



2026 Parish Manual



ARCHDIOCESE OF

Regina

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General Parish Information

Suggestions for a Successful Campaign

Timeline & Materials

Following the campaign timeline and making use of the materials provided can help make your Appeal campaign a meaningful and successful one. The resources are designed to make things as easy as possible for your parish while helping ensure that parishioners have opportunities to learn about the Appeal, hear the stories behind it, and be reminded throughout the campaign.

We encourage you to take some time to look through this Parish Manual, along with the Parish Timeline included in your Parish Kit. Together, these resources provide helpful guidance on what to share and when, while helping your parish connect with as many people as possible throughout the Appeal.

Regular Updates

Providing your parish community with regular updates on your progress toward your parish goal is a wonderful way to build excitement, encourage support, and remind parishioners of the ongoing Appeal.

We recognize how helpful timely updates can be, and the Development Office is committed to providing them throughout the campaign. From October through December, we receive a significant increase in donations and work hard to process them as quickly and accurately as possible.

Last year we were able to share updates with all parish contacts several times throughout the campaign. Our goal is to repeat that process once again this year.

Going the Extra Mile

If you are passionate about supporting the Archbishop's Appeal and would like to go the extra mile in helping your parish reach its goal, here are a few things we recommend:

- **Invite someone to share their story.** Consider inviting someone who has been touched by a ministry supported by the Appeal to speak to your parish community, whether at a weekend Mass or parish event. This could be a youth, young adult, parent, someone involved in lay ministry formation, or someone who has experienced the care of health care chaplaincy. Hearing a personal story can help bring the impact of the Appeal to life.
- **Reach out personally.** A personal invitation can be a meaningful way to encourage support. Consider calling or visiting parishioners, having a conversation, sharing why the Appeal matters, and inviting them to support it through their time, talent, or treasure.

Recruiting Volunteers

Some of this may feel like a lot, especially if there are only one or two people at your parish helping with the Archbishop's Appeal. If that's the case, consider inviting others to join you. Sharing the work can make the experience lighter and give more people an opportunity to use their gifts in support of the Appeal.

People are often more willing to help when they are personally invited. Don't be afraid to approach someone who may not have volunteered before. A simple invitation can open the door for someone to become more involved in parish life.

When asking for help, be clear about the task and how it contributes to the larger goal. Most importantly, let volunteers know that their time and talents are truly appreciated. Every contribution, big or small, helps make the Appeal possible.

Parish Kit

Hard copy versions of this year's Parish Kit will be mailed to every parish in the diocese. We'll notify you through our Flocknote email list once they have been sent. For your convenience, the Parish Kit will also be available online at [Parish Kit - Archdiocese of Regina](#)

If you have any questions, please contact us at giving@archregina.sk.ca.

What is included in the Parish Kit:

1) 2026 Parish Manual

This is the document you are currently reading. It contains everything you need to know about the Appeal; why we have an Appeal, how to receive donations, FAQs, etc.

2) 2026 Parish Timeline

Throughout the Fall campaign we provide announcements and prayer intentions that we ask you to include in your parish's bulletin and at mass. These and the schedule for the Fall campaign can be found in the Parish Timeline.

3) Parish Lists

Each year, prior to the start of the Fall campaign, parishes are asked to review and update their parishioners contact information (full name, current address, phone number, email address, etc.) and mailing preferences. This helps ensure that parishioners who wish to receive information about the Appeal continue to receive it. It also helps us ensure we are using resources thoughtfully and responsibly. We appreciate the work that the parishes do to help keep this information up to date and accurate. Feel free throughout the year to send updates to the office when you know of changes and we will commit to doing the same.

4) Gifts Spreadsheet

This is an Excel Workbook that contains one tab for each month in 2026 (tabs are located at the bottom of the spreadsheet). You are welcome to use this to keep track of donations received by your parish. If you mail us a cheque, please email us the gifts spreadsheet to our office. Sending this document electronically helps us with data management, especially in busy times of the year.

5) Blank Gift slips

Blank gift slips come in a sheet of 3 which can be printed (8.5x11) and cut. If a parishioner submits a donation without a gift slip, please fill one out and include it with the cheque. Please include the donor ID (if available) when filling out a blank gift slip.

Note: gift slips are not necessary if you are using the gifts spreadsheet because you are including the information from the gift slips on the spreadsheet.

6) 2026 Appeal Videos

Last year we created USB sticks with all the video's available on them for parishes that may have challenging access to the internet. This is available once again this year. If you prefer, the video's can also be viewed through the Archdiocese website or they can be downloaded and played from a laptop/tablet without internet.

7) Prayers of the Faithful and Reflections

Prayers of the Faithful and Bulletin Reflections have been prepared for use during Mass or for inclusion in your weekly parish bulletins. These reflections are designed to complement the current Scripture readings and offer opportunities for parishioners to pause, reflect, and prayerfully consider their meaning in the context of the Appeal and our faith.

8) Transmittal Forms

To help simplify the process for parishes, we have **removed the requirement** to submit transmittal forms. We recognize that these forms have not always been used consistently and, at times, may have created more questions than clarity. They are also not required for our audit purposes, so you are no longer required to include them with your submissions.

If you find the transmittal forms helpful for your parish's own records or process, you are still welcome to use and submit them. Otherwise, please feel free to set them aside and enjoy one less step in the process!

Items we will be providing physically are:

- 1) Parish Manual**
- 2) Appeal Timelines and Reflections**
- 3) Extra copies of Archbishop's letter/gift slips**
- 4) Extra brochures**
- 5) Extra return envelopes**
- 6) USB sticks which will be supplied upon request**

Bishop Don's letter and the brochure can be viewed [on our website](#). Blank gift slips can be downloaded and printed from the parish kit page on our website. We have some extras of these materials in our office. Please contact us if you think your parish would use them.

Roles and Responsibilities

The Development Office and local Parishes are a team helping to make the yearly Appeal a success! As with any project undertaken, the leadership team needs everyone to participate and advocate for this campaign. This includes the Archdiocese, the Pastor or Associate Pastor, Parish Administrator. Parishioners look to us all for leadership, guidance, and support. For this reason, the Development Office commits to helping parish leaders who are actively involved in this work.

Each parish should try to have at least one person who is responsible for ensuring that the Appeal materials are shared at your parish and that donations are being processed. We know that the number of people involved with the Archbishop's Appeal varies from parish to parish. We deeply appreciate your commitment to the Appeal, and we recognize that we could not do this without dedicated individuals like you at the parish level. Below are the key responsibilities associated with the Appeal that need attention from someone at

your parish. These tasks can be handled by one person or divided among multiple individuals.

Key Responsibilities:

- Consider your own contribution to the Appeal
- Advocate for your parish's role in the Appeal (in meetings, to staff, to parishioners, etc.)
- Donation tracking: please ensure the accurate collection and tracking of donor information, specifically donor names, addresses and donation amounts. This information is crucial for our records.
- Ensure the Development Office has your email address to be included in the Flocknotes and updates on parish goals.
- Submitting donations to the Development Office (see section by the same name below). It is very important to ensure that donations are provided to the Development Office at the Archdiocese in a timely manner. Not only does this help in tracking the Appeal goals, but it also allows time for tax receipt processing for both the parish as well as the Archdiocese.
- Ensuring that the Appeal videos are shown as laid out in the Appeal Timeline document in the parish kit.
- Ensuring that the Appeal announcements and prayer intentions are read at mass, and that the Appeal reflections are included in the weekly bulletin.
- Promoting the Appeal: this can be done in multiple ways including sharing your parish's goal with the parish and your leadership team, printing off the bi-weekly parish's totals as the campaign progresses, sharing Appeal-related social media posts on your parish's social media pages, talking about the Appeal before or after mass, etc.

Your dedication and support in carrying out these duties are truly valued, and they contribute significantly to the success of the Archbishop's Appeal. Thank you for your important role in our shared mission.

Parish Priest's Role

With deep gratitude, we recognize the vital role of priests—not only in supporting the overall mission of our Archdiocese but also in helping parishioners recognize that their participation joins with others across the Archdiocese to bring hope, healing, and the Gospel to many. Parishioners listen closely to their pastor, and your words carry great weight in guiding them to prayerfully discern their response to the Archbishop's Appeal.

You hold a unique place as the shepherd of your parish community. In the words of St. John's Gospel, you reflect the Good Shepherd who knows his sheep and whose sheep know him. As pilgrims on their spiritual journey, your parishioners look to you for direction and encouragement, trusting you to guide them closer to Christ. When you speak about the Appeal—with gratitude, encouragement, and a spirit of faith—you inspire excitement, discernment, and generosity.

We encourage you to share with your parishioners what it means to you personally to participate, and to express heartfelt thanks for the ministries and blessings made possible through past Appeal donations. In doing so, you will help your people see their giving not as an obligation, but as a joyful act of discipleship—one that unites them more deeply with Christ, His Church, and His mission.

Parish Goal

Parish goals are calculated on a yearly basis and are **NOT** based on the number of registered parishioners that you have in your parish. Parish goals are based on the assessable revenue collected by the Archdiocese for each parish in the prior year. Below are the 3 steps taken to calculate a parish's goal for the year.

Step 1: Find the Parish's Share of Archdiocesan Revenue

A calculation based on the **average of the most recent 3 years** of each parish's assessable revenue is completed. This allows for variation, which can occur from year to year and provides a fair determination of the parish's assessable revenue.

Second, we calculate each parish's **percentage of total parish revenue in the archdiocese**.

*Example: If a parish's average revenue is 10% of the Archdiocese's total, their share is **10%**.*



PARISH A = 10%

ALL OTHER PARISHES = 90%

(Note: no real parish has a goal that high — this is a simplified illustration.)

Step 2: Apply the \$1.4 Million Parish Goal

The Archdiocese has an overall Parish Appeal goal of **\$1.4 million**.

Each parish's goal is based on its percentage share of assessable revenue:

Example:

- Parish share = 10%
- Goal = 10% × \$1,400,000 = **\$140,000**

Step 3: Apply an Annual Cap on Large Increases

If a parish's Appeal goal is more than 20% higher than the previous year, the increase will be capped at 20%. Any shortfall will be made up by non-parish related appeal fundraising. This cap is reviewed each year and applied only when needed, with the exact cap percentage set annually.

Parish Rebates

At the end of the campaign, parishes that exceed their goal will receive a rebate of 10% of the excess amount. For example:

If Parish X has a goal of \$50,000 but receives \$75,000 in donations:

- 10% of the overage (\$25,000) = \$2,500, which will be returned to parish X
- Rebate cheques will be issued the following year

To reduce processing costs, rebates under \$25 will not be issued. Instead, these small amounts will be applied toward the parish's donations for next year's Archbishop's Appeal. Rebates under \$5 will not be paid out at all.

Donations received after the year-end deadline (usually mid-January) may not be eligible for parish rebates. If you need assistance with a specific situation involving the "Year End" donations, please contact the Development office.

Income Tax Receipts

Parishes are responsible for issuing income tax receipts for all Appeal donations **processed by your office.** Once your parish deposits your parishioner cheques/cash and sends us one parish cheque for the total, your parish will be responsible for issuing the income tax receipt to each parishioner for the Appeal gift amounts. Please ensure you inform your parishioners if their Appeal amount is included on their parish income tax receipt.

The Development Office is responsible for issuing income tax receipts for all Appeal donations processed in our office. This includes:

- personal cheques made out to the Archbishop's Appeal or the Archdiocese of Regina
- credit card donations
- pre-authorized payment donations
- e-transfer donations

The Archdiocese sends a thank you letter to everyone who donates to the Appeal, whether their gift was processed by our office or not; however, only those whose gift was processed by the Development Office will receive a tax receipt from the Development Office.

As a reminder, this is key for parishes to ensure that cheques are sent to the Archdiocese in a timely manner to minimize the chance of cheques becoming stale dated or parishioners not receiving income tax receipts on time as per Canada Revenue Agency rules.

Income tax receipts from the Development Office are sent out in February of the following year.

Submitting gifts to the Development Office

The Archdiocese will only receipt gifts processed in our office. Please see the chart below for the breakdown:

GIFTS PROCESSED BY THE PARISH	GIFTS PROCESSED BY THE DEVELOPMENT OFFICE
Cheques made payable to your parish (any appeal gift that has the parish name entered in must be cashed and receipted by the parish before being sent to the Archdiocese office)	Cheques made payable to "Archbishop's Appeal" or "Archdiocese of Regina" (one-time or post-dated)
Cash	Credit card gifts
E-transfers	Auto-debit gifts
	E-transfers to giving email address

Please forward any gifts to be processed by the Development Office to our office. These can be sent along with the parish cheque or e-transfer and donor names. It is especially important during the campaign (October-December), that you forward all gifts **promptly** to our office so our records and totals can be up to date. This also allows us to process credit cards and cheques in a timely manner. Thank you for sending your submission regularly and **no less than once a month** (minimum 3 submissions from Oct-Dec; no maximum).

Please provide the individuals' first and last name, gift amount, address and parish for every gift submitted. If you know the Donor ID for a parishioner, please include that in the details you provide. These are crucial pieces of information for us to update our records. Donor IDs allow us to ensure that we have the correct donor and that gifts are being attributed to the right person in our database.

Your Parish list should include all your parishioners' Donor IDs. If you do not have a parishioner's Donor ID, please send us as much information as possible (address, phone, email, spouse, etc.) when submitting their gifts. This allows us to do some record matching first, to see if the donor is already in our system, and to have as much information as possible if we need to create a new profile.

If a donation was anonymous, including loose change in the collection basket, please include a note about this on the gift spreadsheet. We simply need to know that (\$xx.xx) were anonymous or loose change. These gifts go into our database under your parish profile instead of a donor profile.

Once your parish has deposited the cash and cheques made payable to your parish, please initiate payment to the Archdiocese AND submit the donor names. This can be done in one of the following ways:

1. Utilize the Gifts Spreadsheet with donor names and ID's as well as donated dollar amounts and:
 - Print and mail the gift spreadsheet with an accompanying cheque or e-transfer
 - Email the gift spreadsheet along with the accompanying e-transfer
 - Email the gift spreadsheet and send an accompanying cheque in the mail. Please note in your email that the cheque is being mailed.
 - YOU DO NOT NEED TO DO BOTH
2. Gift slip
 - Mail all gift slips and donor cheques to our office. Please ensure that the cheques are made out to the Archdiocese of Regina and not your parish.
 -

Please send emails to giving@archregina.sk.ca and physical mail to:
Archbishop's Appeal
200-2151 Scarth Street
Regina, SK S4P 2H8

If you receive a donation that does not include a gift slip, please complete a blank gift slip. These can be found in the Parish Kit. As stated above, the Donor ID, full name, and gift amount are the most important pieces of information. If you do not have a Donor ID, please fill out as much information as possible.

After receiving some feedback that the individual gift slip was difficult to print, we have put together a pdf document (found in the parish kit) that can be printed vertically on 8.5x11 paper which contains 3 blank gift slips. These can be cut along the dotted line to separate or sent as is after being filled out.

To help us process and account for funds accurately, we kindly ask that Archbishop's Appeal gifts be sent separately from other payments, such as assessments, special collections, or insurance payments. The Archbishop's Appeal has a separate account dedicated to Appeal activities, so keeping these payments separate helps ensure that gifts are directed and recorded appropriately.

We understand that this may mean issuing more than one cheque, and we truly appreciate your help and care in doing so. Your attention to this small detail helps make the processing of Appeal gifts as smooth and efficient as possible. Thank you for your continued support and cooperation.

Gifts spreadsheet

We created the gifts spreadsheet with the hope of simplifying the submission process for parishes and the importing process for the Development Office.

The blank gifts spreadsheet is available on the Parish Kit page on the Archdiocese website and in your printed Parish Kit. If you are downloading it, feel free to rename with your parish ID, and save somewhere you can continue to access it.

When you open the workbook, please enter your parish name and town/city at the top of the spreadsheet where it is indicated. At the bottom of the sheet, you will see what are called “tabs.” We have created one tab for every month of the year.

TOP OF SPREADSHEET

[illegible]

BOTTOM OF SPREADSHEET

January February March April May June July August September October November December +

The idea is that every month you fill out the spreadsheet with the gifts you have received and then email the spreadsheet to giving@archregina.sk.ca when you mail your parish cheque. You can fill the sheet out once/month when you sit down and go through all the gifts you received OR you can fill the sheet out as you receive the gifts.

Each column in the spreadsheet matches a field on the gift cards. Please do not move or modify the spreadsheet in any way, other than adding the donor information.

Please add Donor ID's in this list if you have them.

If you have the Donor ID for the parishioner, then all you **need** to fill out is:

- Name
- Donor ID
- Gift amount
- Campaign (e.g. Annual Appeal, Rebuilding our Church Capital Campaign, Truth and Reconciliation Appeal)

If you do **not** have the Donor ID for the parishioner, then please fill out the following as you are able:

- Name
- Gift amount
- Complete mailing address

- Phone number
- Email
- Campaign (e.g. Annual Appeal, Rebuilding our Church Capital Campaign, Truth and Reconciliation Appeal)

This allows us to do some record matching first, to see if the donor is already in our system, and to have as much information as possible if we need to create a new profile.

If a donation was anonymous, including loose change in the collection basket, please include a note about this on the gifts spreadsheet or transmittal form. These gifts go into our database under your parish profile instead of a donor profile.

If you would like to use the gifts spreadsheet but are unfamiliar or uncomfortable with excel, we found a great Microsoft Excel Tutorial for beginners on YouTube. We encourage you to give it a watch: <https://youtu.be/k1VUZEVuDJ8?si=znV6q1gsiiSqh97f>

You can also reach out to Lori, Lisa, or Taran at giving@archregina.sk.ca or by phone at (306)721-6733.

Year End

We recognize that most parish staff and volunteers take time off during the holidays, which is why we provide a grace period in the first two weeks of January. To give your office an opportunity to submit 2026 gifts received by your parish in late December, we will keep our books open until **Monday, January 18, 2027**. Any gifts received in our office after this date will go towards the 2027 campaign. If you know your 2026 submission is or will be delayed for whatever reason (got it in the mail late, personal issue, etc.) please let us know.

The minimum number of submissions we recommend from every parish from October to December is three (3). There is no maximum. Please do not wait until December to submit donations from October.

If you are planning on sending the minimum number of submissions, we recommend sending a submission at the end of October/early November for October donations, end of November/early December for November donations, and before Christmas for December donations. We kindly ask that you submit as many of your December donations to our office as possible **BEFORE** the new year.

Please see the chart below for the breakdown:

TYPE OF DONATION	DEADLINE
Cheques (payable to "Archdiocese of Regina"), credit cards, and auto-debits sent directly to the Archdiocese of Regina	Must be received by the development office by <u>December 31st</u> . These can be mailed or dropped off at our office.
Cash and cheques (payable to parish) sent to the parish	Last day for parishioners to submit these to the parish is December 31 st . Archdiocese will keep 2026 books open till Jan 18, 2027 to ensure that these donations are processed in the 2026 year.
Cheques (payable to "Archdiocese of Regina"),	Last day for parishioners to submit these to

credit cards, and auto-debits sent to the parish	the parish is December 31 st . Archdiocese will keep 2026 books open till Jan 18, 2027 to ensure that these donations are processed in the 2026 year.
E-transfers and Online Donations via CanadaHelps	December 31 st

THANK YOU FOR SUPPORTING THE ARCHBISHOP'S APPEAL!
WE ARE SO GRATEFUL TO WORK WITH EACH AND EVERY ONE OF YOU AND WE DEEPLY APPRECIATE YOU
AND ALL THE WORK YOU DO.

If you have any questions or concerns about the Archbishop's Appeal, please do not hesitate to reach out!
Lori, Lisa, & Taran: 306-721-6733
giving@archregina.sk.ca

Gift Slip Example



NAME _____
MAILING ADDRESS _____
CITY/TOWN _____
POSTAL CODE _____
PHONE _____
EMAIL _____
PARISH _____

By providing your email you are agreeing to receive emails from the Development Office at the Archdiocese of Regina.
Ongoing gifts will continue until you request we stop processing them.
Pledges will stop once the pledged amount has been completed.

One-time gift \$ _____	
Ongoing gift (monthly) \$ _____/month Start date: dd / mm / yy 1st or 15th	Pledge total: \$ _____ \$ _____/month for # months Start date: dd / mm / yy 1st or 15th
Please select one payment method:	
☐ Credit Card ☐ Visa ☐ Mastercard ☐ AMEX Card number _____ Exp date mm / yy Signature _____	
☐ Auto Debit from bank account (please attach void cheque)	
☐ Post-dated cheques # cheques for a total of \$ _____ (payable to the Archbishop's Appeal)	
☐ One-time cheque (Payable to your parish or to the Archbishop's Appeal. If payable to the parish please send to the parish).	
☐ Cash	Receipt Pref: ☐ Letter ☐ Email

Gifts Spreadsheet Example

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