

2017 ANNUAL EPARCHIAL APPEAL SCHEDULE

➤ Pre-Appeal Message – Easter Sunday Bulletin (April 16, 2017)

- **Bulletin Message** – Message to be placed in the Easter Sunday parish bulletin as a precursor to the Kick-Off of the 2017 Annual Eparchial Appeal that will occur on April 22nd/23rd, 2017.

➤ Week 1 – Kickoff Weekend - April 22nd – 23rd, 2017

- Bulletin Message – Introducing the Kick-Off of the 2017 Annual Eparchial Appeal. This message will be provided by BBESSI.
- Pulpit Kickoff Message to be read at all Liturgies
- Distribute Parishioner Package (letter package envelopes) to parishioners

➤ Week 2 – April 29th – 30th, 2017

- Place Bulletin Insert #1 – “Eparchial Communications/Family Life Office Reaching across the Eparchy” version.
- Play the Annual Eparchial Appeal Video after/during each Liturgy.
- Clergy to remind Parishioners to support the Annual Eparchial Appeal.
- Continue to distribute Parishioner Package (letters package envelopes) to parishioners.
Note: Pick up all the letter package envelopes not distributed to the parishioners over the last two Saturday/Sundays and mail them out, or return them to the BBESSI Office. If the parish mails them out, please send an invoice of the amount of postage used to mail out the letter package envelopes as BBESSI will pay for the postage.

➤ Week 3 – May 6th – 7th, 2017

- Bulletin Message – A parish bulletin message provided by BBESSI will be placed in the Sunday bulletin.
- Clergy to remind parishioners to support the Annual Eparchial Appeal.
- Submit the Donations/Pledge Forms received to date & Donation Log to the BBESSI Office. Note: The letter package envelope that each parishioner will receive has a self-addressed envelope to the BBESSI Office. Parishioners are encouraged to send their donations directly to the BBESSI Office. However, it is anticipated that some parishioners will drop their donation envelope in the “collection plate” at church. Therefore, the Eparchial Appeal Parish Coordinators will be asked to send those envelopes to the BBESSI Office.

- **Week 4 – May 13th – May 14th, 2017**
 - Place Bulletin Insert #2 – “Ukrainian Catholic Religious Education Centre (UCREC)/Youth and Young Adult Ministry” version.
 - Clergy to remind parishioners to support the Annual Eparchial Appeal.
 - Submit the Donations/Pledge Forms received to date & Donation Log to the BBESSI Office.

- **Week 5 – May 20st – 21st, 2017**
 - Bulletin Message – A parish bulletin message provided by BBESSI will be placed in the Sunday bulletin.
 - Submit the Donations/Pledge Forms received to date & Donation Log to the BBESSI Office.

- **Week 6 – May 27th –28th, 2017**
 - 2017 Annual Eparchial Appeal closes this weekend.
 - Bulletin Message – A parish bulletin message provided by BBESSI will be placed in the Sunday bulletin.
 - Submit Donations/Pledge Forms received to date & Donation Log to the BBESSI Office.

- **Week 7 – June 3rd-4th, 2017**
 - 2017 Annual Eparchial Appeal should be completed.
 - Bulletin Message – 2017 Annual Eparchial Appeal is done, and remind parishioners to get their donations in to the BBESSI Office or the parish office. Thank everyone for their support and assistance.
 - Submit Donations/Pledge Forms received to date & Donation Log to the BBESSI Office.
 - The remaining Donations/Pledge Forms & Donations Log should be sent to the BBESSI Office by **no later than June 7, 2017.**

Please note that this schedule was designed for parishes that meet weekly. For parishes meeting only once or twice during the seven-week timeframe, it is advised that you simply combine the stages to make them suit your needs.