

DIOCESE OF COVINGTON



“Pilgrims of Hope Missionaries of Mercy”

PARISH HANDBOOK

DIOCESAN PARISH ANNUAL APPEAL 2025

**Diocesan Stewardship and Mission Services Office
Cathedral Square
1125 Madison Ave.
Covington, KY 41011-3115
(859) 392-1500**

Important Notes for the 2025 DPAA

- **The DPAA Video** is in a different format this year and is much shorter, 2 minutes instead of 9-10 minutes, and is **meant to be played after communion**, and NOT in place of the homily.
- While the Stewardship office is happy to support the parish's fundraising efforts by providing donor lists, letter templates, and sending acknowledgements and follow-ups to non-donors, **direct outreach to past donors who haven't pledged yet this year is the parish's responsibility**. A personal message from the **Pastor**, in particular, carries significant weight and is most effective in encouraging renewed support.

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*****FOR SAMPLE LETTERS & SCRIPTS, VISIT: www.covdio.org/parish-resources-2**

Our Appeal Prayer

Loving and merciful Father, Giver of all gifts,
We ask Your blessings on this year's Diocesan Parish Annual Appeal.
We thank You for calling us together as Church.
Strengthen and inspire us as we strive to encourage
vocations and care for our retired priests,
to expand our ministries of service to those in need and to educate and form the next generation
of disciples through our schools and religious education programs.
Bless our efforts, and help us remember that together we are called to
foster a Kingdom of God here on earth through good works and sacrifice.
Give us the grace to generously support our Annual Appeal so that we
may live our faith, love our neighbors, and do Your work.
We ask this, as we ask You everything, through Christ our Lord.

Amen

DPAA 2025 Allocations and Goal

Care for Priests

- Priest Retirement Fund \$275,000
 - Nursing and Health Care of Priests \$400,000
- \$675,000**

Ministry Services

- Clergy Formation \$675,000
 - Seminarians
 - Vocations
 - Graduate Education
 - Deacon Ministry
 - Catholic Charities \$300,000
 - General Subsidy
 - Low-Income Housing
 - Counseling
 - School Counseling
 - Catechesis & Formation Office \$ 80,000
 - Catholic Schools Office \$ 75,000
 - Thomas More University \$ 75,000 (1)
 - Pro-Life Office \$ 50,000
 - Hispanic Ministry \$ 50,000
 - Retreat Program 0
 - Family Life Ministry \$ 30,000
 - NKU Campus Ministry \$ 30,000
 - Evangelization (With One Heart) \$ 75,000
 - Campaign of Mercy \$ 40,000
 - Contingency 0
- Total Ministry Services_ \$1,480,000**

Service Grants

- Traditional Service Grants \$ 270,000 (2)
 - Inner City Schools/Parishes 10%
 - Soup Kitchens
 - Food Pantries
 - Shelters

Tuition Assistance \$ 75,000 (3)

Appeal Expenses

As a % of total \$200,000
7.4%

\$2,700,000

Increase over Prior Year 0.0%

- (1) This is the fourth year of a ten-year commitment to gift \$750K to TMC for the 2021 Capital Campaign.
- (2) This amount continues our practice of funding service grants in the amount of 10% of the total DPAA goal.
- (3) This amount will be granted using the same process as the Educational Endowment Grants.

PARISH GOALS

NEED Updated parish goal amounts

Parish	'25 Goal
All Saints Parish	55,600
Blessed Sacrament Parish	118,700
Cathedral Basilica of the Assumption	50,300
Cristo Rey Parish	61,800
Divine Mercy Parish	50,400
Holy Cross Parish	14,300
Holy Redeemer Parish	2,700
Holy Spirit Parish	44,000
Immaculate Heart of Mary Parish	138,200
Mary, Queen of Heaven Parish	54,600
Mother of God Parish	63,800
Our Lady of Lourdes Parish	38,400
Our Savior Parish	4,600
St. Agnes Parish	142,700
St. Ann Mission	9,000
St. Anthony Parish	20,300
St. Augustine Parish, Augusta	33,200
St. Augustine Parish, Covington	28,800
St. Barbara Parish	116,000
St. Benedict Parish	25,300
St. Bernard Parish	20,300
Sts. Boniface and James Parish	13,400
St. Catherine of Siena Parish	59,100
St. Cecilia Parish	83,000
St. Charles Borromeo Parish	13,000
St. Edward Parish, Cynthiana	16,500
St. Edward Mission, Owenton	4,000
St. Francis Xavier Parish	22,400
St. Henry Parish	57,800
St. James Parish, Brooksville	13,700
St. James Mission, Minerva	5,300
St. John the Evangelist Parish, Carrollton	27,400
St. John the Evangelist Parish, Covington	23,400
St. John Mission, Dividing Ridge	3,800
St. John the Baptist Parish, Wilder	2,700
St. Joseph Parish, Camp Springs	57,600
St. Joseph Parish, Cold Spring	97,600
St. Joseph Parish, Crescent Springs	149,200
St. Joseph Parish, Warsaw	9,200
St. Mary of the Assumption Parish	146,200
St. Matthew Parish	13,400
St. Patrick Parish, Maysville	55,000
St. Patrick Parish, Taylor Mill	58,700
St. Paul Parish	96,200
Sts. Peter and Paul Parish	31,800
St. Philip Parish	12,800
St. Pius X Parish	219,600
St. Rose of Lima Parish	10,600
St. Therese Parish	15,300
St. Thomas Parish	116,600
St. Timothy Parish	146,800
St. William Parish	22,200
Transfiguration Mission	2,700
Grand Totals	2,700,000

For more information on Parish goals contact the Stewardship Office at (859) 392-1500

2025 DIOCESAN PARISH ANNUAL APPEAL IMPORTANT DATES



Monday, August 19	DPAA Secretary's Email Sent to Parish Staff
Friday, October 7	Inventory Form and Kick-off Dinner Invitation Lists due in Stewardship Office
Friday, October 7	Parish Team Roster Form due in Stewardship Office
Friday, January 10	Parish Goal Letters mailed
Wednesday, January 15	Videotaping of Bishop Iffert
Thursday, January 16	Parish Team Orientation Workshops (make-up date January 21) – Bishop Howard Memorial Auditorium – Curia Office
Wednesday, February 12	Solicitors' Reception - Leadership Gifts Phase
Week of February 17	DPAA Materials delivered to all Parishes (if didn't pick up at Parish Team Orientation)
Tuesday, March 11	Kick-off Dinner, Blue Licks Battlefield State Resort, Mount Olivet
Thursday, March 20	Kick-off Dinner, Receptions Event Center, Erlanger
Friday, March 21	Solicitation Letters Mailed
March 22-23	Pre-Announcement Weekend
March 29-30	Announcement Weekend – Show DVD - Newsletters in Bulletins
April 5-6	Commitment Weekend
Sunday, April 20	Easter
April 26-27	Follow-up Weekend
Friday, May 23	Bishop's/Pastors' Follow-up Letter Mailed
Thursday, August 21	DPAA Recognition/Celebration Event – Location - Bishop Howard Memorial Auditorium

DPAA GIFT PLEDGE / AUDIT PROCEDURES

MATERIALS YOU WILL NEED:

1. Tyvek envelopes addressed to DPAA Lock Box –
2. Manila envelopes addressed to Diocesan Stewardship Office
3. Parish Check and Deposit Slip
4. DPAA Labels (**Gray set used for In-Pew envelopes only**)
5. Parish Labels (**White set used for Parish follow-up mailing**)

NOTE: ONLY PLACE LABEL ON IN-PEW PLEDGE FORMS

STEP ONE: OPEN AND SORT

Separate envelopes into the following categories:

1. Cash
2. Checks
3. Pledge Only (no payment enclosed, includes gift of stock)
4. Other:
 - No gifts
 - Already Pledged
 - Matching gifts
 - Gifts with personal notes to Bishop

STEP TWO: PROCESSING “CHECK” ENVELOPES (contain pledge form and check)

1. Check each pledge form and check to ensure that it is filled out correctly and clearly, and that the amounts match. **Fill in missing/incomplete information with a red pen, and initial all changes.**
2. Place the corresponding Gray ID label on the pledge form (**IN-PEW ONLY**)
3. Return the check and pledge form to the pledge envelope, and band all together.
4. Place in the envelope addressed to the **DPAA PO BOX (PLEASE DOUBLE-CHECK P. O. Box number and Zip Code!)** in Cincinnati.

**Diocese of Covington
Diocesan Parish Annual Appeal
PO Box 646474
Cincinnati, OH 45264-6474**

STEP THREE: PROCESSING “CASH” ENVELOPES (containing pledge form and cash)

1. Remove cash.
2. Check each pledge form to ensure that it is filled out correctly and clearly. **Fill in missing/incomplete information with a red pen, and initial all changes.**
3. Place the corresponding Gray ID label on the pledge form (**IN-PEW ONLY**)
 - The corresponding white ID (if your parish ordered) can be used by the parish to send a “thank you” letter.
4. Fill out one pledge form for all anonymous donors and for loose cash gifts.
 - On the Parish line, print the name of your Parish.
 - On the name line, print anonymous gifts.
 - Calculate the number of anonymous gifts and note the number on the next line.
 - Fill in total pledge amount.
5. Count all cash and deposit in your Parish checking account. Make Parish check for the total amount received payable to DPAA 2025.
6. Make a copy of the check and a list of donors with ID numbers that it represents before mailing materials to the Stewardship Office.

7. Band together all cash pledge forms, including the “anonymous” form.
8. Place Parish check under rubber band and mail in envelope pre-addressed to **Diocesan Stewardship Office**.

STEP FOUR: PROCESSING PLEDGE ONLY ENVELOPES (no payment)

1. Check each pledge form to ensure that it is filled out correctly and clearly. Fill in missing/incomplete information with a **red** pen, and initial all changes.
2. Place the corresponding Gray ID label on the pledge form **(IN-PEW ONLY)**
3. Band together pledge forms indicating gifts of securities.
4. Place in envelope pre-addressed to the **Diocesan Stewardship Office**
Do not send Pledge-only or Cash envelopes to Lock Box.

STEP FIVE: PROCESSING “OTHER” PLEDGE ENVELOPES

- Zero/No Gift
 - o Place **Gray** Diocesan ID Label, band together and mail to Stewardship Office.
 - o Pull corresponding label from white set of Diocesan Labels (if your parish ordered) _ and affix to a piece of paper with the heading “No Gift” to help Parish to keep track of non-donors.
- Matching Gift
 - o Place **Gray** Diocesan ID Label, band together and mail with matching gift forms and checks to Diocesan Stewardship Office.
 - o The corresponding white ID label can be used by the parish to send a “thank you” letter.
- ‘Already Given’
 - o Band together and mail to the Diocesan Stewardship Office.
- Containing a Personal Note to Bishop
 - o Band together and mail pledge form, note and check (if enclosed) to Diocesan Stewardship Office.

STEP SIX: PROCESSING LIST OF DONORS FROM DIOCESE

- Check Diocesan reports for accuracy.
- If the Parish still has a label for a name that appears on a DPAA Monthly Donor list, the Diocese probably received the donor’s gift through the mail/DPAA Dinner. Pull the Gray Diocesan ID label and discard. The corresponding white ID label (if your parish ordered) can be used by the parish to send a “thank you” letter.
- If the Parish has a label for a name that appears on a DPAA Diocesan “No Donor” list – pull the Diocesan ID label and discard. Affix the other label to your record sheets for Parish non-donors.

CHECKS W/ PLEDGE FORMS	Mail envelopes, checks, and pledge forms to the <u>DPAA Lock Box</u> in <u>white envelope</u> provided. PLEASE DOUBLE CHECK THE P.O # and ZIP
CASH W/ PLEDGE FORMS (ANONYMOUS GIFTS AND LOOSE CASH)	Mail to <u>Stewardship Office</u> with pledge forms and <u>Parish check</u>. DO NOT MAIL TO LOCK BOX
PLEDGE ONLY , NO GIFTS OR ALREADY, MATCHING GIFTS, GIFTS OF SECURITIES, NOTES TO BISHOP	Mail to the <u>Stewardship Office</u> in the <u>manila envelope</u> provided. DO NOT MAIL TO LOCK BOX

PRE-ANNOUNCEMENT WEEKEND

March 22 - 23, 2025

CHECKLIST OF TO-DO'S

- Test Bishop's video and your equipment

MATERIALS YOU WILL NEED:

- Pulpit Announcement
- Bulletin Insert
- Prayers of the Faithful

PULPIT ANNOUNCEMENT:

The 2025 Diocesan Parish Annual Appeal begins the weekend of April 5 - 6. This year's theme is *"Pilgrims of Hope, Missionaries of Mercy"* and it invites us to embody the heart of Christ. By sharing our spiritual and material gifts, we can extend God's love, compassion, and hope to those who suffer. Let us embrace the transformative power of hope and mercy, and work together to build a more just and compassionate world. Please prayerfully consider giving to the 2025 DPAA.

BULLETIN INSERT:

DIOCESAN PARISH ANNUAL APPEAL 2025 BEGINS

"Pilgrims of Hope, Missionaries of Mercy" The 2025 Diocesan Parish Annual Appeal will begin the weekend of April 5 - 6. This year's theme is "Pilgrims of Hope, Missionaries of Mercy" and it invites us to embody the heart of Christ. By sharing our spiritual and material gifts, we can extend God's love, compassion, and hope to those who suffer. Let us embrace the transformative power of hope and mercy, and work together to build a more just and compassionate world. Please prayerfully consider giving to the 2025 DPAA, review all the materials you receive, and listen to the DPAA messages presented at Mass. Then, come to Mass on April 5 and April 6 ready to make your gift. We will complete our pledge forms together. God bless you for your generosity!

PRAYERS OF THE FAITHFUL:

That we live out our baptismal call to serve one another through the sharing of our time talent and treasure through the Diocesan Parish Annual Appeal, *We pray to the Lord.*

ANNOUNCEMENT WEEKEND

MARCH 29-30, 2025

MATERIALS YOU WILL NEED:

- Equipment to play the DVD/video
- **Bishop's recorded video message (TO BE PLAYED AFTER COMMUNION)**
- Display of Parish Rebate Project
- DPAA Newsletters placed in Parish Bulletin
- DPAA Posters – placed in visible locations
- DPAA Pulpit Announcement
- DPAA Bulletin Insert
- Prayers of the Faithful

PULPIT ANNOUNCEMENT:

This year our Parish Goal is **\$(fill in goal)**. 100% of all monies collected over this goal will be returned to our Parish to **(fill in parish's rebate project)**. Please read the DPAA Newsletter included into today's bulletin and the letter you will receive at home. Then, come to Mass the weekend of April 5 and 6 prepared to make a loving and sacrificial gift to praise God and to serve others.

BULLETIN INSERT:

2025 DIOCESAN PARISH ANNUAL APPEAL

“Pilgrims of Hope, Missionaries of Mercy.”

The 2025 Diocesan Parish Annual Appeal begins the weekend of April 5 - 6. This year's theme is “Pilgrims of Hope, Missionaries of Mercy” and it invites us to embody the heart of Christ. By sharing our spiritual and material gifts, we can extend God's love, compassion, and hope to those who suffer. Let us embrace the transformative power of hope and mercy, and work together to build a more just and compassionate world. Please prayerfully consider giving to the 2025 DPAA, review all the materials you receive, and listen to the DPAA messages presented at Mass. Then, come to Mass on April 5 and April 6 ready to make your gift. We will complete our pledge forms together. God bless you for your generosity!

PRAYERS OF THE FAITHFUL:

That each of us will give generously to serve others through DPAA ministries and to thank the Lord for all He has given us, *We pray to the Lord.*

COMMITMENT WEEKEND

April 5 - 6, 2025

MATERIALS YOU WILL NEED:

- In-Pew Coordinator for each Mass
- Display of Parish Rebate Project
- Pulpit Announcement
- Prayer of the Faithful
- Pledge envelopes and pencils
- Extra DPAA inserts – placed in pews
- Script – at pulpit – pastor to lead the process at each Mass

PULPIT ANNOUNCEMENT:

This weekend, every parish celebrates Commitment Weekend for the 2025 Diocesan Parish Annual Appeal. Your generous gifts support vital ministries that serve thousands by sheltering the homeless, feeding the hungry, counseling those in crisis, educating children, and caring for retired priests. Please prayerfully consider supporting the DPAA as we complete our pledge forms today.

PRAYERS OF THE FAITHFUL:

For the success of the 2025 DPAA on this Commitment Weekend, that the people of our parish and throughout the Diocese will respond generously to the call to help support the many ministries and services made possible by the Appeal, *We Pray to the Lord.*

FOLLOW-UP WEEKEND

APRIL 26 - 27, 2025

MATERIALS NEEDED:

- In-pew coordinator for each Mass
- Pulpit Announcement
- Bulletin Insert
- Prayer of the Faithful
- Extra DPAA brochures or newsletters – placed in pews
- Pledge envelopes and pencils

PULPIT ANNOUNCEMENT:

Thank you to the Parish families who have made a gift or pledge commitment to the 2025 Diocesan Parish Annual Appeal. Our results are encouraging. ___ of our Parish households have made a gift. Pledges given at this time total \$_____. Thank you for your generosity. If you have not yet made a gift or pledge, please prayerfully consider doing so. Every gift makes a difference. Once again, you will have a chance to do this today during Mass when we conduct the In-Pew process.

BULLETIN INSERT: (FIND REAL TIME GIVING DATA IN CAMINO, SEE PAGE 13) FIRST 2025 DPAA PARISH REPORT

“Pilgrims of Hope, Missionaries of Mercy”

Your DPAA support strengthens vital diocesan services and ministries. Your generosity reflects our unity in Christ and gratitude for God's blessings. Please join the _(fill in)_ parish households who have pledged \$_(fill in)_ by making your gift today or next weekend. As a reminder our parish goal is \$(fill in parish goal) Thank you for your faithful stewardship.

PRAYERS OF THE FAITHFUL:

That through the Eucharist, Christ's love may flow into us, and, through us and our practice of stewardship, to all people in our Parish, our community and our Diocese of Covington, *We pray to the Lord.*

Bulletin Inserts

BEFORE RECEIPT OF REBATE MONIES MAY THROUGH JULY, 2025

DIOCESAN PARISH ANNUAL APPEAL 2025

“Pilgrims of Hope ... Missionaries of Mercy”

UPDATES AS OF _____

Diocesan Goal	\$2,700,000
Diocesan Pledges	\$
Parish Goal	\$
Amount Pledged	\$
% of Participation	%
Pledge Amount Paid	\$
Remaining Pledge Balance	\$

REMEMBER ALL MONIES COLLECTED OVER OUR PARISH GOAL WILL
BE RETURNED TO OUR PARISH TO _____

Pledge reminders are mailed on the 15th of the month.
Please make your payment promptly.

THANK YOU!!!!

APPEAL UPDATE BULLETIN INSERT AFTER RECEIPT OF REBATE FUNDS – AUGUST 2025 – MARCH 2026

DIOCESAN PARISH ANNUAL APPEAL 2025

UPDATES AS OF _____

Parish Goal	\$
Amount Pledged	\$
% of Participation	%
Pledge Amount Paid	\$
Remaining Pledge Balance	\$
Parish Rebate to Date	\$

REMEMBER ALL FUNDS COLLECTED OVER OUR PARISH GOAL WILL BE
RETURNED TO OUR PARISH TO BE USED TO _____

Pledge reminders are mailed on the 15th of the month.
Please make your payment promptly.

THANK YOU!!!!

DPAA STRATEGIES TO REACH GOAL

- Maximum amount of personal follow-up – from the pastor and parish staff
- Encourage parishioners to attend one of the DPAA Dinners & Ministry Fair-This is a great way to show donors how their money is being used.
- Choose a parish rebate project – and communicate it well in advance and throughout the DPAA cycle.
- Conduct an in-pew giving process, and stress ongoing monthly gifts (made online)
 - When In-Pew and mail solicitation results are combined, many Parishes are close to goal on the first weekend of the In-Pew process.
- CONDUCT A COMPREHENSIVE FOLLOW-UP EFFORT:
 - Send a follow-up letter in June to all Parishioners who have not responded – especially to 2024 DPAA donors who have not yet responded for 2025

NEW **PROCESS TO FIND OUT REAL-TIME DONATIONS **

If you are a ‘System Administrator’ at your parish, you have been given permission to view the fund totals for your parish.

- In Camino, on the left panel of options, Click ‘Contributions’
- From there:
 - Click ‘Diocese Fund Totals’
 - Select a Fund (DPAA 2025)

Your parish’s information will then be displayed on the screen. Every month the Finance office and the Stewardship office reconciles the prior month’s DPAA activity. The Stewardship office will then send a monthly parish progress report to you. By following the above process, you will have up-to-date information (pledges and contributions) regarding your parish. However, please know adjustments may occur based on the reconciliation.

QUESTIONS AND ANSWERS

HOW ARE DPAA MONIES ALLOCATED?

- Ninety-two cents or more of every dollar is allocated to spiritual, educational, and charitable ministries. (Budget is outlined in the DPAA brochure and other materials).
- Eight cents of every dollar is allocated for administration and other expenses. (This figure is based upon our 2025 goal of \$2,700,000).
- Monies/Pledges/Gifts are not used for lawsuits or settlements.

WHAT IS THE DPAA GOAL THIS YEAR?

The 2025 Goal is \$2,700,000.

HOW SHOULD CHECKS OR MONEY ORDERS BE MADE OUT?

Make checks or money orders payable to the DPAA 2025.

HOW DOES A DONOR ARRANGE FOR AN ELECTRONIC FUNDS TRANSFER/CREDIT CARD/DEBIT CARD GIFT?

The donor can make a secure gift (via credit card, direct debit or electronic funds transfer) online at www.covdio.org/give

CAN A DONOR MAKE A STOCK GIFT?

Yes, all stock donations should be electronically delivered as follows:

- Shares delivered to: **US Bank, NA via The Depository Trust Company**
- Participant account number: **2803**
- Secondary account number: **001050981220**
- For credit to: **Diocese of Covington Gift Account**

IMPORTANT: In order to ensure that all donations are credited to their intended recipient as quickly as possible, donors (or their brokers/agents) are asked to send written notification to the Diocese at the address or email shown below. The notice should include the name, address, phone number of the donor; the stock name and number of shares being transferred and the intent of the donation (DPAA, particular parish or school, etc.). The mailing/email address is as follows:

Mr. Dale Henson, Chief Financial Officer
Diocese of Covington
Cathedral Square
1125 Madison Ave.
Covington, KY 41011-3115
dhenson@covdio.org

WHAT IS THE DPAA PLEDGE REDEMPTION PERIOD?

- Pledges can be fulfilled over a ten month period from June 2025 – March 2026. Pledges can also be fulfilled quarterly, semi-annually, or annually.
- Credit Card and EFT gifts may also be fulfilled over ten months, quarterly, semi-annually, or annually.
- The Stewardship Office sends monthly pledge reminders starting in June to pledge donors that are not donating online.

IS A PLEDGE LEGALLY BINDING?

Pledges represent a good-faith commitment by the donor, and although the expectation is that all pledges will be fulfilled, a pledge in no way suggests a legal obligation on the part of the donor. If for any reason a donor is unable to complete a pledge, he/she should notify the Stewardship Office as soon as possible so that the pledge record can be revised.

WHAT HAPPENS WHEN A PARISH EXCEEDS ITS GOAL?

Once the amount of **payments** exceed a Parish's goal, 100% of the excess will be returned to the Parish as a rebate. **Parishes do not pay a Diocesan assessment on DPAA rebates.**

CONTACT INFORMATION

DPAA Reports / Pledges / Procedures	Allison Miller
DPAA Supplies / Inventory	Jennifer Cox
DPAA Event Information	Jennifer Cox

NAME	TITLE	PHONE NUMBER	E-MAIL ADDRESS
Jim Hess	Director	859-392-1543	jhess@covdio.org
Jennifer Cox	DPAA Secretary	859-392-1541	jcox@covdio.org
Allison Miller	Pledge Coordinator	859-392-1542	amiller@covdio.org
Jennifer Readnour	Secretary	859-392-1540	jreadnour@covdio.org

DIOCESAN STEWARDSHIP OFFICE

Cathedral Square
1125 Madison Ave.,
Covington, KY 41011-3115
859-392-1500