



# **Parish Team Orientation**

## **Diocese of Covington**

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**Diocesan Parish Annual Appeal**

**January 24, 2019**



## **2019 Diocesan Parish Annual Appeal (DPAA) Changes:**

- **Credit Cards/EFTs**
- **Diocesan Database**



## 2019 DPAA Theme

*“Our Citizenship is in  
Heaven...”*

**(Philippians 3:20)**



# 2019 DPAA Important Dates

- **Monday, February 4: Solicitors' Reception**
- **Week of February 4: DPAA Materials Delivered to all Parishes**
- **Monday, March 4: Kick-off Dinner, The Limestone Center**
- **Thursday, March 7: Kick-off Dinner, Receptions**
- **Monday, March 11: All Solicitation Letters Mailed**
- **Weekend, March 9/10: Pre-Announcement Weekend**
- **Weekend, March 16/17: Announcement Weekend - DVD**
- **Weekend, March 23/24: Commitment Weekend**
- **Weekend, April 6/7: Follow-up Weekend**
- **Friday, May 24: Bishop's/Pastors' Follow-up Letter Mailed \*\*\***
- **Thursday, August 22: Celebration Event**



# 2019 DPAA Leadership Team

- **Honorary Chair:**

**Most Reverend Roger J. Foy, D.D.  
Bishop of Covington**

- **General Chair:**

**Matt Zeck, St. Joseph Parish, Crescent Spring**

- **Leadership Gifts Chair:**

**Mary Paula Schuh, St. Thomas Parish,  
Ft. Thomas**



# **2019 DPAA Leadership Team**

## **PRIEST COMMITTEE:**

**Rev. Gregory Bach**

**Rev. Michael Comer**

**Rev. Phillip DeVous**

**Very Rev. Douglas J. Lauer, V.F.**

**Very Rev. Ryan L. Maher, V.G.**

**Very Rev. Gerald L. Reinersman, V.F.**

**Very Rev. Daniel Schomaker, V.G.**

**Rev. Joseph Shelton**

**Rev. John Sterling**



# **2019 DPAA Handbook**

- **Allocations/Budget – Page 6**
- **Parish Goal Formula – Page 10**
- **Individual Parish Goals – Page 11**
- **Important Dates – Page 12**



# **2019 Allocations/Budget**

**(Page 6)**

- **Care for Priests - \$650,000**
  - **Ministry Services - \$1,450,000**
  - **Service Grants - \$255,000**
  - **Appeal Expenses - \$195,000**
- 2019 TOTAL GOAL - \$2,550,000**



# 2019 DPAA Important Dates

**CHANGE**

## DIOCESAN PARISH ANNUAL APPEAL 2018 IMPORTANT DATES



Wednesday, August 16	DPAA Secretaries' Meeting
Friday, October 6	Inventory Form due in the Stewardship Office
Friday, October 6	Parish Team Roster Form due in Stewardship Office
Friday, October 20	Kick-off dinner invitation lists due in the Stewardship Office
Friday, January 5	Parish Goal Letters mailed w/Parish Team Form
Friday, January 5	Kick-off Dinners Invitations Mailed
Thursday, January 18	Parish Team Orientation Workshops (make-up date January 23) – Bishop Howard Memorial Auditorium – Curia Office
Monday, January 22	Solicitors' Reception Leadership Gifts Phase – The Metropolitan Club 12:00 p.m.
Tuesday, January 23	Video Taping of Bishop 9:30 a.m.
Week of February 5	DPAA materials delivered to all parishes
Tuesday, February 20	Kick-off Dinner, Southeast Deanery
Thursday, February 22	Kick-off Dinner, Receptions, Inc., Erlanger
Friday, February 23	Solicitation Letters mailed
Weekend, February 24/25	Pre-Announcement Weekend
Weekend, March 3/4	Announcement Weekend – Show DVD - Newsletters in Bulletins
Weekend, March 17/18	Commitment Weekend
Sunday, April 1	Easter
Weekend, April 14/15	Follow-up Weekend
Friday, May 25	Bishop's/Pastors' Follow-up Letter Mailed
Thursday, August 23	DPAA Recognition/Celebration Event - Location Bishop Howard Memorial Auditorium



# **2019 Parish Goal Formula**

**(Page 10)**

**Each Parish is calculated as a percentage of all Parishes using statistics taken from the Parish Annual Financial Report:**

- **Parish Sunday/Holy Day Collections**
- **Plus all Fundraising**
- **Minus the Net Cost of Schools**



# Parish Goal Formula

**Please Note:**

**Each amount is averaged over the last three years in order to level off year-to-year variances.**



# Parish Goal Formula

**Net costs of schools include:**

- **Gross Parish school costs**
- **Plus Parish plant costs for schools**
- **Less tuition, fees, school fundraising and other sources of support for schools, such as special collections, grants, gifts, adopt-a-student programs, restricted gifts and scholarships.**



# **Parish Goal Formula**

## **Step One:**

**Using the above formula,  
St. Sample Parish results in an  
amount of \$1,000,000.**



# Parish Goal Formula

## Step Two:

Using the formula to calculate a figure for all Parishes, a total number of \$12,000,000 is calculated.



# Parish Goal Formula

## Step Three:

**St. Sample's share (Parish Goal) is  $1/12^{\text{th}}$  of the total Diocesan Goal for the 2019 DPAA.**



# **2019 Individual Parish Goals**

**(Page 11)**

- **See handout for your Parish goal**
- **Remember – 100% of all funds collected over your Parish goal will be returned to your Parish for use in Parish ministries, programs, services or projects.**






# **Review 2019 DPAA Materials**

- **2018 Annual Report**
- **2019 Appeal Poster**
- **2019 Dinner Invitation**
- **2019 DPAA Insert Card**
- **2019 Newsletter color) – Front/Back**

# 2018 DPAA Annual Report



Diocese of Covington  
1122 Madison Avenue  
Covington, LA 70411-0118  
(800) 992-3300  
www.covingtondiocese.org

**2018**  
Annual Report  
DIOCESAN PARISH ANNUAL APPEAL  
Diocese of Covington

Because of YOU, our diocesan goal of \$2.5 million dollars was exceeded! Your generosity provided:

**HOW YOUR GIFTS WERE USED:**

<b>Care for Our Priests</b>	
Prize Statement Fund	\$275,000
Nursing and Health Care of Priests	\$390,000
<b>Total</b>	<b>\$625,000</b>

<b>Ministry Services</b>	
Clergy Formation	\$675,000
Seminaries, Institutes, Ourside Education, Diocesan Library	\$250,000
Catholic Charities	\$250,000
Adoption, Counseling, Sobriety Counseling	\$80,000
Religious Education	\$75,000
Catholic Schools	\$50,000
Thomas More University Chapel	\$50,000
ProLife Office	\$50,000
Diocesan Hispanic Ministry	\$50,000
St. Anna Retreat Center	\$50,000
Family Life Ministry	\$50,000
MSU Campus Ministry	\$50,000
Contingency	\$50,000
<b>Total</b>	<b>\$1,430,000</b>

<b>Service Grants</b>	<b>\$250,000</b>
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<b>Appeal Expenses</b>	<b>\$195,000</b>
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**2018 Total Goal** **\$2,500,000**

### 2018 DPAA PARISH RESULTS

Parish Name	2018 DPAA Goal	2018 Total Commitments	Percentage of Goal	Parish Name	2018 DPAA Goal	2018 Total Commitments	Percentage of Goal
Catholic Diocese of Covington	\$34,400.00	\$101,521.00	295.12%	St. John Evangelist Parish, Covington	\$24,900.00	\$86,980.00	349.30%
All Saints Parish	\$48,700.00	\$73,734.42	151.20%	St. John Evangelist Parish, Covington	\$22,700.00	\$27,178.46	119.72%
Resurrection Parish	\$76,300.00	\$24,985.00	32.73%	St. John Mission, Chalmette Ridge	\$3,000.00	\$1,530.00	51.00%
Croix Roy Parish	\$12,300.00	\$15,196.00	123.54%	St. John the Baptist Parish, Wilder	\$4,900.00	\$7,749.00	157.33%
Our Lady of Lourdes Parish	\$24,900.00	\$31,810.94	127.75%	St. Joseph Parish, Core Springs	\$25,900.00	\$43,350.00	167.38%
Holy Cross Parish	\$41,400.00	\$45,520.00	110.20%	St. Joseph Parish, Gulf Springs	\$112,000.00	\$173,370.40	154.79%
Holy Spirit Parish	\$27,100.00	\$48,397.50	178.59%	St. Joseph Parish, Cocodrie	\$76,000.00	\$102,099.30	134.34%
Immaculate Heart of Mary Parish	\$179,800.00	\$183,382.30	102.52%	St. Joseph Parish, Waukena	\$3,000.00	\$4,362.00	145.40%
Mary Queen of Heaven Parish	\$101,700.00	\$127,668.60	125.53%	St. Mary of the Assumption Parish	\$113,000.00	\$125,150.60	110.75%
Mother of God Parish	\$46,200.00	\$92,479.30	200.16%	St. Matthew Parish	\$13,900.00	\$13,213.00	95.03%
Our Lady of Lourdes Parish	\$4,600.00	\$13,303.00	291.54%	St. Michael Parish, Magnolia	\$33,100.00	\$44,642.70	134.86%
Our Savior Parish	\$2,500.00	\$3,110.00	124.40%	St. Patrick Parish, Taylor Mill	\$40,000.00	\$61,360.00	153.40%
St. Agnes Parish	\$102,900.00	\$128,279.10	124.66%	St. Paul Parish	\$97,300.00	\$274,998.50	282.61%
St. Ann Mission	\$6,800.00	\$11,710.00	172.21%	St. Philip Parish	\$6,300.00	\$20,361.00	323.19%
St. Anthony Parish	\$28,000.00	\$27,399.75	97.86%	St. Peter Parish	\$184,400.00	\$300,991.00	163.28%
St. Augustine Parish, Acadiane	\$21,500.00	\$17,222.00	80.09%	St. Rose of Lima Parish	\$8,200.00	\$11,127.00	135.70%
St. Augustine Parish, Covington	\$19,500.00	\$20,604.00	105.64%	St. Thomas Parish	\$40,700.00	\$69,754.90	171.39%
St. Barbara Parish	\$102,000.00	\$194,472.40	190.62%	St. Thomas Parish	\$46,300.00	\$74,444.00	160.78%
St. Basil Parish	\$24,400.00	\$26,676.00	109.33%	St. Timothy Parish	\$146,800.00	\$262,795.00	180.00%
St. Bernard Parish	\$13,100.00	\$17,760.00	135.57%	St. William Parish	\$24,400.00	\$26,300.10	107.79%
St. Catherine of Siena Parish	\$44,900.00	\$74,048.54	164.91%	St. Xavier Parish	\$10,400.00	\$10,400.00	100.00%
St. Cecilia Parish	\$46,200.00	\$71,207.30	154.13%	St. Xavier Parish	\$24,400.00	\$21,760.00	89.18%
St. Charles Borromeo Parish	\$9,700.00	\$10,300.00	106.19%	St. Xavier Parish	\$24,400.00	\$21,760.00	89.18%
St. Edward Parish, Covington	\$8,800.00	\$40,125.00	455.97%	St. Peter & Paul Parish	\$20,700.00	\$44,082.20	212.97%
St. Edward Mission, Oceanview	\$700.00	\$2,000.00	285.71%	St. Therese Parish	\$2,800.00	\$2,800.00	100.00%
St. Francis Xavier Parish	\$11,300.00	\$21,408.00	189.45%	St. Therese Parish	\$0.00	\$23,813.52	
St. Henry Parish	\$85,400.00	\$93,542.28	109.53%				
St. James Parish, Broadview	\$13,900.00	\$17,511.00	125.96%				
St. James Parish, Metairie	\$4,500.00	\$4,602.00	102.27%				

**Dear Brothers and Sisters in Christ:**

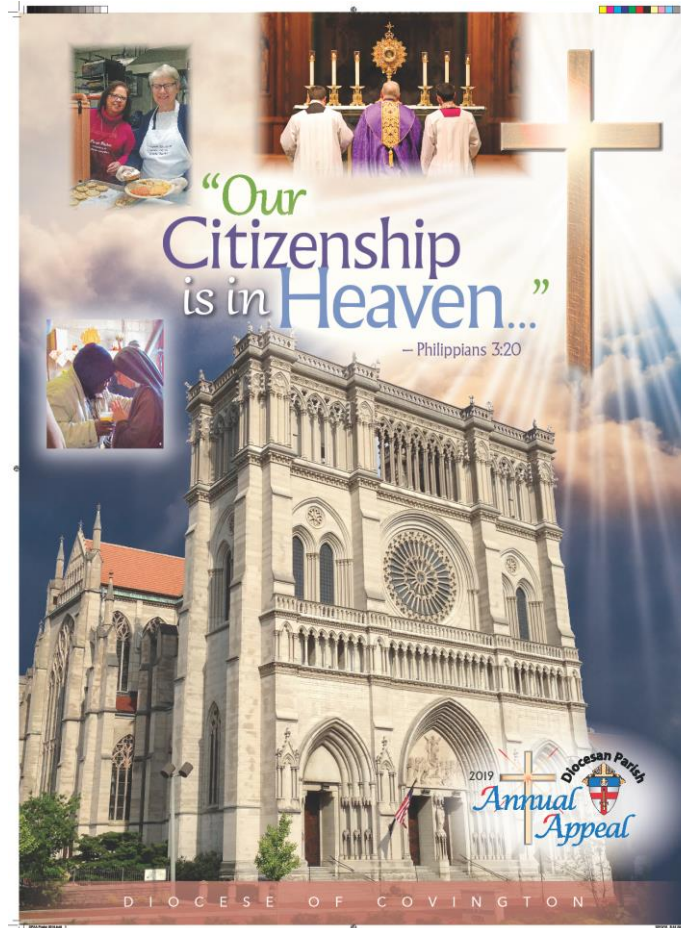
As I reflect upon the 2018 Appeal season, I continue to be inspired by the overwhelming dedication of our faithful community, working so to spread the love and charitable spirit of Christ across our region. Through the continued support of the Diocesan Annual Appeal, we have already made a significant difference in changing lives by providing the faith experience for Catholics throughout our region.

I am honored to be your shepherd and we are grateful for your gifts to support the Church's growth and evangelization efforts. Your generosity is bringing the light of Christ to every corner.

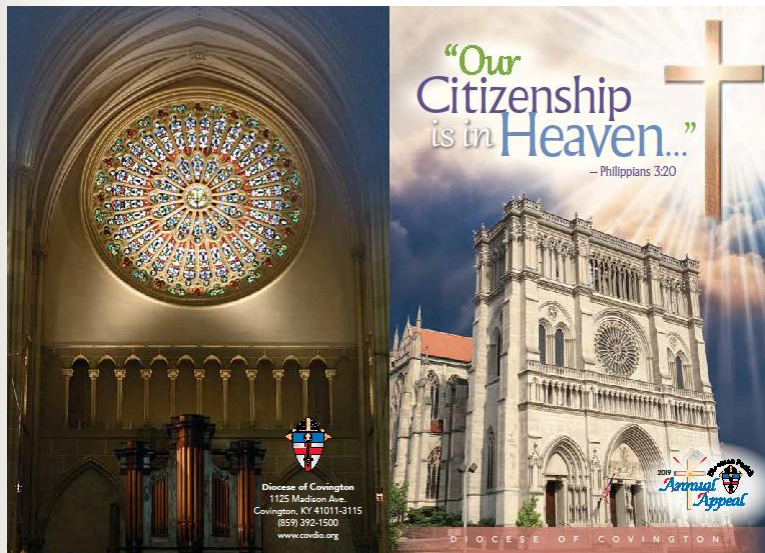
**Yours Devotely in Christ,**  
Most Reverend Roger J. Foy, C.D.  
Bishop of Covington

**WE ARE BLESSED WITH YOUR GIFTS. THANK YOU!**

# 2019 DPAA Poster



# 2019 DPAA Dinner Invitation



The Most Reverend Roger J. Foys, D.D.  
Bishop of Covington  
cordially invites you and your guest  
for dinner as he introduces the

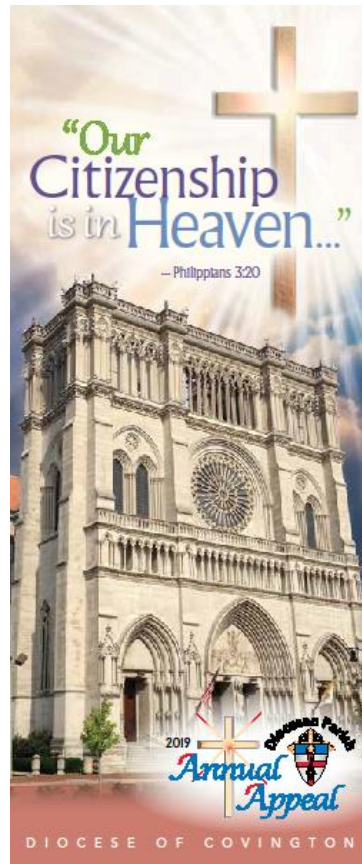
## 2019 Diocesan Parish Annual Appeal

**Monday, March 4, 2019**  
The Limestone Center In Maysville, KY  
606 Bernard Coughlin Boulevard  
Reception and Ministry Fair  
at 6:00 p.m.  
Dinner at 6:30 p.m.  
— or —

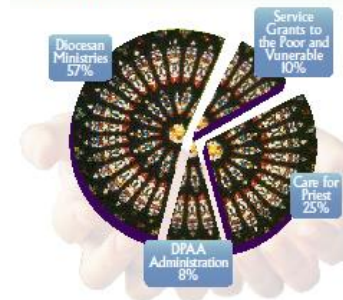
**Thursday, March 7, 2019**  
Receptions, Inc. In Erlanger, KY  
1379 Donaldson Road  
Reception and Ministry Fair  
at 6:00 p.m.  
Dinner at 7:00 p.m.

Please RSVP by February 25 using the enclosed card,  
calling Jennifer Cox at (859) 392-1500 or  
emailing her at [jcox@covdio.org](mailto:jcox@covdio.org)

# 2019 DPAA Insert Card



As disciples of Christ, we are called upon to follow in His footsteps. When we answer His call and share in the mission of the Church, lives are changed. The 2019 Diocesan Parish Annual Appeal offers us the opportunity to thank Him in return for all we have been given by supporting the vital ministries and programs of our Diocese.



Care for our Priests .....\$650,000  
Priests' Retirement Fund, Nursing Care and Health Care Coverage.

Diocesan Ministries .....\$1,450,000  
Ministries receiving partial funding include Vocations, Pro-Life, Catholic Charities, Religious Education, St. Anne Retreat Center, Campus Ministry, Cristo Rey Parish, Deacon Ministry and Thomas More University.

Service Grants .....\$255,000  
Grants are awarded to various ministries who serve the poor and vulnerable in our urban and rural areas.

DPAA Administration .....\$195,000\*

2019 DPAA Goal.....\$2,550,000

\* In 2018, 95 cents of each dollar supported ministerial activity.

# 2019 Newsletter (color)

## Front and Back Pages

**DPAA MINISTRIES AT A GLANCE**

The Diocesan Parish Annual Appeal of the Diocese of Covington has been, and continues to be, a blessed expression of our faith, our hope and our mission. It reminds us that when humanity's need for mercy was great, Jesus was there with an enduring love and that He asks us now to also give of ourselves for others. Together, with your generosity, we can bring about renewal in our community and in our Church.

**Adoptions and Foster Care**  
**Parenting Classes**  
**Family Counseling**  
**Unplanned Pregnancy Counseling**  
**Support for Widowed and Divorced**  
**Student Counseling**

**Vocation Workshops**  
**Campus Ministry**  
**Medications for the Needy**  
**Shelter for the Homeless**

**“Our Citizenship is in Heaven...”**  
 — Philippians 3:20

**Clothing and Emergency Assistance**  
**Hispanic Ministry**  
**Deacon Formation**  
**Seminarian Education**

**Care for Retired Priests**  
**Nursing and Health Care for Priests**  
**Residential Care for At-Risk Youth**  
**Tuition Assistance and Books for Needy Students**  
**Thomas More University**

**Religious Education in Parishes and Schools**  
**Retreat Programs**  
**Pro-Life Seminars**  
**Catholic Schools**

**Soup Kitchens and Pastries**  
**Substance Abuse Treatment**

**2019 Diocesan Parish Annual Appeal**

DIOCESE OF COVINGTON

Serving over 90,000 Catholics in our faith community, the mission of the Diocese of Covington is to proclaim the Gospel of the Lord and to continue to nurture all of northern Kentucky in faith, hope, love and service to others. Your gift to the 2019 Diocesan Parish Annual Appeal empowers it all – the ministerial, outreach, education, formation and discipleship work of the Diocese of Covington.

Care for our Priests..... \$650,000  
 Priests' Retirement Fund, Nursing Care and Health Care Coverage.

Diocesan Ministries ..... \$1,450,000  
 Ministries receiving partial funding include Vocations, Pro-Life, Catholic Charities, Religious Education, St. Anne Retreat Center, Campus Ministry, Cristo Rey Parish, Deacon Ministry and Thomas More University.

Service Grants ..... \$255,000  
 Grants are awarded to various ministries who serve the poor and vulnerable in our urban and rural areas.

DPAA Administration ..... \$195,000\*

2019 DPAA Goal ..... \$2,550,000

\* In 2018, 95 cents of each dollar given supported ministerial activity.

**Make a pledge on Commitment Weekend**  
**March 23 & 24**

**How to give ...**

Make your pledge or one time gift:

- Personal check or cash
- Monthly pledge
- Stock – call 859-392-1500 for information
- Make a secure gift via credit card, direct debit or electronic funds transfer online at [www.covdo.org](http://www.covdo.org)
- Complete the DPAA pledge form mailed to your home or available at your parish
- Call the Stewardship Office at 859-392-1500
- Matching Gifts – contact your Human Resources Department, and request a Matching Gift Form

**2019 Diocesan Parish Annual Appeal**  
 Diocese of Covington  
 Stewardship & Mission Office  
 (859) 392-1500  
[www.covdo.org](http://www.covdo.org)



# **2019 DPAA Video**

## **Diocesan Ministries in 2019 Video include:**

- **Catholic Charities**
- **Priest Retirement Fund (Rev. Paul Berschied)**
- **St. John the Evangelist Parish, Carrollton (Hispanic Ministries)**
- **Society of St. Vincent de Paul Council of Northern KY**
- **St. Anne Retreat Center**



# **Review 2019 Audit Procedures**

**(Pages 45-49)**

- **Materials you will need include:**
  - **Copies of Gift/Pledge Processing Procedures**
  - **Green, purple, white and maroon pledge forms**
  - **White tyvek envelopes addressed to Lock Box**
  - **Manila envelopes addressed to Stewardship Office**
  - **Quick Reference Chart**
  - **Parish Check and Parish Deposit Slips**
  - **Labels (gray set used for In-Pew envelopes only)**
  - **Labels (white set for thank you/follow-up notes)**
  - **Parish envelopes**





# Review Audit Procedures

## PLEASE NOTE:

The procedure for processing most all direct mail pledge forms (green forms, purple forms or white forms) and In-Pew envelopes (maroon pledge forms and envelopes) are the same. The one exception is the In-Pew Pledge Form, which is the only form where a label is used.



# Review Audit Procedures

- **Step One: Open and Sort**
  - Separate envelopes into categories
    - Cash
    - Checks
    - Pledge Only (no payment or stock gift)
    - Other (no gifts, already pledged, matching gifts or gifts with notes to Bishop)



# Review Audit Procedures

- Step Two: Processing Cash Envelopes
  - Envelopes with pledge form and cash
    - Make sure the amount of cash is the same amount as written on pledge form
    - Check pledge form to make sure it is filled out correctly and clearly
    - Fill in any missing information using **RED PEN**
    - Make sure label is placed correctly on the side of the form where indicated.



# Review Audit Procedures

- **Step Two: continued ...**
  - Mark “new parishioners” in **RED** who do not have a label.
  - Fill out one pledge form for all anonymous donors (those who indicate anonymous on the form or who do not fill in name)
  - Follow Step Two remaining procedures that are found on Page 46 of the handbook



# Review Audit Procedures

- Step Three: Processing Check Envelopes
  - Envelopes w/ a completed pledge form and check
    - Make sure each pledge form is filled out correctly, is legible, and that the amount on the check is the same amount as on the pledge form
    - Fill in any missing information using **RED PEN**
    - Affix gray Diocesan ID label to pledge form where indicated (In-Pew only)
    - Make sure label is placed correctly on the side of the form where indicated.



# Review Audit Procedures

- Step Three: continued ...
  - Mark “new parishioners” in **RED** who do not have a label.
  - Band together all Check envelopes
  - Place in the white no tear envelope addressed to the DPAA Lock Box
  - Follow remaining procedures found on Page 47 of the handbook



# Review Audit Procedures

- **Step Four: Pledge Only Envelopes**
  - Includes pledges with no payment or stock pledges (Pages 47 and 48 of handbook)
    - Check pledge form to make sure it is filled out correctly and clearly
    - Fill in any missing information using **RED PEN**
    - Affix Gray Diocesan ID label to pledge form



# Review Audit Procedures

## ■ Step Four: continued ...

- Make sure the label is placed on the side of the form as indicated
- Be sure to follow the instructions on Page 47 of handbook
- Please note: DO NOT SEND TO LOCK BOX





# Review Audit Procedures

- **Step Five: Processing “Other” Pledge Envelopes (Page 48 of handbook)**
  - Place gray Diocesan ID Label on all ZERO or no gift envelopes, band together and mail to the Stewardship Office
  - Band together all “already given” pledge forms and mail to the Stewardship Office



# Review Audit Procedures

- **Step Six: Processing List of Donors from the Diocese (Page 48)**
  - Check Diocesan reports for accuracy
  - Follow procedure regarding the discarding of labels as described in the handbook



# Review Audit Procedures

- **LABELS:** Each Parish is provided with two sets of labels. The gray set contains the Diocesan ID number for the constituent listed on the label. The Stewardship Office uses the Diocesan ID Number for recording purposes.
- Make sure that these labels are affixed to the proper pledge forms. The white set of labels should be used for a second follow-up mailing from the parish and thank you notes.



# 2019 Hints for Success

- **DPAA Rebate Program (Page 15)**
- **Suggestion: Have a display table with volunteers available to answer questions and assist parishioners with pledge forms on the March 23/24 Commitment Weekend and the April 6/7 Follow-up Weekend.**



# **2019 DPAA Rebate Program**

**(Page 15)**

- **Rationale for the Rebate Program includes:**
  - **Stewardship of the Church: both the Diocese and the Parishes share in the gifts of treasure given to the DPAA to continue the work of the Lord at both the Diocesan and Parish levels.**
  - **An excellent vehicle for Parishes to secure financial support that is not subject to the Diocesan Cathedraticum.**



# **DPAA Rebate Program**

- **How Does the Rebate Program Work?**
  - **Each Parish has a DPAA dollar goal**
  - **All Parish goals are mandatory**
  - **When the total cash collected exceeds the Parish's goal, the Diocesan Stewardship Office processes monthly rebate checks for the Parish.**
  - **Rebates begin in July, 2019 and continue through April, 2020.**



# **DPAA Rebate Program**

- **How Does a Parish Take Advantage of the Rebate Program?**
  - **Choose a rebate project or program – something specific – choose carefully – something visible, needed, requested by Parishioners, etc.**
  - **Do not “meld” DPAA rebate monies into the Parish budget to cover ongoing expenses such as utilities - unless it is absolutely necessary**
  - **Announce and publicize your Rebate Project or Program**

# Questions & Answers







# Closing Prayer

*“Lord, hear our prayer as we seek to be good stewards of the many gifts you have given us. Give us wisdom to discern Your will for us, strength to meet the challenge, and the grace to remain committed to You. Help us to use our Time, Talent and Treasure for Your greater honor and glory. In Your name we pray. Amen.”*