Please submit to loveoneanother@archmil.org by May 6, 2022, together with the parish needs form. To expedite obtaining signatures, separate copies of the letter signed individually may be submitted together.

Please call (414) 769-3459 or email loveoneanother@archmil.org with questions.

[DATE] 2022

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], [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

**PARISH NEEDS**

Please list parish needs below to be met through your 60% parish share of the campaign funds. Complete the categories for which the parish has needs to be met through the campaign.

Please submit this completed form together with the signed letter requesting a waiver and proxy to loveoneanother@archmil.org by May 6, 2022.

Please call 414-769-3459 or email loveoneanother@archmil.org with questions.

Parish/City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pastor/Parish Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parish Goal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ 60% Parish Share: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CAPITAL IMPROVEMENTS

**Case Elements Title #1:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Estimate** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Example Titles: Renovations, Capital Projects, Building Repairs, Technology Upgrades, Other)

Item A (Brief Description): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Item B (Brief Description): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Item C (Brief Description): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PARISH FINANCES

**Case Elements Title #2:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Estimate** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Example Titles: Debt Reduction, Future Expenses, Stewardship, Other)

Item A (Brief Description): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Item B (Brief Description): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Item C (Brief Description): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MISSION AND MINISTRY

**Case Elements Title #3:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Estimate** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Example Titles: Ministries, Education, Faith Formation, Outreach, Evangelization, Other)

Item A (Brief Description): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Item B (Brief Description): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Item C (Brief Description): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Please note case element estimates must total the exact 60% parish share amount)*

**Please use this section to expand on the proposed elements on the previous page in greater detail. While the previous page is used for legal purposes, this page will be used by your parish campaign director to put together a Local Case Document highlighting the importance of each of your parish needs.**

CAPITAL IMPROVEMENTS

**Case Elements Title #1:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(Three to Four Sentences Describing the Need/Needs): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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PARISH FINANCES

**Case Elements Title #2:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(Three to Four Sentences Describing the Need/Needs): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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MISSION AND MINISTRY

**Case Elements Title #1:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(Three to Four Sentences Describing the Need/Needs): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**PARISH NEEDS ASSESSMENT**

**Determining Parish Needs to be Met through the Campaign**

**Step 1 - Needs Assessment**

Determine who will participate in the process. The pastor and a small group of parish leaders should conduct the initial assessment.

Ask questions of the group, including

* What are our needs (capital improvements, parish finances, programs)?
* Why should we address these needs during this campaign?
* Why are these needs important to our community?
* What are the financial resources required to meet our needs?
* Why should our parishioners support this case?

**Steps 2 - Prioritize Needs**

* Assign a priority to each need.

**Steps 3 - Invite Input**

* This can be done via town hall meetings, small group settings, from the pulpit, through print, or digital communications.
* Provide the amount of detail necessary for parishioners to “see” the vision.
* Discuss how meeting the needs will positively impact the parish and its ministries.

**Step 4 - Reassess and Incorporate Feedback**

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

**Step 5 - Finalize**

* Come to a final consensus among parish leaders on the needs to be met through the campaign.
* Assign **reasonable cost estimates** to each of the needs to be met with campaign funds.

**Please note**

* **The Love One Another Campaign seeks pledges payable over five years, please plan accordingly.**
* **Funds raised through the campaign cannot be used for parish operational costs, including salaries, utilities, and other items typically paid out of regular offertory.**