

A vibrant stained glass artwork. The upper portion features a large fish, possibly a tuna, caught in a blue fishing net. The background is a mix of blue, green, and yellow panels, suggesting a seascape. The lower portion shows a brown woven basket filled with several round, golden-brown loaves of bread. The entire scene is set against a background of colorful, geometric stained glass panels in shades of blue, green, yellow, and red.

“...It is
more
blessed
to give
than to
receive”

(Acts 20:35)

2017



DIOCESE of VENICE in Florida
**CATHOLIC
FAITH APPEAL**

LEADERSHIP GUIDE - 2017

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Begin with Prayer

Blessed Trinity,
God the Father, Son and Holy Spirit,
may the work of our hands
prosper and grow through the
generosity of our diocesan
community. May the work of our
hands bring You glory and honor
and bear witness to all people of
Your infinite love,

January 23, 2017

Dear Friends in Christ,

Thank you for your past and continued support of the Catholic Faith Appeal. It is because of the contributions of Pastors, Administrators, chairpersons, lay presenters, parish business managers and secretaries, that our CFA is successful, which allows the Diocese to continue its good works through the ministries and programs for the poor and needy within ten counties.

Please find attached The Leadership Guide to assist you in the planning and implementation of the 2017 CFA. Please call Stewardship and Development Office should you have any questions at (941) 486-4719 or jbrown@dioceseofvenice.org.

Thank you in advance for all that you will do to make the 2017 Catholic Faith Appeal a success.

God bless!

Dr. Volodymyr Smeryk
Chancellor

ABOUT THE 2017 CATHOLIC FAITH APPEAL

Relationship to the Assessment

On an annual basis, parishes in the Diocese of Venice make a required contribution to financially support the following Diocesan wide ministries and programs which are presented in further detail in the annual Catholic Faith Appeal brochure:

- Missions, Poor Parishes, and Convents
- Vocations and Clergy
- Catholic Education
- Catholic Charities
- Ministry and Agency Services

This annual contribution to the Diocesan Church is known locally as the "assessment." It is calculated based on a percentage of annual parish ordinary income, which is 26%, less credits for donations made directly by the parish to approved Diocesan schools, poor parishes and missions. This calculated assessment amount is the same amount used as the parish Catholic Faith Appeal goal. The annual assessment contribution is not in addition to parish Catholic Faith Appeal fundraising. In some other dioceses in the United States there is an assessment that is paid out of parish operating funds and there is an annual appeal in addition to that. This is not the case in the Diocese of Venice. The assessment amount is the parish obligation and the Catholic Faith Appeal is a means by which a parish can satisfy that obligation.

In addition to simply providing a parish an opportunity to raise funds, the Catholic Faith Appeal also provides for an opportunity to educate parishioners regarding the good work that their Diocesan Church does, and their stewardship obligation as Catholics to support that work.

Being successful requires a very positive, assertive effort on the part of the parish leadership in order to reach the goal. Negative or half-hearted campaigns rarely work. Please use this book as a guide and the Office of Stewardship and Development as a resource for helping you reach your goal. Please note that the programs that are funded through the CFA are listed in the 2017 Catholic Faith Appeal brochure.

Frequently Asked Questions

What is the Catholic Faith Appeal and what are its proceeds used for?

The Catholic Faith Appeal (CFA) is a Diocesan-wide fundraising effort to support programs such as: Pastoral Outreach & Ministries; missions, poor parishes and convents; Catholic Charities; Evangelization; Worship; Respect Life; Peace & Social Justice; Vocations & Seminarians; Catholic Education; Diocesan administrative support services; etc. On an annual basis, parishes in the Diocese of Venice make a required contribution to financially support these efforts. The Catholic Faith Appeal is a means by which all parishioners can take part in helping their parish to meet its contribution. A parish Catholic Faith Appeal goal is determined by the income of the parish. It is not based on the number of registered families because our population grows in the winter months from northern visitors. They greatly add to the success of the Appeal.

How does the CFA benefit my parish and me?

Thousands of Catholics in the Diocese are directly or indirectly served through Diocesan agencies and programs funded through the Catholic Faith Appeal. In addition, a portion of the money that is pledged over goal will be returned to your parish for its own programs and services.

Why does Catholic Charities do additional fundraising?

Approximately 15 % of the Diocesan budget is given to Catholic Charities to help support its very worthwhile presence in our Diocese. However, this amount is only a percentage of the money needed to carry out its work. In addition to what the Diocese is able to provide, further fundraising is required.

Why are the administrative services included?

The mission of the Church is to continue the work of Christ. To do so requires the Diocese to oversee more than 1000 employees in our schools, parishes and agencies. A commercial business would produce an income, but in the Church the parishioners are the primary source of income.

Why are there so many mailings?

More than 3.5 million dollars of the appeal comes to us through the mailings. Once you have responded to a CFA mailing or made a gift through your parish, mailings to you will stop with the exception of a thank you letter and tax receipt at the end of the year. Tax receipts are sent to anyone who gives a gift of \$250 or more, which is required by the IRS. It is always wise to keep receipts of your charitable giving for audit purposes.

How much should I give?

As stewards, we should take the time to reflect on our God-given gifts of time, talent and treasure. Giving back to God, either through contributions to your parish or the CFA, should involve a sacrifice, one that reflects God's generosity to us individually. Therefore, your gift is a personal decision between you and God, and should be made after prayerful consideration.

Should I make a pledge or a one-time gift?

Making a pledge allows you to spread your gift throughout the year, which may make it easier for you to pay, and may also allow you to give a larger gift. Pledge statements are sent out monthly unless otherwise requested. These are simply reminders and not bills. You can pay your pledge any time before the end of the year. If your situation changes, you may also adjust your pledge.

How can I make my gift?

We try to make your giving as easy as possible! You can make a gift through checks, credit cards, direct debit, online giving at www.dioceseofvenice.org, bequests, charitable gift annuities, matching gift programs, and approved gifts of real estate. Give us a call and we'll happily answer your questions. (941) 486-4719.

One of the departments supported by the CFA is the Office of Evangelization. It coordinates:

1. Marriage Enrichment Program

Marriage is a life-long commitment that takes sacrifice, hard work, and God's grace to be successful. The Diocese of Venice offers a Marriage Enrichment program to help married couples strengthen their commitment to one another and to Christ. The innovative program centers on the Eucharistic liturgy as the model for married life. Couples learn to seek forgiveness and reconciliation in their marriage, strengthen their communications skills, and deepen their emotional, intellectual and spiritual intimacy with one another. The Diocese of Venice recognizes that strong marriages lead to strong families which lead to strong communities and a strong Church.

2. Divorce Support Group (one leader's comments)

"The Divorce Support Group provided by the Diocese of Venice is an innovative, comprehensive program that unites the Catholic faith and healing from the wounds of divorce. The program really moved gradually in drawing participants closer to God's love and mercy, as they progressed through healing the wounds of divorce, while listening to inspiring talks from Catholic individuals who had been through a divorce. Throughout the program the participants were opening up to addressing their wounds and were being brought to the Sacraments for deeper healing. Our participants continued to bond and share on a deeper level with each session they attended. The group sometimes met for dinner together prior to the session. They shared contact information and rides. They develop friendship and comradery. This program is something I'll continue to provide in ministry to this population that is hidden in our pews, or just a step outside the Church, because of confusion and lack of contact with caring individuals who hear their particular and unique needs as members of the Catholic Faith."

3. Scripture Conferences

The Sacred Scriptures are the central writing of the Catholic Faith, and it is essential that Catholics be able to appreciate and comprehend the Bible. Throughout the year the Diocese of Venice Office of Evangelization provides conferences for just this purpose. This includes a Bible Study Training Day which is focused on the relationship between the Bible and the

Mass, a Scripture Conference on understanding the Gospels, and an Apologetics Conference. Through these Conferences hundreds of Catholics were enabled to know better the Word of God, and share their knowledge with their families, friends and fellow parishioners.

APPEAL LEADERSHIP ROLES

The Role of Parish Leadership

The commitment of the Pastor, Administrator, parish director and parish council is necessary in all phases of stewardship. Generally, people will be lifted to a level of giving inspired by the Pastor and stewardship leaders. The ideas listed below are suggestions of how to create a greater awareness of our stewardship of time, talent and treasure in your parish, as well as having a successful CFA campaign. Consider the following:

- Spend time reading about and studying stewardship in order to more fully understand its meaning and focus. The Bishop's Pastoral Letter on Stewardship is a great place to start and can be obtained from the Diocese of Venice website: Type <http://dioceseofvenice.org> in your address bar. Click on "Offices." Scroll down to "Stewardship and Development." Click on "Stewardship A Disciple's Response."
- Encourage your parish leaders to read about and study stewardship.
- Form a stewardship committee to develop and implement the education of your parishioners in leading a stewardship "way of life."
- Utilize the resources available to you in the Stewardship and Development Office of the Diocese, much of which can be obtained from the Diocesan website.

Remember:

1. People who feel inspired to give to a cause tend to give as much as they can.
2. People who feel obligated to give tend to give the minimum expected.
3. We don't want people to give until it hurts; we want them to give until it feels good!

What NOT to do:

1. Apologize for the Appeal.
2. Portray this as a chore or another "required" donation - *this is an opportunity for Stewardship - time, talent and treasure!*
3. Don't make any negative comments such as, "Perhaps you are struggling financially," or other similar comments. *Allow people to make their own decisions. Their commitment is between them and God.*

The Role of the Pastor

One of the most important things that a Pastor can do to have a successful campaign is to present it in a positive way, with an emphasis on giving to our extended Catholic family. Personally support the CFA and let them know it. Encouraging generosity is a part of a priest's ministry. "Until now, you have not asked anything in My Name, ask and you will receive..." John 16:24.

Planning is essential to having a successful campaign. **This year's in-pew collection on Commitment Sunday is scheduled for February 11th and 12th.** Choosing a campaign committee and dedicating an entire three weeks to promoting the CFA will help to prepare your parishioners and give you greater success.

Ideally, the Pastor should be the speaker promoting the CFA one weekend, someone from a funded agency (for example, Catholic Charities or another representative of a Diocesan program) another weekend, and a lay-presenter on the day of the in-pew collection. Choose people that you know will be enthusiastic and interesting speakers. In addition to being good communicators, they should also be good people who are good stewards in their own lives. For assistance in obtaining a speaker, call the Office of Stewardship and Development. Ask your presenter to read the Lay Presenter Guide listed on the Diocesan website under the Office of Stewardship and Development. Make sure they know when to speak at the Mass, and how much time they will be expected to talk (suggestion: 5-6 minutes).

The Role of the Parish Chairperson

As an active parish chairperson, you play an important role in the achievement of your parish's goal and in the overall success of the Appeal. The increased contributions generated because of your efforts help to ensure the continuation of hundreds of ministries serving the 236,895 Catholics as well as non-Catholics in our diocesan communities.

PARISH CHAIRPERSON - JOB DESCRIPTION

1. Conduct a planning/training session in your parish for all volunteers.
2. Work with the Pastor to develop a plan for the 2017 Catholic Faith Appeal campaign in the parish. Review permissible fundraising activities (included in this guide.)
3. Work with the Pastor to ensure that all lay presenters are appointed and assigned by the Pastor, and that all Masses are scheduled to have someone presenting.
4. Call all presenters to be sure that they can attend the training session.
5. Ensure that the CFA posters are placed at Church entrances once they are received.
6. Arrange, in consultation with the Pastor, for a representative from an agency funded by the CFA to speak at all Masses on the weekend of January 28/29 or February

11/12. To obtain information regarding a speaker, simply call the Office of Stewardship and Development to assist you. (941) 486-4719.

7. Oversee bulletin stuffing and other materials for Preparation Sunday for the weekend of February 4/5.
8. Coordinate writing and scheduling of the Prayers of the Faithful and bulletin and pulpit announcements that mention the CFA for every Sunday between January 28/29 and Commitment Sunday, February 11/12. Suggestions are included in the materials section of this book.
9. Meet with ushers and lay presenters to coordinate a system for the Commitment Sunday collection.
10. Oversee bulletin stuffing and dissemination of a parish progress report for a Follow Up Sunday (usually before Easter.)
11. Work with Pastor to plan any extra efforts needed in the fall to exceed goals, such as writing and sending extra letters, implementing a phone campaign, fundraisers, etc.
12. Work with the Office of Stewardship and Development to solve any problems.

The Role of the Lay Presenter

Being asked to speak is an honor. It means that your Pastor has faith in you. The following are the basics of what you are being asked to do:

1. Attend a parish planning session and read the Lay Presenter guide posted on the Diocesan website under the Office of Stewardship and Development.
2. Meet with your Pastor or parish chairperson.
3. Familiarize yourself with what is funded by the CFA and call and visit a funded agency or program to learn more about them.
4. Write a 5-6 minute presentation and review it with your Pastor.
5. Prepare and practice your presentation.
6. Make your presentation on a Saturday or Sunday in February (as instructed by your Pastor).

7. If you are asked to conduct the In-Pew collection, do so immediately following your talk. This should be done on the third weekend of your campaign. This year it will be February 11/12 unless changed by the Pastor.

Suggested Agenda for Meeting with Your Pastor or Parish Chairperson

Upon completing the training session, each presenter is asked to schedule a half-hour meeting with his or her Pastor or parish chairperson. Here are some suggested topics for discussion:

1. Share with the Pastor or chairperson what you have been asked to do as a lay presenter so you are all "on the same page"
2. Ask what suggestions they have for writing your talk. Does the Pastor have a copy of an appeal sermon for either this year or prior years that he would share with you?
3. Ask how the Pastor or other priests will introduce you at each Mass. Ideally, the Pastor should introduce the lay presenter at each Mass.
4. Find out at which Masses you are expected to give your presentation.
5. Be sure of when you are to speak at Mass. The ideal time is to speak after the Gospel, perhaps after a brief reflection by the celebrant, or after Holy Communion. If you are asked to speak before the Mass begins, ask the celebrant to introduce you after he processes in and before you begin your presentation. Type up a short introduction to give to the priest so he is prepared to introduce you.
6. Find out who the celebrant will be at the Mass at which you are speaking. Make sure, particularly if it is a visiting priest, that he knows that you are going to give a substantial presentation and conduct the collection (unless otherwise decided by your Pastor.)
7. Find out whether your Pastor intends to collect the pledge cards by procession or by the ushers. This should be a separate collection from offertory. Most parishes use the ushers.
8. Find out who the lead usher will be at each of the Masses at which you will speak. Coordinate with the usher the stocking of pews with pledge cards, envelopes, and pencils and the collection process. Work out a signal so they will not rush the process. It takes time to fill out the cards.
9. Speak with the person regarding the music to make them aware that you are speaking, so they don't try and rush you by starting the music before you are finished.

10. Arrange with the Pastor for a chance to practice in church from the pulpit sometime before you give your presentation to help you feel more comfortable.

Additional suggestions for Lay Presenters can be found on the Diocesan website. Type in www.dioceseofvenice, click on the "Offices" tab, then scroll and click on the "Stewardship and Development" line, and last click on "2017 Lay Presenter's Guide."

The Role of the Parish Secretaries and Business Managers

So often, the parish secretaries and business managers are the ones who receive the calls and questions about the CFA. They are important partners in our efforts to communicate the Appeal's message to parishioners and to make the Appeal a success. The Office of Stewardship and Development is always available to help with any issues that arise. If you are new to the parish, your first year will be one of learning. Do not hesitate to call us with any questions you have. You can reach the Office of Stewardship and Development by calling (941) 486-4719.

Suggestions

Keep your parish database up to date and send the Office of Stewardship and Development notices of any additions, deletions, or changes in your data so that we can keep our database up to date. This is very helpful to us. Our office needs time to update the data that you send, so please send it regularly (weekly or monthly) throughout the year.

Toward the end of January, you will receive shipments of pledge materials. **Open all boxes to make sure that you receive everything you need.** Let us know as soon as possible if something is missing. Materials are stored with our mailing company and they are closed on the weekends, so we cannot get you materials if you call us on a Saturday.

Pledge cards will be pre-stamped with the parish name. Make sure they are properly stamped with your parish name to receive proper credit.

During the month of February work with the parish chairperson to make sure that bulletin inserts and general intercessions are included.

PARISH COMMUNICATION STRATEGIES

2017 Catholic Faith Appeal TIMELINE

If you elect to change your Commitment or Follow-up Sunday, please let us know.

| | | |
|--|----------|---|
| January | 28/29 | Kick-off Sunday/Agency Speaker |
| Bishop's letter to be received in homes during the week of January 30. | | |
| February | 4/5 | Preparation Sunday/Lay Presenter or Pastor Talk |
| February | 11/12 | Commitment Sunday Lay Presenter or Pastor Talk and In-pew Collection |
| March | 1 | Ash Wednesday |
| March | 27 | Second Mailing to those who have not yet given |
| April | 8/9 | Conduct a "follow-up" Sunday; give a parish report and ask people who have not yet given to participate by putting their CFA envelope in the regular collection (this is not another separate collection). Make sure envelopes are available in the pews. |
| April | 16 | Easter Sunday |
| April | 24 | First written Parish Report, which includes donor names and amounts contributed to date, emailed to Pastors. |
| June | 26 | Second written Parish Report emailed to Pastors. |
| September | 25 | Third written Parish Report emailed to Pastors. |
| November | 13 | Final request mailing sent to those who have not given. |
| January | 12, 2018 | CFA closes for 2017. Tax receipt sent to those giving \$250 or more. All donations must be received at the Lockbox no later than Thursday, January 4th to allow time for the funds to be processed and posted for the 2017 CFA. |

2017 Campaign Overview

First CFA Mailing: Rather than mail 91,000 brochures and letters to every registered family in the Diocese, as the marketing approach is a two-segmented mailing as follows:

Current donors or lapsed who have given any gift in 2013, and/or 2014, and/or 2015, and/or 2016, will receive the full brochure and a letter from the Bishop as in the past.

The first CFA mailing will arrive in the homes the first week of February.

Leadership Societies: For the past few years we have had a "Bishop's Cornerstone Society" for givers of \$2,500 or more to the CFA. We have invited those donors to come to various receptions in the Diocese to meet the Bishop so that he would have an opportunity to thank them. Although the Office of Stewardship and Development hosts appreciation events throughout the year, these events should never take the place of planned appreciation receptions in your own parishes. They are merely supplements that hopefully will help to "put a face" on the Diocese and lets people know that their contribution is appreciated by supporting their parish and the good work of the Diocese.

The CFA brochure explains how funds from the Appeal are used to serve our community and our parishes. Since not everyone will receive one in the home, they should also be available at the Church.

Frequently asked questions insert for bulletins. This will be sent to the parishes. You can also obtain them electronically through the Office of Stewardship and Development so that your bulletin company can place them in the bulletin.

Bulletin Inserts and General Intercessions are included in this booklet to be used throughout the year. You or your bulletin company can also obtain them electronically. Feel free to "cut and paste."

Website: Parishioners can access our home page directly through the web address: www.dioceseofvenice.org and clicking "Catholic Faith Appeal 2017 Donate Now." Through the website, parishioners will be able to give to the CFA online. If you wish to have a link to this giving portal on your parish website, please contact the IT Department at the Diocese.

Appreciation Methods: The Office of Stewardship and Development coordinates thank you letters immediately to those who give a gift of \$10.00 or more. Donors who give \$2,500 or more become members of the Bishop's Cornerstone Society and are invited to one or more donor receptions. Donors who give \$10,000 or more receive a hand signed thank you letter from Bishop Frank J. Dewane. If you have a donor who you feel requires individual attention from this office, please notify us and we will be happy to work with you.

Please find ways of thanking your own parishioners through the bulletin, announcements and personal phone calls and letters. In the past, several of our parishes held appreciation parties for their top givers. Another successful idea is to obtain a list of those who have given

(available through the Office of Stewardship and Development) and print it (names only) a few times a year with a heading that says "Thank you to all who have already contributed to the 2017 Catholic Faith Appeal."

Latino Stewardship: In the Latino community, parish and Diocesan support is not a familiar practice. Many come from countries where the government supports the Church. Stewardship does exist, however, in the form of sending money home for relatives living in poverty in their native countries. It is important that we invite all families into full participation with their parish communities, and educating all on parish programs and responsibilities by encouraging them to register as a parish member, and sharing financial resources with their Church. Teaching everyone to be full supporting members of our parishes is vital. Although our Anglo communities respond well to lay-presenters, Latino communities may respond better to a direct, strong request from their priests and fellow parishioners speaking in Spanish.

Parishes have success with their Latino congregation by inviting them to participate in the CFA by raising money through special events such as hosting a pageant and selling ethnic food after the Masses. For example, one parish priest asked each person in his congregation to donate the money from one hour of their paycheck. We need this kind of creativity in reaching out to our diverse communities.

IMPORTANT WEEKENDS IN JANUARY & FEBRUARY 2017

January 28/29

Kick Off Sunday

- Hang Posters
- Brief Pastor Remarks
- Possible Agency Speaker
- Bulletin Announcements and Inserts, and Prayers of the Faithful

February 4/5

Preparation Sunday

- Pastor or Lay Presenter Talk
- Possible Agency Speaker
- Pledge Card/Envelopes in Bulletins to take home
- Bulletin Announcements and Inserts, and Prayers of the Faithful

February 11/12

Commitment Sunday-if this is rescheduled in your Parish, notify the Development Office

- Pastor or Lay Presenter Talk
- In-Pew Collection
- Bulletin Announcements and Inserts, and Prayers of the Faithful.

April 8/9

Follow-up Sunday

Can be changed according to parish schedule

- Report from Chairperson or Pastor
- Supply CFA envelopes in pews
- Follow up for Appeal (not a separate collection)

Bulletin inserts and Prayers of the Faithful can be found in the *Materials* section of this book.

Kicking off the CFA, January 28/29

The first weekend in February will be the weekend following the mailing of the Bishop's letters. This is a great weekend to "kick-off" your campaign. Include bulletin inserts, general intercessions and other promotional material. Plan a talk from the Pastor or from an agency representative, and perhaps even a reception to create excitement.

Preparation Sunday, February 4/5

The second weekend in February is an additional week to prepare people for Commitment Sunday. Include bulletin inserts, general intercessions and other promotional material. You can insert pledge cards, etc. in bulletins for people to have a chance to read at home and think about what gift they would like to make to the CFA. Have someone such as the Pastor or an agency speaker give a talk about the Catholic Faith Appeal.

Appeal Sunday, February 11/12

By the time Commitment Sunday arrives, your parishioners will have had an opportunity to make a pledge or give a gift through the mail, or through the material presented to them in the weeks leading up to this Sunday. It is said that a person needs to ask for a gift three times in order to receive it, this weekend will be your third "ask."

Holding an in-pew collection on this day is the biggest chance that you will get for a parish wide direct "ask." The Pastor should make the decision on whether he would like to have a lay presenter conduct the In-Pew collection, or whether the priests of the parish will do it themselves. Whomever gives the talk and conducts the in-pew collection should be enthusiastic and positive. Make sure the ushers are aware this will happen. Pledge cards, envelopes and pencils should already be in the pews. Plenty of time should be allowed for people to fill out the cards before they are collected. (Please encourage your lay presenters to read the lay presenter guide on the website.)

The pledge cards have four choices for the parishioners. They can:

1. Give a gift
2. Make a pledge
3. Indicate that they have already given a gift
4. Indicate that they cannot give a gift.

Encourage EVERY FAMILY to fill out a card in Church, even if they have already responded to an earlier request. This way, everyone will be picking up the cards and filling them out and that action will create its own momentum.

Reports are posted on the Diocesan website under "Offices/Stewardship and

Development/CFA Performance reports." On the weekend of April 8/9 (or as decided by the Pastor) let the parishioners know how you are doing in reaching your goal and encourage anyone who has not yet given to join in helping the parish to reach its goal.

The following are acceptable and suggested ways to earn money for your Catholic Faith Appeal assessment. Please call the Office of Stewardship and Development if you have questions.

Diocesan Approved Ways to Raise Money for the 2017 CFA

In Church: Schedule the in-pew collection February 11/12 and a follow-up request on a weekend in March. **Loose cash without donor information can only be collected on in pew Sunday and one weekend in the fall if you have not yet reached your goal.** One way to promote the follow-up weekend in March would be to put a CFA envelope in the bulletin the weekend before with a suggestion that if they have not yet made their gift to the CFA they can drop the envelope in the collection basket the next Sunday.

Special fund-raising events: If your parish plans on holding a Fund Raiser Event, a Catholic Faith Appeal Parish Fundraiser Form must be filled out and sent to the Stewardship and Development office. This form can be found on our Diocesan website. Type in www.dioceseofvenice on your address bar. Click on "Offices." Scroll down to "Stewardship and Development." The Fundraiser Form can be found under CFA Materials.

Dinner, raffles, can be held to help support your CFA. Notify the Office of Stewardship and Development at least one month before your scheduled CFA fundraiser and make sure that your invitations, bulletin inserts, etc., say that funds will be used for the CFA. All legal & accounting requirements must be with the Office of Stewardship and Development. Contact Finance Department at the Diocese for information. Fundraisers are a great way to involve different cultures by encouraging them to plan their own cultural event for the entire parish to enjoy.

Enlist volunteers to send personal letters and notes, (include pledge cards and return envelopes) or make phone calls to those who have not supported your appeal efforts.

Major gifts: Contact donors who are able to make a major gift and personally ask for a large donation to benefit the CFA. Be direct in your request, for example: Could you possibly help our parish with a gift to the CFA of \$5,000? (Amount depending on the person's resources).

Host small group socials. Send invitations to a group of parishioners who have not yet contributed, inviting them to your home or perhaps to a meeting room at your parish. This gathering could be as short as forty-five minutes or longer if you prefer more time to socialize. This provides a social setting for you to explain your role as parish chairperson and why you are encouraging them to contribute. Provide refreshments. Be sure that you provide them with pledge cards to either fill out there or take home.

Host progressive dinners. This is a fun way to raise money. Have a core group of people host dinner parties for as many people as they can each comfortably serve in their homes. The guests give a donation to the CFA for their dinner. At the dinner party, one or more of the guests agrees to host the next dinner and so on. The guests should be chosen at random to give people an opportunity to meet other parishioners.

Encourage bequests: Bequests are not assessed by the Diocese and if the bequest is not restricted by the donor for a particular use it can be used to pay your assessment.

Give updates and reports throughout the year to your parishioners and have pledge cards and information available in the parish at all times. Designate a special project for the over-goal funds (one that is exciting and needed) to add incentive to going over goal.

Reports from the Office of Stewardship and Development are sent to the Pastors periodically. **Be sure to thank those who have given!** Everyone wants to know that the Pastor is aware of their gift and that it was appreciated. You may wish to print up a page to thank everyone who gave to the 2016 CFA, listing just names without amounts. **(You may also wish to do this once a year to thank those who use envelopes for offertory).**

Encourage end-of-year giving to the CFA. Many people wait until December for their charitable giving.

Stock donations often come in during the last weeks of December. Ask your parishioners to consider a gift (or an additional gift) at that time. Make sure they call the Office of Stewardship and Development at (941) 486-4719 to let us know of a stock gift, so that they, and your parish, get proper credit for the gift. We receive the gifts electronically and do not know who the giver is unless you tell us!

The following are not approved ways to raise funds for the CFA:

- Hold second collections throughout the year to benefit the CFA.
- Tell people to give to the CFA INSTEAD of the offertory.
- Use money that has been donated or raised for a specific reason other than the CFA.

Please remember that having a positive attitude in your talks regarding the CFA, the Diocese, and the good work throughout the counties, will bring you better results. People give to people. The better relationships you build with your parishioners the more successful you will be.

MATERIALS for 2017

The following materials are enclosed for your assistance in introducing the CFA over these three weeks:

CFA Sunday Scripture Summaries

January 28/29

Fourth Sunday in Ordinary Time

Reading 1 : Zep 2:3; 3:12-13

Reading 2: 1 Cor 1:26-31

Gospel: Mt 5:1-12A

“Seek the Lord all you humble of the earth.” This is the essence of the first reading. The second reading from St. Paul teaches us that we have a calling from Christ Jesus to reach out to others. The Gospel today from St. Matthews speaks of the Beatitudes. The first beatitude: Blessed are the poor in Spirit. Poverty of spirit is the first step for conversion; one is asked to empty himself/herself of things that get in the way of their relationship with Christ. Today’s Scripture reading reflect an attitude of giving. We are invited to give to the Catholic Faith Appeal because we are helping others and being blessed for our generosity. “Blessed are they who hunger and thirst for holiness, for they will be satisfied.” The Catholic Faith Appeal reaches out to families and individuals in need and we are grateful for your support and generosity.

February 4/5

Fifth Sunday in Ordinary Time

Reading 1: Is 58:7-10

Reading 2: I Cor 2:1-5

Gospel: Mt 5:13-16

The Catholic Faith Appeal for the Diocese of Venice reaches out to all those in need. This first reading from the prophet Isaiah gives us insight into helping those in need. “Share your bread with the hungry, shelter the oppressed and the homeless.” In today’s Gospel our Lord says: “You are the light of the world.” We are invited to help those in need and to be that light. It is our Christian duty to help others. Through the Catholic Faith Appeal, you are helping others as the Diocese continues to serve the poor and needy. Our Christian commitment is fulfilled by our contributions. “Your light must shine before others, that they may see your good deeds and glorify your heavenly Father.”

Feb 11/12

Sixth Sunday in Ordinary Time Reading 1:

Sir 15:15-20

Reading 1 Cor 2:6-10

Gospel: Mt 5:17-37

The Catholic Faith Appeal reaches out to those in need in ten counties through many programs and missions. The Scriptures today address the need to help others. The wisdom of God is all embracing. St. Paul to the Christian community at Corinth, he tells his congregation that the wisdom of God is mysterious and powerful. God has prepared a reward for those who love him and keep his commands. The Gospel teaches us that one has to reach out to his brother and sister in need. "When you say 'YES' means 'YES.'" We are asked by Our Lord to be sincere and generous to others. One way is to give to the Catholic Faith Appeal and to share your blessings with others.

Sample Prayers of the Faithful

Almighty God, we come before You once more in prayer, ever mindful of your boundless grace and knowing that You will listen to all of our petitions and respond in love:

The response is: Lord, hear our prayer.

For Pope Francis, Bishop Frank J. Dewane, and all Bishops - that they will continue to be blessed with wisdom as they shepherd the people of God, we pray to the Lord...

For all contributors to the Catholic Faith Appeal, that their generosity will give them joy and peace, we pray to the Lord...

For all vocations, clergy, religious, and lay persons who offer their best gifts daily to bring Christ to others through outreaches supported by the Catholic Faith Appeal, we pray to the Lord...

For our brothers and sisters needing assistance from the apostolate supported by the Catholic Faith Appeal, that their needs will be met, we pray to the Lord...

For all who seek to learn more about our Faith in our schools, our religious education programs and our Faith formation efforts, we pray to the Lord...

For all the troubled, afflicted and poor, that they may be healed through our God-given gifts, we pray to the Lord...

For the success of the 2017 Catholic Faith Appeal, we pray to the Lord...

Our Lord and Our God, we ask for your kindness in granting these our petitions, which we make in the Name of Your Son, Jesus Christ. Amen.

Bulletin Inserts

Your gift to the Catholic Faith Appeal extends your generosity beyond your parish to reach those in our larger Catholic family. (Parish Name) receives full credit for your gift. Once our goal has been reached, the parish receives a portion of the "over goal" gifts for our own essential needs. (If the parish has designated allowable portion of the over-goal funds to a specific ministry or project, parish debt, etc., please mention it here.)

Alternate these weekly:

Your gift to the CFA helps support the education of our seminarians, as well as the work of the many religious men and women in the Diocese.

Your gift to the CFA supports the taping and airing of the Diocesan TV Mass for the thousands of homebound people, nursing homes, assisted living facilities, prisons, and hospitals who are unable to physically attend Mass.

Your gift to the CFA helps subsidize the great work of Catholic Charities, who in turn serve more than 40,760 of your neighbors in need through 38 programs throughout the Diocese of Venice.

Your gift to the CFA supports various programs of the Diocese, including our Prison Outreach, Youth and Young Adult Outreach, Family Life Outreach, Respect Life Outreach and many others.

Your gift to the CFA supports the Peace and Social Justice Office, which coordinates parishioners from throughout the Diocese to advocate for peace and social justice. Some of their activities include: advocating for fair wages and protecting our fragile environment.

Your gift to the CFA subsidizes the work of Catholic Charities, which provides day care programs, after school tutoring programs, mentoring for teens, GED classes, health screening, health and parenting classes, and programs for illiterate adults. Catholic Charities is a leading provider of social services in the private sector. Ninety-four (94) cents of every dollar goes directly to services.

Your gift to the CFA supports the work of our Respect Life Department whose mission is to provide hope and inspiration in the promotion of respect for all human life, from conception to natural death, regardless of age or condition, including people with disabilities and our elderly.

Your gift to the CFA supports the Safe Environment Awareness Training and Certification. Part of the Diocese's continuing effort to provide a welcoming and healthy environment for all those served by the Church, especially children and the adult vulnerable. Required for all employees; clergy, religious, lay, and those volunteers who have contact with children and the vulnerable, Safe Environment training is also offered for all parents and children in religious education programs and Catholic schools.

Your gift to the CFA supports the Office of Catechesis, which provides leadership, direction and support to the parishes and schools, assisting them in implementing effective catechetical and religious formation programs for thousands of children yearly. Its goal is to be parish oriented, and family sensitive in its approach to catechesis.

Your gift to the CFA supports the Office of Religious, which provides support, organizes and coordinates ongoing education including several events throughout the year for the 59 sisters, and 15 brothers and all of the religious order priests living in the Diocese. They are involved in many ministries in our parishes and schools throughout the Diocese, religious education, catechetical, health and cultural outreaches.

**Thank you for assisting (your parish name) and the Diocese
of Venice in Florida!**

Your gift to the Catholic Faith Appeal directly impacts the lives of people from all walks of life who seek spiritual nourishment or temporal services from one of the following:

| | | |
|-----------------------------|---------------------------------|--------------------------|
| Building Department | Hispanic Apostolate | Respect Life Department |
| Catholic Charities | Marriage Preparation | Safe Environment Program |
| Catholic Schools Department | Mass on TV for Homebound | Seminarian Education |
| Child and Youth Protection | Office of Religious Life | Stewardship/Development |
| College Campus Outreach | Office of Evangelization | Support for Convents |
| Continuing Education | Peace and Social Justice Office | The Catholic Center |
| Diocesan Marriage Tribunal | Permanent Diaconate | Vocations Office |
| Diocesan Retreat Center | Poor Parishes and Missions | Worship Office |
| Family Life Outreach | Prison Outreach | Young Adult Outreach |
| Haitian Apostolate | Religious Education Office | Youth Outreach |

SAMPLE LAY WITNESS TALKS

Sample Script #1

Good morning. My name is _____ and I am a member of (parish name). I'm here to speak to you today about our parish involvement with the Catholic Faith Appeal, also known as the CFA. Having accepted the invitation to do this, I decided to learn a little more about what the CFA is and how it affects our own parish and local community in the Diocese of Venice. As I was preparing my talk, two key questions came to mind.

First, why do we need the CFA? Can't we do the same things in our own parish through our own ministries? The answer to this question is an emphatic no. While we have hardworking, talented staff and volunteers in our parish who give their time and talent in many ways, we cannot match the efforts of the hundreds of hardworking volunteers and full-time staff of dedicated professionals who provide Diocesan services.

Let me share a few ways that the Appeal serves us:

The Department of Education provides educational direction for our fourteen Catholic Schools. Their office oversees the spiritual formation and academic needs of 4,086 students in our Catholic schools and also provides training and resources for volunteer catechists and directors of religious education for the thousands of students attending public schools who receive religious instruction and sacramental preparation through their parishes.

The CFA supports our permanent diaconate and our Diaconate Formation Program. As of December, there are thirty-two (32) active deacons in the Diocese and nine (9) diaconate students in formation. Deacons have parish liturgical duties such as officiating at weddings, baptisms, funerals, assisting at Mass, and conducting prayer services, and administering sacraments. They serve as hospital and prison chaplains, campus ministers, police and fire department chaplains, as well as Diocesan department heads and temporary parish administrators when needed.

A full 15% of the CFA goes to support the work of Catholic Charities, which also relies on additional fundraising efforts. In 2016, Catholic Charities served more than 40,759 individuals and families in need through 38 programs. Programs include providing direct aid, tutoring, HIV/AIDS assistance, elderly outreach, assistance to the homeless, and many more.

The Respect Life Department's mission is to provide hope and inspiration in the promotion of respect for all human life, from conception to natural death, regardless of age or condition, including people with disabilities and our elderly.

Project Rachel is named for the Old Testament figure who wept over the loss of her child. Like Rachel, many women discover that the loss of their children leaves them inconsolable. In their experience of pain and regret, they long for a merciful and

compassionate response from the Catholic Church. Project Rachel is such a response. It is an outreach of the Catholic Church to women who are struggling with the aftermath of abortion. Help is offered through the sacraments, retreats, and referrals for professional counseling. Men often have similar experiences after losing a child to abortion and can seek healing as well.

The CFA supports the work of the Peace and Social Justice Office which organizes volunteers throughout the Diocese to lobby Congress for adequate funds for poverty programs, minimum wage, environmental, housing and immigration issues, debt relief and foreign aid to developing countries.

These are just a few of the many programs that benefit from the CFA.

Our parish shares in the cost of all of these programs through the Catholic Faith Appeal. Once we meet our assessment goal from the Diocese, our parish directly benefits from all additional funds. Supporting the CFA is a great way to make one pledge and benefit programs to outreach to people right here in our own Diocese. Every gift will be credited to our parish goal of \$_____.

Our parish has a reputation for generosity, and (pastor) and I offer our sincere thanks for what you have helped to make possible in past years. Although every gift will be different according to our individual means, we hope that we can get 100% participation from every family in the parish. Please consider making a pledge that can be paid throughout the year.

(AT THIS RUN THE IN-PEW CAMPAIGN!)

Thank you for you sharing your resources with our larger Catholic family, and for giving me your attention this morning. Thank you.

Sample Script #2

Good morning. My name is _____ and I am a member of (parish name). I'm here to speak to you today about our parish involvement with the Catholic Faith Appeal, also known as the CFA. Let me share a few ways that the Appeal serves us:

- Approximately 20% of the CFA goes to religious education. Some of it subsidizes our schools, some supports the Department of Education, which supervises not only our Catholic schools, but also our Department of Religious Education, which oversees the religious formation of almost 13,225 students who attend public schools. In addition, our Youth and Young Adult programs are reaching out to thousands of teens and young adults to keep them engaged in their faith.
- Today we have 20 seminarians. Eight years of prayer, study and formation are demanded of a young man before he is ordained as a priest of the Diocese of Venice,

requiring an investment of over \$65,000 per year for every seminarian by the Diocese.

- We have 59 religious sisters working the diocese. Some work for our parishes, but many work in diocesan programs, such as health clinics that serve the poor, or as teachers of religious education in our poorer parishes and missions. They tutor children in after school programs.
- The Diocesan Department of Communications produces a TV Mass for shut-ins, which is watched by thousands each Sunday throughout the Diocese on air time purchased by the Diocese.
- Our Respect Life Department has their work cut out for them. One of the largest abortion facilities in the US has a presence here within the Diocese. Within the geographical boundaries of the Diocese of Venice over 4,000 abortions take place yearly. With a huge elderly population, the threat of assisted suicide is great, along with the need for education on making good medical decisions. Educating people about the Church's teaching on ending the use of the death penalty is a challenge in a state that ranks in the top three for executions.
- Of course Catholic Charities, which is the main charitable arm of the diocese, helps more than 40,759 people a year through a variety of programs including:

Assistance for adoption, counseling, disaster response, early education, senior services, financial assistance and food pantries, HIV/AIDS ministries, housing assistance and counseling, immigration services, migrant assistance, services for mothers and children, mentoring and after-school tutoring, refugee services, School on Wheels, the Sugar Bowl Fund and special projects such as summer youth camps, back to school assistance, and holiday food baskets and gifts, and much more.

The Catholic Faith Appeal is about supporting our Faith, strengthening our Church, and teaching the Faith to our children.

If like me you feel especially blessed, I ask you to contribute to this appeal as much as you possibly can, even if it requires a sacrifice, to help us grow as a Church, teach the Faith, and assist the needy. Together, we can help keep the light of Faith shining bright in Southwest Florida.

Thank You.

What is funded through the CFA?

Diocesan Outreach and Programs: For additional information on the following, please call the Office of Stewardship and Development at (941) 486-4719.

Eighteen (18) missions, parishes, and convents located in poorer areas of the Diocese are supported through the CFA.

Haitian Apostolate: Organizes the annual Haitian Mass and other events, as well as working with Haitian priests in the Diocese.

Hispanic, Migrant and Spanish Speaking Ministries:

Masses are offered in Spanish in 32 communities to the Spanish-speaking parishioners in the Diocese. According to the US. Census Bureau (2014 population estimate) 45% are Hispanic Catholic, and it is continually growing. Ministry to Hispanic Catholics Challenges the church in the United States.

Hispanic Ministries: The mission of the Office of Hispanic Ministries is to meet the needs of the people both materially and spiritually. For example, counseling, retreats, information on jobs, and referrals to health agencies are offered. Central to this goal is supporting families, encouraging the up-bringing of children in the Catholic faith and instilling Christian values looking forward with hope and faith to this new call to a New Evangelization and Enculturation.

Peace and Social Justice Office coordinates parishioners from throughout the Diocese to advocate for peace and social justice for all. Advocates petition Congress for adequate funds for poverty programs, minimum wage, mental health, environmental, housing, and immigration issues, and communicate with Congress to seek debt relief and foreign aid to developing countries. During the past years, contacts made by hundreds of our Advocates with their lawmakers helped with the enactment of a major national farm bill—thus preserving the enormous food program targeted for the poor in the U.S. and in Third World nations. For up-to-date information on the activities of the Peace and Social Justice Office, call (941) 484-9543.

Respect Life Department: Its mission is to help people to accept life as a gift from God. The outreach is dedicated to the cause of life through four approaches: prayer, education, public policy and pastoral care. Issues of concern include: abortion, stem cell research, euthanasia, assisted suicide and other end of life issues, the death penalty and legislative advocacy on these issues. Speakers address issues to youth and adults in schools, parishes and organizations. Assistance is provided to pregnant women and their pre-born children through a Pennies for Babies Fund. Public policy issues are addressed through action alert networks and visits with legislators, including an annual trip to Tallahassee to meet with state legislators about key issues. Whether it is referrals or information that is needed, they are there to reach out to those in need and to support respect life projects and agencies within the Diocese.

Child and Youth Protection: This program develops and oversees Diocesan Safe Environment efforts including victims' assistance, proactive pastoral strategies, preventive measures, codes of conduct and healthy environment training.

Safe Environment Program: Awareness Training and Certification. Part of the Diocese's continuing effort to provide a welcoming and healthy environment for all those served by the church, especially children and the vulnerable. It is mandated for all employees; clergy, religious and lay, and those volunteers who have contact with children and the adult vulnerable. Safe Environment training is also offered for all parents and children in religious education programs and Catholic schools. It includes child-abuse prevention education, age-appropriate training programs for youth, screening and evaluation of employees and volunteers of the Diocese of Venice.

Sunday Mass for TV and Ministry to the Homebound: For the homebound, elderly, hospitalized or incarcerated, and unable to attend Mass at a local parish, the Diocese of Venice Communications Department provides a televised Catholic Mass Sunday mornings. The televised Mass is videotaped at various parishes in the ten county Diocese along with the parish priests, musicians and parishioners. In the counties of Sarasota, Manatee, Hardee, Desoto and Highlands, the Mass airs on the CW Network at 9:30 a.m. In the counties of Lee, Collier, Charlotte, Glades and Hendry, the Mass airs on FOX4 at 10:30 a.m. The Mass can also be viewed on the Diocese website at www.dioceseofvenice.org/tvmass.

Office of Worship: The Office of Worship assists the Bishop, the primary liturgist of the Diocese, in guiding the faithful in liturgical worship. With the assistance of the Diocesan Liturgical Commission they help to support the liturgical needs of the Diocese. This is accomplished through liturgical formation, providing leadership and direction for the development of liturgical celebrations, prayer, music and the arts. This office also promotes liturgical formation to clergy and parishes through workshops, ministry guidelines, seasonal newsletters, implementing liturgical changes and answering questions parishes may have relating to liturgy.

Office of Evangelization: The mission of the Office of Evangelization is to infuse the Spirit of the Gospel into all corners of Diocesan life; homes, parishes, schools, prisons, workplaces, and all of society, so that every person in the Diocese can draw closer to Our Lord Jesus Christ in the Catholic Church. Areas of outreach include conferences for men, for women, and on apologetics, marriage preparation and enrichment, programs for divorced and separated Catholics, the bereaved, helping the homebound, reaching out to interested non-Catholics and non-practicing Catholics, and to those in prison we bring the Sacraments, Catechesis, and Bible studies.

Programs of Catholic Charities, Diocese of Venice, Inc.

Your gift to the Catholic Faith Appeal (CFA) assists the great work of Catholic Charities, Diocese of Venice, Inc. In 2016, Catholic Charities served 40,759 of your neighbors in need through 40 programs and services located throughout the Diocese of Venice.

A full 15% of the CFA supports Catholic Charities, which is the charitable arm of the Diocese of Venice and relies on additional fundraising efforts. A total of 94 cents of each dollar donated goes directly to sustaining, strengthening and stabilizing families and individuals. Catholic Charities is a good steward of contributions. Charity Navigator, the largest independent evaluator of charities, consistently awarded the agency the highest 4-star rating for sound fiscal management practices and a commitment to accountability and transparency.

Catholic Charities serves all regardless of race, nationality or creed and strives to move people toward self-sufficiency through a variety of assistance. This includes:

- Aiding destitute families and individuals with necessities of financial assistance, food, clothing, and prescription medications.
- Serving hungry families and individuals hot meals at a soup kitchen.
- Housing needy families and individuals in units designated for the poor, seniors, farm workers, homeless mothers and their children, veterans, and HIV/AIDS patients.
- Helping low-income seniors with outreach to remain active and at home.
- Providing individuals with HIV/AIDS supportive and compassionate social services.
- Encouraging homeless mothers and their children to become self-supporting.
- Offering homeless parents and their children emergency shelter and long-term assistance to reach independence.
- Comforting victims of human trafficking with intense case management.
- Supporting immigrants with the opportunity to live and work in the United States through citizenship services.
- Resettling new refugees assimilating into the United States.
- Championing refugee youth with educational services and tutoring.
- Affording families and individuals in crisis professional counseling and addiction services.
- Educating at risk children and adults with tutoring, life skills and group classes.
- Counseling hopeful families and individuals with foreclosure prevention and home ownership classes.
- Reassuring children and their struggling families with quality day care and early learning experiences.
- Inspiring vulnerable female and male youth with mentoring programs.

Catholic Charities also provides affordable and quality housing to low-income families, individuals, seniors, farm workers, homeless mothers and their children, veterans, and

those suffering with the HIV/AIDS disease. The agency oversees nearly 1,000 units of rental housing throughout Southwest Florida. Additional housing communities are currently in development.

Education

Recognizing the importance of the teaching mission of the Church, the **Diocese of Venice Department of Education** includes the Office of Schools, Office of Catechesis, and the Institute for Catholic Studies and Formation. Diocesan efforts in ongoing faith formation clearly underscore that spiritual growth is a lifelong process, starting with our youngest Catholics in pre-school programs to our adult learners at the Institute. The Catholic Faith Appeal supports these efforts for all ages throughout the Diocese.

The Office of Schools serves over 4,086 students at 14 Catholic schools, including ten parish elementary schools, three high schools, and one school for students with special learning needs. All are accredited, demonstrate successful current teaching methods, and use effective technology. Teachers are state certified, with religion teachers certified through Diocese. Several schools within the Diocese have implementing STREAM (Science, Technology, Religion, Engineering, Arts and Mathematics) programs to prepare students for the future. Our schools are truly places where Catholic identity permeates a superb education, resulting in superior SAT, ACT, and national test scores, "advanced" ranking on a national test of knowledge of the faith, and record-breaking college scholarships.

The Office of Catechesis supports and implements policies for religious education carried out in Catholic schools and for almost 13,225 children and adults in parish religious education programs of the Diocese of Venice. This office oversees the following:

- **Leadership Development:** The formation and support of catechetical leaders including those who coordinate the RCIA.
- **Religious Education Programs:** The development and overseeing of programs children, adults and Catholic school teachers.
- **Certification:** The formation of more than 1,458 catechists.
- **The planning of the annual Catechetical Day, professional development workshops for catechists, and new Catholic school teachers.**

The Office of Youth and Young Adult Outreach assist young people in growing closer to Jesus Christ and His Church by providing guidance to parish based youth programs and organizing Diocesan wide events and pilgrimages. The office offers annual training opportunities to adults who work with teens as well as direction in best practices for youth evangelization. Efforts have expanded to include outreach to scouts, students on college

campuses, and young Catholic professionals. With annual trips to the March for Life, international pilgrimages to World Youth Day, Theology on Tap, NET, the Diocesan Youth Rally, and more, young people of all ages are provided with fun, exciting, faith filled activities year-round.

The Institute for Catholic Studies and Formation. The Institute for Catholic Studies and Formation facilitates the need for both post-secondary professional development as well as a growing desire on the part of Catholic adults for comprehensive, systematic and life-long adult faith formation. As a formative body, the Institute offers laity multiple opportunities by which they can pursue a deeper relationship with Jesus Christ through an understanding of Scripture, Tradition, and the Magisterium culminating in the Catechism of the Catholic Church. Coursework and workshops are based on authentic Catholic teaching delivered in a variety of instructional methods including: classroom, distance learning, on-site parish presentations and diocesan-wide video-conferencing. In the area of post-secondary education, the Institute offers professional development including prerequisite and Master's level courses leading to a Master of Arts in Catechetics and Evangelization Degree from Franciscan University of Steubenville, as well as a diocesan diploma program for those wishing serious study without pursuing a degree.

Our Lady of Perpetual Help Retreat and Spirituality Center: A Sacred Encounter, A Moment of Grace...At OLPH we join our prayers with God, that all may hear his call of welcome and his invitation of grace... A place surrounded by peace and beauty, where visitors can connect with the mystery of God's presence among us... Served with love by our priests, staff and volunteers. A place where people can be transformed for life, where all can discover their Christian identity. God's transformative action is the center of every ministry at OLPH. A variety of retreats are offered by the Oblates of the Virgin Mary, as well as conference space for those wishing to facilitate their own retreats and conferences. The Anne Mayer Conference Center accommodates 150. Activities include weekend retreats for youth, and various parish organizations, as well as day retreats. There are four villas to accommodate overnight guests. Additional information can be found on our website www.olph-retreat.org

Vocations

In addition to the following, the CFA supports continuing education for priests and supports our elderly priests.

Office of Vocations and Seminarian Formation: This Office has three primary functions: promoting vocations in the Diocese, assessing and evaluating candidates who present themselves for consideration for the priesthood, and overseeing the human, spiritual, academic, and pastoral formation of seminarians. It is tasked with attracting young men and women to pursue vocations by implementing promotional activities that invite mature, well-adjusted candidates to religious life, and assisting them to discern their specific vocation in a positive, supportive, and Christ centered environment. For additional information on Vocations please visit www.DioceseofVenice.org/vocations.

The Office For Religious provides support, organizes and coordinates ongoing education including events throughout the year for approximately 59 sisters, 15 brothers and religious order priests serving in the Diocese. They are involved in many ministries in our parishes and schools throughout the Diocese, including pastoral ministries, religious education, health and cultural events.

Permanent Diaconate and Diaconate Formation: Deacons play a valuable role in assisting our parishes in the Diocese and several diaconate students are currently in formation. Deacons have parish liturgical duties such as officiating at weddings, baptisms, funerals, assisting at Mass, conducting prayer services, and administering sacraments. They serve as hospital and prison chaplains, campus ministers, police and fire department chaplains, as well as Diocesan department heads. (For personal testimony, speak to your parish deacons).

Tribunal: The mission of the Marriage Tribunal is to assist the people of God in matters concerning their rights and duties under the law of the Church. The Tribunal handles issues relating to marriage, i.e., dispensations and annulments, as well as providing advocates to assist those going through the annulment process.

Administrative Services of the Diocese of Venice

The mission of the Church is to continue the work of Jesus Christ. For the Church in the Diocese of Venice to do this requires the support of more than 1000 employees in the schools, parishes, and Catholic agencies within our ten counties. Income to cover the administrative work of the Church is needed. Parishioners are the primary source of support. Your generosity enables the continuation of the work of the Lord. Thank you!

Bishop's Office: **Bishop Frank J. Dewane** is the Shepherd for the Catholics in Southwest Florida. He is responsible for all pastoral care, administrative matters, as well as judicial decisions.

Vicar General's Office: Msgr. Edward McNamara participates in the executive (Administrative) governance of the Diocese of Venice.

Chancellor's Office: Dr. Volodymyr Smeryk. Dr. Smeryk's role is to assist the Bishop in overseeing the administration of all Diocesan Catholic Center departments and Diocesan policies. He also performs duties required by Canon Law. He serves as liaison to the Bishop and as his representative to various Diocesan entities.

Communications Department: The department provides a wide range of services such as public relations, crisis communications, media relations, a weekly diocesan newspaper The Florida Catholic, the diocesan web site, and diocesan pastoral bulletin, The Mustard Seed. It is an informational source for the parishes.

Office of Information Technology: Its mission is to assist diocesan departments, agencies, parishes and schools with the implementation, maintenance and use of information

technology, and to enable people to perform their ministries more effectively and efficiently through the use of technology.

Finance Department: The Finance Department is responsible for the oversight of the finances of the Diocese and provides the Bishop with financial reports and services to direct the fiscal management of the Diocese. The Diocese Savings & Loan Program is also administered by the Finance Department.

Internal Financial Services Department: To provide financial advisory and consulting services to all parishes, schools, missions, and other Diocesan entities. This includes Diocesan Financial Policy and Procedures, payroll and financial reporting, budgeting and other accounting/bookkeeping issues. Oversee certification program for parish bookkeepers. Conducts training and workshop sessions for financial administrators of all Diocesan entities. Coordinates financial reviews for Diocesan entities with CPA firms and performs follow up and operational reviews of Diocesan entities. Provides other assistance and service to Diocesan entities and the Diocese.

Human Resources Department: An internal resource in providing a full scope of human resource services for Diocesan entities such as policy design and interpretation, disciplinary procedures, mediation process, recruiting strategies, leadership training, performance appraisal and regulatory compliance issues, etc. Background screening for priests, religious, all employees and all volunteers is handled through the HR Department. In accordance with Florida legislation which became effective July 1, 2007, all background screening is conducted via electronic digital LiveScan which produces results within 2448 hours for the convenience of all diocesan entities, employees and volunteers.

Legal Department: Serves as a resource to all of our parishes, schools and Catholic agencies in legal matters; to assist the administration in risk management issues, formulation and implementation of related policies

Office of Stewardship and Development: To coordinate efforts of the parishes of the Diocese in their CFA campaigns and assist parishes with their individual parish needs in regard to fundraising, stewardship and planned giving efforts. In addition, this office organizes Stewardship Day Conferences and is a resource to the Catholic schools in their development efforts.

THANK YOU!