



<Date>

Dear <First Name>,

Thank you for volunteering your time to help <Parish Name> conduct our 2021 Bishop's Annual Stewardship Appeal. You are scheduled to assist at the following Mass(es) on Commitment Weekend:

**Date:**

**Mass Time:**

**Please arrive by:**

To briefly recap key points of our training, supplies needed should be picked up from <location in church>. Wait <location> until the signal is given to go to your assigned position. While parishioners are filling out the envelopes, look around to make sure one member of each family has an envelope available to them. *If you are asked, envelopes should be completed even if they have already made a pledge or know they are unable to pledge. This ensures the Diocese follows-up with them properly or removes them from future mailings.* Baskets to collect pledges will be placed <location> for you to pick up. Once you place the completed envelopes in <location>, please return the baskets to <location>.

Please call <###-###-####> if you have any questions or concerns, and we look forward to seeing you on Commitment Weekend!

God Bless,

<Pastor or Chair>