

COVID-19 HEALTH & SAFETY PRECAUTIONS DURING IN-PEW WEEKEND



2021 ANNUAL APPEAL

In-Pew Preparation Options

- 1** Set up a designated table at the entrance of the church where a staff member or volunteer can safely give envelopes with pencils to parishioners as they enter.
- 2** Place an envelope with pencil in each bulletin and pass them out before Mass; similar to Option #1.
- 3** Place the envelopes with pencils in pews, socially distanced where attendees will be seated, and refer to them when the Pastor begins his homily.
- 4** Mail the envelopes to everyone in your database, and include a letter from your pastor. Letter template can be found at CatholicCommunity.org/ParishMaterials.

TIP: Place pencils inside envelopes beforehand to limit contact and ease the process.

Collecting Envelopes

- 1** Create a station for parishioners to drop off their envelopes as they exit the church. Add a label to differentiate between offertory envelopes and Catholic Charities. Label can be found [here](#).
- 2** If you are mailing envelopes to your parishioners, give them the option to drop off their envelope at the Parish Office. Utilize the [Transmittal Form](#) to send in your pledge cards.

Diocesan Guidelines

Please refer to the [Worship Guidelines](#) provided by the Diocese of Cleveland regarding Offertory.

- Offertory processions are suspended
- Stationary baskets should be used for donations from the assembly and should be monitored by the ushers until the donations are collected and handled according to proper protocols in place for handling the collection. Collections baskets should not be passed from one congregant to another, nor should ushers take up the collection from the congregation.



CATHOLIC COMMUNITY
FOUNDATION

The Catholic Community Foundation is here to help make Catholic Charities In-Pew Weekend safe and accessible to all parish staff, volunteers, and donors.

For questions or assistance regarding the suggested mechanics of the Appeal, please contact Sarah Yantek: 216-696-6525 x1049, syantek@catholiccommunity.org

