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Bishop's Annual Appeal Team

appeals.support@raldioc.org
(919)364-8670

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BAA Prayer

Lord God,
you alone are the source of every good gift,
of the vast array of our universe,
and the mystery of each human life.
We praise you and we thank you
for your tender, faithful love.
As the Diocese of Raleigh celebrates
the 100th Anniversary of its founding,
we stand before you with gratitude and joy
for the many gifts and many blessings
you have bestowed upon the faithful of this Diocese.
In imitation of Christ, your Son,
and through the countless efforts
of its bishops, its clergy, and the women and men
who have tirelessly given of their wisdom
and generosity, you have shaped a Diocese
capable of bearing the fruit of compassion and charity in
service to the needs of others.
Send forth now, we pray, your Spirit upon the faithful
of the Diocese of Raleigh as we begin
the Bishop's Annual Appeal for 2024.
As we recall the great events,
which enable the flourishing of our Diocese
fill our minds with Christ's truth
and our hearts with his love.
As we look forward to the future may we be bonded
together by Christ's Spirit and commit ourselves once
again to growth as credible witnesses of compassion and
selflessness so that, as we walk your ways with faith and
hope, we may never tire of bringing joy and trust into
this world.
Amen.

What is the BAA?

The Bishop's Annual Appeal is a yearly effort that enables the Diocese of Raleigh to fund a variety of vital programs and ministries throughout Eastern NC. The BAA is an opportunity to make a difference in and beyond an individual parish.

What is the Theme for the 2024 BAA?

Learning from our History, Shaping our Future.

Where does the money raised from the BAA go?

30.4 %	Catholic Formation and Education
24.5 %	Catholic Charities
19.1 %	Parish Support Services
11.7 %	Catholic Communications
5.8 %	Seminarians & Vocations
5.0 %	Marriage, Family & Respect Life
3.5 %	Ministry Support

What is the mission of the Bishop's Annual Appeal?

The mission of the Bishop's Annual Appeal is to proclaim the gospel, serve our communities and educate the next generation - all while spreading hope and love.

What happens if my parish exceeds its BAA goal?

When your parish exceeds its BAA Goal, 40% will be rebated directly back to your parish (in the form of a check mailed to the parish) in February of the following year.

What is a Sustainer?

If a donor sets up a recurring monthly gift with no end date, the donor will be considered a “Sustainer.” The donor will receive a lapel pin for special recognition of their unwavering generosity. A sustainer’s recurring gift will continue to each campaign year unless a change or cancellation is requested by the donor. The donor can request a change or termination of their recurring gift by emailing DataOps.Support@raldioc.org or calling (919) 364-8670.

Local Parish Capital Campaigns and Guaranteed Goals

If a parish is conducting a capital campaign for which pledges can be paid over a period of months or years, it must guarantee the Bishop's Annual Appeal goal for each year of the active solicitation plus the year following the conclusion of active solicitation.

There are two options for fulfilling the guaranteed goal:

- 1. Conduct the Bishop's Annual Appeal as usual along with all other parishes.**

This is strongly recommended. The parish can raise as much as it can toward its Bishop's Annual Appeal goal. There may be numerous parishioners who are willing to support both asks. This also maintains annual education efforts about the services provided by the Bishop's Annual Appeal ministries.

- 2. Incorporate the Bishop's Annual Appeal goal and message into your capital campaign appeal. This option can only be chosen for the first year of the appeal.**

It is important to communicate to all parishioners that part of the funds from a local capital campaign appeal will go to support the parish's Bishop's Annual Appeal goal. Thus, the parish needs to include the appeal information in its case material.

In either option above, all parishes with a guaranteed appeal goal due to a capital campaign will be invoiced the amount of the parish goal at the conclusion of the active solicitation period of the Bishop's Annual Appeal. The invoice is payable upon receipt.

Role of Pastoral Leader

The key to the success of the Bishop's Annual Appeal is strongly dependent upon the enthusiastic and active leadership of the Pastor, Pastoral Administrator and/or Chaplain. No appeal program can succeed without the leader's clear support and active involvement. Parishioners rise to the level of sacrifice and generosity needed when inspired by their Pastoral leaders.

Responsibilities:

- Elect BAA leadership and volunteers. These appointments should be made in the Fall each year and communicated to: appeals.support@raldioc.org.
- Instruct, assist and monitor all volunteers in the use of BAA materials.
- Provide positive leadership throughout the appeal, instilling confidence, and enthusiasm.
- Assist in determining appropriate follow-up actions to ensure that all have been given the opportunity to participate in the Bishop's Annual Appeal.
- Support the BAA by making an early "pacesetter" gift to set an example.
- Convey how the BAA ministries benefit the parish and community.
- Contact the Appeals Support Team with any questions: appeals.support@raldioc.org

Role of BAA Volunteers

Active and enthusiastic lay leaders are critical in conducting a successful appeal. Volunteers require dedication and a strong willingness to work on behalf of the Bishop's Annual Appeal.

Responsibilities:

- Assist the Pastor or Pastoral Administrators in identifying, planning and carrying out the most effective methods of requesting support from the parish community.
- Provide positive leadership throughout the Appeal, instilling confidence and enthusiasm.
- Oversee the completion of BAA Parish Tracking Form. All BAA Parish Tracking Forms should be reviewed and remain with the parish.
- Compile weekly updates on gift totals.
- Check Blackbaud Raiser's Edge NXT for your parish's BAA overview.
- Understand how the Bishop's Annual Appeal ministries benefit the parish and community.

Important Dates for the 2023 Bishop's Annual Appeal

January 4,8,9,10,11	BAA One-on-One Parish Consultations
January 12	Materials arrive at parishes
January 15	1st BAA letter with brochure arrives at homes
February (TBD by parish)	Commitment Weekend 1 & 2
March 15	2nd BAA letter arrives at homes
May 13	3rd BAA letter arrives at homes

BAA Commitment Weekend

Prepare your BAA Gift Stations:

Bishop's Annual Appeal Gift Stations should be set up in the Vestibule/Narthex where donations can be dropped in designated baskets.

In the two weeks prior, the Pastor/Pastoral Administrator announces there will be Bishop's Annual Appeal Gift Station set up for giving a gift to the Bishop's Annual Appeal.

Print a message in the bulletin one week before the Bishop's Annual Appeal Gift Stations are utilized. Then print a follow-up message in the bulletin during your Bishop's Annual Appeal weekends to notify your parishioners of the ongoing campaign and encourage them to participate.

We recommend your parish host two commitment weekends to invite a larger population to participate in the BAA.

This year we are leaving it up to the parishes to determine those dates in February based on your individual preference.

****Make use of the Gift Stations for at least two consecutive weeks.***

Donation Process

Once you have conducted the in-pew solicitation process at your parish, processing those financial donations in a specific way is paramount. **To keep donations secure you must keep all transactions and cash counting in the parish office.** Please read carefully and follow the procedures below. If at any time you have questions or are uncertain about how to process a donation, please contact:

DataOps.Support@raldioc.org
(919)364-8670

Basic Processing Steps

1. Open every envelope (even if sealed).
2. Look up the donor in your parish data management software.
3. Write the donor's diocesan constituent ID number (CID#) in the designated area on the commitment card.
4. **Please DO NOT do the following in the CID field on the commitment card:**
 - a. **Write your parish number and/or name in this area.** Your parish number and the donor's CID number are not the same.
 - b. **Use CID#s that are prefaced with an asterisk* in your parish data management system.** They are invalid and cause gifts to be credited to the wrong donor.
 - c. **Write the parishioner's envelope number in the Diocesan CID# field.**
5. **If a CID# is not found, submit without a number.** Data Operations will assign a CID# when processing the donation if full name and address information are provided.
6. Enter the donation information on your BAA Parish Tracking Form. **This tracking form remains at the parish. Do not send it to the lockbox.** This is for parish use only to keep track of their donations.
7. Follow the instructions in the section below depending on the gift type.

8. Return the commitment card to the original envelope before moving on to the next gift and place the envelope in the provided **USPS PRIORITY MAIL ENVELOPE**. ****USPS Priority mail comes with tracking capabilities. Please be sure to save and document your tracking number.***

Gift Types

Personal Check - CID# should also be written on the personal check and returned to the original envelope with the commitment card.

Cash Gifts- with Identifiable Donor Information

- Cash **MUST** be converted to a parish check. **DO NOT SEND CASH** to the lockbox.
- Convert cash to one parish check and put it in the provided **USPS PRIORITY MAIL ENVELOPE** with the commitment cards that are associated with that cash.
- Please leave the memo line of the parish check blank. **Limit 25 commitment cards per parish check**
- Commitment cards and associated parish check **MUST** be kept together.
****IMPORTANT: The total amount of the cash collected MUST equal the amount of the parish check.*** If it does not balance, the transaction will be rerouted to the diocesan Data Operations department resulting in a delay in processing.

Loose/Anonymous Cash- (Cash with no commitment card or unidentifiable donor information)

- Combine all unaccompanied/unidentifiable cash together as if it were received with no commitment card. Convert cash to parish check.
- Complete a commitment card listing "Anonymous Cash Gift" in the name field.
- Include Parish Name and Parish City on the commitment card.
- ****IMPORTANT: Do not include unaccompanied anonymous cash in the same parish check with cash gifts that are received with identifiable donor commitment cards.*** Separate parish checks should be written for each of these scenarios.

Credit Card- Parishioners must go online to make a credit card donation. givetobaa.org

Pledge- Parishioners must go online to make a pledge. givetobaa.org

***IMPORTANT:** There may be an occasional one-off BAA donation that comes into the parish office either through the regular collection or as a walk-in during the week. If this occurs, follow the steps above based on the applicable scenario.

Final Steps

1. Verify that all donations have been entered on the BAA Parish Tracking Form.
2. Please remember to save your document.
This is for parish auditing and donation tracking. The form remains at the parish. Do not send it to the lockbox.
3. Close the USPS Priority Envelope, seal it and mail it out. ****USPS Priority mail comes with tracking capabilities; please be sure to save and document your tracking number.***

Catholic Diocese of Raleigh

Bishop's Annual Appeal

PO Box 63061 CHARLOTTE NC 28263-3061

Helpful Tips for Donation Processing:

Please utilize only current diocesan BAA materials. If our bank receives anything else, they will not process it. Instead, the bank returns all the materials - greatly delaying the parish's campaign, data updates, and processing of payments.

Paper clips, staples, and tape cannot be used when processing donations because they obstruct the machines and removing them costs valuable processing time.

To keep donations secure you must keep all transactions and cash counting in the parish office.

Please remember to keep your donation tracking form at the parish (this is for your records and auditing purposes) and do not send it to the lockbox. This can cause confusion and delays in processing.

Online Giving

Please encourage online giving as the foremost way to give to the Bishop's Annual Appeal. Our main giving page is givetobaa.org. Your parish should link back to the Bishop's Annual Appeal main giving page on your parish website. This is the most efficient and organized way to manage BAA donations.

In order to mitigate errors and delays, please refrain from using your parish online giving (third-party online giving services) to collect BAA donations and link directly to the diocesan BAA online giving pages: <https://dioceseofraleigh.org/bishops-annual-appeal/bishops-annual-appeal-donate-online>.

Stock Transfer

Download stock form [here](#).

BAA Parish Reporting with Blackbaud Raiser's Edge NXT

It is strongly recommended that your parish obtain access to RE NXT for parish reporting; please contact Data Operations via email to the ticket system at DataOps.Support@raldioc.org requesting account setup and questions.

***Blackbaud has required MFA (multi-factor authentication) to access all database products for security.**

Pulpit Announcements

Pulpit Announcement #1

This week, we begin the 2024 Bishop's Annual Appeal. The Bishop's Annual Appeal is our opportunity as members of the larger Catholic community to have an impact on the physical and spiritual lives of our brothers and sisters in Eastern NC. We are celebrating 100 years of our Diocese: Learning from our History and Shaping our Future.

Please visit givetobaa.org and help us make a difference.

Pulpit Announcement #2

The 2024 Bishop's Annual Appeal funds many ministries that allow us to proclaim the Gospel and reach even the most remote areas of Eastern NC. Your support plays a critical role in funding ministries in the areas of evangelization, discipleship, worship, liturgy, sacramental preparation, and a wide variety of programs that pour forth God's grace, love and mercy.

We'd like to invite our entire parish community to help us continue to spread the good news celebrating 100 years of our Diocese: Learning from our History and Shaping our Future.

givetobaa.org

Pulpit Announcement #3:

The 2024 Bishop's Annual Appeal funds many ministries that allow us to serve our communities, not just our parish community, but our larger Catholic family. We are celebrating 100 years of our Diocese: Learning from our History and Shaping our Future.

givetobaa.org

Pulpit Announcements (continued)

Pulpit Announcement #4

The 2024 Bishop's Annual Appeal funds many ministries that allow us to educate the next generation. In addition to the ongoing formation of the priests and deacons currently serving in our diocese, the Bishop's Annual Appeal provides funds needed to educate our future priests. The Bishop's Annual Appeal also provides opportunities for our elementary, middle and college age youth to grow in their Catholic faith through Catholic schools and campus ministry.

Please help us continue to nurture the youth in our communities as we help them evolve and grow closer to Jesus.

We are celebrating 100 years of our Diocese: Learning from our History and Shaping our Future.

givetobaa.org

Pulpit Announcement #5:

In recent weeks, you have received information at home and here in church about the Bishop's Annual Appeal. You've learned about some of the vital ministries funded through the BAA that provide hope and love to those that need it most. The BAA is purely Christ's arm, reaching all corners of Eastern NC with His unwavering love and glory.

Through your generosity, you: Support the formation of our seminarians studying for the priesthood; Strengthen our Catholic education programs; Form and mold the next generation of Catholics; Provide hope and warm meals through our various food pantries and counseling services; Foster a faithful Catholic life via our many ministries and; Provide direct financial support to rural parishes, ultimately allowing us to spread the Gospel to every corner of NC.

We are celebrating 100 years of our Diocese: Learning from our History and Shaping our Future.

Prayer of the Faithful

Please create your own Prayer of the Faithful during the weekend liturgies immediately preceding and following the Bishop's Annual Appeal.

Below is a suggested prayer:

For [Bishop's Annual Appeal ministry] ministry supported by funding through the Bishop's Annual Appeal that they may continue the good work of [name significant work of that ministry] as faithful and generous followers of Christ ~ We pray to the Lord.

Bulletin Announcements

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Bulletin Announcements (continued)

Bulletin Announcement #4

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Speaker Requests

Speaker requests may be made directly to the individuals below.

Catholic Charities Executive Director	Lisa Perkins	(984) 900-3120	Lisa.Perkins@ccharitiesdor.org
Catholic Charities Director of Development	Katey Fithian	(984) 900-3119	Katey.Fithian@ccharitiesdor.org
Catholic Charities Director of Communications and Disaster Services	Daniel Altenau	(984) 900-3115	Daniel.Altenu@cccharitiesdor.org
Catholic Formation and Evangelization (Spanish), Hispanic Ministry	Lettie Banda	(984) 900-3182	Lettie.Banda@raldioc.org
Adult Faith Formation	Patrick Ginty	(984) 900-3188	Patrick.Ginty@raldioc.org
Office of Child and Youth Protection, Catholic Schools	Dr. John Pendergrass	(984) 900-3112	John.Pendergrass@raldioc.org
Human Life and Dignity	Deacon Josh Klickman	(984) 900-3181	Joshua.Klickman@raldioc.org
Prison Ministry	Deacon Mike Vandiver	(984) 900-3180	Deacon.Mike.Vandiver@raldioc.org
Seminarians	Brenda Elizalde	(984) 900-3104	Brenda.Elizalde@raldioc.org

Completion of the Appeal

The Bishop's Annual Appeal is a year-round campaign and runs through December 31, 2024. Gifts postmarked after December 31, 2024, will automatically be credited to the 2025 Bishop's Annual Appeal.

Website Info Hub

Please remember givetobaa.org has a plethora of information for you under Parish Resources. Including this leadership manual and the BAA videos. As always should you have any additional questions, feel free to reach out:

Appeals.support@raldioc.org

Thank you

Thank you for allowing us to proclaim the gospel, serve our communities, and educate the next generation, all while spreading hope and love through the many ministries funded by the Bishop's Annual Appeal. We could not do ANY of it without YOU. Thank you!