

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 notices for 11th and 18th February:

“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 by Caritas in these envelopes by 31 March will be sent a receipt for the 2017/2018 tax year. Donations received by Caritas after April 1st will be sent a receipt for the 2018/2019 tax year. Your generous support enables Caritas to help poor and marginalised communities around the world.”