2022 CDA Manual
For Parishes
# TABLE OF CONTENTS

- **2022 CDA PROMOTION CALENDAR**  
  Pg. 3

- **NEW THIS YEAR**  
  Pg. 4

- **2022 PARISH MATERIALS**  
  Pg. 5-6

- **DIGITAL MEDIA & EMAIL TEMPLATES**  
  Pg. 7

- **BULLETIN MATERIALS**  
  Pg. 8-9

- **KEY ROLES - PASTOR, CHAIRPERSON(S), STAFF**  
  Pg. 10

- **ANNOUNCEMENT WEEKEND (Feb 5-6)**  
  Pg. 11

- **KICKOFF WEEKEND (Feb 12-13)**  
  Pg. 12-13

- **FOLLOW-UP WEEKENDS (Feb 19/20 – Mar 5/6)**  
  Pg. 14-16

- **INTERCESSIONS/PRAYERS OF THE FAITHFUL**  
  Pg. 17

- **CDA GIFT PROCESSING**  
  Pg. 18-23

- **DASHBOARD INSTRUCTIONS**  
  Pg. 24

- **2022 VIRTUAL DONOR EVENTS & NEW GIVING CIRCLES**  
  Pg. 25

- **HOW MY CDA GIFT IS USED**  
  Pg. 26

- **FAQ’s**  
  Pg. 27

- **OFFICE OF MISSION ADVANCEMENT STAFF**  
  Pg. 28
<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fri Nov 19, 2021</td>
<td>Solicitation #1, brochure and letter Mailing</td>
</tr>
<tr>
<td>December/January</td>
<td>Begin reviewing Dashboards for CDA22 results</td>
</tr>
<tr>
<td>Fri Jan 14, 2022</td>
<td>Solicitation #2, Recurring Donor Mailing</td>
</tr>
<tr>
<td>January 19-24, 2022</td>
<td>In-Pew Materials Delivered to parishes</td>
</tr>
<tr>
<td></td>
<td>All Materials posted on Parish Resources webpage</td>
</tr>
<tr>
<td>Fri Jan 21, 2022</td>
<td>Solicitation #3, Clergy Mailing</td>
</tr>
<tr>
<td>Tues Jan 25, 2022</td>
<td>Virtual CDA Training Webinar</td>
</tr>
<tr>
<td>By end of January</td>
<td>Tax Statements Mailed to Donors</td>
</tr>
<tr>
<td>Wed Feb 2, 2022</td>
<td>Solicitation #4, Mega Mailing</td>
</tr>
<tr>
<td>February 5 - 6, 2022</td>
<td>Announcement Weekend: pulpit and bulletin announcements begin</td>
</tr>
<tr>
<td>February 12-13, 2022</td>
<td>Kickoff Weekend: Pastor Message, Video, Email and Social Media</td>
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<tr>
<td>February 19-20, 2022</td>
<td>Wknd 2: Witness Speaker, Announcements, collect commitment cards, Email and Social Media</td>
</tr>
<tr>
<td>February 26-27, 2022</td>
<td>Wknd 3: Continue announcements, collect commitment cards, email and social media</td>
</tr>
<tr>
<td>March 5 – 6, 2022</td>
<td>Wknd 4: Continue updates</td>
</tr>
<tr>
<td>Mon Mar 28, 2022</td>
<td>Solicitation #5: Pastor CDA Mailing</td>
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</tbody>
</table>

* all dates subject to change
**NEW THIS YEAR**

QR Code Cards (laminated) can be placed in pews for quick and easy online giving. Just like many restaurant menus, scan the QR code with a cell phone camera, and it takes you to our regular CDA giving page: give.dphx.org

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**In-Pew CDA Cards**

Updated CDA “Commitment Cards” are simplified this year.

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**Lockbox/Yellow Reply Envelopes**

CDA commitment cards will continue to be mailed directly to our lockbox in Texas.
PARISH MATERIALS

- Parish Materials online by 1/14 at https://dphx.org/cda/cda-parish-resources/
- CDA materials will be shipped out January 18th to your parish and labeled CDA Materials
- Kickoff Weekend is February 12-13, 2022
  - Place CDA Envelopes back in-pews this year

2022 Theme & Video – Blessed Are You!

- Every parish will receive 1 DVD and 1 Jump Drive of the CDA video.

It is also available at Vimeo at:
English: https://vimeo.com/656746064/fc6767f1f1
Spanish: https://vimeo.com/656756532/79807fca71
- Please share the video at Mass on Kickoff weekend – Feb 12-13, and in your weekly e-newletters and social media posts

Poster and Banner

VINYL BANNER

POSTER

QR Code Card: Scan QR Code with your smartphone camera to make your online donation. (Place in-pew)
In-Pew Envelopes with CDA Sheets & Reply Envelopes

- Place CDA Envelopes in pew beginning February 12-13 for kickoff weekend.
- Every in-pew envelope is stuffed with a flyer and reply envelope (yellow) so people can mail their gift *directly to our lockbox*. They may also be collected at your parish so parishes bundle and mail to the lockbox.

Front – Parish Card

Back – Parish Card
Digital Media

Digital media posts for your Facebook page or E-Newsletter— all in English and Spanish:

3 weeks of Pastor Email Templates

There are 3 emails drafted in word on our website, intended as messages from the Pastor. You may tailor these as you see fit or use them exactly as written. ALL are intended to be used 3 weeks in a row, beginning kickoff weekend, Feb 12-13 in your bulletin, e-newsletter or Pastor Email.

ALL Parish Materials can be viewed at

https://dphx.org/cda/cda-parish-resources/
Bulletin Materials

ALL FOUND HERE:  https://dphx.org/cda/cda-parish-resources/

20+ Bulletin Ads found here:  https://dphx.org/cda/cda-parish-resources/bulletin-ads/

Most materials available in English and Spanish

20+ Bulletin Ad's (jpg), including 6 new ones in English and Spanish:

CDA: HELPING PEOPLE WITHOUT HOMES
Catholic Charities sheltered 3,392 people last year in central and northern Arizona, helping them find a safe place to sleep, food, laundry, shower, medical care and employment support. Your gift to the Charity and Development Appeal helps their staff to care for the poor, treating them with dignity and compassion.

GET THE APP

CDA: HUNGER IS SATISFIED
Two million people in Arizona do not have enough to eat. Many go days without a meal. Every night at Pas de Crímen in Mesa, people get a hot meal. Emergency food boxes are handed out daily. More than 30,000 meals are provided each month. Your gift to the Charity and Development Appeal helps feed the hungry.

CDA: WAYS TO MAKE YOUR GIFT Blessed ARE YOU
Your gift to the Charity & Development Appeal serves 79 Catholic ministries, charities, and seminaries in our Diocese. Make your gift today!
1. Online at give.dphx.org
2. Complete a CDA card from your parish (or received by mail). Return to your parish or mail to yellow envelope.
3. Call 480-534-2351, M-F 8:00-4:30, for assistance in English or Spanish.
God bless you!

CDA: MANERAS DE HACER SU DONATIVO Bendito SEAS
Su donativo a la Campaña de Caridad y Desarrollo sirve a más de 79 ministerios Católicos, beneficencias y seminarios en nuestro Diócesis. Haga su donativo hoy!
1. En línea en give.dphx.org
2. Complete una tarjeta en su parroquia (o la recibió por correo). Regístre a su parroquia o envíe por correo su sobres amarillo de respuestas.
3. Llame al 480-534-2351, de lunes a viernes, 8:00-4:30 para asistencia en inglés o español.
¡Que Dios lo bendiga!

CDA: SUPPORTING A CHOICE TO PARENT
An unplanned pregnancy can cause fear and uncertainty for a new mom. First Way Pregnancy Center offers counseling, free pregnancy tests, ultrasounds, parenting classes for women and men, and material support. Your gift to the Charity and Development Appeal supports new parents with life-affirming choices.

CDA: CATHOLIC STUDENTS LEARN, LOVE AND LEAD
Students in Catholic schools are called to learn, love and lead. They are immersed in an educational environment supporting their spiritual, academic, and moral development, helping each child realize their full potential. Your gift to the Charity and Development Appeal provides tuition assistance for families in low-income neighborhoods.

CDA: DEACONS HONORED TO SERVE
Deacons play a critical role in the church, helping in the day-to-day ministries of a parish...to prepare for Mass, proclaim the Gospel, provide at baptisms and funerals, witness marriages, and help with parish community outreach. Your gift to the Charity and Development Appeal helps fund diocesan formation.
**Impact Bulletin Insert** – available in English & Spanish, Color or Black/White, 2 sided

**CDA Prayer** – in English and Spanish
Key Roles

Pastor or Pastoral Leader
1) You have the most important role in the Appeal. Your parishioners look up to you, respect you, and will be influenced by your personal homily or testimony.
2) Incorporate the Appeal into your homily on kickoff weekend.
3) Encourage your entire parish to participate – no gift is too small! The very best way to acquire new donors is inviting by people making a gift in your pews for the first time.
4) Conduct a true “in-pew process” on kick-off weekend – Ways to Give demonstrated by your Parish CDA Co-Chair(s), a volunteer or staff person.
5) Ensure the video is seen – preferably at Mass on kickoff weekend and shared through your e-newsletters or social media
6) Utilize a witness talk from your Chairperson or parishioner on the follow-up weekend
7) Incorporate the Intercessions or create your own.
8) Encourage your communications staff to take advantage of all the materials provided – bulletin materials, social media and e-newsletter blasts.
9) Share progress reports with your parish – find results on your parish Dashboard
10) Be joyful about how your parish will respond! People want to be part of something bigger than themselves, and part of a solution. The work accomplished and lives touched through CDA-funded ministries is beautiful – especially during Lent.

Chairperson(s) – Volunteers
1) Co-Chair(s) or volunteer should demonstrate Ways to Give on kickoff weekend
2) Give a Witness Talk the 2nd week of the Appeal (or help identify a CDA donor or grant recipient from your parish who can help):
   • See Witness Talk Guide @ https://dphx.org/cda/cda-parish-resources/

Parish Staff
1) Communication:
   • Ensure proper placement of all materials – posters, CDA Envelopes.
   • Test run your CDA video well in advance of kickoff weekend – be sure everything plays.
   • Schedule volunteers to fill the pews with CDA envelopes, and replenish through Masses.
   • Utilize bulletin announcements, bulletin ads, CDA prayer, Impact Insert and QR Code Cards placed in pew.
   • Follow schedule of e-newsletter communications, social media
   • Include Prayers of the Faithful and prepare announcements
2) Determine who will handle gift processing. Be sure to review and understand the Gift Processing Guidelines on pages 17-21
3) Share progress reports with your parish – find results on your parish Dashboard
Announcement Weekend – February 5-6, 2022

Not a collection weekend. Announce the Appeal has launched, mail is coming, and in-pew begins next weekend.

1) Display Posters and Banners by this weekend
2) Mass: Include Intercessions and Pulpit Announcement below
3) Bulletin: Publish CDA Prayer and Bulletin Article below
   • https://dphx.org/cda/cda-parish-resources/bulletin-ads/
4) Be ready for next weekend! Have volunteers scheduled to hand out envelopes and test your video – Vimeo, DVD or jump drive.
   a. English Video on Vimeo: https://vimeo.com/656746064/fc6767f1f1
   b. Spanish Video on Vimeo: https://vimeo.com/656756532/79807fca71

Bulletin Article/Pulpit Announcement

Do to others as you would have them do to you. Luke 6:31

The Gospel of Luke presents us with the Golden Rule...to treat others fairly, with dignity and respect. We reflect Jesus through our actions and good deeds. Next weekend the annual Charity and Development Appeal begins. Through your gift to the CDA, you demonstrate care for others. The CDA helps more than 70 educational, charitable and spiritual organizations bring the heart and hands of Jesus to children, young adults, families and neighbors here in Arizona. Thank you to those who have already made their gift to the CDA! Please make your gift to the CDA at www.give.dphx.org

Intercessions

For our parish community, that renewed in our trust in the Lord who loves us, we might boldly and generously respond to our Charity and Development Appeal. We pray to the Lord...

Bulletin
**Week 1: Kickoff Weekend, February 12-13, 2022**

1) **In-Pew Envelopes and Pens** should be placed in pew and replenished prior to all Masses.
2) Place **NEW QR Code Cards** in pew for quick online giving.
3) Mass: Show the **video**, Pastor testimony or **homily**. **Intercessions**
   - Pastor's endorsement of CDA is **critical**: Incorporate CDA into the homily.
4) Conduct true in-pew – Co-Chair(s) or volunteer
   - Walk parishioners through **Ways to Give** slides
   - Pull out cellphones and demonstrate QR Code Cards to give quickly online
5) Bulletin: Publish **Impact Insert**, **Bulletin Article below**, or **Bulletin Ads** found online@
   - [https://dphx.org/cda/cda-parish-resources/](https://dphx.org/cda/cda-parish-resources/)
   - [https://dphx.org/cda/cda-parish-resources/bulletin-ads/](https://dphx.org/cda/cda-parish-resources/bulletin-ads/)
   - Email and Social Media: Share the **CDA Video**, **CDA Weekly Email or Flocknote**, and **social media posts** available online: [https://dphx.org/cda/cda-parish-resources/](https://dphx.org/cda/cda-parish-resources/)

**Bulletin Article**

*Blessed are you who are poor...hungry...weeping. Rejoice and leap for joy on that day, your reward will be great in heaven! Luke 6:20-23*

The Beatitudes provide us a roadmap to happiness. Do we see Jesus in the poor, hungry, sad and excluded? Jesus calls us to tend to one another with dignity and compassion. The Beatitudes teach us about God's mercy, forgiveness, and our ultimate reward in heaven! *Blessed Are You* who support the good work of the Charity and Development Appeal, bringing hope and healing to people in need. Make your gift today at [www.give.dphx.org](http://www.give.dphx.org).

**Intercessions**

*For the success of our Charity & Development Appeal, that the people of our parish will see the Appeal as an opportunity to bring hope and healing to those beyond our walls in the local community. We pray to the Lord...*

**Bulletin & Digital Media Materials**
How to Conduct In-Pew Process on Kickoff Weekend February 12-13

1) Show the CDA Video
2) Pastor gives homily incorporating CDA message.
3) CDA Co-Chair(s) or Volunteer can lead the directions to make a CDA gift
   a. Walk through the Ways to Give slides
   b. Show people the CDA Envelopes placed in their pews
   c. Have people pull out cellphones and use the QR Code Card to give online

In-Pew Cards

1. Walk people through each option with the powerpoint slides.
2. Encourage people to pull out their cell phone that day to give online using QR Code.
3. Show a CDA sheet and yellow envelope inside parish CDA envelope. Mail or return to parish.
Week 2: February 19-20, 2022

1) Mass: **Intercessions** and **Witness Talk** from parish Co-Chairs, staff person, or CDA Donor within your Parish.
   - Find the Witness Talk Guide: https://dphx.org/cda/cda-parish-resources/
   - Include in the talk the Ways to Give slides if you didn't last weekend
   - Collect CDA Envelopes – separate collection – remind people they can mail them

2) Keep CDA Envelopes and QR Code Cards available in-pew

3) Bulletin Ads @ https://dphx.org/cda/cda-parish-resources/bulletin-ads/

4) New Email templates and Social Media: Share the CDA Weekly Messages and social media posts available under CDA Messaging section: https://dphx.org/cda/cda-parish-resources/

**Bulletin Article/Pulpit Announcement**

Give, and gifts will be given to you...Luke 6:38

God bestows on each of us special gifts which we are called to share for the common good of our Church and humanity. With your gift to the **Charity and Development Appeal**, you help equip an army of people who lift up others in Christ. You bring assistance to those without homes, the hungry, the sad and lonely. **Blessed are You** who support the good work of the Charity and Development Appeal! Give online today at www.give.dphx.org

**Intercessions**

As we consider our gifts to the Charity and Development Appeal, may we remember God’s generosity to us, and consider giving back in gratitude. We pray to the Lord.

**Bulletin and Digital Media Materials**
Week 3: February 26-27, 2022

1) Mass: Pulpit Announcements, Intercessions, Collect Envelopes during Mass,
2) Keep CDA envelopes in pew and replenished
3) Bulletin Ads @ https://dphx.org/cda/cda-parish-resources/bulletin-ads/
4) New Newsletter and Social Media: Share the CDA Video, CDA Weekly Messages, and social media posts available here: https://dphx.org/cda/cda-parish-resources/

Bulletin Article/Pulpit Announcement

For every tree is known by its own fruit...
A good person out of the store of goodness in his heart produces good. Luke 6:44-45

God wants our heart and our actions to be conformed to His will. Ask Him today how He is calling you to bear good fruit. Your gift to the Charity and Development Appeal (CDA) makes it possible to make a difference in the lives of thousands who need to experience God's grace, mercy and healing. Every gift is important, no matter how big or small. We hope to have everyone in our parish participate! Bear good fruit make your CDA gift today! Complete your pledge card or donate online at www.give.dphx.org.

Intercessions

As we have received many blessings from the Lord, large and small, may we find it in our hearts to love our neighbor as ourselves, helping those in need through the Charity and Development Appeal. We pray to the Lord...

Bulletin and Digital Media Materials
Week 4: March 5-6, 2022

1) Mass: Announcements, Intercessions, Collect Envelopes

2) Bulletin Ads @ https://dphx.org/cda/cda-parish-resources/bulletin-ads/
   • Continue to run these for the next few weeks

Pulpit Announcement

Results are beginning to come in for the Charity and Development Appeal. Thank you to all who have participated so far. We’ve raised $XXXX from XXXXX families. Please know the good work accomplished through the CDA. You can learn more at dphx.org/CDA. (Share a short story from one of the many bulletin ads or stories for inspiration)

Intercessions

For the members of our parish, that God will bless us and help us to support the Charity and Development Appeal and unite our parish in this endeavor. We pray to the Lord...

Bulletin and Digital Media Materials
Announcement Weekend
For our parish community, that renewed in our trust in the Lord who loves us, we might boldly and generously respond to our Charity and Development Appeal. We pray to the Lord...

Week 1: Kickoff Weekend
For the success of the Charity and Development Appeal, that the people of our parish will see the Appeal as an opportunity to bring hope and healing to those beyond our walls in the local community. We pray to the Lord...

Week 2:
As we consider our gifts to the Charity and Development Appeal, may we remember God’s generosity to us, and consider giving back in gratitude. We pray to the Lord...

Week 3:
As we have received many blessings from the Lord, large and small, may we find it in our hearts to love our neighbor as ourselves, helping those in need through the Charity and Development Appeal. We pray to the Lord...

Week 4:
For the members of our parish, that God will bless us and help us to support the Charity and Development Appeal, unite our parish in the endeavor. We pray to the Lord....

Week 5:
That the members of our parish and our broader Diocesan family unite in service to the Lord by participating in the Charity and Development Appeal. We pray to the Lord...

Week 6:
For all those who have responded to the Charity and Development Appeal, that their generosity be rewarded with the spiritual growth, love and joy that Stewardship brings. We pray to the Lord...

Week 7:
In consideration of the many gifts that God has given each of us, may our parish community respond generously to the Charity and Development Appeal. We pray to the Lord...

Week 8:
That we may share our gifts with those in need through the Charity and Development Appeal. We pray to the Lord...

Week 9:
We acknowledge God's call to share our gifts as a way to honor him and help others. We pray to the Lord...

Week 10:
For those searching for help, may they find guidance through the many ministries and services made possible by the Charity & Development Appeal. We pray to the Lord...
As you process CDA gifts from your parishioners, please mail all commitment cards and payments to our Lockbox at the address below:

Charity and Development Appeal
Dept# 42229
PO Box 650020
Dallas, TX  75265-0020

COMMITMENT CARD PROCESSING

- Keep the commitment cards in a secure place until they are ready to be processed and mailed. Be sure these are processed and mailed weekly.
- Determine a time each week to process the commitment cards. This processing can be completed with a money counting team or another volunteer team. Please remember to comply with all Diocesan Finance policies and controls and have two or more people handling commitment cards and payments.

PREPARATION FOR PROCESSING

- Sort the commitment cards into the following groups:
  - Cards with checks
  - Cards with cash
  - Cards without checks or cash
  - Checks without a card
  - Cash without a card

PROCESSING INSTRUCTIONS

A. Commitment Cards with Checks
   
   - Review the cards to verify they have been completed correctly
   - In Section 1, ensure the appropriate box is checked
   - In Section 2, ensure the check amount is entered on the card in the space provided after, “Payment Enclosed $______” (see below)
• If Section 3, “Donor Information” is blank, fill in Name, Address and Phone Number from the check
• Write in the Diocesan ID in the For Parish Use Only boxes. (Diocesan IDs are located on the CDA Dashboard. Leave blank for unidentified donors)

B. Commitment Cards with Cash

IMPORTANT: CASH SHOULD NEVER BE MAILED!
• Review cards to verify they have been completed correctly
• In Section 1, ensure the appropriate box is checked
• In Section 2, ensure the cash amount is entered on the card in the space provided after, “Payment Enclosed $______” (see below)
PROCESSING, Cont’d – Commitment Cards with Cash

- Write in the Diocesan ID in the For Parish Use Only boxes. (Diocesan IDs are located on the CDA Dashboard. Leave blank for unidentified donors)

- Run 2 tapes to properly balance the cash received with the cards submitted
  - One tape on the dollar amounts from the commitment cards
  - One tape on the cash received

 IMPORTANT: CASH SHOULD NEVER BE MAILED!
- Submit the commitment cards and cash to your parish/mission finance office
- The cash is to be deposited by the parish/mission and a check representing the total cash received is to be issued payable to: Diocese of Phoenix – CDA
- The parish/mission check along with the associated commitment cards should be bundled together with a rubber band or clip and mailed to the Lockbox.

PROCESSING: Commitment Card without Checks or Cash

C. Commitment Cards without Checks or Cash
- Review cards to verify they have been completed correctly
- In Section 1, ensure the appropriate box is checked
- In Section 2, enter “0” on the card in the space provided after “Payment Enclosed $________” (see below)
PROCESSING, Cont’d Commitment Card without Checks or Cash

- Write in the Diocesan ID in the **For Parish Use Only** boxes. (*Diocesan IDs are located on the CDA Dashboard. Leave blank for unidentified donors*)
- Prepare them for mailing by bundling, no more than 50 cards in a bundle, and rubber band or clip them together

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**PROCESSING: Checks without a Commitment Card**

**D. Checks without a Commitment Card**

- Complete one Commitment Card for each check
- In Section 1, check the box to the left of the blank line, write in the amount of the check on the line and check the box to the left of **One-Time Gift / Regalo individual**
- In Section 2, ensure the check amount is entered on the card in the space provided after “Payment Enclosed $_____” (see below)
If section 3 “Donor Information” is blank, fill in Name, Address, Phone Number from the check.

Write in the Diocesan ID in the For Parish Use Only boxes. (Diocesan IDs are located on the CDA Dashboard. Leave blank for unidentified donors.)

Run 2 tapes to properly balance the checks received with the cards created:
- One tape on the dollar amounts from the commitment cards
- One tape on the checks received
- Be sure to keep the checks with their corresponding cards

Prepare them for mailing by bundling, no more than 50 cards in a bundle, and rubber band or clip them together.

**PROCESSING: Cash without a Commitment Card**

**E. Cash without a Commitment Card (Loose cash)**

**IMPORTANT: CASH SHOULD NEVER BE MAILED!**

- Count and total the loose cash
- Complete one Commitment Card
- Anonymous Donors, write in the Diocesan ID in the For Parish Use Only, please use the following (Diocesan IDs 434080)
- In Section 1, enter the total loose cash amount in the blank line under “My TOTAL Gift is:” (see below)
- In Section 2, enter the total loose cash amount in the blank next to “Payment Enclosed $________” (see below)
• In Section 3 labeled “Donor Information”, enter “ANONYMOUS”
• Write in the Anonymous Diocesan ID (434080) in the For Parish Use Only boxes.

![Anonymous Commitment Card](image)

**IMPORTANT: CASH SHOULD NEVER BE MAILED!**
• Submit the commitment card and cash to the parish/mission finance office
• The cash is to be deposited by the parish/mission and a check representing the total cash received is to be issued payable to: **Diocese of Phoenix – CDA**
• The parish/mission check along with the “Anonymous” commitment card is to be mailed to the Lockbox. This item can be mailed separately.
• Write in the Anonymous Diocesan ID (434080) in the For Parish Use Only boxes.

**MAILING**

Once the cards are sorted, reviewed, and bundled, place them in an envelope and mail to the Lockbox below:

Charity and Development Appeal  
Dept# 42229  
PO Box 650020  
Dallas, TX 75265-0020
ACCESSING CDA RESULTS BY PARISH
USING YOUR DASHBOARD

Every parish/mission should now have access to their CDA dashboard. The dashboard information is updated in real time and available to those who have access.

If you have not setup your dashboard yet or experience any difficulties, please contact Linda Barkyoumb at (602) 354-2218, lbarkyoumb@dphx.org or Christina Gavin at (602)354-2484, cgavin@dphx.org

Access to your parish/mission dashboard is granted through the pastor.
2022 VIRTUAL DONOR EVENTS

We will have 3 virtual events with Bishop over the next year. Donors with email addresses will receive emailed invitations to these events.

<table>
<thead>
<tr>
<th>Message of Hope with Bishop Virtual Donor Event #2</th>
<th>Message of Hope with Bishop Virtual Donor Event #3</th>
<th>Message of Hope with Bishop Virtual Donor Event #4</th>
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<tbody>
<tr>
<td>Wed., Apr. 20, 2022 @ 4 pm</td>
<td>Wed., June 1, 2022 @ 4 pm</td>
<td>Wed., September 7, 2022 @ 4 pm</td>
</tr>
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CHARITY AND DEVELOPMENT APPEAL
Giving Circles

Join Our Lady of Guadalupe Circle

You automatically join Our Lady of Guadalupe Circle when you schedule a sustaining monthly gift to the Charity and Development Appeal. No more monthly statements or checks. Your monthly gift continues until you ask us to change it.

Members in our annual Giving Circles take a leadership role in advancing the mission of our Church, proclaiming the Gospel of Jesus Christ and in supporting those in need in our community.

Levels of Participation

- MITER SOCIETY: $1,000 - $4,999 annually
- SHEPHERD’S CIRCLE: $5,000 - $9,999 annually
- COMPANIONS OF ST. ANDREW: $10,000 - $19,999 annually
- DISCIPLES IN MISSION: $20,000+ annually
How Is My CDA Gift Used?

You can also find this complete list online at https://dphx.org/cda/grants-and-allocations/
**FAQ’s**

1. **WHO BENEFITS FROM THE CHARITY AND DEVELOPMENT APPEAL?**
   When you give to the Charity & Development Appeal you support the work of more than 70 charities and ministries in our Diocese, transforming the lives of thousands of people. Find a list of our 2021 grants and allocations at [https://dphx.org/cda/grants-and-allocations/](https://dphx.org/cda/grants-and-allocations/)

2. **WHAT IS THE GOAL OF THE ANNUAL APPEAL?**
   The total goal of the Annual Appeal is $8.8 MM, however the needs of the diocese far exceed this amount. Every year we have to turn down Catholic agencies and ministries seeking financial support. *You can help with this outreach* by doing your best in your parish to follow the suggested weekly guidelines, and being excited about how these funds are used. **THANK YOU for all your do for the CDA!**

3. **HOW CAN I MAKE A GIFT TO THE ANNUAL APPEAL?**
   - Donate online at [give.dphx.org](http://give.dphx.org)
   - Scan QR Code
   - Make a gift over the phone: Donor Services (602) 354-2235
   - Fill out a commitment card at your parish during the CDA Kickoff Weekend
   - Complete and return a commitment card received in the mail
   - To make a matching gift, stock gift or a planned gift, visit the CDA website at [https://dphx.org/cda/](https://dphx.org/cda/) or call Donor Services at 602-354-2235

4. **WHERE SHOULD I SEND CDA COMMITMENT CARDS?**
   Parishes should send bundles of commitment cards collected at Mass AND/OR Donors with a completed CDA Commitment Card may mail their CDA gift to:

   Charity and Development Appeal  
   Dept# 42229  
   PO Box 650020  
   Dallas, TX  75265-0020

   - Parishes, see pages 18-23 for complete instructions and to follow the process
## Office of Mission Advancement Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
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</tr>
</tbody>
</table>

### General Inquires:

Phone: (602) 354-2235  
Donor Services Email: donorservices@dphx.org