

# IN THE ONE, WE ARE ONE

IN ILLO UNO UNUM



## 2026 RESOURCE MANUAL



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# DIOCESAN SERVICES FUND (DSF) PRAYER



Lord Jesus, Source of our Unity,

You gather Your children into one family of love. In You we find peace, mercy, and strength.

Draw us into Your heart, so that in You we may be united with one another. Help us to live with faith and joy, proclaiming always: *In Illo Uno Unum (In the One, We are One)*.

Bless the *Diocesan Services Fund*, where Your people join together to serve the needs of the Church. May our gifts of love sustain the ministries that bring hope, healing, and the Good News of salvation to all.

Keep us close to You, Lord, until we share forever in the unity of Your Kingdom.





**Amen.**





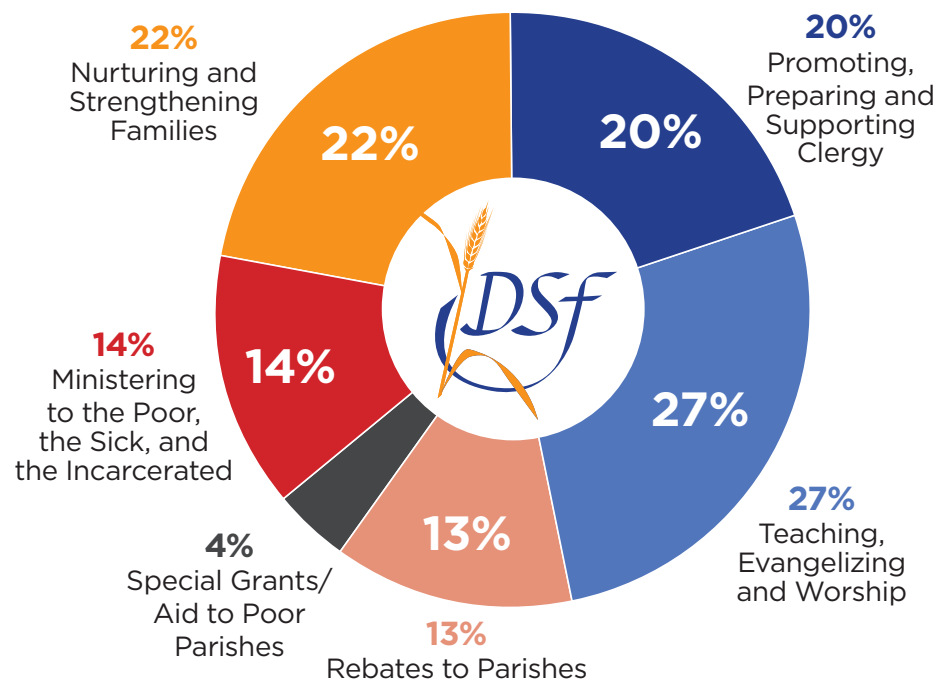
# WHAT IS THE DIOCESAN SERVICES FUND?

The *Diocesan Services Fund* is an annual effort of our local Church that provides essential support for 64 ministries that serve those in need. Through your generosity, you are:

- 
**Supporting the formation of our future priests**
- 
**Serving the poor, feeding the hungry and supporting those in need**
- 
**Providing a strong, Catholic education to more than 17,500 students**
- 
**Forming the next generation of Catholics through youth and adult faith formation**



## HOW YOUR GIFT IS USED



*Note, this is an annualized estimate for DSF26 Ministry Support*

# DSF 2026 - TIMELINE



Commitment Weekend Parish Materials Arrive in Parishes	<b>Mid-January</b>
DSF 2026 Launch: Vicariate Meeting	<b>January 14</b>
DSF 2026 Mailing #1	<b>January 16</b>
DSF Preparation Weekend #1	<b>January 23/24</b>
DSF Commitment Weekend #1	<b>January 31/Feb 1</b>
DSF Weekly Reports Posted Online	<b>March</b>
DSF 2026 Mailing #2	<b>May 7</b>
DSF Preparation Weekend #2	<b>May 9/10</b>
DSF Commitment Weekend #2	<b>May 16/17</b>
DSF 2025 Impact Report Mail Date	<b>June 4</b>
DSF 2026 Mailing #3	<b>September 3</b>
DSF Preparation Weekend #3	<b>September 5/6</b>
DSF Commitment Weekend #3	<b>September 12/13</b>
DSF 2026 Optional Mailing #4 Opt-In Deadline	<b>September 25</b>
DSF 2026 Optional Mailing #4 Mail Date	<b>November 3</b>
DSF 2026 Concludes	<b>December 31</b>

## **DSF 2026 FINAL DEADLINE**

All monies (no ACH) for DSF 2026 must be dated no later than December 31, 2026 and **RECEIVED** in Development Records no later than January 8, 2027. All monies received on or after January 9, 2027 will be applied to DSF 2027 (regardless of check date).

Due to the preparation of tax notices per IRS guidelines, exceptions **will not** be made in this area. Checks dated January 1, 2027 (or later) can only be applied to DSF 2027.

**AFTER January 8, 2027:** Parishes that have not made goal will be billed by the Archdiocesan Accounting Office for their DSF 2026 deficit. Goal shortages should be sent to:

Archdiocese of Galveston-Houston  
P.O. Box 301258  
Dallas, TX 75303-1258

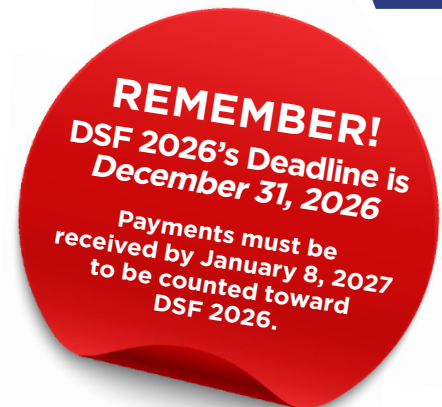


# QUICK REFERENCE GUIDE

**DIOCESAN SERVICES FUND 2026 GOAL: \$16,056,068**

## DSF WEBSITES

- **Donor Resources** – [www.archgh.org/dsf](http://www.archgh.org/dsf)  
General DSF Information  
Update Parishioner Information  
Donate to DSF
- **Parish Resources** – [www.archgh.org/dsfresources](http://www.archgh.org/dsfresources)  
General DSF Resources  
Order Additional In-Pew Envelopes  
Update Parish Contact Information  
Downloadable DSF Resources



## REPORTS

Up-to-date DSF dashboard reports are available online for all pastors and assigned parish staff. To access (or make any parish contact updates), email Tanya Mahoney at [tmahoney@archgh.org](mailto:tmahoney@archgh.org).

## DSF 2026 PAYMENTS

- Mail to: Archdiocese of Galveston-Houston DSF  
Dept 42715  
PO Box 650823  
Dallas, TX 75265-0823
- No ACH payments allowed
- ParishSOFT Account Number: 2261.30.00.PAR, A/P – DSF Cash
- All monies for DSF 2026 must be RECEIVED at the Chancery by January 8, 2027.
- DSF should be mailed to the Archdiocese within two weeks of receipt at the parish.

## DSF 2026 DEFICIT PAYMENTS FOR PREVIOUS YEARS

- Mail to: Archdiocese of Galveston-Houston  
P.O. Box 301258  
Dallas, TX 75303-1258
- ParishSOFT Account Number: 9304.11.001.00PAR, Support-Diocese-DSF Goal Shortage

## QUESTIONS OR CONCERNS ABOUT THE DSF?

### PLANNED GIFTS (STOCK, IRA, MUTUAL FUNDS, ETC.)

- To make a donation of stock, IRAs, or Mutual Funds, contact Cindi Garcia at (713) 652-8248 or email [plannedgift@archgh.org](mailto:plannedgift@archgh.org).
- Information is also available at [www.archgh.org/dsf](http://www.archgh.org/dsf).

### GENERAL INFORMATION, DSF GOALS, MATERIALS

- Michael Schillaci, Director of Development - (713) 652-4418 | [mschillaci@archgh.org](mailto:mschillaci@archgh.org)
- Colton Morris, Associate Director of Development - (713) 652-4419 | [cmorris@archgh.org](mailto:cmorris@archgh.org)

### ACCOUNTING

- Tanya Mahoney, Associate Director, Development Records - (713) 652-4422 | [tmahoney@archgh.org](mailto:tmahoney@archgh.org)



# DSF 2026 CHECKLIST

Below is a list of parish-specific materials for the Diocesan Services Fund 2026, including:

- Resource Manual
- Parish-Specific, Pew Response Cards + Envelopes
- Brochures
- Posters
- USB (DSF 2026 videos, ministry guide, and Parish Resource Manuals)
- QR Pew Cards
- Prayer Cards
- Tyvek Envelopes

## PEW RESPONSE CARDS + ENVELOPES

All pew response cards and envelopes are specific to your parish. They are printed with your Parish Name and ID, **as well as the specific Commitment Weekend they should be used for**. Please do not create your own envelopes or borrow from another parish.

If you need additional DSF materials, including pew response cards or envelopes, you may re-order at any time at no charge. To order, please visit [www.archgh.org/dsfresources](http://www.archgh.org/dsfresources) or contact Tanya Mahoney at [tmahoney@archgh.org](mailto:tmahoney@archgh.org) or call [713-652-4422](tel:713-652-4422).

# DSF 2026 INCENTIVES

As in other years, Archbishop Vásquez has approved the following incentives for the Diocesan Services Fund 2026 appeal:

1. A 75% rebate on every dollar raised over DSF goal will be returned directly to your parish community;
2. A 50% rebate on every gift made by a first-time giver to DSF will be returned directly to your parish community.

# INSTRUCTIONS FOR DSF COLLECTION

## DEPOSITING AND CODING DSF FUNDS



- All DSF 2026 gifts should be mailed to the Archdiocese of Galveston-Houston within two weeks of receipt at your parish to the following address (No ACH allowed):

Archdiocese of Galveston-Houston DSF

Dept 42715

PO Box 650823

Dallas, TX 75265-0823

ParishSoft Account Number: 2261.30.00.PAR, A/P-DSF Cash

- All monies for DSF 2026 must be RECEIVED in the Chancery by January 8, 2027.
- All parish staff and only trained parish collection counters should handle DSF donations separated from parish collections. *See below for counting procedure recommendations.*
- Mail DSF Deficit Payments for previous years to:

Archdiocese of Galveston-Houston

P.O. Box 301258

Dallas, TX 75303-1258

ParishSoft Account Number: 9304.11.001.00PAR, Support-Diocese-DSF Goal Shortage

- Parish Rebates: Each year, Archbishop Vásquez establishes a set rate by which each parish will receive a certain percentage back of the funds by which it exceeds its DSF goal. Rebates will be paid on overages calculated by March 31, June 30, September 30, and December 31.
- DSF Stock gifts: Parishes receiving stock gifts from donors will receive credit for the sale value of the stock. This credit applies toward the parish goal, as well as the quarterly rebate process. All fees resulting from the sale of the stock will be assumed by the Archdiocese.

## COUNTING PROCEDURE RECOMMENDATIONS

- DSF cash collections should be counted, and cash deposited, separately from other parish collections. Please use ParishSOFT Account Number 2261.30.00.PAR, A/P-DSF Cash.
- Absolutely NO CASH should be sent to the DSF Lockbox. Write a parish check for the deposited amount of cash that was collected.
- While reviewing envelopes for cash, counters should record the amount included in the envelope and the donor's name.
- The mailing to the lockbox should be sent via certified mail only for the first three weeks of the appeal. The rest of the mailings may be sent via First Class Mail.
- Please use the Tyvek envelopes provided to you for mailing DSF donations to the lockbox.
- All DSF payments, and documentation, should be sent directly to the DSF Lockbox.  
**ACH deposits will not be accepted.** Please do not mail, deliver, or ACH DSF payments and documentation to the Chancery.



# DSF COUNTING PROCEDURES



As you begin to process your DSF collections, please be sure to share the following process with your parish staff and money counters. It is important to process and mail all DSF gifts to the DSF Lockbox as quickly as possible, to ensure no envelopes or DSF funds are held at the parish for more than two weeks. **Note, the Chancery is unable to accept DSF funds on-site.**

To begin processing, open and separate all envelopes into two (2) bundles:

NO CASH	CASH INCLUDED
<ol style="list-style-type: none"><li>Any envelope with NO cash:<ul style="list-style-type: none"><li>Credit Card/Direct Debit</li><li>Checks</li><li>Response Card Only (no payment)</li></ul></li><li>Bundle or secure together</li><li>Mail to: Archdiocese of Galveston-Houston DSF Dept 42715 PO Box 650823 Dallas, TX 75265-0823</li></ol>	<ol style="list-style-type: none"><li>Remove and count cash and <u>write</u> amount enclosed on <u>each</u> envelope</li><li>If not already shown, add donor address to envelope</li><li>When all monies are removed from envelopes (and envelope show amount originally enclosed):<ul style="list-style-type: none"><li>Count total cash from all envelopes</li><li>Prepare a parish check <u>equal to</u> the total cash amount from all envelopes</li><li><u>Attach</u> parish checks to these envelopes in <u>one bundle</u></li><li>Mail check and envelopes <u>together</u> to: Archdiocese of Galveston-Houston DSF Dept 42715 PO Box 650823 Dallas, TX 75265-0823</li></ul></li></ol>

Before mailing DSF gifts to the DSF Lockbox, please double check that:

- Batches are not separated into multiple envelopes
- Cash processed batches equal parish check amount
- All DSF funds and envelopes are mailed within first two weeks of receiving
- No gifts or envelopes are hand delivered to the Chancery or bank

# PARISH RECOMMENDATIONS

Every parish in our Archdiocese is unique and you know your parish better than anyone. As you prepare for this year's *Diocesan Services Fund* Commitment Weekends, we want to provide you with a few recommendations to make this year's DSF a success!

## PREPARATION WEEKENDS

The weekend before each Commitment Weekend is known as Preparation Weekend – a time when you can prepare your parishioners to prayerfully consider supporting DSF.

This year's Preparation Weekend dates are:

January 23-24

May 9-10

September 5-6

In anticipation of these weekends, we encourage you to:

- Show the DSF video during Masses.
- Invite a parishioner (or family) at your parish, who also supports DSF, to share why they support DSF and why others should as well.
- Remind parishioners they should have already received Archbishop Vásquez's appeal letter and response card. Parishioners can make their DSF gift by mailing their gift using the envelope provided in the Archbishop's letter or by bringing their gift to Mass during Commitment Weekend.
- Emphasize the #1 goal of DSF is 100% parish participation. It does not matter how much someone gives, simply that they give.
- Include DSF graphics, announcements, and QR code(s) in weekend bulletins

Additionally, if interested, sample General Intercessions (pg. 15) and Bulletin Announcements (pg. 16) are available for you to use during this time. These are also available online at [www.archgh.org/dsf/parish](http://www.archgh.org/dsf/parish).





## **COMMITMENT WEEKENDS**

There will be three (3) DSF Commitment Weekends again this year, like in 2024. The goal of each Commitment Weekend is to distribute DSF materials to parishioners, share the impact of DSF, and encourage them to support the appeal.

This year's Commitment Weekend dates are:

January 31-February 1

May 16-17

September 12-13

As with Preparation Weekends, there are a few things we encourage you to do during, and after, to make your Commitment Weekends a success:

- Include DSF graphics, announcements, and QR code(s) in weekend bulletins.
- Distribute in-pew response cards, envelopes and pencils to all parishioners.
- Spend a few minutes during your Homily sharing the DSF theme and inviting parishioners to join you in giving to this year's appeal.
- Instruct parishioners on how to fill out their in-pew response cards by Pastor filling out his own in front of the congregation.
- Remind parishioners there are many ways to give:
  - In-pew response cards
  - Scanning the QR Pew Card in the pews to give securely online
  - Visit [give.archgh.org](https://give.archgh.org)
- Provide enough time for parishioners to make their gift.
- Thank parishioners for their support and emphasize the #1 goal of DSF is 100% parish participation. It does not matter how much someone gives, simply that they give.
- Play the DSF video on loop in your parish hall during events, such as Donut Sunday, to continue educating parishioners about the impact of DSF (and how to give).

If interested, sample Homily Talking Points (pg. 14), General Intercessions (pg. 15) and Bulletin Announcements (pg. 16) are available for you to use during this time. These are also available online at [www.archgh.org/dsf/parish](https://www.archgh.org/dsf/parish).



## **ADDITIONAL MAILING OPPORTUNITY**

If your DSF income is below 50% of your DSF goal come June, contact the Development Department at (713) 652-4417 by July 1 to discuss sending a personal appeal letter from your pastor. This mailing is offered at **no cost to your parish** other than time to verify the address records. Consider sending out a personal appeal letter from the pastor, as well as including a DSF ad in your bulletin or post on social media.

## **SOCIAL MEDIA**

There are many ways to reach your parishioners when they're not sitting in the pews, including on social media. Whether through Facebook, Instagram, or Twitter (to name a few), you have the ability to communicate to your parishioners about DSF in a meaningful – and visual – way. The Development Department has created DSF social media posts you can incorporate into your existing communications plan. To find content, simply visit [www.archgh.org/dsf/parish](http://www.archgh.org/dsf/parish) and download resources you'd like to use. It's as simple as copy and paste! If interested, you may also make each post specific to your parish.

## **DSF ADS**

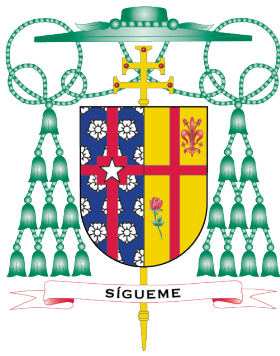
Parishes have access to DSF ads to help promote the appeal in parish communications. Ads can be used in bulletins, on your website, in social media and/or flyers.

## **MATCHING GIFTS**

One great way to potentially double charitable gifts made by parishioners is through matching gifts. DSF qualifies for many matching gift opportunities. Encourage parishioners to speak with their Human Resources/Benefits Department to inquire about whether or not their company has a matching gift program.

The Development Department has created a list of companies that have donated to the Archdiocese in the past. It can be found at [www.archgh.org/dsf/parish](http://www.archgh.org/dsf/parish).





# Archdiocese of Galveston-Houston

Office of the Archbishop

Brothers and Sisters,

For this year's Diocesan Services Fund, I chose Pope Leo's motto, *In Illo Uno Unum* — "In the One, We are One." Through the One who is Christ, we are united as members of Christ's Mystical Body. We experience this unity most profoundly in the Eucharist, where the Body and Blood of Christ become truly present to us on every altar in every church of our archdiocese.

It is from this unity that the mission of the DSF flows. No single parish could meet all the needs of our local Church, yet together we sustain 64 ministries that form disciples, care for families, and bring hope to those in need.

In addition to supporting the ministries of the Archdiocese, DSF has a tangible benefit on your own parish community. This year:

- 75% of every dollar by which your parish exceeds its allotted DSF goal will be returned directly to your parish community;
- 50% of every gift made by a first-time giver to DSF will be returned directly to your parish community.

I invite you to join me in supporting the DSF. You can make a safe and secure gift online at [www.archgh.org/dsf](http://www.archgh.org/dsf). No matter the size of your gift, every dollar goes a long way in helping us all live out a more authentically Christian life.

For all you have done to labor in the vineyard of the Lord, I am thankful. It is my privilege to serve you and know of my prayers for the success of DSF in your parish.

Sincerely yours in Christ,

Most Reverend Joe S. Vásquez

# ADDITIONAL RESOURCES

## HOMILY TALKING POINTS

- **Living the Motto of Unity**

Through the *Diocesan Services Fund*, we live out Pope Leo XIV's motto: *In Illo Uno Unum (In the One, We are One)*. Our unity in Christ is not just words but action, made visible in the life of the Church.

- **Many Gifts, One Mission**

Each gift to the *Diocesan Services Fund*, large or small, becomes part of something greater. When we give together, our generosity unites to strengthen the Church's mission of proclaiming the Gospel.

- **Caring for the Body of Christ**

Just as St. Paul teaches that the Church is one body with many members, the *Diocesan Services Fund* allows us to care for the needs of that body. Our seminarians, clergy, schools, and families are strengthened because we stand together as one.

- **A Beacon of Faith and Love**

The Church is called to be a light in the world. Through the *Diocesan Services Fund*, we shine that light brightly, offering unity, faith, and love to all who turn to the Church.

- **Mercy Made Visible**

In every ministry supported by the *Diocesan Services Fund*, the mercy of Christ comes alive. From outreach to the poor, to forming disciples, to supporting vocations, our unity in Him makes His presence real.

- **Generosity as Witness**

When we give, we proclaim that unity in Christ matters. Our support of the *Diocesan Services Fund* is a visible witness of our faith in the world.

- **Rooted in Christ's Communion**

Pope Leo XVI's motto *In Illo Uno Unum (In the One, We are One)* reminds us that in Christ, we share more than mission; we share His very life. Through the *Diocesan Services Fund*, we participate in that communion, strengthening the Church's sacramental presence in the world.





## **GENERAL INTERCESSIONS**

*For the Church, that we may always live out Pope Leo XIV's motto: In Illo Uno Unum (In the One, We are One), united in Christ and strengthened in faith, we pray to the Lord.*

*For the Diocesan Services Fund, that the gifts we share may become one mission to proclaim the Gospel and bring hope to all, we pray to the Lord.*

*For seminarians, clergy, schools, and families, that through the support of DSF they may be cared for as members of the one Body of Christ, we pray to the Lord.*

*For our Church to shine as a beacon of unity, faith, and love, especially through the ministries sustained by DSF, we pray to the Lord.*

*For all who serve in DSF ministries, that the mercy of Christ may be made visible in their work of healing, outreach, and discipleship, we pray to the Lord.*

*For generous hearts among the faithful, that our support of DSF may be a witness of our faith and unity to the world, we pray to the Lord.*

*For our community of believers, that we may always be drawn together by Christ and proclaim with joy, "In the One, We are One," we pray to the Lord.*



# BULLETIN ANNOUNCEMENTS



## PREPARATION WEEKEND



### IN THE ONE, WE ARE ONE IN ILLO UNO UNUM

As we prepare for Commitment Weekend next weekend, let us reflect on how the *Diocesan Services Fund* (DSF) unites us in Christ to care for the Church. Through DSF, we live out the truth ***In the One, We are One***, our many gifts joining in one mission. Together, we strengthen ministries that form disciples, support vocations, and serve those in need. Let us prayerfully consider our role in this communion of faith and respond generously.



SCAN HERE  
TO MAKE  
A GIFT



## COMMITMENT WEEKEND



### IN THE ONE, WE ARE ONE IN ILLO UNO UNUM

This Commitment Weekend, we come together as one family of faith to support the *Diocesan Services Fund* (DSF). Each gift joins with others to make Christ's mercy visible in our parishes, schools, and ministries. ***In the One, We are One***, sharing His mission to bring hope, healing, and love to all who turn to the Church. May our generosity this weekend be a true witness of our unity in Christ.



SCAN HERE  
TO MAKE  
A GIFT



### IN THE ONE, WE ARE ONE IN ILLO UNO UNUM

This weekend, as we come together to make our commitments to the *Diocesan Services Fund* (DSF), we celebrate our unity in Christ. ***In the One, We are One*** reminds us that our shared faith becomes action through service, formation, and care for those in need. When we give together, we strengthen the Church's mission and shine the light of Christ in our community. Let our response today reflect our trust in God and our love for one another.



SCAN HERE  
TO MAKE  
A GIFT



# FREQUENTLY ASKED QUESTIONS



- ***How is my contribution to the Diocesan Services Fund (DSF) used?***

The *Diocesan Services Fund* (DSF) helps all of us fulfill Christ's mission here on Earth by supporting the 64 programs and services no one parish can do alone. All DSF funds are used within Archdiocesan boundaries and support the formation of our future priests; provide a strong Catholic education to more than 17,500 students; serve the poor, feed the hungry, and support those in need; form the next generation of Catholics through youth and adult faith formation, and more.

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

No DSF funds are spent on general administrative expenses of the Chancery. Administrative expenses are covered separately.

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

DSF benefits your parish in many ways, including training and supporting Archdiocesan priests and deacons. Additionally, DSF helps:

- Provide pastoral council and catechist training
- Support parish and school systems
- Accompany families and married couples
- Provide medical care to the uninsured
- Offer sacraments to young adults and students, forming lively Disciples of Christ
- Provide support for sacramental ministry throughout the Archdiocese
- Feed the hungry, care for the elderly and visit the imprisoned.

Also, if your parish financially exceeds your DSF goal in payments, a certain percentage of those funds (over your goal) are returned to your parish.

- ***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 helps ensure all ministries benefit from your generosity.

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

Each parish has access to a report with donor gift information. Should you have any questions regarding your gift, please contact Development Records at (713) 652-4444 or email [dsf@archgh.org](mailto:dsf@archgh.org).

- ***Why, after making my gift, am I now receiving The Texas Catholic Herald?***

With your gift to DSF, you receive a complimentary subscription to *The Texas Catholic Herald* to help stay up to date with all activities and ministries of the Archdiocese of Galveston-Houston.





- ***Will I receive an acknowledgement/thank you letter for tax purposes?***

Acknowledgement, or thank you, letters are sent at the time a gift is made. All gifts totaling \$100 or more will also receive a tax letter at the end of January the following year after the gift is made. If you do not receive a tax letter, please email [dsf@archgh.org](mailto:dsf@archgh.org) or call (713) 652-4422 to request a letter.

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

To learn more about the Diocesan Services Fund or to make your gift, simply visit [www.archgh.org/dsf](http://www.archgh.org/dsf).

- ***How can I donate to DSF?***

<i>Online</i>	You can make a safe and secure gift online at <a href="http://www.archgh.org/dsf">www.archgh.org/dsf</a> .
<i>Phone</i>	Contact our Development Department directly at (713) 652-4444.
<i>Check</i>	You may place a check made payable to “Diocesan Services Fund” in the Pew Envelopes found at your parish or send your check with the response card you received in the mail.
<i>Cash</i>	All cash gifts may be made using a Pew Envelope found at your parish.
<i>Credit Card</i>	You may safely and securely make a credit card gift online at <a href="http://www.archgh.org/dsf">www.archgh.org/dsf</a> . We accept Mastercard, VISA, Discover, and American Express.
<i>Direct Debit</i>	You may set up a direct debit to your checking accounting by visiting <a href="http://www.archgh.org/dsf">www.archgh.org/dsf</a> and selecting “e-check”.
<i>Stock, IRA, or Mutual Funds</i>	The Development Department can help arrange any of these transactions. Please contact Cindi Garcia at (713) 652-8248 or by email at <a href="mailto:plannedgifts@archgh.org">plannedgifts@archgh.org</a> .
<i>Donor Advised Funds</i>	<p>If you request a Donor Advised Fund (DAF) to send a contribution in your name, confirm the fund will be sent via check to the following address:</p> <p>Archdiocese of Galveston-Houston DSF            Dept 42715            PO Box 650823            Dallas, TX 75265-0823</p>
<i>Matching Gift</i>	DSF qualifies for many matching gift programs. Matching gift companies will support the educational component of DSF, no religious. Contact your employer for more information on their matching gift program.