



2025 CATHOLIC SHARING APPEAL

Success Manual

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

We want to begin by expressing our heartfelt gratitude for all that you do for your parish communities. Your dedication, service, and leadership are at the heart of our mission, and it is truly inspiring to witness the ways you bring Christ's love to life in your parishes.

The Catholic Sharing Appeal (CSA) began in 2007 as a vital initiative to strengthen and sustain our parishes and missions, Catholic schools, evangelization and outreach efforts. Thanks to your tireless commitment and the generosity of your parishioners, these ministries continue to thrive and grow, serving as a beacon of hope and faith throughout our diocese.

This success manual has been thoughtfully prepared to support you in your important role. It serves as a comprehensive guide to help you navigate the CSA process with confidence and ease. Inside, you'll find timelines, sample materials, and practical tools to assist you throughout the year. Our goal is to equip you with the resources you need to succeed and to make the process as seamless as possible for you and your parish community.

Please know that we are here to support you every step of the way. Whether you need additional materials, personalized resources, or just have a question, don't hesitate to reach out. We are always happy to assist in any way we can.

It is a privilege to work alongside you in this meaningful endeavor, and we look forward to collaborating with you in the year ahead. Together, we can continue to build a stronger, more vibrant Church, reaching more people with Christ's message of love and hope.

Thank you again for your unwavering dedication and service. May God bless you and your ministry abundantly.

God Bless,

Krissie Benson

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Let us Pray

Use me, God, as part of Your enduring legacy. As the Diocese honors 175 years of faith, community, and mission, show me how to give generously, pray purposefully, and serve joyfully. Let my actions be a reflection of gratitude for the generations before me and a beacon of hope for those to come. May I serve Your greater purpose with a heart full of love and a spirit inspired by this milestone celebration.

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.

The overall goal for the 2025 CSA is \$2 million. Each parish is assigned an individual appeal goal. To calculate a parish's CSA goal, we look at the parish's percentage of the overall diocesan offertory averaged over the past three years, (2021-2023). This percentage is then applied to the \$2 million CSA goal. For example, if your parish contributed 2% of the diocesan offertory then your parish's CSA goal would be 2% of \$2 million, or \$40,000. This method ensures that each parish's goal is proportionate to its demonstrated offertory contributions over time, creating a fair and consistent approach across the diocese.

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 Cathedraticum 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.

2025 APPEAL FUNDING WILL BE ALLOCATED THE FOLLOWING WAY:

Parishes and Missions - (Up to \$1,229,000 +)

- Parish Share
- Parish Grants
- Offertory Enhancement



Shared Ministries - (Up to \$405,000)

- Formation & Ministry
- Youth & Family Ministry
- Food Pantry Grants
- Holy Family Childcare Center
- CCWVa



Catholic Education - (Up to \$246,000)

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



CSA Costs - (Up to \$120,000)

CSA GRANT FUNDING

CSA grant funding is available for Parishes/Missions, Catholic Schools, and food pantries that are a direct mission of a parish within the DWC. **Parishes must be at 50% of the parish goal by December 31st in order to be awarded.** Applications must be submitted by October 31, 2025. Grant applications will be available on the CSA website, under the GRANTS tab. There you can also find a list of the previous year's recipients.

\$111,500 awarded to 19 parishes & missions in 2024

\$75,155 awarded to 21 Catholic Schools in 2024

\$70,525 awarded to 11 food pantries in 2024

*as of 1/14/2025

Due to the large amount of requests in 2024 we have increased the amount allocated to grants in 2025 to offer as much support to our parishes, schools and food pantries as possible.

Catholic Sharing Appeal Components

Packet from Diocese to Parishes

- Success Manual, In-Pew Pledge/Prayer Cards, Posters

Mailing #1

- Letter From Bishop Brennan, pledge card, return envelope

Mailing #2

- Letter from pastor, pledge card, return envelope

Lay Speaker/Commitment Weekend

- Lay Speaker will talk at Mass and pledge cards will be collected

Mailing #3

- SYBUNT (to those who gave **Some Year But Unfortunately Not This Year**)

Mass of Gratitude

- Invitations will be mailed to all 2025 CSA donors

Giving Tuesday

- National day of giving celebrated the Tuesday after Thanksgiving

Year End Giving Correspondence

- Letter to all households recapping the parish year - sent by parish

Each mailing will be followed up with a corresponding email. Pledge reminders, ministry spotlights, and social media posts will be scheduled for the first week of every month.



TIMELINE OF EVENTS

January

- 25 Tax Receipt Mailing

February

- 4 CSA Parish/Pastor Training
- 7 **CSA PASTOR'S LETTER DUE**
- 28 **CSA Mailing #1 - Letter from Bishop**

March

- 7 Email follow-up
- 20 **Mailing #2 - Letter from Pastor**
- 28 Email follow-up
- 29 Lay Speaker/Commitment Weekend

June

- 2 **Mailing #3 - SYBUNT**
- 10 Email follow-up

October

- 15 Mass of Gratitude Invitations Mailed
- 20 Mass of Gratitude Email
- 31 Parishioner Updates Sent to DWC (new, inactive, deceased, etc.)

November

- 10 **End of Year Mailing from Parish**
- 24 Mass of Gratitude
- 25 Giving Tuesday Email

December

- 1 Giving Tuesday Email
- 2 Giving Tuesday
- 15 Email - Year End Giving
- 31 **ALL GIFTS MAILED TO DWC**

Commitment Weekend Checklist



- Pledge Cards in the Pews
- Posters Hung around the Parish
- Lay Speaker Requested
- Best Practices Reviewed
- 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 included in the manual. 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) 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.
- Place pledge cards in the pews or in places readily available during or after the Mass. Be sure to include pens or pencils nearby.
- 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 Parish Family,

Greetings in Christ! As we continue to journey together in faith, I want to take a moment to express my deep gratitude for each and every one of you. Your presence, prayers, and support make our parish a vibrant and welcoming home where we can worship, grow, and serve together as one body in Christ.

Today, I am writing to invite you to join me in supporting the *Catholic Sharing Appeal* (CSA)—a vital initiative that unites us with parishes across our diocese in fulfilling the mission of the Church. Through the CSA, we are able to fund essential ministries such as faith formation, Catholic education, and outreach to those in need throughout our state. These efforts bring Christ's light to so many lives, and they wouldn't be possible without the generous hearts of parishioners like you.

Not only does the CSA strengthen our 175 year old diocese, but it also directly benefits our own parish. Our parish has a goal of **[\$XXXX]** and everything we raise over 50% of the goal comes back to our parish, providing resources **for our local ministries and helping us address our unique needs here at [Parish Name]**. In this way, your gift has a dual impact: it helps our parish grow and flourish while contributing to the broader mission of the Church.

I know that every family's circumstances are different, and every gift—great or small—is a beautiful act of faith and generosity. It is through the combined sacrifices of many that we are able to accomplish so much. Please know how truly grateful I am for any support you can offer.

Together, we are the Church. It is because of you that we can continue to spread the Gospel, educate the next generation in faith, and care for those most in need. Thank you for being such a cherished part of this parish and for considering a gift to the CSA. Let us entrust this effort to the Lord, asking Him to bless the work of our hands and to guide us in building His Kingdom.

With gratitude and prayers,

Pastor Signature

Pastor Name

Sample Lay Speaker Presentation

Good morning/afternoon, everyone,

My name is [Your Name], and I'm a proud member of this parish and part of a younger generation inspired by the legacy of faith and community that has been built here. Today, I want to share why I believe supporting the Catholic Sharing Appeal is not only an opportunity but also a privilege for all of us.

This year, as we celebrate the 175th anniversary of our Diocese, we are reminded of the enduring mission that has been carried forward by generations of faithful Catholics. The CSA supports the shared ministries of the Diocese, Catholic education, and outreach efforts that extend a helping hand to those most in need. It's a powerful way for us to come together as a diocesan family to make a real difference.

What makes this appeal even more special is that everything raised beyond 50% of our parish goal comes directly back to our parish. That means your generosity not only supports essential ministries across the Diocese but also helps strengthen our own parish community.

Imagine what we can achieve together—whether it's improving our programs, addressing parish needs, or creating opportunities for spiritual growth. By participating in the CSA, we continue the legacy of faith that others built before us while laying the foundation for those who will follow.

As we consider our gifts today, I invite you to reflect on the CSA appeal prayer:

Use me, God, as part of Your enduring legacy. As the Diocese honors 175 years of faith, community, and mission, show me how to give generously, pray purposefully, and serve joyfully. Let my actions be a reflection of gratitude for the generations before me and a beacon of hope for those to come. May I serve Your greater purpose with a heart full of love and a spirit inspired by this milestone celebration.

I encourage each of you to join me in this effort. Whether it's a financial gift, prayers, or spreading the word, your contribution matters. Let's make this 175th anniversary year a moment where our parish and our Diocese shine brightly with faith, generosity, and love.

Thank you for your time and for considering how you can be a part of this special appeal. God bless you.

Commitment Weekend Announcement

Since its inception in 2007, the Catholic Sharing Appeal (CSA) has been a vital part of delivering essential shared ministries throughout West Virginia. Over the years, the generosity of those who have supported the CSA has enabled us to enliven our parishes, strengthen Catholic education, and expand outreach efforts to those in need.

This year, as we celebrate the 175th anniversary of our Diocese, we are reminded of the legacy of faith and mission that has shaped our Catholic community for generations. The CSA allows us to honor this milestone by ensuring that the work of the Church continues to flourish for future generations.

Next weekend is Commitment Weekend—a time for us to come together as a Catholic family to support the shared ministries that make such a difference in the lives of so many. I invite you to prayerfully consider joining me this year with a sacrificial gift. You can contribute 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, as we reflect on 175 years of faith and service, we can continue to share the light and love of Christ with our neighbors in need each and every day. Thank you for being a part of this enduring legacy.

Intercession

For the success of the Catholic Sharing Appeal, that through our generosity, prayer, and service, we may support the shared ministries of our Diocese, strengthen Catholic education, and extend Christ's love to those in need. May our contributions honor the 175-year legacy of faith in our Diocese and inspire hope for generations to come. We pray to the Lord.



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 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, as part of Your enduring legacy. As the Diocese honors 175 years of faith, community, and mission, show me how to give generously, pray purposefully, and serve joyfully. Let my actions be a reflection of gratitude for the generations before me and a beacon of hope for those to come. May I serve Your greater purpose with a heart full of love and a spirit inspired by this milestone celebration.

Intercession

For the success of the Catholic Sharing Appeal, that our generosity may honor 175 years of faith, support shared ministries, and bring Christ's love to those in need. We pray to the Lord.



Sample Acknowledgement Letter

(From the Pastor)

Dear [SALUTATION],

I hope this letter finds you well. I am writing to extend my heartfelt gratitude for your generous gift to the Catholic Sharing Appeal (CSA). Your kindness and support are a true blessing to both our parish and the greater diocesan community.

Your contribution not only strengthens our local parish but also plays a vital role in advancing the mission of the Church across our diocese. Through the Catholic Sharing Appeal, we are able to support essential ministries such as faith formation, Catholic education, outreach to those in need, and many other efforts that share Christ's love with people throughout our state.

Here at [PARISH NAME], your gift is helping us [*insert specific parish initiatives or needs, if known*], ensuring that we can continue to grow and flourish as a faith community. We are truly grateful for your dedication to our parish family and your commitment to the broader Church. Please know how much we value your support, and most importantly, the spirit of faith and generosity with which you give. Your gift makes a meaningful difference in the lives of so many, and I am deeply thankful for your partnership in our shared mission.

May God bless you abundantly for your generosity. Please know that you remain in my prayers, and I ask that you continue to pray for our parish and our diocese as we work together to build God's Kingdom.

With gratitude and prayers,

Pastor Signature

Pastor

2025 CSA Goals

ID #	Parish Name	City	2025 Goal
1426	All Saints Parish	Bridgeport	\$45,100
1822	Annunciation of Our Lord Parish	Fort Ashby	\$10,900
1141	Ascension Parish	Hurricane	\$24,000
1806	Assumption Parish	Keyser	\$18,400
1111	Basilica of the Co-Cathedral of the Sacred Heart	Charleston	\$72,000
1116	Blessed Sacrament Parish	South Charleston	\$42,500
1026	Cathedral of St. Joseph	Wheeling	\$16,400
2111	Christ Our Hope Mission	Harrisville	\$1,600
1131	Christ the King Parish	Dunbar/Nitro	\$7,600
1011	Corpus Christi Parish	Wheeling	\$25,800
1816	Epiphany of the Lord Parish	Moorefield	\$5,600
2321	Good Shepherd Mission	Glenville	\$1,400
1241	Holy Family Parish	Richwood	\$3,200
2141	Holy Redeemer Parish	Spencer	\$5,400
2131	Holy Rosary Mission	Sistersville	\$5,000
2306	Holy Rosary Parish	Buckhannon	\$13,100
1661	Holy Spirit Parish	Monongah	\$11,800
1151	Holy Trinity Parish	Nitro	\$8,200
1416	Immaculate Conception Parish	Clarksburg	\$79,400
1606	Immaculate Conception Parish	Fairmont	\$21,200
2236	Immaculate Conception Parish	New Cumberland	\$8,600
1146	Immaculate Conception Parish/St. Anthony Shrine	Montgomery	\$9,800
2136	Mater Dolorosa Parish	Paden City	\$6,200
1701	Our Lady of Fatima Parish	Huntington	\$35,600
1826	Our Lady of Grace Parish	Romney	\$9,100
1523	Our Lady of Mercy Mission	Parsons	\$5,300
1036	Our Lady of Peace Parish	Wheeling	\$26,500
1451	Our Lady of Perpetual Help Parish	Stonewood	\$33,800
1136	Our Lady of the Hills Parish	Elkview	\$5,600
1126	Risen Lord Mission	Maysell/Clay	\$1,600
1731	Sacred Heart Mission	Point Pleasant	\$3,500
1311	Sacred Heart Mission	Powhatan	\$2,500
1221	Sacred Heart Mission	Rainelle	\$2,500
1436	Sacred Heart Mission	Salem	\$2,700

2201	Sacred Heart of Mary Parish	Weirton	\$15,600
1301	Sacred Heart Parish	Bluefield	\$25,200
2226	Sacred Heart Parish	Chester	\$15,700
1721	Sacred Heart Parish	Huntington	\$10,400
1316	Sacred Heart Parish	Princeton	\$18,600
1931	Sacred Heart Parish	Williamson	\$6,500
1216	SS. Peter and Paul Parish	Oak Hill	\$17,200
1101	St. Agnes Parish	Charleston	\$16,900
2021	St. Agnes Parish	Shepherdstown	\$49,300
1001	St. Alphonsus Parish	Wheeling	\$11,200
1446	St. Ann Parish	Shinnston	\$14,400
1526	St. Anne Parish	Webster Springs	\$2,300
1106	St. Anthony Parish	Charleston	\$10,300
1601	St. Anthony Parish	Fairmont	\$19,100
2231	St. Anthony Parish	Follansbee	\$22,300
1821	St. Anthony Parish	Ridgely	\$4,400
1421	St. Augustine Parish	Grafton	\$7,400
1902	St. Barbara Mission	Chapmanville	\$1,100
2002	St. Bernadette Parish	Hedgesville	\$22,700
2311	St. Boniface Parish	Camden	\$5,400
1506	St. Brendan Parish	Elkins	\$17,800
1226	St. Catherine of Sienna Parish	WSS/Ronceverte	\$5,000
1236	St. Charles Borromeo Parish	White Sulphur Springs	\$8,700
1640	St. Edward the Confessor Mission	Terra Alta	\$3,200
1801	St. Elizabeth Ann Seton Parish	Franklin	\$2,700
2143	St. Elizabeth of Hungary Mission	Elizabeth	\$2,500
1431	St. Elizabeth Parish	Philippi	\$4,300
1201	St. Francis de Sales Parish	Beckley	\$45,000
1651	St. Francis de Sales Parish	Morgantown	\$82,200
1916	St. Francis of Assisi Parish	Logan	\$6,900
1156	St. Francis of Assisi Parish	St. Albans	\$21,500
1076	St. Francis Xavier Parish	Moundsville	\$21,000
2101	St. Francis Xavier Parish	Parkersburg	\$25,800
2011	St. James Parish	Charles Town	\$78,800
1071	St. James Parish	McMechen	\$4,600
1401	St. James the Apostle Parish	Clarksburg	\$11,700

1516	St. John Neumann Parish	Marlinton	\$3,800
1056	St. John Parish	Benwood	\$5,200
2126	St. John Parish	Saint Marys	\$7,400
1231	St. John the Evangelist Parish	Summersville	\$15,700
2216	St. John the Evangelist Parish	Wellsburg	\$18,200
1656	St. John University Parish	Morgantown	\$45,900
1081	St. Joseph Mission	Proctor	\$5,800
1711	St. Joseph Parish	Huntington	\$70,000
2001	St. Joseph Parish	Martinsburg	\$57,100
2206	St. Joseph the Worker Parish	Weirton	\$47,800
1066	St. Jude Parish	Glen Dale	\$8,900
2016	St. Leo Parish	Inwood	\$27,100
1676	St. Luke the Evangelist Parish	Morgantown/Cheat Lake	\$26,400
2106	St. Margaret Mary Parish	Parkersburg	\$45,600
1517	St. Mark the Evangelist Mission	Bartow	\$1,600
1811	St. Mary Parish	Petersburg	\$5,100
1666	St. Mary Parish	Star City	\$47,400
1901	St. Mary Queen of Heaven Parish	Madison	\$2,000
2121	St. Matthew Parish	Ravenswood	\$12,100
2146	St. Michael Parish	Vienna	\$29,200
1041	St. Michael Parish	Wheeling	\$69,000
2151	St. Monica Mission	Lubeck	\$2,800
1138	St. Patrick Mission	Nitro/Bancroft	\$3,800
1501	St. Patrick Parish	Coalton	\$4,700
1206	St. Patrick Parish	Hinton	\$6,100
1646	St. Patrick Parish	Mannington	\$7,100
2301	St. Patrick Parish	Weston	\$24,400
2211	St. Paul Parish	Weirton	\$29,000
1716	St. Peter Claver Parish	Huntington	\$6,700
1626	St. Peter Parish	Farmington	\$5,900
1331	St. Peter Parish	Welch	\$2,500
1611	St. Peter the Fisherman Parish	Fairmont	\$24,100
1636	St. Sebastian Parish	Kingwood	\$11,300
1726	St. Stephen Parish	Ona	\$8,100
1521	St. Thomas Aquinas Parish	Thomas	\$13,700
2316	St. Thomas Parish	Gassaway	\$5,300
2006	St. Vincent De Paul Parish	Berkeley Springs	\$13,200
2116	St. Vincent De Paul Parish	New Martinsville	\$21,600
1031	St. Vincent de Paul Parish	Wheeling	\$42,800
1641	St. Zita Mission	Kingwood	\$6,000
			\$2,000,000

Contact Information

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