

**To the generous parishioners, willing and joyfully accepting to be on the Bishop's Annual
Appeal Phone Team**

To the BAA Phoning Team: As you talk to each person/family on your phone list: *Please remember that any information shared is **highly confidential**. *Keep track of any changes to their phone numbers, address, email and our Parish Office will update the Parish Directory Listing accordingly. *Make note of any pertinent/relevant comments to your conversation. *You may use the following welcome as you introduce yourself to the person answering the phone.

Good morning/afternoon/evening. My name is _____ and I'm calling you on behalf of _____ Parish. We have you on our Parish Directory Listing and we would like to update any changes to your information – phone numbers, address, email. **(If they would like to come off the Parish Directory Listing, record this information, thank them and wish them well.)**

Are you receiving the weekly Parish Bulletin by email? **(If they are not, ask if they would like to. If so, please make note to have them added to the Weekly Newsletter distribution list.**

I am helping with this year's Bishop's Annual Appeal. Have you had an opportunity, or would you like to donate to this year's Appeal? **(Note: if the donation has been made, thank them and reassure the office will have their donation)**

There are many donation methods. You may make your donation at our Parish Office, drop it into the weekly collection, go online to the Diocese of Saskatoon Catholic Foundation, **www.dscf.ca, by credit card** or e-transfer using **e-transferBAA@dscf.ca**, either as a one time or continuous donation or pay by **cheque**.

Also, do you have questions or suggestions that you would like me to take back to our Parish Office? Fr _____ is willing to listen to any feedback from all parishioners. **(if they have a comment that they would want to have taken back anonymously, assure them that it will be kept confidential).**

If you would like to give me a call back, I may be reached at _____.

Thank you and enjoy your day.

Note – Please remember **that you are calling on behalf of the Parish**. Be gentle and courteous. Listen with an open heart to any hurts or frustrations – avoid all confrontations. Assure the person/family that if they have any concerns or suggestions, they would like to have taken forward, you will do this on their behalf (anonymously if this is their wish).

Extra information:

- Cheques may be made out to the Catholic Foundation. Memo line - BAA and/ or specific ministries chosen.
- Parish Office – and they will send the donations to the Foundation
- Diocese of Saskatoon Catholic Foundation office to call in creditcard numbers (do not send card information by mail)– (306)659-5851

If possible, please complete your package by the middle of Nov. If you need more time, please complete your package as soon as you can. Also, please return your BAA Phone Team Package to our Parish Office (**all parishioner personal information listed in this package will be paper shredded**). If you need to make other arrangements to return your package or if you have any questions, please get in touch with us. Before Nov 6th,

Include your contact information here

Thank you for saying, “Yes” to helping with the Bishop’s Annual Appeal.

BAA team members name

May the peace of Christ be with you as you encounter our brothers and sisters.