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## How to Observe Episcopal Relief & Development Sunday

### To help your church fight against extreme poverty and disease, organize an Episcopal Relief & Development Sunday. Here's how:

- **Step 1:** Speak with your rector or church leadership about observing Episcopal Relief & Development Sunday. Choose the first Sunday in Lent, or any Sunday during the year when you're able to focus attention on the challenges of global poverty and disease.
- **Step 2:** Select a team of people and a leader who can help brainstorm, advertise and organize the event. Coordinate the event by using our online tools such as this downloadable [checklist](#) for your Episcopal Relief & Development Sunday.
- **Step 3:** Speak with your Episcopal Relief & Development Diocesan Coordinator and let him/her know your church is planning an Episcopal Relief & Development Sunday. If you need your Diocesan Coordinator's email address or phone number, contact our Engagement office at [engagement@episcopalrelief.org](mailto:engagement@episcopalrelief.org).
- **Step 4:** Promote the event with a [bulletin insert](#) or Sunday service leaflet and on your website. Explain briefly the purpose of Episcopal Relief & Development Sunday. Use the suggested text in this [template](#) to help you draft the announcement.

### Prior to the event:

- **Order pew envelopes** to collect a special Episcopal Relief & Development offering. To place an order, order online at [Forward Movement](#), call 1.800.543.1813.
- **Create awareness** by offering information on Episcopal Relief & Development [programs](#) and the different regions [where we work](#) — Use this information to educate your church on our worldwide Church partnerships that assist those in need.

### On Episcopal Relief & Development Sunday:

- **Make an announcement** from the pulpit. Take a few minutes to highlight the importance of Episcopal Relief & Development Sunday and the special offering in support of the organization. This can be done by the Episcopal Relief & Development Sunday team, or by another lay leader or the rector. Use the announcement for suggested wording.
- **Collect an Episcopal Relief & Development Sunday offering.** If you have pew envelopes available, place them in the pews for the special offering. Offerings can also be made using the bulletin insert response form or the response envelope included in the [Lenten Meditations booklet](#). Let the congregation know about the importance of their contribution (see [this template](#) for suggested announcement wording).
- **Include a special sermon and [prayers](#)** in your service.
- **Use our [Lenten materials](#)** to guide an Episcopal Relief & Development Sunday Educational Hour, Adult Forum or children's lesson.