



## 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?*

<b>Credit Card</b>	<ul style="list-style-type: none"> <li>Go online to <a href="http://www.archgh.org/dsf">www.archgh.org/dsf</a>.</li> <li>Visa, MasterCard, Discover, American Express accepted.</li> <li>Your donor constituent ID will be required to make an online payment. It can be found on your DSF pledge form or by emailing or calling the information listed above.</li> <li>You can enter your credit information directly on your pledge form and mail to DSF as shown above.</li> </ul>
<b>Direct Debit</b>	<ul style="list-style-type: none"> <li>Go online to <a href="http://www.archgh.org/dsf">www.archgh.org/dsf</a>.</li> <li>Set up direct debit or e-check on your bank account.</li> <li>Your donor constituent ID will be required to make an online payment. It can be found on your DSF pledge form or by emailing or calling the information listed above.</li> <li>You can enter your direct debit information directly on your pledge form and mail to DSF as shown above.</li> </ul>
<b>Check</b>	<ul style="list-style-type: none"> <li>Send your check with your pledge form in the envelope enclosed with your pledge form to the DSF address listed above.</li> <li>Send your check in a DSF pew envelope (from your parish). Complete the pew envelope form, enclose check and mail to DSF as shown above.</li> </ul>
<b>Cash</b>	<ul style="list-style-type: none"> <li>Send your cash in a DSF pew envelope from your parish. Complete the pew envelope form, enclose cash and mail to DSF as shown above.</li> </ul>
<b>Stock, IRA, Mutual Funds, or Securities</b>	<ul style="list-style-type: none"> <li>The Development Department can help arrange any of these transactions.</li> <li>Please call Michael Schillaci at 713-652-4418.</li> <li>Information is also available at <a href="http://www.archgh.org/dsf">www.archgh.org/dsf</a> under Resources.</li> </ul>
<b>Matching Gift</b>	<ul style="list-style-type: none"> <li>DSF qualifies for many corporate matching gift programs.</li> <li>Contact your employer for more information on their matching gift program.</li> </ul>
<b>Parish Electronic Giving</b>	<ul style="list-style-type: none"> <li>DSF is Cardinal DiNardo's annual appeal so all DSF donations should be made directly to the Archdiocese to benefit Archdiocesan ministries.</li> <li>Please do not pay electronically through your parish online giving site.</li> </ul>



### ***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 us at [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**.