



# The Roman Catholic Archdiocese *of* Washington

# **OFFICE OF MISSIONS**

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## The Society of St. Peter the Apostle Summer Appeal Promotion Kit

One of the four Pontifical Mission Societies, the Society of St. Peter the Apostle supports the education of candidates for the priesthood in mission dioceses and the formation of religious men and women in the developing world. More information can be found on the [Office of Missions' website](#).

Every summer, Catholics around the world take up a collection for the Society of St. Peter the Apostle. The collection is not on a specific date, rather it is known as the "Summer Appeal" so pastors can choose the date/s at their discretion.

This toolkit contains resources to promote the collection in parishes. Most of the resources are available in English and Spanish.

Questions can be directed to Maeve Gilheney-Gallagher at [GallagherMC@adw.org](mailto:GallagherMC@adw.org).

### Resources

Resources in English and Spanish to aid in a parish's celebration of the Summer Appeal can be found on the [Archdiocese's Office of Missions' website](#). These resources include:

- Bulletin Announcements
- Parish Announcements

### Collection and Deposit Procedure

1. If your parish has an online donation portal, parishioners can donate directly online. Please note "SPA 2024" if there is a memo option in the online portal. If they are writing a check, announce to parishioners that checks must be made payable to the parish with the memo line reading "SPA 2024."
2. On the remittance check, include your parish number and the collection name "Other collections." The ADW Code is 18-4931 and the Parish Code is 85-984.
3. Use the deposit slip: For the Account of Archdiocese of Washington. Write the total amount on the line "Other unbilled," which is found towards the bottom of the deposit slip.
4. Scan and email a copy of the check and the deposit slip to Maeve Gilheney-Gallagher at [GallagherMC@adw.org](mailto:GallagherMC@adw.org).
5. Mail the original check and deposit slip to:  
The Roman Catholic Archdiocese of Washington  
The Society of St. Peter the Apostle  
P.O. Box 223394  
Chantilly, VA 20153-3394