

BAA Checklist for Parishes

GOAL – 1.4M

Parish Goal -

Week One September 28th and 29th, 2024

- ✓ Read the Bishop's Letter
- ✓ Play Video
- ✓ Prayers of the Faithful
- ✓ Bulletin insert from Kip (ministry write-up and goal)
- ✓ Have the table set up in your lobby or entrance with information regarding the BAA
 - Extra Newsletter
 - Copies of the Bishop's letter with the donation form on the backside are ready to hand out (example given in the package; please photocopy).
 - Poster with QR code
 - Explain that there is an online version of the newsletter – (www.dscf.ca)

Week Two October 5th/6th

- ✓ Play video or extended versions of the ministry testimonials located on the resource page
- ✓ Prayers of the faithful
- ✓ Table – refer to top
- ✓ Bulletin Insert from Kip
- ✓ A Ministry person might be scheduled to speak

Week Three October 12th/13th

- ✓ Copies of the letter and donation form
- ✓ Prayers of the faithful
- ✓ Table – refer to top
- ✓ Bulletin Insert from Kip

At the beginning of week three, the Foundation office will mail your phone list to your pastor with BAA information highlighted on the outside of the envelope. At this time, you can start going through the list and let us know if any members are deceased. We have scrubbed our list and are confident it is current

except for changes from the past year. Please begin calling when you receive your list and complete this by week five. The caller manual is attached and will also be on the resource page.

Week four – October 19th/20th

- ✓ Prayers of the faithful
- ✓ Table – refer to top
- ✓ Bulletin Insert from Kip
- ✓ A Ministry person might be scheduled to speak

Week five – October 27th/27th

- ✓ Prayers of the faithful
- ✓ Table – refer to top
- ✓ Bulletin Insert from Kip
- ✓ A Ministry person might be scheduled to speak

Week six – November 3rd/4th

- ✓ Prayers of the faithful
- ✓ Table – refer to top
- ✓ Bulletin Insert from Kip
- ✓ A Ministry person might be scheduled to speak

Week seven – November 9th/10th

- ✓ Read the thank you letter from the Bishop; this will be emailed out from the Bishop's Office.
- ✓ Announce the amount collected.

If you attend this meeting, you will be invited to the volunteer supper in the spring. Thank you for supporting and making this campaign possible in our diocese. Please add your name, email and phone number to the list before you leave the meeting. If there are more volunteers, we will request their information at that time.

*****The Bishop's Delegate for the Bishop's Annual Appeal is Fr. Gerard Cooper; he will address the clergy at Admin. The pastors can reach out to him if they have specific questions*****