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 on the National Collections website and (2) request campaign materials for your parishes as needed. Please note the following:

- **The open period to request campaign materials for the 2023 RFR collection is March 1–July 31, 2022.** Because of the way the collection is scheduled, you will be requesting materials roughly 18 months prior to the national appeal.

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

- We rely on you to verify the quantities and items on file for your parishes. This review helps to conserve resources and avoid excess or unnecessary printing and shipping.

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).*
Fall 2021
Dear Pastor/Pastoral Administrator,
Since 1988, donations to the Retirement Fund for Religious collection have helped hundreds of US religious communities address their retirement-funding shortages. We remain humbled and grateful for this generosity.

Like you, senior religious have offered their lives in service and prayer. Most ministered for small stipends, resulting in a profound shortfall in retirement savings. Rising health-care costs and decreasing income make it a struggle for many religious communities to care for their aging members. Covid-19 has compounded an already difficult situation.

Please share these concerns with your parish family and highlight the need in your parish bulletin, e-newsletter, or social media platforms. (See pages 2–3 for downloadable resources.)

Most importantly, please announce the collection during Mass.

I recognize that your parish and parishioners may also be facing financial difficulties. Please know we are grateful for every donation, regardless of size. All gifts advance our mission to ensure a safe, modest retirement for the nation’s elderly religious.

May God bless you for your goodness.

Gratefully,
Sister Stephanie Still, PBVM
Executive Director

Enclosure: Posters

Campaign Materials for Parishes

Automatic Parish Shipments
Two posters and a parish guide make up the pastor kit, which is shipped to each parish unless you indicate otherwise on the National Collections website.

Parish Guide
This short guide provides an overview of the resources that parishes often use to promote the appeal, such as bulletin announcements. All resources can be downloaded from 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 2021 graphics. Future campaigns will use different images and text.
Additional Parish Shipments
The items on this page are shipped to parishes in response to requests that RFR coordinators enter on the National Collections website. 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 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.
Campaign Materials for (Arch)diocesan Coordinators

As coordinator, you may request copies of the materials available for parishes as well as the items shown below. These resources are provided at no charge but are only sent upon request.

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<td>The annual report provides a financial summary and an overview of how the RFR supports elder religious and their communities.</td>
<td>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.</td>
<td>Thank-you cards are 3.5 x 7.25 inches, feature a version of the current campaign image on the front, and are blank inside. Matching blank envelopes accompany the cards.</td>
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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

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