**SAMPLE LETTER TO USHERS**

Weekend of February 16-17



Dear Ushers,

The Diocese of Charleston has embarked on the 2019 Bishop’s Annual Appeal. This weekend, I will ask all of our parishioners to make a commitment to join in this appeal. This weekend is **Pledge Weekend** in our parish, and your assistance as an usher at Masses this weekend is appreciated.

**During each Mass (2/16 and 2/17):**

As part of my homily, I will ask everyone to submit their pledge cards or donations.

There will be a pause while I ask everyone who has not made a commitment to the Appeal to do so by filling out a pledge envelope (pledge envelopes and pencils will be in the pews).

I then will ask you to retrieve all pledges and donations. I then will proceed with the [start of the Mass] or [the remainder of the homily].

Please bring all pledges and donations to the sacristy. Do not mix or mingle the BAA collection with offertory collections, not even cash. Completed envelopes should be stored for counting.

Thank you for your commitment and your valuable service to your parish community.

 Sincerely yours in Christ,

 Pastor [or substitute]