



The Archdiocese of Santa Fe

# ACA TIP Sheet

To Inform Parishes



## What's Our Goal?

This is the most common question received by the ACA Office at this time of year. There are several ways that you can find this information:

- 1) Locate your goal on the first page of your Parish Master Report, PDF version, of the Diocesan Development Manager module in ParishSOFT.
- 2) On the ACA Website: [www.acaarchdiosf.org](http://www.acaarchdiosf.org) > Parish Resource (password = ACAhelp); scroll down to 2019-2020 Parish Goal Comparison to open the spreadsheet.
- 3) Your Pastor should have received the Goal Notification letter for 2020 from his Dean in October of 2019.
- 4) Call our office and we can look it up for you. (505) 831-8239

KEEP THIS POSTED IN YOUR OWN CHURCH BULLETIN along with each week's progress throughout the year.

**Jan 2020**

**2020 ACA Campaign**

***"His Mercy Endures Forever...  
Proclaim the Gospel"***

**Donate to ACA online using a credit card, debit card, or electronic check at**



[www.acaarchdiosf.org](http://www.acaarchdiosf.org)

***The ACA Mission:***

*We are committed to help Catholics share their financial gifts with others so that the message and ministry of Jesus Christ can be spread throughout the entire Archdiocese of Santa Fe.*

**2020 ACA Goal**

As of Jan 31, 2020



**I Missed Kickoff and Have Questions! What Do I Do Now?**

## Pledges and Payments and Parish Master Reports, Oh My!

This time of the year you may be inundated with new pledges (pledges with no payment, pledges with partial payment, pledges with full payment) and payments on existing pledges. It can be very confusing, but we are here to help!

**Turn the page to learn more...**



**PLEASE open all ACA mail received at the parish and... DO NOT SEND CASH TO THE ACA OFFICE! Replace with Parish Check**

**did you know?**

**Your ACA contributions help**

**Office of Social Justice and Respect Life**

Check out our Annual Catholic Appeal Recipient Spotlight, which highlights ministries and organizations supported by ACA donations. **Turn the page to learn more!**

**Your ACA Archdiocesan Team:**

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## Parish Resources to Help You With Your ACA 2020 Campaign

Have you visited the 'Parish Resources' section of the ACA website?  
The password is **ACAhelp**.



This page provides several useful tools such as...

**ACA 2020 Campaign Materials:** Downloadable theme image, ACA video in English and Spanish, leadership guide, and [videos from our webinar sessions](#) (coming soon)!

**ACA Processing with ParishSOFT Family Suite:** Everything you need to know about the Parish Master Report, Givers, and Non-Givers to process your pledges/payments with confidence!

**Donor Engagement:** Campaign follow-up suggestions, sample letters and emails, sample 'thank you' letters, how to find your LYBUNTS (families who gave last year but not yet this year), and more!

**ParishSOFT Family Suite Resources (general):** Staff permissions and access rights, cleaning up your parish database, updating family/member records, creating a 'contributor only' record, etc.

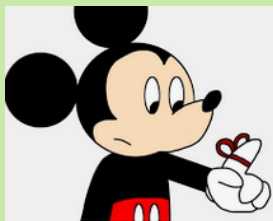
Office of  
Social Justice and  
Respect Life

### Annual Catholic Appeal Recipient Spotlight: Office of Social Justice and Respect Life

The goals of the Office of Social Justice and Respect Life are to help to make Catholics aware of the social teachings of the Church, to help facilitate action prompted by that awareness, to be a voice for the poor and the powerless, and to be a resource to parishes as they develop Social Justice outreach.

To learn more, visit our website at: [www.acaarchdiosf.org](http://www.acaarchdiosf.org)

Click on the 'Ministries and Programs We Support' icon on the right, then select 'Pastoral Ministries Division'. From there, select 'Social Justice and Respect Life'. From here you may also access their website directly using the link on the bottom of the page.



### Key Things to Remember as You Begin the 2020 Campaign Year

1. Please refer to the Parish Master Report when processing donations. It is updated frequently, so you will need to run a new report each time you begin processing.
2. Please be sure your 'Fund' year is set to '2020'. (continued on next page...)

ParishSOFT Family Suite

HELP - CONTACT - HOME - SIGN OUT

Home Family Directory Religious Ed. Offering Tuition Diocesan Development Administration

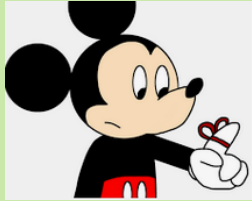
Parish Reports

Parish Reports

Select a Fund

ACA - 2020

This should say "2020"



## Key Things to Remember as You Begin the 2020 Campaign Year *(continued)*

3. When a member has passed away, please update the member's 'status' as 'Deceased' in the 'Member Details' tab...

Member Details (1) ▼ San Ysidro, Corrales

Add Import

Gender\*: Male ▼ Status\*: Deceased ▼

Title: ▼ Birth Date: ▼

...and update the 'Family Group' status as needed. If the deceased member is the only member on the record or if all members on the record are deceased, the 'Family Group' status should be 'Deceased'.

Family Information Notes

Church of Registration: ▼

Details Modified On: Tuesday, March 21, 2017 1:53 PM

Family Group: Deceased ▼

Registration Status: ☐

Registration Date: 10/11/2010 ▼

Unregistered Date: 12/31/2014

Add Delete

**Note:** Please do not use *Other*, *Inactive*, or *Unknown* for Family and Member status.

4. Please complete the 'Pledge Amount' on all pledge forms. If the pledge amount has not been indicated by the donor, please use the 'Contribution' amount as the pledge amount.

Please Print *Por favor use letra de molde*

Name *Nombre* Joe and Betty Ortiz  
First Name *Nombre* Last Name *Apellido*

Address *Dirección* 4000 St. Joseph's Pl NW  
City *Ciudad* Albuquerque State *Estado* NM Zip *Código Postal* 87120

E-Mail *Correo electrónico* Ortiz1234@abc.com

Telephone *Teléfono* 505 555-1234

Parish *Parroquia* St. Joseph on the Rio Grande

Donor's Signature *Firma del donante* Joe Ortiz Date *Fecha* Feb. 18, 2019

Please prayerfully consider your pledge/gift to the ACA.  
Por favor considere en oración su promesa/regalo a la ACA.

Total ACA Pledge for 2019 (year)  
Ofrenda Total de ACA para 2019 (año)

Today's Contribution  
Contribución de Hoy

PLEASE DO NOT WRITE IN THIS SPACE  
NO ESCRIBIR DENTRO DE ESTE ESPACIO

Balance to be paid by 12/31  
Balance a ser contribuido para 12/31

I would like reminders: ☐ Monthly ☐ Quarterly ☐ Semi-Annually ☐ None  
Entonces recordatorios: (12/31 pledges) (3/27-5/27 pledges) (6/4-7/27 pledges)

Payment Options: ☐ Check/Money Order ☐ Online ☐ Stock/Mutual Fund

Check: Please make check payable to Annual Catholic Appeal  
Online: Visit [www.annualcatholic.org](http://www.annualcatholic.org) to pay online by credit/debit card or e-check  
Stock/Mutual Fund: Visit [www.annualcatholic.org](http://www.annualcatholic.org) for additional information

FOR OFFICE USE ONLY - SOLO PARA USO DE OFICINA  
Please use Family DUID number  
Por favor use el número de DUID de la familia

234856

For questions, please contact us at (505) 831-8239/8138 or email [aca@archdiosf.org](mailto:aca@archdiosf.org)

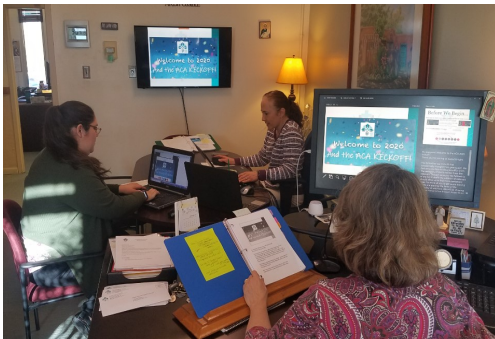
# The 2020 Kickoff Season

As most of you know, we had some different offerings for our Kickoff formats for this year. We hosted one face-to-face session in a central location—Santa Fe. We then, designed and hosted 4 live webinars. This allowed us to dive deeper into the Fundamentals of running a parish ACA campaign and an Advanced session to dive deeper into more strategic processes. We are grateful for all of your participation!

This was the first time any of the ACA staff had ever HOSTED a webinar and we had many technical learning curves to get through. See the craziness in the photos below! Thank you so much for your patience.

If you attended a live webinar, we recently sent out a survey along with the edited links of the recorded sessions to use as a refresh or to share with other staff members. ***If you received the survey***, and have not yet completed it - please consider doing so before the end of the month so that we may compile your answers to use in designing our 2021 Kickoffs.

The edited, recorded webinar videos will be available to all in the Parish Resource section of our website in the coming weeks. Please keep checking for them to be uploaded there for your convenience.

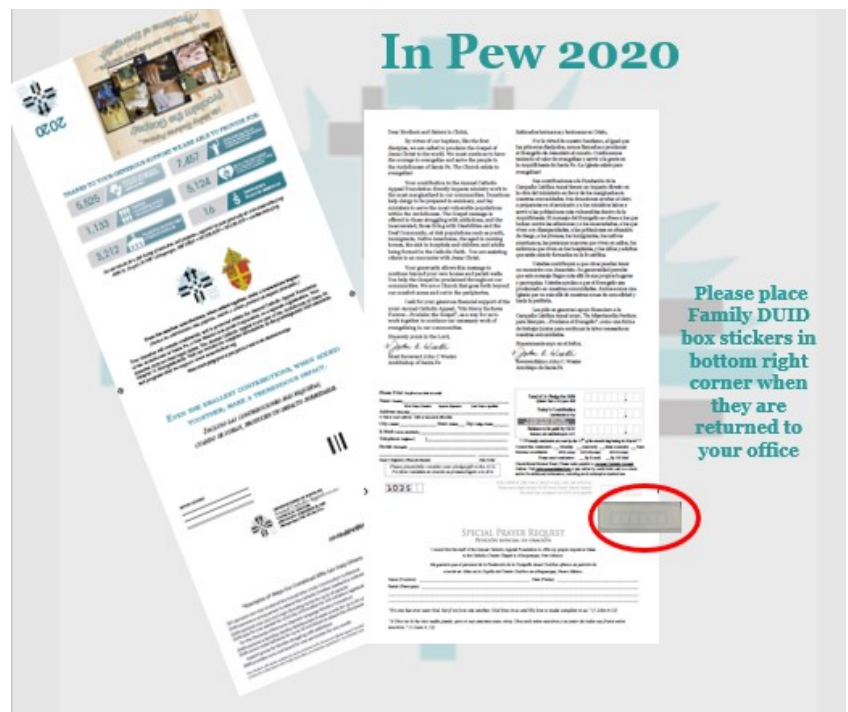


The 2020 In-Pew one-piece design is ready for you to put out in your pews, tables, or brochure holders to be accessible to your parishioners.

## A COUPLE OF REMINDERS:

- Please open every envelope to ensure cash does not need to be replaced with a parish check.
- Please remember to place the Family DUID sticker in the bottom right corner when you are processing at the parish and filling in the family DUID (if they are still non givers, of course!) before forwarding to our office.

If you should receive prayer requests, please forward those to our office as well.





# ACA 2020

*“His Mercy Endures Forever...Proclaim the Gospel!”*

## Annual Catholic Appeal

### Statistics

January 31, 2020

	1/31/2020	1/31/2019	1/31/2018
ARCHDIOCESAN GOAL	\$ 3,000,000.00	\$ 3,000,000.00	\$ 3,000,000.00
ARCHDIOCESAN % OF GOAL REACHED / PLEDGES	9.11%	5.76%	5.02%
ARCHDIOCESAN % OF GOAL REACHED / CASH	5.41%	3.45%	2.13%
TOTAL AMOUNT PLEDGED	\$ 273,438.42	\$ 172,816.78	\$ 150,576.34
ARCHDIOCESAN PORTION / PLEDGES	\$ 273,438.42	\$ 172,816.78	\$ 150,576.34
3% CREDIT CARD FEES COLLECTED	\$ 522.03	\$ 208.80	\$ 70.37
EMPLOYER MATCHING CONTRIBUTIONS	\$ 25.00	\$ -	\$ -
TOTAL CASH RECEIVED	\$ 162,238.98	\$ 103,589.53	\$ 63,880.19
ARCHDIOCESAN PORTION / CASH	\$ 162,238.98	\$ 103,589.53	\$ 63,880.19
AMOUNT DUE TO PARISHES	\$ -	\$ -	\$ -
NUMBER OF PARISHES OVERGOAL / PLEDGES	0	0	0
NUMBER OF PARISHES RECEIVING REBATES	0	0	0
NUMBER OF CATHOLIC FAMILIES	92,979	92,046	93,768
NUMBER OF PLEDGES	1,043	975	807
PERCENT OF PARTICIPATION	1.12%	1.06%	0.86%
AVERAGE GIFT / <u>PLEDGE</u>	\$ 262.17	\$ 177.25	\$ 186.59
PERCENT OF PLEDGES PAID	59%	60%	42%

### Regarding the Archdiocese of Santa Fe Chapter 11 Reorganization

The Archdiocese of Santa Fe entered into Chapter 11 Reorganization during the first week of December, 2018. The utmost concern is for the victims of abuse. Our prayers are with them. The Annual Catholic Appeal Foundation is NOT part of the Chapter 11 filing. ACA is separately incorporated and funding is not available for legal claims. ACA remains a significant source of funding for the ministries and services of the Archdiocese of Santa Fe throughout this process and beyond.

Christ's loving work must endure through this.

**Should someone be added to or removed from this TIP Sheet? Please contact our office with the new information if your name and email needs to be added or changed. Email: [aca@archdiosf.org](mailto:aca@archdiosf.org)**