



**NEW HAMPSHIRE CATHOLIC APPEAL: FUTURE OF OUR FAITH II**  
**ONE BREAD, ONE BODY**  
**Appeal Manual**

**Track 1 – April 27<sup>th</sup> and 28<sup>th</sup> Appeal Weekend Parish Checklist**

**Week of April 8<sup>th</sup>**

- Confirm Appeal posters are displayed in entrances.
- Submit bulletin announcement #1 to bulletin company introducing the NHCA. Bulletin announcement can also be used in an email if the parish uses email, newsletters or Flocknote, for example, to communicate with their parishioners.
- Include appeal prayer intention #1 with Prayers of the Faithful.
- Use the social media tool kit for your social media pages. This can be found on the NHCA resource page on the website [www.catholicnh.org/nhca](http://www.catholicnh.org/nhca). If you are unable to use the tool kit, please go to the Diocesan social media sites and share the appeal posts on your pages.
- Place the image for the New Hampshire Catholic Appeal on the home page of your website during the months of April and May with a link to: [www.catholicnh.org/nhca](http://www.catholicnh.org/nhca). This image can be downloaded from the parish resource page.

**Weekend of April 13<sup>th</sup> and 14<sup>th</sup> (Announcement Weekend)**

- Read Pulpit Announcement #1.
- Read appeal prayer intention #1 in Prayers of the Faithful.

**Week of April 15<sup>th</sup>**

- Confirm Appeal posters are displayed.
- Submit bulletin announcement #2 and bulletin insert to bulletin company. This bulletin insert can be found in your box of materials or go to the online parish resources at [www.catholicnh.org/nhca](http://www.catholicnh.org/nhca) to download the insert to send to your bulletin company. Bulletin announcement can also be used in an email if the parish uses email or Flocknote, for example to communicate with their parishioners.
- Place Appeal Prayer Cards in pews. These can be found in your materials box. Pray this prayer either after the Prayers of the Faithful or at the end of Mass.
- Use the social media tool kit for your social media pages. This will be found on the NHCA resource page on the website [www.catholicnh.org/nhca](http://www.catholicnh.org/nhca). If you are unable to use the tool kit, please go to the Diocesan social media sites and share the appeal posts on your pages.
- Test Audio-Visual equipment for appeal video (if showing video).
- Pastor to review Pulpit Announcement #2 for introducing the video (script provided).



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**Weekend of April 20<sup>th</sup> and 21<sup>st</sup> – Kickoff Weekend**

- Ensure bulletin insert is inserted into bulletins.
- Pastor to use Pulpit Announcement #2 to introduce NHCA and show appeal video if possible.
- Read appeal prayer intention #2 at Prayers of the Faithful.
- Pray Appeal Prayer after the Prayers of the Faithful or at the end of Mass.

**Week of April 22<sup>nd</sup>**

- Confirm lay witness speaker is prepared (if using a lay witness speaker, use Speaker Talking Points).
- Review Talking Points.
- Place appeal envelope and brochures in the pews and at entrance to church.
- Submit bulletin announcement #3 to bulletin company. Bulletin announcement can also be used in an email if the parish uses email or Flocknote, for example to communicate with their parishioners.
- Post Bulletin Announcement #3 on social media and on website and ensure that a link to the Appeal's website is displayed.

**Weekend of April 27<sup>th</sup> and 28<sup>th</sup> – Appeal Weekend**

- Pastor or Lay witness speaker to speak about the NHCA. Pastor to use Speaker Introduction if Pastor is not speaking on behalf of the Appeal.
- After appeal talk, allow parishioners a few minutes to complete their gift envelope if not already completed at home.
- Read appeal prayer intention #3 at Prayers of the Faithful.
- Pray Appeal Prayer after the Prayers of the Faithful or at the end of Mass.

**Week of April 29<sup>th</sup>**

- Gather all collected appeal envelopes and submit weekly using Return Envelopes. Please submit all gift envelopes by the end of May.
- Place bulletin announcement #4 in bulletin.
- Include Prayer Intention #4 with the Prayers for the Faithful.



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**Weekend of May 4<sup>th</sup> and 5<sup>th</sup>**

- Read Pulpit Announcement #3.
- Pray prayer intention #4 at the Prayers of the Faithful.

**Week of May 6<sup>th</sup>**

- Gather all collected appeal envelopes and submit weekly using USPS priority mail envelopes. Please submit all gift envelopes by the end of May.
- Place bulletin announcement #5 in bulletin.
- Include Prayer Intention #5 with the Prayers for the Faithful.

**Weekend of May 11<sup>th</sup> and 12<sup>th</sup>**

- Read Pulpit Announcement #4.
- Pray prayer intention #5 at the Prayers of the Faithful.

**Following Weekends:**

You may continue to follow the steps from the weekend of May 11<sup>th</sup> and 12<sup>th</sup> until the middle of June.