



Plant / Operations Commission
**Bishop's Annual Appeal (BAA) Member
Position Description**

Reports To:

Bishop's Annual Appeal (BAA) Coordinator.

Ministry Purpose / Objective:

To aid the Pastor in soliciting parish-wide support for the Bishop's Annual Appeal (BAA) collection according to diocesan guidelines from Raleigh.

General Responsibilities of All Ministry Members:

- Discerns God's message in one's own life regarding stewardship of Time, Talent and Treasure.
- Is familiar with any Ministry and Diocesan guidelines as well as General Parish Procedures.
- Presents ministry in a positive light at all times.

Responsibilities of Bishop's Annual Appeal (BAA) Member Leader:

- Assists in the annual parish Bishop's Annual Appeal collection.

Special Activities:

- Diocesan Training Workshop in January.

Meetings:

- Annual training/refresher session.
- Weekly meetings January - April.

Time Commitment and Frequency:

Time to be allotted to the Following Tasks:

- Ministry Participation January - April

Average Time (may vary):
2-3 hours/week

Expected Length of Commitment:

At least one year.

Qualifications Required:

- Ability to communicate effectively.



Bishop's Annual Appeal (BAA) Pledge Processing

Preparation Notes:

Contact the parish office manager the first week of January to schedule the conference room in the main building for meetings. Contact her sooner if you change the time &/or day from Tuesday 10 am.

PROCESSING PLEDGES

Processing the BAA pledges in a specific way each time is paramount. Please adhere to the following procedures prescribed by the Diocese of Raleigh. If you have questions regarding how to process a donation, contact:

BAA Support Team

Telephone 919.364.8670

Email Appeals.Support@RalDioc.org

There must be at least two members present to begin the process.

Open every envelope, even if it is sealed.

Always use pen when completing the pledge cards as required by the lockbox.

Paper clips, staples, or tape should never be used when processing pledges. Only use rubber bands.

Locate the CID for each donor in the Excel spreadsheet and write it on the pledge card if it is not preprinted on it.

Note on CID numbers:

Donors may be new to our parish or not registered so they will not have a CID number. Send the pledges without the CID and the Diocese will assign a number when processing the donation.

These donations will be included in our parish total.

Do not send a payment without a pledge card, even if you must complete it with the information available to you.

Review information completed on the pledge card and check. The CID number is at the beginning of the code at the bottom of the card if it was mailed to the donor from the Diocese. If there is not a CID number, refer to the spreadsheet. Otherwise, submit without the number and the Diocese will assign a number.

Extra pledge cards and payment envelopes are included in the parish kits received from the Diocese in January.

Parish secretary processes thank you post cards according to the highlighted cells in the spreadsheet received with the summary email after pledges are processed by the BAA team.

Maintain a total of pledges and number of households as you process. Add them to the totals in Blackbaud Raiser's Edge and Parish Tracking Form to complete the report to Claudia each week.

Enter information from pledges processed at parish and lockbox (per Blackbaud) into spreadsheet. Include current spreadsheet in email to BAA team.

Cash Donations:

Cash must be converted to a parish check. DO NOT SEND CASH.

Give all cash and pledge cards to Claudia to prepare a parish check. A separate check will be processed for pledges with cards and the remainder is one total check for Anonymous donations.

Prepare a pledge card for the total unidentified cash donations and label it "Anonymous Unidentified Cash Donation". Note ICC-Wilmington (202) on the pledge card.

Wrap Up the Process:

Calculate the total number and amount of all the pledges and donations in the Parish Tracking Form.

Seal them in an envelope received in the BAA kit and give it to Tracey to mail with a list of the names for thank you notes.

Return processing materials to the bin.

Prepare a report to Claudia via email.

In-Seat Appeal Weekend

The BAA team will meet the Tuesday morning before the In-Seat appeal. Ensure the pledge cards and envelopes are prepared and in place in the Gathering Area to provide the option for donors to request their pledge payment in check or cash rather than credit card on the BAA app or website.

The team will meet at the parish the following Tuesday to process the pledges.