

## Episcopal Relief & Development Sunday Checklist

### Before Episcopal Relief & Development Sunday

- Meet with clergy and lay leaders to discuss how to hold an Episcopal Relief & Development Sunday event at your parish.
- Convene a planning team to make the day a success. Consider highlighting a special theme for the day, such as malaria prevention, clean water, hunger or a related issue (noting that offerings will go toward the agency's Global Needs/General Fund).
- Develop an Order of Service including Episcopal Relief & Development Sunday elements.
- Include an Episcopal Relief & Development Sunday announcement in the church bulletin/Sunday service leaflet prior to the event.
- Decide if you will order any Episcopal Relief & Development resources such as posters, brochures or red plate envelopes.
- Download and copy the Episcopal Relief & Development Sunday insert and include it in each church bulletin/Sunday service leaflet. If you ordered red plate envelopes for the event, place them in each leaflet or pew, or in another prominent location.
- Brief the rector, lay leaders and Episcopal Relief & Development Sunday team members on their roles for the event and incorporate any suggested wording they may have for announcements and activities.
- Consider including interactive activities as appropriate.

### On Episcopal Relief & Development Sunday

#### Carry out planned activities, including:

- Special Episcopal Relief & Development Sunday announcement during service
- Prayers of the People
- Announcement of Episcopal Relief & Development Sunday offering
- Educational Hour/Adult Forum activities using Lenten resources

### Follow-up after Episcopal Relief & Development Sunday

- Collect the special offering gifts as follows:
  - All red plate envelopes (if used for offering)
  - Each individual check. Make sure all are payable to Episcopal Relief & Development, with "Episcopal Relief & Development Sunday" on the memo line. (If one check is written from the church, please include the names and addresses of all donors.)
  - All bulletin insert response forms
- Mail offerings in a secure envelope to Episcopal Relief & Development, PO Box 7058, Merrifield, VA 22116-7058.
- Include a reminder from the pulpit or in the bulletin to pray for those who will be blessed through the Episcopal Relief & Development Sunday offering.
- Hold a team meeting to discuss what worked well or what could be done differently next year. Share any feedback with the Church Engagement staff through the [blog](#), [Facebook](#), [email](#) or by mail to Episcopal Relief & Development, 815 Second Avenue, New York, NY 10017.

**Thank you for your support!**