



2019 Annual Appeal

*Let us continue to
"Walk in Love as Christ Loves Us"*

Episcopal Ministries of Long Island responds to Christ's call to care for our neighbors, as if directly caring for Christ, establishing, nurturing and funding parish-based programs and community partnerships that affirm the dignity of all people.

SUGGESTED TASK TIMELINE FOR THE 2019 EMLI ANNUAL APPEAL

Introduce the 2019 Appeal

- Display posters in a visible location to begin building awareness.
- Distribute brochures and envelopes in pews or on a table near a poster
- Introduce the Annual Appeal during Sunday announcement times and ask your congregation members to pledge or donate to the Appeal using the pew envelopes.
- Please also include announcements in your bulletins and newsletters (or print and use EMLI bulletin inserts you will be getting by email)

Designate March 31 as EMLI Commitment Sunday

- Share an EMLI message with the congregation from Bishop Provenzano – that will be sent to you in the next two weeks.
- Encourage parishioners to pledge or donate on EMLI Commitment Sunday
- Distribute additional brochures or envelopes
- Consider taking up a “special collection” for EMLI
- Include a bulletin announcement about Commitment Sunday

April 7: Follow up

- Consider a special collection again or make a basket available for Appeal envelopes.
- Please mail unopened envelopes along with the parish report form to Episcopal Ministries of L.I. as soon as possible so that the donors can be thanked and acknowledged in a timely manner; and pledge payments applied appropriately.

Additional Resources will be emailed to you.

Bulletin Announcements:

An announcement about the Annual Appeal will be included in the bulletin insert you receive from the diocesan communications office. EMLI will also provide an announcement by email, in case you do not use the diocesan insert announcement.

Message from the Bishop:

Bishop Provenzano will be sending a message about the 2019 appeal to share with your congregation.

Talking Points:

When talking to the congregation about EMLI and its ministries, we suggest you share some of the stories that are in the new 2019 Annual Appeal brochure.

Please Note:

Pledges:

Often parishioners will choose to pledge and we encourage that. Pledges can be paid out over 10 months. It can be done through automatic payments with a credit card or we will mail monthly reminders if paying by check.

Parish Goals:

Some parishes find it helpful to set a goal for the Appeal. We have found that for many, targeting 2-3% of pledge and plate income from the previous fiscal year is a manageable goal. This has been an effective benchmark.

GIFT PROCESSING AND TRANSMITTAL INSTRUCTIONS:

- 1) Enclose the unopened envelopes, donation summary report, and any loose checks (checks not in an envelope) in a larger envelope. Please do not open the envelopes because it can create some confusion if a donation is separated from the envelope. We want to acknowledge people properly for their gifts.
- 2) Loose bills (cash not submitted in the appeal envelope by the donor) should be deposited into your parish account, and a check written for that amount to “Episcopal Ministries of Long Island”.
- 3) Please mail your parish envelope within a week after the collection. We want to thank the donor in a timely manner. (When checks are not deposited for several weeks, it can create problems for their personal record keeping.)

EMLI GIFT PROCESSING PROCEDURES

- 1) The gift will be deposited and the information added to the parish and individual-giving records.
- 2) All donors will receive a thank you letter from the Bishop.
- 3) Parishioners who make a pledge to the Annual Appeal and spread their gift out over a certain number of payments will receive an acknowledgement letter explaining how we handle pledging. If paying by check, they will receive monthly reminders with a business reply envelope. Credit card pledges will be charged monthly.

QUESTIONS, COMMENTS, AND REQUESTS FOR ASSISTANCE

If you have questions or comments or need assistance with implementing tasks of the Annual Appeal, please contact:

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