

Memorandum

To: All Pastors, Administrators, and Parish Business Managers

From: Bishop Peter L. Smith, Vicar General

Date: June 27, 2018

Regarding: Second Collections and Annual Catholic Appeal

Enclosed are the dates for the mandated second collections to be taken up in every parish in the Archdiocese of Portland in 2019 and a list of the optional second collections. **Please remember that the mandated collections are just that – they must be taken up in each parish and mission and should be done on the dates specified.** Also according to Archdiocesan policy, please remember the following:

1. Parishes should deposit all funds received for a second collection into the parish bank account and then remit a single check for the total amount to the Department of Financial Services.
2. Parishes should remit their second collection monies to the Department of Financial Services within two months of the collection.
3. Parishes should record all second collection donations in their parishioners' donor records.
4. When remitting monies please be sure that the name of the collection is clearly specified. (Parishes can remit more than one second collection on a check as long as the amount remitted for each collection is clearly noted.)

All second collections, except the Catholic Charities collection, should be remitted to the Pastoral Center at the following address:

Archdiocese of Portland
Attn: Financial Services
2838 E. Burnside St.
Portland, OR 97214

The Catholic Charities Collection is handled by Catholic Charities and should be remitted to them directly at:

Catholic Charities
2740 SE Powell Blvd., #5
Portland, OR 97202

Finally, please remember that these are the dates for the **2019** collections. We have remaining in 2018, collections for the Holy Father on July 1, Archdiocesan Seminarian Appeal on September 30th, World Missions on October 21, CCHD on November 18, and Retirement Fund for Religious on December 9, 2018. If you have any other questions regarding these second collections, feel free to call this office or Financial Services at 503-233-8359.

2019
SECOND COLLECTIONS AND ANNUAL CATHOLIC APPEAL

**MANDATED COLLECTIONS
AND ANNUAL CATHOLIC APPEAL**

DATE

Catholic Communications Collection	January 20, 2019
The Annual Catholic Appeal	February 24, 2019
Catholic Relief Services (Formerly the American Bishops' Oversea Collection)	March 31, 2019
Catholic Home Missions Collection	April 28, 2019
Catholic Charities Collection	May 5, 2019
Collection for the Holy Father	June 30, 2019
Archdiocesan Seminarian Appeal (Mail Appeal to parishioners, information for bulletins, presentations at a few select parishes)	September 16, 2019
World Mission Sunday Collection	October 20, 2019
Catholic Campaign for Human Development Collection	November 17, 2019
Retirement Fund for Religious	December 8, 2019

RECOMMENDED COLLECTIONS

NCEA Giving Promotion – online donations to specific schools in the Archdiocese	January 29-30 beginning 9:00 am PST
Voluntary Catholic Schools Collection	February 2, 2019
Central & Eastern European Church	March 6, 2019 (Ash Wednesday)
Rice Bowl	Lent, 2019
Holy Land	April 19, 2019 (Good Friday)