

# Retirement Fund for Religious

Sponsored by the National Religious Retirement Office

## Parish Information Needed

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 Our office has no way of knowing when information in the database is outdated.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

### 1. Visit [Nationalcollections.org](http://Nationalcollections.org).

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.

Campaign materials are provided to parishes and (arch)diocesan offices at no charge. See pages 2–4.

\*If you are not the coordinator, please contact us (see back page).

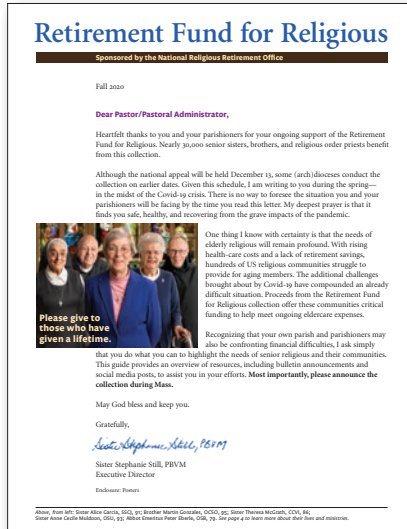
# Campaign Materials for Parishes

## Automatic Parish Shipments

A pastor kit (one parish guide and two posters) is automatically sent to each parish unless you indicate otherwise in the National Collections database.

### Parish Guide

This short guide provides an overview of the items that parishes often use to promote the appeal, such as bulletin announcements. All the resources listed can be downloaded from [retiredreligious.org](http://retiredreligious.org).



### Posters

Each year, the RFR produces a poster featuring senior religious. The goal is for parishes to display the poster in gathering spaces, parish centers, Catholic schools, parish offices, and other areas to promote the collection.

Posters are 17 x 22 inches with English text on one side, Spanish on the other.



Campaign samples 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.



"We don't know what the future holds, but it's all God's work," says Sister Theresa McGrath (center, 86), a member of the Sisters of Charity of the Incarnate Word, San Antonio, for nearly 70 years.

## Retirement Fund for Religious

**Please give to those who have given a lifetime.**

In good times and bad, Sister Theresa and the senior religious shown here have dedicated themselves to God's work. Together with nearly 30,000 elderly sisters, brothers, and religious order priests in the United States, they educated the young, tended the sick, and ministered to the needy. Today, they pray for a world that is hurting. Yet many religious communities do not have enough retirement savings and struggle to provide for aging members. Your tax-deductible gift to the Retirement Fund for Religious helps furnish medications, nursing care, and more. Please be generous.

**retiredreligious.org**

**To give to your parish:** Make your check payable to your parish. (Write RFR on the memo line.)  
**To donate by mail:** Make your check payable to Retirement Fund for Religious. Please do not mail cash.  
**Data preference (Please check one.)**  
 Yes, I agree that the data I provided to complete this transaction may be used for that purpose and used and stored for United States Conference of Catholic Bishops Retirement Fund for Religious records.  
 No, the data I provided may only be used to complete this transaction and may not be stored for United States Conference of Catholic Bishops Retirement Fund for Religious records.  
**Please check with your employer about matching gifts.**

**Amount:**  \$1,000  \$500  \$250  \$100  \$50  \$25  Other \$ \_\_\_\_\_

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_  
 Email address (for e-newsletters) \_\_\_\_\_  
 (Arch)diocese \_\_\_\_\_

**National Religious Retirement Office - 3211 Fourth Street NE - Washington DC 20017-1194 - Phone (202) 541-3215 - Fax (202) 541-3053**  
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### 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.



**Please give to those who have given a lifetime.**  
**Done a los que donaron su vida.**

## Retirement Fund for Religious

**Fondo para la Jubilación de Religiosos**

**retiredreligious.org**

La hermana Theresa McGrath (*tapa, centro*) y miles de hermanas, hermanos y sacerdotes mayores de órdenes religiosas han ofrecido su vida para servir a los demás. Hoy ellos rezan por un mundo que sufre. Sin embargo, muchos son ancianos y necesitan ser atendidos. Sean generosos. Las contribuciones son deducibles de sus impuestos. Verifique con su empleador los donativos paralelos. *Tapa, desde la izq.: hermana Alice Garcia, SSCJ, 91; hermano Martin Gonzales, OCSO, 95; hermana Theresa McGrath, CCVI, 86; hermana Anne Cecile Maldoun, OSU, 93; el abad emérito Peter Eberle, OSB, 79.*

**To give to your parish:** Insert check payable to your parish. (Write RFR on the memo line.)  
**To donate by mail:** Insert check payable to Retirement Fund for Religious. Please do not mail cash. Add a first-class stamp.  
**Para entregarlo a su parroquia:** Incluya su cheque pagadero a su parroquia. (Escriba RFR en la línea del memo.)  
**Para donar por correo:** Incluya el cheque pagadero a Retirement Fund for Religious. No envíe efectivo. Agregue un sello postal de primera clase.

**Data Preference (Please check one.)**  
 Yes, I agree that the data I provided to complete this transaction may be used for that purpose and used and stored for United States Conference of Catholic Bishops Retirement Fund for Religious records.  
 No, the data I provided may only be used to complete this transaction and may not be stored for United States Conference of Catholic Bishops Retirement Fund for Religious records.  
**Preferencia para datos (Por favor marque una.)**  
 Si, acepto que los datos que proporciono para completar esta transacción pueden usarse con ese propósito y usarse y almacenarse para los registros del Fondo para la Jubilación de Religiosos de la Conferencia de Obispos Católicos de los Estados Unidos.  
 No, los datos que proporciono solo se pueden usar para completar esta transacción y no se pueden almacenar para los registros del Fondo para la Jubilación de Religiosos de la Conferencia de Obispos Católicos de los Estados Unidos.  
**\*For e-newsletters/para boletines electrónicos.**

**Amount enclosed/Cantidad adjunta**  
 \$1,000  \$500  \$250  \$100  \$50  \$25  Other/Otra \$ \_\_\_\_\_

Name/Nombre \_\_\_\_\_  
 Address/Dirección \_\_\_\_\_  
 City/Ciudad \_\_\_\_\_ State/Estado \_\_\_\_\_ Zip code/Código postal \_\_\_\_\_  
 (Arch)diocese/(Arquidiócesis) \_\_\_\_\_  
 Parish envelope no./Sobres parroquial no. \_\_\_\_\_  
 Email address\*/Dirección electrónica\* \_\_\_\_\_

**National Religious Retirement Office**  
 3211 Fourth Street NE • Washington DC 20017-1194  
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### 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.



**Retirement Fund for Religious**  
**Please give to those who have given a lifetime.**  
**Fondo para la Jubilación de Religiosos**  
**Done a los que donaron su vida.**

**retiredreligious.org**

## Campaign Materials for (Arch)diocesan Coordinators

As coordinator, you may request copies of the materials available for parishes and/or those shown below. These items are provided at no charge but are only sent upon request.

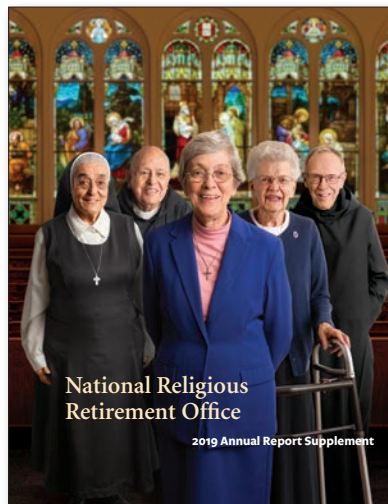
### National Religious Retirement Office (NRRO) Annual Report

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.



## National Religious Retirement Office

Sponsor of the Retirement Fund for Religious

### 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**

### NRRO Staff

**Executive Director**  
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