

## **Role of Parish Secretaries and Business Managers**

So often, parish secretaries and business managers are the ones who receive calls and questions about the Catholic Stewardship Appeal. They are important partners in our efforts to communicate the Appeal's message to parishioners. Parish secretaries, business managers, pastors/parish directors/administrators and CSA chairpersons should all work together to ensure that everyone has the necessary information about the Appeal.

### **Responsibilities**

- Be sure to keep parish lists up to date. We do not want to anger your parishioners by sending mail to those who have died, moved from your parish or who have had changes of name or circumstance. The best way to keep our list current, especially for large parishes, is for the parish to send monthly updates to the Development Office of the archdiocese. If you have a smaller parish or are short on staff help, quarterly updates would be appreciated. Remember, our list of your parishioners is also available for your use. We can send you an updated listing or labels whenever you need them.
- Send CSA checks that are given to your parish office to the bank's address as promptly as possible. Many donors become concerned if their checks have not cleared the bank in a timely manner. Again, we want to keep your parishioners satisfied with their participation in the Appeal.
- Please do not send cash to us through the mail. If you do receive cash gifts, make out a parish check to cover the amount. If you know who the donors of the cash gifts are, please fill out a blank pledge card with the donor's name and amount of gift. We want to be able to thank and credit the donors who made the gift to the CSA.
- If you do receive checks to the Appeal, do not make out a parish check for all of them. Simply send the checks to our bank's address. The bank will process Catholic Stewardship Appeal contributions. The bank's address appears on the pledge card and the return envelopes provided so they can be mailed directly to JPMorgan Chase Bank.