

CAMPAIGN CHECKLIST

2019 Parish Campaign
ShareLife Sunday Collections
March 31 | May 5 | June 2



Using the Campaign Checklist Guide

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.

Campaign Start – Active Collection Season

Pre-Start Soft Launch Considerations

In the weeks leading up to the official launch of the campaign on March 10, 2019, 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

David McNerney – Parish Campaign Officer, 416-934-3400 ext. 597 or dmcnerney@archtoronto.org

Weekly ShareLife 2019 Campaign Execution & Communications Guide

Parish:

Week	Parish Activities and Tasks	Done	Notes
Pre-Launch	<p>August 1, 2018 to March 10, 2019</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 March 10, parishes must ensure the following takes place:</p> <ul style="list-style-type: none"> • Select volunteer candidates for ShareLife committees by November 22, 2018. The ShareLife Office will work with selected parishes to coach and mentor candidates between November 2018 and February 2019. <input type="checkbox"/> • Order campaign materials from the ShareLife office in November. <input type="checkbox"/> • Ensure you have received your Campaign Kit in early February. If you have not received it, please notify the ShareLife Office as soon as possible. <input type="checkbox"/> • Each parish will have a unique campaign goal. Please ensure your parish has received its campaign goal in January 2019. <input type="checkbox"/> • Follow the <i>Key Dates</i> schedule. <input type="checkbox"/> • 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"/> <p><i>Note: Parishes in the Central Region will arrange speakers through the ShareLife office.</i></p> <ul style="list-style-type: none"> • 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"/> 		<p>Pre-Campaign preparation for parishes culminates by March 10, 2019</p>

SHARELIFE CAMPAIGN CHECKLIST

Week	Parish Activities and Tasks	Done	Notes
1	<p>March 10, 2019 – 1st Sunday in Lent</p> <ul style="list-style-type: none"> • Introduce the 2019 ShareLife campaign to parishioners. Refer to <i>Parish Campaign Guide</i> for speaking points. <input type="checkbox"/> • Announce campaign goal to parishioners. <input type="checkbox"/> • Introduce the ShareLife volunteer committee and their roles to the parish. ShareLife committees are vital to the success of the parish campaign. <input type="checkbox"/> • Introduce parishioners to the mission of ShareLife in the church and its place in the Pastoral Plan of the Archdiocese of Toronto, especially its key pillar of “Catholic Outreach in Justice and Love.” <input type="checkbox"/> • Read the bulletin announcement for this Sunday, which is available at www.sharelife.org/Public/Resources <input type="checkbox"/> • Announce that the first ShareLife Sunday collection will be on March 31. Link today’s Gospel themes to the mission of ShareLife and the church. <input type="checkbox"/> • Ensure an agency speaker is scheduled for at least one weekend during the campaign. <input type="checkbox"/> • Show the ShareLife 2019 Parish Campaign Video, which is available at www.sharelife.org/Public/Resources <input type="checkbox"/> <p>Suggested speaking notes:</p> <p>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.</p> <p>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 31, please reflect on your ability to contribute to our campaign this year.</p> <p>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!</p>		

Week	Parish Activities and Tasks	Done	Notes
2	<p>March 17, 2019 – 2nd Sunday in Lent</p> <p>2 weeks before ShareLife Sunday on March 31</p> <ul style="list-style-type: none"> • ShareLife volunteers should read the bulletin announcement for this Sunday, which is available at www.sharelife.org/public/resources <input type="checkbox"/> • Stress the importance of supporting ShareLife as Catholics. <input type="checkbox"/> • Identify the ongoing needs of the marginalized in our communities. <input type="checkbox"/> • Ensure all ShareLife banners and posters are prominently displayed. <input type="checkbox"/> <p>Suggested speaking notes:</p> <p>One of the key messages Jesus left us is to “love one another as I have loved you.” Similarly, one of the core components of our archdiocesan Pastoral Plan is “Catholic Outreach in Justice and Love.” One way we carry out this outreach and express love for neighbour is through our annual ShareLife Appeal. Our generosity toward ShareLife agencies is one of the ways we can help transform the lives of the marginalized in our society. Thank you for your support of ShareLife!</p>		

SHARELIFE CAMPAIGN CHECKLIST

Week	Parish Activities and Tasks	Done	Notes
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3

March 24, 2019 - 3rd Sunday in Lent

1 week before ShareLife Sunday on March 31

- Confirm all arrangements for the speaker before the first collection.
- Hold a ShareLife awareness and fundraising event such as a silent auction, bingo, book sale, parish dinner, bake sale, breakfast, or yard sale, among others. Refer to the *Parish Campaign Guide* for more information.
- Read the bulletin announcement for this weekend, which is available at www.sharelife.org/public/resources
- Announce that ShareLife Sunday is next week, March 31. Ask parishioners to be generous. Remind them that funds collected by ShareLife are for the less fortunate and marginalized in our communities.
- Assign ShareLife volunteers to be available at the end of each Mass to distribute envelopes and answer questions.
- Show 2019 Parish Campaign Video or refer parishioners to view it online.
- Ensure ShareLife envelopes are always available throughout the church.
- Ensure additional brochures are available at the back of the church.

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.

For parishes on direct mail:

This year, parishioners can contribute to ShareLife through pre-authorized giving. Please consider a monthly contribution to ShareLife using PAG. Refer to the package received from Cardinal Collins for further information.

SHARELIFE CAMPAIGN CHECKLIST

Week	Parish Activities and Tasks	Done	Notes
4	March 31, 2019 – 4th Sunday in Lent: ShareLife Sunday		
	<ul style="list-style-type: none">• 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 2019 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.• Please update Parish Tools as soon as possible after the first collection.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

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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5 April 7, 2019 – 5th Sunday in Lent

- 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.
- Read bulletin insert announcing first collection results relative to goal. Announce that the next ShareLife Sunday collection is May 5, 2019.

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!

Week	Parish Activities and Tasks	Done	Notes
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6 April 14, 2019 – Palm Sunday

- 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.
- Ensure envelopes are available in pews and public areas.
- Read the bulletin announcement for this weekend.

SHARELIFE CAMPAIGN CHECKLIST

Week	Parish Activities and Tasks	Done	Notes
7	April 21, 2019 – Easter Sunday <i>2 weeks before ShareLife Sunday on May 5</i>		
	<ul style="list-style-type: none"> • Ensure envelopes are available. • Use ShareLife bulletin announcement. 	<input type="checkbox"/> <input type="checkbox"/>	

Week	Parish Activities and Tasks	Done	Notes
8	April 28, 2019 – Diving Mercy Sunday <i>1 week before ShareLife Sunday on May 5</i>		
	<ul style="list-style-type: none"> • 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. • 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.) • Pastor should meet with ShareLife Committee to review campaign status and plan for second ShareLife collection. • 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.) • Pastor should contact school principals to review their participation in 2019 ShareLife Campaign. • 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 May 5, 2019. • Book an agency speaker (if not already done or if a second speaker is needed). • Organize a ShareLife event to be held during the month of May. (Refer to <i>Parish Campaign Guide</i> for more details.) • Use ShareLife bulletin announcement. 	<input type="checkbox"/> <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
9	May 5, 2019 – ShareLife Sunday		
	<ul style="list-style-type: none"> Your ShareLife Committee should promote the second collection by handing out envelopes and answering questions in the church foyer. Ensure ShareLife is a dedicated second collection. Include a ShareLife message in the homily. Refer to <i>Parish Campaign Guide</i> for speaking points. Show ShareLife 2019 Parish Campaign Video (if not already done). Ensure envelopes are available in pews. Host an agency speaker (if not already done). 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
	<p>Suggested speaking notes:</p> <p>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.</p> <p>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.</p>		

Week	Parish Activities and Tasks	Done	Notes
10	May 12, 2019		
	<ul style="list-style-type: none"> Update Parish Tools with latest second collection results. Identify, with ShareLife support if needed, new action plans to maintain ShareLife collection goals prior to third collection in week 13. Identify lead major gifts donors who haven't yet given and develop a call plan with ShareLife office. Thank those who gave last week. Use ShareLife bulletin announcement. Identify lead donors who may be inspired to give as a result from a clergy call. Communicate donors to ShareLife office by May 26. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
	<p>Suggested speaking notes:</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>		

SHARELIFE CAMPAIGN CHECKLIST

Week	Parish Activities and Tasks	Done	Notes
11	<p>May 19, 2019 2 weeks before ShareLife Sunday on June 2</p> <ul style="list-style-type: none"> Apply remaining second collection updates into Parish Tools. <input type="checkbox"/> 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. <input type="checkbox"/> Reads today's bulletin announcement at end of Mass. <input type="checkbox"/> Parish should contact schools to invite representatives to a ShareLife presentation weekend at the parish. <input type="checkbox"/> <p>Suggested speaking notes:</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>		

Week	Parish Activities and Tasks	Done	Notes
12	<p>May 26, 2019 1 week before second ShareLife Sunday on June 2</p> <ul style="list-style-type: none"> Remind parishioners that next week is the third ShareLife collection. <input type="checkbox"/> As 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"/> Ensure pews are well stocked with envelopes. <input type="checkbox"/> Ensure brochures are available at the back of the church. <input type="checkbox"/> Use the ShareLife bulletin announcement. <input type="checkbox"/> <p>Suggested speaking notes:</p> <p>Next weekend is our third ShareLife collection weekend. To date, our parish has achieved \$_____ toward our parish campaign goal of \$_____.</p> <p>Overall, ShareLife has achieved \$_____ toward its \$13.8 million goal from parishes across the archdiocese.</p> <p>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 \$450,000 new dollars into the work of the agencies this year, helping create new programs and increasing services.</p> <p>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.</p>		

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Week	Parish Activities and Tasks	Done	Notes
13	June 2, 2019 – Ascension of Our Lord: ShareLife Sunday		
	<ul style="list-style-type: none"> • Ensure plenty of in-pew envelopes are available before Mass. <input type="checkbox"/> • Have volunteers in foyer greet parishioners with envelopes and brochures prior to each Mass. <input type="checkbox"/> • Enthusiastically announce from the pulpit that today is the third ShareLife Sunday and to please be generous. <input type="checkbox"/> • Ensure banners and posters are prominently displayed in public areas, entries and exits. <input type="checkbox"/> • Communicate to the parish where it currently stands relative to its goal. <input type="checkbox"/> • Use ShareLife bulletin announcement. <input type="checkbox"/> • Pastors should recommend parishioners make their gifts prior to the start of summer, before they get too busy. <input type="checkbox"/> • Say thank you! <input type="checkbox"/> 		
	Suggested speaking points:		
	<p>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!</p>		

Week	Parish Activities and Tasks	Done	Notes
14	June 9, 2019 – Pentecost Sunday		
	<ul style="list-style-type: none"> • Enter, process and remit latest collection amounts in Parish Tools. <input type="checkbox"/> • Request amount of total monies received to date at ShareLife office in order to determine most accurate parish amount to date. <input type="checkbox"/> • Request listing of major and mid-level donors from ShareLife in order to determine who still has not made a gift since the start of the campaign. <input type="checkbox"/> • 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 2019 contribution. <input type="checkbox"/> • Use ShareLife bulletin announcement. <input type="checkbox"/> 		
	Suggested speaking points:		
	<p>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.</p> <p>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.</p> <p>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 2017, 381 people were welcomed to Canada and 1,193 resettlement cases were initiated.</p> <p>Our generosity to ShareLife is helping us “live the Gospel.” Thank you!</p>		

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Week	Parish Activities and Tasks	Done	Notes
15	June 16, 2019 – Trinity Sunday		
	<ul style="list-style-type: none"> 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 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. 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. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

Suggested speaking notes:

Thank you for your support of our 2019 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
16	June 23, 2019 – Corpus Christi		
	<ul style="list-style-type: none"> 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 the ShareLife Office of any funds received from schools at the parish. Use ShareLife bulletin announcement. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

SHARELIFE CAMPAIGN CHECKLIST

Week	Parish Activities and Tasks	Done	Notes
17	<p>June 30, 2019</p> <ul style="list-style-type: none"> Update all donations into Parish Tools, as the end of the campaign is approaching. <input type="checkbox"/> Work with the ShareLife Office to identify strategies that can boost your campaign result between now and the end of July. <input type="checkbox"/> <p>Suggested speaking notes:</p> <p>With one 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>		

Week	Parish Activities and Tasks	Done	Notes
18	<p>July 7, 2019</p> <ul style="list-style-type: none"> 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. <input type="checkbox"/> The pastor should work with the ShareLife Office to determine if the assistance or intervention of a bishop will help a gift ask. <input type="checkbox"/> With three weeks left in the campaign, pastors should make a final pulpit appeal to those who have not yet given. <input type="checkbox"/> Ensure Parish Tools is updated for every donation received and ensure envelopes are in pews. <input type="checkbox"/> <p>Suggested speaking notes:</p> <p>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!</p>		

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Week	Parish Activities and Tasks	Done	Notes
19	July 14, 2019 <ul style="list-style-type: none">• 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). <input type="checkbox"/>• Make a pulpit appeal to support the campaign. Adjust intensity of appeal based on parish achievement to date relative to goal. <input type="checkbox"/>• Consider inviting your Bishop or ShareLife's executive director to assist in messaging. <input type="checkbox"/>• Ensure envelopes are available in pews. <input type="checkbox"/>		

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!

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Week	Parish Activities and Tasks	Done	Notes
20	July 21, 2019		
	<ul style="list-style-type: none"> As this is the last full week of campaign, please confirm that all amounts have been entered into Parish Tools. <input type="checkbox"/> Make last-minute efforts to solicit missed or lapsed gifts. <input type="checkbox"/> Ensure school amounts are included in parish's final totals. <input type="checkbox"/> 		
	<p>Suggested speaking notes:</p> <p>There is just over a week left in our ShareLife Parish Campaign. Our goal this year is \$_____. To date we have achieved \$_____.</p> <p>I'm grateful for all that our parish does to help those in need. (List local examples.)</p> <p>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.</p> <p>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."</p> <p>Thank you for all you have done to generously support ShareLife this year!</p>		

Week	Parish Activities and Tasks	Done	Notes
21	July 28, 2019		
	<ul style="list-style-type: none"> Close the 2019 campaign. <input type="checkbox"/> Announce the end of the campaign to parishioners while encouraging final donations. <input type="checkbox"/> Send final parish totals to the ShareLife Office by July 31, 2019. <input type="checkbox"/> Debrief your experience in the parish between August and September. <input type="checkbox"/> 		



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