

GUIDANCE NOTES FOR PARISH NEWSLETTER NOTICES

- Keep it brief and simple.
- Look for ideas from the Lent Appeal envelopes for the coming week in order to alert people to the theme for that week.
- Get ideas from the Lent Reflection Programme booklet relating to the theme.
- You can use material from the Caritas Aotearoa New Zealand Annual Report to identify where donations were used. Other information related to Caritas projects can be found at www.caritas.org.nz
- You could thank people for their generosity in recent years.
- You may wish to mention the amount of donations collected from your parish in the previous week.

Suggested newsletter notice for 26th February and 5th March:

“Lenten Giving Packs have been distributed today at Mass. You can either use the Weekly Donation Envelopes or use a Single Donation Envelope. You may either return your donation envelopes during the parish offertory collection, or send them to Caritas directly. A freepost envelope is available for this option. NZ Post specifies that cash must not be sent through the post.

Donations received in these envelopes by 31 March will be sent a receipt for the 2016/2017 tax year. Donations received after April 1st will be sent a receipt for the 2017/2018 tax year. Thank you for your generous support.”