



2026 Bishop's Lenten Appeal Parish Leadership Manual

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Appeal Prayer

IN CHRIST, WE ARE ONE

Heavenly Father,
you have revealed to us
the wondrous mystery
of the life of the Most Holy Trinity,
dwelling in eternal communion
with your Son and the Holy Spirit.

May our generosity
to the Bishop's Lenten Appeal,
foster in us an abundance of your gifts
so as to be united with you
and with all of our brothers and sisters
in the human family.

Through our Lord Jesus Christ, your Son,
who lives and reigns with you
in the unity of the Holy Spirit,
God, for ever and ever.
Amen.

EN CRISTO SOMOS UNO

Padre Celestial,
Nos has revelado
el maravilloso misterio
de la vida de la Santísima Trinidad,
que habita en eterna comunión contigo,
con tu Hijo y con el Espíritu Santo.

Que nuestra generosidad
hacia la Petición Cuaresmal del Obispo
nos haga crecer en abundancia de tus
dones,
para unirnos a Ti
y a todos nuestros hermanos y hermanas
de la familia humana.

Por nuestro Señor Jesucristo, tu Hijo,
que vive y reina contigo
en la unidad del Espíritu Santo,
Dios, por los siglos de los siglos.
Amén.



A Message Regarding the 2026 BLA

Dear Pastors, Parochial Vicars and BLA Committee Members:

Thank you! Because of your leadership and the generous support of parishioners, the 2025 Bishop's Lenten Appeal achieved record-breaking results - \$24.1 million raised, 110% of the diocesan goal. This extraordinary generosity transforms lives across the diocese every single day.

Consider what your efforts accomplished in 2025:

- 40 seminarians received formation toward the priesthood
- Thousands of families found hope through Catholic Charities counseling, food assistance, and emergency financial aid
- Hundreds of mothers chose life for their babies through the Gabriel Project
- Young people across the diocese encountered Christ through Work Camp and other youth ministry programs
- Parishes and missions received essential administrative support

This is the fruit of your partnership with Bishop Burbidge and your witness to generous stewardship. None of this happens without you.

Building on Success: The 2026 Vision

Last year, over 36,000 families participated in the BLA. For 2026, the vision is both inspiring and achievable: to reach 38,000 participating families. Every new family joining the BLA represents a family more deeply connected to the diocesan Church.

Your personal invitation matters profoundly. People give when personally asked by someone they trust and respect. As pastor, you are that person for your parishioners.

This Year's Theme: "*In Christ, We Are One*"

The 2026 BLA theme reminds us of the unity we share as one Body in Christ. Through this appeal, we demonstrate this unity in concrete ways - supporting seminarians in formation, feeding the hungry, counseling the brokenhearted, teaching children the faith, and accompanying families through life's challenges.

When you speak about the BLA from the pulpit, you're inviting parishioners into deeper communion with the universal Church and giving them the opportunity to share Christ's hope with their neighbors.



The Critical Role of In-Pew Weekends

The in-pew solicitation process on Commitment Weekend (February 8) and Follow-up Weekend (February 15) is the most effective moment of the entire appeal. When executed well, parishes consistently exceed their goals.

Why? Three powerful elements:

1. Your personal witness as pastor speaking directly to your flock
2. The immediacy of decision rather than deferred intention
3. The communal experience of giving together as a parish family

First impressions matter. Many people moving to the diocese receive their first invitation to support the diocesan Church during in-pew weekend. The tone you convey - enthusiastic, matter-of-fact, or reluctant - shapes not only their response this year but their perception of diocesan stewardship for years to come.

Special Opportunity: \$300,000 Matching Gift

This year, generous donors have provided a \$300,000 matching gift challenge:

- Matches every dollar of increased giving from existing BLA donors
- Matches 100% of first-time gifts to the BLA

This powerful incentive means parishioner gifts will go twice as far in supporting the mission of the Church.

2025 Results at a Glance

	2025	2024	Change
Participating Families	36,257	36,320	-63
Average Gift Amount	\$660.67	\$639.19	+\$21.48 (+3.4%)
Total Gifts	\$24,117,083	\$23,087,963	+\$1,029,120 (+4.5%)
Parishes Over Goal	66	69	-3
Parishes Under Goal	8	5	+3

Note: While we celebrated record revenue in 2025, family participation dipped slightly. This underscores why growing participation is the focus for 2026 - and why your leadership is essential.



Focus on Online Giving

Breakdown by Giving Method (2025):

- Mail: 14,205 gifts / \$10,946,933
- Online: 10,615 gifts / \$7,484,440
- In-Pew: 11,500 gifts / \$4,656,430

While gifts made through the mail continue to be the largest form of support for the BLA, online gifts now raise nearly \$7.5 million. Many of these are made during the parish in-pew process. As we go forward, we ask you to emphasize giving by phone using the QR code or arlingtondiocese.org/bla web address.

Responding to many requests from BLA donors, families may now choose to create a monthly recurring gift to support the appeal. In a similar way to the parish electronic offertory process, monthly gifts to the BLA will continue until the family asks us to change or stop their gift.

If you need anything - clarification, additional materials, strategic advice - please reach out. We are partners in this mission.

As you prepare for the 2026 BLA, I encourage you to do what I did - make your own personal gift first. As you consider your philanthropic priorities, I hope you will join me in setting up a monthly recurring gift. Experiencing the process yourself will familiarize you with how it works and enable you to invite others with the authenticity that comes from personal commitment.

The work you do to convey the vital importance of the BLA and to encourage parishioners to give generously is invaluable. You are building up the Body of Christ in tangible, lasting ways. Thank you for your dedicated and sacrificial service to the Church.

Yours in Christ's Service,

Peter L. de Keratry, KMOB
Chief Development Officer

P.S. Questions? Contact the office at (703) 778-8600 or development@arlingtondiocese.org. We're here to help you succeed.



Calendar

January 2026	
December 29, 2025	Letter sent to pastors with the parish's 2025 BLA Parish Goal
January 18	Bulletin and pulpit announcements begin (continue through April 5)
January 19	BLA Letter #1 is mailed by Development Office to ~150,000 households
January 25 Introduction Weekend	BLA Lay Speaker brief announcement
January 26	Email to BLA donors from Development Office
February 1 Announcement Weekend	<ul style="list-style-type: none"> • Homily based on readings with tie-in to BLA Programs • BLA bulletin insert/ Prayer of the Faithful
February 2026	
February 2	Parish sends an email to parishioners with BLA information
February 8 Commitment Weekend	<ul style="list-style-type: none"> • Pastor preaches homily based on readings with tie-in to BLA Programs • Read letter from Bishop Burbidge • Lead in-pew commitment process through QR code or envelope • Bulletin Announcement & Prayer of the Faithful
February 15 Follow-up Weekend	<ul style="list-style-type: none"> • Brief in-pew follow-up process, which may be done by pastor, celebrant, or lay person • Bulletin Announcement and Prayer of the Faithful
February 18	<i>Ash Wednesday</i>
March 2026	
March 16 (4 th week of Lent)	Email sent to donors from parishes
March 18	BLA Letter #2 is mailed by Development Office to those who have not yet given
March 31	Final In-pew envelopes due
April 2026	
April 5	Easter Sunday
May 4	BLA Letter #3 to those who have not yet given



Appeal Plan

Please review this packet and online materials:

<https://www.arlingtondiocese.org/development/bla/parish-materials>

Be Prepared

Familiarize yourself with BLA-funded programs and services. When materials arrive, open boxes to verify correct quantities. Recruit ushers and volunteers to distribute envelopes and stuff bulletin inserts.

Maintain the Schedule

All parishes conduct the same BLA activities on the same weekends throughout the diocese. This coordination amplifies messaging and impact.

Digital Materials

Download digital versions of all BLA materials:

<https://www.arlingtondiocese.org/development/bla/parish-materials>

January 18: Appeal Launch

Bulletin & Pulpit Announcements Begin

Edit announcements to fit your bulletin. Print and/or read according to the timetable. Continue through April 5.

Prayers of the Faithful

Incorporate the BLA Prayer with other Prayers of the Faithful. Continue through April 5.

January 19: Mailing #1

The Development Office sends personalized letters from Bishop Burbidge with appeal brochure and commitment card to ~150,000 families.

January 25: Introduction Weekend

Lay Speaker Remarks

Lay speaker makes a brief announcement after Communion about the appeal recently mailed from Bishop Burbidge. Ask parishioners to respond prayerfully.

Make It Personal: Connect the appeal to parishioners' lives. Highlight how the BLA supports seminarian formation, religious education, youth ministry, and services your parish uses directly.



February 1: Announcement Weekend

BLA Homilies at all Masses

Presider homily should be based on the readings and tied into BLA programs and ministries. Strong priestly support is the most important element of the appeal. Emphasize 100% family participation.

Bulletin Inserts Distributed

You will receive full-color bulletin inserts (print and PDF) at least one week prior. Spanish versions (print and PDF) available for Spanish Masses.

Create Positive Momentum: Speak enthusiastically about appeal results and impact. Emphasize stewardship: all gifts come from God, and we are called to share them with increase to the Lord. *In Christ, We Are One.*

February 8: Commitment Weekend

Conduct Full In-pew Process

This proven process works in parishes of all sizes. Skipping or modifying even small steps reduces responses.

Pastor's Role:

1. Preach homily based on the readings, tie in to the BLA
2. Read Bishop Burbidge's letter aloud (available in English and Spanish)
3. Lead step-by-step in-pew process using provided script

Two Options for Giving during Mass:

In-pew envelope distributed by ushers/volunteers

1. Scan QR code on envelope
2. Fill out commitment form

Taking time to walk through using a phone camera to access the online giving form or envelope process ensures accuracy and speeds processing.

Monthly Recurring Gifts: Just like parish offertory, encourage monthly recurring gifts to enable larger sacrificial commitments over time. One-time gifts and pledges are welcome via check, credit card, direct debit, IRA distributions, or stock.

Teach Stewardship: Frame charitable giving as discipleship. We offer God the first and best portion of all we receive - intentionally, proportionately, and thankfully.



February 15: Follow-up Weekend

Brief In-pew Reminder

Make a brief announcement and encourage parishioners to make a gift online at arlingtondiocese.org/bla.

Stress Participation: Every family is asked to participate. Emphasize: we are all in this together. *In Christ, We Are One.*

After In-Pew Weekends

Process Gifts Immediately

Send all in-pew envelopes to the Development Office as soon as possible, ideally by March 1, 2026. This ensures parishioners who give during the in-pew do not receive follow-up mailings asking them to give.

Weekly Updates

Parishes receive Flash Reports and Parish Summaries via email with current giving totals, participation, and payment information.

Recognize and Thank

Acknowledge donors and volunteers from the pulpit, in bulletins, and via email. Thank them for their time and financial generosity.

Ongoing Through December 2026

Multiple Ways We Ask:

1. Parish In-pew (QR Code/Envelope)
2. Mail Appeals (by Development Office)
3. Emails (Parish and Development Office)

Development Office Follow-up:

- March 18: Mailing #2 to families who have not contributed
- May 4: Mailing #3 to families who have not contributed
- Monthly: Reminder statements to families with pledges payable over time
- Fall 2026: Final Mailing #4 to past donors who have not yet made a gift

Parish Follow-up: After February 15, the Development Office handles most follow-up activities. To maximize results, parishes should continue communicating progress toward the parish goal through emails, pulpit announcements, and bulletin updates.



Pray for Success: Encourage parishioners to pray for the BLA. Its success strengthens the diocesan Church in unity and common identity while expressing gratitude for God's blessings.

Spanish Language Materials

Spanish language materials are posted at <https://www.arlingtondiocese.org/development/bla/parish-materials/> for download and modification.

Use Provided Materials

Bulletin inserts, posters, brochures, sample announcements, homily ideas, and scripts are all included. QR codes direct parishioners to [arlingtondiocese.org/bla](https://www.arlingtondiocese.org/bla).



Bulletin Announcements

Please place these announcements in your bulletins on the weekends noted below.

February 1: *Announcement Weekend*

BLA Bulletin Insert should be added into all bulletins this weekend. Hard copies are shipped to your parish. Electronic PDFs are also available on the materials website.

In Christ, We Are One

BLA Commitment Weekend is next Sunday! Your participation helps our parish reach our goal while strengthening ministries the parish depends on - seminarian formation, religious education training, youth ministry support, Catholic Charities services, and more. Every gift counts. Every family matters. Monthly recurring gifts are encouraged to spread generosity throughout the year. You can also give a one-time gift or pledge. Give at arlingtondiocese.org/bla or scan the QR code:



Scan Me

February 8: *Commitment Weekend*

In Christ, We Are One

BLA Commitment Weekend is here! Every family's participation strengthens our parish and our diocese - all gifts are vital. Large or small, your gift unites us in supporting ministries serving tens of thousands: seminarian formation, Catholic Charities, youth programs, religious education, and more. Let's reach 100% participation together. Give at Mass or online at arlingtondiocese.org/bla, or scan the QR code:



Scan Me

February 15: *Follow-up Weekend*

In Christ, We Are One

Thank you to everyone who participated in the BLA last weekend! If you haven't yet had a chance to make your gift, we still need your help. Every family matters in helping our parish reach goal. No gift is too small. Your participation supports vital ministries our parish depends on: seminarian formation, religious education, youth ministry, Catholic Charities, and more. Consider a monthly recurring gift to spread your generosity throughout the year. You can also give a one-time gift or pledge. Give today at arlingtondiocese.org/bla or scan the QR code:



Scan Me



Anuncios en los boletines de 2026

Por favor, incluyan estos anuncios en sus boletines durante los fines de semana indicados.

1 de febrero: Fin de semana del anuncio

El folleto informativo de PCO debe incluirse en todos los boletines de este fin de semana. Las copias impresas se enviarán a su parroquia. También hay versiones electrónicas en formato PDF disponibles en el sitio web de materiales.



ESCANÉAME

En Cristo Somos Uno

¡El próximo fin de semana es el domingo del compromiso con la Petición Cuaresmal del Obispo de 2026! Su participación ayuda a nuestra parroquia a alcanzar su meta y a fortalecer los ministerios de los que depende: la formación de seminaristas, la capacitación en educación religiosa, el apoyo al ministerio juvenil, los servicios de Caridades Católicas y mucho más. Cada donación cuenta. Cada familia es importante. Se recomienda hacer donaciones mensuales recurrentes para compartir la generosidad a lo largo del año. También puede hacer una donación única o un compromiso de donación. Done en arlingtondiocese.org/bla o escanee el código QR.



ESCANÉAME

8 de febrero: Fin de semana del compromiso

En Cristo somos uno

¡Llego el fin de semana del compromiso con la Petición Cuaresmal del Obispo! **La participación de cada familia fortalece nuestra parroquia y nuestra diócesis; todas las contribuciones son vitales.** Grande o pequeña, su donación nos une en el apoyo a ministerios que sirven a decenas de miles de personas: la formación de seminaristas, Caridades Católicas, programas juveniles, educación religiosa y mucho más. **Alcancemos juntos el 100% de participación.** Done durante la misa, en línea en arlingtondiocese.org/bla o escanee el código QR.



ESCANÉAME

15 de febrero Fin de semana del seguimiento

En Cristo somos uno

¡Gracias a todos los que participaron en la Petición Cuaresmal del Obispo! **Si aún no ha tenido la oportunidad de hacer una donación, todavía necesitamos su ayuda.** Cada familia es importante para que alcancemos nuestra meta. No hay donación pequeña. Su participación apoya ministerios vitales de los que depende nuestra parroquia: la formación de seminaristas, la educación religiosa, la pastoral juvenil, Caridades Católicas y muchos más. Considere hacer una donación mensual recurrente para extender su generosidad a lo largo del año. Done hoy mismo en arlingtondiocese.org/bla o escanee el código QR:



Prayers of the Faithful

January 18 – April 5

Please include the following petition in your Prayers of the Faithful beginning on the weekend of January 18 through April 5. You can choose one of the following prayers or alternate them as you see fit.

For all those in need, who are served through the gifts from the Bishop's Lenten Appeal, *In Christ, We are One*, we pray to the Lord...

That our diocesan Church will be unified through the Bishop's Lenten Appeal, *In Christ, We are One*, in helping those in need, we pray to the Lord...

That Christ's loving hands will work to spread our faith and help those in need through of the Bishop's Lenten Appeal, *In Christ, We are One*, we pray to the Lord...

Oraciones de los fieles de 2026

Desde el 18 de enero hasta el 5 de abril

Sírvanse incluir la siguiente petición en sus oraciones de los fieles desde el fin de semana del 18 de enero hasta el 5 de abril. Pueden escoger una de las siguientes oraciones o alternarlas según sea conveniente.

Por todas las personas necesitadas, que reciben servicios con las ofrendas provenientes de la Petición Cuaresmal del Obispo, oremos al Señor...

Para que nuestra Iglesia diocesana se unifique por medio de la Petición Cuaresmal del Obispo con el fin de ayudar a las personas necesitadas, oremos al Señor...

Para que las manos amorosas de Cristo trabajen para propagar nuestra fe y ayudar a las personas necesitadas por medio de la Petición Cuaresmal del Obispo, oremos al Señor...



January 25 - Introduction Weekend

Pulpit Announcement: January 25

"The 2026 Bishop's Lenten Appeal has begun, and you should be receiving a letter from Bishop Burbidge. This year's theme is '*In Christ, We Are One.*'"

The BLA is how we come together as a diocesan family to support ministries no single parish could provide alone - forming our future priests, providing Catholic Charities services to families in crisis, strengthening youth ministry, training religious education teachers, and bringing Christ's hope to thousands across the diocese.

Our goal as a parish is 100% participation. We're asking every family to prayerfully consider a gift - **no amount is too small.** Whether you can give \$25 a month or \$500 as a one-time gift, your participation matters and unites us as one Body in Christ.

Please consider a **monthly recurring gift** to spread your generosity throughout the year and make a greater impact over time.

You can give online at arlingtondiocese.org/bla or return your commitment card by mail. Thank you for your generosity."

Anuncio desde el púlpito: el 25 de enero

“La Petición Cuaresmal del Obispo de 2026 ha comenzado y los feligreses inscritos deberán recibir una carta de Monseñor Burbidge enviada por correo postal. El tema de este año es ‘En Cristo, somos uno.’”

La Petición Cuaresmal del Obispo es la forma en que nos unimos como familia diocesana para apoyar ministerios que ninguna parroquia podría sostener por sí sola: la formación de nuestros futuros sacerdotes, la prestación de servicios de Caridades Católicas a familias en crisis, el fortalecimiento del ministerio juvenil, la capacitación de maestros de educación religiosa y la difusión de la esperanza de Cristo a miles de personas en toda la diócesis.

Nuestra meta como parroquia es lograr el 100% de participación. Les pedimos a todas las familias que consideren con oración hacer una donación; ninguna cantidad es demasiado pequeña. Ya sea que puedan donar \$25 al mes o \$500 como un regalo único. Su participación es importante y nos une como un solo Cuerpo en Cristo.



Considere hacer una donación mensual recurrente para extender su generosidad a lo largo del año y lograr un mayor impacto con el tiempo. Puede donar en línea en arlingtondiocese.org/bla o enviar su tarjeta de compromiso por correo. Gracias por su generosidad.

Lay Speaker Remarks: (Introduction Weekend)

Guidelines for Speakers: Members of the parish BLA committee may have one person deliver these remarks, or split duties among several speakers. If using multiple speakers, coordinate beforehand to ensure consistent messaging at each Mass. These remarks should stand apart from regular announcements - consider using someone other than your usual lectors. Time limit: 3-4 minutes maximum.

Lay Speaker Script

Good morning/evening. My name is [NAME], and I'm here to speak briefly about the Bishop's Lenten Appeal.

Recently, Bishop Burbidge mailed a letter to each of us about the 2026 Bishop's Lenten Appeal. This year's theme is "*In Christ, We Are One.*"

The BLA gives us a unique opportunity each year to come together as one diocesan family - supporting vital ministries no single parish could provide alone.

Through your generosity, we sustain the spiritual and charitable works serving tens of thousands across our diocese.

Our parish goal this year is [INSERT AMOUNT], and we need every family to participate to reach it. Not everyone can give the same amount - and we don't expect you to. But every family's participation matters. Whether you can give \$25 a month or \$500 as a one-time gift, your support strengthens our Church and helps our parish make our goal.

Let me share what your participation makes possible:

[Choose 2-3 impact areas most relevant to your parish]:

- 40 seminarians are being formed as future priests through your support
- Families in crisis receive counseling, emergency assistance, and hope through Catholic Charities
- Youth and young adults encounter Christ through vibrant ministry programs our parish depends on
- Children learn the faith through religious education resources funded by the BLA



- Mothers facing difficult pregnancies receive support to choose life through the Gabriel Project

I'd like you to hear directly from people whose lives have been changed by your generosity:

[Select 2-3 testimonials below that best connect with your parish community]

Seminarian Formation:

"Diocesan donors to the BLA aren't merely contributing to future priests - they are contributing to the formation of hearts in pursuit of the Heart of Jesus. Men deeply in love with Jesus Christ and His bride, the Church."

Catholic Charities Counseling:

"I'm finally able to be the father my children deserve. I was struggling with depression and suicidal thoughts. I'm not sure where I'd be today if I hadn't come to Catholic Charities for help. I think this place saved my life."

Gabriel Project:

"I never imagined I would contemplate an abortion. I had no money, no support, no medical insurance, and no family close by. Gabriel Project helped me make a better choice for myself and my child. My baby was born at 36 weeks, and I am so happy being a mom for the first time. God bless you, Gabriel Project!"

Youth Ministry:

"I am amazed by the Catholic sisterhood and the strength I've found in the Catholic women's small group at Shenandoah University."

Project Rachel (Post-Abortion Healing):

"My dignity, self-worth and value as a woman have been restored and I finally found my voice and my sight. Do not wait 33 years like I did. Reclaim your identity as a daughter of the King of Kings."

Marriage & Family Life:

"The Office of Marriage, Family, and Respect Life has been instrumental to my finding a home in this Diocese. The programs offered have made me feel welcomed and seen. The ministries to Adult Children of Divorce and for infertile couples speak to where I am and greatly encourage me in my faith walk."

Mornings of Mercy (Divorced Catholics):

"Thank you for your encouragement at the Morning of Mercy. All I needed was a gentle nudge to return to the sacraments. I went to Mass and received the Eucharist for the first time in probably nine years!"



Closing (Please use at Every Mass)

These are real stories from real people in our diocese – perhaps even people sitting in this church today. Your participation brings Christ’s hope to your neighbors.

Here’s what I’m asking:

First, participate. Please join the families in our parish who have already made a gift to the BLA. Help us reach 100% participation.

Second, consider a monthly recurring gift. Just as your offertory gifts sustain the parish, a monthly gift to the BLA – even \$25 to \$50 per month – multiplies your impact while spreading the commitment throughout the year. If every family gave just \$50 per month, we would easily surpass our parish goal.

You can give online right now at arlingtondiocese.org/bla – it takes less than two minutes. Or you can mail in the commitment card that came with Bishop’s Letter. Or you’ll have another opportunity during our Commitment Weekend on February 8th.

Please pray about your gift this week. Reflect on the blessings God has given you, and prayerfully consider how you can share those gifts with increase to the Lord. On behalf of Bishop Burbidge, Father [PASTOR’S NAME], and especially on behalf of the thousands who will benefit from your compassionate generosity – thank you.

In Christ, We Are One. God bless you.



Anuncio sobre la Petición Cuaresmal del Obispo por un orador laico: 25 de enero (El fin de semana introductorio)

Guía para los oradores: Es posible que los miembros del comité parroquial de la PCO deseen que una sola persona pronuncie estas palabras o que dividan esos deberes entre ellos y otras personas. Si se dividen los deberes, todos los oradores deben reunirse y ponerse de acuerdo sobre un conjunto común de puntos y formas de abordarlos. Es importante que los anuncios hechos en cada Misa sean muy similares. Si es posible, no les pidan a los oradores “habituales” que hagan esos anuncios. Es mejor si ellos pueden dejar de hacer los anuncios regulares desde el púlpito. **Límite de tiempo: 3-4 minutos máximo.**



A continuación, se ofrecen algunas ideas para que los oradores laicos hablen sobre la PCO. Hemos incluido algunas citas de personas de nuestra diócesis que se han beneficiado de varios programas y ministerios financiados por la PCO. Sírvanse seleccionar las citas de los programas y ministerios citados a continuación que más correspondan a su parroquia.

Guion para los voluntarios laicos:

Buenos días/buenas tardes. Mi nombre es [NOMBRE], y estoy aquí para hablarles brevemente sobre la Petición Cuaresmal del Obispo.

Recientemente, el Obispo Burbidge nos envió una carta a cada uno de nosotros sobre la Petición Cuaresmal del Obispo de 2026. El tema de este año es “*En Cristo, somos uno*”.

La Petición Cuaresmal del Obispo nos brinda cada año una oportunidad única para unirnos como una sola familia diocesana, apoyando ministerios vitales que ninguna parroquia podría sostener por sí sola.

Gracias a su generosidad, sostenemos las obras espirituales y caritativas que benefician a decenas de miles de personas en toda nuestra diócesis.

Nuestra meta parroquial para este año es de [CANTIDAD], y necesitamos que cada familia participe para alcanzarla. No todos pueden dar la misma cantidad, y no esperamos que lo hagan. Pero **la participación de cada familia es importante.** Ya sea que puedan donar \$25 al mes o \$500 como donación única, su apoyo fortalece nuestra Iglesia y ayuda a nuestra parroquia a alcanzar nuestra meta.

Permítanme compartirles lo que su participación hace posible.

[Escoja solamente 2 o 3 de áreas de impacto mas relevantes para su parroquia]

- 40 seminaristas se están formando como futuros sacerdotes gracias a su apoyo.
- Las familias en crisis reciben asesoramiento, asistencia de emergencia y esperanza a través de Cáritas.
- Jóvenes y adultos jóvenes encuentran a Cristo a través de vibrantes programas pastorales de los que depende nuestra parroquia.
- Los niños aprenden la fe a través de recursos de educación religiosa financiados por la Campaña Anual de la Diócesis.
- Las madres que enfrentan embarazos difíciles reciben apoyo para elegir la vida a través del Proyecto Gabriel.



Me gustaría que escucharan directamente a personas cuyas vidas han sido transformadas por su generosidad:

[Seleccione 2-3 testimonios a continuación que mejor se conecten con su comunidad parroquial]

Formación de seminaristas:

“Los donantes diocesanos a la BLA no solo contribuyen a la formación de futuros sacerdotes, sino que contribuyen a la formación de corazones en busca del Corazón de Jesús. Hombres profundamente enamorados de Jesucristo y de su esposa, la Iglesia”.

Consejería de Caridades Católicas:

“Finalmente puedo ser el padre que mis hijos merecen. Estaba luchando contra la depresión y los pensamientos suicidas. No estoy seguro de dónde estaría hoy si no hubiera acudido a Caridades Católicas en busca de ayuda. Creo que este lugar me salvó la vida”.

Proyecto Gabriel:

“Nunca imaginé que contemplaría un aborto. No tenía dinero, ni apoyo, ni seguro médico, ni familia cerca. El Proyecto Gabriel me ayudó a tomar una mejor decisión para mí y para mi hijo. Mi bebé nació a las 36 semanas y estoy muy feliz de ser madre por primera vez. ¡Que Dios los bendiga, Proyecto Gabriel!”

Ministerio Juvenil:

“Me sorprende la hermandad católica y la fuerza que he encontrado en el pequeño grupo de mujeres católicas en la Universidad de Shenandoah”.

Proyecto Raquel (Sanación post-aborto):

“Mi dignidad, mi autoestima y mi valor como mujer han sido restaurados y finalmente encontré mi voz y mi visión. No esperen 33 años como yo. Recuperen su identidad como hijas del Rey de Reyes”.

Matrimonio y Vida Familiar:

“La Oficina de Matrimonio, Familia y Respeto a la Vida ha sido fundamental para que me sienta en casa en esta Diócesis. Los programas ofrecidos me han hecho sentir bienvenida y valorada. Los ministerios para hijos adultos de padres divorciados y para parejas infértiles se ajustan a mi situación y me animan mucho en mi camino de fe”.

Mañanas de Misericordia (católicos divorciados):

“Gracias por su aliento en la Mañana de Misericordia. Todo lo que necesitaba era un pequeño empujón para regresar a los sacramentos. ¡Fui a Misa y recibí la Eucaristía por primera vez en probablemente nueve años!”



Cierre (Por favor, úselo en cada Misa)

Estas son historias reales de personas reales en nuestra diócesis-quizás incluso personas sentadas hoy en esta iglesia. **Su participación lleva la esperanza de Cristo a sus vecinos.**

Esto es lo que les pido:

Primero, participen. Únase a las familias de nuestra parroquia que ya han hecho su promesa de donación. Ayúdenos a alcanzar el 100% de participación.

En segundo lugar, considere hacer una donación mensual recurrente. Al igual que su ofrenda semanal apoya a nuestra parroquia, una donación mensual al BLA, incluso de solo \$25 al mes, le permite hacer un compromiso más generoso a lo largo del año.

Si cada familia donara solo \$50 al mes, superaríamos fácilmente la meta de nuestra parroquia.

Puede donar en línea ahora mismo en arlingtondiocese.org/BLA; le tomará menos de dos minutos. También puede enviar por correo la tarjeta de compromiso que recibió con la carta del Obispo. O tendrá otra oportunidad durante nuestro Fin de Semana de Compromiso el 8 de febrero.

Por favor, ore sobre su donación esta semana. Reflexione sobre las bendiciones que Dios le ha dado y considere en oración cómo puede compartir esas bendiciones con el Señor.

En nombre del Obispo Burbidge, del Padre [NOMBRE DEL PÁRROCO] y, especialmente, en nombre de los miles de personas que se beneficiarán de su generosidad y compasión, gracias.

En Cristo, somos uno. Que Dios los bendiga.





February 1 – Announcement Weekend

Instructions for Priests

All presiders at Mass are asked to preach about the BLA during Announcement Weekend (February 1).

Preparation:

- Review the BLA bulletin insert being distributed this weekend
- Familiarize yourself with the list of funded programs in this manual
- Effective visual: Hold up the bulletin insert as you finish your homily and encourage parishioners to take it home and read it prayerfully

Homily Approach: Base your homily on the Sunday readings, then connect the Gospel message to the BLA theme and ministries. The talking points below can help you make these connections naturally.

Homily Talking Points for Announcement Weekend

Opening: The Theme & Our Unity

This year's BLA theme is "*In Christ, We Are One.*" This isn't just a slogan - it's the truth of who we are as the Body of Christ. Though we worship in different parishes across the diocese, we are one diocesan family, united in our mission to bring Christ's hope to all.

The Bishop's Lenten Appeal is one way we can live out this unity in concrete ways - supporting ministries no single parish could provide alone, reaching people in crisis, forming future priests, and bringing the Gospel to those who need it most.

The Impact: Real Lives, Real Hope

Through the BLA, your generosity:

- Forms 40 seminarians preparing for priestly service to in parishes like ours
- Provides counseling and emergency assistance to families in crisis through Catholic Charities
- Supports youth ministry programs bringing young people to Christ
- Trains religious education teachers who pass on the faith to our children
- Offers hope to mothers facing difficult pregnancies through Gabriel Project
- Brings healing to those wounded by abortion, divorce, and loss



These aren't distant programs - they serve your neighbors, perhaps even people sitting in this church today.

The Ask: Participation Matters Most

Next weekend is Commitment Weekend. I'm asking every family in our parish to participate - not based on the size of your gift, but simply to participate.

Our parish goal is [INSERT AMOUNT], and we need everyone to help us reach it. I understand circumstances vary. Some of you can give generously; others are facing financial challenges. What matters is that we participate together as one parish family.

Make your gift manageable:

Consider a monthly recurring gift. Just as you support our parish through the regular offertory, a monthly gift to the BLA - \$25, \$50, whatever you can do - allows you to make a larger commitment spread throughout the year. This is the best way to make a truly sacrificial gift.

Special opportunity:

Generous donors have provided a \$300,000 matching gift. If you're giving to the BLA for the first time, your entire gift will be matched dollar-for-dollar. If you've given before and increase your gift, that increase will be matched. Your generosity goes twice as far.

For those 70½ and older, consider making a Qualified Charitable Distribution from your IRA directly to the BLA, or to the parish offertory. If you are 73, it can count toward your required minimum distribution and can be a tax-advantaged way to support the Church.

The Invitation: Stewardship as Discipleship

The BLA presents an opportunity to reflect on a profound truth: everything we have - our health, our families, our talents, our financial resources - are gifts from God. We're not the owners of these gifts; we're the stewards.

As you've heard before, we are called to grow God's gifts and return a portion of them for the work of His Church. This is stewardship - not out of obligation, but out of gratitude and love for God and neighbor.



Let your gift to the BLA be an outward sign of your charity and compassion for others. Let it be your response to Christ's call to serve the least among us.

Vocations: Investing in the Future

I want to highlight one area particularly close to my heart: seminarian formation. We are blessed with 40 young men currently studying for the priesthood in our diocese. These men are answering God's call to lay down their lives in service to you, to your children, to your grandchildren.

The BLA provides their education, formation, room, board, and healthcare. Without your support, we cannot prepare the next generation of priests who will celebrate Mass, hear confessions, anoint the sick, and shepherd souls toward heaven.

When you give to the BLA, you're investing in the future of the Catholic Church. You're ensuring that your children and grandchildren will have priests to guide them.

Closing: Pray and Act

This week, I ask you to do three things:

First, pray. Ask the Holy Spirit to show you how God is calling you to participate in the BLA.

Second, read the bulletin insert you're receiving today. See the faces and read the stories of people whose lives have been transformed by your generosity.

Third, prepare your heart for next weekend. Commitment Weekend is February 8th. We'll have envelopes available, and I'll walk you through the process together. You can also give online right now at arlingtondiocese.org/bla.

[Hold up bulletin insert] Please take this home with you today. Share it with your family. Pray about it. And next weekend, let's come together as one parish family to support our diocesan Church.

In Christ, We Are One.

Let's live that truth through our sacrificial generosity.

May God bless you and reward your generous hearts.



1 de febrero - Fin de semana de anuncio

Instrucciones para los sacerdotes

Se pide a todos los que presidan la Misa que prediquen sobre la PCO durante el fin de semana de anuncio (1 de febrero).

Preparación:

- Revise el inserto del boletín de la PCO que se distribuirá este fin de semana
- Familiarícese con la lista de programas financiados en este manual
- Visual efectiva: Levante el inserto del boletín al terminar su homilía y anime a los feligreses a llevarlo a casa y leerlo con espíritu de oración

Enfoque de la homilía: Base su homilía en las lecturas dominicales, luego conecte el mensaje del Evangelio con el tema y los ministerios de la PCO. Los puntos de conversación a continuación pueden ayudarle a hacer estas conexiones de manera natural.

Puntos de conversación para la homilía del fin de semana de anuncio

Apertura: El tema y nuestra unidad

El tema de la PCO de este año es *"En Cristo, somos uno"*. Esto no es solo un tema, es la verdad de quiénes somos como Cuerpo de Cristo. Aunque adoramos en diferentes parroquias a lo largo de la diócesis, somos una familia diocesana, unidos en nuestra misión de llevar la esperanza de Cristo a todos.

La Petición Cuaresmal del Obispo es una manera cómo podemos vivir esta unidad de manera concreta: apoyando ministerios que ninguna parroquia podría proporcionar por sí sola, alcanzando a personas en crisis, formando futuros sacerdotes y llevando el Evangelio a quienes más lo necesitan.

El impacto: Vidas reales, esperanza real

A través de la PCO, su generosidad:

- Forma a 40 seminaristas que se preparan para el servicio sacerdotal en parroquias como la nuestra
- Proporciona orientación y asistencia de emergencia a familias en crisis a través de Caridades Católicas
- Apoya programas de pastoral juvenil que acercan a los jóvenes a Cristo
- Capacita a maestros de educación religiosa que transmiten la fe a nuestros niños
- Ofrece esperanza a madres que enfrentan embarazos difíciles a través del Proyecto Gabriel



- Brinda sanación a quienes han sido heridos por el aborto, el divorcio y la pérdida

Estos no son programas distantes: sirven a sus vecinos, quizás incluso a personas sentadas hoy en esta iglesia.

La petición: La participación es lo más importante

El próximo fin de semana es el fin de semana de compromiso. Estoy pidiendo a cada familia de nuestra parroquia que participe, no basándose en el tamaño de su donativo, sino simplemente que participe.

La meta de nuestra parroquia es [INSERTAR CANTIDAD], y necesitamos que todos nos ayuden a alcanzarla.

Entiendo que las circunstancias varían. Algunos de ustedes pueden dar generosamente; otros enfrentan dificultades financieras. Lo que importa es que participemos juntos como una familia parroquial.

Estas son formas de hacer que su donativo sea significativo y manejable:

Considere un donativo mensual recurrente. Así como apoyan nuestra parroquia a través de la colecta semanal, un donativo mensual al BLA —\$25, \$50, lo que puedan dar— les permite hacer un compromiso mayor distribuido a lo largo del año. Esta es la mejor manera de hacer un donativo verdaderamente sacrificado.

Oportunidad especial: Donantes generosos han proporcionado un fondo de igualación de \$300,000. Si está dando al BLA por primera vez, su donativo completo será igualado dólar por dólar. Si ya ha dado antes y aumenta su donativo, ese aumento será igualado. Su generosidad rinde el doble.

Para quienes tienen 70½ años o más: Considere hacer una Distribución Caritativa Calificada de su IRA directamente al PCO, o a la colecta parroquial. Si tiene 73 años, puede contar para su distribución mínima requerida y puede ser una forma fiscalmente ventajosa de apoyar a la Iglesia.

La invitación: La administración como discipulado

La PCO presenta una oportunidad para reflexionar sobre una verdad profunda: todo lo que tenemos —nuestra salud, nuestras familias, nuestros talentos, nuestros recursos financieros— es un regalo de Dios. No somos dueños de estos dones; somos administradores.



Como han escuchado antes, estamos llamados a hacer crecer los dones de Dios y devolver una porción de ellos para el trabajo de Su Iglesia. Esto es la administración: no por obligación, sino por gratitud y amor a Dios y al prójimo.

Que su donativo al PCO sea un signo externo de su caridad y compasión por los demás. Que sea su respuesta al llamado de Cristo de servir a los más pequeños entre nosotros.

Vocaciones: Invirtiendo en el futuro

Quiero destacar un área particularmente cercana a mi corazón: la formación de seminaristas.

Somos bendecidos con 40 jóvenes que actualmente estudian para el sacerdocio en nuestra diócesis. Estos hombres están respondiendo al llamado de Dios de servir a ustedes, a sus hijos, y a sus nietos.

El BLA proporciona su educación, formación, alojamiento, alimentación y atención médica. Sin su apoyo, no podemos preparar a la próxima generación de sacerdotes que celebrarán la Misa, escucharán confesiones, ungirán a los enfermos y guiarán almas hacia el cielo.

Cuando dan a la PCO, están invirtiendo en el futuro de la Iglesia Católica. Están asegurando que sus hijos y nietos tengan sacerdotes que los guíen.

Cierre: Ore y actúe

Esta semana, les pido que hagan tres cosas:

Primero, oren. Pidan al Espíritu Santo que les muestre cómo Dios los está llamando a participar en la PCO.

Segundo, lean el inserto del boletín que están recibiendo hoy. Vean los rostros y lean las historias de personas cuyas vidas han sido transformadas por su generosidad.

Tercero, preparen su corazón para el próximo fin de semana. El fin de semana de compromiso es el 8 de febrero. Tendremos sobres disponibles, y los guiaré a través del proceso juntos. También pueden dar en línea ahora mismo en arlingtondiocese.org.

[Levante el inserto del boletín] Por favor, lleven esto a casa hoy. Compártanlo con su familia. Oren sobre ello. Y el próximo fin de semana, unámonos como una familia parroquial para apoyar a nuestra Iglesia diocesana.

En Cristo, somos uno.

Vivamos esa verdad a través de nuestra generosidad sacrificada.

Que Dios los bendiga y recompense sus corazones generosos.



February 8 – Commitment Weekend

We ask that all parishes review the in-pew giving process carefully and follow these instructions *as prescribed*.

1) PREPARATION FOR COMMITMENT WEEKEND

As soon as you receive the shipment of Bishop's Lenten Appeal supplies, open the boxes, and check to make sure that you have received sufficient quantities of all items.

2) THE IN-PEW GIVING PROCESS

The *most important part* is being sure that the printed envelope with QR Code for online giving are *handed out* by ushers/volunteers to each family in all the pews and *not simply left in the pews before Mass* to be passed out by the person sitting on the end.

3) IMPORTANT TIPS FOR IN-PEW PROCESS

- Preparation: Load every 2nd or 3rd envelope with a pencil, then close the flaps of the envelope, but don't seal them.
- Then 'fan' the envelopes into alternating counts of 8, 10 or 12 before putting them into the baskets for handing out at Masses (see image below). This helps speed distribution of envelopes to parishioners at Masses. You should have enough volunteers to be able to *hand out* the giving envelopes to all pews in the parish in a few minutes.
- NOTE: There is a separate envelope to be used for Masses in Spanish. Please follow the same procedure for the Spanish Masses (handing out the envelopes pew by pew).





Student Volunteers: Students make excellent volunteers for distributing and collecting envelopes. This provides a meaningful service project while ensuring ample help. When using students, provide adequate adult supervision and training to ensure every family receives an envelope and all envelopes are retrieved.

Primary Goal: 100% Participation

The 2026 Appeal seeks 100% participation from every family in the parish. We prioritize online giving for maximum efficiency and cost-effectiveness. Encourage parishioners to give online during Mass using their phones.

Participation Is Key:

- Every family matters in helping the parish reach its goal
- Every gift strengthens the diocesan family, regardless of size
- 100% participation is the goal—not the dollar amount

Why Online Giving?

- Secure and immediate processing
- More cost-effective than paper statements mailed over time
- Flexible: Donors can change or cancel monthly recurring gifts at any time online or by contacting the diocesan Development Office at (703) 778-8600 or development@arlingtondiocese.org
- Convenient: Complete the entire process in minutes

How Parishioners Give Online:

1. Scan the QR code on the BLA envelope with phone camera, OR
2. Visit arlingtondiocese.org/bla
3. Select "Make A Gift – 2026 BLA"
4. Complete the online form for a monthly recurring gift, one-time gift, or pledge

Please encourage monthly recurring gifts - they provide sustained support throughout the year and help increase participation over time.

Paper Option: Parishioners without smartphones or who prefer paper may complete the giving form on the envelope and return it during collection.



Volunteer Staffing Needs

- One volunteer per church section
- One person per side aisle to manage envelope distribution (retrieving extras from some pews, providing additional envelopes where needed)
- Coverage for standing room, cry room, and choir loft areas
- Extra adults assigned if large numbers of people are standing

Practice Session (Recommended)

Hold a practice session for volunteers before Commitment Weekend. The pastor need not attend.

Establish:

- A clear signal alerting volunteers to move to assigned areas
- Timing for envelope distribution (per the script)
- Role of adults managing side aisles (retrieving overages, addressing shortfalls)

Volunteer Instructions (Provide in Writing)

Ensure volunteers receive clear written instructions covering:

1. Reporting: Where and when to arrive
2. Supplies: Where to pick up materials
3. Staging: Where to wait for the distribution signal
4. Assignment: Specific pew rows assigned to each volunteer
5. Signal: When to move to assigned locations (what signal the pastor will give from the altar)
6. During completion: What to do while parishioners complete their gifts online or fill envelopes
7. Collection baskets: Where to retrieve them
8. After collection: Where to secure envelopes (mostly empty from online givers)
9. Basket return: Where to return collection baskets
10. Post-Mass: Help collect unused envelopes and prepare baskets for the next Mass

BLA Committee Presence: At least one BLA committee member should be present at every Mass to ensure smooth execution and secure any completed envelopes. This person briefs ushers/volunteers before each Mass on the in-pew process and volunteer roles.



Pastor's Critical Role: The pastor should lead the in-pew process at every Mass. If the pastor is not celebrating a particular Mass, he should join to:

- Give a brief homily based on the readings
- Read Bishop Burbidge's letter
- Lead parishioners through the in-pew giving process

Why This Matters: The pastor's Commitment Weekend presentation is crucial to appeal success. By this point, parishioners have heard about the BLA and understand its importance. Some have already given by mail or online.

Now is the moment for the pastor to personally ask parishioners for their support. The pastor's personal ask significantly elevates the importance parishioners place on the request.

The Participation Message: Pastors should emphasize 100% participation as the primary goal - not the dollar amount. Every family's participation helps the parish reach its goal and strengthens the diocesan family, regardless of gift size.

Critical Guidelines

Commitment Weekend is the time to ask for a decision. Please do not suggest parishioners take envelopes home. This approach consistently results in large numbers of unreturned envelopes. Announcement Weekend provided ample time for prayerful consideration.

Emphasize Online Giving First:

Primary Method: Encourage parishioners to use their phones to:

1. Scan the QR code on the envelope, OR
2. Visit arlingtondiocese.org/bla
3. Complete their gift during Mass

Why online is best:

- Secure and immediate
- More cost-effective than paper statements mailed over time
- Donors maintain full control - monthly recurring gifts can be changed or cancelled anytime online or by contacting the Development Office

Alternative Method: Parishioners without smartphones or who prefer paper may complete the giving form on the envelope and return it during collection.



Pastor's Script for Commitment Weekend (February 8)

Good morning/evening.

Thank you to everyone who has already given to the Bishop's Lenten Appeal - whether this year or in past years. Your generosity makes a real difference.

Connection to Today's Readings

In today's Gospel, Jesus tells us: "Your light must shine before others, so that they may see your good deeds and glorify your heavenly Father."

The Bishop's Lenten Appeal is one way we let our light shine - not for our own glory, but to glorify God by serving those in need. Through your gift, you become the light of Christ for families in crisis, for seminarians preparing for the priesthood, for children learning the faith, and for the vulnerable across the diocese.

Isaiah reminds us today: "Share your bread with the hungry, shelter the oppressed and the homeless." Through the BLA, we do exactly this - together, as one Body in Christ. Today, I'm asking every family in the parish to participate in the 2026 Bishop's Lenten Appeal.

Why This Matters

This year's theme is "*In Christ, We Are One.*" Through the BLA, we live out this unity by supporting 40+ ministries serving tens of thousands across the diocese - ministries the parish depends on:

- Seminarian formation preparing future priests
- Religious education training for catechists
- Youth ministry resources bringing young people to Christ
- Catholic Charities counseling families in crisis
- Gabriel Project supporting mothers choosing life

Your gift directly impacts lives - perhaps even people sitting in this church today.

Parish Goal: 100% Participation

My goal is simple: 100% participation from every family in the parish.

Not everyone can give the same amount, and I understand. What matters is we all participate together. Whether you can give \$25 a month or \$500 as a one-time gift, your participation helps the parish reach its goal and strengthens the diocesan family.



Every gift to the BLA is restricted exclusively to the ministries described in the appeal materials. Many of these services directly benefit the parish and local community.

Special Matching Gift Opportunity

Generous donors have provided a \$300,000 matching gift:

- First-time donors: Your entire gift will be matched dollar-for-dollar
- Returning donors: Any increase in your gift will be matched

Your generosity goes twice as far. Please prayerfully consider increasing your gift to take advantage of this opportunity.

How to Give Today

I'm going to ask you to take a few minutes right now to make your gift. We'll do this together, and it will only take a few minutes.

If you've already given by mail or online before today, please check the box indicating you've already gave. We do not want to count your gift twice.

Option 1: Give Online (Preferred Method)

The easiest and most cost-effective way to give is online using your phone right now.

1. Please take out your phone and locate the QR code on the envelope you received
2. Scan the QR code with your camera, OR visit arlingtondiocese.org/bla
3. Select "**Make A Gift – 2026 BLA**"
4. Complete the simple online form

Why give online?

- Secure and immediate
- Saves the diocese money on processing and mailing
- You maintain complete control—you can change or cancel your monthly gift anytime by calling the Development Office

I strongly encourage monthly recurring gifts. Just like you support the parish through weekly offertory, a monthly gift to the BLA - even \$25, or \$50 a month - allows you to make a more generous commitment spread throughout the year.

For those giving online right now - thank you. When you're finished, you may place your empty envelope in the collection basket, or simply hold onto it.

Option 2: Paper Envelope (For Those Without Smartphones)



If you don't have a smartphone or prefer to use paper, you may complete the envelope in your hand:

1. Fill in your name, address, phone, and email
2. If you are married, please also fill in the information for your spouse
3. On the lower section, choose a monthly recurring gift, a one-time gift, or a pledge with payments over 10 months
4. If including a payment today, write the amount enclosed
5. Please be sure to include the parish name on the form so that it is credited toward our parish goal
6. After you close the envelope, print your name on the front

You may include a check made payable to "Bishop's Lenten Appeal" or give online later at arlingtondiocese.org/bla.

[Pause for those completing a gift online or using the envelopes]

Final Thoughts

Whether you gave online or filled out a paper envelope, thank you for participating.

If you're unable to give today, I understand - but please still visit arlingtondiocese.org/bla this week to participate in whatever way you can. Every gift matters.

Now the ushers will collect your envelopes.

[Ushers collect envelopes]

On behalf of Bishop Burbidge and myself, but especially on behalf of the thousands across the diocese who will benefit from your compassionate generosity - thank you.

In Christ, We Are One. May God bless your generous hearts.



Guion del Párroco para el Fin de Semana del Compromiso (8 de febrero)

Buenos días/Buenas tardes.

Gracias a todos los que ya han contribuido a la Petición Cuaresmal del Obispo, ya sea este año o en años pasados. Su generosidad marca una verdadera diferencia.

Conexión con las Lecturas de Hoy

En el Evangelio de hoy, Jesús nos dice: "Brille su luz delante de los hombres, para que vean sus buenas obras y glorifiquen a su Padre celestial".

La Petición Cuaresmal del Obispo es una forma en que dejamos brillar nuestra luz, no para nuestra propia gloria, sino para glorificar a Dios sirviendo a los necesitados. A través de su ofrenda, usted se convierte en la luz de Cristo para las familias en crisis, para los seminaristas que se preparan para el sacerdocio, para los niños que aprenden la fe y para los vulnerables en toda la diócesis.

Isaías nos recuerda hoy: "Comparte tu pan con el hambriento, da refugio a los oprimidos y sin hogar". A través de la PCO, hacemos exactamente esto, juntos, como un solo Cuerpo en Cristo.

Hoy, les pido a todas las familias de la parroquia que participen en la Petición Cuaresmal del Obispo de 2026.

Por Qué Esto Importa

El tema de este año es "En Cristo Somos Uno". A través de la PCO, vivimos esta unidad apoyando más de 40 ministerios que sirven a decenas de miles de personas en toda la diócesis, ministerios de los cuales la parroquia depende:

- Formación de seminaristas preparando futuros sacerdotes
- Capacitación en educación religiosa para catequistas
- Recursos de ministerio juvenil que acercan a los jóvenes a Cristo
- Consejería de Caridades Católicas para familias en crisis
- Proyecto Gabriel apoyando a madres que eligen la vida

Su ofrenda impacta directamente vidas, quizás incluso personas sentadas en esta iglesia hoy.

Meta Parroquial: 100% de Participación

Mi meta es simple: 100% de participación de cada familia en la parroquia.



No todos pueden dar la misma cantidad, y lo entiendo. Lo que importa es que todos participemos juntos. Ya sea que pueda dar 25 dólares al mes o 500 dólares como donación única, su participación ayuda a la parroquia a alcanzar su meta y fortalece a la familia diocesana.

Cada ofrenda a la PCO se destina exclusivamente a los ministerios descritos en los materiales de la petición. Muchos de estos servicios benefician directamente a la parroquia y a la comunidad local.

Oportunidad Especial de Contrapartida

Donantes generosos han proporcionado una ofrenda de contrapartida de \$300,000:

- Donantes por primera vez: Su ofrenda completa será igualada dólar por dólar
- Donantes recurrentes: Cualquier aumento en su ofrenda será igualado

Su generosidad se duplica. Por favor, consideren en oración aumentar su ofrenda para aprovechar esta oportunidad.

Cómo Dar Hoy

Voy a pedirles que tomen unos minutos ahora mismo para hacer su ofrenda. Haremos esto juntos, y solo tomará unos minutos.

Opción 1: Dar en Línea (Método Preferido)

La forma más fácil y económica de dar es en línea usando su teléfono ahora mismo.

1. Por favor saque su teléfono y localice el código QR en el sobre que recibió
2. Escanee el código QR con su cámara, O visite arlingtondiocese.org/bla
3. Seleccione "Make A Gift – 2026 BLA"
4. Complete el formulario simple en línea

¿Por qué dar en línea?

- Seguro e inmediato
- Ahorra dinero a la iglesia en procesamiento y envío postal
- Usted mantiene control completo: puede cambiar o cancelar su ofrenda mensual en cualquier momento llamando a la Oficina de Desarrollo

Recomiendo encarecidamente ofrendas mensuales recurrentes. Así como apoyan a la parroquia a través del ofertorio, una ofrenda mensual a la PCO, incluso de \$25 o \$50 al mes, les permite hacer un compromiso más generoso distribuido a lo largo del año.



Para quienes están dando en línea ahora mismo, gracias. Cuando terminen, pueden colocar su sobre vacío en la canasta de colecta, o simplemente guardarlo.

Opción 2: Sobre de Papel (Para Quienes No Tienen Teléfono Inteligente)

Si no tiene un teléfono inteligente o prefiere usar papel, puede completar el sobre en su mano:

1. Llene su nombre, dirección, teléfono y correo electrónico en el lado izquierdo
2. En el lado derecho, escriba el monto de su promesa (recuerde, puede pagar mensualmente)
3. Si incluye un pago hoy, escriba el monto adjunto
4. Escriba el nombre de la parroquia en la parte inferior
5. Firme su nombre en el frente

Puede incluir un cheque a nombre de "Bishop's Lenten Appeal" o dar en línea más tarde en arlingtondiocese.org/bla.

[Pausa breve para quienes completan sobres de papel]

Reflexiones Finales

Ya sea que hayan dado en línea o llenado un sobre de papel, gracias por participar. Si ya han dado por correo postal o en línea antes de hoy, por favor marquen la casilla indicando que ya han hecho su promesa. No queremos contar su ofrenda dos veces.

Si no pueden dar hoy, lo entiendo, pero por favor visiten arlingtondiocese.org/bla esta semana para participar de la manera que puedan. Cada ofrenda importa.

Ahora los acomodadores recogerán sus sobres.

[Los acomodadores recogen los sobres]

En nombre del Obispo Burbidge y el mío, pero especialmente en nombre de los miles de personas en toda la diócesis que se beneficiarán de su compasiva generosidad, gracias. En Cristo, somos uno. Que Dios bendiga sus corazones generosos.



Pastors may edit the provided script to fit their speaking style. The script emphasizes:

- 100% participation as the goal
- Online giving as the preferred method
- Every gift matters, regardless of size

In-Pew Process Implementation

Execute the full in-pew process on Commitment Weekend (February 8) and conduct a Follow-up Weekend (February 15) as described in this manual. Small details matter - everything from supply availability to volunteer attitudes affects outcomes.

Distribution Requirements

Distribute envelopes by hand to every family. The envelope serves as a visual prompt and contains the QR code for easy scanning.

Do Not:

- Place envelopes in pew pockets before Mass
- Ask people to raise their hands for envelopes

Most people will not take initiative to use their phone at Mass or to retrieve envelopes or raise their hands. Every family should receive an envelope - even those giving online need the QR code.

After Each Mass

Secure any completed envelopes: A designated committee member takes BLA envelopes to a secure location immediately after Mass. Most envelopes will be empty since parishioners are encouraged to give online.

Process in-pew envelopes promptly: Designated parish staff and BLA committee members process any in-pew envelopes as soon as possible and send them to the Diocese Development Office.

Collect unused envelopes: Gather all unused envelopes after each Mass to ensure sufficient supply for remaining Masses and Follow-up Weekend.



Letter from Bishop Burbidge

After the pastor offers the homily, he will read the message below from Bishop Burbidge before starting the in-pew pledging process.



Dear Brothers and Sisters in Christ,

This year's Bishop's Lenten Appeal, "In Christ We Are One," reminds us that we are never alone on our journey of faith. In Baptism, the Lord gathers us into one Body and calls us to share his love with all we meet.

Each day across our diocese, your generosity makes this unity visible and tangible. Through the BLA, you stand with our seminarians preparing for priestly service, support our parishes and missions, accompany families through Catholic Charities, and help form disciples among children, youth, young adults, and the elderly. You bring Christ's light to those who are suffering, searching, or feel far from the Church.

I invite you to join me in making a sacrificial gift to this year's Bishop's Lenten Appeal. I ask you especially to consider a recurring monthly commitment, which allows your generosity to continue bearing fruit throughout the year and may enable you to make a greater gift in thanksgiving for God's goodness.

Thank you for all the ways you live the truth that, in Christ, we are one. Be assured of my prayers for you and your loved ones during this holy season of Lent.

Sincerely in Christ,

Most Reverend Michael F. Burbidge
Bishop of Arlington



Queridos hermanos y hermanas en Cristo:

La Petición Cuaresmal del Obispo de este año, "En Cristo somos uno", nos recuerda que nunca estamos solos en nuestro camino de fe. En el Bautismo, el Señor nos reúne en un solo Cuerpo y nos llama a compartir su amor con todos los que encontramos.

Cada día a lo largo de nuestra diócesis, su generosidad hace visible y tangible esta unidad. A través de la PCO, ustedes acompañan a nuestros seminaristas que se preparan para el servicio sacerdotal, apoyan a nuestras parroquias y misiones, acompañan a las familias a través de Caridades Católicas y ayudan a formar discípulos entre niños, jóvenes, adultos jóvenes y personas mayores. Ustedes llevan la luz de Cristo a quienes sufren, buscan o se sienten lejos de la Iglesia.

Los invito a unirse a mí para hacer un donativo sacrificial a la Petición Cuaresmal del Obispo de este año. Les pido especialmente que consideren un compromiso mensual recurrente, que permite que su generosidad continúe dando fruto durante todo el año y puede permitirles hacer un donativo mayor en acción de gracias por la bondad de Dios.

Gracias por todas las formas en que viven la verdad de que, en Cristo, somos uno. Tengan la seguridad de mis oraciones por ustedes y sus seres queridos durante esta santa temporada de Cuaresma.

Sinceramente en Cristo,

Reverendísimo Michael F. Burbidge



February 15 - Follow-Up Weekend

Overview

The primary objective of the 2026 appeal is family participation. After the initial mailing and Commitment Weekend in-pew process, many families from previous years will not yet have renewed their gift. These families aren't necessarily unwilling to participate - some were traveling on Commitment Weekend, others need more time for prayerful consideration, and many will respond during follow-up communications.

Follow-up Weekend provides one more opportunity for families to participate before the Development Office assumes primary responsibility for remaining follow-up activities.

Format

On February 15, following the homily or during announcements at all Masses, a brief announcement (90 seconds maximum) regarding the BLA will be made by the president, lector, or BLA lay leader.

Key Message: Emphasize participation, make giving easy (online preferred), and keep tone welcoming rather than guilt-inducing.

Follow-Up Weekend Script

Good morning/evening. My name is _____.

Thank you to families who have already given to the Bishop's Lenten Appeal! If you haven't yet participated, we need you today.

Our goal: 100% participation from every family in the parish. Father/Monsignor (NAME) asks those who haven't yet given to join fellow parishioners in supporting the diocesan family.

Every gift - large or small - helps the parish reach its goal. Your participation supports seminarians, Catholic Charities, youth ministry, and vital services across the diocese.

Give right now using your phone:

- Visit arlingtondiocese.org/BLA
- Or scan the QR code on envelopes in the pews



- Consider a monthly recurring gift - even \$25 to \$50 per month makes a real impact

Please participate today. Help our parish reach its goal.

Thank you, and may God bless you.

Instructions for Implementation

Before Follow-Up Weekend

1. Determine speaker: Celebrant, BLA lay leader, or respected parishioner
2. Personalize script: Insert pastor's name and title
3. Ensure envelopes available: Place additional envelopes in pew pockets or have ushers ready to distribute
4. Verify QR codes visible: If using posters or bulletin inserts, confirm QR codes are prominently displayed
5. Brief all celebrants: Ensure all priests celebrating Masses know the announcement will be made

During Follow-Up Weekend

1. Timing: Announcement should occur after the homily or during regular announcements
2. Keep it brief: 90 seconds maximum
3. Welcoming tone: Avoid guilt; emphasize opportunity and participation
4. Emphasize online giving: This is the most cost-effective method
5. Have envelopes ready: For those who prefer paper

After Follow-Up Weekend

1. Collect any completed envelopes: Process immediately and send to Development Office
2. Report participation progress: Update parish on progress toward goal (once sufficient data available)
3. Shift to bulletin/email reminders: Development Office will handle most follow-up after this point
4. Monthly updates: Continue publishing brief bulletin announcements about progress



Fin de semana del seguimiento
15 de febrero de 2026

Resumen

El principal objetivo de la campaña de 2026 es la participación de las familias. Cada año, después del envío de la correspondencia inicial y de la conclusión de la fase de la campaña para la Petición Cuaresmal del Obispo realizada en la Iglesia, muchos de los donantes de años anteriores no habrán renovado su ofrenda. Esto no significa necesariamente que sean personas que no desean participar. Es posible que algunas hayan estado fuera de la ciudad durante el fin de semana del compromiso, algunas necesitan más tiempo en oración para considerarlo, y muchos responderán en la correspondencia de seguimiento.

Formato

El 15 de febrero, después de la homilía o durante los anuncios en todas las Misas, un lector, PCO líder laico, o el celebrante hará un breve anuncio (90 segundos máximo) sobre la Petición Cuaresmal del Obispo (PCO).

Mensaje Clave: Fomente la participación, facilite las donaciones (preferiblemente en línea) y mantenga un tono acogedor en lugar de generar sentimientos de culpa.

Guion para el fin de semana del seguimiento
Buenos días/buenas tardes. Mi nombre es _____.

¡Gracias a las familias que ya han donado a la Petición Cuaresmal de Obispo! Si usted no ha participado todavía, le necesitamos hoy.

Nuestro objetivo: La participación 100% de todas las familias de la parroquia. El Padre/Monseñor (Nombre) pide que aquellos que todavía no hayan hecho una promesa de contribución a la PCO que se unan a sus feligreses para apoyar a la familia diocesana.

Cada ofrenda, en cualquier cantidad, ayuda a la parroquia a alcanzar su objetivo. Su participación apoya a los seminaristas, a Caridades Católicas, al ministro juvenil, y a los servicios esenciales en toda la diócesis.

Dona ahora mismo usando su celular:

- Visite arlingtondiocese.org/bla
- O escanee el código QR que encontrara en los sobres de los bancos



- Considera una ofrenda mensual-incluso \$25 a \$50 al mes marcan una verdadera diferencia

Por favor participe hoy. Ayude a la parroquia a alcanzar su objetivo.

Gracias, y que Dios los bendiga.

Instrucciones para la implementación

Antes del fin de semana del seguimiento

1. Determine orador/a: El celebrante, un líder laico del PCO, o un feligrés respetado
2. Personalice guion: Pon el nombre del pastor y su título
3. Asegúrese de que haya sobres disponibles: Coloque sobres adicionales en los bolsillos de los bancos o pida a los ujieres que los distribuyan
4. Verifique que los códigos QR estén visibles: Si se utilizan carteles o folletos informativos, asegúrese de que los códigos QR se muestren de forma destacada.
5. Informar a todos los celebrantes: Asegúrese de que todos los sacerdotes que celebren misas sepan que se hará el anuncio

Durante el fin de semana del seguimiento

1. El ritmo: El anuncio debe ocurrir después de la homilía o durante los anuncios regulares
2. Manténgalo breve: 90 segundos máximo
3. Un tono acogedor: evitar la culpa; enfatizar la oportunidad y la participación
4. Enfatizar la ofrenda en línea: Este método tiene una buena relación costo-eficacia
5. Asegúrese de que haya sobres listos: Para quienes prefieren el papel

Después del fin de semana del seguimiento

1. Recoger todos los sobres completados: Procesar inmediatamente y mandar a la oficina de desarrollo
2. Reportar el progreso de participación: Informar a la parroquia sobre los avances logrados para alcanzar el objetivo (una vez que se disponga de datos suficientes)
3. Mover a recordatorios por boletín/correo electrónico: La oficina de desarrollo se encargará de la mayoría de los seguimientos a partir de este momento
4. Actualizaciones mensuales: Continuar publicando anuncios breves del boletín sobre los avances



Parish Emails

Please consider sending two emails to registered parishioners during the appeal:

- Email #1: Week of February 2 (before Commitment Weekend)
- Email #2: Week of March 16 (mid-Lenten follow-up)

Critical formatting: Ensure arlingtondiocese.org/bla appears as a clickable hyperlink in all emails to maximize online giving.

Personalization recommended: Add a brief personal note from the pastor at the beginning or customize the examples below to reflect your parish's voice.

Goal emphasis: Both emails should emphasize participation from every family and encourage monthly recurring gifts.

Email #1 – Week of February 2

Subject Line: This Sunday: Join Every Family in Supporting the Bishop's Lenten Appeal

Email Body:

Dear [Parish Name] Families,

In Christ, We Are One

This Sunday, February 8, is Commitment Weekend for the 2026 Bishop's Lenten Appeal. I'm asking every family in the parish to participate - not based on the size of your gift, but simply to participate.

Our parish goal is [INSERT AMOUNT], and we need everyone to help us reach it.

Through the BLA, we unite as a diocesan family to support 40+ vital ministries:

- Seminarian formation preparing future priests
- Catholic Charities serving families in crisis
- Youth ministry bringing young people to Christ
- Religious education resources for parishes
- Gabriel Project supporting mothers choosing life



Please consider a monthly recurring gift. Just like your offertory supports the parish, a monthly gift to the BLA - even \$25 or \$50 per month - allows you to make a more generous commitment spread throughout the year.

Give now at arlingtondiocese.org/bla

You can also complete a giving envelope at Mass this Sunday. Whether you give online or at Mass, your participation matters.

Thank you for your generosity and for helping our parish reach its goal.

In Christ, [Pastor's Name]

Email #2 – Week of March 16

Subject Line: We Still Need Your Participation in the Bishop's Lenten Appeal

Email Body:

Dear [Parish Name] Families,

In Christ, We Are One

Thank you to the [INSERT NUMBER] families who have already given to the 2026 Bishop's Lenten Appeal! Your generosity is making a real difference.

If you haven't yet participated, we still need you. Every family's participation—regardless of gift size—helps the parish reach its goal and strengthens the diocesan Church.

Through the BLA, your gift supports:

- 40 seminarians preparing for the priesthood
- Thousands of families receiving counseling and emergency assistance through Catholic Charities
- Youth and young adults encountering Christ through vibrant ministry programs
- Children learning the faith through religious education

We're asking for 100% participation from the parish. Whether you can give \$25 a month or a one-time gift of \$500, your gift matters.



Consider a monthly recurring gift to spread your generosity throughout the year. Monthly gifts are easy to set up online and can be changed or cancelled anytime online or by contacting the Development Office.

Give today at arlingtondiocese.org/bla

Help our parish reach its goal! We're at [INSERT %] of the way there, and with your participation, we can make it.

Thank you for your prayerful consideration and generous heart.

In Christ, [Pastor's Name]



Projected Fund Allocation

The Bishop's Lenten Appeal is the primary means of support for more than 40 ministries, programs, services and charitable works of our diocese. The projected 2026 BLA goal is \$24 million, which is allocated to these various areas. 100% of gifts received for the BLA are used within the diocese for the sole benefit of the programs, offices, and ministries listed below.

15% - Vocations

The Office of Vocations supports our 40 seminarians by providing for room, board, tuition and healthcare expenses, as well as coordinating vocation awareness events for both men and women. This office also oversees the permanent diaconate program.

11% - Assistance to Parishes and Missions

More than 4,600 parish, school and diocesan employees are supported with human resources and employee benefit programs. Parishes are provided guidance with liturgical issues, financial guidance, and audit processes.

11% - Religious Education

The Office of Catholic Schools provides assistance to school leaders for the spiritual, intellectual, and social formation of Catholic School students. The Office of Evangelization works with parishes to guide religious education and OCIA (Order of Christian Initiation for Adults) programs for children, teenagers, and adults.

10% - Youth and Young Adult Outreach

The Office of Youth, Campus and Young Adult Ministries is the primary resource for parish youth ministers to help bring young people to Christ. Additionally, this Office supports Catholic Campus Ministries at four universities and coordinates Young Adult programs that serve people in their 20's and 30's who seek to forge Christian fellowship and deepen their relationship with Christ.

12% - Charitable Works

Catholic Charities serves the poor, elderly, hungry and most vulnerable through 21 unique ministries, including family counseling, adoption services, men's shelter, jobs ministry, senior services, prison ministry, food pantries, soup kitchen, emergency financial assistance, family transitional housing, and Mother of Mercy Free medical clinics.



10% - Support for Families

The Office of Marriage, Family and Respect Life offers programs pertaining to marriage preparation, marriage and family enrichment. Gabriel Project provides pregnancy assistance to mothers and Project Rachel offers post-abortive spiritual counseling and healing retreats. The Respect Life Office seeks to restore respect for all human life. The Tribunal is a healing ministry that examines petitions for marriage annulments.

10% - Chancery Offices and the Virginia Catholic Conference

The Chancery Offices assist the Bishop in pastoral, financial and administrative areas. The Virginia Catholic Conference represents the public policy interests of the two Catholic bishops in Virginia.

4% - Hispanic Apostolate and Multicultural Ministries

The evangelization, formational and pastoral needs of Hispanic Catholics in our diocese are served through the Office of Hispanic Ministry. The Office of Multicultural Ministries serves as a resource to newcomers and coordinates programs, events and convocations reaching out to the various ethnic communities in the diocese.

5% - Evangelization Efforts

Events and initiatives are offered to strengthen the faith of practicing Catholics; to reach out to less active Catholics; and to bring the Gospel of Jesus Christ to those who do not know God. Our diocese is committed to ecumenical outreach, supporting our INOVA Hospital Ministry and Dominican Republic mission parishes.

4% - San Damiano Spirituality Center

A peaceful venue that offers opportunities for a wide variety of retreats for laity, religious and clergy seeking reflection and spiritual renewal in our chapel and grounds in the Shenandoah Valley.

5% - Diocesan Development and Communication Programs

The Communications Office proclaims the Gospel through diverse media platforms, evangelizing the faithful and wider community while fostering deeper engagement with Christ and His Church. The Development Office coordinates the Bishop's Lenten Appeal, raises scholarship funds, and partners with Catholic families through the Catholic Foundation of Arlington to leave a lasting legacy.

3% - Parish/Diocesan properties and land development

The diocese purchases land that is granted to newly founded parishes for their parish grounds.



Gift Processing Instructions and Procedures

The processing of online gifts is automatic and immediate. This is a cost-effective and timely way for families to contribute to the BLA. arlingtondiocese.org/bla

For those who use the parish in-pew envelope, mail in batches as you receive gift, particularly following Commitment Weekend (February 8) and Follow-Up Weekend (February 15). Please do not wait for all gifts to be collected at the end of the appeal. Timely processing and acknowledgement are critical to donor satisfaction.

The Diocesan Development Office will be sending you the parish roster as a set of pre-printed labels alphabetized by last name, with the address and Diocesan ID number for parishioners who are in the diocesan database.

If there is no matching label, please do not create your own labels with the parishioner's offertory envelope number. This number is not the same number as their Diocesan ID number and could result in their BLA gift being credited to the wrong person.

For in-pew envelopes where the donor wrote in another home parish, please do not remove any cash or checks from the envelope. These gifts are processed and credited to the parish selected by the donor. Bundle these separately from other bundles and send to the Diocesan Development Office.

If parishioners bring to you their mailed BLA appeal form, please do not affix the in-pew labels to the mailed form or envelope. The in-pew labels are for use with the in-pew giving envelopes only.

Processing In-Pew Envelopes

Step 1: Separate the In-Pew Envelopes

Sort the in-pew envelopes based on whether there is no gift or a gift.

Step 2: Yellow Batch Sheet – No Gift Envelopes

Those who checked either box in the middle of the in-pew envelope:

- “I already have made a gift/pledge to the BLA” or
- “I am unable to make a gift/pledge to the BLA”

Please note – even if one of these boxes is checked, but there is also a gift included, please treat as a gift and include in pink, blue or green batches.



If there is no gift and no cash or check is inside, then no pre-printed label is affixed to them. No further action is required on your part for these envelopes, except to bundle them together and attach the Yellow Batch Sheet to be sent to the diocese.

NOTE: Please be sure there is no cash or checks in the envelopes with a yellow cover sheet. If there is cash or check contained inside any in-pew envelope, that envelope should be processed as a gift, whether a box is checked or not.

Step 3: Pink/Blue/Green Batches - Gift Envelopes

Those who made a gift commitment with the in-pew envelope. Some will have payments enclosed and some will not. Each envelope will need to have a label (if available) affixed before sending to the diocese.

Labeling Gift Envelopes

Alphabetize Envelopes. There is space on the front panel of the envelope for the parishioners to write their name.

No payment

If the in-pew envelope has no cash or check, please review the gift information written for legibility.

With payment

If there is a check in the envelope, please verify the check amount is written correctly on the form in the Amount Enclosed box. Please verify that the Total Amount and Balance to be Paid spaces have been completed.

All checks in an in-pew envelope, even if made payable to the parish, are processed by the Diocesan Development Office. Please do not remove these checks.

Please watch for donors who indicate that money/check has been enclosed and then fail to insert payment. If the Amount Enclosed box is blank and there is a check enclosed in the envelope, please write in the amount. If no funds are enclosed, please indicate this as well. If the amount indicated on the envelope is different from the actual amount enclosed, cross out the wrong amount and write in the correct one.



Bundling Envelopes

After verifying the check amount matches the written information, please do not remove checks from the giving envelope.

1. **Pink Batch Sheet - Exact Label Matches:**

If the pre-printed label information and the handwritten information are the same, affix the pre-printed label in the space indicated on the in-pew envelope. These in-pew envelopes will be bundled together with a Pink Batch Sheet.

2. **Blue Batch Sheet - No Label:**

If there is not a label for the donor, it is likely that they are not registered at your parish in the diocesan database. We will update the information in the diocesan database when we receive the envelope. These in-pew envelopes will be bundled together with a Blue Batch Sheet.

Blue Batch Sheet – Name/ Address Change:

If the handwritten name and/or address does not match the information on the printed label, place the label in the same area as indicated. Put a line through the label to indicate there is a change to be made. These envelopes will be bundled together with a Blue Batch Sheet.

3. **Green Batch Sheet – Cash:**

All envelopes that contain cash are segregated and processed differently. If cash is in the in-pew envelope, please verify the cash amount is written correctly on the form in the Amount Enclosed box. It is also important to verify that the Total Amount and Balance to be Paid spaces have been completed.

If the amount enclosed box is blank and there is cash enclosed in the envelope, please write in the amount. If the amount indicated on the envelope is different from the actual amount enclosed, cross out the wrong amount and write in the correct one.

Anonymous gifts can all be bundled together, and the total amount of all anonymous gifts will be credited to your parish as one “anonymous” BLA gift.

Bundle all in-pew envelopes containing cash into one bundle. After verifying that the cash amount enclosed matches the amount written on the form, please remove all of the cash from each in-pew envelope, add up the total amount of cash and arrange to have a parish check written to the Bishop’s Lenten Appeal for this total cash amount. Then attach the check to the Green Batch that had cash inside.



Please make parish check payable to:
Bishop's Lenten Appeal
200 North Glebe Road, Suite 811
Arlington, VA 22203

If you have more than 50 envelopes with cash enclosed, please divide them into bundles of less than 50 envelopes per bundle. One check cannot represent more than 50 gifts.

Once the parish check is ready, bundle these together with the Green Batch Sheet. Place the parish check on top of all of the in-pew envelopes that originally contained cash. If you must wait to have a check cut, please hold back your Green Batch envelopes until you can send both the parish check and forms together. The Diocesan Development Office cannot process cash bundles without an accompanying parish check.

Mailing in-pew envelopes

To expedite processing and acknowledgment of gifts, please return gifts as they are received. There is no reason to hold envelopes for larger batches. We will process them in the order received. We have included several pre-addressed Tyvek envelopes in the supplies box for sending batches to the Development Office.

Address to send batches:

Development Office
Diocese of Arlington
200 North Glebe Road, Suite 811
Arlington, VA 22203

Questions about gift processing?

Please contact Juanita Padgett, Manager of Development Services
development@arlingtondiocese.org or 703-778-8600