**2024 Retirement Fund for Religious** [**retiredreligious.org**](http://www.retiredreligious.org)

Sample Coordinator Communications

Below is content you can use in your role as coordinator to communicate with (arch)diocesan clergy and staff regarding the Retirement Fund for Religious collection. The sample text can be customized or simply copied and pasted into your email or document. (*Please be sure to insert the collection date for your archdiocese or diocese*.)

Email from Retirement Fund for Religious coordinator to pastor/administrator

Dear Pastor or Parish Administrator,

Our parishes will hold the annual Retirement Fund for Religious collection on (*insert dates*). Many elderly Catholic sisters, brothers, and religious order priests served for years for little pay. Today, hundreds of religious communities do not have enough retirement savings and struggle to provide for aging members. Donations offer financial assistance and resources that help eligible communities care for their elders.

Please join in promoting a generous response to the annual appeal. Visit [retiredreligious.org/materials](https://retiredreligious.org/materials/) to access downloadable resources, such as bulletin announcements and social media posts. Please be sure to announce the collection during Mass and include a reminder in printed or electronic parish communications. If possible, add the Retirement Fund for Religious as an option for your parish’s online giving platform. Donations can also be mailed to:

**National Religious Retirement Office**

**3211 Fourth Street NE**

**Washington DC 20017-1194**

(Make checks payable to **Retirement Fund for Religious.**)

Many thanks for your time and assistance.

Announcement for newsletters or communications

Our parishes will hold the annual Retirement Fund for Religious collection on (*insert dates*). Please join in promoting a generous response to the annual appeal. Visit [retiredreligious.org/materials](https://retiredreligious.org/materials/) to access downloadable resources, such as bulletin announcements and social media posts. Please be sure to announce the collection during Mass and include a reminder in printed or electronic parish communications. If possible, please add the Retirement Fund for Religious as an option for your parish’s online giving platform. Thank you for your time and assistance.