



# 2024 CATHOLIC SHARING APPEAL

Give Generously. Pray Purposefully. Serve Joyfully.



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*Dear Pastors, Parish Administrators, Council Members, and Volunteers,*

As we kickoff our 2024 **Catholic Sharing Appeal**, we want to say **THANK YOU** for **all you do not only at your home parishes, but also for everything you do to help shared ministries and programs throughout the diocese continue to thrive**. Because of your dedication to the CSA, you are providing for your brothers and sisters across the state who need Christ's light and love each and every day!

Since 2007, we've worked together to deliver shared ministries throughout West Virginia, ensuring the support necessary to enliven our parishes, support Catholic education, and expand outreach efforts is there when we need it. We appreciate all you make possible through your commitment to the **Catholic Sharing Appeal**, and we cannot say thank you enough!

Inside the pages of this manual you will find the information to help you run a successful Catholic Sharing Appeal at your parish or mission. Please use this as a guide to help you throughout the year and feel free to reach out to our office at any time for further assistance.

Again, thank you for your support and leadership in the CSA! **We couldn't be successful without you and we look forward to working with you again this year!**

God Bless,

*Krissie Benson*

Director of Stewardship & Development  
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*Let us Pray.*

Use me God,  
Show me how to give generously,  
Pray purposefully, and serve joyfully  
for a purpose greater than myself.

*Amen.*



## **What is the Catholic Sharing Appeal?**

The Catholic Sharing Appeal is an essential way to reach beyond ourselves and our parish and give hope to others through the diversity of our ministries, programs and services which enrich a Christ-centered life. It provides funding to support parishes and missions, Catholic Education, and Outreach and Evangelization efforts throughout our Diocese.

Each parish and mission receives an appeal goal. Together, the 2024 parish goals total \$1.9 million. The first 50% of the parish goal supports the various ministries and outreach efforts. Everything over 50% of the parish goal goes to the parish (free of Cathedralricum and PHRA). It is up to each parish to determine how they wish to use the funds they receive, whether it be for building maintenance, youth programs, debt reduction, etc.

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## 2024 APPEAL FUNDING WILL BE ALLOCATED THE FOLLOWING WAY:

### **Parishes and Missions - 59% (Up to \$1,130,000 +)**

- Parish Rebate
- Parish Grants

### **Shared Ministries - 19% (Up to \$368,000)**

- Vocations
- Year of the Eucharist
- Youth, Young Adult Discipleship
- Holy Family Childcare Center
- CCWVa
- Food Pantry Grants

### **Catholic Education - 13% (Up to \$242,000)**

- School-Based Health
- Tuition Assistance
- Catholic School Grants

### **CSA Costs - 9% (Up to \$160,000)**



# 2023 Timeline

## January

- 26 Tax Receipts Mailed

## February

- 13 CSA Mailing #1 - Bishop's Letter
- **14 CSA Pastor's Letter Due**
- 20 CSA Reception - Charleston

## March

- 2/3 Commitment Weekend
- 5 CSA Reception - Wheeling
- 7 CSA Reception - Vienna
- 21 CSA Email from DWC

## April

- 8 CSA Mailing #2 - Pastor's Letter

## June

- 4 CSA Email from Diocese

## August

- 13 CSA Mailing #3 - SYBUNT & Tax Donors

## September

- 17 CSA Email from Diocese

## October

- 31 Mass of Gratitude Invitations Mailed

## November

- 12 End of Year Letter from Pastor - from Parish
- 25 Mass of Gratitude

## December

- 3 Giving Tuesday





## Commitment Weekend Checklist



- ☐ Pledge Cards in the Pews
- ☐ Prayer Cards in the Pews
- ☐ Posters Hung around the Parish
- ☐ Lay Speaker Requested
- ☐ Best Practices Reviewed (page 8)
- ☐ Announcement in Bulletin
- ☐ Social Media Post Scheduled



## Pledge Collection & Acknowledgements

**Do not open envelopes collected at the parish.**

Place all donations and in-pew envelopes in a large envelope/package. Packages can be mailed (via certified mail) or delivered to the front desk of the Diocese of Wheeling-Charleston.

Mail to:  
Catholic Sharing Appeal  
P.O. Box 230  
Wheeling, WV 26003

or Deliver to:  
Diocese of Wheeling-Charleston  
1311 Byron St.  
Wheeling, WV 26003

All donors will receive an acknowledgement letter from Bishop Brennan. We highly encourage you to thank your donors at the parish level as well. A sample acknowledgement letter is on the following page. For an updated list of donors from your parish, contact Heidi Sforza or Cayla Morando in the Stewardship and Development Office.

Parish progress bars will be updated weekly on the CSA website. Feel free to call at any time for an update.

## **Process for Checks Made Payable to the Parish for the CSA:**

- Deposit the checks made payable to your parish, as well as any cash collected.
- Record this amount on your parish finance reports under 21040 Other Diocesan Collections. Deposits entered under this number (21040) are not considered taxable income. For even better records on the deposit of funds, for the 21040 Other Diocesan Collections, you can set up a sub account called “Catholic Sharing Appeal.” If you are not familiar with how to do this, please feel free to contact Justin Pastorius ([jpastorius@dwc.org](mailto:jpastorius@dwc.org)) in the finance office and he can assist you with this.
- Write a check (payable to the Catholic Sharing Appeal) for the total amount. Send that check, along with a detailed list of the donors’ name, address and gift amount to our office – Catholic Sharing Appeal, PO Box 230, Wheeling WV 26003.
- Record this “expense” on your parish finance reports under 30131 Diocesan Collections

## **Process for sending a check from the parish:**

If you are sending money to the CSA on a parish check, please be sure to include documentation with each check such as whether it was from a specific fundraiser for the CSA, a special collection, cash donations, etc. With the check please include a summary of the donor’s name, address, and gift amounts. Or, if it is from a fundraiser or special event earmarked for the CSA, please just document that.

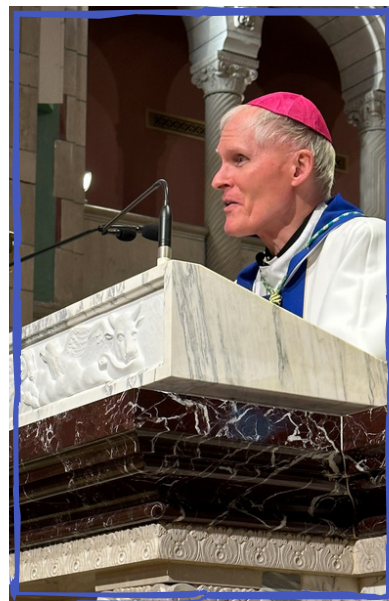




## Best Practices

**TALK ABOUT THE APPEAL!** The more you talk about the appeal with your parishioners, the better response you will receive.

- **GET INVOLVED!**
- Make sure parishioners know how the parish plans to use their share of the CSA.
- Become familiar with the Diocesan case for support.
- As the pastor, it is important that you make the first gift.
- Make an announcement at each Mass giving updates on the amount raised, percent of goal, number of donors, etc.
- Use the bulletin announcements provided.
- Dedicate a space in the parish bulletins, emails and newsletters for updates and announcements on CSA related news each week. Parishioners will become accustomed to looking for updates.
- Post pictures from previous projects funded through your CSA parish share and CSA grant funding on your social media pages.
- Post a weekly update on your social media sites. Share the link to your progress bar, donation link, and prayer intentions.
- Say the appeal prayer at each Mass.
- Place a QR code in your parish bulletin.
- Record your lay speaker presentation and share it on social media.
- **Know who your donors are and thank them!** (Request a donor report from the Stewardship & Development Office.)



## Additional Resources

### Sample Pastor's Letter

(Placed on Parish Letter head)

Dear Friend in Christ,



***“I always thank my God as I remember you in my prayers.”***

***Philemon 1:4***

You are one of God’s greatest blessings and I am grateful every day for the time, talent, and treasure you have given to **[INSERT PARISH]**. It is because of people like you that our parish community continues to thrive and spread the Good News.

I am writing today to invite you to join me in supporting this year’s Catholic Sharing Appeal. This is something I believe in strongly and support each year with my own sacrificial gift. The CSA is something we all hear about year after year that helps us share His love in remarkable ways with both our parish community as well as our entire diocesan family.

In previous years the CSA has helped our parish **[INSERT SPECIFIC PREVIOUS PROJECTS SUPPORTED]**. This year we will use our parish CSA funding for **[INSERT SPECIFIC PARISH NEEDS]**. In addition to supporting our parish, your generosity helps deliver shared ministries throughout West Virginia, supports students in all 24 of our Catholic Schools, and expands outreach efforts to every corner of our state.

When you give to the Catholic Sharing Appeal, you directly impact the lives of thousands of West Virginians near and far. It’s truly my hope that we surpass our CSA goal of \$**[CSA PARISH GOAL]** this year, which requires support from each and every one of us. Your gift will help our parish provide for our future so that we can continue to come together as a community rooted in faith, centered around the Eucharist.

Again, thank you for all you do for our parish. I could not be prouder to be your pastor. May God continue to bless you and your loved ones and know that I am praying for you always.

Sincerely yours in Christ,

**[Pastor Signature]**

**[TITLE]**

## Sample Lay Speaker Presentation

Good morning and thank you **[PASTOR NAME]** for the invitation to speak on behalf of the Catholic Sharing Appeal. My name is **[NAME]** and I/we (family) have been a member of **[PARISH NAME]** for **[# OF YEARS]**. We have celebrated many sacraments since becoming parishioners, including our wedding, baptism of both of our children, and our oldest's first reconciliation and confirmation. We also volunteer for parish ministries, including many that are supported by the CSA. We are so blessed to be a member of this community, and hope you feel the same way!

If you didn't already know, the Catholic Sharing Appeal, also known as the CSA, was created in 2007 to help deliver shared ministries of our local Church throughout West Virginia, including those that help enliven our parishes, such as ours; support students in all 24 of our Catholic Schools; and the expansion of our outreach efforts to every corner of our state. The CSA helps support all of these ministries, and more!

In order to share the Good News and ensure essential funding is there when our parishes and ministries need it, we need everyone's help! So... How does this affect me? How can I help share the Good News? The answer is simple – by supporting the annual Catholic Sharing Appeal! You can do so in many ways, including donating securely online, by returning the pledge card you received in the mail from Bishop, or during Commitment Weekend.

When you do, you help our parish reach our goal. The first 50% is used to support shared Diocesan ministries to strengthen families, enrich parish life, support Catholic Schools, and expand charitable outreach for our neighbors in need. Everything raised above 50% comes back to our parish to support our own needs and ministries. How great is that?! This year our parish will use this funding for **[INSERT PARISH CASE]**. Thanks to everyone who has made this work possible through their financial support of CSA!



And while our parish and so many ministries of our diocese rely on your financial support of the CSA, we also need your prayers, your time, and your talents to continue to carry out the good work of the Church. All make a difference in the life of our local Church and diocese.

I hope after hearing all of the wonderful things the CSA does for our parish, and our entire diocese, that you will join our family in supporting this year's *Catholic Sharing Appeal* today.

Thank you for your time today. I would like to close with the CSA prayer which you can find on the prayer cards in your pew.

Let us Pray,  
Use me God,  
Show me how to Give generously,  
Pray purposefully, and Serve joyfully  
for a purpose greater than myself.  
Amen.





## **Commitment Weekend Announcement**

Since 2007, the Catholic Sharing Appeal (CSA) has helped deliver essential shared ministries throughout West Virginia. Thanks to the generosity of those who have supported the CSA over the years, we've been able to ensure the support needed to enliven our parishes, support our Catholic schools, and expand outreach efforts is there when we need it most.

Next weekend is Commitment Weekend – a time where we, as a Catholic community, can come together and support our shared ministries through the CSA. I hope you will prayerfully consider joining me this year with a sacrificial gift. You can do so securely online, by mailing in the pledge card you received from Bishop Brennan or by dropping the same pledge card in the collection basket next weekend.

Together, we will provide neighbors in need the light and love of Christ each and every day through our shared ministries.

## **Intercession**

May each of us answer God's call to meet the needs of our neighbors and share His love and light through the ministries supported through the Catholic Sharing Appeal.





## **Commitment Weekend Follow-Up Announcement**

First, let me say thank you to all who have already supported this year's Catholic Sharing Appeal! We are well on our way to meeting our parish goal of \$[PARISH GOAL AMOUNT] this year. As of today, we've hit [#]% of our goal with [#] of our parishioners already making a commitment to this year's CSA. Incredible!

While we've made great strides, we still need your support. I encourage all who are able, to consider joining me in supporting this year's CSA. It's not too late! You can visit [dwc.org/CSA](http://dwc.org/CSA) to make your sacrificial gift today. When you do your generosity will help enliven parishes, such as ours; support students in all 24 of our Catholic Schools; expand outreach efforts to every corner of our state; and so much more!

Thank you again to all who have already joined me in supporting this year's appeal. I invite you now to pray the CSA prayer with me... Let us pray...

Use me God,  
Show me how to Give generously,  
Pray purposefully, and Serve joyfully  
for a purpose greater than myself.  
Amen.

## **Intercession**

For our parish community, that we may all prayerfully consider making an intentional gift of time, talent, and treasure to the Catholic Sharing Appeal in thanksgiving for the blessings God has provided us.





## Sample Acknowledgement Letter

(From the Pastor)

Dear [SALUTATION],

It is with sincere gratitude that I thank you for your [GIFT TYPE] of \$[GIFT AMOUNT] to the 2024 *Catholic Sharing Appeal* (CSA)! Your generosity extends the gift of our Catholic faith to others and provides the light and love of Christ to those in need throughout our community. Your participation also ensures our shared ministries have the resources needed to enliven parishes, such as ours; support students in all 24 of our Catholic Schools; expand outreach efforts to every corner of our state; and so much more!

Again, thank you for helping meet the needs of others today through your support of the CSA. I am so grateful for you! Please continue to pray for those served by the ministries of our diocese and for parishioners, just like you, who graciously share of their blessings. As always, I will continue to offer up my prayers for you and your family.

Sincerely yours in Christ,

[PASTOR NAME]

[TITLE]

[PARISH NAME]



## 2024 CSA Goals

| ID # | Parish Name                                      | City             | 2024 Goal |
|------|--|------------------|-----------|
| 1426 | All Saints Parish                                | Bridgeport       | \$43,940  |
| 1822 | Annunciation of Our Lord Parish                  | Fort Ashby       | \$10,090  |
| 1141 | Ascension Parish                                 | Hurricane        | \$23,805  |
| 1806 | Assumption Parish                                | Keyser           | \$17,615  |
| 1111 | Basilica of the Co-Cathedral of the Sacred Heart | Charleston       | \$65,180  |
| 1116 | Blessed Sacrament Parish                         | South Charleston | \$42,440  |
| 1026 | Cathedral of St. Joseph                          | Wheeling         | \$15,125  |
| 2111 | Christ Our Hope Mission                          | Harrisville      | \$1,670   |
| 1131 | Christ the King Parish                           | Dunbar/Nitro     | \$6,670   |
| 1011 | Corpus Christi Parish                            | Wheeling         | \$25,620  |
| 1816 | Epiphany of the Lord Parish                      | Moorefield       | \$5,395   |
| 2321 | Good Shepherd Mission                            | Glenville        | \$1,770   |
| 1241 | Holy Family Parish                               | Richwood         | \$3,180   |
| 2141 | Holy Redeemer Parish                             | Spencer          | \$5,060   |
| 2131 | Holy Rosary Mission                              | Sistersville     | \$5,120   |
| 2306 | Holy Rosary Parish                               | Buckhannon       | \$12,900  |
| 1661 | Holy Spirit Parish                               | Monongah         | \$10,815  |
| 1151 | Holy Trinity Parish                              | Nitro            | \$7,715   |
| 1416 | Immaculate Conception Parish                     | Clarksburg       | \$73,715  |
| 1606 | Immaculate Conception Parish                     | Fairmont         | \$21,555  |
| 2236 | Immaculate Conception Parish                     | New Cumberland   | \$8,020   |
| 1146 | Immaculate Conception Parish/St. Anthony Shrine  | Montgomery       | \$3,965   |
| 2136 | Mater Dolorosa Parish                            | Paden City       | \$5,770   |
| 1701 | Our Lady of Fatima Parish                        | Huntington       | \$35,975  |
| 1826 | Our Lady of Grace Parish                         | Romney           | \$8,400   |
| 1523 | Our Lady of Mercy Mission                        | Parsons          | \$5,450   |
| 1036 | Our Lady of Peace Parish                         | Wheeling         | \$23,930  |
| 1451 | Our Lady of Perpetual Help Parish                | Stonewood        | \$33,570  |
| 1032 | Our Lady of Seven Dolours Mission                | Triadelphia      | \$0       |
| 1136 | Our Lady of the Hills Parish                     | Elkview          | \$5,800   |
| 1126 | Risen Lord Mission                               | Maysell/Clay     | \$1,515   |
| 1731 | Sacred Heart Mission                             | Point Pleasant   | \$3,330   |
| 1311 | Sacred Heart Mission                             | Powhatan         | \$2,430   |
| 1221 | Sacred Heart Mission                             | Rainelle         | \$2,350   |
| 1436 | Sacred Heart Mission                             | Salem            | \$2,530   |
| 2201 | Sacred Heart of Mary Parish                      | Weirton          | \$14,915  |
| 1301 | Sacred Heart Parish                              | Bluefield        | \$24,620  |
| 2226 | Sacred Heart Parish                              | Chester          | \$14,655  |
| 1721 | Sacred Heart Parish                              | Huntington       | \$10,485  |
| 1316 | Sacred Heart Parish                              | Princeton        | \$18,020  |
| 1931 | Sacred Heart Parish                              | Williamson       | \$6,550   |
| 1216 | SS. Peter and Paul Parish                        | Oak Hill         | \$16,335  |
| 1101 | St. Agnes Parish                                 | Charleston       | \$15,150  |
| 2021 | St. Agnes Parish                                 | Shepherdstown    | \$48,485  |

| ID # | Parish Name                      | City                   | 2024 Goal |
|------|----------------------------------|------------------------|-----------|
| 1001 | St. Alphonsus Parish             | Wheeling               | \$10,075  |
| 1446 | St. Ann Parish                   | Shinnston              | \$13,550  |
| 1526 | St. Anne Parish                  | Webster Springs        | \$2,225   |
| 1106 | St. Anthony Parish               | Charleston             | \$9,915   |
| 1601 | St. Anthony Parish               | Fairmont               | \$17,150  |
| 2231 | St. Anthony Parish               | Follansbee             | \$21,920  |
| 1821 | St. Anthony Parish               | Ridgely                | \$4,060   |
| 1147 | St. Anthony's Shrine Mission     | Boomer                 | \$5,240   |
| 1421 | St. Augustine Parish             | Grafton                | \$7,400   |
| 1902 | St. Barbara Mission              | Chapmanville           | \$1,275   |
| 2002 | St. Bernadette Mission           | Hedgesville            | \$20,995  |
| 2311 | St. Boniface Parish              | Camden                 | \$5,280   |
| 1506 | St. Brendan Parish               | Elkins                 | \$17,875  |
| 1226 | St. Catherine of Sienna Parish   | WSS/Ronceverte         | \$6,655   |
| 1236 | St. Charles Borromeo Parish      | White Sulphur Springs  | \$8,710   |
| 1640 | St. Edward the Confessor Mission | Terra Alta             | \$2,820   |
| 1801 | St. Elizabeth Ann Seton Parish   | Franklin               | \$2,490   |
| 2143 | St. Elizabeth of Hungary Mission | Elizabeth              | \$2,440   |
| 1431 | St. Elizabeth Parish             | Philippi               | \$4,090   |
| 1201 | St. Francis de Sales Parish      | Beckley                | \$41,170  |
| 1651 | St. Francis de Sales Parish      | Morgantown             | \$77,160  |
| 1916 | St. Francis of Assisi Parish     | Logan                  | \$6,320   |
| 1156 | St. Francis of Assisi Parish     | St. Albans             | \$21,140  |
| 1076 | St. Francis Xavier Parish        | Moundsville            | \$20,340  |
| 2101 | St. Francis Xavier Parish        | Parkersburg            | \$25,625  |
| 2011 | St. James Parish                 | Charles Town           | \$73,600  |
| 1071 | St. James Parish                 | <del>McMechen</del>    | \$4,170   |
| 1401 | St. James the Apostle Parish     | Clarksburg             | \$11,250  |
| 1516 | St. John Neumann Parish          | Marlinton              | \$3,750   |
| 1056 | St. John Parish                  | <del>Benwood</del>     | \$4,830   |
| 2126 | St. John Parish                  | <del>Saint Marys</del> | \$7,270   |
| 1231 | St. John the Evangelist Parish   | Summersville           | \$15,000  |
| 2216 | St. John the Evangelist Parish   | Wellsburg              | \$15,970  |
| 1656 | St. John University Parish       | Morgantown             | \$39,970  |
| 1081 | St. Joseph Mission               | Proctor                | \$4,960   |
| 1711 | St. Joseph Parish                | Huntington             | \$64,855  |
| 2001 | St. Joseph Parish                | Martinsburg            | \$53,790  |
| 2206 | St. Joseph the Worker Parish     | Weirton                | \$47,060  |
| 1066 | St. Jude Parish                  | Glen Dale              | \$9,275   |
| 2016 | St. Leo Parish                   | Inwood                 | \$26,500  |
| 1676 | St. Luke the Evangelist Parish   | Morgantown/Cheat Lake  | \$24,580  |
| 2106 | St. Margaret Mary Parish         | Parkersburg            | \$46,350  |
| 1517 | St. Mark the Evangelist Mission  | Bartow                 | \$1,530   |



| ID # | Parish Name                     | City                  | 2024 Goal |
|------|---------------------------------|-----------------------|-----------|
| 1811 | St. Mary Parish                 | Petersburg            | \$4,655   |
| 1666 | St. Mary Parish                 | Star City             | \$44,470  |
| 1901 | St. Mary Queen of Heaven Parish | Madison               | \$2,250   |
| 2121 | St. Matthew Parish              | Ravenswood            | \$10,720  |
| 2146 | St. Michael Parish              | Vienna                | \$28,520  |
| 1041 | St. Michael Parish              | Wheeling              | \$63,480  |
| 2151 | St. Monica Mission              | Lubeck                | \$2,725   |
| 1138 | St. Patrick Mission             | Nitro/Bancroft        | \$3,315   |
| 1501 | St. Patrick Parish              | Coaltton              | \$4,630   |
| 1206 | St. Patrick Parish              | Hinton                | \$5,790   |
| 1646 | St. Patrick Parish              | Mannington            | \$7,560   |
| 2301 | St. Patrick Parish              | Weston                | \$22,465  |
| 2211 | St. Paul Parish                 | Weirton               | \$27,670  |
| 1716 | St. Peter Claver Parish         | Huntington            | \$5,520   |
| 1626 | St. Peter Parish                | Mannington/Farmington | \$6,195   |
| 1331 | St. Peter Parish                | Welch                 | \$1,940   |
| 1611 | St. Peter the Fisherman Parish  | Fairmont              | \$24,320  |
| 1636 | St. Sebastian Parish            | Kingwood              | \$10,150  |
| 1726 | St. Stephen Parish              | Ona                   | \$7,710   |
| 1521 | St. Thomas Aquinas Parish       | Thomas                | \$14,375  |
| 2316 | St. Thomas Parish               | Gassaway              | \$4,920   |
| 2006 | St. Vincent De Paul Parish      | Berkeley Springs      | \$11,335  |
| 2116 | St. Vincent De Paul Parish      | New Martinsville      | \$18,530  |
| 1031 | St. Vincent de Paul Parish      | Wheeling              | \$39,040  |
| 1641 | St. Zita Mission                | Kingwood              | \$5,480   |



# Contact Information

## Office of Stewardship & Development

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### Mailing Address:

Catholic Sharing Appeal

P.O. Box 230

Wheeling, WV 26003



### Website:

[dwc.org/CSA](http://dwc.org/CSA)

