

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 2021 RFR collection will be June 1–September 15, 2020.
- 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 Our office has no way of knowing when information in the database is outdated.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.



How to Request Materials and Update Information

1. Visit Nationalcollections.org.

Navigate using the menu on the left side of the page.

Click **Login**. Enter **Username** and **Password**. Click the **Login** button.

*(First-time users: Click **Registration**. 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 4–6 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

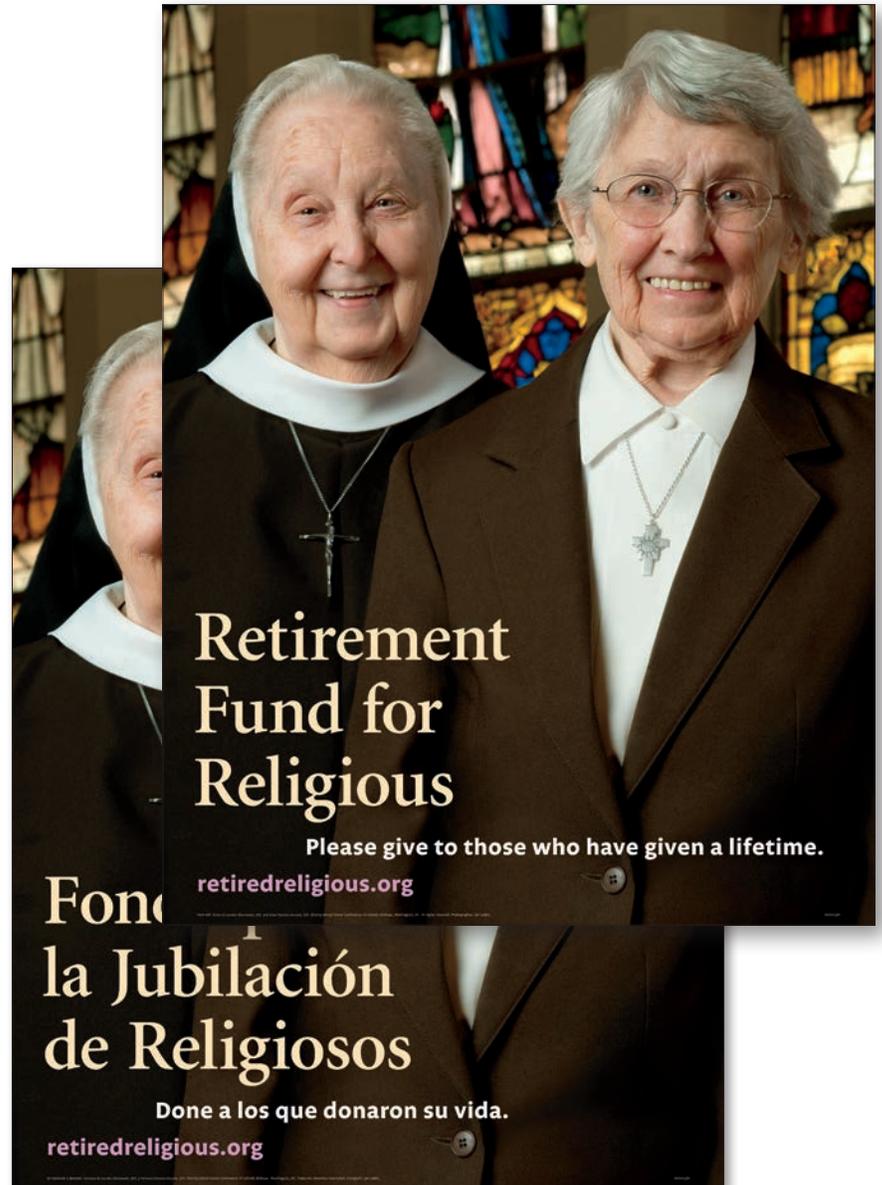
This short guide provides an overview of the items that parishes often use to promote the appeal, such as bulletin announcements. All the resources listed can be downloaded from retiredreligious.org.



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 2019 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.

Bernadine Franciscan Sisters
 Florence Kruzcek (right), 91, and de Lourdes Okonlewski, 87, each entered religious life in the 1940s, barely out of high school. For decades, prayer and teaching filled their days. Yet a lifetime of serving others has only increased their own gratitude. "I get up each morning and say, 'O Lord, thank you for the gift of another day,'" says Sister Florence.

Retirement Fund for Religious

Please give to those who have given a lifetime.

For Sisters Florence and de Lourdes—and 30,000 other senior Catholic sisters, brothers, and religious order priests who benefit from the Retirement Fund for Religious—service is a way of life. Most ministered in Catholic schools, hospitals, parishes, and social service agencies, usually for little or no pay. Today, hundreds of religious communities lack adequate savings for retirement and eldercare. Your gift to the Retirement Fund for Religious offers vital support for necessities, such as medications and nursing care. Please be generous.

Almost 94 percent of donations directly aid senior religious.
retiredreligious.org

To give at 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.

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

Name: _____
Address: _____
City: _____ **State:** _____ **Zip code:** _____

Email address (for e-newsletters): _____
 (Archidiócesis)

National Religious Retirement Office • 3211 Fourth Street NE • Washington DC 20017-1194 • Telephone (202) 541-3215 • Fax (202) 541-3053
Printed on recycled paper, 30% post-consumer fiber. ©2019 United States Conference of Catholic Bishops, Washington, DC. All rights reserved. Photographer: Jim Jullien. 20200421

Para entregar a su parroquia: Haga su cheque payable a su parroquia. (Escriba RFR en la línea del memo).
Para donar por correo: Haga su cheque payable a Retirement Fund for Religious. No envíe efectivo.

Cantidad: \$1,000 \$500 \$250 \$100 \$50 \$25 Otro \$ _____

Nombre: _____
Dirección: _____
Ciudad: _____ **Estado:** _____ **Código postal:** _____

Dirección electrónica (para boletines electrónicos): _____
 (Arquidiócesis)

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Impreso en papel reciclado con 30% de fibra posconsumo. ©2019 United States Conference of Catholic Bishops, Washington, DC. Todos los derechos reservados. Fotógrafo: Jim Jullien. 20200421

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.

Retirement Fund for Religious

Fondo para la Jubilación de Religiosos

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

retiredreligious.org

ancianos.
retiredreligious.org

Printed on recycled paper, 30% post-consumer fiber. Impreso en papel reciclado con 30% de fibra de posconsumo.

Insert check payable to your parish (write RFR on the memo line), and place in parish collection;
 OR
Insert check payable to Retirement Fund for Religious. Do not send cash. Add a first-class stamp.

Incluya su cheque pagadero a su parroquia (escriba RFR en la línea del memo), y deposítelo en la colecta parroquial;
 O
Incluya el cheque pagadero a Retirement Fund for Religious. No envíe efectivo. Agregue un sello postal de primera clase.

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

(Archidiócesis) (Arquidiócesis)

Parish envelope no. Sobre parroquial no.
Email address* Dirección electrónica*
*For e-newsletters/para boletines electrónicos

Contributions are tax deductible. Please check with your employer about matching gifts. Las contribuciones son deducibles de sus impuestos. Verifique con su empleador los donativos paralelos.

National Religious Retirement Office
 3211 Fourth Street NE, Washington DC 20017-1194
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Mostrare plus strip to seal envelope. Numérezca la línea engomada y selle el sobre.

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.

Retirement Fund for Religious

Fondo para la Jubilación de Religiosos

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

retiredreligious.org

As an 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 and/or those shown below. These items are provided at no charge but only sent upon request.

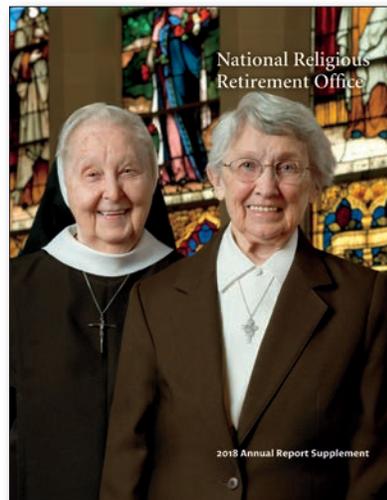
National Religious Retirement Office (NRRO) Annual Report

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

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