

## 2019 Bishop's Appeal Timeline for Parishes

Significant Dates	Activities	Instructions/Notes
January 14	<ul style="list-style-type: none"> <li>Clergy Meeting # 1 – Vienna</li> </ul>	St. Thomas the Apostle Parish
January 15	<ul style="list-style-type: none"> <li>Official Close of 2018 Appeal financial processing</li> <li>End of year tax statements mailed to all donors who have requested such</li> </ul>	** to request an end of year tax statement, send email to <a href="mailto:appeal@youngstowndiocese.org">appeal@youngstowndiocese.org</a>
January 16	<ul style="list-style-type: none"> <li>Clergy Meeting # 2 – Austintown</li> </ul>	St. Joseph Parish
January 17	<ul style="list-style-type: none"> <li>Clergy Meeting # 3 – North Canton</li> </ul>	St. Paul Parish
February 8	<ul style="list-style-type: none"> <li>Advanced Givers/Pacesetter mailing drops to all who gave \$500 and up to the 2018 Appeal</li> </ul>	
February 15	<ul style="list-style-type: none"> <li>General Donor mailing drops to all who gave less than \$500 to the 2018 Appeal</li> <li>Rebate checks issued to parishes for 2018 collection</li> </ul>	
February 22	<ul style="list-style-type: none"> <li>Non Donors mailing drops to all registered households who have never participated in the Annual Bishop's Appeal</li> </ul>	
February 25	<ul style="list-style-type: none"> <li>Email to parishes with current update of participation results and total committed</li> </ul>	<ul style="list-style-type: none"> <li>includes link to website that will be updated on a regular basis</li> <li>includes “how to” access lists of non-participants for parish follow up</li> </ul>
March 1	<ul style="list-style-type: none"> <li>SYBUNT mailing drops to all who <b>did not</b> give to the 2018 Appeal, and <b>have not</b> yet responded to the 2019 Appeal (in pew)</li> </ul>	** first mailing to this group of registered households SYBUNT = Some Year But Unfortunately Not This Year
March 2/3	<ul style="list-style-type: none"> <li>ANNOUNCEMENT WEEKEND               <ul style="list-style-type: none"> <li>Information placed into parish bulletins</li> <li>Pastor Announcement</li> </ul> </li> </ul>	Appeal posters on display  Pastors encouraged to use information provided in Parish Appeal Packets to introduce the 2019 Appeal campaign
March 6	<ul style="list-style-type: none"> <li>Ash Wednesday</li> <li>Email to parishes with current update of participation results and total committed</li> </ul>	
March 9/10	<ul style="list-style-type: none"> <li>Suggested COMMITMENT WEEKEND #1</li> </ul>	In-pew envelopes available to parishioners  Pastors encouraged to use information provided in Parish Appeal Packets to promote the 2019 Appeal campaign
March 15	<ul style="list-style-type: none"> <li>Suggested In-pew envelopes returned to diocese in mailing envelope provided (#1)</li> </ul>	
March 16/17	<ul style="list-style-type: none"> <li>Suggested COMMITMENT WEEKEND #2</li> </ul>	In-pew envelopes available to parishioners

		Pastors encouraged to use information provided in Parish Appeal Packets to promote the 2019 Appeal campaign
March 22	<ul style="list-style-type: none"> <li>Suggested In-pew envelopes returned to diocese in mailing envelope provided (#2)</li> </ul>	
March 23/24	<ul style="list-style-type: none"> <li>Suggested COMMITMENT WEEKEND #3</li> </ul>	In-pew envelopes available to parishioners  Pastors encouraged to use information provided in Parish Appeal Packets to promote the 2019 Appeal campaign
March 29	<ul style="list-style-type: none"> <li>Suggested In-pew envelopes returned to diocese in mailing envelope provided (#3)</li> </ul>	
April 13/14 Palm Sunday	<ul style="list-style-type: none"> <li>Suggested IN-PEW FOLLOW UP # 1</li> </ul>	In-pew envelopes available to parishioners
April 20/21 Easter Sunday	<ul style="list-style-type: none"> <li>Suggested IN-PEW FOLLOW UP # 2</li> </ul>	In-pew envelopes available to parishioners
May 17	<ul style="list-style-type: none"> <li>LYBUNT (and/or SYBUNT) follow up mailing drops to all who gave to the 2018 Appeal, but have not yet responded to the 2019 Appeal  (conditional mailing based on parish needs)</li> </ul>	Follow up mailings as needed or requested by parishes.  LYBUNT = Last Year But Unfortunately Not This Year
June 9 Pentecost Sunday	<ul style="list-style-type: none"> <li>End of Easter Season; 2019 Bishop's Appeal active solicitation period ends.</li> </ul>	*Additional mailings may be conducted as needed.

**Please Note:**

- Please save the in-pew envelopes left over from the three commitment weekends for use on **Palm Sunday** and **Easter Sunday**. The diocesan office will have a limited supply of extras if you run out. Envelopes are not dated so that they may be re-used.
- Please encourage all of your parishioners to return either their pledge card or an in-pew envelope, even if they are unable to give. Doing so excludes them from any additional Appeal solicitation mailings for 2019, and will also count as their participation for your parish participation goal.
- Updated Parish Participation total will be available throughout 2019 by visiting [www.ccdoy.org/bishops-appeal](http://www.ccdoy.org/bishops-appeal) and clicking on the “**Parish Appeal Summary Report**” link.

## LEGEND

Turquoise	Bishop's Appeal Office actions and activities – fixed dates
Yellow	Parish actions and activities – suggested dates