

2018 ANNUAL EPARCHIAL APPEAL SCHEDULE

➤ **Pre-Appeal Message – Weekend of April 7/8, 2018**

- **Bulletin Message** – Message to be placed in the Sunday parish bulletin as a pre-cursor to the Kick-Off of the 2018 Annual Eparchial Appeal that will occur on April 14/15, 2018.
- **Personalized Letter Packages are scheduled to be mailed to all Parishioners by April 12, 2018**

➤ **Week 1 – Kickoff Weekend – April 14/15, 2018**

- Bulletin Message – Introducing the Kick-Off of the 2018 Annual Eparchial Appeal. This message will be provided by BBESSI.
- Pulpit Kickoff Message to be read at all Liturgies

➤ **Week 2 – April 21/22, 2018**

- Play the Annual Eparchial Appeal Video after/during each Liturgy.
- Clergy to remind Parishioners to support the Annual Eparchial Appeal.

➤ **Week 3 – April 28/29, 2018**

- Bulletin Message – A parish bulletin message provided by BBESSI will be placed in the Sunday bulletin.
- Place Bulletin Insert #1 – “Ukrainian Catholic Religious Education Centre (UCREC) Ministry” version into 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/Team will be asked to send those envelopes to the BBESSI Office.

➤ **Week 4 – May 5/6, 2018**

- Place Bulletin Insert #2 – “Family Life Office Ministry” version into 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.

- **Week 5 – May 12/13, 2018**
 - Place Bulletin Insert #3 – “Youth and Young Adult Ministry” version into Sunday bulletin.
 - Submit the Donations/Pledge Forms received to date & Donation Log to the BBESSI Office.

- **Week 6 – May 19/20, 2018**
 - Place Bulletin Insert #4 – “Communications Office” version into Sunday bulletin.
 - Submit Donations/Pledge Forms received to date & Donation Log to the BBESSI Office.

- **Week 7 – May 26/27, 2018**
 - 2018 Annual Eparchial Appeal closes this weekend.
 - Bulletin Message – 2018 Annual Eparchial Appeal Closing Ad will be supplied by BBESSI
 - Submit Donations/Pledge Forms received to date & Donation Log to the BBESSI Office.

- **Week 8 – June 2/3, 2018**
 - 2018 Annual Eparchial Appeal should now be completed.
 - Bulletin message – 2018 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 & Donation Log should be sent to the BBESSI Office **no later than June 8, 2018.**

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.