



## ROMAN CATHOLIC ARCHDIOCESE OF SOUTHWARK

59 Westminster Bridge Road London SE1 7JE

### Priest Training Fund Second Collection

'Ecclesiastical Educational Fund'

#### PARISH CHECKLIST

**Announcement:** Sat / Sun 17<sup>th</sup> and 18<sup>th</sup> April 2021

**Collection:** Sat / Sun 24<sup>th</sup> and 25<sup>th</sup> April 2021 (Good Shepherd Sunday)

#### Items Parish should have received:

- **Priest Training Fund donation leaflet/envelopes** (in the post)
- **Priest Training Fund poster** (in the post)
- **Priest Training and Vocations Newsletter Update 2021** (PDF sent via email to parish)
- **Suggested homily notes / newsletter bulletins** (in the post and by email to parish)

#### Sat / Sun 17<sup>th</sup> & 18<sup>th</sup> April: Announcement Weekend

- Include an item about the appeal in the parish bulletin/newsletter. Suggested text sent to parish via email / post, or ask fundraising for a copy ([fundraising@rcaos.org.uk](mailto:fundraising@rcaos.org.uk))
- If sending a parish e-newsletter, include the **Priest Training and Vocations Newsletter Update**. You can also upload a copy of this update onto the parish website to promote vocations.
- Please consider making an announcement about the Priest Training Fund Second Collection at all Masses.
- Stewards to distribute **Priest Training Fund** envelopes to parishioners as they leave Mass. Do not leave leaflets in pews / the back of the Church (due to COVID-19).

#### Sat / Sun 24<sup>th</sup> & 25<sup>th</sup> April: Good Shepherd Sunday - Second Collection Day

- Include an item about the appeal in the parish bulletin/newsletter. Suggested text sent to parish via email / post, or ask fundraising for a copy ([fundraising@rcaos.org.uk](mailto:fundraising@rcaos.org.uk))
- If sending a parish e-newsletter, include the **Priest Training and Vocations Newsletter Update**. You can also upload a copy of this update onto the parish website to promote vocations.
- Stewards to actively distribute **Priest Training Fund** envelopes to parishioners as they arrive and leave Mass. Do not leave leaflets in pews / the back of the Church (due to COVID-19).
- Celebrant to consider preaching about vocations and make an announcement to promote the appeal at all Masses.
- Have collection baskets available for donations to the **Priest Training Fund**.

Continued Overleaf →

## Counting and Banking Priest Training Fund Envelopes

- Cash collection counters should mark each **Priest Training Fund** envelope with the exact amount of the donation in the control box and the parish name or gift aid code (if known by counter). See bottom of the envelope, right →
- All cash should be taken out of the envelope and the total marked on the second collection counting sheet for Priest Training Fund/Ecclesiastical Education Fund.
- Any cheques should be stapled to the corresponding **Priest Training Fund** envelope. Cheques should also be recorded on the second collection counting sheet. **Please do not bank these cheques.**
- All of the Priest Training Fund envelopes, with control box completed, the cash taken out of them, and with any cheques attached to their corresponding Gift Aid envelope, should be collated and sent to Bowen House by the 30<sup>th</sup> May 2021.
- Please address the package for the attention of:

Priest Training Fund  
Bowen House  
59 Westminster Bridge Road  
London  
SE1 7JE

- **Please do not post blank envelopes, loose cash or the normal gift aid box special collection envelopes.**
- **Gift Aid box special collection envelopes** should be processed as normal by the parish. Please include these cash totals in your cash counting sheet.
- **Please do not add donations given using the Priest Training Fund envelopes provided onto Gift Wise.** These donations will be processed in the central office.

**Yes, I would like to support the Priest Training Fund with a gift**  
£ \_\_\_\_\_

Title \_\_\_\_\_ First name \_\_\_\_\_

Surname \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Telephone number \_\_\_\_\_

Email address \_\_\_\_\_

By giving us your telephone number and email, you consent to being contacted via this method.

(Please ✓) **YES, I want to Gift Aid my donation.** I want to Gift Aid my donation and any donations I make in the future or have made in the past 4 years to the Archdiocese of Southwark. I am a UK taxpayer and understand that if I pay less Income tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in that tax year it is my responsibility to pay any difference.

Signature \_\_\_\_\_ Date \_\_\_\_\_

For cash counter: £	Parish
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**Other ways to support the fund overleaf**

**As this is a new process, if you have any queries, please do not hesitate to contact Laura Dudhee from the fundraising team on 07784 225 929 or email [fundraising@rcaos.org.uk](mailto:fundraising@rcaos.org.uk)**

**Thank you!**