# Building His Church, Fulfilling His Mission

## Table of Contents

### INTRODUCTION
- 2016 Appeal Review 5
- 2017 Appeal Overview 6
- 2017 Appeal Objectives 7

### LEADERSHIP-CONDUCTING THE APPEAL
- Role of Pastor 9
- Role of Appeal Coordinator 10

### IMPORTANT APPEAL DATES / EVENTS
- Appeal Timeline 12
- Announcement Weekend – February 18 and 19 13
- In Pew Weekend – February 25 and 26 15
- In-Pew Follow-Up Weekend – March 25 and 26 17
- Direct Mail Component 18

### TIPS FOR A SUCCESSFUL CAMPAIGN
- Five Steps to Success 20
- Impact Your Gift Can Make 21
- Donor Myths and Facts 22
- Parish Campaign Reports and Pledge Processing 24
- Pledge Processing Troubleshooting 26
- Transmittal Form 27

### MINISTRIES IN ACTION
- Catholic Education 29
- Catholic Social Services 30
- Clergy, Consecrated Life and Vocations 32
- Discipleship and Family Life 34
- Testimonials 37

### SUPPORT MATERIALS
- Sample In-Pew Weekend Message 41
- Bulletin Announcement 43
- Prayers of the Faithful 47
- Mass Announcements 49
- FAQs about the Annual Catholic Appeal 51
- Quotes 53
- Assignment of Staff for Reports 54
- Generating Parish Summary Reports 55
- Parish Goals 57
Introduction
INTRODUCTION

✧ 2016 Annual Catholic Appeal Review
✧ 2017 Annual Catholic Appeal Overview
✧ 2017 Annual Catholic Appeal Objectives

Special thanks to the Multi-Cultural Ministry for their assistance in the translation of the Annual Catholic Appeal materials into Spanish.
Building His Church, Fulfiling His Mission
2016 Annual Catholic Appeal Review

$2,800,000 Goal

- $174,477.16 Refunded to parishes
- $155.91 Average gift; up 11%
- $108,800 Clergy gifts
- $19,560 Diocesan staff gifts
- 52 Parishes over goal; up 12%
- 16,308 Donors; down 6%
- $2,522,000 Pledged; up 5%
Each year the Annual Catholic Appeal in the Diocese of Toledo funds ministries that benefit hundreds of thousands Catholics and others in our over 120 parish communities across our 19-county Diocese of Toledo. And, each year the Catholic Foundation takes direction from the Bishop to develop and build on successful elements from previous years’ campaigns to bring you creative, inspiring messaging and impactful promotional materials to produce an effective, coherent case for support—one that will encourage new contributors as well as motivate current donors to even higher levels of generosity.

### Annual Catholic Appeal Theme

The theme for this year’s Appeal is **Building His Church, Fulfilling His Mission.** By answering the call to priesthood or religious we accepted the responsibility of Building His Church, Fulfilling His Mission. He walks in the midst of His churches to observe, evaluate, correct and renew because He paid the ultimate price to build an army of priests who would fulfill His mission, build His kingdom and bring Him Glory. (Rev1:5-6)

The Church defined as – the liturgical assembly, local community, universal community of believers – our parishioners, members of our Diocese, our responsibility.)

How do we fulfill His mission? How do we Build His Church? Let us reflect up Pope Francis’ Angelus address on January 24, 2016:

Evangelize the poor: this is the mission of Jesus; this is also the mission of the Church, and of all the baptized in the church.” “Be close to them, serve them, free them from oppression.”

“And we ask ourselves: Today, in our parish communities, associations and movements, are we faithful to God’s plan? The evangelization of the poor, bringing them good news: Is this the priority?”

This idea of evangelization goes beyond social work. It is “Offering the strength of the Gospel of God, which converts hearts, heals wounds, transforms human and social relationship according to the logic of love. The poor, in fact, are the center of the Gospel.”

Let us remember this as we launch the 2017 Annual Catholic Appeal. Without a successful campaign we will not be able to continue supporting the many and varied ministries throughout our Diocese that “convert hearts, heal wounds, transform human and social relationships.”
Building His Church, Fulfilling His Mission
2017 Annual Catholic Appeal Objectives

- Increase Number of Donors
- Increase Parishes over Goal
- Increase Average gift
- $20,000 Pastoral Center staff gifts
- Reach Proposed Goal

$2,800,000 Goal
Leadership-Conducting the Appeal
Building His Church, Fulfilling His Mission  
Role of the Pastor

As leader of the parish family, the parish Pastor plays an essential role in communicating to parishioners their membership in the universal Church. There is no replacement for the parish Priest, no poster, letter, insert or other item can replace the impact of your personal support. As persons of faith and as spiritual leaders of your parish community, your personal request to the people of your parish is crucial. You are the principal motivators.

Reflect on the reasons why you should support the work of the Diocese of Toledo. The Church in the Diocese of Toledo certainly needs the financial support of its Catholic faithful. But more importantly because, as Catholics, we are part of the Mystical Body of Christ, we are called to share with each other the gifts He has given to each of us. In contributing to the Appeal, your parishioners are responding to the call to be active participants within the universal Church. You will find helpful quotes in the support materials section of this handbook.

As a supportive Pastor, your role includes the following:

- Make your own commitment to the Annual Catholic Appeal.
- Ask for 100% participation at any level.
- Evaluate previous year’s parish results to develop a strategy for meeting your parish goal.
- Appoint a coordinator, either staff or volunteer lay leader.
- Make advance notices from the pulpit and in the parish bulletin to prepare parishioners.
- Exhibit a positive, sincere attitude toward the appeal and its objective and encourage all clergy, lay leaders and staff to do the same.
- Give a motivational message the weekend prior to the Appeal.
- Show the video at all Masses on commitment weekend.
- Ask parishioners to fill out a pledge card and give them plenty of time to do so.
- Demonstrate or allow the Appeal Coordinator to demonstrate how to fill out a pledge card.

Thank you for your prayers, service, sacrifice and continued support for the 2017 Annual Catholic Appeal.
To be appointed as coordinator for your parish’s 2017 Annual Catholic Appeal is an honor. Not only is it an indication that the Pastor has confidence in you, but it is also an indication of your willingness and faithfulness to commit your time and talent to the service of your parish and the Diocese of Toledo to build up the Kingdom of God within the Diocese of Toledo.

As Appeal Coordinator, your role is to help your Pastor conduct a successful campaign as well as help other parishioners grow in the awareness that they belong to a broader Catholic Church. You will serve as a link between the Bishop and the people of your parish, working together with your Pastor or parish administrator. Your responsibility is to ensure that the necessary steps for success are carried out within the established timeline. Your personal commitment to the work of the Diocesan Church is the message you need to share on behalf of the entire leadership team; Bishop Daniel E. Thomas, Rev. Joseph Szybka—Clergy Chair and you.

It is important that you familiarize yourself with the 2017 Annual Catholic Appeal. Make your own pledge early in the campaign and motivate and guide others to consider their own pledge. Strongly encourage all members of the parish committees and other parish leaders to make a pledge.

Responsibilities of the Appeal Coordinator are outlined in the checklist below:

- Become familiar with all Annual Catholic Appeal materials.
- Recruit a sufficient number of dependable assistants to help you.
- You will find helpful quotes to illustrate your message in the Support Materials section of the handbook.
- Display posters in visible places.
- See that bulletin announcements are placed in parish bulletin.
- Remind Pastor of Appeal pulpit announcements.
- Ensure that bulletin inserts are included in bulletins at appropriate times.
- Arrange for prayers of the faithful each week during appeal events.
- Arrange for the showing of the Appeal video on commitment weekend.
- Assist your Pastor in all areas of conducting a smooth in-pew solicitation.
- Conduct a thorough In-Pew Follow-Up weekend.
- Each month announce status of parish goal in weekly bulletin and from the pulpit.
- Ensure all parishioners have been asked to give. Aim for 100% participation.
- Ensure all pledge envelopes are properly coded and mail pledge envelopes to Annual Catholic Appeal, P. O. Box 917, Toledo, OH 43697-0917.
- Contact the Catholic Foundation at any time with questions.
Important Appeal

Dates/Events
## Building His Church, Fulfilling His Mission

### 2017 Appeal Timeline

<table>
<thead>
<tr>
<th>Event</th>
<th>Description</th>
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<tbody>
<tr>
<td><strong>PRE-APPEAL ACTIVITIES</strong></td>
<td></td>
</tr>
<tr>
<td>Jan. 31 - Feb. 15</td>
<td>2017 Annual Catholic Appeal Regional gatherings for Major Donors, Pastors, Parish Staff or Lay Ministers.</td>
</tr>
<tr>
<td>Feb. 5 - Apr. 16</td>
<td>Blackout. No parish or ministry donor solicitations, fundraising and capital campaign launches during this time period.</td>
</tr>
<tr>
<td>Week of Feb. 6</td>
<td>Parish materials (posters, pledge envelopes) will be shipped to the Parish via UPS. Parishes take inventory of materials received and contact Catholic Foundation with questions or concerns.</td>
</tr>
<tr>
<td><strong>PROMOTION/DIRECT MAIL CAMPAIGN</strong></td>
<td></td>
</tr>
<tr>
<td>Feb. 6 - 27</td>
<td>Posters go up in high-visibility, high-traffic areas of parish.</td>
</tr>
<tr>
<td>Week of Feb. 13</td>
<td>Direct mailing. Letter goes out to all registered parishioners who have given to the Appeal since 2008. All other parishioners receive a postcard announcement for the Appeal.</td>
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<tr>
<td><strong>ANNOUNCEMENT WEEKEND</strong></td>
<td></td>
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<tr>
<td>Feb. 18 - 19</td>
<td>Appeal promoted during all Masses. Pastors give motivational talk and announce that household will receive a mailing from Bishop Thomas. First announcement in bulletin and from the pulpit are made about upcoming Annual Catholic Appeal In-Pew weekend. DVD can be played in parishes able to do so.</td>
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<tr>
<td><strong>COMMITMENT WEEKEND</strong></td>
<td></td>
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<tr>
<td>Feb. 25 - 26</td>
<td>In-Pew Weekend. Pastor promotes the Annual Catholic Appeal by giving a motivational message, using the DVD and demonstrates filling out of pledge envelopes.</td>
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<tr>
<td><strong>FOLLOW-UP ACTIVITIES</strong></td>
<td></td>
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<tr>
<td>Mar. 13</td>
<td>Second bulletin insert available to parishes via Nuntius.</td>
</tr>
<tr>
<td>Mar. 25 - 26</td>
<td>Follow-up In-Pew Weekend. A second appeal is made for contributions to the Annual Catholic Appeal during Mass.</td>
</tr>
<tr>
<td>Week of Mar. 27</td>
<td>Follow-up Mailing by the Catholic Foundation to those who have given previously to the Annual Catholic Appeal but not yet to the 2017 Appeal.</td>
</tr>
<tr>
<td>Apr. 12</td>
<td>Bulletin insert to parishes &quot;Not too late&quot;</td>
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<tr>
<td>Apr. 16</td>
<td>End of parish / diocesan fundraising blackout.</td>
</tr>
<tr>
<td>June 30</td>
<td>Bulletin insert thanking parishioners for the support, stating goal of Appeal and statistics to date for overall appeal and that of the Parish. End of parish phase of campaign.</td>
</tr>
<tr>
<td>Dec. 31, 2017</td>
<td>All payments must be in to the Catholic Foundation office to count toward Parish refunds.</td>
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TALKING POINTS FOR PASTOR OR LAY LEADER

- Our parish-wide annual effort on behalf of the Annual Catholic Appeal is about to begin. Our parish goal for the 2017 Appeal is $__________________________.

- Each of you should have received a letter or postcard in the mail from Bishop Daniel E. Thomas asking for your gift/commitment to support the ministries of the Diocese of Toledo. It is preferred that pledges be mailed in with envelope provided to avoid additional administrative expenses.

- A direct mail component has been incorporated into the Annual Catholic Appeal so that all parishioners will have the opportunity to support the Appeal. The direct mail component will allow parishioners that are unable to attend Mass the opportunity to contribute to the Annual Catholic Appeal.

- Please give prayerful consideration to your gift or commitment. The pledge cards may be mailed to the Annual Catholic Appeal, P. O. Box 917, Toledo, OH 43697-0917 or may be brought to the parish on In-Pew Weekend and placed in the collection basket.

- Express gratitude to those parishioners who have already responded to the 2017 Annual Catholic Appeal. If your Parish reached its Appeal goal last year, thank and acknowledge parishioners for this accomplishment and express optimism for this year’s Appeal. If your Parish did not reach its Appeal goal, acknowledge other positive aspects such as participation percentage, volunteer efforts, etc...followed by words of encouragement that the parish goal may be within reach this year.

- Remind parishioners that they are stewards of their time, talent, and treasure that God has given each of us. Please encourage everyone to share a portion of his or her treasure through a gift pledge to the 2017 Appeal.

- Assure parishioners that their donations will be used exclusively to support the ministries, programs and services outlined in the promotional materials.
• If Appeal bulletin insert was published: Please take the Appeal bulletin insert with you when leaving Mass today and reflect upon its content. I would now ask that you join me in prayer for the success of our efforts in the 2017 Annual Catholic Appeal.

• Share one of the testimonials from pages 38-39 of the appeal handbook. Select one that will best impact your parish. This will give parishioners a better understanding of how the Annual Catholic Appeal funds are used at the ministry level.
TALKING POINTS

Enthusiastic support by the Pastor is CRITICAL to the success of the Annual Catholic Appeal. If you cannot play the DVD, you may use the talking points to promote the Appeal by following the instructions below.

This year's video is designed to allow you to control the length of time dedicated to this activity. You can play only one segment or all depending on the amount of time you have available. The video opens with a segment by Bishop Thomas and then follows with testimonials on ministries funded by the Appeal.

Feel free to select a testimony from a ministry you feel is of most interest to your parishioners. You may also direct your parish to view all testimonies on the Annual Catholic Appeal page of the Diocesan website.

Prior to video being played:
- Each of us is challenged to accept the opportunity to support the work of God by making a gift or pledge to this year’s Appeal.
- We are going to view a short video that testifies to the important, life-changing programs and services that the Appeal makes possible.
- I hope each of you will join me today in prayerful consideration of a gift to the Annual Catholic Appeal.

Following video:
- Your gift, no matter the size, whether it is a pledge or a one-time gift, is important and will make a difference.
- In your pew, you will find pledge envelopes and pencils.
- On the inside of the envelope at the top left you can see a gift plan chart. This is for your reference and shows you how much you would pay each month if you made one of these suggested pledges.
- If you would like to make a pledge, to be paid out this year, you can see on the bottom right, there is a place to fill in pledge information.
- For pledges, fill in the first shaded box either by checking the pledge amount or filling in the amount.
- If you would like to make a payment today toward your pledge please fill in the amount enclosed and balance due lines.
• If you are making a one-time gift, you will only need to fill in the bottom right section for the amount enclosed or balance due if you would like to send the payment.
• If you would like to pay by credit card, debit card, stock gift, IRA or provide your estate plan intention please refer to the website (http://toledodiocese.org/page/catholic-foundation#_annual_catholic_appeal) and directions at the top right of the envelope.
• To the left please complete your name, address, phone number and email address.
• Finally, place your gift or pledge in the pledge envelope and seal the envelope.
• We will give you a few extra minutes to finish filling out your pledge, then ushers will pick them up with the offertory

The entire leadership team of Bishop Thomas, Rev. Joseph Szybka – Clergy Chair and me, your pastor, thank you for your generosity to the Annual Catholic Appeal. Your gift will go a long way toward serving the least of our sisters and brothers. If you have already given to the 2017 Annual Catholic Appeal, we thank you sincerely for your generosity.
The in-pew follow-up process is essential to increasing parishioner participation rates in the Annual Catholic Appeal while helping the parish to meet its goal.

- Thank parishioners for their prayers and contributions to the Appeal.

- Now move from the thank you to the ask by urging your parishioners, who have not yet made a pledge to the Appeal to do so by simply completing their Appeal pledge envelope.

- Bring their attention to the pledge envelopes and pencils on the pews. Ask those who have not yet made a contribution to fill out a pledge envelope.

- Tell them that the ushers will pick up their envelopes during offertory.

- Remind them that one of the goals of the Appeal is to increase participation with each household making a pledge according to their means.

- End by mentioning the parish goal and thanking them for their part in helping the parish meet its goal and for their support to the Diocese of Toledo.
The direct mail component is a very important part of the Annual Catholic Appeal. In 2016, 88% of all contributions came from direct mail.

**GENERAL MAILING**

The general mailing is the first contact your parishioners will have with the Appeal each year. While we try to reach all registered parish members with the mailing, our reach is only as good as the database for your parish. While some recipients will respond to this mailing, some will not receive it due to change of address, others will put it aside and forget it, still others may throw it away with junk mail. Please note if a record is coded “do not mail” or “do not solicit,” we honor the request.

- Please remind your parishioners that a letter from Bishop Thomas, Rev. Joseph Szybka—Clergy Chair and you their Pastor, will be sent to all parishioners asking for support of the 2017 Annual Catholic Appeal.
- This letter is a personal request to all parishioners to consider some level of support for the work done throughout the Diocese of Toledo by the ministries supported by the Appeal.
- Invite your parishioners to consider a gift that their means will permit. Remind them that through the Annual Catholic Appeal, the Diocese of Toledo can bring care, relief, evangelization, education, spiritual healing and social services to people in need.
- Please announce the mailing at the conclusion of your message or during the bulletin announcements at Mass.

**FOLLOW-UP MAILING**

- Please explain to your parishioners that a letter from Bishop Thomas will be sent to all parishioners who previously gave to the Annual Catholic Appeal but have not yet responded to indicate their level of support for the 2017 Annual Catholic Appeal.
- The leadership team letter is intended to remind parishioners of the vital importance of their donation to the Diocese of Toledo sponsored ministries, and invite them to consider a gift that their means will permit.
- Remind parishioners that in reality, the Appeal is to the Diocese what the offertory is to your parish.
- Please announce this forthcoming mailing at the conclusion of your message or during the bulletin announcements at Mass.
Tips and Information for a Successful Campaign
**Building His Church, Fulfilling His Mission**

**Five Steps to Success**

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**STEP ONE: THE MESSAGE**

A successful In-Pew campaign requires a motivational message given from the heart with conviction and fact/examples of how your parish and the Diocese of Toledo work TOGETHER to carry out the ministries of the Diocese of Toledo. “Remember Jesus and be renewed in His mission for the Church.”

**STEP TWO: THE PROCESS**

When conducting the In-Pew process begin by providing the parishioners with instructions to filling out the pledge card. Inform parishioners that signing/pledging is the start of a faithful commitment to themselves and God’s Holy Church.

**STEP THREE: THE PLEDGE**

Ask for a “Sacrificial Gift” from every parish household united in common purpose to further nurture, Holy Families, Holy Disciples and Holy Vocations in the Diocese of Toledo.

**STEP FOUR: THE FOLLOW-UP**

Conduct a thorough follow-up process to ensure every household has an opportunity to give to the Appeal. Make an effort to reach everyone by utilizing all resources and the different avenues of communication available. You can rely on the Catholic Foundation for advice and guidance throughout the Appeal.

**STEP FIVE: THE ACKNOWLEDGMENT**

Thank donors for their generosity and keep parishioners informed about the progress of the Appeal at the parish and the diocesan levels.
Consider how these levels of support can make an impact:

- **$25** Provides 10 hot meals at Helping Hands of St. Louis
- **$50** Provides three days of shelter and case management for a family at La Posada
- **$75** Provides one month of groceries for a household through Helping Hands of St. Louis
- **$100** Houses a mother and her family at Miriam House for four days
- **$160** Purchases a set of Liturgy of the Hours books for a man entering the seminary
- **$600** Purchases textbooks for one seminarian for one semester
- **$4,500** Annual cost to produce materials to promote vocations in parishes and schools
- **$6,700** Average cost for room and board for one seminarian for one semester
- **$11,500** Average tuition of tuition for one seminarian for one semester
Building His Church, Fulfilling His Mission
Donor Myths and Facts

As you prepare to promote and encourage giving to the 2017 Annual Catholic Appeal in your parish, achieving the desired results is possible if you keep in mind some common and often times misunderstood ideas about donor giving. Knowing them and using them to your advantage will make your promotional efforts that much more persuasive and effective.

Please don’t allow misperceptions to preclude you from asking those who have been generous to the Appeal to increase their support, or dissuade you from asking those who have never made a gift. You are offering parishioners an opportunity to respond to their personal call to stewardship by asking them to participate fully and faithfully in supporting the greater Church’s mission to the best of their ability. In responding to your invitation, parishioners are playing a crucial role in helping to fund services, ministries and programs that parishes and schools cannot provide for themselves.

**Myth:** Parishioners are giving all they can.

**Fact:** Catholic giving ranks below that of members of every other religious denominations. Catholics give on average, 1% of their gross annual income to their parishes compared to 2—3% contributed by many protestant parishioners and 8—10% contributed by Evangelicals and Mormons. See *Unleashing Catholic Generosity: Explaining the Catholic Giving Gap in the Untied States. University of Notre Dame; Brian Starks and Christian Smith*

**Myth:** People gave more years ago.

**Fact:** Social scientists have found Catholics to be less generous in religious and philanthropic financial giving than members of other faiths for decades long before the recession. Catholic giving, measured at the percentage level, remains today at the same level achieved in 1970.

**Myth:** People are not giving because the economy is bad.

**Fact:** The data analyzed in a recent study from Notre Dame demonstrates the recession that began in 2008 had a widespread impact on wealth, income and employment, thus it impacted voluntary giving nationwide. However the study also concluded, that, unless the recession negatively affected Catholics more than members of other religious groups, the downturn cannot explain why Catholics are exceptionally low in their giving.

**Myth:** If parishioners contribute to the Annual Catholic Appeal, they will reduce their giving to the parish.

**Fact:** The first priority for a vast majority of parishioners is providing financial support to their parish. The presence of the Appeal and its promotion does not create an either / or proposition in the minds of parishioners in terms of their giving. An ancillary benefit is these donors often expand their generosity to multiple charities within the civic community.
Myth: My parishioners receive the Appeal mailings and will support the Appeal, or not, without my input or encouragement.

Fact: People in general, and Catholics in particular, often give only when asked or encouraged in many ways at multiple times. The personal endorsement of the Pastor is the #1 impetus for parishioner gifts to the Appeal.

Myth: Asking for money makes my parishioners uncomfortable and so this activity should be kept to a minimum.

Fact: Not true. Parishioners will move from “uncomfortable” to “inspired” if the emphasis is put on the mission and ministry. They will then recognize there is a need to help the Church bring Christ’s presence to all—rather than “we need your contribution now.” By encouraging generosity, we are helping Catholics fulfill Christ’s expectations that they use their gifts in service to others and to advance the Gospel message. Not encouraging generosity to the local and greater Church is to fail in our responsibility to promote stewardship. Studies have reported the #1 reason cited by donors for not giving a gift and/or repeating their gift, is that they were not asked.
Building His Church, Fulfilling His Mission
Parish Campaign Reports and Pledge Processing

The Catholic Foundation at the Pastoral Center will maintain all records of contributions to the Annual Catholic Appeal.

Reports
Each parish will generate its own Donor List Report. A Parish Summary by Fund will be included each Wednesday during the Appeal through the Diocesan Weekly Mailing “Nuntius”.

Donors
Donors will receive each of the following:
- Thank you acknowledgements for all donations
- Pledge reminders

Processing In-Pew and Direct Mail Payments
Most important is that no cash be forwarded to the lockbox for processing. Please open all pledge envelopes, those with cash should be set aside and procedures listed below followed for processing:

- Gather all pledge envelopes and place them separately from the weekly offertory.
- Open the pledge envelopes, one by one, and look at the name of the parishioner, the total amount pledged and the total amount enclosed – making sure the amounts match. *Do not remove checks or correspondence from the envelopes.*
- All parishes are asked to count the total number of pledge envelopes and the total dollars (cash) received. (You do not need to count the total amount pledged.)
- Enter this amount on the transmittal sheet. **Complete each pledge envelope with the proper parishioner’s FamilyDUID.**
- Please create a new donor record for any new parishioners and fill in all information. Be sure you verify the parishioner does not already have a record in ParishSOFT.
- No pledge envelopes should be sent without being completely filled in with all important information needed to be processed through the lockbox.
- Make sure each pledge card/in-pew envelope has the following information:
  - Correct name
  - ParishSoft - FamilyDUID
  - Total amount of pledge
  - Total amount enclosed
  - Payment type is checked
  - Payment frequency is checked

If any of the above payment information is missing, please contact your parishioner to verify their intentions.
Cash Payment Processing
To re-iterate, no cash can be forwarded to the lockbox. All cash should be deposited at the parish level with one check made payable to the Catholic Foundation. Please bind all cash envelopes together and include the parish check on top.

- For parishioners who include CASH with their gift, please separate these envelopes.
- Make sure that the amount they wrote on the pledge card actually matches the amount of cash in the envelope.
- If the amount is different, please separate that envelope so that you can call the parishioner to inform them of the discrepancy.
- All cash should be deposited at the parish level and ONE check (payable to the Catholic Foundation) be written to cover the pledges which contained cash.
- These pledge envelopes should be bound together (with the check on top) so that the bank will understand what the check is covering.
- Complete the transmittal form. Be sure parish name, city and ParishSOFT ID (6-digit FamilyDUID for your parish) are entered on the form.
- Include a copy of the transmittal with your lockbox transaction.
- All pledges should be mailed to the address on the bottom of the appropriate transmittal form.
- Any anonymous gifts should have your parish FamilyDUID written on it in order for us to properly credit your parish.

PLEASE NOTE: Any monies received and deposited in a parish bank account should be credited to Account #24000 – Courtesy Exchange. When these monies are submitted to the diocese, Account #24000 should be debited.

All Forms of Donations / Payments:
For all envelopes please verify the following:

- Accuracy of name
- ParishSoft—FamilyDUID is included
- Total amount of pledge is completed
- Total amount enclosed matches enclosed payment
- Payment type is checked
- Payment frequency is checked

IMPORTANT NOTE: Please do not hold parishioner contributions for an extended period of time (more than 1 week). This delays parish/parishioner credit for payment and affects the timing of transactions made to their bank accounts as well as the timing of their thank you letters.
Troubleshooting

You receive a gift from someone who is not registered at your parish

- Access ParishSoft to obtain their FamilyDUID. If you are not able to located the FamilyDUID in ParishSoft, call JoEllen Chochard at 419-214-4872.
- When submitting the donation through the lockbox, turn the envelope sideways and append a note “OBO” outlining the correct parish for the credit to be applied. Remember, when processing donations through the lockbox, pledges are not reviewed for verification of information.

You receive an anonymous gift for the Appeal

Any anonymous gifts should have your parish FamilyDUID appended in order for your parish to receive the credit for the donation.

If you have any questions, please call JoEllen Chochard at 419-214-4872. We are here to help and assist each parish in making the execution of the campaign run smoothly. Thank you for your continued support and hard work on this project; your talents are greatly appreciated.
Transmittal Form

Annual Catholic Appeal
Catholic Foundation
Transmittal Form
Diocese of Toledo

Parish/City

ParishSOFT ID #

Phone #

Prepared By

Total Number of Pledge/In-Pew Envelopes Enclosed: _______________

Parish Check Enclosed: Check # __________ $____________________

- IMPORTANT: ALL envelopes must have proper Family DioID clearly marked.
- Any anonymous gifts should have the same Family DioID number for your parish (same # as your Parish Soft ID# above).
- Please keep all checks/correspondence enclosed in the pledge/in-pew envelope it was received with. Only cash is to be removed.
- All cash pledges should be bundled together with one check from the parish on top.
- Make checks payable to: Catholic Foundation

Once you have completed this form, please bundle all envelopes together and send to:

Annual Catholic Appeal
Catholic Foundation
P.O. Box 917
Toledo, Ohio 43697-0917

If you have any questions feel free to contact the Catholic Foundation staff at (419) 244-6711.

Thank You!!!
Ministries in Action
Building His Church, Fulfilling His Mission
Catholic Education

The U.S. Catholic Bishops’ expressed it well in their joint Statement issued in July, 2005 titled Renewing Our Commitment to Catholic Elementary and Secondary Schools in the Third Millennium: “We are convinced that Catholic schools continue to be the most effective means available to the Church for the education of children and young people who are the future of the Church.”

Catechetical Formation
Catholic Schools support the work of our parishes, schools and educators in passing on the practices of our Catholic Faith from pre-K through adult — and provide specialized formation for the religious education leaders, teachers and catechists of the diocese.

Through its various classes, workshops and media lending library, the Catechetical Formation ministry provides adult faith formation and catechetical ministry formation for hundreds of participants each year.
Catholic Social Services reaches those in our community who are in great need of compassion, guidance and in many cases God’s healing grace. The corporal works of mercy are fully evident in the ministries that provide food to the hungry, shelter to the homeless, guardianship to the elderly, assist those released from incarceration and provide disaster relief.

**Catholic Charities**

Catholic Charities makes real the love that God has for each individual person regardless of their faith or background by serving the poor, speaking for and assisting the neglected and forgotten, respecting and promoting life from beginning to end and nurturing and supporting individuals and families.

**Office of Life**

*Education and Advocacy,* equipping the church through seminars, presentations and trainings to defend human life from the womb to the tomb. *Pregnancy intervention,* including the training and equipping of side walk counselors who reach out to mothers and fathers in an unintended pregnancy. *Project Rachel* invites all who have been involved in an abortion to experience the reconciliation and the mercy of God. All who seek compassionate, non-judgmental help can encounter God’s mercy, healing and love.

**Office of Justice**

*The Prison Ministry* extended Christ’s mercy through liturgies and retreats at the Toledo Correctional Facility, Lucas County Jail, Richland County Correctional Institution and Allen County Correctional Facility. *The Laudato Si Task Force* held their first workshop and are planning a priest study day for 2017. *The Immigration Task Force* has held multiple training and informational sessions to help our parishes reach our immigrant and migrant populations of Northwest Ohio.

**Emergency Services**

Food, clothing, shelter and disaster relief are all services addressed by ministries within Catholic Charities. *Helping Hands of St. Louis* soup kitchen is open daily serving hot meals to hundreds each day in Toledo. In Mansfield and Toledo food pantries are setup to offer groceries to those in need. Housing to families in Toledo is provided at *La Posada* and a woman and child shelter in Norwalk offers long term refuge to women escaping abusive situations.

Catholic Charities works directly with Catholic Relief Services to offer monetary assistance through donations to disaster areas. Catholic Charities passes 100% of all disaster relief donations on to the charity or fund collecting for the relief effort.
Rural Life
Celebratory Masses are held throughout the Diocese for rural centennial farms. Owners of centennial farms are presented with plaques commemorating their family legacy for farm owners and future generations.
The Department of Clergy, Consecrated Life and Vocations address the full range of support for the clergy and those called to the consecrated life from the beginning stages of discernment to retirement. These ministries offer education and formation of men for the priesthood and permanent diaconate and men/women for consecrated life as well as provide direct sacramental and Pastoral care, spiritual direction and fraternal support as they carry out their ministries.

Donations to the 2017 Annual Catholic Appeal will support these Clergy, Consecrated Life and Vocations ministries:

- Diocesan Priestly Vocations
- Consecrated Life
- Permanent Deacons

**Diocesan Priestly Vocations**
The purpose of this department is to help with a process of discernment to determine whether the Lord is calling them to serve in the Church Community within the Diocese of Toledo under the guidance of the Pastor of a particular parish or special ministry outside of parish ministry. The Vocations program forms men called to this vocation academically, spiritually and emotionally. Currently there are 15 seminarians, 1 scheduled ordination in May 2017.

**Consecrated Life**
Serves as official representative in matters regarding the consecrated life and the religious communities serving in the Diocese and raises consciousness about the service the religious render in the diocese.
Permanent Deacons

They should be tested first; then, if there is nothing against them, let them serve as deacons. 1 Tm. 3:10

The Delegate for Permanent Deacons assists the Bishop by serving the deacon community and their families after ordination by providing Pastoral care, post-ordination formation, spiritual formation, retreats, and crisis intervention. The Delegate also assists in reviewing and evaluating ministry assignments and making appropriate recommendations to the Bishop. There are approximately two hundred permanent deacons serving the Diocese.

There are currently twenty men in the Deacon Formation program. They meet one weekend each month in prayer, academic study and fellowship at the Pines Retreat Center in Fremont, Ohio. There are four pillars of formation; human, spiritual, intellectual and Pastoral.

Permanent Deacon Formation begins with a year of inquiry to understand the ministry and vocation of the permanent deacon and to help prospective applicants and their spouses to discern whether there is a calling to the diaconate and how it may affect their family life.

Upon completion of the initial inquiry process, selected men are invited to apply for admission to the formation program. Those who are accepted then begin a year of aspirancy which is a time to discern the capability and readiness of an aspirant to be nominated to the bishop for acceptance as a candidate for diaconal ordination. The aspirancy year consists of spiritual formation and academics. The aspirant is helped to develop his human and Pastoral dimensions so that he can be a bridge for others in their meeting with Jesus Christ.

Following the year of discernment, the applicant will begin three years of candidacy in which there will be continued discernment of whether the candidate is called to a diaconal vocation and preparation for ordination through continued academics, prayer, and human and Pastoral formation.
The Department of Discipleship and Family Life serves parishes by providing resources, training and specialized expertise so that parishes can develop specific programs and events to reach their parish faith communities.

Donations to the 2017 Annual Catholic Appeal will support these Discipleship and Family Life ministries:

- Marriage and Family Life
- Multi-Cultural Ministries
- Youth, Young Adult and Campus Ministry

**Marriage and Family Life**
Marriage and Family Life provides guidance, training and formation to address all avenues of married life which includes counseling to those experiencing difficulties in a marriage or overcoming the emotions following a divorce. Married couples are trained to provide effective formation and preparation for engaged couples. Marriage enrichment retreats are offered throughout the diocese and a Diocesan Mass celebration is had each year for milestone wedding anniversaries at Queen of the Most Holy Rosary Cathedral.

For those experiencing separation or divorce an annual healing retreat is offered. Training days are planned for priests, deacons and lay ministers to guide them in ways to welcome, support, and heal Catholics who have been affected by divorce or separation.

**Multi-Cultural Ministries**
Multicultural Ministries strives to ensure diversity and inclusion at the parish, deanery and diocesan levels in the areas of African-American catechesis, celebrations and retreats, Hispanic Pastoral ministry, and ministries for people with disabilities for full inclusion in the life of the Church.

Specifically, providing an active Catholic presence to, among and for the Hispanic community of the Diocese, including the coordination of Masses celebrated in Spanish, the annual diocesan celebration of the Feast of Our Lady of Guadalupe and Quinceañera retreats.
Youth, Young Adult and Campus Ministry
The Youth, Young Adult and Campus Ministry serves and supports parishes and campus ministries with connecting young adults, college age to 20s and 30s, with Jesus Christ, the Church, the mission of the Church, and their peers. The Office also serves and assists campus ministries in bringing ministry to higher education by serving with and forming students, faculty, and staff in faith, leadership, and full participation in the life of the Church.

Opportunities and resources are made available to our youth ministry leaders to deepen their own faith and their relationship with Jesus Christ as well as to the youth they minister.

The department coordinates:
- TEC (Teens Encounter Christ) – since 2009, Youth Ministry has organized this three-day retreat experience for high school juniors and seniors.
- The Diocesan Youth Council, a council of youth from parishes all over the Diocese of Toledo who are developing leadership skills as emerging disciples and taking those skills back to their parish.
- The annual “March for Life” bus trip to Washington D.C. to stand up for Life has been at capacity for the last several years.
Testimonials
Mansfield’s 3E Project Is Transforming Lives
Empower. Encourage. Engage. These 3E Project goals equip individuals to overcome barriers and achieve independence.

Bobby’s Story

“I was overwhelmed, but had faith my life would come together, because all things are possible with God,” says Bobby, a 35 year-old single father, released this summer after being incarcerated for nearly five years. “I knew I had to better myself in every way. It’s a choice I made. I knew this was the last chance for me to get back on my feet and live a good life.”

Not surprising, Bobby’s transition back into society was difficult.

“Without Catholic Charities support and assistance, I wouldn’t be where I am today,” Bobby shares. “It’s much more than the financial assistance. Catholic Charities helped me to stay positive and stay motivated. God put them in my life, and they gave me back my life!”

He immediately got a job as a welder, received groceries from the HOPE Food Pantry and Mansfield’s Catholic Charities Advisory Board furnished his new apartment.

“The first time I met Bobby, we sat down to look at strengths,” says Sue Warren, 3E Project Coordinator. “I was impressed he’d earned an associate's degree in business while incarcerated. Bobby told me he did not want to fail.”

“We all have choices to make. Even if we make bad choices, they are not the end of the world. You can seek support and rise up,” Bobby says, noting Philippians 4:13 guides his way. ‘I can do all things through Christ who strengthens me’ – that’s what I live by.

“I’m forever grateful for the support, care and assistance I received from Catholic Charities. The 3E Project is a life-changing event for me and a blessing. Catholic Charities works to give people a hand up, so they won’t fail.”

Bobby’s mission now is to talk with and mentor youth and those struggling. “I want to want to help prevent them from getting into trouble and making bad choices,” he says. “And offer my support, wisdom, and encouragement by sharing what I’ve been through.”

Michelle’s Story

“I fell flat on my face, but I didn’t want to move back home,” says Michelle, a six-year National Guard veteran, who moved to Mansfield in 2014. “Everything became overwhelming.”

Her lifeline was getting a referral to Catholic Charities.

“Veterans are hard to help because they are used to helping others,” Sue shares. “It was exciting to see how in a couple of months, this lady warrior went from struggling, to keeping appointments on time and coming to all the 3-E workshops.”
Michelle’s Story (continued)
Michelle’s learned about finances, how to manage a budget, credit dos and don’ts, and the importance of investments.

“Catholic Charities picked me up, got me back on my feet and back in the workforce,” she says.

“Catholic Charities was there for me. They met all my needs – food, clothing, love and compassion. They gave me support to keep trying. I don’t know where I’d be without their services!”

Her turning point came after she got out of the hospital.

“Catholic Charities allowed me to volunteer as an office assistant,” Michelle says. “It felt good to be around good people. I was able to start using my social skills again. Catholic Charities helped me renew my self-confidence.”

Michelle now works at a child day care center who reports, “Michelle is a great new employee, willing to learn and grow, a valued member of our staff.”

“I want to be a good role model for people, as a soldier and a family member, so I have to keep moving forward,” Michelle says.

Brad’s Story
“I don’t remember the exact date,” he began. “But the year was 2000. And I was homeless. I had just gotten a job at a body shop, and friends told me about a church nearby serving free meals to those in need, five days a week.”

The church was St. Louis, the location of Helping Hands of St. Louis, a Catholic Charities ministry serving East Toledo where Brad started going regularly for lunch.

“Smiling faces always greeted us at the steam table, and they served two entrees, salad with all the toppings, dessert and five different drinks! Blew my mind! The food was really good, and many times, lunch was my only meal for the day.”

For several years, this was Brad’s life, as he struggled with substance abuse. “The talons of alcohol and drug addiction had me, and I ended up in jail for a short time.”

While there, he read the rags-to-riches story of Orville and Ruth Merillat and how their family lived by one Bible verse from the Book of Malachi:

“Bring the whole tithe into the storehouse, that there may be food in my house. Test me in this, says the Lord of Hosts, and see if I will not throw open the floodgates of heaven and pour out so much blessing there will not be room enough to store it.” Malachi 3:10

“I was feeling hopeless and needed a blessing,” Brad explained. “So each week, I gave my 10 percent tithe to the place that helped me – Helping Hands of St. Louis – and my life started to change, slowly, but surely.”

Brad turned his life around, remains “clean and sober,” and is working full time. Looking back, he is very thankful for Helping Hands and the support provided to him in his darkest time of need.
Catholic Charities—Crisis Navigation
Crisis Navigation operates in Toledo, Mansfield and Sandusky. The Crisis Navigator is in place to assist those seeking food, shelter and clothing with determining what has led to their situation. Too many times people are unaware of what has led to homelessness or becoming destitute. A crisis navigator listens to those visiting the food pantries, soup kitchens and homeless shelters in Toledo, Mansfield and Sandusky and helps formulate a plan to resolve the issues that have caused the turmoil in their lives.

Many times people have no idea what resources are available to them such as United Way 211 or how to work with local landlords to secure safe, affordable housing.

In Toledo a family found themselves in need of food and visited the St. Louis food pantry where they met crisis navigator, Linda. Linda learned they had an autistic son and assisted them with finding safe and affordable housing near a local autism school so their son could continue his education and helped the father find employment with sustainable income.

About a year into their relocation Linda received a frantic call from the son’s father. He had just receive an eviction notice from his landlord. The father assured Linda he was current on rent and had been a model tenant. During the conversation Linda learned the father had asked the landlord to fix a portion of the flooring that had worked itself loose and was causing an issue for his son who was not steady on his feet.

Linda then referred the father to the lawyer who assisted the autism school where his son attended and soon she received a call back from the family letting her know that they were not being evicted and the floor had been fixed.

Catholic Charities—Adult Advocacy Program
The elderly and developmentally disabled are at great risk of being preyed upon for their financial resources. Such was the case of a woman living in rural county when she put her trust in someone during a phone scam. By the time the scam was uncovered the woman had lost her farm and savings and close to losing her home. With no family or friends to assist her she was referred to Catholic Charities where the adult advocacy program provided a volunteer guardian.

Another volunteer guardian provides companionship for a developmentally disabled man who has outlived his parents and sibling and has no one to act on his behalf. The volunteer guardian is a friend and advocate spending quality time with him.
Support Materials
The ministries of the Diocese of Toledo affect hundreds of thousands of lives each year. Traditionally the participation in the Annual Catholic Appeal has fallen short of the necessary financial support needed to provide support to ensure impactful ministries. This year, the goal is $2.8 million with a secondary goal of increasing parishioner participation.

So today, I would like to take a few minutes to share the work the Annual Catholic Appeal is doing for our Diocese of Toledo.

Did you know that when an engaged couple receives education and counseling in preparation for marriage, the Appeal is at work? When a catechist receives training to teach religious education, the Appeal is at work. When a baby’s life is saved from abortion or a homeless person receives a warm bed and a meal, the Appeal is at work. These are examples of ministries at work every day throughout the Diocese of Toledo supported by your donations to the Annual Catholic Appeal. You know many of them—Helping Hands of St. Louis, La Posada Emergency Family Shelter, H.O.P.E. Food Pantry, Youth, Young Adult and Campus Ministry, and support for those men who have been called to the Priesthood.

It is your donation that makes possible the continuation of these ministries. If you have already made a pledge to the Annual Catholic Appeal, I thank you for answering the call to show mercy to others.

If you have not yet made a pledge, I would like to remind you of the theme for this year—Building His Church, Fulfilling His Mission. “Evangelize the poor; this is the mission of Jesus; this is also the mission of the Church, and of all baptized in the church.” (Pope Francis Angelus address 1-24-16). Being Catholic is much more than being a member of a parish and going to Mass on weekends—it’s about living our faith and following Jesus. I have seen some of the amazing ways that our Diocese has reached out to help those in greatest need—that is what it means to be Catholic.

If you have never pledged before, a pledge of $1 for each day of the year, $365, or $1 for each week of the year, $52, would go a long way toward helping us to serve the people throughout our diocese. Any gift you can give will be truly appreciated. No amount is too small.

There are pledge envelopes and pencils available at the end of each pew. Please use the envelopes provided to you to make your donation or pledge today.

Please take a moment to consider this question. Could you sacrifice the price of a soft drink a day or a cup of coffee a week to further the work of the Church and serve those in need? Those dollars would go a long way to benefit the Catholic community in our Diocese.
Please make a pledge or one-time gift to support the Appeal—because the Appeal supports our community. Don’t think of it as an obligation, your ability to support all these ministries is a privilege.

Thank you in advance for your prayerful consideration of your financial support and may God bless all of you.
The following announcements are expected to be inserted in parish announcements.

Publish the following announcement for the weekend of February 18 and 19.
A letter from Bishop Thomas, Rev. Joseph Szybka, Clergy Chair and our Pastor was sent out asking for your gift/pledge to support the ministries of the Diocese of Toledo. This mailing gives all registered parishioners an opportunity to contribute to the Appeal, especially those who are unable to attend Mass. Please give prayerful consideration to your level of support to help fund the essential ministries and services supported by the Appeal. To learn more about the appeal visit www.toledodiocese.org/page/finance#_annual_catholic_appeal_aca.

Publish the following bulletin announcement for the weekend of February 25 and 26.
Countless lives are touched by every contribution to the 2017 Annual Catholic Appeal. Children, seminary students, the sick and aged, the needy—they all depend on our generosity. Thank you for pledging today to help meet our parish goal of $_______ and assure the continuation of these programs and services. For more information on ministries funded by the appeal visit http://toledodiocese.org/page/catholic-foundation#_annual_catholic_appeal.

Publish anytime after March 4 and 5.
The 2017 Annual Catholic Appeal Campaign is underway. The campaign goal is $2,800,000, and our parish goal is $__________.

We can assure the continued existence of many important programs that help tens of thousands in our Diocese each year; education of our seminary students, care of the sick and needy are among them. Please respond generously when you are asked to make your pledge. For more information, visit the Diocesan website at http://toledodiocese.org/page/catholic-foundation#_annual_catholic_appeal.
The following announcements are expected to be inserted in parish announcements.

**Publish the following bulletin announcement for the weekend of March 18 and 19.**
We would like to thank all of our Parishioners who joined together in pledging their gift to the 2017 Annual Catholic Appeal. If you have not made your commitment, today would be a convenient opportunity to do so. Pledge envelopes and pencils are available in pews. Once completed, kindly place your pledge card in the offertory. Every gift is very important. Thank you for your generosity. For more information on the impact of your support for the appeal, visit http://toledodiocese.org/page/catholic-foundation#_annual_catholic_appeal.

Our parish has currently pledged $___________ toward our goal of $___________.

**Publish the following announcement for the weekend of April 12.**
For those who have not yet contributed to the Annual Catholic Appeal please reflect upon the importance of your charitable involvement and prayerfully consider making a gift to the Appeal to help your parish and the Diocese of Toledo meet their goal and be able to fund the very important work carried out by the many ministries supported by the Appeal. For more information, visit the Diocesan website at http://toledodiocese.org/page/catholic-foundation#_annual_catholic_appeal.

**Publish the following announcement for the weekend of July 1.**
Bishop Thomas, Rev. Joseph Szybka — Clergy Chair and I would like to extend our thanks to all who have taken the time to pledge money to the Annual Catholic Appeal. Your generosity is a blessing. We are XX% of the way to our goal of $2.8M. Thank you again.

Our parish has currently pledged $___________ toward our goal of $___________.
Se espera que los siguientes anuncios sean insertados en los anuncios parroquiales.

**Publique el siguiente anuncio el fin de semana del 18 y 19 de Febrero.**

Una carta del Obispo Thomas, el P. Joseph Szybka, Clero Presidente y nuestro pastor fue enviada pidiendo su donación /compromiso para apoyar los ministerios de la Diócesis de Toledo. Esta carta les da a todos los feligreses registrados la oportunidad de contribuir a la campaña, en especial aquellos que no pueden asistir a la misa. Por favor mediante la oración considere su nivel de apoyo para ayudar a financiar los ministerios y servicios esenciales que apoya la campaña. Para aprender más sobre la Campaña visite http://toledodioce.se.org/page/catholic-foundation#_annual_catholic_appeal.

**Publique el siguiente boletín en los anuncios del fin de semana del 25 y 26 de Febrero.**

Incontables vidas son tocadas por cada contribución a la Campaña Anual Católica 2016. Niños, estudiantes del seminario, los enfermos, los ancianos, y los necesitados – todos ellos dependen de nuestra generosidad. Gracias por comprometerse hoy para ayudar a cumplir nuestra meta parroquial de $________ y garantizar la continuidad de estos programas y servicios. Para obtener más información sobre los ministerios financiados por la Campaña visite http://toledodioce.se.org/page/catholic-foundation#_annual_catholic_appeal.

Por favor vea el anuncio en la publicación del 5 de Febrero del (Catholic Chronicle) Crónica Católica para obtener detalles sobre cómo su donación puede hacer una diferencia.

**Publicar cualquiera después del 4 y 5 de Marzo.**

La Campaña Católica Anual 20176 está en marcha. La meta de la campaña es $ 2.8 millones, y nuestra meta parroquial es $________.

Podemos asegurar la continua existencia de muchos programas importantes que ayudan a decenas de miles de personas en nuestra Diócesis cada año; la educación de nuestros estudiantes del seminario, el cuidado de los enfermos y las necesidades existentes entre ellos. Por favor, responda generosamente cuando se le pida hacer su compromiso. Para obtener más información, visite el sitio web de la Diócesis en http://toledodioce.se.org/page/catholic-foundation#_annual_catholic_appeal.
Se espera que los siguientes anuncios sean insertados en los anuncios parroquiales.

**Publique el siguiente anuncio en los anuncios del fin de semana del 18 y 19 de Marzo.**

Nos gustaría agradecer a todos nuestros feligreses que se unieron a la Campaña Católica Anual 2017 prometiendo su donación. Si usted no ha hecho su compromiso, hoy sería una buena oportunidad para hacerlo. Sobres de compromiso y lápices están disponibles en las bancas. Una vez completado, coloque su compromiso amablemente en el ofertorio. Cada donación es muy importante. Gracias por tu generosidad. Para obtener más información sobre el impacto de su apoyo a la campaña, visite http://toledodiocese.org/page/catholic-foundation#_annual_catholic_appeal.

Actualmente nuestra parroquia se ha comprometido con $______ hacia nuestra meta de $______

**Publique el siguiente anuncio para el fin de semana del 12 de Abril.**

Para aquellos que aún no han contribuido a la Campaña Católica Anual por favor reflexionen sobre la importancia de su participación caritativa y en oración considere hacer una donación a la Campaña para ayudar a su parroquia y la Diócesis de Toledo a cumplir su objetivo y ser capaz de financiar el importantísimo trabajo llevado a cabo por los muchos ministerios apoyados por la Campaña. Para obtener más información, visite el sitio web de la Diócesis en http://toledodiocese.org/page/catholic-foundation#_annual_catholic_appeal.

**Publique el siguiente anuncio para el fin de semana del 1 de Julio.**

El Obispo Thomas, el P. Joseph Szybka Clero-Presidente y Yo queremos expresar nuestro agradecimiento a todos los que han tomado el tiempo para prometer dinero a la Campaña Católica Anual. Su generosidad es una bendición. Estamos XX% del camino a nuestra meta de $ 2.8M. Gracias de nuevo.

Actualmente nuestra parroquia se ha comprometido con $______ hacia nuestra meta de $______
Please make any changes you deem necessary to the following examples for use during Mass.

**Commitment weekend February 18 and 19**

Building His Church, Fulfilling His Mission. May we reflect upon this while prayerfully considering our support of the Annual Catholic Appeal, we pray to the Lord.

**In-Pew weekend February 25 and 26**

That as we give to the Annual Catholic Appeal to help others, we give thanks to God for the blessings He has bestowed upon us, let us pray to the Lord.

**In-Pew follow up weekend March 25 and 26**

That God’s blessing be upon our parish community for our support of those in need throughout the Diocese through the Annual Catholic Appeal, we pray to the Lord.

**Additional intercessions during the course of the campaign**

The Lord calls upon each of us to love our neighbor as ourselves. May we be mindful of this as we support the Annual Catholic Appeal, we pray to the Lord.

Let us pray for the success of the Annual Catholic Appeal and support the ministries of the Diocese through our gifts of time, talent and treasure, we pray to the Lord.
Por favor, realice los cambios que considere necesarios a los siguientes ejemplos para su uso durante la Misa.

Compromiso del fin de semana del 18 y 19 de Febrero

El Señor nos llama a ser misericordiosos, así como nuestro Padre es misericordioso. Podemos reflexionar sobre esto mientras en oración, consideramos nuestro apoyo a la Campaña Católica Anual, roguemos al Señor.

En las bancas fin de semana del 25 y 26 de Febrero

Que así como damos a la Campaña Católica Anual para ayudar a otros, demos gracias a Dios por la misericordia que nos ha dado, oremos al Señor.

Seguimiento en las bancas de fin de semana del 25 y 26 de Marzo

Que Dios bendiga a nuestra comunidad parroquial por nuestro apoyo a los necesitados en toda la Diócesis a través de la Campaña Católica Anual, roguemos al Señor.

Intercesiones adicionales durante el transcurso de la Campaña

El Señor llama a cada uno de nosotros a amar a nuestro prójimo como a nosotros mismos. Que podamos ser conscientes de esto cuando apoyemos la Campaña Católica Anual, roguemos al Señor.

Oremos por el éxito de la Campaña Católica Anual y apoyemos los ministerios de la Diócesis a través de nuestras donaciones de tiempo, talento y riqueza, roguemos al Señor.
Building His Church, Fulfilling His Mission
Mass Announcements

In-Pew Weekend, FEBRUARY 25 and 26

Countless lives are touched by the ministries of the Diocese funded by the 2017 Annual Catholic Appeal. Children, seminary students, the sick, the aged, the needy—they all depend on our generosity. Thank you to all that pledged today to help meet our parish goal and assure the continuation of these efforts.

In-Pew Follow-up Weekend, MARCH 25 and 26

We would like to thank all of our Parishioners who joined together in pledging their gift to the 2017 Annual Catholic Appeal. If you have not made your commitment, today would be a convenient opportunity to do so. Pledge cards, envelopes and pencils are available in pews. Once completed, kindly place your pledge card in the offertory. Every gift is so very important. Thank you for your generosity.

Follow Up Mailing, MARCH 27

Thank you to all who have contributed to the 2017 Annual Catholic Appeal. A second letter from the Bishop Thomas, Rev. Joseph Szybka—Clergy Chair will be sent to those who donated previously to the Annual Catholic Appeal but have not yet responded to the 2017 Appeal. This will provide another opportunity to share your gifts with those in need during the 2017 Appeal.
Seguimiento en las bancas de fin de semana, del 25 y 26 de Febrero
Incontables vidas son tocadas por los ministerios de la Diócesis financiados por la Campaña Anual Católica 2017. Los niños, estudiantes del seminario, los enfermos, los ancianos, los necesitados, todos ellos dependen de nuestra generosidad. Gracias a todos los que se comprometieron hoy a ayudar a cumplir nuestra meta de la parroquia y asegurar la continuación de estos esfuerzos.

Seguimiento en las bancas de fin de semana, del 25 y 26 de Marzo
Nos gustaría agradecer a todos nuestros feligreses que se unieron y prometieron su donación para el 2017 Campaña Católica Anual. Si usted no ha hecho su compromiso, hoy sería una buena oportunidad para hacerlo. Tarjetas de compromiso, sobres y lápices están disponibles en las bancas. Una vez completado, amablemente coloque su tarjeta de compromiso en el ofertorio. Cada donación es muy importante. Gracias por su generosidad.

Seguimiento de Correo, del 27 de Marzo
Gracias a todos los que han contribuido a la Campaña Anual Católica 2017. Una segunda carta del Obispo Thomas, el P. Joseph Szybka Clero-Presidente y mía será enviada a los que donaron previamente a la Campaña Católica Anual, pero aún no han respondido a la Campaña 2017. Esto proporcionará una nueva oportunidad para compartir sus donaciones con los necesitados durante la Campaña 2017.
What is the purpose of the Annual Catholic Appeal?
Funds generated will provide the services and programs needed for the materials, education, and spiritual needs of God’s people in the Diocese of Toledo. The Annual Catholic Appeal supports the work of parishes and Catholic agencies that promote the gospel message and provides resources to assist the poor and vulnerable, the marginalized and disenfranchised, the uneducated and undereducated and those who find themselves in desperate situations. It is an opportunity for Catholics throughout the Diocese of Toledo to join together to express their solidarity with the Church and the Bishop of the Diocese of Toledo by making a freewill contribution to help carry on the important work Christ has entrusted to us as God’s stewards.

Why should I give to the Annual Catholic Appeal?
God has given each one of us gifts, graces, talents and abilities that are to be shared responsibly and wisely with others. We must use our gifts, our time, talent and treasure to fulfill the mission of Jesus: to evangelize the poor and be close to them, serve them, free them from oppression.

Four personal benefits flow from your Annual Catholic Appeal gift:
1.) Seminarians are educated to continue to staff our parishes to provide the sacraments and preach the Gospel for years and generations to come. It costs approximately $23,000 per year per seminarian. Most men are in the seminary for 6 years before they are ordained to the priesthood. Without support, we would not be able to provide the education for the seminarians and thus continue staffing our parishes with Priests.
2.) Your gift shows your thanks for God’s gifts to you by ensuring that Christ’s mission continues in our own day and time. The Annual Catholic Appeal offers an opportunity to show mercy to those in need.
3.) Your gift enables the Church to do God’s work throughout the Diocese of Toledo by supporting a variety of programs and services that strengthen parishes and benefit all individuals, including yourself.
4.) Your gift fulfills a portion of your responsibility to make the Church what God wants and needs it to be. We are responsible for providing the resources of time, talent and treasure that the Church needs to carry out its mission of salvation for all. Nothing relieves us of this responsibility.

Why is participation in the Annual Catholic Appeal so important?
We are all part of the same spiritual family, joining together to extend a helping hand to those in our community who need encouragement and support. It is important to understand that contributions are necessary to build up the Church in the Diocese of Toledo. When people understand and are asked to give, they respond.
Building His Church, Fulfilling His Mission
Annual Catholic Appeal FAQs

Is there a guide for how much to contribute?
We are asked to contribute as generously as we can, in relation to what God has so graciously given to us. Our contributions are a response to the Bible’s call to stewardship – to be generous with what we have received from God, the true owner. Gifts to the Annual Catholic Appeal qualify as a tax deduction under current tax laws.

Do I have gift options?
You can make your one-time gift, or pledge payable in monthly installments (8 monthly payments, 4 quarterly payments, or two semi-annual payments). There are a variety of ways to contribute to the Annual Catholic Appeal, including: check, direct debit, credit card (VISA, MasterCard, American Express, and Discover), and gifts of stock, IRA and estate planning. For the security of your gift, please do not send cash.

How do I make an electronic donation?
An online payment mechanism is available on our Diocesan website: www.toledodiocese.org.

Click on “Give” at the top of the home page and follow the easy steps for your contribution. You can set up monthly, quarterly, semi-annual, and one-time gifts to the appeal on credit card or direct debit.

If my parish goes over goal, will it receive funds from the Annual Catholic Appeal?
All parishes that went over goal during the 2016 Annual Catholic Appeal qualify to receive 100% of the fund paid which exceed their 2017 Annual Catholic Appeal goal. Those parishes that did not reach goal during the 2016 Annual Catholic Appeal but go over in 2017 will receive 80% of the funds paid over goal.

How is the Annual Catholic Appeal conducted?
The Diocese of Toledo conducts an annual campaign, to help fund the work of its Diocesan ministries that provide services and assistance to the poor and destitute and spread the Gospel of Jesus Christ. The Annual Catholic Appeal begins in January and concludes in December of the same year. The Appeal includes a direct mail outreach and in-pew pledge process. This year the kickoff will be the third weekend in February with commitment weekend to follow the last weekend in February.

I already support my parish, isn't that enough?
The Annual Catholic Appeal provides the opportunity to support our broader Church family, the Diocese of Toledo. When we say the Creed, we reaffirm the fact that we are members of the “one, holy, Catholic and Apostolic Church.” We are saying that we believe that every parish and every parishioner is responsible not only for his or her parish, but also for the well-being of the Church throughout the Diocese and the world.

The Pastoral ministries of the Diocese of Toledo are available to provide support to all parishes regardless of location. The Annual Catholic Appeal most likely funded the education of the priests currently serving in your parish. Catechists who are teaching the children of your parish receive training through the Catechetical Formation ministry of the Catholic Education department. Engaged couples receive pre-marital counseling at retreats through the Marriage and Family Life ministry in the Discipleship and Family Life department.
“Even the weakest and most vulnerable, the sick, the old, the unborn and the poor, are masterpieces of God’s creation, made in his own image [...] and deserving of the utmost reverence and respect. – Pope Francis

Remember Jesus and be renewed in His mission for the church. – Pope Francis

Church—defined by Pope Francis as the liturgical assembly, local community, universal community of believers.

The signs Jesus works, especially in favor of sinners, the poor, the marginalized, the sick and the suffering, are all meant to teach mercy. Everything in him speaks of mercy. Nothing in him is devoid of compassion. – Misericordiae Vultus
Assignment of Staff Member to View Reports in ConnectNow:

Please contact René Yuhas Schmidbauer (rschmidbauer@toledodiocese.org) with the following information:

1. Your Parish Name and City

2. First and Last Name of the Staff person (that CURRENTLY has ConnectNow access) who will be downloading the Parish Master Report (Donor List).
Generating Parish Summary Report

1. Log into ConnectNow
2. Click on the Diocesan Development tab
3. Click on the Parish Reports tab
5. Change the Organization Name Format to City, Organization Name
6. Highlight your Organization name (you can automatically sort by parish name by double clicking on “organization” or by city by double clicking on “city.”
7. UNCHECK the End Date – this will give you the most current information
8. Click on Download PDF
Generating Parish Summary Report

9. When the following box opens – you can choose to OPEN or SAVE
### Parish Goals

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## Parish Goals

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