

PARISH LETTERHEAD GOES HERE

MONTH DAY, YEAR

Most Reverend Jerome E. ListECKi
Archdiocese of Milwaukee
PO Box 070912
3501 South Lake Drive
Milwaukee, WI 53207-0912

Dear Archbishop ListECKi,

This letter is to request a waiver and proxy for PARISH NAME, PARISH CITY to participate in the Capital Campaign known as “Love One Another” based on the case statement presented by the Archdiocese of Milwaukee and that case statement specific to parish needs described in the attached.

If the parish raises more than its 60% share of its campaign goal, the additional funds will be used for ongoing maintenance and repairs.

Sincerely in Christ,

Pastor/ Parish Director

Trustee Treasurer

Trustee Secretary

Pastoral Council Chair



Case Elements Format for Proxy Request

Please submit the proxy request letter and this completed form to:

Mark Berlyn at loveoneanother@archmil.org OR

PO Box 070912, Milwaukee, WI 53207

(414) 769-3459

Parish/City: _____

Pastor/Parish Director: _____

Parish Goal: \$ _____ 60% Parish Share: \$ _____

Case elements #1: Building and Grounds Cost \$ _____

Examples: Renovations, Capital projects, Building Repairs, Technology installations, Other

Item A: _____

Item B: _____

Item C: _____

Case elements #2: Parish Finances Cost \$ _____

Examples: Debt reductions, Future expenses, Stewardship, Other

Item A: _____

Item B: _____

Item C: _____

Case elements #3: Program Cost \$ _____

Ministries, Education, Faith Formation, Outreach, Evangelization, Discipleship, Other

Item A: _____

Item B: _____

Item C: _____

Please include in your case the following or similar sentence:

If the parish raises more than its 60% share of its campaign goal, the additional funds will be used for ongoing maintenance and repairs.



Preparing an Impactful Case for your Parish Campaign Brochure

A case statement expresses the mission of your parish speaking to current needs and/or future vision.

Step 1 - Needs Assessment/Parish History

1. Determine who will participate in the process. A needs assessment can be led by the Pastor/Parish Director and Pastoral Council, Amazing Parish Leadership team or by an ad hoc group assembled for this purpose. A small group of leaders, working with the Pastor, should conduct the initial assessment.
2. Ask questions (Be as specific as possible with your answers)
 - a. Parish Needs
 - i. What are our immediate needs? (Debt, deferred maintenance, renovation, technology upgrades, etc.)
 - ii. Why do we need to address these needs now?
 - iii. Why is addressing these needs important to our community?
 - iv. What are the financial resources needed to address our needs?
 - v. Why should our parishioners support this case?
 - b. Parish History
 - i. Key Dates
 - ii. Milestones

Steps 2 - Prioritize

1. Assign a priority to each need. (Retiring/servicing existing debt should be a top priority.)

Steps 3 - Invite Input

1. Build consensus. This can be done in a variety of ways, town hall meetings, small group settings, from the pulpit, through print or other communications. Provide the amount of detail necessary for parishioners to “see” the vision.
2. Talk about how addressing the needs will positively impact the parish and its ministries.

Step 4 - Reassess and Incorporate Feedback

1. Listen to your parishioners. Has new information surfaced?
2. Do the majority of our parishioners support the case?
3. If not, how can we reconfigure our needs?