

## Special Collections – Together We Serve

Policy No. 213

**Policy Statement:** All special collections in the Archdiocese are approved by the Archbishop on the recommendation of the Presbyteral Council and published on a list distributed to parishes by the Development Office.

**Intent of Policy:** The Archdiocese has implemented the *Together We Serve* (TWS) annual consolidated appeal to coordinate the charitable asks.

The *Together We Serve* annual appeal is intended to

- help parishioners plan their giving in gratitude and response to God's abundance in their lives
- assist parishes in planning and organizing all their extraordinary financial asks into this one ask
- mitigate donor fatigue.

**Procedure:** Parishes are to prioritize the *Together We Serve* (TWS) annual appeal above other collections taken up for charitable purposes.

- The *Together We Serve* appeal begins annually during Lent.
  - Parishioners are encouraged to give on a monthly basis throughout the year.
- a) Pastors appoint a coordinator (volunteer or parish staff) to collaborate with the Development Office and ensure all matters related to *Together We Serve* are processed and implemented in the parish.
  - b) Parishes use the *Together We Serve* materials and communication packages as sent out annually by the Development Office.
  - c) Parish collection envelope boxes must contain the *Together We Serve* monthly envelopes as directed annually by the Development Office.
  - d) TWS collections are to be remitted within one month of the date collected.
  - e) Cheques for the TWS special collections are to be made payable to **The Catholic Archdiocese of Edmonton**.
  - f) Parishes will submit their Parish Share Rebate Program Planning form each year by the end of February. (Appendix \*\*)
  - g) All other collections must have the prior approval of the Archdiocese, which should be requested through the Office of the Chancellor.

**Refer to Policy:**

No. 217 Fundraising