



ARCHDIOCESE OF BOSTON  
66 BROOKS DRIVE  
BRAINTREE, MASSACHUSETTS 02184-3839

DATE: March 4, 2021  
TO: All Pastors, Administrators, Finance & Operations Mgrs. and Business Mgrs.  
FROM: Office of Most Rev. Peter J. Uglietto, Vicar General and Moderator of the Curia  
RE: **2022 Special Collection Schedule**

Please find attached the **Special Collection Schedule and support material for the 2022** calendar year, along with the **Special Collection Remittance Policies and Procedures** which explain how to process these collections.

We ask each parish to encourage parishioner support for these special collections. They are our way of responding to the mission of the Church in the wider world. Please remind parishioners that they can donate to these special collections through your on-line giving system, at Mass or by mailing in the respective envelopes to the parish.

Similar to your collection process for offertory, the special collection envelopes could be placed in the collection basket at the entrance of the church or a second basket could be provided for the special collection envelopes and cash donations.

As a reminder, exceptions cannot be granted to eliminate a special collection. If there is a need to change a particular special collection date for your parish, please email the Vicar General's office: [Vicar\\_General@rcab.org](mailto:Vicar_General@rcab.org).

Also included are sample bulletin announcements (in English and Spanish) to use the week *before* and the week *of* a Special Collection. If you need additional information about any of the organizations, please go to <https://www.usccb.org/committees/national-collections/collection-resources> (English and Spanish are available here as well).

Please note the following:

- The **Annual Catholic Appeal** parish campaign is launched in three weekends. *Announcement Weekend February 26-27, Commitment Weekend March 5-6 and Follow up Weekend on March 12-13*. Reserving these three dates provides time to launch a successful campaign in your parish. For details, visit the "For Parishes" tab at [www.bostoncatholicappeal.org](http://www.bostoncatholicappeal.org).
- We will continue the annual Ash Wednesday Special Collection on March 2, 2022 for the benefit of **Catholic Charities**.
- The September 18, 2022 Collection for **Clergy Trust** is the second of three such collections (the other two are held on Easter and Christmas). **All Parishes, including those staffed by Religious Order priests, must remit this collection to the Clergy Trust.**

- **Holy Father & Missionary Efforts**

Special Collection Sunday falls within this Special Collection for October 2, 2022 and supports the mission of our inner-city parishes in the Archdiocese of Boston.

Thank you for all that you do to care for the needs of the wider Church through your support of these important special collections. Please encourage your parishioners to be generous to these causes.

## Archdiocese of Boston Special Collections Schedule

Collection Title	Acct #	2022 Schedule
1. Church in Latin America	2090 / 212015	January 23, 2022
<b>2. Support of the Church around the World</b> Church in Africa, Central & Eastern Europe Military Archdiocese, Home Missions, Black & Native American The Catholic Relief Services Collection	<b>2035 / 212016</b>	<b>February 27, 2022</b>
3. Catholic Charities (Ash Wednesday)	2045 / 212017	March 2, 2022
4. Holy Land Shrines (Good Friday)	2030 / 212018	April 15, 2022
5. Easter Sunday Collection: Clergy Trust (One envelope only) ***	2170 / 212019	April 17, 2022
6. Seminarians (Pentecost)	2040 / 212020	June 5, 2022
<b>7. Promoting the Gospel</b> Communications Campaign for Human Development	<b>2055 / 212021</b>	<b>June 19, 2022</b>
8. Clergy Trust ***	2175 / 212022	September 18, 2022
<b>9. Holy Father &amp; Missionary Efforts</b> Special Collection Sunday Holy Father - Peter's Pence Catholic University of America	<b>2065 / 212023</b>	<b>October 2, 2022</b>
10. World Mission Sunday *	2060 / 212024	October 23, 2022
11. Collection for Retired Religious Sisters	2100 / 212025	November 20, 2022
12. Christmas Collection: Clergy Trust (One envelope only) ***	2160 / 212026	December 25, 2022

### **The Pilot Subscription Envelope \*\***

September 25, 2022

Annual Catholic Appeal Commitment Weekend  
*(No envelope - parishioners will be asked to complete Appeal pledge form at Mass)*

2180 / 212027

March 5-6, 2022

Rice Bowl  
*(Individual and Family offerings during lent)*

2190 / 212028

Proceeds from parishes due to Pastoral Center on or before May 16th.

Missionary Cooperative Appeal \*

2185 / 212029

Date determined by the Parish with the Office of the Propagation of the Faith.

### **Please send World Mission Sunday and Missionary Cooperative Appeal collection to(\*):**

Propagation of the Faith  
Archdiocese of Boston  
66 Brooks Drive  
Braintree, MA 02184-3839

### **Please send Clergy Trust collections for Easter, September & Christmas to (\*\*\*):**

Clergy Trust  
Archdiocese of Boston  
66 Brooks Drive  
Braintree, MA 02184-3839

### **Please send Pilot subscription envelopes to (\*\*):**

ATTN: Antonio Enrique  
The Pilot  
Archdiocese of Boston  
66 Brooks Drive  
Braintree, MA 02184-3839

Account # above is for QuickBooks/Intacct

# Archdiocese of Boston

## SPECIAL COLLECTIONS

### REMITTANCE POLICIES & PROCEDURES

#### General Policies:

- All special collections should be taken up on the specified collection date.
- To request an exception to allow your parish to take up the special collection *on an alternate date*, please email the Vicar General's office: [Vicar\\_General@rcab.org](mailto:Vicar_General@rcab.org).
- Exceptions cannot be granted to *eliminate* a special collection for a particular parish.
- All collection proceeds should be remitted as soon as possible after the collection. In most cases, this should happen within two weeks of the collection. If a parish needs more time to receive the envelopes, it should remit within 30 days of the collection.
- Collection proceeds (**except** World Mission Sunday, Mission Cooperative Appeal and the Clergy Trust collections) should be remitted to: Cashier, Archdiocese of Boston Pastoral Center at 66 Brooks Drive, Braintree, MA 02184-3839.
- Please include your parish number and the collection name on the remittance check.
- Please do not include remittances for other special collections on the same remittance check with those made payable to the **World Mission Sunday, Mission Cooperative Appeal** and **Clergy Trust** (Christmas, Easter and the Clergy Trust collection).

#### World Mission Sunday & Mission Cooperative Appeal:

- Collection proceeds for these collections should be remitted to: Propagation of the Faith, Archdiocese of Boston Pastoral Center, 66 Brooks Drive, Braintree, MA 02184-3839.
- Please include your parish number and the collection name on the remittance check.

#### Clergy Trust collections (Christmas, Easter & Clergy Trust collection):

- Collection proceeds for these 3 collections should be remitted to: Clergy Trust, Archdiocese of Boston Pastoral Center, 66 Brooks Drive, Braintree, MA 02184-3839.
- The remittance check containing the amount collected should be made payable to **Clergy Benefit Trust** and sent to Clergy Trust. Please include your parish number and the collection name on the remittance check.

#### Christmas & Easter collections:

- The Christmas and Easter collections are a primary source of funding for the retirement, medical, and financial needs of the priests of the Archdiocese of Boston.
- There is to be only **one** collection taken up at each Christmas Mass (including Vigils) and at each Easter Mass (including Vigils). There must be **no** collection taken up for other purposes (including the parish) on these dates.
- There is to be only one collection envelope used at Christmas Masses and one at Easter Masses. Even if the company that sends the envelopes to your parishioners included an extra envelope, all monies collected at Christmas & Easter are to be a part of this collection and remitted to support the Clergy Trust.
- Those parishes entrusted to religious orders and that have been authorized to do so, may retain the Christmas & Easter collections for the sick and retired priests of their religious order.

#### Clergy Trust collection (Sept):

- Parishes entrusted to religious orders may **not** retain the special collection for the Clergy Trust. All Parishes are required to remit monies received from this collection to Clergy Trust.

#### Notifying Envelope Companies

- Because most parishes have second collections that they take up for the needs of the parish, we ask parishes to communicate all their second/special collection dates to their envelope provider directly.

#### Catholic Appeal

- The Annual Catholic Appeal parish campaign is launched in three weekends. *Announcement Weekend* February 26-27, *Commitment Weekend* March 5-6 and *Follow up Weekend* on March 12-13. Reserving these three dates provides time to launch a successful campaign in your parish. For details, visit the "For Parishes" tab at [www.bostoncatholicappeal.org](http://www.bostoncatholicappeal.org).

#### Questions

- **About special collection exceptions or alternate dates:** Please contact Fr. William Joy (617-746-5618; [ReverendWilliam\\_Joy@rcab.org](mailto:ReverendWilliam_Joy@rcab.org)).
- **About collection remittances:** Please contact Joe Crehan, Controller (617-746-5728; [jcrehan@rcab.org](mailto:jcrehan@rcab.org)), for Clergy Trust please contact Maryellen Barrett, VP Finance & Admin (617-746-5725)
- **About World Mission Sunday and Mission Cooperative Appeal:** Please contact Propagation of the Faith (617-779-3865).