

PARISH PASTORAL LEADER ROLES & RESPONSIBILITIES

- Lead the implementation of the *Called to Serve as Christ* campaign at your parish.
- Schedule and attend a weekly recurring meeting with your Steier Group campaign manager and campaign chair.
- Review the campaign manual and understand the goals of the campaign and activities that will take place at your parish during the campaign.
- Ensure your parish follows the campaign procedures and timeline. This is especially important for Wave 2020 insofar as the process has already been significantly amended and the timeline condensed. Opportunities to make further adjustments are limited compared to previous waves. The Steier Group campaign manager assigned to your parish will assist you with the process to make sure that your parish keeps pace with the Wave 2020 timeline.
- Attend a virtual orientation meeting (May-June) and a training meeting (weeks of Aug. 31 or Sept. 8) hosted by the archdiocese and the Steier Group.
- Ensure that bulletin inserts are produced, and pulpit announcements are read during Mass according to a provided schedule.
- Ensure that the campaign video is shared with all parishioners (preferably during Mass).
- Recruit a parish campaign chair (or chairs).
- Work with the parish campaign chair to recruit a campaign committee.
- Work with the Steier Group to evaluate prospective campaign donors regarding their ability and willingness to support financially the effort and approve all final request amounts.
- Make a follow up visit (via phone, video conference, or face to face if circumstances allow) to the largest prospective donors of the parish.
- Attend one virtual report & strategy meeting at your parish to learn about the progress of the campaign and report on the status of your follow-up outreach.
- Speak positively and enthusiastically about the campaign during Masses and throughout your parish wave.
- Make a gift to the campaign.
- Pray for the success of the campaign.



PARISH CHAIR ROLES & RESPONSIBILITIES

- Be able to commit to the full active campaign timeline scheduled to occur at your parish May through October of 2020.
- Attend a weekly recurring meeting with your parish pastoral leader and your assigned Steier Group campaign manager.
- Assist your parish pastoral leader and the Steier Group in evaluating prospective campaign donors regarding their ability and willingness to support financially the campaign.
- Review the campaign manual and understand the goals of the campaign and activities that will take place at your parish during the campaign.
- Assist the parish pastoral leader with executing the campaign in accordance with the campaign procedures and timeline. This is especially important for Wave 2020 insofar as the process has already been significantly amended and the timeline condensed. Opportunities to make further adjustments are limited compared to previous waves. The Steier Group campaign manager assigned to your parish will assist you with the process to make sure that your parish keeps apace with the Wave 2020 timeline.
- Attend a virtual orientation meeting (May-June) and a training meeting (weeks of Aug. 31 or Sept. 8) hosted by the archdiocese and the Steier Group.
- Assist your parish pastoral leader in recruiting volunteers to form a parish campaign committee.
- Serve as the primary parish contact for all campaign volunteers. Monitor the progress of parish volunteers on the committee as they make their campaign follow up outreach. Provide encouragement and assistance when necessary.
- Assist the pastor in making follow up visits (via phone, video conference, or face to face if circumstances allow) to the largest prospective donors of the parish.
- Attend one virtual report & strategy meeting at your parish to learn about the progress of the campaign and report on the status of your follow-up outreach.
- Openly support the goals of the campaign.
- Provide lay testimonials and campaign updates during Mass (optional).
- Make a gift to the campaign prior to making personal visits.
- Pray for the success of the campaign.



PARISH VOLUNTEER ROLES & RESPONSIBILITIES

- Serve on the committee to help implement the *Called to Serve as Christ* campaign at your parish.
- Be able to commit to the full active campaign timeline scheduled to occur at your parish during September and October of 2020.
- Attend a virtual training meeting (weeks of Aug. 31 or Sept. 8) hosted by the archdiocese and the Steier Group.
- Conduct follow up visits (via phone, video conference, or face to face if circumstances allow) to a select group of parish households to answer their questions and invite them to make a gift to the campaign.
- Keep notes of contact attempts and conversations with assigned prospects.
- Attend one virtual report & strategy meeting at your parish to learn about the progress of the campaign and report on the status of your follow-up outreach.
- Openly support the goals of the campaign.
- Make a gift to the campaign prior to making personal visits.
- Pray for the success of the campaign.



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PARISH STAFF ROLES & RESPONSIBILITIES

- Serve as part of your parish's campaign committee to implement the *Called to Serve as Christ* campaign at your parish.
- Review the campaign manual and understand the goals of the campaign and activities that will take place at your parish during the campaign.
- Attend a virtual orientation meeting (May-June)
- Attend a training meeting (weeks of Aug. 31 or Sept. 8) hosted by the archdiocese and the Steier Group.
- Assist the Steier Group in preparing materials for weekly campaign meetings at your parish.
- Ensure appropriate bulletin announcements are produced each week according to a provided campaign schedule.
- Ensure campaign promotional materials are displayed and/or shared with parishioners digitally during the campaign.
- Make certain all pledge cards and payments brought to the parish are forwarded to the archdiocese on a weekly basis (materials will be provided).
- Openly support the goals of the campaign.
- Consider a gift to the campaign.
- Pray for the success of the campaign.



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