

IN-PEW WEEKEND CHECKLIST

- Use the in-pew process preparation on page 10.
- The full in-pew process is implemented at each Mass.
- The Pastor leads the in-pew process at each Mass; even those Masses presided over by another priest.
- There is a ready availability of supplies.
- The Appeal Team is excited and positive about the Appeal.
- A Catholic Charities video or audio message is played at each Mass or on social media prior to Mass.
- Every family is encouraged by the pastor to be generous.
- A designated team member secures the envelopes after each Mass.
- A designated team member sends the envelopes to Agilis for processing on February 17. Instructions found on page 20 of this manual.

