

*One Bread, One body,
One Lord of All,
One cup of Blessing
Which we Bless.
And we, though Many,
Throughout the Earth,
We are One Body
In this One Lord.*

All gifts received through the Catholic Services Appeal (CSA) are applied toward a parish's fair share of the total 2009 diocesan goal to support the many ministries and services of the Diocese of Gaylord.

Once a parish exceeds its goal, the remaining payments are recorded and returned to the parish for its own projects.

Since the beginning of the Catholic Services Appeal, the Diocese of Gaylord has returned over

5 Million Dollars

as rebates to our parishes!



Catholic Services Appeal
2009 Manual



ONE
BREAD



BODY

*“Because the loaf of bread is one,
we, though many, are one body,
for we all partake of the one loaf.”
(1Corinthians 10:17)*

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Sample Thank You Letters

#1 Dear_____:

I write today to thank you for your thoughtful response to the 2009 Catholic Services Appeal, "One Bread, One Body". I am truly grateful to you for your support. Your gift tells me that you recognize the role of each person in the evangelization and life of the Church, and of your willingness to share a portion of your blessings for God's work in our diocese. I am truly grateful for your faithfulness, and for your support of the annual Catholic Services Appeal.

Thanks to your generosity, and that of many others, our diocesan programs and ministries will continue for many years to come helping thousands of our neighbors annually. It is in these challenging economic times that your gifts of time, talent, and treasure mean more than ever.

May the Spirit of the Lord continue to bless you with His many gifts.

Sincerely yours in the Lord, (Pastor/Pastoral Administrator)

#2 Dear_____:

It is with the utmost gratitude that I write to thank you for your response to this year's Catholic Services Appeal, "One Bread, One Body". Your support means a great deal to me and our church. You have helped continue important ministries and programs of the Diocesan Church and also the (describe parish project) for our parish.

Your pledge/gift, along with those from other families in our parish, have already totaled -\$._____. This response is a wonderful testament to how we collectively let Christ guide us in reaching out to others. It truly is a reflection of the theme of this year's appeal, "One Bread, One Body".

Please keep (parish name) and the entire Diocese of Gaylord in your prayers, as I keep you in mine. It will be my prayer that the Lord bestows abundant blessings on you and your family this year, just as your gift provides blessings to many others.

Yours in Christ, (Pastor/Pastoral Administrator)

Sample Letter for Parishioners behind on Pledge Payments

Dear _____:

As you may have noticed in our parish bulletin, we share the results of our 2009 Catholic Services Appeal including the amount pledged and what we have received in gifts to date.

These totals do not yet meet the CSA goal set for our parish. It is important for us to not only reach this goal, but to exceed it. As soon as pledge payments and gifts equal the goal, our parish will begin to keep any additional funds received through the CSA. We planned to use the additional funds for _____ (parish project).

I am writing to you to provide a gentle reminder because our records indicate that you have not yet made a payment of your pledge. Although the CSA pledge period has not ended, we know how difficult it can be to fulfill a pledge when the payment schedule falls behind.

If our records are incorrect, we apologize. Please call our parish office and we will be glad to update your records. If your circumstances have changed, and you will be unable to fulfill your pledge, please again let the parish know so that you will not be sent any further reminders. However, if you are able, please begin to make payments on your CSA pledge.

Your gift will change lives. CSA is also one way of expressing our part in the Universal Church and what we can accomplish together. This is done when we join together as "One Bread, One Body".

May God Bestow abundant blessings on you and your family just as your gift provides blessings for many others.

Sincerely in Christ,
(Pastor's/Pastoral Administrator's Name)



*One bread, one body,
one Lord of all,
one cup of blessing
which we bless.*



*And we, though many,
throughout the earth,
we are one body
in this one Lord.*

(John Foley, SJ)

On the following pages you will find helpful hints to help you run a successful CSA program and find information about the ministries supported by CSA. Also included are a handful of family bread recipes depicting some of the diverse cultures of the Diocese of Gaylord. Hope you will enjoy them.

Sample Letter to Those Who Have Not Committed 2

My Friends in Christ:

The Diocese of Gaylord is a faith family, people of many cultures called by the love of Christ to proclaim the Gospel. We celebrate the sacraments and give witness through joyful lives of prayer and service.

Our Annual Catholic Services Appeal, *One Bread, One Body*, is an opportunity for each of us to answer the call of Christian stewardship and nourish our Church both locally and universally. By uniting to support the ministries that improve the lives of people throughout our diocese and beyond. We further our goals to:

- Deepen Catholic spiritual life;
- Celebrate our life as Eucharistic people;
- Engage young people in Church life;
- Promote action for the common good;
- Grow in unity and welcome diversity;
- Engage in ecumenical and interfaith witness; and
- Strengthen lifelong faith formation.

As Bishop I am committed to supporting the Catholic Services Appeal as one of the many ways in which we try as a diocesan church to live out the principles of good stewardship. While the gifts will always be different, because we have different possessions ourselves, the spirit of charity must always be the same.

This year's Annual Catholic Services Appeal is meant not only to raise money for diocesan ministries offered, but to increase parishioner participation and involvement in supporting our local, national and international catholic ministries. Please join and encourage your fellow Catholics in this effort to positively impact the lives of the children, young adult and adults in the Diocese of Gaylord and throughout the universal church.

Thank you for your continued advocacy and leadership in ensuring the success of our annual Catholic Services Appeal. May the Lord bless and guide our efforts and may he keep you and your parish in His care.

+Patrick R. Cooney,
Bishop of Gaylord

Dear _____:

This year many of you have answered the call to support the Church by contributing to the annual Catholic Services Appeal, and your contributions are greatly appreciated. This shows that you understand the need to support vital ministries and services provided by our Diocesan Church that meet the needs of the marginalized in our community and beyond. Although participation has been strong for CSA this year, we have yet to meet our parish target for 2009. It is for this reason that I am asking you to make a faith response by continuing to support the Catholic Services Appeal. For those of you that have yet to give, it is not too late to make a difference with your gift. To those who have already participated, I am ever so grateful and would appreciate anything further that you can do to help our parish meet our CSA goal this year.

Approximately thirty percent of the dollars raised for CSA are used to fund national and international campaigns such as Catholic Relief Services, the National Campaign for Human Development, the Catholic Home Missions, and Peter's Pence Collections. Some of the local organizations receiving funds are the Augustine Retreat Center, Catholic Human Services, and Habitat for Humanity. Nearly one-fifth of the CSA budget supports clergy through seminarian education, continuing education of active priests, as well as retirement income for senior priests. It is now more than ever, in these tough economic times, that your help is needed.

The difference between what we have received in pledges and our parish CSA target is \$_____ and you can help us reach this goal. Please also remember that once we have reached our goal, any funds raised over and above are kept by our parish. I would ask that you consider matching or possibly increasing your gift from last year.

Please take some time to reflect on all that is shared during the time of CSA and give prayerful consideration to your response to this year's appeal.

Thank you for your generosity. I am grateful for all that you do for our parish, and ask God's continued blessings on you and your loved ones.

Yours in Christ,
(Pastor's/Pastoral Administrator's Name)

Sample Letter to Those Who Have Not Committed

Dear _____:

On (date of campaign), our parish began its 2009 Catholic Services Appeal "One Bread, One Body" on behalf of the Diocese of Gaylord. It offers us both an opportunity to make a return to God for the many gifts given to us, and to assist Bishop Cooney in the essential works of service and ministry in our Diocese and beyond.

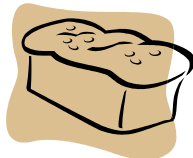
As individuals and parishes, we are called upon to ensure that the religious, educational and charitable efforts in our Diocese continue. Many of these needs are beyond the scope and resources of any individual or parish; therefore, through CSA we can meet these needs as a united community of faith. It is through these works that we are a universal church as "One Bread, One Body".

The vital ministries offered by the Diocese can continue only with your help. If you have not contributed to CSA this year, I ask you to make a pledge or gift in support of the Lord's work through the many ministries of the Church. Please prayerfully consider your contribution, then fill out the enclosed pledge envelope, and place it in the regular collection basket at Mass.

I ask you again to please consider making a gift to the CSA. Please prayerfully consider what you are able to give according to your means. Every gift makes a difference. You may wish to consider a pledged gift to be made over several months if it is most convenient for you. Whatever offering you are able to make, know that your partnership in this year's CSA is very much appreciated.

On behalf of those who will benefit from your gift, I thank you.

Sincerely Yours in the Lord,
(Pastor/Pastoral Administrator)



(Mail to parishioners who have not yet committed to CSA)



We all learned as children the importance of breaking bread together, both at home and at the Eucharist with our faith family. Through Interaction with the extended church family, we came to know we are part of a larger family of Catholics around the world. Our cultures are unique, but we share a oneness with Christ.

Please enjoy this typical "Irish" bread recipe I'm sharing with my faith family.

Irish Soda Bread

1 tablespoon baking soda
1 tablespoon sugar
4 cups flour
2 1/3 teaspoons salt
1/4 teaspoon cream of tartar
2 cups buttermilk
1 tablespoon butter

Thoroughly combine baking soda, sugar, flour, salt and cream of tartar. Make a well in the center. Add buttermilk and mix lightly and quickly with a fork.

Turn out onto a lightly floured board and knead for one minute. Shape into a circle, about 1 1/2 inch thick. Place on a greased cookie sheet. Slash a large cross in the top.

Bake in a preheated 375°F oven for 40-45 minutes.

Cool on a wire rack. Brush top with butter while still warm. Cool before slicing to serve.

Variations: 1 cup raisins, craisins, citron or dried fruits and a few tablespoons caraway seeds may be added. 1/2 yogurt or sour cream and 1/2 milk may be substituted for buttermilk.

Appeal Letter to last year's CSA Donors

Dear Friends in Christ:

As it has been in years past, it is just as true today that it is *your* leadership, time and effort that are important to the success of our 2009 annual Catholic Services Appeal (CSA), "One Bread, One Body". The CSA is vital to the life of diocese, as it enables the Catholic Church to continue its work here in northern Michigan and beyond.

This manual is to assist you in your 2009 CSA efforts, please use these ideas for inspiration, or feel free to copy them outright. It includes sample letters, suggestions for priest's and lay witness remarks, intercessions, pulpit and bulletin announcements as well as other resources that will be helpful as the appeal is conducted.

The CSA supports many services and ministries, both in the Diocese and in the universal Church as a whole. Some of them attend to needs that are beyond the scope of any individual parish. Some exist for the sole purpose of assisting parishes in their mission to teach, evangelize and provide good liturgical experiences. It is important that the people of our diocese recognize both aspects of the appeal as well as a need for solidarity now more than ever in these challenging economic times.

Like most organizations, the diocese has experienced increases in the costs to operate its programs. Our operating costs have been impacted by higher fuel prices, rising insurance premiums and increased travel costs. We remain committed to serving our people, however, and through *One Bread, One Body*, you can help important ministries continue.

Thank you very much for sharing your time, talent, and treasure in the stewardship of both your parish as well as the entire Diocese of Gaylord. May God guide you and your parish in the months ahead.

If should have any questions about this year's CSA, please do not hesitate to contact me at (989) 732-5147.

Danielle Parish
-Administrator of Development and Stewardship

Dear _____:

Please let me take the opportunity to thank you for answering the call last year to participate in our annual Catholic Services Appeal (CSA). Your previous contribution shows you understand the need to support vital ministries and services provided by our Diocesan Church that meet needs of the marginalized in our community. But these needs are ongoing and so now I am asking you to make another faith response by supporting the 2009 Catholic services appeal, "One Bread, One Body".

Our parish goal is \$_____this year. You can make it possible for us to exceed this goal, and any funds raised over and above will be returned to the parish. I would ask that you consider matching or possibly increasing your gift from last year. Enclosed is a pledge card/envelope for your convenience. You can return your gift at Mass or mail it to the church office.

Hopefully you will take the chance to look at this year's CSA materials. They should remind you of those served by Diocesan ministries and services that are funded by the CSA. It is your continued support that is a great encouragement to me in my ministry here at (parish name). It is a sign of your participation as part of a community of believers.

I am grateful for all you do for our parish, and ask God's continued blessings on you and your loved ones.

Yours in Christ,
Pastor/Pastoral Administrator

Pre-Appeal Letter to Parishioners

Dear _____:

As next weekend will mark the kick-off of our annual Catholic Services Appeal (CSA), I wanted to take the time to remind you to reflect on your participation this year. Because I believe the CSA is so important for the work of the Church and our parish family, I am writing to ask for your generous response to this request.

Each year the Catholic Services Appeal provides the resources for many services and programs in the Diocese of Gaylord. Thousands of people are impacted by these programs and services. You will be able to read more about them in the CSA brochures to be distributed. Every parish, ours included, benefits directly from this appeal. Over the next weeks and months, you will have the opportunity to learn, to hear and to read more information about the CSA. Please make every effort you can to be informed.

I always pray that *every* family will consider a gift to this worthwhile effort. If you have not been an active donor to CSA in the past, it is never too late. Your help is needed now more than ever. All I ask is that you take a moment to prayerfully consider what your response will be on Commitment Sunday, May 3rd.

Know that I appreciate all of the sacrifices you and your family offer our Diocese. Please be assured of my constant prayers.

Sincerely yours in Christ,
Pastor/Administrator



Sharing a meal with family and friends is “an extension of the communion we share as Catholics, a bonding experience, a growing of togetherness.” We encourage family-centered catechesis and regard families as the foundation for a lifetime of discipleship.

Gifts to One Bread, One Body, make possible ministries supporting Catholic family life.

Fry Bread

3 c. flour
1 tbsp. baking powder
1/2 tsp. salt
1 c. warm water

Combine flour, baking powder and salt in a large mixing bowl. Add warm water in small amounts and knead dough until soft but not sticky. Sometimes more flour or water will be needed. Cover bowl and let stand for about 15 minutes. Pull off large egg sized ball of dough and roll out into round about 1/4" thick. Punch hole in center of each round piercing several times with fork to allow dough to puff.

In a heavy skillet fry (deep fry) rounds in lard or other shortening until bubbles appear on dough, turn over and fry on other side until golden.

INDIAN TACO is made by covering the fry bread with layers of fried hamburger meat, shredded lettuce, cheddar cheese, chopped onions and diced tomatoes. Cover the top with red or green chili sauce according to taste.

CSA 2009 Timeline

- April 21st Bishop sends letter, brochure and prayer cards to those on your parish list as active for CSA.
- May 2 & 3 **Kickoff for CSA is the 1st weekend of May in all parishes.**
- _____ Campaign begins: *Remember:* Pledges preferred to one-time gifts; Credit Cards or EFT preferred to cash or checks.
- Print bulletin announcements and use special intentions for the Appeal.
 - Send out a letter and make announcement about CSA. Put up CSA posters and make brochures available.
 - More bulletin announcements.
- _____ Next week:
Reprint the text of Bishop's letter in bulletin.
- _____ Following week:
Pastor/Pastoral Administrator mails follow-up request letter with pledge cards to all who have not donated after third week.
- June 19 **Final CSA Reports are due!**
- _____ After Campaign: Pastor/Pastoral Administrator mails thank-you letters to those who have participated.
- Reminder:** New billing cycle for CSA begins July 1, 2009.

Catholic Services Appeal Follow-up

Mailings

Using mail is the most common form of follow up used. These are personalized letters sent to parishioners who have yet to give to CSA. If strictly using this method for follow-up, we suggest sending out more than one letter. Sample follow-up letters may be found in this manual.

Phone-a-thon

Telephone contact is the "next best thing to being there" when it comes to asking for a gift to the CSA. The phone-a-thon technique has been successfully used by colleges and universities for many years as a way of increasing gifts, winning donors, etc. It is an especially effective way of reaching every parish member in the follow-up phase, especially with those who have never given or have not given in recent years.



Organization

Name a parish "Calling Director," and have them take responsibility for making arrangements for phone follow-up. He or she will recruit assistants and they, in turn, will recruit callers.

The recommended formula for callers is as follows:

1. Director recruits five assistants (or ten, if needed).
2. Each assistant recruits five callers.
3. Each caller calls ten parishioners.

French Baguettes

1 1/4 cup water (or a little more, depending on the type of bread machine you are using).
3 1/2 cups unbleached white flour
1 1/2 tsp salt
2 tsp Red Star brand active dry yeast

Put all the ingredients in your bread pan. Select the dough setting. When the cycle ends, allow the dough to rise for one additional hour. At that time, punch down the dough and let it rise in the machine for yet another hour. Then remove the dough onto a floured kneading board. Shape it into a ball then flatten it using just your hands.

Line a wicker basket with a kitchen towel and flour the towel. Be sure to use a basket that's twice the size of your dough. Put the dough in the basket. Do not cover. Let rise in a warm place for 45 minutes. (yes, this is the third rising cycle).

When double in bulk, turn the dough upside down onto a greased baking sheet, or for best results, use an authentic baguette pan. Take a sharp knife, and being careful not to flatten the loaf, make four slashes across the top, resembling a # sign.

Preheat your oven to 450 degrees F. Put a cup of boiling water in a small pan which you place on the bottom shelf. Put dough in oven and bake for twenty minutes.

Remove and cool on rack for at least sixty minutes before you slice it. To keep the crust crisp, avoid storing it in a plastic wrap.

This bread will dry out in about two days -- but good heavens, why should it last that long?

CSA Ministries and Programs Served

Through the annual Catholic Services Appeal, the Diocese of Gaylord is able to contribute to the following international ministries and charities:

- Catholic Relief Services
- Holy Land Collection
- The Church in Central and Eastern Europe
- Peter's Pence
- Latin American Collection
- Catholic Campaign for Human Development
- Racial Minorities/Native American Missions
- Catholic University of America
- Catholic Home Missions

We conduct the CSA every year because there is an ongoing need facing the diocesan church that not one parish is able to address on its own. We work through the following groups to serve those in need both locally and nationally:

- Habitat for Humanity
- Catholic Human Services
- The Augustine Center
- Madonna House of Prayer
- Right to Life
- Diocesan Council of Catholic Women
- Catholic Schools

For more information on each of these programs, consult our website at www.dioceseofgaylord.org.

Tips for a Successful Catholic Services Appeal

BE PREPARED Review the manual and the CSA materials provided. Have a good understanding of how the gifts to the CSA benefit the many ministries and services it supports.

START EARLY Give your parishioners some advance notice that the appeal will be happening soon. This can be done by both bulletin and pulpit announcements, and by putting up the CSA poster in late April.

BE ENTHUSIASTIC A positive attitude can be contagious! Make the success of CSA your goal as a parish. If the leadership shares that CSA is something important and worthwhile, the parishioners will see that as well.

COMMUNICATE Each parishioner should understand the importance of the appeal as it relates to the Diocese and the local parish. This understanding must center on informing people about the services provided by the diocesan church and how those services benefit people in each parish.

STRIVE FOR HIGH PARTICIPATION Stress participation by pointing out that every person is asked to respond to the appeal. It is important that everyone is encouraged to participate.

ASK PEOPLE TO GIVE This may seem elementary, but many campaigns fail because potential donors are not asked to give, or they are asked weakly or only once. Don't be afraid to say it clearly, "Please give to the 2009 CSA."

ENCOURAGE PLEDGING INSTEAD OF ONE-TIME GIFTS Remind parishioners that they are able to give more by making a pledge and breaking it up into payments.

CONDUCT A FOLLOW-UP Successful appeal efforts include follow-up components designed to reach a high level of participation. Continue to provide opportunities for parishioners to give. Identify previous donors who have yet to give this year and follow-up with them. Don't give up too quickly!

SHARE THE PROGRESS Let parishioners see how the parish is doing as it reached to exceed both its dollar goal and the goal of 100% participation. Don't just publish results right after the appeal has kicked off, keep parishioners updated all year.

GRATITUDE We cannot say thank you enough to those who support the CSA. Look for opportunities to thank them again. Remember that the success of every future appeal depends on this simple yet powerful gesture.

Lay Witness Talks

Lay witnessing is an important component to a successful CSA. Testimonials delivered to the entire congregation by a member of the parish whose life has been impacted by a diocesan service or ministry can have a positive effect on how people in the parish view the diocesan church. Too often people do not see diocesan services and ministries at work in the parish. A personal witness can clearly show an example of the benefits of supporting the Diocese.

Welcome/Introduction of Lay Witness

Suggestions

Today we welcome Bob/Amy Smith, a fellow member of our parish, who will speak to us about the upcoming Catholic Services Appeal. Bob/Amy will share thoughts on why this initiative is important to them, to our parish, and to our Diocese. Please give Bob/Amy a warm welcome.

General Tips for Lay Witness Talks

Prepare your remarks ahead of time, and try to keep them within 5 minutes. Write your talk just as you would speak it. Be able to deliver it in a comfortable and conversational manner.

Introduce yourself and your association with the parish. After you introduce yourself, let the congregation know how long you will talk. It will help them relax and listen.

Talk briefly about yourself/family, how long you have been in the parish, and any leadership role you may have in parish life. There will be some who may not know who you are. One key to a good talk is to smile while speaking, and don't be afraid to add a bit of humor.

Make sure that you tell people that you are going to support the appeal and why. This is a sign of leadership and willingness to practice what you preach.

Finally, it is important to let the congregation know that their individual generosity in the past made this experience and the ongoing results of the experience possible for you. **Thank them!**

Polish Paczki

1 1/2 c. milk
2 yeast cakes
1 tsp. salt
1/2 c. sugar
3 egg yolks
1 whole egg
1 tsp. vanilla
1/2 tsp. mace or 1/2 tsp. nutmeg
1/2 c. butter
4 1/2 c. flour

Scald milk and allow to cool to lukewarm. Break yeast into lukewarm milk. Beat sugar and butter until fluffy. Add eggs, salt and flavoring. Add flour and milk gradually, beating well. Let rise in warm place until double in bulk (about 2 1/2 hours). Punch down, knead and let rise again.

Place dough on lightly floured board, stretch toward you and fill with thick filling (jelly is not thick enough). Fold over and cut into desired size ball, place on lightly floured surface and let rise. Fry in deep hot fat, turning only once.

Paczki should have a very dark color before turning to insure that they are thoroughly baked. Drain on soft absorbent paper. Sprinkle with vanilla-flavored powdered sugar or a mixture of granulated sugar and cinnamon.

Being a successful part of the annual Catholic Services Appeal (CSA) effort is strongly dependent on the enthusiastic leadership of the parish's pastor. No effort of any kind within the parish can be successful without his leadership and positive support. There is no replacement for you, a man of faith, who witnesses to God's call for His people to support His church. It is you who must be the primary person to personally ask your parishioners to support the 2009 CSA.

The Pastor's Duties Include:

- Plan out the process for conducting the appeal. There are a number of ways to conduct the appeal, select one and ensure that you keep to the timetable.
- Make sure that you clearly ask people to give. Asking is the single most important part of a successful CSA effort. If you do not ask, people will not give.
- Speak supportively of the CSA from the pulpit; your personal endorsement of the appeal is crucial.
- Encourage parishioners to make a pledge gift.
- Utilize prepared campaign materials: lay witnesses, posters, bulletin inserts, and homily suggestions.
- Make sure that you conduct follow-up efforts. Your goal is to contact all parishioners, preferably more than once. Follow-up mailings and phone calling are proven follow-up methods.
- Never hesitate to contact the Diocesan Development office with requests for more CSA materials.

Role of the Volunteer

Your CSA volunteers are an integral element of this essential parish and diocesan effort. These volunteers have a number of roles and responsibilities as the appeal is conducted in their parish.

- Assist pastor in conducting any parish level leadership and worker meetings.
- Assist in recruiting a sufficient number of parish workers.
- Promote support for CSA among all parishioners.
- Give lay witness talk about personal experiences with a Diocesan service or ministry.
- Familiarize himself/herself with the services and ministries funded by the CSA.
- Keep in contact with the Diocesan Development office if you have questions.
- Supervise the assignment of all pledge cards.
- Coordinate the work done by other members of the leadership team.
- Be available to assist of Appeal Weekend – Commitment Sunday.
- Make your own pace-setting pledge early in the campaign.



7. Each of our parishes has been asked to reach a goal which is set in order that, together, we may accept the financial responsibility for many *necessary* diocesan services. Our parish goal this year has been set at \$ _____. I hope that each one of us shares in a combined effort to not only reach this goal, but exceed it so that every dollar raised over our CSA goal stays in our parish.
8. While we cannot always be one to comfort the grieving, feed the hungry, teach the young and minister to those in need, we can—through generosity—ensure that the Universal Church is strong, vibrant and able to meet the needs of so many in the years ahead.
9. The needs met by the appeal cross wide boundaries. Funds are provided for a variety of religious, charitable and educational services and programs throughout the Diocese of Gaylord.

Zucchini Bread

3 eggs	1 cup oil
2 cups sugar	1 teaspoon vanilla
2 cups grated, peeled zucchini	3/4 cup chopped nuts
3 cups flour	1 teaspoon salt
1 teaspoon soda	2 teaspoons cinnamon
1/4 teaspoon baking powder	

Preheat oven to 325°F. Sift together 3 cups flour, 1 teaspoon salt, 1 teaspoon soda, 2 teaspoons cinnamon and 1/4 teaspoon baking powder. Stir until well combined. Set aside.

Beat eggs and sugar until light and foamy. Add oil, grated zucchini and vanilla. Mix lightly, but well. Add flour mixture and stir only until blended. Stir in chopped nuts. Pour batter into 2 loaf pans (9x5x2) which have been brushed with oil. Bake for 1 hour. Remove from oven and allow to cool for 10 minutes before removing from pan.

Ideas for Priest Remarks and Points to Include

1. If you plan to support the appeal this year, talk about why you decided to give, Be in touch with those reasons that motivated you and share them with parishioners.
2. The needs met by the CSA cross wide boundaries. Funds are provided for a variety of religious and charitable services and programs throughout the 21-county Diocese of Gaylord and beyond.
3. Talk about how the CSA is more than some collection or appeal. It is a way for every Catholic in our Church to show their love and generosity in a way that helps the Diocese of Gaylord to provide for those in need.
4. The Appeal happens every year because there is an *ongoing need*. You are asked to support this appeal each year to help meet those needs. The Diocesan church carries out the mission to serve the people of Northern Michigan through varied ministries and services.
5. There are a number of priorities and needs facing our diocesan church that no one parish alone can address. Some needs require the strength and resolve of our entire Catholic community working and sacrificing as one body. This is why every church participates in the Catholic Services Appeal, so that we-through our collective efforts-can continue building the Father's Kingdom by advancing the work of the Church.
6. While we cannot always be the one to comfort the grieving, feed the hungry, teach the young and minister to those in need, we can-through our generosity-ensure that our Diocesan Church is strong, vibrant and able to meet the needs of many in the years ahead.

How to Conduct the Appeal

This section is designed to provide parishes with suggestions for implementing the Catholic Services Appeal. Over the years, parishes have utilized different approaches for soliciting gifts to the CSA. Two methods that are frequently used are the In-pew and Direct Mail/Worker Station Methods. Whichever you decide to utilize, we ask that parishes:

- Make the weekend of May 2nd & 3rd "CSA weekend."
- Place posters in several locations throughout the parish to publicize the appeal.
- Prior to May 2nd and 3rd, it is recommended to announce that the Catholic Services Appeal will be taking place soon and that information be provided to parishioners on how it supports Diocesan services.
- Convey to parishioners *all* of the many ministries that CSA benefits.
- Utilize lay witnesses, the timing for this is up to each parish.

Contact the Diocesan Stewardship and Development office with any questions at (989) 732-5147.

German Lebkuchen

2 c. white sugar	1 c. corn syrup
4 tbsp. wine or orange or lemon juice	1 c. honey
1 c. butter	1 tsp. cinnamon
1 tsp. cloves	1 tsp. baking powder
1 tsp. soda, dissolved in 1/4 c. warm water	1/2 c. finely chopped citron
Enough flour to make a stiff dough	1 c. chopped almonds

Cream sugar, syrup, honey, and butter until smooth. Add wine or juice; beat. Add enough flour to make a stiff dough. Roll out dough as for sugar cookies, on floured board and cut into 1 x 2 inch rectangles. Bake about 15 minutes at 350 degrees until light brown. Glaze cookies with thin confectioners sugar icing and top with an almond slice.

In-Pew Solicitation

Background:

This is the method recommended for obtaining donations from a large segment of your parish at one time. This method of soliciting gifts requests a response by parishioners in church following an informational and motivating presentation. If carried out thoroughly and properly, this method increases both the number of donors and the dollars contributed with minimal amount of volunteer time.

In-pew solicitation can be easily included in the Mass without causing any disruption to the celebration of the liturgy. On CSA Sunday, after a brief homily, either the pastor or a lay person will make remarks regarding the CSA needs.

Steps to a Successful In-Pew Solicitation:

Be sure that parishioners have advance notice before they are asked for their gift on CSA Sunday. Pulpit and bulletin announcements prior to CSA Sunday should help accomplish this. Posters should be displayed in appropriate locations. This will ensure that parishioners will come to CSA Sunday prepared to make pledges/cash donations.

Spoken information is shared. Ideally, parishes should have both the pastor speak as well as a lay person. Having two speakers talk about the appeal over two weekends highlights the importance of the CSA. Please don't rely solely on the priest to speak. The use of a lay witness is an effective means of encouraging people to give.

Spiritual element. Prayers of the faithful should reference the CSA for several Sundays leading up to CSA Sunday. People will also have an opportunity to make a prayer request on the brochure. Please let parishioners know how you will handle these requests (i.e. added to parish prayers group, etc.).

Lay witnesses and homilies are important ways to motivate parishioners to give. It is up to each parish to decide when to do lay witnesses and when the pastor should speak about CSA.

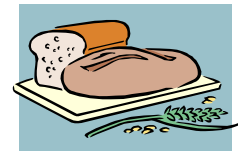
As with all primary methods of solicitation, the follow-up is an essential and integral part of the appeal. In some cases circumstances may prevent someone from making a gift; however, it is important that every parishioner has the opportunity to give. Therefore, it is strongly recommended that a follow-up method of solicitation is utilized.

To Use until you reach parish goal

Thanks to all our parishioners who have made their gift to the 2009 Catholic Services Appeal. _____ (parish name) is _____% towards our goal of \$_____. If you have not yet made a gift or pledge, it is not too late to help _____ meet our target. Please participate in the support of our Diocesan church.

For use when your parish reaches its goal

Thank you to all of you who responded so generously to the annual Catholic Services Appeal. Each year the success of this appeal depends on you. Your support is greatly appreciated in both your parish and the Diocesan Church. It is when we grow as a community of believers as "One Bread, One Body" that we help assure that those who provide services through the Diocesan Church will be able to continue Christ's work here in the Diocese of Gaylord.



Bulletin Announcements

Sunday Prior to the Appeal

The 2009 annual Diocesan Catholic Services Appeal will be conducted next weekend, and the theme is "One Bread, One Body". Once a year Bishop Cooney asks each of us to make a commitment to support the work of our Diocesan programs and ministries that provide services that no one parish could provide on its own. This effort is a means by which we can all work together to care for the Church by sharing the gifts God has granted us. Our parish goal is 100 % participation. Please join us as we work together to continue God's work of spirituality, charity and education.

Appeal Sunday

Today the Diocese of Gaylord begins its annual Catholic Services Appeal. This is an opportunity for us to unite as "One Bread, One Body" with all Catholics in the Diocese and in the universal church to share our blessings and to show our concern for one another. The CSA gives us the opportunity to act together as a family and support programs and services no single individual or parish can offer by itself. Your gift is very important. Every gift, regardless of the size, is vital to the success of the Appeal. Please be as generous as possible with your pledge.

Sunday After the Appeal

The 2009 Catholic Services Appeal, "One Bread, One Body" is off to a great start in our parish. To date, we have received \$_____ in gifts/pledges toward this year's appeal efforts. But we still need to do the best that we can to achieve 100% participation. If you have not yet made a gift to the CSA, we invite you to do so today. Every dollar raised to make our goal of supports important Diocesan Services and every dollar raised above our goal will be used in the parish toward_____.

Worker Station Method

Many of the steps taken in implementing this method are similar to the steps in the In-Pew method. The main difference is instead of giving time during the Mass for people to fill out the pledge envelope, parishioners will be asked to give by envelopes containing a pledge card and a letter from the pastor/pastoral administrator. These envelopes are usually distributed by worker stations.

In lieu of mailing all envelopes to you parishioners, this method allows for each person to complete pledge cards after mass if they so choose. It also provides at least some personal contact with donors. One drawback may be that some parishioners do not report to the worker stations because they are located in a building other than the church structure.

Preparation

- Pledge cards should be arranged on tables in alphabetical order
(a CSA brochure should be included with each pledge card).
- Tables should be clearly identified A – B – C – D, etc.
- Additional tables for people to fill out pledge cards in privacy.
- Two people to staff each table, with additional volunteers around the room to answer questions.
- An adequate supply of pens, paper clips to attach payments to pledge cards, as well as rubber bands.
- A pleasant "THANK YOU" to each donor!



Methods of Giving to CSA

Aside from outright cash contributions to the CSA, there are alternative methods of giving that may not only be more convenient for the parishioner, but also may encourage a larger gift over a period of time.

EFT and Credit Cards

Encouraging credit card and automatic withdrawal will help to make giving more convenient for parishioners, many of whom use their credit cards as tools to manage their finances. Some like to make charitable donations using their credit cards in order to help accrue bonus point and airline miles. More and more as we become a "paperless" economy, credit cards are the method of choice for many consumers - even for charitable giving!

Once a parishioner has agreed to make their pledge through a credit card, be sure to fill in the appropriate authorization forms. (Keep in mind that we accept only Visa, MasterCard & Discover Cards.) The credit card authorization is located on the **back of the donor card** and direct withdrawal authorization is located on the **blue card** that is to be stapled to the **back** of the donor card.

There are a few pieces of very important information you must collect from the parishioner. Be sure to **check the expiration date** as it is easy for cards to expire or for people to keep old cards in their wallet.

Write down the name as it appears on the card. If everyone in the parish knows the donor as "Jo Smith," but the name on the card is "Josephine Wilma Smith," then this is what you must write on the Authorization Form.

Also, ask for the billing address for the card. Especially in rural areas, people sometimes have PO Boxes or Rural Route numbers where they receive their bills, which may be different from their regular residential address.

Next, write down the card number and expiration date. Then write down the total amount of the pledge, the initial payment (which will be deducted upon receipt at the CSA office of the Diocese), and (if applicable) the monthly amount to be charged to the card starting July 15.

vital and will provide the means to continue the work that Christ has entrusted to us: to teach and spread faith, to reach out to those in need and to worship the Lord with all our hearts. Every dollar raised to make our goal supports important Diocesan Services, and every dollar over our goal will be kept in the parish to help us _____.

Thank you to all of those who responded so generously to the Catholic Services Appeal. Each year the success of this Appeal depends on you. Your support is greatly appreciated in both your parish and Diocesan Church. It is when we grow as a community of believers to become "One Bread, One Body", as we have during the 2009 CSA, that we help assure that those who provide services through the Diocesan Church will be able to continue Christ's work here in the Diocese of Gaylord.

Mexican Tortillas

3 cups un-sifted flour * 1/3 cup lard * 1/4 teaspoon salt * 1 cup water
1/4 teaspoon baking powder

Combine flour, salt and baking powder in a large bowl. Cut in lard with a pastry blender until coarse crumbs form. Add water. Mix lightly with a fork until the dough clings together. Using your hands, gather dough and knead in the bowl for about 3 minutes. Cover bowl with a towel. Let rise 1/2 hour.

Divide the dough into 10 to 12 small balls. Roll the dough into a thin 12" circle on a lightly floured work surface. Stack tortillas with wax paper between each one as they are rolled.

Lightly grease a very large heavy skillet or griddle. Place tortillas one at a time onto griddle, pressing here and there with a wadded paper towel to make bubbles or blisters that give the tortilla lightness. Cook until tortilla turns golden brown on both sides (turning once). Keep in plastic bag while baking the remaining tortillas.

These are ideal for making ahead and freezing. Freeze in a plastic bag with waxed paper between. To reheat: Place on griddle until soft and pliable or steam slightly until warm.

Pulpit Announcements

On the weekend of May 2 and 3rd, everyone will have an opportunity to make their gift to the 2009 Catholic Services Appeal. Our parish goal is \$_____ and we would like to see all members make a gift to support this appeal. The theme of this year's appeal is "One Bread, One Body". It is when our Church joins together to further the mission and ministry of our Diocesan Church that we are truly witnesses of Christ. We will be reminded over the next few weeks why it is important for us to support the CSA. There will be good information shared over this time that we ask you to reflect upon. All of it will help you better understand why the appeal is conducted every year, what this appeal supports and why you should give. Please take the time to prayerfully consider what you are able to give to support the CSA.

Today is Commitment Weekend for the Annual Catholic Services Appeal. Hopefully everyone will read the available information. We hope that all parishioners will prayerfully consider the opportunity today to offer a gift to this appeal. We would like everyone to participate and help our parish reach its financial goal of \$_____. It is also important to remember that any amount raised above our goal stays in our parish.

As pastor of _____ parish, each year I come to you to discuss a very important part of our ministry as Catholics, followers of our Lord, Jesus Christ, and that is helping those less fortunate than ourselves. As Christians we know that all we receive in our lives are gifts from God. By returning a portion of those gifts to Him, we can help others both at home and abroad. The annual Catholic Services Appeal (CSA) provides hands and hearts to support numerous programs that benefit our brothers and sisters in need.

This year the goal of the annual Catholic Services Appeal is \$3.8 million. Our parish goal is \$_____. We can easily reach our goal if everyone considers a pledge to the best of his/her financial ability. Your gift, no matter the size, is important. There is nothing we cannot accomplish if we work and sacrifice together.

As your Pastor, I want to let you know that I am in support of this effort and have assured Bishop Cooney that our parish will do everything possible to make CSA successful. This appeal, to fund the mission of our diocese, is

Finally, you must look on the back of the card (if you are taking the donation over the phone, you must have the donor do this) and find a number on the back of the card called **the CRV number**. The CRV number is the last 3 digits of the number running along the security strip on the back of the card. If pledge is made in person, make sure the donor signs the form. If pledge is made over the phone, legibly sign your name and indicate the pledge was made by phone.



Remind the donor that if at any time they wish to change the credit card they use, cancel, increase or reduce their monthly automatic donation, they can do so easily by calling Rhonda Klee, the CSA Bookkeeper at the Diocese of Gaylord, phones: (800) 727-5147 or (989) 732-5147 or by email at rkleee@dioceseofgaylord.org.

Gifts of Stock

Another excellent way for parishioners to contribute to CSA while realizing potential tax savings is to give stock that has appreciated in value and that they have held for more than one year. Contributors are entitled to a charitable income tax deduction for the fair market value of the stock the day that it is given.

Transmitting Information to the Diocese

There are two forms for transmitting information to the Catholic Services Appeal Office at the Diocese.

- The **purple** transmittal form is to be used for cash and check gifts.
- The **green** transmittal form is to be used for automatic withdrawals or credit/debit card gifts. Remember that automatic withdrawals or credit/debit card gifts may be one-time gifts or there are various other billing options to choose from. One-time gifts and the initial payment will be deducted when the information is received at the diocesan CSA office.

Please include **one of each form** (purple and green) with your weekly reports. The forms should be filled out separately and not be combined. Be sure to include **gift cards and adding machine tapes** so that the CSA office can verify the totals.

Samples: General Intercessions

Sunday Prior to the Appeal:

That we grow as a community of believers to be "One Bread, One Body" to assist in carrying on the work of the church, we pray...

That each of us will answer the call to bring forth our gifts that will support the Catholic Services Appeal and our Church, we pray...

That through our participation in the annual Catholic Services Appeal, we might grow in our desire to reach out to do God's work together as a loving family...

That God may bless our parish and Diocese, strengthen our faith and grant us the spirit of Christian Stewardship by opening our hearts to the Catholic Services Appeal . . .

That we may give generously next weekend to the Catholic Services Appeal, as faithful stewards of the gifts God has entrusted to us, by sharing the benefits of our blessings . . .

Appeal Sunday:

That the hearts of all of those gathered here may be touched by the word of God as we prayerfully consider our response to the Catholic Services Appeal, we pray...

In thanksgiving for all within our parish family who have previously supported the appeal and for those who will graciously support this year's appeal, we pray...

For all members of [your parish], and the members of our Diocesan family, may we all take comfort in knowing that a gift from One will become a gift to Many. . .

That we may see the work of the Catholic Services Appeal as an opportunity to extend ourselves in love and service beyond the boundaries of _____parish, we pray...

For all members of (your parish), and members of our Diocesan family, may we all take comfort in knowing that a gift from one will become a gift to many, we pray...

Sunday after the Appeal:

That we grow as a community of believers to be "One Bread, One Body" in assisting the Church in carrying out its works...

For all who have responded to the Catholic Services Appeal, that their generosity may be rewarded with the growth, love and joy that giving generously brings...

That those who have not had an opportunity to make a decision about the Catholic Services Appeal will listen to their hearts and make a generous commitment for the greater work of our Diocesan Church family. .

For those who have made commitments to pray and fast during this Lenten season...

Banana Nut Bread

2 1/2 cups white or white whole wheat flour	1 teaspoon baking soda
1 teaspoon salt	1 cup vegetable shortening
2 cups sugar	2 cups over-ripe mashed bananas
4 eggs, beaten	1 cup chopped nuts
1 tablespoon banana liqueur or dark rum (optional)	

Preheat oven to 350F. Combine flour, baking soda and salt; stir to mix well.

In the bowl of an electric mixer, beat together shortening, sugar, mashed bananas, and eggs. When well beaten, gradually add the flour mixture while mixture is at lowest speed. Mix only until combined. Stir in the banana liqueur or rum and the chopped walnuts, pecans, hazelnuts or macadamia nuts.

Butter and flour a loaf pan. Bake for 65-70 minutes or until cake tests done (toothpick inserted in center comes out clean).

Remove from oven and allow to sit for several minutes. Rub the top of the still-warm loaf with a pat of butter to soften and glaze the top, if desired. Serve with whipped cream cheese spread on each slice.