

MEMORANDUM

DIOCESE OF RALEIGH

OFFICE OF STEWARDSHIP & INSTITUTIONAL ADVANCEMENT

TO: All Pastors, Pastoral Administrators, Campus Ministers (NCSU and UNC-CH only)
FROM: Michael Pedley, Director
DATE: August 28, 2009
RE: 2010 Bishop's Annual Appeal Chairperson Request

Thank you for all your work to make last year another successful Bishop's Annual Appeal! We have started work for the 2010 BAA. We look forward to helping your BAA Team lead a successful campaign.

Please identify your team members on the attached forms and return the completed form to us by **Friday, October 2, 2009**

BAA Team Responsibilities:

General Chair	Coordinating your parish's BAA campaign
Major Gifts Chair	Soliciting of all major gift donors (previous gifts \$400 or more) (<i>You should strongly consider someone who has made a major gift in the past.</i>)
Bi-lingual Chair	Conveying and adapting of the BAA message for your Hispanic community
Administrative volunteer/staff	Completing gift transmittal forms; sending pledge batches to the bank; and providing weekly updates during the campaign

Training:

BAA Deanery training sessions will take place **January 11-14 and 25-28**. All Team Members need to attend a Deanery training session even if they have previous BAA experience. By attending training, your Team Members will learn of changes to the BAA campaign and get a review of appropriately processing gifts. There will be early training sessions in November (locations and times to be determined). Before attending the training, all Team Members should read the 2010 BAA manual.

Before attending training, I encourage you to meet with your BAA Team for prayer and an overview of the campaign process. This will help your BAA Team to become familiar with the details of the BAA campaign and each other.

2010 BISHOP'S ANNUAL APPEAL

PARISH _____ CITY: _____

GENERAL CHAIRPERSON

Name _____

Address _____

City _____ State _____ Zip Code _____

Phone (H) _____ (W) _____

E Mail Address _____

Please Check New Chairperson Returning Chairperson

MAJOR GIFTS CHAIRPERSON

Name _____

Address _____

City _____ State _____ Zip Code _____

Phone (H) _____ (W) _____

E Mail Address _____

Please Check New Chairperson Returning Chairperson

2010 BISHOP'S ANNUAL APPEAL

PARISH _____ CITY: _____

ADMINISTRATIVE VOLUNTEER/STAFF

Name: _____

Address _____

City _____ State _____ Zip Code _____

Phone (H) _____ (W) _____

E Mail Address _____

Please Check New Chairperson Returning Chairperson

SPANISH SPEAKING CHAIRPERSON (FOR PARISHES WITH SPANISH MASSES)

Name: _____

Address _____

City _____ State _____ Zip Code _____

Phone (H) _____ (W) _____

E Mail Address _____

Please Check New Chairperson Returning Chairperson

Please return this form no later than Friday, October 2, 2009.

Thank you for taking the time out of your busy schedules to secure these important volunteers. And thank you for the important work you do every day.

Michael Pedley
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