



LEADERSHIP
COMMITTEE MANUAL

PROJECT **ADVANCE** 2015

Live gratefully, give generously.



Archdiocese
of Vancouver

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PROJECT **ADVANCE** 2015

Live gratefully, give generously.

Project Advance is the key annual appeal for the Archdiocese of Vancouver. Since its inception in 1980, the appeal has raised a total of \$167 million for the Archdiocese and parish communities. Out of that 167 million, \$90 million has been returned to parishes.

As volunteers you play a key role in the success of this important annual endeavour. We are grateful for your support and your involvement. One of the key points raised at the Project Advance volunteer focus group, held November 6, 2014, was the importance of both pastor and assistant pastor in the success of the appeal. Those pastors who are fully engaged throughout the appeal saw a greater participation rate. As lead volunteers for Project Advance in your parish, your passion and your encouragement will greatly influence your pastor. Project Advance offers the opportunity for you and your parish to work together, in the spirit of stewardship, towards a goal or project that will benefit your parish and sustain your legacy.

We are particularly excited about this year's approach with the focus on inviting as many parishioners as possible to participate in the appeal. Imagine what we could accomplish if everyone gave to Project Advance. It is estimated that if every parish increased their participation rate by a minimum of 5%, we would raise an additional \$1.8 million, all of which would be returned to the parishes.

The launch of the 2015 appeal is scheduled for the weekend of April 11th and 12th. The Commencement Mass and Luncheon will be held at St. Matthew in Surrey on Saturday April 11.

We produce and update this manual every year hoping that you will use it to your advantage in preparing your parish launch. This manual combined with the one we produce for the Pastors represents a useful resource to help you demonstrate the depth and breadth of the appeal. As always, additional copies for download can be found at www.rcav.org/project-advance.

The goal for the Archdiocese of \$3,000,000 remains the same reflecting the many challenges for which the Archdiocese takes responsibility. The core needs continue to be the renovation of our secondary schools, the founding of new parish communities, the care of the needy and marginalized through Catholic Charities, evangelization and programs for enriching the faith of our youth and young adults. The appeal video highlights some of the life-changing impacts that Project Advance has on our faith community. We would encourage you to show the video several times throughout the appeal.

Please contact the Project Advance office with any questions, concerns or suggestions you may have for your own parish or the appeal at large. Our office is here to assist you and to make Project Advance 2015 as successful as possible for you.

Sincerely,

Malcolm & Renata

Malcolm Ashford and Renata Cecconi
Project Advance Coordinators, paa@rcav.org

PROJECT **ADVANCE** 2015

STEERING COMMITTEE

Most Rev. J. Michael Miller, CSB

CLERGY MEMBERS

Very Reverend Joseph Nguyen	Vicar General RCAF [Chairperson]
Rev. Glenn Dion	Star of the Sea
Rev. Vincent Hawkswell	Sts. Peter and Paul
Rev. Craig Scott	St. Clare of Assisi
Rev. Eugenio Aloisio	St. Francis of Assisi

LAY MEMBERS

Malcolm Ashford	Coordinator, Project Advance
Renata Cecconi	Coordinator, Project Advance
Grant Andrews	Administrator, Project Advance
Francis Wong	Director of Financial Administration
Barbara Dowding	Director of Stewardship
Brett Powell	Director of Development

PROJECT ADVANCE TEAM

Malcolm Ashford	paa@rcav.org
Renata Cecconi	paa@rcav.org
Grant Andrews	gandrews@rcav.org
Tim Phan	tphan@rcav.org
Brett Powell	bpowell@rcav.org

New John Paul II Pastoral Centre

4885 Saint John Paul Way, Vancouver, BC V5Z 0G3
Phone: (604) 683-0281

PROJECT **ADVANCE** 2015

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2015 TIMELINE

- JANUARY Deadline for submitting materials and packing list to PA Office. Parish should begin to review Leadership Committee members for upcoming appeal.
- JANUARY 31 2014 Income Tax receipt with Archbishop thank you note incorporated prepared and ready for delivery to Parishes.
- FEBRUARY Video filming and editing.
- Clergy letter outlining 2015 goal to be sent to each parish.
- Deadline for Parishes to submit their 2015 Leadership Committee Contact Form to Project Advance Office.
- MARCH 11 ANNUAL CLERGY MEETING**
New John Paul II Pastoral Centre, 4885 Saint John Paul Way, Vancouver
10:30am followed by lunch
- MARCH 25 Parish Leadership Meeting #1 – All Saints, Coquitlam, 7:00-9:00pm
- MARCH 28 Parish Leadership Meeting #2 – Archdiocese of Vancouver,
New John Paul II Pastoral Centre, 4885 Saint John Paul Way, Vancouver
10:00am-12:00noon
- MARCH 31 Parish Leadership Meeting #3 – St. Andrew Kim, Surrey, 7:00-9:00pm
- APRIL 3 Good Friday
- APRIL 5 Easter Sunday
- APRIL 11 COMMENCEMENT MASS/LUNCHEON**
St. Matthew, Surrey
Mass 11:00am followed by lunch
- APRIL 11/12 Project Advance Announcement – **at parish discretion** Project Advance launch at parish level - video presentation, mailing of brochures, letters by the Parish PA team.
- APR to JUN Initial Phase of Project Advance
- SEP to DEC Final Phase of Project Advance

SPECIAL REMINDERS

Online giving is growing in popularity. In 2014 over \$785,000 came in online. This is 17% more than the previous year! Please familiarize yourselves with this method so you can encourage others to use online giving. This will save your committee time and reduce overall Project Advance expenses. Take the opportunity to try an online donation yourself by going to the RCAV website at www.rcav.org/giving and following the links. Do not be concerned that your parish won't receive its due. Donors must indicate their home parish before proceeding with a one time or monthly credit card payment so each parish is credited for its parishioners online donations. Parish Project Advance committees will be made aware of these donations by reviewing the **Pledge Status Report which is sent by e-mail to the pastor and Project Advance volunteers designated by each parish**. This report includes a summary of your results and supporting details by donor.

Our Project Advance brochure includes a returnable donation form and envelope that can be mailed to your parish or dropped in the parish collection. To process, simply add to other pledge forms for that week or if there is a preprinted form for that donor, just attach this form to that person's preprinted form and submit as usual after you have copied the appropriate donation information onto the parish copy for your records.

VITAL

Be very careful and respectful of your donors' pledges and gifts. Submit them promptly – do not leave cheques uncashed and credit cards unprocessed. Credit card pledges and post dated cheques oftentimes contain time sensitive processing dates which should NOT be missed. Please alert those in your parish that may come across a donation as to how you would like it handled, where to put it etc. If the usual donation handler is away, please make an alternative arrangement to ensure the pledges are processed promptly.

STATUS REPORTS & UPDATES

Project Advance status reports will be sent frequently (end of month for January, February, March; and weekly starting after launch in April) by e-mail to all parishes and committee members who have provided us with an e-mail address. Please keep us up-to-date with names and e-mail address changes.

The **Pledge Status Report** provides a detail summary of your parish results and the **Parish Progress Report** summarizes the efforts of all parishes within the Archdiocese.

We will continue to provide e-mail updates to keep you informed on what is happening within the Archdiocese and to offer tips and reminders that will assist you in delivering a successful appeal. We also welcome ideas and suggestions from leadership team members to share their ideas.

Please e-mail your suggestions to Renata Cecconi at paa@rcav.org

PROMOTING THE APPEAL

SHOW THE VIDEO

The 2015 Project Advance video is filled with key testimonials about the impact Project Advance has on our faith community. It also outlines how the funds are used and how the appeal has made a difference in our lives. You can also view the video online at www.rcav.org/giving.

The video was produced to have an extended shelf life. For maximum impact make arrangements to share this video during the launch weekend, at Masses throughout the year, at parish council and committee meetings and other special parish gatherings and events. Supplement the video with the Pastor's and your own communication strategies to add strength to your message. The video is one of the most compelling and influential promotional tool available to you to tell the Appeal story and its impact. We would encourage you to use it to its fullest advantage.

MAKE THE CASE FOR SUPPORT

Share how Project Advance has affected the parish or how your parishioners have benefitted. Take time to identify the Archdiocesan and parish programs and projects the appeal supports. Communicate the appeal's impact from the pulpit, in your bulletins, newsletters and website. The more you personalize through real-life examples, the more informed the parishioners are about the Appeal and the more motivated they will be to give.

LOCALIZE AND PERSONALIZE

Compile information about your parish's use of the appeal over the years. List some of the projects and or programs the appeal has supported and what it will support in the future.

Identify those parishioners who are supporters of Project Advance and ask them why they give and if they are willing to share their reasons for giving. Try to use testimonials in all your communication efforts.

ASK FOR HELP FROM THE OFFICE OF DEVELOPMENT

Use the Project Advance team as a resource. We are at your disposal to help you with your communication efforts. If you are not equipped to do the things you would like to do, ask us for help. We may be able to assist you on your behalf.



INCREASING PARTICIPATION RATE

Project Advance is all about sharing our gifts and our legacy as a Catholic family. It is and will continue to be an important annual endeavour for the Archdiocese and for parishes.

Every year most parishes meet their diocesan goal which is a testament to the loyalty of our parish donors. What is equally important, however, is the level of participation. **Imagine what we can accomplish if everyone gives.**

This year, we would like to focus on encouraging every parish to increase their participation rate. As mentioned in the introduction, it is estimated that if every parish increased their participation rate by a minimum of 5%, we would raise an additional \$1.8 million, all of which would be returned to the parishes.

Here are a few things you can do to help increase the number of people who give to Project Advance:

- **Ensure your database is up-to-date and accurate.**

It's important that you have accurate information on the number of parishioners that attend your church. You should also be able to keep track on who gives and who doesn't give to Project Advance. This will help you with your communication strategies and messages. If you are not equipped to do this or feel that you need help in this area, please contact us.

- **Use all the appeal promotional tools at your disposal to their fullest advantage.**

We already mentioned the importance of showing the video at the launch, at Masses throughout the year, at parish events and meeting and other special parish gatherings. The key here is to show the video more than once. It is one of the most influential promotional items you have available. Make good use of the brochure, the posters and ensure you dedicate a prominent location for your annual appeal in the church vestibule.

- **Use various methods to communicate the message:**

From the pulpit, in your bulletins, your newsletters, e-news, and website etc. Share how the annual appeal is making a difference in our parish life and for countless others within the Archdiocese. Refer to the list of our Special Grants recipients, review how the money is allocated and used at the Archdiocese and finally, how it will be used at your parish.

- **Reach out to those who have not given and or have stopped giving.**

Have the pastor send a letter, a note or even make a phone call to those who may have given in the past but have failed to do for some time. Ask them for their help and communicate what we can do if everyone participated. Their participation is needed and will have an impact on the parish and on the Archdiocese.

- **Keep and thank your current donors.**

At the beginning of the appeal thank your current donors for their past support and encourage them to continue to support the appeal.

- **Review your "LYBUNT" [Last year but not this year] list:**

Throughout the appeal make sure you reach out to those who gave the previous year but have yet to give in the current year, particularly during the second phase of the appeal. Past appeals show that parishes who contact those donors who have yet to give capture between 50% and 60% of lapsed donors.

- **Promote online giving.**

Make it easy for people to give by reminding them that a quick and easy option is to give online at www.rcav.org/givng and to designate your parish as the recipient.

PROJECT ADVANCE 2015

1. WHAT IS "PROJECT ADVANCE"?

Project Advance is a diocesan-wide annual appeal which seeks to provide resources for both diocesan and individual parish needs. Project Advance began in 1980 with Archbishop Carney's vision of building a strong diocesan community. Its purpose was to provide the necessary resources to fund important capital projects within the Archdiocese. In later years, programs in the areas of education, social concerns and spiritual growth were added. Parishioners responded to this call for support with great generosity, and the fruits of their gifts can be seen and felt throughout the Archdiocese and in all parishes.

Project Advance has raised more than **\$167 million dollars** since its inception. Under the guidance of our Steering Committee, comprised of clergy and laypersons, our pastors and the tireless work of parish volunteers, each year the Archdiocese and its parishes are able to go forward with many worthwhile capital and operational projects. The cost of running Project Advance was at 4.9% last year.

Project Advance provides the opportunity to promote the ideals of Christian stewardship, to become aware of our blessings, and to use them accordingly for the growth and benefit of God's Kingdom in the Archdiocese of Vancouver. Further, parishioners have become more aware of the needs beyond the boundaries of their own individual parishes. Project Advance enables them to share in reaching the goals of both the diocese and their own parish.

The Parish Rebate Program has assisted all parishes within the Archdiocese to fund their own local building or financial programs. Further details on the rebate will follow.

2. WHEN DOES PROJECT ADVANCE TAKE PLACE?

Project Advance is divided into two phases. Phase 1 takes place after Easter in April, May and June. Individual parishes may adjust the schedule to best suit their parish. It should not coincide with First Communion or another event which would prevent a significant number of parishioners from attending their usual Sunday Mass and so not hear the Project Advance request. Phase 2 takes place in the fall continuing right to December 31st.

3. WHAT IS THE PARISH REBATE PROGRAM?

Each parish in the Archdiocese is assessed a financial goal for Project Advance. Once that goal has been reached, all additional gifts (less the parish's share of expenses) is returned to the parish for its own use. For example, parishes have used the rebate to pay down debts, expand their buildings, replace equipment, etc. To date, an astounding \$90 million dollars has been rebated to our parishes. **The Project Advance rebate is not subject to the cathedraticum tax.**

4. HOW IS THE INDIVIDUAL PARISH GOAL CALCULATED?

The parish goal is based on the total parish income from Sunday collections as reported by your parish to the Archdiocese. The individual parish's percentage of the total income is the approximate percentage of its Project Advance Archdiocesan goal. For example, if Parish A contributed 2.4% of the total Sunday collection for the previous year, then its share will be approximately 2.4% of the total Project Advance goal. Some adjustments may be made for special circumstances. The \$3M goal is approximately 12% of the total Archdiocesan Sunday collection so most parish goals are approximately 12% of their annual Sunday collection.

5. HOW ARE DECISIONS MADE WITH RESPECT TO ALLOCATION OF FUNDS?

The Project Advance Steering Committee has been appointed to make the decisions regarding allocation of Project Advance funds. The main case meets pressing capital and charitable needs in the Archdiocese. There is a "Special Grants" fund of up to \$100,000 set aside for which groups within the Archdiocese that require one-time special funding may apply. The committee's recommendations for these grants are sent to Archbishop Miller for approval. Applications are available online at Project Advance.

6. HOW DO I GO ABOUT ORGANIZING THE PROJECT ADVANCE APPEAL IN MY PARISH?

Our diocese is blessed with many knowledgeable and dedicated volunteers. The most challenging part of both the pastors and the Chair is to seek out and recruit the volunteers most suited to the positions on the Leadership Committee. The Chairperson and Co-Chairperson play key roles in generating enthusiasm, promoting the goals of both the diocese and the parish, and extending that enthusiasm from the beginning of the Appeal right to December 31st.

The Chairperson should be someone who is enthusiastic, committed to the parish, and not afraid to speak to parishioners in order to promote the Appeal and to report on progress. The secretary should have some knowledge of accounting procedures, but does not need to be an accountant.

Complete instructions for each member of the committee (including the pastor) are provided by the Project Advance office.

7. WHAT IS MY TIME COMMITMENT TO PROJECT ADVANCE?

Project Advance conducts three information meetings with the team of Project Advance. We encourage you to attend at least one of these meetings to obtain information on the previous year's results, the focus of the upcoming appeal and how to best promote the appeal in your parish.

The Commencement Mass and Luncheon will be held on the morning of April 11, 2015 at 11am, at St. Matthew in Surrey, with Archbishop Miller as the main celebrant. All pastors, assistants and lead volunteers are invited to attend and have lunch along with the parish committees. This event allows the Archbishop to officially commission the volunteers and to send them forth with his blessing to carry out the Appeal in the parishes.

While we ask you to promote the appeal during the April to June and fall to December periods, gentle reminders throughout the appeal are also critical.

8. WHAT MATERIALS ARE PROVIDED TO ASSIST US IN RUNNING THE APPEAL?

The Project Advance office will provide all necessary materials for your parish to conduct the Appeal: brochures, posters, pledge cards, prayer card master, and a promotional DVD which you are asked to play at Mass on several occasions, manuals of instruction for the pastor and for each member of the Leadership Team are also provided. As always, the Project Advance staff is available 12 months of the year to assist with providing additional materials or to answer any questions.

THE CASE FOR 2015: PROJECT **ADVANCE** NEEDS

Core Needs

Secondary Schools	\$ 1,400,000
New Sites Fund	650,000
Catholic Charities	450,000
Ministry to Youth	100,000
VANSPEC	50,000
Diocesan Outreach	250,000
Special Grants*	100,000
2015 Goal	\$3,000,000

*The 2015 Special Grants:

St. Joseph's Society	\$ 42,500
St. Michael's Centre	10,000
SFU Chaplaincy	8,000
Signal Hill Life Ed Society	10,000
Serena Family Planning BC	6,000
Domestic Abuse Services	15,000
Sancta Maria House of Healing	3,500
L'Arche Foundation Vancouver	5,000
Total	\$ 100,000

*The Special Grants are funded on a one-time-only basis totaling up to \$100,000. Recipients must apply each year if they would like to be considered for funding of a capital project. See our website for more information and applications for next year.

CORE NEEDS:

SECONDARY SCHOOLS - \$1,400,000

Reducing the deficit incurred from new construction and rebuilding of our 6 regional secondary schools and save for future building.

NEW SITES FUND - \$650,000

Reducing the deficit incurred from purchases of land for future parishes and schools.

CATHOLIC CHARITIES - \$450,000

Providing support and resources to parishes developing service outreach initiatives, as well as programs for seniors; providing fiscal and human resources to strengthen families, reduce poverty, and build communities, especially for those whose basic needs are most neglected: the poor, the homeless, the refugees, the mentally and physically challenged.

YOUTH MINISTRY - \$100,000

Empowering young people to live as disciples of Christ in our world today by fostering total personal and spiritual growth, and encouraging responsible participation in the life, mission, and work of the Catholic faith community. www.oyyam.com

VANSPEC - \$50,000

Offering catechetical instruction to children and adults challenged by intellectual or specific learning disabilities primarily those dealing with autism. The program is offered in a number of parishes throughout the Archdiocese of Vancouver. www.rcav.org/vanspec

DIOCESAN OUTREACH - \$250,000

A response to the Synod's directive, Diocesan Outreach seeks to provide resources to improve the Archdiocese's evangelization efforts, including the communication to the world through our website and support for parish refugee sponsorships.

THE 2015 SPECIAL GRANTS:

ST. JOSEPH'S SOCIETY - \$42,500

Provides care and benefits for sick and retired priests.

ST. MICHAEL'S CENTRE/TAPESTRY FOUNDATION FOR HEALTH CARE - \$10,000

Fosters and provides care and compassion to seniors.

SIMON FRASER UNIVERSITY CATHOLIC CHAPLAINCY - \$8,000

Provides pastoral assistance and ministry to students and staff at SFU.

SIGNAL HILL LIFE EDUCATION SOCIETY - \$10,000

Promotes the value of human life through education and support services.

SERENA FAMILY PLANNING SOCIETY OF BC - \$6,000

Offers workshops and support services on natural family planning to couples.

DOMESTIC ABUSE SERVICES: OUR LADY OF GOOD COUNSEL SOCIETY - \$15,000

Provides educational programming, a helpline, safe housing and support services to victims of domestic violence.

SANCTA MARIA HOUSE OF HEALING - \$3,500

Catholic Christian Healing home for women struggling with addictions.

L'ARCHE FOUNDATION OF GREATER VANCOUVER - \$5,000

Provides homes and programs for people with developmental disabilities.

STEPS FOR AN EFFECTIVE APPEAL

1. Update your knowledge base

- a. Review why we do the Appeal: opportunity to participate in God's work; to develop an "attitude of gratitude" in thankfulness for God's many gifts.
- b. Refresh understanding on where the Appeal money goes and how your parish benefits.

2. Prepare people and plans

- a. Recruit effective volunteers and provide enthusiastic leadership.
- b. Choose a team to handle promotion and follow-up.

3. Promote the appeal

- a. Send a letter from the pastor, explaining what Project Advance is all about and how your own parish benefits through the Parish Rebate Program.
- b. Use bulletin inserts during Project Advance time to promote the Appeal.
- c. Announce the Appeal in advance, talk about the people who are helped.

4. Make the case and ask for the gift on appeal weekend

- a. Have extra blank pledge forms available for those who are new to the parish and have not received a pre-printed form.
- b. Ask the pastor to use the homily period to explain the Appeal and its benefits
- c. Show the Project Advance DVD
- d. Emphasize the purpose of the Appeal: to support specific needs within the Archdiocese, and to assist with your own parish projects.
- e. 100% Participation – Project Advance has been very successful in past years. Just imagine what your parish could accomplish if everyone gave what they could!
- f. Remind them at the end of every mass that this is Project Advance time
- please give.

5. Encourage giving online as well as in person or through the mail

6. Remind and ask regularly throughout the appeal

- a. Encourage people to participate during regular intervals throughout the appeal.
- b. Report regularly on the progress of the appeal.
- c. Have blank pledge forms, extra brochures, and pens available at the entrance of the church. Ensure a member of your Project Advance team is available there to answer questions.
- d. Continue to use various methods to communicate the appeal and its progress - bulletin inserts, website, e-mail and or e-newsletters etc.
- e. Communicate Thanks to those who have given.

7. Conduct timely follow-ups

- a. It is recommended that in Oct/Nov, follow-up begins with all registered parishioners who have not yet had an opportunity to offer a gift to Project Advance in 2015.
[LYBUNT]

8. Process the gifts and reports accurately and on time

- a. Ensure your Project Advance secretary is aware of procedures and is following them accurately. A complete guideline is available in the Parish Leadership Committee Manual. Our office is available to answer questions at any time, either by phone (604) 683-0281 or by email gandrews@rcav.org, tphan@rcav.org or paa@rcav.org

9. Say thank you

- a. Say thank you again and again; in the bulletin, in person, from the pulpit, in an e-mail and e-newsletter, to the volunteers and to the givers.

DUTIES & RESPONSIBILITIES

ROLE OF THE PASTOR

As the pastor, you are the spiritual leader of the community. Your involvement and commitment are a tremendous source of inspiration to parishioners and the most important component of the success of Project Advance.

- Appoint a chairperson who is committed to the success of Project Advance. If possible, attend a Leadership Committee Meeting with your team.
- Make a commitment to meet the diocesan goal, and then to promote the Parish Rebate Program which will benefit your parish by sending out a letter, the brochure and follow-up reminders. **Show the video on several occasions.**
- Invite everyone to participate at a level that expresses their thanks for God's gifts to them. Do this verbally at the end of every Mass for a few weeks and then periodically throughout the appeal.
- Send a thank you letter to each donor family immediately upon receipt of their gift.

PARISH CHAIRPERSON(S)

A strong parish chairperson who is dedicated, caring, and knows how to reach out to others will be an effective partner in making your parish Appeal a success.

- Make a commitment to meet the diocesan goal, and then to promote the Parish Rebate Program which will benefit your parish.
- Be first to make your own gift to Project Advance.
- Recruit enough volunteers to carry out the Appeal successfully.
- Ensure parishioners are instructed on how to handle completion of the pledge card, and how to return it to the Appeal Secretary.
- Ensure all potential donors are contacted.
- Ensure all reporting procedures are followed; make sure reports and payments are forwarded **promptly- within one week** - to the Project Advance office.
- Follow up during Phase 2 to contact those who have not yet responded - LYBUNT letter.
- Identify ways to increase participation by 5% across the board.

SECRETARY

As the person who makes the details work, from distributing materials to processing gifts to liaison with the Project Advance office, the appeal secretary is the backbone of the appeal.

- Make your own gift to Project Advance.
- Be responsible to safeguard all cash, cheques and personal information received through the Appeal.
- Ensure reports are submitted to the Appeal office as required.
- Prepare thank you letters for pastor's signature as each gift form is submitted.

VOLUNTEERS

The Project Advance Appeal is truly a parish effort. Volunteers who help organize events, assist with completion of pledge cards, or who simply share their enthusiasm, are an important part of any well-run appeal. They must be reminded to treat each gift confidentially and to treat each parishioner with sensitivity, especially those who are not able to give.

PHASES ONE & TWO

PHASE ONE:

Phase 1 will take place beginning April 11, with the Commencement Mass and continue into June. During this phase, committees will attempt to contact all parish families, and encourage their participation in Project Advance prior to the conclusion of Phase 1. Be sure to include an item in the weekly bulletin every week. What is your parish goal? How will your parish benefit from the Rebate Program? Keep parishioners updated on the pledge total. **Ask the pastor to speak from the pulpit or do so yourself with his permission.**

PHASE TWO:

Phase 2 will take place in October, preferably near Thanksgiving weekend, and continue into November and December. At this time, less emphasis is placed on the Project Advance program, but if you have made your diocesan goal, this is the time to fully promote your own parish project for which you will receive funds from the Parish Rebate Program.

Parishioners will be reminded that the December 31st tax deadline is approaching, that all gifts are important and that it is not too late to participate. Pledge forms can be returned to the Project Advance committee via the parish office, or through the collection basket (in an envelope specifically marked "Project Advance"). Some parishes accept pledges (particularly credit card pledges) over the phone. Cheques can also be sent directly to the Project Advance office, or a credit card gift can be phoned in.

****Online giving is the easiest for everyone involved. Suggest parishioners give by going to: www.rcav.org/giving**

Follow-up is a must for the Appeal to be successful. Many people fail to participate just because they don't get around to it. Their intentions are good, but they don't take action. Others just need to be asked more than once because the message doesn't get through the first time. So, follow-up is not "harassment"; it is just good practice to give people multiple opportunities to participate.

The Project Advance office makes every effort to accept last-minute gifts. However, in accordance with CRA regulations, the parish is responsible for sending those last-minute gifts in to our office by the deadline specified. We issue tax receipts for gifts that are received for that specific year.

PROJECT **ADVANCE** MATERIALS

The Project Advance office has provided a variety of promotional materials to help you run a vibrant parish appeal. In addition to posters and brochures, the Pastor's Manual and the Leadership Committee Manual contain notes and suggestions, bulletin announcements, etc.

Please remember to take the following steps during the Appeal

:

- **Place** Appeal materials in a prominent location
- **Hang** Posters
- **Distribute** brochures **along with your personal letter of explanation & encouragement.**
- **Plan** and arrange for necessary equipment to show the 2015 DVD
- **Include** appeal-related bulletin / newsletter announcements on a weekly basis
- **Create** a link on your parish website to the RCAV website
- **Pray** for the Appeal at some point during Mass
- **Use** the **Project Advance prayer** as provided, or adapt to your own specific needs.
- **Make extra brochures and pledge forms visible.** New donors especially may not be on a list, but may still want to help.

Materials have been developed to support Project Advance 2015.

The following materials will be made available for use during the appeal:

BROCHURE

The Project Advance brochure highlights the important objectives of the 2015 Appeal. The brochure must be distributed and accompany the pastor's letter to all parishioners. Two features of the brochure are its **detachable** envelope and pledge form for parishioners' convenience to return to the parish in the collection or by mail.

POSTER

The poster should be displayed as much as possible for as long as possible, even to December 31st. It serves as a visual reminder to parishioners that Project Advance is in progress. The back of the church and hall are other visible areas to display the poster. The ultimate purpose of the poster is to create awareness of Project Advance. Posters are available in large and small sizes to fit a variety of spaces.

PRAYER CARDS

A prayer card “master copy” is being provided in your parish box of materials. There are three copies to a page. You may photocopy as many as you need in order to include one in each envelope, along with your letter, the brochure and the pledge card. You may also choose to use this prayer at Mass each week during Project Advance time, possibly before Mass begins, or after the Prayers of the Faithful. Consider having an altar server read the prayer, or a member of the Project Advance committee, the CWL or Knights, or a PREP teacher, or Youth Ministry leader. Consider having someone translate the prayer into your parish’s language of choice. Make copies available to all parishioners. It is a certainty that not everyone can support Project Advance financially, but **everyone** can pray for its success.

LEADERSHIP MANUAL

The Leadership Manual is intended for the use of all Project Advance parish leaders.

It outlines the details of Project Advance and the duties associated with accepting a leadership or volunteer role in the Appeal. Also included in the manual is the Secretary’s Guide. It outlines the duties of the Secretary and also explains the procedures to be followed in managing and reporting gifts received in Project Advance.

PLEDGE CARDS – 2 VERSIONS

The computerized pledge card is the official record of intent. The card is prepared in three sections. The top section is batched by the secretary and forwarded to the Project Advance office for processing. The parish secretary retains the middle section, and the bottom section is a **temporary** receipt and should be left with the donor.

As well, three-part blank pledge cards will be supplied. These forms are not pre-printed with parishioner data but do have the parish number printed on them. They are mainly for newcomers, those not registered in the parish, or for those who give a gift in cash and require a receipt. The secretary processes these gifts using the same procedures as described above.

DVD

The Project Advance DVD will be made available for parishes, to be used during Mass or after Mass, Parish Council meetings, or during any other occasion where Project Advance is being promoted. It is suggested that you not show the DVD on First Communion Sunday or any other day of significance in your parish. It is further recommended that you test the DVD in the church on the same equipment you will be using during Mass. This is a good time to make a sound and visual check. If, for any reason, the DVD proves defective, we will replace it immediately.

TAX RECEIPTS

For tax purposes, receipts will be produced based on actual gifts for the tax (calendar) year. Receipts will be printed as early as possible in the new year, usually the beginning of February. Receipts are printed in alphabetical order and include a “Thank-you” note from Archbishop Miller. The Project Advance receipt may be sent in the same envelope as your parish receipt and any letter from the pastor. Inclusion of these items falls well within the weight limit for a business letter mailed in Canada.

PARISH APPEAL SECRETARY

Your Committee Secretary is of vital importance to the success of Project Advance and your parish appeal. A well-informed and well-organized secretary will help inform the parishioners, and their gifts will be properly and promptly processed. When information is transmitted well, volunteers will be able to correctly complete all their other tasks and donor information will be recorded properly. As a result, there will be a minimum of errors and inconvenience for your donors, your parish and the Project Advance office.

The secretary is also responsible for the preparation of all materials and acts as a liaison between the parish and the Project Advance office. It is critical that all information provided to the Project Advance office be accurate and provided by the dates necessary for processing.

The following are points of reference for the Parish Appeal Secretary. If you have any questions regarding processing procedures for pledge cards, please call the Project Advance office at 604-683-0281 and ask for Grant Andrews, the Project Advance Administrator (Local 50322). Individual inquiries regarding credit cards or pre-approved payments please call Tim Phan, (Local 50323).

Important Note on Confidentiality: Project Advance Secretaries and volunteers have regular contact with financial information regarding the parish and its parishioners. This information is considered personal and sensitive in nature. Secretaries and all volunteers must maintain the utmost confidentiality in all instances.

ROLE OF THE SECRETARY

Duties include:

- Ensure the parish has adequate supplies of following materials:
 1. Pre-printed pledge cards
 2. Blank pledge cards, as requested
 3. Posters
 4. Envelopes (plain) (not provided)
 5. Brochures
 6. Leadership guides (downloadable)
 7. Weekly Report forms (Green)
 8. Second payment forms (Yellow)
 9. Print individual thank you notes for pastor to sign
- If the Project Advance office is printing your parishes pledge cards then the current parish registration list should have already been forwarded to the Project Advance office by your parish office. **This list should include correct names, addresses, postal codes and phone numbers of all registered parishioners.** Some parishes have chosen to print their own pledge forms. If in doubt, contact the Project Advance office.

- Confirm that all information on the preprinted pledge cards is updated and accurate including: **names, addresses, phone numbers and postal codes**. If any of this information is incorrect, please make the necessary corrections right on the pledge card, and we will make corrections when the pledge card is received in our office. You may also notify the Project Advance office so that our computer information can be updated immediately.
- From the updated parish registration, supply the name, address, phone numbers and postal code of new parishioners or those that did not contribute last year to Project Advance. The Project Advance office will send to your parish, pledge cards complete with names and addresses **for all parishioners who contributed last year, unless your parish has specifically requested pledge forms for all registered parish families**.
- Please double check the names for accuracy. Sometimes one of the parishioners has passed away and we need to ensure we don't bring heart-ache to the surviving spouse by including the deceased person's name on the pledge form.
- Please double check the address information for accuracy, to ensure that accounts are not duplicated and payments are credited to the right donor. Address changes should be forwarded to your parish secretary to ensure all records are accurate.
- Parish printing of blank pledge cards should be completed before the week of **April 6, 2015**. This ensures the pledge cards are ready for mailing by your official launch date. Contact your parish secretary to ensure the cards will be ready before the date you plan to stuff the envelopes.
- Cash/cheques accompanying pledge cards should be deposited into your special parish Project Advance account, or into a separate Project Advance deposit book. A record of deposits must be kept at the parish. Please make deposits as soon as possible to ensure accuracy and that cheques are cashed promptly.
- New donors will be assigned an account number when the Project Advance office receives their pledge card. The Project Advance account number is not the same as your parish envelope number.
- Inform volunteers of the time and place of meetings.
- Help mail the parish case letter and appeal brochure to all registered parishioners.
- Assist the Pastor and Chairperson as necessary and as requested.
- As Appeal Secretary, you are the main contact between the Project Advance office and your parish. If there are any materials or information that arrives to your attention, please ensure the information is shared with your parish leadership team members.
- Try out the online giving so that you can tell others how easily it works.

APPEAL PROCEDURES

ONLINE GIVING - \$785,538 (2014) 17% MORE THAN 2013

Giving online is growing in popularity. Encourage your parishioners to go to **www.rcav.org** and click on the Donate link at the top of the page to follow the links to Project Advance Online Giving. At this secure site, donors can give a one-time credit card gift or monthly donations which will be credited to your parish.

Donors are required to give a parish name with their other information. Your parish will be advised via the frequent **Pledge Status Report** of these gifts, as well as gifts that were mailed or phoned directly to the Project Advance office.

Keep this in mind: The more people who donate via online, the less work there is for your Project Advance Team.

PREPARING PLEDGE CARDS

Every gift you handle must have a corresponding pledge card. Be sure to complete the name, address and telephone number of each parishioner who offers a gift (and email if possible). If you receive an anonymous gift, fill out the pledge card with "Anonymous" as the donor and it will be credited to your parish account. The pledge card may then be handled as a regular pledge. Do not send cash with a pledge card. **Even if the gift is anonymous, all gifts should be verified by a separate pledge card. This is a mandatory requirement of Canada Revenue Agency.**

The new brochure provides a modified donation card and envelope that can be placed in the pews or otherwise made available at your parish. If this brochure method is used by a donor who also has a preprinted pledge card simply attach the brochure envelope to the front of their preprinted pledge card and send both to the Project Advance office for processing. For new donors simply send in the brochure pledge card. Copy the pledge information to the Parish Copy or a blank form for your parish records.

ACCOUNTING PROCEDURES

1. Open all envelopes and attach cheques, notes, etc. to each individual pledge card.
2. Separate pledge cards into 3 piles:
 - a. Credit card pledges
 - b. Pre-authorized banking (will have a cheque on which "VOID" has been written – it is not necessary to have it signed)
 - c. All other gifts

IMPORTANT: DO NOT USE STAPLES, NEVER SEND CASH IN THE MAIL

CREDIT CARD GIFTS – VISA, MASTERCARD, AMERICAN EXPRESS



1. Separate the Project Advance copy of the pledge form from the Parish copy. Ensure the Project Advance copy is complete. It **must have** the name, address and telephone number of the donor, the complete credit card number, the expiry date, and an indication of how the donor wishes to pay his gift. (\$X per month for X months for a total of \$X or a single gift amount.)

If any of the above information is missing, please contact the donor for details. A signature would be good to have, but lack of one becomes an issue only if the item on the donor's statement is disputed.
2. Ensure the information on the Parish copy of the pledge form is complete. For security reasons, it is not wise for the parish to keep a record of the donor's credit card number, however, please make sure that there are 16 squares completed for the credit card number (15 for AMEX), and 4 squares completed for the expiry date on the Project Advance copy.
3. Complete the "Parish Use Only" section of the pledge card:
 - a. The "mon/day/year" should show the same date as the report filed on the green sheet
 - b. The "Payment" should be the amount deposited to the bank. The total of these amounts must balance to the bank deposit, so pledges of this nature usually will have a "0" in this box. If, however, the donor is making a partial payment, by cash or by cheque, please leave this pledge card in the "Credit Card" category, and complete the necessary information (i.e. amount enclosed). Be sure to include the partial payment in your parish cheque.
 - c. "Initial" should be that of the person completing the report form.
4. Place the Project Advance copies in alphabetical order, and run an adding machine tape showing the total amount of gifts in this category. Attach the tape to the pledge cards.
5. Place the parish copies of the pledge forms in alphabetical order. This will make it easier for you to find the pledge form you are looking for, should you need to refer back to these. Run an adding machine tape – it should equal the total shown in the Project Advance copies.

PRE-AUTHORIZED PAYMENT

Note: this is not the same as "Post-dated cheque" →



1. Separate the Project Advance pledge copy from the Parish copy. Ensure the Project Advance pledge form is complete.
2. Attach the "Void" cheque to the Project Advance copy of the pledge form.
3. Complete the "Parish Use Only" section of the pledge card:
 - a. The "mon/day/year" should show the same date as the report filed on the green sheet
 - b. The "Payment" should be the amount deposited to the bank. The total of these amounts must balance to the bank deposit, so pledge of this nature usually will have

a "0" in this box. If, however, the donor is making a partial payment, by cash or by cheque, please leave this pledge card in the "Credit Card" category, and complete the necessary information (i.e. amount enclosed). Be sure to include the partial payment in your parish cheque.

- c. "Initial" should be that of the person completing the report form
4. Run an adding machine tape of the total amount of gifts in this category. Attach the tape to the pledge cards.
5. You may keep a separate batch of parish pledge forms for this category, or you may keep one batch of all pledge forms. (This applies to PARISH COPIES ONLY)

ALL OTHER GIFTS (EXCEPT STOCKS, CALL OUR OFFICE FOR INFO)

This category includes gifts paid in cash, by cheque, by post-dated cheque, or for those wishing to receive monthly reminders from the Project Advance office.

1. Separate the Project Advance copy of the pledge form from the Parish copy. Ensure the Project Advance copy of the pledge form is complete.
2. Ensure that the amount of cash/cheque received is consistent with what is indicated on the pledge form.
3. Ask yourself the following questions:
 - a. Is there a name and address (and, hopefully, a telephone number and email address) on the pledge form? This is required by the Project Advance office in order to properly prepare the tax receipt.
 - b. Do I know how much this donor is giving in total?
 - c. Do I know how this donor is paying his gift? Is the cash/cheque attached, and is it in the correct amount?
 - d. Is the cheque completed correctly, and is it signed?
 - e. Is the cheque(s) post-dated? If yes, attach the cheque to the Project Advance copy. **DO NOT** include it in your total bank deposit. The Project Advance office will deposit the cheque at the appropriate time.

If you have answers to all the above questions, you may process this gift at this time. If not, please contact the donor in order to complete the missing information.

4. The items are now separated into three sections:
 - a. The Project Advance copies
 - b. The Parish copies
 - c. Cash and Cheques to be deposited
5. Sort the Project Advance copies of the pledge cards into alphabetical order. Run an adding machine tape of the total value of gifts in the Project Advance copies. Then run another adding machine tape of the cash/cheques received. This latter amount should

equal the total bank deposit, and the amount of the cheque you send to the Project Advance office with these copies. Include the adding machine tape with the pledge cards when you send them in.

6. Run an adding machine tape of the total value of gifts in the Parish copies. Then run another adding machine tape of the cash/cheques received. The totals here should be identical to those on the Project Advance copies. Attach the adding machine tape to this group of pledge cards and note the Report # on the tape. The Project Advance office may need you to verify some information from a particular pledge card in a particular report.
7. File the Parish copies in alphabetical order, and integrate the credit-card and preauthorized payment pledge forms (if you are keeping records this way).
- 8. Contact the Project Advance office at any time if you have questions, 604-683-0281.**
9. Complete your bank deposit.
10. Send to the Project Advance office the Project Advance pledge forms (along with any attachments) the green and yellow sheets (see next section for completion instructions), and a cheque from your parish for the full amount of your deposit.

NOTES: It is very important to continue to send in timely reports to the Project Advance office, weekly to begin, at least every two weeks as you receive additional gifts, and especially if you receive credit-card pledges and thereafter just as the odd pledge arrives. Be sure that the parish secretary or bookkeeper alerts you to new pledges especially after the main period is finished. It is vital that these gifts be processed as quickly as possible.

It cannot be emphasized enough that any gift not processed by the Project Advance office by December 31 (with a small number of days added for mailing) will not qualify for a tax receipt for the current year. Canada Revenue Agency is very strict on the dating of charitable gifts. You will be notified in advance by the Project Advance office of the absolute deadline for having pledge cards and payments into our office.

IMPORTANT: DO NOT USE STAPLES, NEVER SEND CASH IN THE MAIL

SECOND PAYMENTS

If a donor decides to make a payment on their pledge soon after their pledge card was sent into the Project Advance office, or they would like to make a second donation, **do not fill out a second pledge card.**

Follow these steps:

- ✓ Complete the "Parishioner Payment Form" (yellow) by listing the necessary information (date, name, account number if any, amount of payment and balance).
- ✓ Send the form with the "Weekly Parish Report" and include the amount in the parish cheque sent to the Project Advance office.

IMPORTANT: DO NOT USE STAPLES, NEVER SEND CASH IN THE MAIL

SECRETARY'S APPEAL CHECKLIST

TASK:	CHECK:
Received and checked supplies	_____
Type or have typed pledge cards for all registered parishioners, including those who are new or who did not contribute last year	_____
Oversee the mail out (brochure, pastor's letter – some parishes include the pledge card)	_____
Help recruit volunteers	_____
Help train volunteers	_____
Audit pledge cards for cash/cheque payments, MasterCard/Visa numbers and expiry date	_____
Maintain middle section of pledge forms alphabetically in parish records	_____
Ensure parish has opened Project Advance bank account or keeps a separate deposit book	_____
Send "pledge card" (top section), "Weekly Parish Report" (green) with two audit tapes (one for pledges, the second for cash received) with totals, and a parish cheque for total amount received to the Project Advance office on a weekly basis.	_____
Check the monthly Status Report sent to the parish from the downtown office to ensure it reflects the donations you expect.	_____
Print individually addressed thank you note for pastor to each donor as pledge cards are submitted, ask pastor to sign each one and then send by mail to donor.	_____

SUPPLEMENTAL MATERIALS

Lord, hear our prayer



GENERAL INTERCESSIONS:

The following are provided to assist you in supporting **Project Advance 2015: Live gratefully, give generously** through prayer. You may use these or create your own on a weekly basis for the duration of the Appeal.

- That we, the people of _____ Parish will recognize Project Advance as an opportunity to express our thankfulness to God for the abundant blessings in our lives; we pray to the Lord.
- The Gospel calls us to fidelity to God's Word. May we respond in generosity through personal sacrifice to meet the special needs of our parish and Archdiocese as identified in Project Advance; we pray to the Lord...
- For the courage to accept true discipleship by detaching ourselves from the grasp of worldly possessions and committing ourselves to share our worldly blessings generously; we pray to the Lord...
- That we, the members of _____ parish, may continue to live in the rich heritage of stewardship and discipleship of those who have gone before us and open doors for those coming behind us by responding generously to Project Advance; we pray to the Lord...
- That we may recognize in Project Advance an opportunity to serve the Lord through our service to one another and the sharing of our treasure; we pray to the Lord...
- That God may bless our parish and diocese, strengthen our faith and grant us the spirit of Christian stewardship by opening our hearts to the Project Advance Appeal and share joyfully; we pray to the Lord...
- For the volunteers of Project Advance, that they be faithful witnesses in the name of Christ to the people of our parish, we pray to the Lord...
- For a spirit of thanksgiving – to be always grateful for the blessing of family and friends, and for a real awareness that we show our gratitude best by sharing generously with those in need, we pray to the Lord...
- For faith to trust that, in sharing of ourselves and our gifts, our lives will be abundantly blessed by God; we pray to the Lord....
- For the courage to return to the Lord a sacrificial portion of the material blessings He has entrusted to our care; we pray to the Lord....
- The cross is the sign of our belief in Jesus Christ. May our generous sharing to support the needs of Project Advance be a sign of our faithful witness to the cross; we pray to the Lord...

- For a spirit of awareness to recognize the social, educational and spiritual needs of our brothers and sisters; we pray to the Lord...
- For the people of our parish and our diocese, that together we recognize that what is accomplished through the work of Project Advance is the mandate of the Gospel – to be of service to one another; we pray to the Lord...
- In thanksgiving to God for the generosity and sacrifice of the people of the Archdiocese of Vancouver who will ensure that the good work, as outlined in Project Advance, will continue for another year; we pray to the Lord....
- That all those who have so generously responded to Project Advance may be rewarded with the love and joy that giving generously brings; we pray to the Lord.
- That as faithful stewards of the gifts God has entrusted to us, we may share through Project Advance the benefits of our blessings; we pray to the Lord.
- That we may never cease to give thanks for all good gifts and show our gratitude through our generous response to Project Advance; we pray to the Lord.
- That those who have not had an opportunity to make a decision about the Project Advance.
- Appeal will listen to their hearts and make a generous commitment towards the greater work of our diocesan Church family; we pray to the Lord.

BLESSING OF PROJECT **ADVANCE** VOLUNTEERS:

Invitation: At an appropriate time during the Mass, the priest invites all Project Advance volunteers to come forward and be visible to the community. Then, using these or similar words, invites all to receive a blessing:

“Bow your heads and pray for God’s blessing.”

(The priest extends his hands over the assembled people while saying the prayer over them.)

**“Blessed are you, Lord God, creator of the universe, and Father of all:
you have called us to serve you and praise you in the family of your Church.**

**These men and women have answered your call by serving the people of our
parish to assist the Archbishop to meet the needs of our diocesan church
and our own parish projects through the work of Project Advance.**

**Give them strength and wisdom, guide their work by the light of your Spirit,
and help them work for the benefit of all your people. Father, we offer this
prayer through Jesus Christ, your Son, in the love of the Holy Spirit,
one God for ever and ever. Amen.”**

After the prayer, the priest adds:

**“May Almighty God bless you, the Father, and the Son,
and the Holy Spirit. Amen.”**

(Other “Prayers of Blessing” are available in “A BOOK OF BLESSINGS” – CCCB)

PRAYER FOR PROJECT **ADVANCE**

Consider having the following prayer read at the weekly liturgies by an altar server, a CWL member, an usher, or any volunteer of your choice in your parish community. A suggested time for this might be immediately following the General Intercessions. You might also consider distributing a copy with your letter and brochure, or including a copy in your bulletin. Customize the prayer to best suit your particular parish (i.e. does your parish have a logo? Reprint the prayer and include your parish logo). Or have someone translate the prayer into the language preferred in your parish, and distribute copies as above. A master sheet with 3 prayers to a page is provided with your materials.



Live gratefully, give generously.

Loving God:

We come to You with thanks, knowing that all we are and all we have are gifts from You. Help us to be faithful stewards of Your gifts.

May we share them wisely and generously.

Help us see Project Advance as our way to live gratefully and give generously; to evangelize and to bring us closer to You.

Whatever we do for others, we do for You.

Guide us, strengthen us, and bless us with your presence, now and always. Amen.

BULLETIN REMINDERS:

The following is a list of bulletin announcements designed to keep Project Advance on the minds of your parishioners on a regular basis. You may use these periodically throughout the appeal, and throughout the remainder of the year, editing them to best suit your parish.

****Every week please include the website www.rcav.org/giving and encourage online giving by your parishioners. The first field they complete is "what is your parish?" So they know it goes directly to their parish. This is the least amount of work for your volunteers and the easiest method for your donors. Encourage online giving!**

PROJECT ADVANCE

God calls each of us to share our gifts with others for the building up of His Kingdom. God is the giver of all gifts. We are stewards, and have a responsibility to give back to God a portion of these gifts. True stewardship means sharing our time, talents, and treasure. By sharing we bring happiness to ourselves as well as opening a door for others. Please consider prayerfully how you will participate.

PROJECT ADVANCE

Each year, thousands of people experience the Risen Lord through the programs and services supported by Project Advance. Our own parish benefits in many ways. God calls us to share what we have to help others. Please plan to give your gift to Project Advance today.

PROJECT ADVANCE

The call of the Gospel is clear. Our sacrificial gift given in a spirit of joy proves our willingness to care – because we are prepared to share. Our financial goal for our parish this year is \$ _____ , of which \$ _____ goes to Project Advance. We will use our Rebate to _____. Your participation and support are critical. Your participation counts – and all gifts matter! Either submit your pledge card or give online at www.rcav.org/giving and designate our parish as the recipient.

PROJECT ADVANCE

God calls us to share what we have to help others. How much we share is a sign of our love; when we love much, we share much. Project Advance is an opportunity to show our love for the Lord by sharing our treasure with others in need all over our Archdiocese. Please participate in Project Advance.

PROJECT ADVANCE

"...for where your treasure is, there will your heart be also." (Epk. 12:34) Project Advance offers the opportunity to recognize the call of the Gospel and respond in a positive manner – thus ensuring that the needs present within our parish and our Archdiocese can be addressed. Please respond to Project Advance in faith and generosity. If you have not yet received complete information in the mail, please pick up a letter from the pastor, a brochure and a pledge form from one of our Project Advance volunteers or the office or go online to give at www.rcav.org/giving.



PROJECT ADVANCE

Our appreciation goes out to all parishioners who have made a gift to Project Advance. To date, we have received _____ gifts totaling \$ _____ from our parishioners. Remember that funds received over our Archdiocesan goal will be returned to us and used for _____.

Please continue to respond in prayer and generosity. Our sharing reflects our caring.

PROJECT ADVANCE

Success in the eyes of God is not about the quantity or quality of our material goods. Instead, it's about how we use these goods: do they move us closer to God, or are they an obstacle? God calls us to share what we have to help others. By providing support for many different ministries of the Church, Project Advance offers everyone a chance to exercise Christian stewardship.

PROJECT ADVANCE

What we have has been entrusted to us by God. It is not ours. We only have it for a short period of time. Our talents, our abilities, our treasures – God wants a return – and not a return on what is left over. God wants the best – the first fruits! Let your support of Project Advance be a thoughtful, conscious, responsible decision that is truly sacrificial. Let it be a response in faith. "...and God is able to provide you with every blessing in abundance, so that you may always have enough of everything and may provide in abundance for every good work". (2 Cor. 9:8)

PROJECT ADVANCE

"What shall I return to the Lord for all the Lord has given to me?" Christian stewards recognize Christ as the source of all good things. God calls us to share what we have to help others. We are grateful for the gifts we have received and are eager to use them to show our love for Christ and for one another. Project Advance is one way to use our gifts for the Church. To date (#)

families in our parish have participated, compared to _(#)_ last year. We would very much like to increase participation (even more). If you have not yet made your gift, please consider making a prayerful, sacrificial gift to Project Advance this week.

PROJECT ADVANCE

"...and who is my neighbour?" It was a lawyer who first asked this question of Jesus. The answer was not what was anticipated. To be a neighbour is to provide assistance, help, encouragement, and support without any potential hope of reward in this world. But God does reward – with eternal life in His Kingdom of Heaven. Your support of Project Advance, through your prayer, your volunteer time, your gift, will be rewarded by God. You are the good neighbour who has shared so that others may come to know and experience the love of God.

PROJECT ADVANCE

What does it mean to participate in Project Advance? It means that I recognize that what I have received by way of blessings in my life has come from God; it means that I understand that when God blesses me, it is in order to bless others through me; it means that I understand that I have a responsibility to share my blessings in order that the teachings of Christ may be known and experienced by all. Please support, through your prayers, your work, and your gift, Project Advance.

PROJECT ADVANCE

Stewardship reminds us to count our blessings, acknowledge God's gifts to us and express thanks to Him. We do this by a proportionate giving of our time, talent and treasure. We sincerely thank the (number) families in our parish who, as good stewards, have made a gift to Project Advance. You are helping many people with many needs, and you are making a real difference by sharing what you have with joy.

God bless you!

Thank you



rca.v.org

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