



## FREQUENTLY ASKED QUESTIONS

### *How is my contribution to the Diocesan Services Fund (DSF) spent?*

The Diocesan Services Fund (DSF) helps all of us fulfill Christ’s mission here on earth by supporting those programs and services that cannot be accomplished by one parish alone.

More than 60 programs receive all or part of their funding from DSF and all funds are spent within Archdiocesan boundaries. The broad areas of ministry that receive DSF support include: Catholic education of children and adults; pastoral ministries for the sick, the poor and the incarcerated; the formation and education of church leadership; social service programs such as San José Clinic, St. Dominic Village and Catholic Charities. These ministries are listed in Section 1, *Ministries in Action*.

### *Are any of the funds spent on administration at the Chancery?*

No funds are spent on general administrative expenses of the Chancery. A little over 4% of the funds are spent on the DSF appeal expenses. This percentage does not cover staff compensation expenses or supplies which are covered under general administrative expenses of the Chancery.

### *How may I donate to DSF?*

<i>Credit Card</i>	You may charge your donations to a credit card either using your pledge card or going online at <b>www.archgh.org/dsf</b> . We accept payments via MasterCard, VISA, Discover and American Express.
<i>Direct Debit</i>	You may set up a direct debit on your checking account on your pledge card. Just follow the directions on the card. You may also pay by “e-check” online at <b>www.archgh.org/dsf</b> .
<i>Check</i>	You may place your check in the Pew Envelopes found at your parish or send your check with the pledge card you received in the mail.
<i>Cash</i>	You may place your cash in the Pew Envelopes found at your parish.
<i>Stock, IRA, Mutual Funds, or Securities</i>	The Development Department can help arrange any of these transactions. Please call Michael Schillaci at <b>713-652-4418</b> or Michelle Muñoz at <b>713-652-8242</b> . Information is also available on the Archdiocesan website, under <i>Ways to Give</i> or on the DSF website <b>www.archgh.org/dsf</b> .
<i>Donor Advised Fund</i>	If you request a Donor Advised Fund (DAF) send a contribution in your name, confirm the Fund will send the check to the address listed below: Attn: Development Department DSF PO Box 4681 Houston, TX 77210-4681
<i>Matching Gift</i>	DSF qualifies for many corporate matching gift programs. Matching gift companies will support the educational component of DSF, not religious. Contact your employer for more information on their matching gift program.
<i>Online</i>	DSF is Cardinal DiNardo’s annual appeal; as such, DSF donations are made directly to the Archdiocese to directly benefit Archdiocesan programs. You may pledge/donate online at <b>www.archgh.org/dsf</b> or complete a donor form available at your parish office or by calling the Development Records Office of the Archdiocese at <b>713-652-4422</b> .



### ***How does DSF benefit my parish?***

DSF benefits your parish in many ways, from training and supporting Archdiocesan priests and deacons, to training pastoral councils and catechists, to supporting the parish and school system and the many ministries within your parish.

If your parish exceeds goal in payments, 50% of those funds over your goal are returned to your parish and 50% goes to the Aid to Poor Parishes Fund.

### ***May I designate my donation to a particular ministry?***

Individual contributions to DSF cannot be designated to specific ministries as funds are allocated based on the needs of each ministry set forth in their budget. This ensures that all ministries benefit from your gift.

### ***How can I confirm that my parish is getting credit for my donation?***

Each parish receives reports with donor gift details twice weekly via email. Contact the Development Department if your donation is not credited.

### ***I used to receive the Texas Catholic Herald, how can I receive it again?***

With your gift to DSF you will receive a free subscription to the *Texas Catholic Herald* to help keep up with the activities and ministries of the Archdiocese and the Church worldwide.

### ***How may I get a letter for my income tax?***

Acknowledgment letters are sent at the time a pledge is made. All gifts equaling \$100 or more are sent a tax letter at the end of January following the tax year the donation was given. If you do not receive a tax letter please email [dsf@archgh.org](mailto:dsf@archgh.org) or call **713-652-8284** and request a letter.

### ***How can I learn more about DSF?***

Visit the Archdiocesan website at [www.archgh.org/dsf](http://www.archgh.org/dsf) and click on the DSF logo or call the Development Department at **713-652-4417**.