

## PARISH VOLUNTEER RESPONSIBILITIES

As the Catholic Charities Parish Volunteer, you are the critical link between parishioners and the continual work of Catholic Charities. Throughout 2007, please:

- Meet with your Pastor and parish staff to discuss the Catholic Charities Annual Appeal and review the in-pew appeal information. Promote and advocate for the work of Catholic Charities as a team.
  
- Encourage increased Annual Appeal participation among parishioners. **Again this year, each parish will incorporate a parish participation goal in their Catholic Charities program.** The goal for 2007 is a 3% increase in participation over the number of Catholic Charities donors at your parish in 2006. Incentives will be awarded in January 2008, after all gifts have been processed.
  
- Help your Pastor conduct the Catholic Charities Annual Appeal at your parish (The appeal weekend will take place March 3<sup>rd</sup> & 4<sup>th</sup>).
  - Encourage your pastor to give a pulpit announcement about Catholic Charities, or engage a layperson or Catholic Charities staff member to make an announcement.
  - Ask your pastor to include Catholic Charities in the in-pew appeal weekend homily.
  - Display the 2007 Annual Appeal posters.
  - Insert the Catholic Charities flyer into bulletins during the in-pew appeal weekend.
  - Distribute the provided Catholic Charities envelopes during Mass.
  - Work with parish staff to prepare and process donations for return to Catholic Charities.
  
- Educate parishioners about the work of Catholic Charities and support Catholic Charities by being the year-round contact at your parish.
  - Include service highlights and/or questions and answers from the enclosed Q & A document about Catholic Charities in your parish bulletin throughout the 2007 calendar year.
  - Advocate for Catholic Charities through continued use of bulletin/pulpit announcements.
  - Keep updated with current news at [www.clevelandcatholiccharities.org](http://www.clevelandcatholiccharities.org).
  - If there is a parish school, encourage the principal to explore participation in the *Youth Helping Catholic Charities* program. Write a letter to the school or students to inspire participation.