

Diocese of San Bernardino



2020 DDF Annual Appeal

Resource Guide

Mission Advancement

(909) 475-5460



2020 DDF Annual Appeal Campaign Table of Contents

Section 1: Introduction

Diocese of San Bernardino Mission Statement.....	3
Mission Advancement Staff.....	4

Section 2: Formational Resources

DDF Annual Appeal Timeline by Month.....	5
Ways to Give	6
Six Steps for Success	7

Section 3: Sample Resources

Universal Prayers.....	8
Pulpit Announcements.....	9
Bulletin Announcements.....	10
Kick-off Solicitation Letters.....	11
Second Appeal Solicitation Letter.....	12
Final Appeal Solicitation Letter.....	13
Thank You Letter.....	14
Telephone Script – Ask and Thank You.....	15
Parish’s – Frequently Asked Questions.....	16
Parishioner’s – Frequently Asked Questions.....	17
ConnectNow Manual	18-24
DDF Annual Appeal Plus	25



Diocese of San Bernardino Mission Statement

Mission Statement:

We, the Church of San Bernardino, are a community of believers in Jesus the Christ, called to impact family, neighborhood, and society with the Gospel so that people's lives are filled with hope.

To fill people's lives with hope, this vision will be developed in those areas of greatest concern to us:

- Youth
- Evangelization
- Unity in diversity
- Stewardship of resources
- Leadership
- Organizational structures





**2020 DDF Annual Appeal Campaign
Mission Advancement Staff**

Serving under the direction of Bishop Gerald R. Barnes, Mission Advancement strives to build relationships with donors by centering formation and outreach that brings people closer to God, deepens their understanding of the value of stewardship as a way of life and increases participation in the work of the Gospel. While each member on the team has some distinct responsibilities, so lives are filled with hope is our primary mission.

Mailing Address

1201 E Highland Ave
San Bernardino, CA 92404

Physical Location

Rezek Centre at St. Bernardine Medical Center
Located on the corner of Highland Ave and Waterman Ave

+++++

The DDF Annual Appeal is achieved with a positive attitude accompanied by the passionate support of the leadership at the parish and the insert of the parish’s personal touch. Your **DDF Annual Appeal** representative is:

David Dolores
DDF Annual Appeal Coordinator
Phone: (909) 475-5463
Email: ddolores@sbdiocese.org

+++++

Mission Advancement has expanded services beyond the DDF Annual Appeal. Our ministry provides evangelization and outreach. Mission Advancement strives to help you in living out the gospel message. For more information please contact:

Julio Chavez
Operations Manager
Phone: (909) 475-5462
Email: jchavez@sbdiocese.org

Elisabet Gaona
Administrative Assistant
Phone: (909) 475-5444
Email: egaona@sbdiocese.org



2020 DDF Annual Appeal Campaign Timeline by Month

Weekend of January 18-19, 2020

Announcement Weekend

- Universal Prayers, Pulpit Announcements, Bulletin Announcements

Weekend of January 25-26, 2020

Commitment Weekend

- Short Homily leading to the showing of the DDF Annual Appeal Video
- Show DDF Annual Appeal Video
- In-pew solicitation: immediately after the homily/video a collection is taken for the DDF Annual Appeal
- Use Universal Prayers, Pulpit Announcements, Bulletin Announcements

Weekend of February 1-2, 2020

Commitment Weekend Follow-Up

- Homily focused on participation
- In-pew solicitation: immediately after the homily a collection is taken for the DDF Annual Appeal
- Use Universal Prayers, Pulpit Announcements, Bulletin Announcements
- DDF Annual Appeal Video available for viewing after Mass

Months of April, May and June 2020

Second Appeal Weekend

- Parish invites those who have not given to the DDF Annual Appeal to consider doing so through an in-pew solicitation or separate mailing.
- Consider showing DDF Annual Appeal Video or have a personalized parish video created
- Use Universal Prayers, Pulpit Announcements, Bulletin Announcements

Months of September and October 2020

Final Appeal Weekend

- Parish invites those who have not given to the DDF Annual Appeal to consider doing so through an in-pew solicitation or separate mailing.
- Consider showing DDF Annual Appeal Video or have a personalized parish video created
- Use Universal Prayers, Pulpit Announcements, Bulletin Announcement

Pledge reminders will be mailed on the 25th of each month to all parishioners who carry a balance on their DDF Annual Appeal pledge beginning in February and ending in November. Please remember to include monthly DDF Annual Appeal updates about your progress in your bulletin.



2020 DDF Annual Appeal Campaign ***Ways to Give***

Cash, Check or Credit Card via Pledge Card

In January many parishioners receive the DDF Annual Appeal pledge card at their home or during Mass. This pledge card was created as a tool to inform the parish and the diocese a parishioner's financial commitment to the DDF Annual Appeal. The completed pledge card can accompany a gift, in the form of cash, check, or credit.

Online Giving

Many people enjoy the freedom of giving online. To do so,

1. Visiting the diocesan home page at www.sbdiocese.org
2. Click "Give to DDF"
3. Create an account
4. Fill out form with name, address, parish name, etc., then submit

Matching Gifts

Matching Gift companies are organizations that will duplicate the monetary donations you give to your desired non-profit, this includes donations to the church. Some of these companies double the amount you give. Talk to your company's Human Resource department about giving back through this type of program.

Bequests

Perhaps the most straightforward way to benefit your parish and the local church of San Bernardino and Riverside counties, a Bequest is simply a gift from your estate for a specific dollar amount, percentage or remainder interest to your parish and/or the Diocese of San Bernardino either through the Catholic Foundation or directly. When a Bequest is made to the Foundation, you can decide how your charitable gift will be used – to benefit a particular ministry that you are passionate about, or to support your parish, the diocese or other apostolate through a Designated Fund.

Endowment Funds

Endowment funds are permanent funds set up in your name at The Catholic Foundation. They can be created during your lifetime, providing income tax and capital gains tax deductions now, or established through a bequest form your estate. The amount you bequeath to the Foundation is removed from your taxable estate, which has the effect of lowering your estate tax liability. A testamentary gift to an Endowment Fund is 100% deductible from your estate. Endowment Funds are a wonderful way to create a permanent charitable legacy in your family's name. If you prefer, such funds can remain anonymous.

Highly Appreciated Stock and Real Estate

For many people, a significant percentage of family wealth is held in real estate and/or stock portfolios. In most cases, you can gift ownership of these assets to your parish, the Diocese of San Bernardino, or The Catholic Foundation and earn an immediate tax deduction. The Church can sell these assets without having to pay capital gains taxes.

For more information on ways to give, contact David Dolores at (909) 475-5463 and you will be introduced to the person most aligned with your desired method of giving.



DDF Annual Appeal Six Steps for Kick-Off

Mission Advancement would like to share with you the process that it has established in helping parishioners to understand that giving to the Church fulfills their social responsibility to care for their brothers and sisters in need.

- Step ONE:** *Approach the pulpit and first thank the celebrant for the value he shares in promoting the DDF Annual Appeal then, show video with the message from Bishop Barnes.*
- Step TWO:** *Highlight the message of the Bishop and help the people understand that all investments will be used to fund the 5 initiatives. Explain how each of the initiatives benefit the parish. Remind everyone that they can give something- ask for pledges. Not money.*
- Step THREE:** *Call the ushers forward to pass out the pledge cards and pencils to the faithful in the pews.*
- Step FOUR:** *Give investors (faithful) at least 7 minutes to fill out the pledge. DO NOT RUSH the process-remember your best donors inspire others and they are seated in the front of the church.*
- Step FIVE:** *Call the ushers forward and ask them to pick up the pledge cards. Make sure you set the expectation for the ushers before the Mass begins, that they are very well known and can truly make a difference in the giving process.*
- Step SIX:** *As the ushers are picking up the pledge cards, ask Father to come forward and to offer a special blessing for everyone in the Church.*



2020 DDF Annual Appeal Campaign Sample Universal Prayers

Universal Prayers January 18-19, 2020 Announcement Weekend

May we at <Name of Parish> parish always be aware of how blessed we are, and thank God daily for the gifts of life, family, friends, and all we have. We pray to the Lord.

That we take time this week to reflect, pray, and decide how we will share our blessing with our Catholic family through the DDF Annual Appeal. We pray to the Lord.

Universal Prayers January 25-26, 2020 Commitment Weekend

That we the parishioners at <Name of Parish> parish always show our gratitude for all the Lord has given us by sharing with others. We pray to the Lord.

That we the people of <Name of Parish> parish, recognize the DDF Annual Appeal as an opportunity to express our thankfulness to God for all the goodness in our lives and act in response to our gratitude. We pray to the Lord.

Universal Prayers February 1-2, 2020 Commitment Weekend Follow-Up

That we as members of the Catholic Church in San Bernardino and Riverside counties, may unite in justice and love to support the educational, spiritual, pastoral and charitable works of our diocese. We pray to the Lord.

For all who responded to the DDF Annual Appeal and continue to respond, that their generosity may be rewarded with the joy that giving brings. We pray to the Lord.

Universal Prayers Months of April, May and June 2020 Second Appeal

That we the parishioners at <Name of Parish> parish always show our gratitude for all the Lord has given us by sharing with others. We pray to the Lord.

That we the people of <Name of Parish> parish, recognize the DDF Annual Appeal as an opportunity to express our thankfulness to God for all the goodness in our lives and act in response to our gratitude as we push to (reach/surpass) our goal. We pray to the Lord.

Universal Prayers Months of September and October 2020 Final Appeal

That we the parishioners at <Name of Parish> parish always show our gratitude for all the Lord has given us by sharing with others. We pray to the Lord.

That we the people of <Name of Parish> parish, recognize the DDF Annual Appeal as an opportunity to express our thankfulness to God for all the goodness in our lives and act in response to our gratitude as we push to (reach/surpass) our goal. We pray to the Lord.



2020 DDF Annual Appeal Campaign Sample Pulpit Announcements

Pulpit Announcements January 18-19, 2020 Announcement Weekend

This week, you should have received a brochure and letter announcing the 2020 DDF Annual Appeal. If you did not receive this information at your residence, please take a copy of the extra materials we have here at the church. Please take time this week to review the materials and prayerfully consider what you are able to give in support of our diocesan Church.

Pulpit Announcements January 25-26, 2020 Commitment Weekend

Today we heard from our bishops and benefactors about some of the important work taking place in our diocese. We were personally encouraged to join in supporting the 2020 DDF Annual Appeal. We would like to say thank you to all who actively participated in today's invitation and to the others who plan to join father in supporting the 2020 DDF Annual Appeal in the coming weeks. If you are still trying to decide how you will share your blessings, we encourage you to review some of the questions found in the bulletin.

Pulpit Announcements February 1-2, 2020 Commitment Weekend Follow-Up

I would like to thank all of you who have made a pledge to the 2020 DDF Annual Appeal. Your gift of gratitude is an example of your personal commitment to the unshakable kingdom we call the Catholic Church. Thank you again!

Pulpit Announcements Months of April, May and June 2020 Second Appeal

Many of you may recall back in January when father asked us to join him in supporting the 2020 DDF Annual Appeal. So far we have received \$_____ from ___#___ families. This is great, thank you!

OR

Many of you may recall back in January when father asked us to join him in supporting the 2020 DDF Annual Appeal. So far we have received \$_____ from ___#___ families. This means we can do better! Please continue sending in payments and if you have not made a pledge yet this year, please consider doing so.

Pulpit Announcements Months of September and October 2020 Final Appeal

Thanksgiving is a great time of year causing us to stop and reflect on the many blessings including life, faith, and our parish community. Thanks to your support, we have received \$_____ from ___#___ families toward the 2020 DDF Annual Appeal. This is great, thank you!

OR

Thanksgiving is a great time of year causing us to stop and reflect on the many blessings including life, faith, and our parish community. Thanks to your support, we have received \$_____ from ___#___ families toward the 2020 DDF Annual Appeal. This means we can do better! Please continue sending in payments and if you have not made a pledge yet this year, please consider doing so.



2020 DDF Annual Appeal Campaign Sample Bulletin Announcements

Bulletin Announcements January 18-19, 2020 Announcement Weekend

This week you should have received information about the 2020 DDF Annual Appeal. Once a year, our bishop invites each of us to make a commitment to support the work of our diocesan programs and ministries that enhance our church by helping all of God's children build deeper and more meaningful relationships with Him.

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. We welcome you to join us in joyfully supporting the 2020 DDF Annual Appeal. Please take time this week to reflect and pray about the blessings you are called to share with your Catholic family.

Bulletin Announcements January 25-26, 2020 Commitment Weekend

Last weekend we encouraged you to pray about the blessings you are called to share with your Catholic family. This weekend we invited you to put those prayers in to action by making a pledge to support the 2020 DDF Annual Appeal. If you are still discerning your gift amount, please consider the following questions:

1. How can I establish a deeper relationship with God?
2. Do I really believe that everything I am and everything I have is a gift from God?
3. Is what I give to the church enough to show how grateful I am for what God has given me?

Please pray for the guidance of the Holy Spirit as you consider the questions above and give generously.

Bulletin Announcements February 1-2, 2020 Commitment Weekend Follow-Up

A blessed thank you to everyone who contributed last weekend and to those who offered a gift this weekend to support the 2020 DDF Annual Appeal. Our parish goal is 100% participation. Each and every person's gift is important, regardless of the size. For those who have not made a pledge, please consider doing so. Simply fill out a pledge card and place it in the offertory basket or drop it in the mail. Thank you for your generosity and investing in our Catholic Church through the 2020 DDF Annual Appeal!

Bulletin Announcements Month of April, May and June 2020 Second Appeal

Thank you to the ___#___ families who have contributed to the 2020 DDF Annual Appeal. So far we have received \$_____ in pledges and \$_____ in cash. This is great, thank you!

OR

Thank you to the ___#___ families who have contributed to the 2020 DDF Annual Appeal. So far we have received \$_____ in pledges and \$_____ in cash. As a community, we can do better! Please continue sending in payments and if you have not made a pledge yet this year, please consider doing so.

Bulletin Announcements Months of September and October 2020 Final Appeal

With Thanksgiving quickly approaching many of us take this time to reflect on the many blessings God has shared with us. We would like to personally thank the ___#___ families who have contributed \$_____ in cash to the 2020 DDF Annual Appeal. This is great, thank you!

OR

With Thanksgiving quickly approaching many of us take this time to reflect on the many blessings God has shared with us. We would like to personally thank the ___#___ families who have contributed \$_____ in cash to the 2020 DDF Annual Appeal. As a community, we can do better! Please continue sending in payment and if you have not made a pledge yet this year, please consider doing so.



2020 DDF Annual Appeal Campaign
Sample Letter by Mail
Participation Focused

Dear <Name>,

Greetings from your parish community! As your <TITLE>, I want to thank you for choosing to be a member of our parish. We are so blessed you have chosen to be part of our parish family and that you live out your Catholic faith in prayer, worship and action.

Today I am writing to invite you to invest in your faith by giving to the 2020 DDF Annual Appeal. St. Paul in his letter to the Hebrews says, “We who are receiving the unshakable kingdom should have gratitude, with which we should offer worship pleasing to God in reverence and awe.”

God has blessed us all with so much. Most importantly, our Lord has given us faith and His unconditional love. During these times of great rejoicing and in those moments when we feel we have lost everything, we must turn to Him and His church and give thanks.

Over the coming year we will be focusing on some diocesan ministries that are vital to the life of our church and the people of God. Ministries like:

- *Seminarian Formation and Education* provides future priests with foundational tools needed before providing sacraments central to the practice of our faith.
- *Ongoing Care for our Priests* provides ongoing educational opportunities for our current priests and medical and spiritual care for our retired priests who have us as Christ’s example here on earth.
- *Social Concerns* provides services to our men and women as a prophetic voice by proclaiming and advancing our Catholic values in the world.
- *Catholic Education* which strengthens, enlightens, and develops the faith of youth and young adults
- *Land for Future Churches* is ensures this growing area is secured with holy places of worship throughout our 27,000 square miles

Out of the deep gratitude we have for God, our parish and our diocese, I invite all <NUMBER OF PARISHIONERS> parishioners at <PARISH NAME> to give to the DDF Annual Appeal this year. I believe we can do it, one family at a time and I’d like to see your name among the first on that list.

Please join me today. I invite you to pray for the guidance of the Holy Spirit, as you prepare to respond with a generous heart. Many thanks and God bless.

Sincerely,

<Name>

<Title>

P.S. This year I have made a pledge of \$1,200, broken up over 12 months. Will you join me by making a gift at the level you feel most comfortable?

The text surrounded by “<>” should be replaced with the appropriate information.



2020 DDF Annual Appeal Campaign Sample Letter for the Second Appeal

This second appeal process is established to reach out to those who have not yet given to the DDF Annual Appeal. It is recommended that the letter be preceded/proceeded by an in-pew solicitation during Mass.

<Date>

<Name>

<Address>

<City>, <State> <Zip>

Dear <Name>:

I don't believe we have heard from you yet this year, so I am writing to invite you to prayerfully consider a pledge to our 2020 DDF Annual Appeal.

As your pastor, I would like to remind how important it is that every parishioner participate the 2020 DDF Annual Appeal after all, we all benefit from the services the DDF provides most of which we could not facilitate at the parish. Some of those ministries include the education and recruitment of seminarians, our future diocesan priests, the training of our parish ministry leaders, and the formation of our youth.

As your pastor, I am very grateful for your presence in our parish, for you are the church! I am also grateful that you share your time, talents and treasures. Now I am inviting you to show your gratitude for the blessings God has shared with you by making a sacrificial pledge to this year's 2020 DDF Annual Appeal. Please complete the enclosed 2020 DDF Annual Appeal pledge card and bring it to Mass and place it in this weekend's offertory collection or mail it directly to the Diocese. Please consider making your gift today.

Sincerely Yours In Christ,

<Name>

<Title>

P.S. I hope you will accept my invitation to support the work of the church by donating to the 2020 DDF Annual Appeal.



2020 DDF Annual Appeal Campaign
Sample Letter for the Final Appeal

This final appeal process is established to give your parishioners, those who have not yet given and those who have already given, an opportunity to help the parish reach/surpass your diocesan goal. It is recommended that the letter be preceded by an in-pew solicitation during Mass.

Date>

<Name>

<Address>

<City>, <State> <Zip>

Dear <Name>:

As we move in to the Thanksgiving Holiday and the Season of Advent, all of us here at <Parish Name> have so much for which to be thankful. We have been blessed with such wonderful families who have supported us through the years, the church programs we are able to be a part of, and most importantly our faith!

Despite all of our blessings, we still have much to do. As the end of the year approaches, there are some families who want to know what they can do to help the church. I invite you to consider a year-end gift to the 2020 DDF Annual Appeal. This type of gift may have tax advantages for you or maybe you just want to give back more than you have in the past. Whatever the reason, we would like to offer you the opportunity to support the 2020 DDF Annual Appeal by extending you this invitation.

For your convenience we have enclosed a brochure, reply card, and reply envelope. Thank you for keeping us in your year-end thoughts and prayers by considering a gift to the 2020 DDF Annual Appeal.

Yours in Christ,

<Name>

<Title>

P.S. May you enjoy and appreciate all the blessings God has shared with you. Out of gratitude, may you experience the joy of giving by supporting the DDF Annual Appeal.



*2020 DDF Annual Appeal Campaign
Sample Thank You Letter*

<Date>

<Name>

<Address>

<City>, <State> <Zip>

Dear <Name>:

I want to thank you for your generous pledge of <<AMOUNT>> to this year's 2020 DDF Annual Appeal. Your gift will provide support for the many ministries, programs, and services provided by our diocese that help not only our parish but all of the parishes throughout San Bernardino and Riverside counties.

Your gift also will help our parish. Once we have surpassed our diocesan goal, our parish is blessed with all the excess monies raised for our own local needs. The cash we receive beyond our diocesan goal will be used for <list at least one tangible project that will be achieved because of DDF+>. We look forward to using your donation to fill people's lives with hope here at <PARISH NAME>. Many thanks!

As always, I remain faithfully yours in Christ,

<Name>

<Title>



2020 DDF Annual Appeal Campaign Telephone Script – Making the Ask

Hello, my name is <Name>, and I am (a volunteer, parish staff, parish council member, etc) here at <Parish Name> parish. May I please speak to Mr./Mrs./Ms. <Parishioner's Name>? Hi sir/ma'am! How are you today?

Great! I am calling to thank you for registering at our parish. We are so grateful to call you family!

HAVE NOT YET GIVEN:

Tonight we are reaching out to all our parishioners regarding the 2020 DDF Annual Appeal. As you may have heard at church, we are looking for 100% participation. According to our records, we don't yet have a pledge recorded for your family. I am calling tonight to ask if you would be willing to make a pledge of \$20 a month over the next ___#___ of months to help us reach our 100% goal?

IF NO: Our goal is simply participation, what would be a better amount?

IF YES: Great, thank you! We will get this information to the Diocese and you should begin receiving reminders around the 25th of each month

HAVE NOT COMPLETED PLEDGE:

Tonight we are reaching out to all our parishioners regarding the 2020 DDF Annual Appeal. As you may have heard at church, we are looking for 100% participation. Thank you for your pledge of <\$amount of pledge> this year to the DDF Annual Appeal. Unfortunately, our records indicate we have not received your entire gift and with the year-end quickly approaching we didn't want you to miss the opportunity to support the work of the church. We've found that many people either lost or never received the pledge confirmation. So I wanted to personally call you to see if you wanted us to resend you a pledge card or if you were planning to stop by the parish to drop off your remaining balance?

COMPLETED PLEDGE:

I am calling to THANK YOU for your gift this year to the 2020 DDF Annual Appeal. As you may have heard at church, we are looking for 100% participation. We are very pleased to share with you that so far you are one of <# of parishioners supporting the DDF Annual Appeal> parishioners supporting the DDF Annual Appeal this year. So far we have received <\$ amount in pledges> in pledges and <\$ amount in cash> in cash. It is very nice to know that we are able to count you as a partner in the parish's endeavors!

ALL:

So, once again, thanks so much for your help! Are there any questions that I can answer for you? It was nice speaking with you. We hope that we can continue to count on your support. Have a blessed evening.



2020 DDF Annual Appeal Campaign Questions and Answers for the Parish

Q: Do I have to use everything outlined in this play book?

A: No, but if you chose to follow most of the suggestions a greater degree of success can be attained.

Q: How are the DDF Annual Appeal goals determined?

A: Each year the total Diocesan Development Fund Goal is set and approved by our Bishop. The goal has stayed the same since 2016 at \$5,170,000. A three-year average of assessable income is calculated for each parish. The sum of all the parishes average assessable income is then divided by the total goal to get a percentage that each parish goal will be set to. This percentage is then multiplied with the parish's three-year average of assessable income to set the goal for the parish. The goals for 2020 are 9.05% of a parish's average assessable income.

Q: How does the parish get DDF Annual Appeal updates?

A: On a daily basis via the diocesan website. Additionally you have access to regularly check "ConnectNow" to view your current DDF Annual Appeal Donor List which will provide you with names and giving information for each parishioner registered at your parish. For more information on how to access this information please contact Mission Advancement.

Q: Why are my parishioners receiving multiple mailings?

A: This will occur when there are multiple records for a given household. Multiple records can exist in ParishSOFT if: 1) the household was registered previously at other parishes and did not request to be removed; or 2) the household made gifts under more than one name (e.g. "Mr. Saint", "Mrs. Saint", or "Mr. and Mrs. Saint").

Q: Why does it seem to take so long to process DDF gifts?

A: It takes some time because we get so many gifts at one time. This is a blessing and a curse. For example, each Monday you probably have a number of people who volunteer to count the offertory collections from your weekend Masses. How many people do you have doing that? To address this ongoing concern, we have outsourced the opening, batching and recording of donor pledges and payments to Agilis, a data company specialized in this area of need. Upon receipt, Agilis is expected to have mail processed within one week or sooner from receipt. If your parish can write the FamilyDUID located in ParishSOFT on each pledge card this will help speed up the process especially during peak times.

Q: If a donor pledged an amount but changes his/her mind and now wants to give more or less, how do they go about changing their pledge amount?

A: If a donor wants to give more to the DDF Annual Appeal, then they need to send in a check for the increased amount. The pledge amount will be adjusted automatically. If a donor wants to decrease their pledge then they need to contact Mission Advancement to have that decreased or canceled or indicate the change on their pledge reminder.

Q: When does the Diocese send reminders?

A: On the 25th of each month, starting in February and ending in November pledge reminders are sent to anyone with an existing balance on a pledge. Once the pledge has been fulfilled the pledge reminders will stop.

Q: Does the Diocese send anything to acknowledge donations?

A: Yes! Thank you letters are sent within a month of the first pledge. Then, at the end of the calendar year, a list of donors who donated to the DDF Annual Appeal will be mailed a letter by January 31 2020 to be used for tax purposes.



2020 DDF Annual Appeal Campaign Questions and Answers for Parishioners

Q: What is the DDF Annual Appeal?

A: The DDF Annual Appeal stands for the Diocesan Development Fund which was created to support vital ministries to our Catholic faith. These are important ministries and services that support and enhance our faith, that no one parish could provide. But the true purpose of the DDF Annual Appeal, the true purpose of the diocesan ministries, is to bring us closer to God; to have a more meaningful and stronger relationship with God.

Q: If I am giving to my parish, is it still important to give to the DDF Annual Appeal?

A: Yes! The programs of your local parish are very important because much of the work of the Church and the Diocese takes place within the parish community. But, there are certain specialized services for which the Diocese, our larger church, has to take responsibility like: caring for our retired priests, educating our seminarians, and forming our deacons, sisters, brothers, and lay people, just to name a few.

Q: Will donations to the DDF Annual Appeal be used to meet diocesan settlement obligations?

A: No! DDF Annual Appeal donations are strictly used to support the ministries of the Diocese. DDF Annual Appeal Fund does **not** fund legal fees or the Independent Reconciliation and Compensation Program for victims and survivors of abuse.

Q: How can I support the DDF Annual Appeal?

A: Donations can be made via cash, check, EFT, appreciated stock, and credit cards. We accept donations via the internet as well. To give online go to www.sbdiocese.org. Click Give to “DDF”. Fill out form with name, address, parish name, etc., then click submit.

Q: How often should I give to the DDF Annual Appeal?

A: The DDF is an annual appeal. Many people do choose to give annually. However, the monthly pledge option over ten months makes it easier for more people to give. You should give by whatever means works best for you.

Q: Why am I receiving pledge reminders, I thought I fulfilled my pledge?

A: There are a couple reasons you may be receiving reminders.

1. If you believe you completed your pledge, please contact Mission Advancement. We will look in to your record.
2. There may have been a delay between when we received your payment, entered it into our database and mailed your reminder.
3. Another possible reason a discrepancy may exist between your records and our records is that the Diocese may have more than one record for you if: 1) you have been registered at other parishes; or 2) you have made gifts under more than one name in the household (e.g. “Mr. Saint”, “Mrs. Saint”, or “Mr. and Mrs. Saint”). While we are working with the parishes to try to avoid such duplication, the process still needs to be perfected.

Q: If I need help with the DDF Annual Appeal, who do I call?

A: Anyone in the Mission Advancement should be able to help you however the primary contacts are:

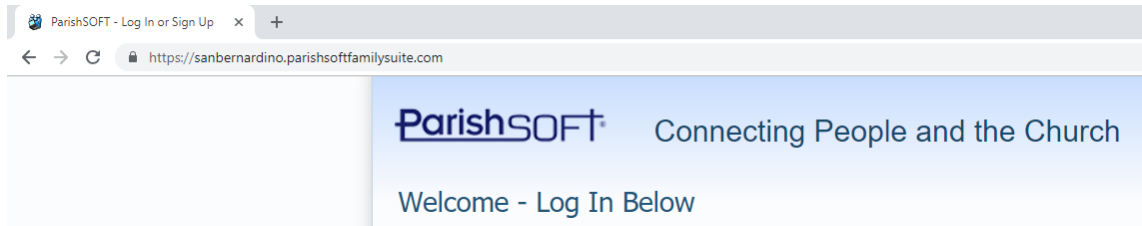
David Dolores, Annual Appeal Coordinator

Office: (909) 475-5463

Email: ddolores@sbdiocese.org

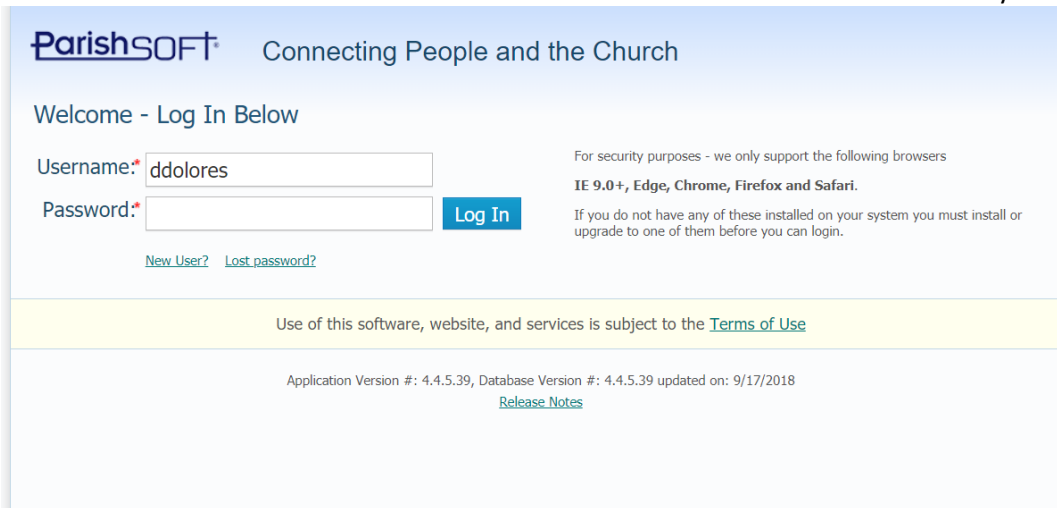
ConnectNow Manual (Using Google Chrome)

Step #1. Log on to <https://sanbernardino.parishsoftfamilysuite.com/>



Step #2. Once you enter the website the front page will ask for your Username and Password.

Note: Your Username and Password are the same Username and Password you use to login to ParishSOFT.



Once you log in, you will be redirected to the following page:



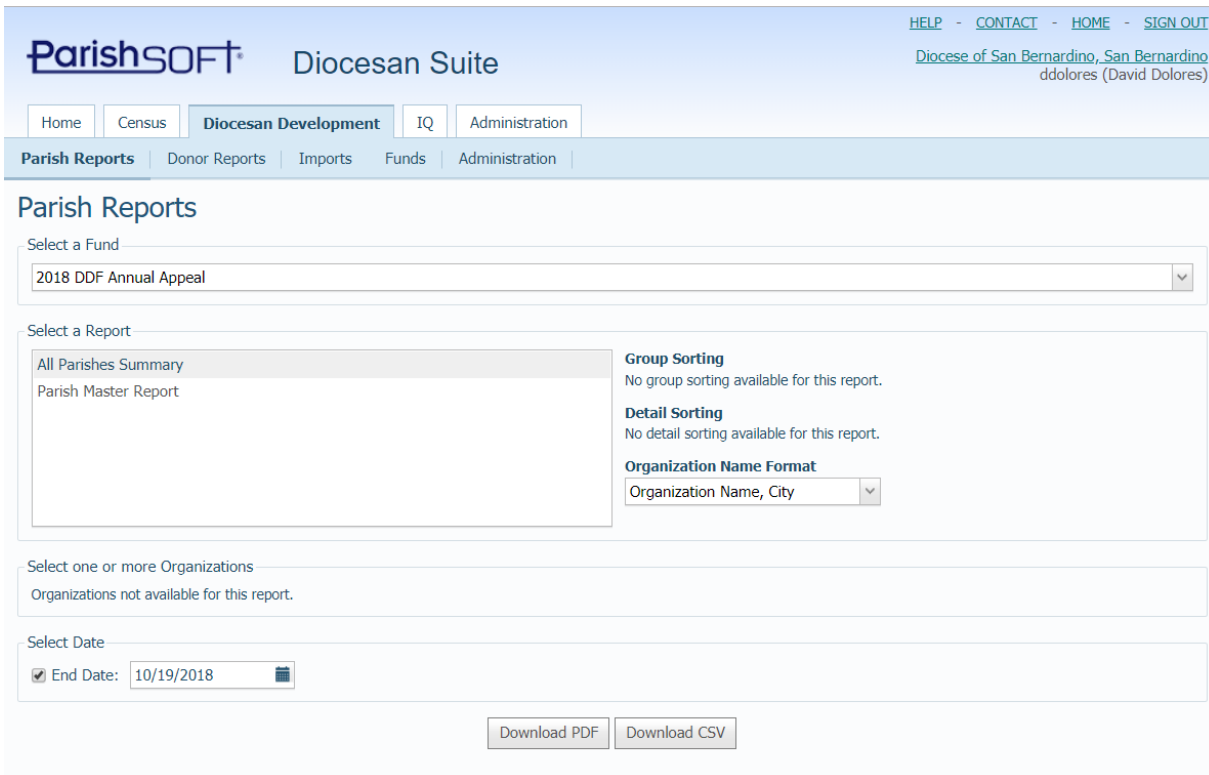
Step #3. Click on the tab that says “Diocesan Development”

Note: If you do not have that tab on your screen please call David Dolores at (909) 475-5463 to give you access to that tab.



The screenshot shows the ParishSOFT Diocesan Suite interface. At the top right, there are links for HELP, CONTACT, HOME, and SIGN OUT. Below these, it says "Diocese of San Bernardino, San Bernardino" and "ddolores (David Dolores)". The main navigation bar includes tabs for Home, Census, Diocesan Development (highlighted in yellow), IQ, and Administration. Below this is a secondary navigation bar with links for Home, Pictorial Directory, Organization Directory, Giving History, and Start Page Settings. The main content area is titled "Home" and contains several sections: "Quick Links" with links to Home, Family List, and Member List; "Suspense Activity" with a "Notifications" section; and "Family Updates" with a sub-section for "Organization" listing "Holy Innocents, Victorville" and "Families" with a count of "1".

Once you click on that tab you will be redirected to the following page:



The screenshot shows the ParishSOFT Diocesan Suite interface for the "Parish Reports" section. At the top right, there are links for HELP, CONTACT, HOME, and SIGN OUT. Below these, it says "Diocese of San Bernardino, San Bernardino" and "ddolores (David Dolores)". The main navigation bar includes tabs for Home, Census, Diocesan Development (highlighted in blue), IQ, and Administration. Below this is a secondary navigation bar with links for Parish Reports, Donor Reports, Imports, Funds, and Administration. The main content area is titled "Parish Reports" and contains several sections: "Select a Fund" with a dropdown menu showing "2018 DDF Annual Appeal"; "Select a Report" with a list of reports including "All Parishes Summary" and "Parish Master Report", and sorting options for "Group Sorting" and "Detail Sorting" (both stating "No group/detail sorting available for this report."); "Organization Name Format" with a dropdown menu showing "Organization Name, City"; "Select one or more Organizations" with a message "Organizations not available for this report."; and "Select Date" with a checked "End Date" of "10/19/2018" and a calendar icon. At the bottom, there are two buttons: "Download PDF" and "Download CSV".

Step #4. The fourth step is to select the fund. Click on the pulldown box and select “2020 Diocesan Development Fund” or any other year you would like to look at.

ParishSOFT[®] Diocesan Suite

HELP - CONTACT - HOME - SIGN OUT
Diocese of San Bernardino, San Bernardino
ddolores (David Dolores)

Home | Census | **Diocesan Development** | IQ | Administration

Parish Reports | Donor Reports | Imports | Funds | Administration

Parish Reports

Select a Fund

2018 DDF Annual Appeal

Select a Report

All Parishes Summary
Parish Master Report

Group Sorting
No group sorting available for this report.

Detail Sorting
No detail sorting available for this report.

Organization Name Format
Organization Name, City

Select one or more Organizations
Organizations not available for this report.

Select Date

End Date: 10/19/2018

Download PDF | Download CSV

Step #5. Select a report. Under select a report click on “Parish Master Report”

ParishSOFT[®] Diocesan Suite

HELP - CONTACT - HOME - SIGN OUT
Diocese of San Bernardino, San Bernardino
ddolores (David Dolores)

Home | Census | **Diocesan Development** | IQ | Administration

Parish Reports | Donor Reports | Imports | Funds | Administration

Parish Reports

Select a Fund

2018 DDF Annual Appeal

Select a Report

All Parishes Summary
Parish Master Report

Group Sorting
No group sorting available for this report.

Detail Sorting
No detail sorting available for this report.

Organization Name Format
Organization Name, City


Sub Reports
 Refund Details Givers Non-Givers

Select one or more Organizations (0 of 107 selected) - [Select All Organizations](#) - [Clear Selection](#)

Organization	City	LocalOrgID	Vicariate	Region
--------------	------	------------	-----------	--------

Step #6. Then you will uncheck “Non-Givers” and select your “Organization”

Note: On this example it shows more than one parish however you will only be able to select your parish.



Diocesan Suite

[HELP](#) - [CONTACT](#) - [HOME](#) - [SIGN OUT](#)
[Diocese of San Bernardino, San Bernardino](#)
 ddolores (David Dolores)

Home

Census

Diocesan Development

IQ

Administration

Parish Reports

Donor Reports

Imports

Funds

Administration

Parish Reports

Select a Fund

2018 DDF Annual Appeal ▼

Select a Report

All Parishes Summary

Parish Master Report

Group Sorting
No group sorting available for this report.

Detail Sorting
No detail sorting available for this report.

Organization Name Format

Organization Name, City ▼

Sub Reports

Refund Details
 Givers
 Non-Givers

Select one or more Organizations (0 of 107 selected) - [Select All Organizations](#) - [Clear Selection](#)

Organization	City	LocalOrgID	Vicariate	Region
Blessed Oscar Romero Parish	Eastvale	1412	Riverside	
Blessed Sacrament	Twentynine Palms	1381	Low Desert	
Christ of The Desert	Palm Desert	1850	Low Desert	
Christ The Good Shepherd	Adelanto	1301	High Desert	
Christ The Redeemer	Grand Terrace	1333	San Bernardino	
Corpus Christi	Corona	1406	Riverside	

Select Date

End Date:

Step #7. Choose the end date for your report and then click "Download PDF"

ParishSOFT[®] Diocesan Suite HELP - CONTACT - HOME - SIGN OUT
Diocese of San Bernardino, San Bernardino
ddolores (David Dolores)

Home | Census | **Diocesan Development** | IQ | Administration

Parish Reports | Donor Reports | Imports | Funds | Administration

Parish Reports

Select a Fund
2018 DDF Annual Appeal

Select a Report

All Parishes Summary	Group Sorting No group sorting available for this report.
Parish Master Report	

Detail Sorting
No detail sorting available for this report.

Organization Name Format
Organization Name, City

Sub Reports
 Refund Details Givers Non-Givers

Select one or more Organizations (0 of 107 selected) - [Select All Organizations](#) - [Clear Selection](#)

Organization	City	LocalOrgID	Vicariate	Region
Blessed Oscar Romero Parish	Eastvale	1412	Riverside	
Blessed Sacrament	Twentynine Palms	1381	Low Desert	
Christ of The Desert	Palm Desert	1850	Low Desert	
Christ The Good Shepherd	Adelanto	1301	High Desert	
Christ The Redeemer	Grand Terrace	1333	San Bernardino	
Corpus Christi	Corona	1406	Riverside	

Select Date
 End Date: 10/19/2018

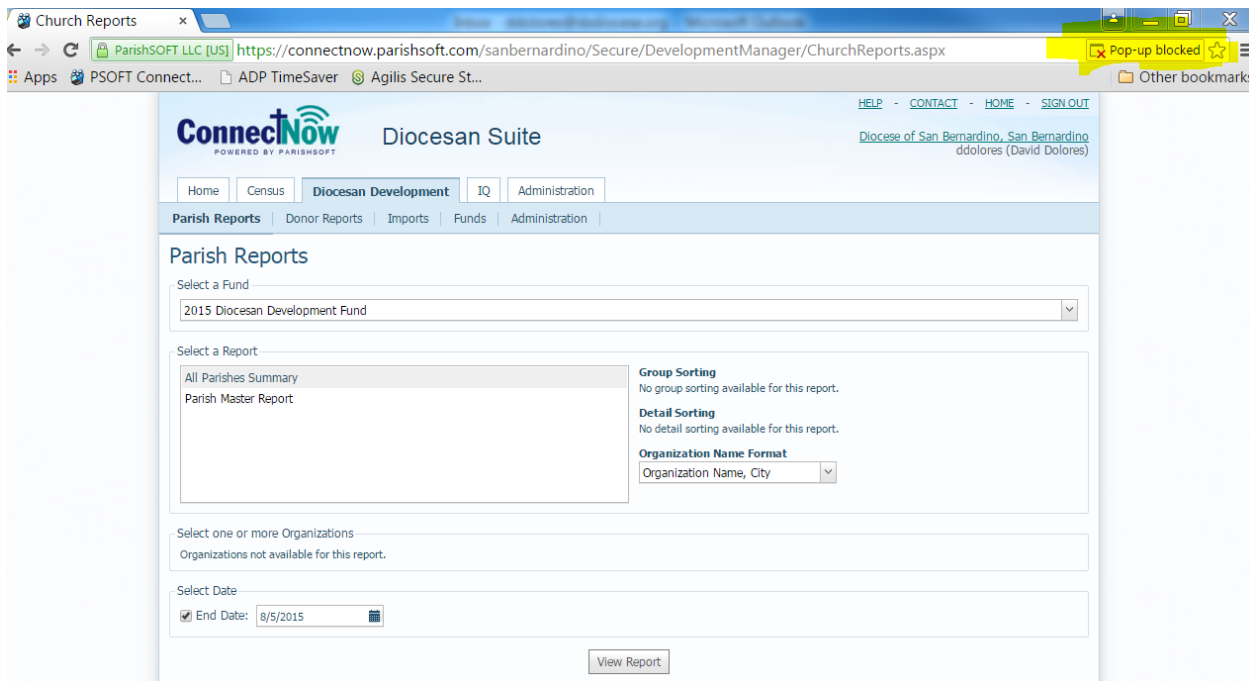
[Download PDF](#) [Download CSV](#)

The report that you get should look like the following:



Note: If the report does not appear when you click “View Report” please follow step #8.

Step #8. If your report did not appear, chances are that you have the pop-up blocker on your browser enabled. If it is enabled, you will see a message box on the top right-hand side that says “Pop-up Blocked”



What you want to do next is click on the message box and then select “Always allow pop-ups from connectnow.parishsoft.com” and then click done. The message box should look like the following:



Once this has been complete click on “View Report” again and you should be able to look at the report now.



DDF Annual Appeal Plus

A. Does your Parish need renovations? Yes___ No___

Describe the renovations: _____

If yes estimate the cost of the renovation \$_____

B. Does your Parish need a new small building project? Yes___ No___

Describe the new small building project: _____

If yes estimate the cost of this project \$_____

C. Does your Parish need new items to catechize the Gospel Yes___ No___

Describe the new items _____

If yes estimate the cost of the items \$_____

What is your DDF Annual Appeal Goal \$_____

Add the items from A. Renovation \$_____

Add the items from B. Small Buildings \$_____

Add the items from C. New items \$_____

Total \$_____

Add 10% to the total and that will be your new goal

Total \$_____

Plus 10% \$_____

NEW DDF ANNUAL APPEAL GOAL

Grand total \$_____