of my time, of myself — also sacrificial? Do I gratefully and generously share with my parish, the community and the Universal Church? Your support of the 2016 Annual Diocesan Appeal is a grateful response to God’s greatest gift to us.

**March 12 and 13, 2016:**

Just as we are one in the Body of Christ, we must remember that we are one with other parishes in our Diocese. Once a year, each of us is asked to make a commitment to support the work of our Diocesan programs and ministries that provide services that no one parish could provide on its own. Next weekend, in every parish throughout the Diocese of Alexandria, Catholics who have not done so already, will be asked to support the 2016 Annual Diocesan Appeal. Please experience the joy of giving and join us as we work to continue God’s work of spirituality, formation and education by contributing to the ADA.

**March 19 and 20, 2016:**

All that we have and all that we are comes from the Lord. “We are truly his handiwork,” says St. Paul in the second reading, “created in Christ Jesus to lead a life of good deeds which God prepared for us in advance.”

Today is our parish’s 2016 Annual Diocesan Appeal in-pew weekend. In the past weeks you might have received a letter from Bishop Herzog asking for your support of the annual appeal. After the homily parishioners who have not yet pledged to the ADA will have an opportunity join with Catholic throughout the Diocese of Alexandria to support the diocesan church.

**March 26 and 27, 2015:**

Thank you to everyone who made a pledge to the Annual Diocesan Appeal last weekend. If you have not had the opportunity to make your pledge to the ADA there are pledge envelopes available in each pew. Please take the time to make your commitment to the larger Church, knowing your gift to the Annual Diocesan Appeal makes a real difference in the lives of the laity of the Diocese.

**April 2 and 3, 2016:**

On behalf of Bishop Herzog and myself thank you for your generosity to the Annual Diocesan Appeal. Your gift can make a real difference by supporting faith formation, education of our youth and in the education and formation of 10 seminarians. If you have not made your gift it is not too late. Pledge envelopes are available in the pews. They can be placed in the collection basket, brought to the parish office or mailed directly back to the diocese.





## *Prayers of the Faithful*

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The Annual Diocesan Appeal, in addition to meeting the financial needs of the diocese, calls on each of us to actively practice our faith. Prayer, therefore, has a key role in the conversion of heart that leads people to give generously to serve the needs of others.

The following are a sampling of Prayers of the Faithful that you may choose to use during your parish liturgies. (Please adapt or rewrite these prayers to reflect the style of petition utilized in your parish.):

- † That we may see the work of the Annual Diocesan Appeal as an opportunity to extend ourselves in love and service beyond the boundaries of our local parish. *We pray to the Lord.*
- † That we may spread the gospel message through our good deeds as we generously support the Annual Diocesan Appeal as faithful stewards of the gifts God has entrusted to us.  
*We pray to the Lord.*
- † That we, the people of \_\_\_\_\_ Parish, will recognize the Annual Diocesan Appeal as an opportunity to express our thankfulness to God for His goodness in our lives. *We pray to the Lord.*
- † That we may give generously to the Annual Diocesan Appeal, as faithful stewards of the gifts God has entrusted to us, by sharing the benefits of our blessings. *We pray to the Lord.*
- † That God may bless our parish and Diocese, strengthen our faith and grant us the spirit of Christian Stewardship by opening our hearts to the Annual Diocesan Appeal.  
*We pray to the Lord.*
- † In thanksgiving for all that the Lord has given us, may we show our gratitude by sharing with others through our generous gift to the Annual Diocesan Appeal. *We pray to the Lord.*
- † That we, as members of the Catholic Church in Central and North Louisiana, may unite in service to the Lord to support the educational, spiritual, pastoral and charitable works of our Diocese with generous gifts to the Annual Diocesan Appeal. *We pray to the Lord.*
- † That as we share the benefits of our blessings by giving to the Annual Diocesan Appeal, we may better know Jesus by following his example of caring and sharing. *We pray to the Lord.*



## *Leadership Responsibilities*

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### **The Pastor**

Having a successful Annual Diocesan Appeal is dependent upon the positive and active leadership of the pastor. No effort within a parish can succeed without the pastor's leadership, involvement and support. Giving is a part of our faith and your own witness to God's people will influence whether they are open to support His Church. It is you who must share why this appeal is conducted and be the primary person to personally ask your parishioners to share their gifts in support of the 2016 ADA.

#### **The Pastor's Duties Include:**

1. Utilize prepared campaign materials - Lay Witnesses, posters, bulletin inserts, Prayers of Faithful and Homily suggestions. Also encourage parishioners to read the March issue of *The Church Today*.
2. Speak supportively of the ADA from the pulpit. Your personal endorsement is the single most important part of a successful parish campaign.
3. Make sure you clearly ask people to give. This may seem obvious, but the pastor needs to make sure to say **"Please give to the 2016 Annual Diocesan Appeal."**
4. Encourage parishioners to make a pledge gift as opposed to a one time gift.
5. Make sure that you conduct follow-up efforts. Not all gifts will come as a result of activities and information shared prior to In-Pew Sunday.
6. Make a pace-setting pledge early in the campaign and let parishioners know you have committed to the ADA.

### **The Parish Secretary**

The parish secretary makes the parish campaign run smoothly. The parish secretaries are the ones whose presence is often unseen but whose efficiency, care and helpfulness has an impact on every aspect of the campaign. They also serve as the main communication link between the parish and the Development Office.

The following duties of the parish secretary are critical areas that the success of the ADA in a parish is dependent upon:

1. Assisting the pastor with all preparations of the appeal plan.
2. Assisting with preparation of bulletin announcements, pulpit announcements, and facilitating all other material needs.
3. Place all pledge envelopes collected, **unopened**, in the large, self-addressed envelopes provided by the Development Office and return them to the diocese.



## **Role of Ushers**

The role of the ushers for the in-pew solicitation is vital. The following are suggestions that will be helpful to them:

1. The In-Pew solicitation will follow immediately after the homily or lay witness presentation. Time is then set aside for parishioners to complete the In-Pew envelopes. Once the pledge envelopes are completed, the ushers should collect the In-Pew envelopes with the regular collection.
2. Please make a note of any difficulties and point them out both to the lay presenter and/or celebrant before the next Mass.
3. **When the church has emptied, please see that all pews are restocked making sure that there is an ample supply of envelopes and pencils for the next Mass.**



## *Commitment Weekend and In-pew Solicitation:*

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### *Secrets to Success:*

- Conduct the In-Pew solicitation on the designated weekend – **April 2 and 3, 2016**. Please leave the In-Pew envelopes in the pews for the following weekend.
- If a lay witness is utilized please be sure to ask parishioners for a specific ask amount. For example, ask parishioners to consider making a gift equal to that of the price of a large pizza per month. Another idea to suggest is to consider the price of eating lunch or dinner out one day per week and the impact it would make in a year.
- Utilize bulletin announcements before and after your parish's first In-pew Weekend. In the announcements, be sure to continually remind parishioners when the In-pew weekend will take place. As the In-pew weekend approaches, be sure to mention the theme of this year's appeal, your parish goal, and most importantly, the countless number of people who will benefit from their generosity. In describing the various ways to give, encourage parishioners to make a pledge over a period of time rather than a one-time gift. And finally, in your bulletin announcement, remember to include a follow-up request to those who have yet to make a gift to this year's Appeal.



## *Lay Witnessing*

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### *Why Have a Lay Witness?*

The In-Pew method of solicitation can be very effective in soliciting a large percentage of the congregation on a single weekend. It is likely that most of the people who attend Mass on the In-Pew weekend will contribute to the 2016 Annual Diocesan Appeal. Inviting a lay witness to speak to the congregation provides unparalleled motivation to participate in the appeal at that particular moment.

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

### **Who Should Be Asked To Make The Lay Witness Presentation?**

- A contributor to the Annual Diocesan Appeal.
- An energetic and enthusiastic speaker.
- An active parishioner.
- A member of the Parish Council, Finance Committee or a parish commission.
- A lector, Eucharistic Minister or catechist.

### **Responsibility of Lay Witness Presenter**

- Meet with your pastor to review your role as a lay presenter and ask what suggestions they have for your comments.
- Ensure that the pastor will introduce you at each Mass during the designated weekend.
  - Determine with the pastor the best way to coordinate the In-Pew collection with the ushers at each Mass.

### **Basic Hints for Developing A Lay Witness Presentation:**

1. Jot down and outline your thoughts.
2. Write out the outline using double spacing and large print.
3. Actual stories and experiences work better than statistics.
4. Mention that every dollar raised directly will assist in funding the continuing formation of priests, formation and training Seminarians and spiritual formation of all Catholics in the diocese. A story on how one of these ministries has touched your life always makes a lasting impression.



5. Be sure to make a request for a specific monthly sacrifice based on the ability of the average person to give (\$15, \$20, \$30). The average gift to last's year appeal was \$206.00, which represents a pledge of \$25.00 a month for 8 months, about the cost of two movie tickets or going out to eat.
6. Keep your talk less than five minutes in duration.
7. Speak from the heart - deliver the talk in a sincere, enthusiastic, and friendly manner.
8. Emphasize the opportunity donors have to give out of gratitude for their own blessings.
9. Heartfelt and personal remarks by the witness are the most effective way of conveying the importance of the appeal. Remember that your words will make a difference.

### **Suggestions to Consider In Preparing Your Presentation:**

1. Be conscious of your appearance.
2. Practice, practice, practice! Rehearse your talk aloud in front of a mirror. Deliver it to your spouse, family or friend and ask for their critique.
3. Remember that you need to speak very clearly and much more slowly than usual to give your listeners time to follow the process with you.
4. In your talk, tell the parishioners that you have pledged your support to the Annual Appeal. This sign of leadership is an important way to provide an example of your personal Christian stewardship.
5. Be confident, enthusiastic and emotional while speaking from your heart.
6. Include a "Thank You" in your talk.
7. Your job isn't so much to teach or to explain - it's to move people to act.
8. Enjoy the experience.
9. We recommend the lay witness presentation be conducted immediately after the celebrant's homily.
10. Begin the In-Pew instructions immediately after you complete your comments. Close with a strong finish. Consider a prayer, scripture reference, or a personal experience.
11. Explain the options of making a gift (i.e., pledge, pledge with a payment, or one-time cash gift) to the Annual Diocesan Appeal. In order to ensure success, please remember to stress the concept of pledging by asking for pledges rather than one-time cash gifts.
12. Encourage everyone to complete the envelope in church. Do not encourage them to take the envelopes home.
13. Comment on the importance of the Appeal as a statement of how we can come together to meet the needs of the people of the Diocese of Alexandria. What you do with your talk can have a direct impact on how people will respond to this year's appeal.

**A suggested script for conducting in-pew solicitation can be found on the following page of this manual.**



## *Suggested Remarks for Pastor or Lay Witness*

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This weekend all Catholics in the Diocese of Alexandria are being asked to support the 2016 Annual Diocesan Appeal if they have not done so already. Our local Diocesan Church is comprised of 50 parishes, 21 missions and serves more than forty-three thousand Catholics from all walks of life throughout central and northeast Louisiana.

Each year, every Catholic family throughout our local Church is asked to participate in the Annual Appeal. This is a vital sign of our unity in Christ as we reach out in faith and love to one another constantly in Jesus' name. Supporting the Appeal is also a very meaningful way of expressing our gratitude to God for his many blessings.

In the Gospel of Matthew, Jesus Christ gives us His great commandment and his great commission: which is simply: "Go ... and make disciples". A Christian disciple is one who responds to our Lord's call, follows Jesus, and shapes his or her life in imitation of his. I urge each of you to 'Go and make disciples'. By giving to others and assisting them through generosity and sacrifice you will receive great blessings from God. We can do this by our participation in the ADA.

There are a number of priorities and needs facing our Diocesan Church that no one parish alone can address. Some require the strength and resolve of our entire Catholic community working and sacrificing as one body. That is why every parish is asked to participate in the Annual Diocesan Appeal so that we – through our collective efforts – can continue building the Kingdom of God by advancing the work of the Church.

Each of us is called, through baptism, to be a light to the world and do our part to ensure that the Diocesan Church is strong, vibrant and able to meet the needs of so many in the years ahead. Your support of the ADA can ensure the future of the Church through seminarian education and formation, educating and forming the Catholic laity, being present to encourage and form college age adults and ministering to the Hispanic communities.

By now, all of you should have received a letter, brochure and pledge card from Bishop Herzog requesting your personal commitment to this campaign. I would ask that you prayerfully consider participating in the 2016 Appeal campaign if you have not done so already.

There are pledge envelopes in each pew. Please take a moment to fill one out to make your pledge. If you prefer to fulfill your pledge using Electronic Fund Transfer, there are forms in the vestibule of the Church to fill out and send in with your pledge.

Please place your completed pledge in the collection basket. Thank you for your generosity!



## *Homily Talking Points*

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One of the most effective ways of presenting the Annual Diocesan Appeal in the local parish is to help the parishioners understand the linkages between your parish ministries and the diocesan ministries. People like to know that their lives are connected with and enriched by the diocesan ministries funded through the Annual Appeal. Some diocesan activities link us to the universal church; others specifically support and assist parishes in their mission.

### **Formation and Training of Seminarians and Deacons**

The pastor and, in some cases, a parochial vicar and/or a deacon have been assigned to your parish by the Bishop to provide sacramental, pastoral and/or administrative services. They were educated by the Diocese with funds from the ADA. They also have ongoing formation, much of which is made possible through the work of the diocesan staff.

Does your parish have a member who is currently in the seminary? Highlight him or another seminarian who has served in your parish during his formation experience. You can also point to the vocation promotion and discernment materials, Holy Hours and retreats. The Diocese presently has 10 men in various stages of formation for the priesthood.

Does your parish have a permanent deacon or someone presently studying to be a deacon? Highlight this person and his current activities. The diocese presently is interviewing men for who are interested in the deacon formation program.

### **Religious Formation and Training**

The staff and volunteers of the Office of Religious Formation and Training provide training and resources throughout the year to parish ministers for sacramental preparation and religious education for all age groups, childhood through adulthood. In addition, they foster collaboration of parishes and ministries across the diocese, offering a variety of formation services, training, workshops, and retreats that empower parish ministers in service to the priests and laity of the diocese.





## **Campus Ministry**

The period after high school is a time when most young people struggle to maintain their faith identity and practice. Serving this young adult group and helping them through this difficult phase of their faith development is one of the most important challenges the Catholic Church faces. The Diocese supports the Campus Ministries at the three universities — LSUA, NSU and Louisiana College. They provide a spiritual home-away-from-home for our young adults, including Mass and Sacraments, retreats, counseling, bible study, catechetical instruction, worship services and fun.

## **Hispanic Ministry**

The Office of Hispanic Ministry works to strengthen Hispanic ministry in our Catholic communities. It promotes cultural awareness building for all Catholics through training and education, and provides opportunities for cross-cultural relationship building at parish, deanery and diocesan levels. They work to honor the sacredness and interdependence of the Hispanic community while integrating the gifts they bring in building the body of Christ in Central and North Louisiana.



## *Pledge Transmittal*

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The Annual Diocesan Appeal In-Pew kits sent to each parish and mission the week prior to the In-Pew Weekend will contain everything necessary to conduct a successful Appeal: in-pew pledge envelopes, addressed large envelopes, and an Electronic Funds Transfer form.

It is the hope of the Development Office to make the in-pew solicitation as easy as possible for the parishes and missions. In order to alleviate additional work for parishes, the **unopened** pledge envelopes should be returned to the Development Office in the self-addressed large envelopes provided in the ADA kit.

**Electronic Funds Transfer will be offered to donors who choose this method of fulfilling pledges. Forms to authorize EFT's will be sent prior to the In-Pew Solicitation for distribution in the parishes. In addition, the form is downloadable on the diocesan website at <http://www.diocesealex.org/go-and-make-disciples>.**

Pledge processing by the diocesan development office serves two purposes: if the donor is not a registered parishioner and indicate they are a member of your parish they will be added to your rolls, thus helping the parish reach target sooner. Secondly, once a new parishioner is added and assigned an account number, pastors will receive the updated lists so new parishioners may be placed on the parish rolls.

Any time there are questions or concerns, please contact Sandi or Ann at 445-2401 ext. 209 or email us at [amanden@diocesealex.org](mailto:amanden@diocesealex.org) or [starver@diocesealex.org](mailto:starver@diocesealex.org).

## *How are Parish Goals Determined?*

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After five years at the same goal levels the Parish goals changed in 2012. These goals remain in effect.

Goals were determined by the following method: The total 'Parish Support' collections for all parishes and missions in the Diocese, according to the Quarterly Financial Reports, for the twelve month period ending June 30, serves as the basis. Each parish/mission's percentage of total parish support for the Diocese of Alexandria is applied to the total ADA goal and this determines the goal for that parish or mission. Using this formula the targets for each parish and mission are listed on pages 23 and 24.

In 2013, the ADA had another landmark year. \$777,837 was pledged and \$770,400 was collected. This was achieved by your leadership and encouragement of laity participation.

In keeping with the bishop's desire to lower parish assessments, pledging and collecting \$800,000 for the 2016 ADA would mean an additional 1% reduction in parish assessments for the following fiscal year. Please remember, the formula for assessment reduction is based on every additional \$100,000 pledged and collected.\*

Please remember the assessment reductions are based on the amount collected and not pledged. The following is the basis for future assessment reduction:

<b>Amount Raised and Collected</b>	<b>Reduction</b>
\$800,000	1%
\$900,000	1%

**\*This reduction only applies to parishes/missions whose percentage is above 10%.**



## 2015 ADA Results/Goals for 2016

Name	Goal	Pledged	Received	Families	Donors
Christ the King Church	\$7,900.00	\$8,109.00	\$8,074.00	331	57
Church of the Little Flower	\$4,875.00	\$5,354.00	\$5,354.00	96	32
Holy Cross Church	\$18,600.00	\$7,764.00	\$7,764.00	138	43
Holy Family Church-Monet Ferry	\$1,075.00	\$1,029.00	\$959.00	16	6
Holy Ghost Church - Marksville	\$9,050.00	\$6,551.00	\$6,176.00	159	42
Holy Rosary Mission- Emanuel	\$900.00	\$100.00	\$100.00	13	2
Immaculate Conception Church - Dupont	\$5,575.00	\$3,645.00	\$3,597.00	120	24
Immaculate Heart of Mary Church	\$17,525.00	\$21,521.00	\$21,521.00	325	115
Mary, Mother of Jesus Church	\$11,050.00	\$15,678.60	\$15,563.60	106	48
Mater Dolorosa Church	\$12,025.00	\$7,848.26	\$7,698.26	255	70
Minor Basilica Of The Immaculate Conception	\$39,250.00	\$41,178.00	\$40,177.78	436	146
Nativity Of The Blessed Virgin Mary	\$3,225.00	\$3,132.00	\$3,057.00	55	20
No Church:		\$1,824.35	\$1,824.35	520	19
Our Lady of Guadalupe	\$3,375.00	\$629.00	\$629.00	23	2
Our Lady of Lourdes - Fifth Ward	\$8,950.00	\$6,786.00	\$6,706.00	182	68
Our Lady of Lourdes - Vidalia	\$9,475.00	\$6,383.00	\$6,383.00	115	39
Our Lady of Lourdes - Winnfield	\$5,400.00	\$5,753.00	\$5,453.00	73	27
Our Lady of Prompt Succor Church - Alexandria	\$83,300.00	\$97,885.42	\$97,535.42	983	281
Our Lady of Prompt Succor Church - Mansura	\$4,275.00	\$2,859.00	\$2,829.00	120	25
Our Lady of Sorrows Church	\$2,675.00	\$2,009.81	\$2,009.81	75	19
Our Lady of the Rosary-Black Lake	\$1,525.00	\$5,508.00	\$5,508.00	23	9
Sacred Heart Church - Moreauville	\$16,575.00	\$11,250.00	\$11,250.00	314	82
Sacred Heart Of Jesus	\$38,275.00	\$49,054.50	\$48,755.25	768	209
St. Alphonsus Church	\$14,875.00	\$9,733.00	\$9,418.00	281	89
St. Anne Chapel - Old River	\$2,225.00	\$1,630.00	\$1,630.00	21	8
St. Anne Church - Spanish Lake	\$3,550.00	\$2,639.00	\$2,639.00	50	7
St. Anthony Church of Padua - Natchitoches	\$8,575.00	\$15,354.65	\$15,354.65	125	48
St. Anthony of Padua Church - Bunkie	\$23,600.00	\$37,505.25	\$35,725.25	478	157
St. Augustine Church	\$9,675.00	\$10,266.00	\$10,176.00	146	56
St. Charles - Goudeau	\$2,525.00	\$2,959.00	\$2,959.00	29	11
St. Cyril Chapel-Flatwoods	\$775.00	\$20.00	\$20.00	7	1
St. Edward Church - Fishville	\$3,600.00	\$5,255.00	\$5,255.00	60	15
St. Edward Church - Tallulah	\$7,800.00	\$3,599.00	\$3,599.00	61	22
St. Frances Cabrini Church	\$31,675.00	\$35,733.00	\$35,553.08	505	134
St. Francis de Sales Church	\$6,775.00	\$5,244.00	\$4,944.00	102	39
St. Francis of Assisi Church - Powhatan	\$825.00	\$1,199.00	\$1,199.00	20	8



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2016 ANNUAL DIOCESEAN APPEAL

St. Francis of Assisi Church - Waterproof	\$1,225.00	\$2,270.00	\$2,270.00	22	14
St. Francis Xavier Cathedral	\$34,800.00	\$61,195.00	\$60,905.00	361	154
St. Genevieve-Brouillette	\$4,950.00	\$5,113.00	\$5,063.00	81	36
St. Gerard Church - Jonesville	\$1,975.00	\$760.00	\$760.00	20	7
St. James Church	\$10,000.00	\$5,775.00	\$5,775.00	231	44
St. John Chapel - Columbia	\$2,450.00	\$2,795.00	\$2,795.00	28	11
St. John the Baptist - Cloutierville	\$5,925.00	\$5,673.00	\$5,548.00	120	40
St. John the Baptist - Deville	\$6,675.00	\$6,196.00	\$6,097.00	140	42
St. John The Baptist - Moncla	\$3,000.00	\$2,953.00	\$2,953.00	62	21
St. Joseph Chapel-Trichel	\$2,100.00	\$500.00	\$500.00	12	5
St. Joseph Church - Cheneyville	\$7,425.00	\$7,928.00	\$7,896.40	45	20
St. Joseph Church - Colfax	\$5,700.00	\$3,993.00	\$3,973.60	92	26
St. Joseph Church - Marksville	\$26,225.00	\$30,918.25	\$30,784.91	844	156
St. Joseph Church - St. Joseph	\$4,525.00	\$5,067.00	\$5,067.00	57	29
St. Jude Mission - Seiper	\$925.00	\$1,640.00	\$1,640.00	13	5
St. Juliana Church	\$10,375.00	\$4,019.00	\$3,899.00	136	39
St. Louis Church	\$3,400.00	\$5,805.00	\$5,555.00	42	18
St. Margaret Church	\$5,750.00	\$7,427.00	\$7,302.00	73	36
St. Margaret Mary Chapel - Gorum	\$400.00	\$240.00	\$240.00	15	7
St. Martin Church	\$10,500.00	\$10,014.00	\$10,014.00	162	50
St. Martin of Tours-Belledeau	\$3,225.00	\$3,904.00	\$3,904.00	120	29
St. Mary Church - Jena	\$3,300.00	\$1,778.00	\$1,778.00	44	10
St. Mary Church - Winnsboro	\$11,475.00	\$8,666.50	\$8,666.50	68	22
St. Mary's Assumption Church	\$18,125.00	\$11,854.00	\$11,824.00	456	84
St. Michael Church	\$1,475.00	\$596.00	\$596.00	65	9
St. Michael the Archangel - Leesville	\$9,450.00	\$17,956.00	\$17,724.00	293	84
St. Patrick Church - Ferriday	\$8,300.00	\$6,218.50	\$6,218.50	74	34
St. Patrick Church-Montgomery	\$2,900.00	\$1,864.00	\$1,864.00	47	11
St. Paul the Apostle Church	\$11,150.00	\$18,197.00	\$18,035.80	234	59
St. Peter Church	\$4,250.00	\$3,988.00	\$3,988.00	136	45
St. Peter Mission - Elmer	\$3,075.00	\$3,920.00	\$3,920.00	52	17
St. Richard Chapel - Hickory Hill	\$3,775.00	\$2,148.08	\$1,888.83	65	15
St. Rita Catholic Church	\$88,475.00	\$87,305.75	\$87,039.75	1338	368
St. William Chapel - Olla	\$300.00	\$325.00	\$325.00	13	3
St. Winifred Chapel- Effie	\$2,000.00	\$1,977.00	\$1,977.00	37	18
Sts. Francis and Anne Church	\$9,050.00	\$10,234.00	\$10,234.00	143	60
<b>TOTAL:</b>	<b>\$750,000.00</b>	<b>\$794,201.92</b>	<b>\$786,417.74</b>	<b>12,872.00</b>	<b>3,608.00</b>

**32 Parishes reached or exceeded goal.**

