

Processing Envelopes with No Financial Gift

Commitment to Prayer with No Financial Gift

Many families want

Prayer commitments are counted as a gift and will help the parish achieve their participation goal. However, these envelopes without a financial gift must be separated from those that have a financial gift. Envelopes with a financial gift need to be processed according to the instructions in the Financial Gift Processing Guide.

Envelopes without a financial gift need to be processed. Remove the donor label (white or green), if found and place on the envelope. Count the envelopes and record the amount on the report "Cards With Prayer Pledges Only". This report is then faxed to the Office of Stewardship and the cards can be kept at the parish.

It is important that these gifts be recorded in the parish's CDA donor records (i.e. labels, spreadsheet) so that they are not contacted during any follow up activities.

Envelopes without a Financial Gift or Commitment to Prayer

If an envelope is received with a name but no financial gift or commitment to prayer, it needs to be processed as well. Find the appropriate donor label (white or green) and place on the envelope. These envelopes are not counted or reported to the Office of Stewardship, but they must be recorded on the parish's CDA donor records (i.e. spreadsheet, labels). This ensures that the family is not contacted during any follow up activities. They have responded to the ask, even though the answer is no.

Cards without a financial gift are kept at the parish. There is no need to mail them to the Office of Stewardship or JP Morgan Chase. If there is an issue on a card that needs to be addressed, please contact Carrie at 602-354-2217 for assistance.