



DIOCESE OF MANCHESTER MEMORANDUM

To: Pastors, Parish Administrators, and Parish Business Managers/Bookkeepers and Admins
cc: Mac Bryant, Finance Officer and Cabinet Secretary for Temporalities
From: Christine Bogacz, Director of Parish & School Financial Services
Date: January 17, 2024
RE: 2023-2024 and 2024-2025 Fiscal Year and Calendar Year Special Collection Schedules

2023-2024 and 2024-2025 Fiscal Year Special Collection Schedules:

Please find attached the collections calendars for fiscal years' 2023-2024 and 2024-2025. These schedules include the name of the collection, the date of the collection, a description to be used in the bulletin and/or at the pulpit, and Diocesan contact information.

2023 and 2024 Calendar Year Special Collection Schedules:

As a reminder, do not order envelopes for the following second collections that have been discontinued:

- Diocesan Seminarian Fund (8000)
- Parish to Parish Support (8008)
- NH Missionaries Abroad (8010)
- Catholic University & USCCB (8011)
- NH Diocesan Priest Retirement (8012)

These causes and programs are now supported by the New Hampshire Catholic Appeal (NHCA). **Please DO NOT order envelopes for the eliminated second collection nor hold the collections at Mass.**

Also as a reminder, The Catholic Charities of New Hampshire Appeal (CCNH) has been discontinued at all parishes. CCNH receives a portion of the funds raised from the NHCA.

Please find attached the collections calendars for calendar years' 2024 and 2025 that were sent to the envelope companies currently utilized by parishes in the Diocese of Manchester. The following envelope companies received this mailing:

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| • Cathedral Corporation | 800-698-0299 | churchcustomerservice@cathedralcorporation.com |
| • Fred F. Waltz Company | 401-769-4900 | pclick@envelopeservice.com |
| • National Church Solutions | 800-627-9900 | pclick@envelopeservice.com (FF Waltz owns NCS) |
| • One Write Company | 800-268-6070x111 | geschbaugh@onewriteco.com |
| • Our Sunday Visitor Offering Env. Div. | 800-348-2886 | envservice@osv.com |
| • Church Budget Monthly Mail Company | 800-661-4538 | confirm@churchbudmail.com |

Note: DP Murphy Company is now part of Cathedral Corporation.

We encourage you to reference the Parish Envelope list when ordering your envelopes and sharing the list with your vendor, as needed. If your envelope company is not listed above, please notify Debra Keane at 663-0155 or at dkeane@rcbm.org in the Finance Office. This will ensure that your current provider will be included in this and future mailings. Please don't hesitate to share the diocesan collection schedule with your envelope companies as well.

Should you have any questions regarding the policies and procedure for special collections (collecting, depositing, remitting etc.), please see *Norm 4.6, Definition of Special Collections/Appeals* in the Parish Finance Manual or contact me at 663-0118 or cbogacz@rcbm.org for assistance. (Enclosures)