As coordinator* for the Retirement Fund for Religious (RFR) collection, you are asked to (1) ensure accurate information is entered for your (arch)diocese in the National Collections database and (2) request RFR campaign materials for your parishes as needed.

Please note:

• RFR campaign materials must be requested a year in advance during the open period established by the Office of National Collections at the United States Conference of Catholic Bishops. Your (arch)diocesan collection date must be entered annually.

• The open period for the 2022 RFR collection will end September 15, 2021.

• Campaign materials can only be requested at the (arch)diocesan level. Parishes do not have access to the National Collections database.

• We rely on you, as RFR coordinator, to verify the shipments and addresses for your parishes. Our office has no way of knowing when information in the database is outdated.

• With your help, we can minimize the printing, packaging, and shipping of excess or unwanted materials.

See the instructions that follow for using the National Collections database.

How to Request Materials and Update Information

   Click Login. Enter Username and Password. Click the Login button.
   (First-time users: Click Registration in the left menu. Submit required information. Registration confirmation will be emailed in 1–2 business days. Proceed with Login.)

2. Enter Diocesan Collection Updates.
   Use the left menu to click on the sections in blue below. Please review each and update as needed. Important: Click Save Changes for each edit made.

   Update Diocese Information
   Confirm or edit your information as (arch)diocesan coordinator for the RFR collection and input additional contacts if necessary.

   Update Parish Information
   Enter parish openings, closings, and address changes as needed.

   Update Collection Information
   Follow the directions at the top of this section’s page.
   — Confirm or enter the date of the RFR collection in your (arch)diocese. Parish shipments are sent roughly 4 weeks before the date you provide.
   — Make changes to the items or quantities requested as needed. The website shows the items and quantities sent to each parish the prior year. If no changes are entered, parishes will automatically receive the same shipments.

   Download Information (optional)
   Download an Excel spreadsheet of the items and quantities requested for each parish.

*If you are not the coordinator, please contact us (see back page).
Dear Pastor/Pastoral Administrator,

Heartfelt thanks to you and your parishioners for your ongoing support of the Retirement Fund for Religious. Nearly 30,000 senior sisters, brothers, and religious order priests benefit from this collection.

Although the national appeal will be held December 13, some (arch)dioceses conduct the collection on earlier dates. Given this schedule, I am writing to you during the spring—in the midst of the Covid-19 crisis. There is no way to foresee the situation you and your parishioners will be facing by the time you read this letter. My deepest prayer is that it finds you safe, healthy, and recovering from the grave impacts of the pandemic.

One thing I know with certainty is that the needs of elderly religious will remain profound. With rising health-care costs and a lack of retirement savings, hundreds of US religious communities struggle to provide for aging members. The additional challenges brought about by Covid-19 have compounded an already difficult situation. Proceeds from the Retirement Fund for Religious collection offer these communities critical funding to help meet ongoing eldercare expenses.

Recognizing that your own parish and parishioners may also be confronting financial difficulties, I ask simply that you do what you can to highlight the needs of senior religious and their communities. This guide provides an overview of resources, including bulletin announcements and social media posts, to assist you in your efforts. Most importantly, please announce the collection during Mass.

May God bless and keep you.

Gratefully,
Sister Stephanie Still, PBVM
Executive Director

Enclosure: Posters

Retirement Fund for Religious
Sponsored by the National Religious Retirement Office

Please give to those who have given a lifetime.

retiredreligious.org

Campaign materials shown feature 2020 graphics. Future campaigns will use different images and text.

Reminder: Every parish automatically receives two posters. We encourage you to request additional copies as needed.
Additional Parish Shipments
The items on this page are shipped to parishes in response to requests that RFR coordinators enter into the National Collections database. Unless updates are entered, parishes will automatically receive the same items and quantities from year to year.

Bulletin Inserts
Bulletin inserts are a central component of the RFR appeal, informing parishioners of the urgent need for their support of elder religious and featuring the campaign image. Inserts can be included with weekly bulletins or made available in parish gathering spaces.

Bulletin inserts are 8.5 x 11 inches, include a response form, and display English text on one side and Spanish on the other.

Direct Response Envelopes
These bilingual envelopes can be placed in the pews or gathering space the weekend of the collection. They include a response form and are designed for parishioners to mail directly to the National Religious Retirement Office.

Collection Envelopes
These bilingual envelopes can be placed in the pews or gathering space on the weekend of the collection for parishioners who either forgot their offertory envelopes or are not registered members of the parish. Donations made in collection envelopes are returned to the parish.

As RFR coordinator, you may request copies of any of the printed items shown on pages 2–4.
National Religious Retirement Office (NRRO) Annual Report
The annual report provides a financial summary and an overview of how the RFR supports elder religious and their communities.

Annual Report Supplement
The supplement contains a state-by-state listing of all the religious communities in the United States that received financial assistance from the proceeds of the RFR collection. Also included is a list of (arch)diocesan coordinators.

RFR Thank-You Cards With Envelopes
Thank-you cards are 3½ x 7¼ inches, feature a version of the current campaign image on the front, and are blank inside. Matching blank envelopes accompany the cards.

Campaign Assistance
RFR Campaign Director
Beth Kennedy
bethkennedy@retiredreligious.org
Phone (919) 414-4007

Please contact Beth with questions about requesting campaign materials or promoting the RFR collection.

Websites
To request shipments of RFR campaign materials:
nationalcollections.org

To download RFR campaign and promotional materials:
retiredreligious.org

3211 Fourth Street NE
Washington DC 20017-1194
Phone (202) 541-3215
Fax (202) 541-3053

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