

# DCA Checklist

ONGOING

## PRAY FOR SUCCESS

Pray for blessings upon each parishioner who makes a commitment. Pray that God will provide and that people will see the needs in our diocese. The grace of God and the generosity of the people of the South Plains is what makes the mission of the Church of Lubbock possible.

## FOLLOW THE CALENDAR

Please utilize the calendar and checklist throughout this campaign. Any deviations from the calendar must be discussed with the DCA coordinator of the diocese and approved by the Bishop.

## BECOME FAMILIAR WITH MATERIALS

This year for your convenience and to minimize costs, all materials needed can be found on this USB. Please review this USB for all information you will need to have a successful campaign and reach your parish goal. Utilize the materials as needed. There are editable letters and documents for print.

In the past, we had pledge forms, envelopes, prayer cards, brochures, posters, and DVDs in English and Spanish. This year we have minimized the materials to an all-inclusive, bilingual pledge form (that takes elements from the prayer cards and brochure), the campaign poster, and a DVD or USB to show the campaign video.

## HAVE A POSITIVE OUTLOOK

As a companion to the Diocese of Lubbock and to the parishioners of your parish, it is important that you have a positive outlook on the appeal. Reflect upon what the DCA means to you. Know your story and share it. Share how a ministry of the diocese has benefited you or someone that you know. Consider your own personal stewardship. As a leader in your parish community, it is important that you set an example.

## ASK QUESTIONS

If you have any questions or concerns please call or stop by the pastoral center. Our office is open 8:30-4:30 Monday through Friday. Thank you for being our Companion on the Journey and we truly appreciate all of your hard work.



**Kassidy Allen**  
Office of Stewardship & Development  
Administrative Assistant  
DCA Coordinator  
dca@catholiclubbock.org  
kallen@catholiclubbock.org  
(806) 792-3943 ext 206

COMPANIONS  
ON THE JOURNEY

# DCA Checklist

BY APRIL 14 

## SET GOALS

Bishop Coerver has doubled the appeal goal in order to provide for the need of the diocese. Calculate how this effects your parish. Did your parish goal double, triple, quadrupedal? Do you need to multiple the number of participating families? Do you need to encourage multiplication of gifts? Do you need to market the appeal for multiple weekends? Set a goal and make a plan to help you reach it.

## RECRUIT VOLUNTEERS

Make sure that you recruit enough volunteers to help with campaign preparation such as handing out commitment forms, collecting commitment forms, sharing their stewardship story, educating parishioners on the DCA changes. Recruit volunteers to assist at each Mass on Pre-Appeal, Appeal Sunday, and Follow-Up Sunday. Be sure to keep track of who your volunteers are so that you can thank them at the end of the campaign.

## NOMINATE LAY WITNESS SPEAKERS

Have your pastor send a personal invitation to your lay witness speakers (see editable draft on USB). Lay witnesses should be individuals from the parish who match the demographics of your parish. They should believe and practice stewardship - giving through prayer, service and generosity in an intentional, planned and sacrificial way. Good options include those who were invited to the Deanery Stewardship Appreciation Dinners.

Lay witness speakers need guidance from their pastor and parish DCA Coordinator to help them understand their role and responsibilities. Provide them with resources and practice opportunities. Remind them of this year's theme "Companions on the Journey". Allow them to utilize the materials for Lay Witness Speakers found on this USB.

## PRE-APPEAL LETTER

There is a Word Document Pre-Appeal Letter from the pastor of your parish on this USB that must be modified to include your pastor's name, parish name, your parish goal and the uniqueness of your parish. Please make preparations to mail merge this letter with your registered families database so that they can properly discern their gift to the Diocesan Catholic Appeal.

## DISPLAY CAMPAIGN POSTERS

Please display the Companions on the Journey campaign posters along with the Parish Goal Poster in a visible place. Keep extra pledge forms near the posters for those who want to make a pledge after Appeal Sunday. As your parish gets closer to reaching the parish goal, you will receive updated "milestones of the journey" with the monthly DCA Status Reports. Please update the goal poster with these milestones as you receive them.

## SCHEDULE BULLETIN ANNOUNCEMENTS

Also included in this USB are sample bulletin announcements for Pre-Appeal, Appeal, and Follow-Up Sundays. If you use an outside vendor for your bulletins, be sure to schedule these announcements beforehand.

# DCA Checklist

APRIL 28, 2019  
PRE-APPEAL SUNDAY



## LAY WITNESS

Provide an opportunity before or after Mass for your lay witness speakers to share their witness of stewardship. This witness is an opportunity for parishioners to call to mind the needs of others and the importance of accompaniment.

## STATE PARISH GOAL

Make sure to state the parish goal. Aim high. Share with your parish the highest goal. That way if you fall short you may hit your floor goal. Briefly suggest ways they can help the parish meet the new goal. Express the needs of the diocese and ask parishioners to respond to those needs by making a return to the Lord.

## USE PRE-APPEAL MATERIALS

Pre-Appeal materials include General Intercessions, Pulpit Announcements, and Bulletin Announcements specific for Pre-Appeal Sunday all found on the USB in editable form.

## PASTOR OR DEACON SHARE

It is important for parishioners to see clergy enthusiastic about the Appeal. Have the pastor or a deacon share about how the DCA has helped their ministry through retreats and continuing education. Allow them to share how a gift to the DCA can truly change the lives of those around them.

## ASK PARISHIONERS TO DISCERN

Announce that Appeal Sunday will be the following weekend. Ask parishioners to truly discern over the coming week how they can be a Companion on the Journey to their brothers and sisters in need.

## WATCH DCA VIDEO

In the past, we received a lot of feedback on how the 8 minute DCA video interfered with Mass. We listened and made a change! This years video is only 3 minutes. Our data shows that parishes who played the video were closer to meeting their goal than parishes who did not. We highly suggest playing the video. Consider playing it on multiple weekends to help meet your new goal.

# DCA Checklist

MAY 5, 2019  
APPEAL SUNDAY



## MAKE ANNOUNCEMENT BEFORE MASS

Before Mass begins, remind parishioners that this is Appeal Sunday, and they are asked to contribute to help the ministries of the Diocese of Lubbock. Remind them of the parish goal.

This will give them an opportunity to reflect on the readings when determining their giving capabilities.

## DISTRIBUTE COMMITMENT FORMS

You know your parish best. Think of when it is best to distribute commitment forms. As people enter Mass? After the homily? Before the offertory? After the video? How will this work best for your pastor and your parishioners?

The redesign of the commitment form eliminates a separate envelope. With only one piece of paper, and one element, this should help simplify the logistics. Be sure to have pens available! Encourage your pastor to complete a commitment form along with everyone else (at EVERY Mass). He can make a note on the pledge form that this is a duplicate pledge.

## PLAY BISHOP'S HOMILY

Because Bishop Coerver has set such a large goal, he wanted to speak to each congregation in his own words. Playing the CD of his homily or reading his homily will BEST help you reach your goal.

## READ THE LONG VERSION OF THE GOSPEL READING

At the request of Bishop Coerver, please have your deacon or priest read the long version of the Gospel Reading for Appeal Sunday. The long version correlates with Bishop's Homily.

## USE MATERIALS FOR APPEAL SUNDAY

Appeal Sunday materials include General Intercessions, Pulpit Announcements, and Bulletin Announcements specific for Pre-Appeal Sunday as found on USB.

## INVITE PARISHIONERS TO GIVE

Take a moment to allow all parishioners to fill out a commitment form. Ask even those who made an Advanced Gifts pledge to fill out a form and clearly write DUPLICATE at the top. Ask the pastor to fill out a commitment form at each mass to show that we are all Companions on the Journey.

Have ushers pick up the commitment forms and place them at the altar as an offering for all that the Lord has done for us.

# DCA Checklist

MAY 12, 2019  
FOLLOW-UP SUNDAY  
(AND AFTER)



## USE FOLLOW-UP MATERIALS

Follow-Up Sunday materials include General Intercessions, Pulpit Announcements, and Bulletin Announcements specific for Follow-Up Sunday as found on USB.

## DISPLAY COMMITMENT FORMS

Make sure there are commitment forms clearly displayed for anyone wishing to make a pledge that did not last week. Be sure to announce where they can be found, and where they should drop them off when they are finished filling them out.

## MAIL COMMITMENT FORMS

Please mail all commitment forms to the Diocese of Lubbock no later than May 23.

Diocese of Lubbock  
ATTN: DCA  
PO Box 98700  
Lubbock, TX 79499-8700

## SEND THANK YOU FROM PASTOR

Included on this USB are editable sample thank you letters from the pastor. Each month as you receive your monthly DCA Parish Packets, please review your pledge file list and have the pastor send a thank you letter to those who have completed their pledge. They will also receive a thank you letter from the Bishop.

## UPDATE GOAL POSTER

As your parish gets closer to reaching the parish goal, you will receive a "milestone of the journey" in the mail along with the monthly DCA Status Reports. Please update the goal poster with these milestones as you receive them.