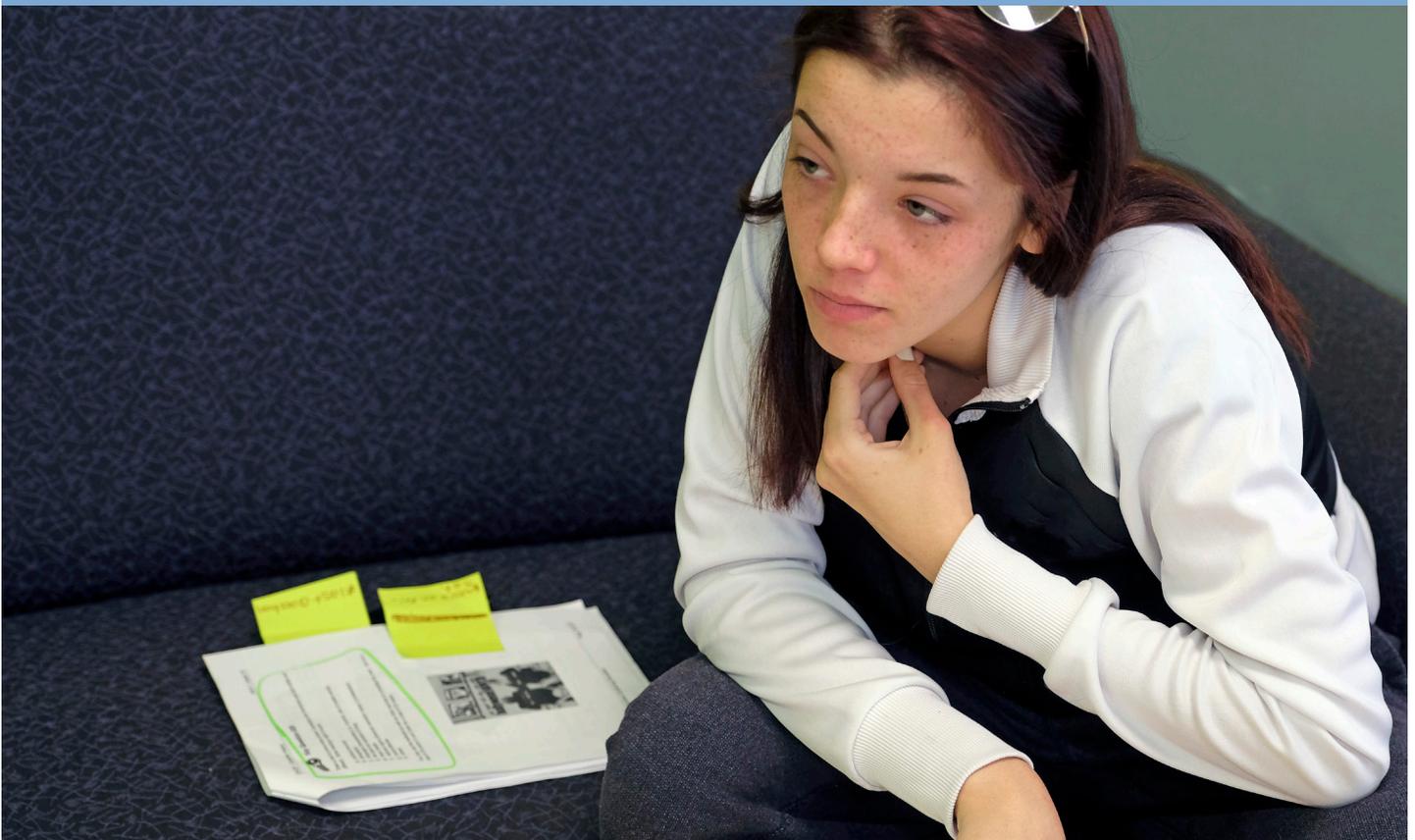


# CAMPAIGN CHECKLIST

2018 Parish Campaign  
ShareLife Sunday Collections  
March 18 | April 22 | May 27



# SHARELIFE CAMPAIGN CHECKLIST

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## Dear Pastor and Parish Campaign Committees,

The Campaign Checklist Guide is a week-by-week action plan to help parishes and committees as they promote their campaign. This guide consists of best practices used by parishes that achieve their campaign goal on a regular basis.

Included as part of the weekly action plan are suggested speaking notes. We recommend reading these points during the announcements before Mass. They will help keep the ShareLife message alive at the beginning or end of the campaign period.

Our office is here to help you with your parish campaign. If we can be of any assistance, please do not hesitate to contact any member of our team.

Thank you for all you are doing for ShareLife!



Arthur Peters  
Executive Director

## Campaign Start – Active Collection Season

### Pre-Start Soft Launch Considerations

In the weeks leading up to the official launch of the campaign on February 18, 2018, we ask pastors and committee members to embrace the ShareLife mission and principles.

Mission:

***“To live the Gospel by providing for those in need”***

Principles:

- **Reverence for life at all stages**
- **Commitment to Catholic Social Teaching**
- **Collaboration with stakeholders**
- **Responsible and accountable for resources**

In addition, pastors should arrange for ShareLife volunteers to visit at least one local agency prior to the first ShareLife Sunday collection.

**For assistance at any time, please contact:**

Mariana Garcia – Parish Campaign Officer, 416-934-3400 ext. 533 or [mgarcia@archtoronto.org](mailto:mgarcia@archtoronto.org)

David McNerney – Parish Campaign Officer, 416-934-3400 ext. 597 or [dmcnerney@archtoronto.org](mailto:dmcnerney@archtoronto.org)

## Weekly ShareLife 2018 Campaign Execution & Communications Guide

Parish:

Week	Parish Activities and Tasks	Done	Notes
<b>Pre-Launch</b>	<p><b>August 1, 2017 to February 17, 2018</b></p> <p>This period is considered the pre-campaign period. Parishes work with the ShareLife Office to address weekly tasks and activities in preparation for a successful campaign.</p> <p>Prior to the start of the active campaign on February 18, parishes must ensure the following takes place:</p> <ul style="list-style-type: none"> <li>• Select volunteer candidates for ShareLife committees by November 22, 2017. The ShareLife Office will work with selected parishes to coach and mentor candidates between November 2017 and February 2018. <input type="checkbox"/></li> <li>• Order campaign materials from the ShareLife office in November. <input type="checkbox"/></li> <li>• Ensure you have received your Campaign Kit in mid-January. If you have not received it, please notify the ShareLife Office as soon as possible. <input type="checkbox"/></li> <li>• Each parish will have a unique campaign goal. Please ensure your parish has received its campaign goal in January 2018. <input type="checkbox"/></li> <li>• Follow the <i>Key Dates</i> schedule. <input type="checkbox"/></li> <li>• Arrange a speaker from an agency. Along with the pastor, messaging from an agency speaker is a key motivator in support for ShareLife. Please refer to <i>Speaker Guidelines</i> and <i>Agency List</i> in your kit for more information. <input type="checkbox"/></li> <li>• Host an event to promote awareness of and support for ShareLife. The ShareLife Office is happy to share ideas and guidance for simple events that can add exposure and revenue to your parish campaign. Information is also available in the <i>Parish Campaign Guide</i> in your kit. <input type="checkbox"/></li> </ul>		Pre-Campaign preparation for parishes culminates by February 18, 2018

# SHARELIFE CAMPAIGN CHECKLIST

Week	Parish Activities and Tasks	Done	Notes
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## 1

### February 18, 2018 — 1st Sunday in Lent

- Introduce the 2018 ShareLife campaign to parishioners. Refer to *Parish Campaign Guide* for speaking points.
- Announce campaign goal to parishioners.
- Introduce the ShareLife volunteer committee and their roles to the parish. ShareLife committees are vital to the success of the parish campaign.
- Download bulletin inserts and video resources from [www.sharelife.org/Public/Resources](http://www.sharelife.org/Public/Resources)
- On this first Sunday of Lent, introduce parishioners to the mission of ShareLife in the church and its place in the Pastoral Plan of the Archdiocese of Toronto.
- Read the bulletin announcement for this Sunday.
- Announce that the first ShareLife Sunday collection will be on March 18. Link today's Gospel themes to the mission of ShareLife and the church.
- Ensure an agency speaker is scheduled for at least one weekend during the campaign.
- Show the ShareLife 2018 Parish Campaign Video.

#### Suggested speaking notes:

This weekend marks the start of our annual ShareLife Parish Campaign. The ShareLife mission, "living the Gospel by providing for those in need," reminds us that our support of ShareLife agencies helps bring the message of the Gospel to life in our community and around the world.

Our parish goal this year is \$\_\_\_\_\_, which I know we can achieve with our collective support. Over the next few weeks, you will hear how ShareLife agencies are making an impact in the lives of those who need our help the most. As we approach our first collection weekend on March 18, please reflect on your ability to contribute to our campaign this year.

Our parish's ShareLife committee is comprised of [names]. I am grateful for their leadership in guiding our efforts this year. Feel free to speak with any member of the committee if you have any questions.

Thank you for your support for ShareLife!



# SHARELIFE CAMPAIGN CHECKLIST

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Week	Parish Activities and Tasks	Done	Notes
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**4**

**March 11, 2018 — 4th Sunday in Lent**

1 week before ShareLife Sunday

- Download and read bulletin announcement promoting ShareLife Sunday next week.
- Announce that ShareLife Sunday is next week, March 18. Ask parishioners to be generous. Remind them that funds collected by ShareLife are for the less fortunate and marginalized in our communities.
- Read suggested homily (to be circulated February 2018).
- Assign ShareLife volunteers to be available at the end of each Mass to distribute envelopes and answer questions.

**Suggested speaking notes:**

Are we able to identify those who are asking for help in society? We may often judge based on appearance, without appreciating that this alone does not define who is in need. There are many people dealing with family issues, mental health problems, or struggling to settle in a new country, whose concerns are not obvious to the outside world. They need our support and we are able to bring the hands of Christ to them through ShareLife agencies.

Next weekend is our first ShareLife collection weekend. Envelopes are available in the pews. Over the next week, I ask you to discern your ability to make a sacrificial gift to our Parish Campaign as we work toward our \$\_\_\_\_\_ campaign goal. Please join me in supporting the work of ShareLife agencies when the collection takes place next weekend.

I thank you in advance for your generosity.

# SHARELIFE CAMPAIGN CHECKLIST

Week	Parish Activities and Tasks	Done	Notes
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## 5 March 18, 2018 — 5th Sunday in Lent SHARELIFE SUNDAY

- Make pulpit announcement that today is ShareLife Sunday. Please give generously!
- ShareLife should be a separate second collection (not part of the offertory collection).
- Link today's Gospel themes to the mission of ShareLife and the church in general.
- Show ShareLife 2018 Parish Campaign video, if not done the week prior.
- Communicate what ShareLife means to you as a pastor.
- Emphasize that ShareLife is not just during Lenten season, but a year-long campaign.
- Welcome previously-booked agency speaker.
- Please update Parish Tools as soon as possible after the first collection.

### Suggested speaking notes:

This weekend is our first ShareLife collection, which will take place after communion.

ShareLife is more than a collection. Our annual appeal is one of the ways we bring the Gospel value to "love one another" to life. The agencies supported by ShareLife help thousands of people in our archdiocese and countless more around the world. The family seeking counselling, the isolated senior seeking a friendly voice, the child in the developing world without food – these are some examples of how our support fulfills the core component of our Pastoral Plan of "Catholic Outreach in Justice and Love."

The ShareLife mission is "living the Gospel by providing for those in need." I invite you to join me in supporting the important work of ShareLife agencies with a sacrificial gift to the campaign. Envelopes can be found in the pews. If you are unable to make a contribution, please pray for the success of our parish's campaign, and pray that those who are able to support the campaign will do so.

Thank you for your generosity!

# SHARELIFE CAMPAIGN CHECKLIST

Week	Parish Activities and Tasks	Done	Notes
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## 6 March 25, 2018 — Palm Sunday

- Pastor should thank all those who donated to ShareLife last week. Remind them that contributions can be made using an envelope through the offertory collection.
- Update Parish Tools after first collection and ensure thermometer poster is updated. Ensure consistent updating throughout the ShareLife campaign.
- Ensure envelopes are available in pews and public areas.
- If post-collection result is below same time last year, review with ShareLife Office, who can provide suggestions to improve result.
- Volunteer committee should review goal status with ShareLife Office.
- Many Catholics who don't regularly go to Mass often attend at Easter. This presents a good opportunity to remind **ALL** parishioners about the importance of being part of the church's mission to the needy and marginalized.
- Read bulletin insert announcing first collection results relative to goal. Announce that the next ShareLife Sunday collection is April 22, 2018.

**Suggested speaking notes:**

Thank you for supporting our Parish ShareLife Campaign. To date, our parishioners have contributed \$\_\_\_\_\_ toward our parish goal of \$\_\_\_\_\_. We're grateful for your generosity! If you wish to make a contribution, envelopes can be found in the pews. You can place them in the collection basket.

Please help us to "live the Gospel" by supporting our Parish ShareLife Campaign!

# SHARELIFE CAMPAIGN CHECKLIST

Week	Parish Activities and Tasks	Done	Notes
<b>7</b>	<b>April 1, 2018 — Easter Sunday</b>		
	<ul style="list-style-type: none"> <li>• Ensure envelopes are available.</li> </ul>	<input type="checkbox"/>	
	<ul style="list-style-type: none"> <li>• Use ShareLife bulletin announcement.</li> </ul>	<input type="checkbox"/>	

Week	Parish Activities and Tasks	Done	Notes
<b>8</b>	<b>April 8, 2018</b>		
	<ul style="list-style-type: none"> <li>• Ensure all contributions are recorded and updated in Parish Tools.</li> </ul>	<input type="checkbox"/>	
	<ul style="list-style-type: none"> <li>• If not already in progress, ShareLife volunteer committee or pastor should consider hosting a ShareLife fundraising event between now and the end of June. (Refer to <i>Parish Campaign Guide</i> for additional information.)</li> </ul>	<input type="checkbox"/>	
	<ul style="list-style-type: none"> <li>• Pastor should meet with ShareLife Committee to review campaign status and plan for second ShareLife collection.</li> </ul>	<input type="checkbox"/>	
	<ul style="list-style-type: none"> <li>• ShareLife volunteers should consider speaking for 3-4 minutes on the effect Catholic agencies are having with those who are less fortunate. (Refer to <i>Parish Campaign Guide</i> for more information.)</li> </ul>	<input type="checkbox"/>	
	<ul style="list-style-type: none"> <li>• Pastor should contact school principals to review their participation in 2018 ShareLife Campaign.</li> </ul>	<input type="checkbox"/>	
	<ul style="list-style-type: none"> <li>• Together with the ShareLife Office, ask Campaign Officer to reach out to lead donors who have not yet made a gift, in preparation for second ShareLife collection on April 22, 2018.</li> </ul>	<input type="checkbox"/>	
	<ul style="list-style-type: none"> <li>• Book an agency speaker (if not already done or if a second speaker is needed).</li> </ul>	<input type="checkbox"/>	
	<ul style="list-style-type: none"> <li>• Use ShareLife bulletin announcement.</li> </ul>	<input type="checkbox"/>	

**Suggested speaking notes:**

Thank you to those parishioners who have contributed to the ShareLife campaign. As we reflect on our mission of “living the Gospel,” we are reminded of the many people in our society who will turn to a ShareLife agency for help this year. Perhaps it will be a neighbour, a co-worker, or someone in our parish community. Help us extend the hands of Christ to our brothers and sisters in need by making a sacrificial gift to our Parish Campaign this year. Envelopes can be found in the pews. Thank you for your generosity!

# SHARELIFE CAMPAIGN CHECKLIST

Week	Parish Activities and Tasks	Done	Notes
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## 9 April 15, 2018

- Ensure all contributions are recorded and updated in Parish Tools.
- Next week is the second ShareLife Sunday collection. In preparation, pastor should plan with committee to align this week's Gospel with ShareLife's mission.
- Ask parishioners to give generously next week. Mention parish's current result relative to goal.
- Confirm booking of agency speaker and show ShareLife 2018 Parish Campaign Video (if not already done).
- Ensure bulletin announcements are published this week, advising of ShareLife parish events and second offering next week.
- Read bulletin announcement for this week.
- ShareLife Office will review results to date with parish.
- Reposition posters and materials within church for fresher and wider-reaching appeal.

### Suggested speaking notes:

St. Augustine's Seminary, Redemptoris Mater Seminary, the Office of Vocations, Serra House and the Diaconate program are all supported through our ShareLife campaign. These provide for the formation of our future priests and deacons.

In a few weeks, Cardinal Collins will ordain four men to the priesthood for the Archdiocese of Toronto. We anticipate ten permanent deacons will also be ordained in 2018.

Our generosity toward ShareLife is providing for clergy who will one day serve as pastors in our parishes and deacons who carry out important ministry in our parishes and communities. Next weekend is our second ShareLife collection weekend. Thank you for helping support the needs of the church, both today and in the future!

*Note: If one of your parish's priests was ordained at St. Augustine's or Redemptoris Mater Seminaries, we recommend he speaks about his experience.*

# SHARELIFE CAMPAIGN CHECKLIST

Week	Parish Activities and Tasks	Done	Notes
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## 10 April 22, 2018 SECOND SHARELIFE OFFERING

- ShareLife Committee should promote second collection by handing out envelopes and answering questions in church foyer.
- Ensure ShareLife is a dedicated second collection.
- Include a ShareLife message in the homily. Refer to *Parish Campaign Guide* for speaking points.
- Show ShareLife 2018 Parish Campaign Video (if not already done).
- Ensure envelopes are available in pews.
- Host an agency speaker (if not already done).
- Hold a ShareLife event during the month of May. (Refer to *Parish Campaign Guide* for more details.)

### Suggested speaking notes:

Today is our second ShareLife collection weekend. As we “Live the Gospel by providing for those in need,” we are reminded of the Gospel value to “love one another as I have loved you.” Through ShareLife, we are able to bring this value to life through the work of over 40 agencies, caring for families in crisis, people with special needs, the elderly, immigrants and refugees, and children and youth. In addition, our support provides for the formation of our clergy and for international programs in the developing world.

To date, our parish has achieved \$\_\_\_\_\_ toward our parish goal of \$\_\_\_\_\_. I invite you to join me in making a contribution to ShareLife during the second collection this weekend. Envelopes can be found in the pews. On behalf of those who are served by our agencies, I thank you for your generosity.

# SHARELIFE CAMPAIGN CHECKLIST

Week	Parish Activities and Tasks	Done	Notes
<b>11</b>	<b>April 29, 2018</b>		
	<ul style="list-style-type: none"> <li>Update Parish Tools with latest second collection results.</li> <li>Identify, with ShareLife support if needed, new action plans to maintain ShareLife collection goals prior to third collection in week 15.</li> <li>Identify lead major gifts donors who haven't yet given and develop a call plan with ShareLife office.</li> <li>Thank those who gave last week.</li> <li>Use ShareLife bulletin announcement.</li> <li>Identify lead donors who may be inspired to give as a result from a clergy call. Communicate donors to ShareLife office by May 13.</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
	<p><b>Suggested speaking notes:</b></p> <p>Thank you for your support of ShareLife. After our second collection, we have now achieved \$_____ toward our parish campaign goal of \$_____.</p> <p>There are many stories from ShareLife agencies that demonstrate how our support makes a difference. Here is a simple one from Camp Ozanam. A young boy showed up for a week-long camp with a bag of chips and nothing else. He came to camp without any clothes or toiletries. The staff at the camp took him into town to purchase clothes and other essential items he would need for the duration of his stay. Sometimes the needs are not obvious, but they are there. This is where ShareLife comes in to help.</p>		

Week	Parish Activities and Tasks	Done	Notes
<b>12</b>	<b>May 6, 2018</b>		
	<ul style="list-style-type: none"> <li>Apply remaining second collection updates into Parish Tools.</li> <li>Consider scheduling an agency client speaker who benefitted from ShareLife funding. To maximize the impact of this opportunity, this should be done prior to the third ShareLife Sunday collection.</li> <li>Reads today's bulletin announcement at end of Mass.</li> <li>Parish should contact schools to invite representatives to a ShareLife presentation weekend at the parish.</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
	<p><b>Suggested speaking notes:</b></p> <p>As Catholics, we are called to care for one another. One of the ways we do this is through our support of ShareLife. We express this love and care by supporting the work of ShareLife-funded agencies. Through their programs and services, we are able to fulfill this commandment.</p> <p>Thank you for "living the Gospel" through our parish ShareLife campaign. If you have not contributed to date, please consider doing so. Envelopes can be found in the pews.</p>		

# SHARELIFE CAMPAIGN CHECKLIST

Week	Parish Activities and Tasks	Done	Notes
<b>13</b>	<b>May 13, 2018</b>		
	<ul style="list-style-type: none"> <li>With 13 weeks elapsed and 2 collections undertaken, now is the time to update the parish's achievement to date against the goal on the thermometer collection posters. ShareLife will update the overall total on the thermometer in the Catholic Register. <input type="checkbox"/></li> <li>During week 13, please bring additional communication or operational needs to the attention of the ShareLife Office. This includes outreach to specific donors. The ShareLife Office is also available to help with any in-church functions. <input type="checkbox"/></li> <li>Continue preaching on Gospel themes that support ShareLife mission. <input type="checkbox"/></li> <li>Use ShareLife bulletin announcement. <input type="checkbox"/></li> </ul>		

Week	Parish Activities and Tasks	Done	Notes
<b>14</b>	<b>May 20, 2018 — Pentecost</b>		
	<ul style="list-style-type: none"> <li>Remind parishioners that next week is the third ShareLife collection. <input type="checkbox"/></li> <li>As today is Pentecost Sunday and the third ShareLife collection takes place next week, please mention that ShareLife is the single largest funder of St. Augustine's Seminary, which is vital to the future of our archdiocese. <input type="checkbox"/></li> <li>Ensure pews are well stocked with envelopes. <input type="checkbox"/></li> <li>Ensure brochures are available at the back of the church. <input type="checkbox"/></li> <li>Use the ShareLife bulletin announcement. <input type="checkbox"/></li> </ul>		

**Suggested speaking notes:**

Next weekend is our third ShareLife collection weekend. To date, our parish has achieved \$\_\_\_\_\_ toward our parish campaign goal of \$\_\_\_\_\_.

Overall, ShareLife has achieved \$\_\_\_\_\_ toward its **\$13.6 million goal** from parishes across the archdiocese.

It is important we meet our goals, as a parish and an archdiocese, on behalf of those served by our agencies. ShareLife, along with Catholic Charities, has allocated over **one million new dollars** into the work of the agencies over the past **three years**, helping create new programs and increasing services.

I invite all parishioners to join me in making a sacrificial gift to the best of your ability when the third collection takes place next weekend. Envelopes are in the pews. If you have already donated this year, I thank you for your generosity.

# SHARELIFE CAMPAIGN CHECKLIST

Week	Parish Activities and Tasks	Done	Notes
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## 15 **May 27, 2018** **THIRD SHARELIFE OFFERING**

- Ensure plenty of in-pew envelopes are available before Mass.
- Have volunteers in foyer greet parishioners with envelopes and brochures prior to each Mass.
- Enthusiastically announce from the pulpit that today is the third ShareLife Sunday and to please be generous.
- Ensure banners and posters are prominently displayed in public areas, entries and exits.
- Communicate to the parish where it currently stands relative to its goal.
- Use ShareLife bulletin announcement.
- Pastors should recommend parishioners make their gifts prior to the start of summer, before they get too busy.
- Say thank you!

### **Suggested speaking points:**

Today is our third ShareLife collection weekend. As a parish, we have achieved \$\_\_\_\_\_ toward our \$\_\_\_\_\_ campaign goal. I encourage all parishioners to join us as we “live the Gospel by providing for those in need.” Envelopes are in the pews. Thank you for your generosity!

# SHARELIFE CAMPAIGN CHECKLIST

Week	Parish Activities and Tasks	Done	Notes
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## 16 June 3, 2018

- Enter, process and remit latest collection amounts in Parish Tools.
- Request amount of total monies received to date at ShareLife office in order to determine most accurate parish amount to date.
- Request listing of major and mid-level donors from ShareLife in order to determine who still has not made a gift for the third collection or since the start of the campaign.
- Inform parishioners that if they didn't make a gift after the third collection last week, they still have until July 31 to make their 2018 Campaign contribution.
- Use ShareLife bulletin announcement.

### Suggested speaking points:

After the third collection, we have now achieved \$\_\_\_\_\_ toward our ShareLife campaign goal of \$\_\_\_\_\_. Thank you for your generosity!

If you have not yet made a contribution, please do so before July 31, which is the end of the ShareLife campaign year.

As Canadians, we are fortunate to live in a country where people can practice their faith without fear of persecution. It is not like this in every country. In some places, people are threatened with physical harm on the basis of their religious beliefs.

In 2009, Cardinal Collins established the Office for Refugees to welcome families to Canada who are fleeing difficult situations in their homeland. Many parishes in the archdiocese have sponsored these families and welcomed them to their new home. Through ShareLife, we are supporting the work of the Office for Refugees. **In 2016, 828 people were welcomed to Canada and 1,236 resettlement cases were initiated.**

Our generosity to ShareLife is helping us "live the Gospel." Thank you!

# SHARELIFE CAMPAIGN CHECKLIST

Week	Parish Activities and Tasks	Done	Notes
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## 17 June 10, 2018

- Remind parishioners it is not too late to support the campaign, which continues until July 31.
- If campaign results are down, book an agency speaker between now and July 31 for a final campaign push.
- Also, if numbers are low, consider a conference call with the ShareLife Office to explore ways the campaign can be enhanced during the remaining six weeks.
- Recognize schools in parish for their support of ShareLife. Refer to Campaign Kit for details. (This can also be done the weekend of June 17.)
- Announce that schools in the parish will be present next weekend to be recognized for their ShareLife effort.
- Show the ShareLife video, if you have not already done so.
- Use ShareLife bulletin announcement.

### Suggested speaking notes:

Thank you for your support of our 2018 ShareLife Parish Campaign. If you have not already made a contribution, please consider doing so before the end of the campaign on July 31.

As the school summer vacation nears, Silent Voice will hold its annual summer camp program. Silent Voice is a ShareLife-funded agency that serves the Deaf community. For over 40 years, the camps have given Deaf and hard of hearing participants the chance to meet role models and learn American Sign Language in an environment that is fully accessible to them. This helps build their self-esteem, as well as their social and education development.

Your support of ShareLife makes this possible. When we give to the campaign, we help those who face communication challenges. Thank you for your generosity!

Week	Parish Activities and Tasks	Done	Notes
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## 18 June 17, 2018

- This is the second last week of school. Pastors should reach out to principals, requesting that all funds are remitted to ShareLife or the Parish Office. Contact Tim Lee Loy at ShareLife for assistance.
- Remind parishioners it still isn't too late to make a gift, as the campaign continues until the end of July.
- Ensure school contributions are recorded in Parish Tools, if they are received at the parish. For cross-checking, the ShareLife Office will send parishes a list of schools from which it has received funds. Please notify ShareLife Office of any funds received from schools at the parish.
- Use ShareLife bulletin announcement.

# SHARELIFE CAMPAIGN CHECKLIST

Week	Parish Activities and Tasks	Done	Notes
<b>19</b>	<b>June 24, 2018</b>		
	<ul style="list-style-type: none"> <li>Inform the ShareLife Office if your parish has any needs for donor information. <input type="checkbox"/></li> <li>Remind parishioners it still isn't too late to make a gift, as the campaign continues until the end of July. <input type="checkbox"/></li> <li>Use ShareLife bulletin announcement. <input type="checkbox"/></li> </ul>		
	<p><b>Suggested speaking notes:</b></p> <p>For many people, access to counselling can result in long wait times. While some issues require multiple sessions, others can be addressed through a single meeting.</p> <p>Catholic Family Service agencies across the archdiocese have introduced walk-in clinics to help reduce wait times. This initiative has proven successful and has reduced – or in some cases eliminated – the need for further counselling sessions. You can contact your local CFS agency through the information in the ShareLife brochure.</p> <p>Help us “live the Gospel” by providing access to counselling services. Your generosity makes this important program possible. Thank you!</p>		

Week	Parish Activities and Tasks	Done	Notes
<b>20</b>	<b>July 1, 2018</b>		
	<ul style="list-style-type: none"> <li>Update all donations into Parish Tools, as the end of the campaign is approaching. <input type="checkbox"/></li> <li>Work with the ShareLife Office to identify strategies that can boost your campaign result between now and the end of the month. <input type="checkbox"/></li> </ul>		
	<p><b>Suggested speaking notes:</b></p> <p>With just under a month left in our parish campaign, we have achieved \$_____ toward our parish goal of \$_____. Thank you to those who made a contribution to support the work of ShareLife agencies. If you have not yet done so, please consider donating before the July 31 deadline. Envelopes can be found in the pews.</p> <p>The Pastoral Plan of the Archdiocese calls us to be the hands and face of Jesus by serving the poor and marginalized. How can we be the presence of Christ? Many of us lead busy lives and can't personally give of our time and talents. ShareLife provides a tangible way for us to show our commitment to helping those in need.</p> <p>I invite all parishioners to make a contribution to the best of your ability. Thank you for generously supporting the work of ShareLife agencies.</p>		

# SHARELIFE CAMPAIGN CHECKLIST

Week	Parish Activities and Tasks	Done	Notes
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## 21 July 8, 2018

- The ShareLife Office is prepared to work with your parish to identify missed or lapsed donors. ShareLife will make the ask with the pastor's approval.
- The pastor should work with the ShareLife Office to determine if the assistance or intervention of a bishop will help a gift ask.
- With three weeks left in the campaign, pastors should make a final pulpit appeal to those who have not yet given.
- Ensure Parish Tools is updated for every donation received and ensure envelopes are in pews.

### Suggested speaking notes:

There are just over three weeks left in our annual ShareLife parish campaign. As we continue to "live the Gospel by providing for those in need," I thank parishioners who have made a contribution to ShareLife this year. I invite those who have not yet done so to make a sacrificial gift before July 31. Envelopes can be found in the pews and can be placed in the collection basket or dropped off at the office. On behalf of those served by our agencies, thank you for your generosity!

Week	Parish Activities and Tasks	Done	Notes
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## 22 July 15, 2018

- With two weeks left in the campaign, work with the ShareLife Office to recover missed or lapsed mid and major gift donors (\$500 and up).
- Make a pulpit appeal to support the campaign. Adjust intensity of appeal based on parish achievement to date relative to goal.
- Consider inviting your Bishop or ShareLife's executive director to assist in messaging.
- Ensure envelopes are available in pews.

### Suggested speaking notes:

There are just over two weeks left in our annual parish ShareLife campaign. To date we've achieved \$\_\_\_\_\_ toward our parish campaign goal of \$\_\_\_\_\_.

In our society, many organizations seek our charitable support and many worthy causes deserve our generosity for their great work. We are fortunate in the Catholic community to have ShareLife-funded agencies that reach out to the marginalized in our communities and around the world. These agencies provide service in a faith-based environment, respecting the values we hold dear as a Catholic community.

As a pastor, it is reassuring to know I can refer those who come to me for guidance with difficult family issues to a Catholic Family Service agency that will be attentive to our beliefs and values as they help them.

These services are made possible through our generosity toward ShareLife. When we share our resources with these agencies, we are helping them to grow in response to the increased demand for service they face. This results in a positive impact on the lives of those who turn to them for help. Thank you for your support of our annual appeal!

# SHARELIFE CAMPAIGN CHECKLIST

Week	Parish Activities and Tasks	Done	Notes
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## 23 July 22, 2018

- As this is the last full week of campaign, please confirm that all amounts have been entered into Parish Tools.
- Make last-minute efforts to solicit missed or lapsed gifts.
- Ensure school amounts are included in parish's final totals.

### Suggested speaking notes:

There is just over a week left in our ShareLife Parish Campaign. Our goal this year is \$\_\_\_\_\_. To date we have achieved \$\_\_\_\_\_.

I'm grateful for all that our parish does to help those in need. (List local examples.)

ShareLife is more than a collection. It's a way we collectively say "we care." United with our fellow parishes, ShareLife demonstrates the strength of the Archdiocese. We show the entire community the Catholic Church is actively providing social services in our archdiocese and the greater world.

If you have not done so, please consider making a gift before July 31. Over the past few months, we have shared many examples of how our support not only helps those in need, but expresses our love for neighbour by "living the Gospel."

Thank you for all you have done to generously support ShareLife this year!

Week	Parish Activities and Tasks	Done	Notes
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## 24 July 29, 2018

- Close the 2018 campaign.
- Announce the end of the campaign to parishioners while encouraging final donations.
- Send final parish totals to the ShareLife Office by July 31, 2018.
- Debrief your experience in the parish between August and September.



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Charitable Registration No. 13063 2474 RR0001

