#### Parish Stewardship Toolbox How to Get Started



You have decided to begin our journey down the road of becoming a Stewardship parish. Following are some initial steps you can take that will help you get started:

- 1. Review the Parish Stewardship Teams Pointers Attachment 1
- 2. Conduct an initial evaluation of where your parish stands with Stewardship Attachment 2
- 3. Recruit a Stewardship Committee of 10-12 leaders in the parish
  - a. Stewardship Team Ministry Description Attachment 3
  - b. Invitation Letter from Pastor Attachment 4
  - c. Stewardship Orientation Evening Attachment 5
- 4. What kinds of things does the Stewardship Team do?
  - a. Stewardship Team Organizational Chart Attachment 6
  - b. Begin and end all meetings with prayer
  - c. Spend first 6-12 months in formation using the Pastoral Letter on Stewardship "A Disciple's Response"
  - d. Devise a Stewardship calendar for the first year (decide what priorities will be best for the first year)
  - e. Communicate your plans and progress to other parish councils (Finance, Pastoral, parish staff)
  - f. Attend Stewardship formation opportunities



"Strive to be faithful, not successful"

#### Attachment 1

#### **Pointers for Parish Stewardship Teams**

#### Is Christian Stewardship a priority in your parish?

- Mission Statement
- Vision
- Listed as Priority
- Budget for Leadership Training/Materials
- Stewardship Team

#### What is a Stewardship Team and Why is one needed?

- Visible sign that Stewardship is a Parish Priority
- Maintains momentum
- Team serves as "yeast"
- Needed until Stewardship is second nature

#### **Selecting a Stewardship Team**

- Stewardship Manual gives Characteristics
  - Inclusion
  - Spirituality
- Personal invitation
- 10-12 people

#### Forming a Stewardship Team

- Initial Team
- -Process led by pastor is in the manual
- -Materials are available
- New Team Members
- –Pastoral Letter & Parish Stewardship Manual Mentor
- -Continue study & reflection articles, videos + With other team members

#### **Stewardship Team Evolution**

- Normal organizational cycle
- 2 to 3 Year Terms
- Rotate members for continuity, fresh ideas, to avoid burn-out & get more people involved

#### Stewardship Team Leadership

- Consensus when possible
- Several leadership models
- -Lay Chairperson; various terms
- –Rotate presiding over meetings
- -Assign sub-groups to projects
- Determine leadership model at annual planning meeting

### Role of the Pastor with the Parish Stewardship Team

- Select, invite and form initial team members
- Attend annual planning meeting
- Participate in planning events where his role is central
- Budget for stewardship education materials and leadership training

#### Relationship of Stewardship Team to other Parish Bodies

- Parish/Pastoral Council
- -Standing committee
- -Liaison
- -Help coordinate when goals overlap
- If No Parish Council
- -Ministry Leader organization
- -Serve some Pastoral Council functions
- Finance Council)
- Parish Staff ) serves as voice of good Stewardship
- Ministry Leaders)

#### **Operating Practicalities**

Essential Roles:

Pray, Witness, Assist Pastor, Liaison with others, Plan and Schedule, Help Implement, Evaluate

How Often to Meet:

Formation period – Bi-monthly Subsequently - Monthly Annual Planning Meeting

#### Annual Planning Meeting

- Identify strengths and areas to improve
- Evaluate stewardship efforts
- Set goals for upcoming year
- Decide who will focus on each goal
- Set benchmarks
- Determine Stewardship cultivation calendar

#### Typical Stewardship Introduction Process for a Parish

- Long term vision and annual goals
- Benchmarks and Responsibility
- Educate & affirm staff and ministry leaders
- Preach stewardship spirituality
- Apply stewardship language to existing parish expressions of good stewardship
- Infuse stewardship in R.E. programs, parish school curriculum and RCIA formation.

#### Typical Process for On-going Stewardship Cultivation

- •Establish annual goals, benchmarks & responsibilities for promoting stewardship
- •Plan, schedule & implement annual renewals of Faith, Time, Talent and Treasure
- Present activity to foster Stewardship of Life, Environment, Vocations or Social Justice, etc.
- •Implement plans for year-round education and awareness
- •Implement strategies for building community and promoting ownership in the parish

#### **Strategies for Building Community & Promoting Ownership**

- Prioritize Hospitality
- Improve Communications
- Recognize Gifts / Express Gratitude
- Host Community Celebrations
- Invite input for Pastoral Planning
- Offer ministries to foster personal growth and parish involvement

#### **Available Stewardship Resources**

#### **Printed Resources**

- Stewardship Materials
  - USCCB publications
  - Diocese of Orange
  - ICSC
  - Commercial sources

#### Other Resources

- Diocese of Orange/Orange Catholic Foundation
  - Annual Conference
  - Annual Clergy Day/Stewardship Night
  - Quarterly Stewardship Team Network Meetings
  - Consulting & Presentations as requested
  - Website: www.oc-foundation.org

#### Other Resources

- International Catholic Stewardship Council
  - Website: catholicstewardship.org
  - Membership share resources & experiences
  - Institute in-depth training
  - Stewardship Day presentations & networking

## Attachment 2 Parish Stewardship Evaluation Tool

		Notes
Stewardship Committee		
Activity	Parish has a Stewardship Committee	
	Stewardship Committee is stand alone	
	How long has the Stewardship Committee been active?	
	Stewardship Committee meets monthly	
	Pastor frequently attends Stewardship Committee meetings	
	Stewardship committee has an annual plan with measurable benchmarks	
	Stewardship committee achieves those measurable benchmarks	
	Stewardship is key component of parish's annual plan	
Formation	Read Stewardship: A Disciple's Response	
	Have studied other stewardship materials	
	Attended stewardship retreats	
	Attended diocesan or regional stewardship days	
	Attended ICSC Conference	
Stewardship Catechesis		
	Six or more stewardship homilies per year	
	Lay witness at least annually	
	Lay witnesses are diverse cross section of parish	
	Within mass	
	Outside of mass	
Youth	Stewardship part of curriculum in:	
	Parish School	
	Religious Education	
	Youth Group	
	Sacramental Preparation	
Adult	Stewardship formation part of:	
	Adult Faith Formation	
	Senior Citizen Group	
	RCIA	
	Spiritual renewal programs	
Giving of Time, Talent, Trea		
Annual Pledge		
Commitment		
	Accurate census conducted at least every 5 years	
	Parish keeps a database of parishioners commitments	
	Treasure pledge	
	Percentage of givers in the parish increases year over year	
	Average household gift increases year over year	
	Time pledge	
	Percentage of parishioners volunteering time increases year over year	
	Talent pledge	
	Percentage of parishioners whose talents are tapped increases year over year	
	Annual gifts and talent discernment process	
	Pledge thank you sent	
	Pledge reminders sent	
Planned Giving	. 155gs 151doi 0 001K	
a.mea erving	Planned giving committee in place	
	Planned giving strategy in place	
	Increase in number of scheduled planned gifts year over year	
	Parish has a growing endowment	
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Welcoming Activity		
	Greeters at mass	
	Encouraging parishioners to welcome strangers	
	Welcoming table outside mass	
	Visits to new parishioners	
	New members reception	
	Phone call follow-up to new parishioners within 60 days	
Community Building		
	Annual phone call to every parishioner	
	Coffee/donuts after mass	
	Parish picnic/festival	
	Boy/Girl Scouts	
	Parish sponsored sports programs	
	Potluck dinners	
	Other, please specify:	
	outer, product opening.	
Communication		
	Pulpit anouncements	
on Stewardship		
	Parish newsletter	
	Ministry booklet	
	Stewardship literature available	
	Prayers of the Faithful	
	Parish website	
	Annual Stewardship report of time, talent, and treasure contributions	
Highlight Contributions of		
Time and Talent		
	Parish website	
	Mailed directly to parishioners	
	Presented at weekend masses	
	Parish newsletter	
Ministry awareness	,	
	Follow up committee	
	New volunteers contacted within 14 days	
	Ministry commissioning	
	Ministry appreciation dinner	
Financial accountability	Open forum to discuss parish finances	
	Reports in weekly bulletin	
	Reports posted on parish website	
	Reports directly mailed to parishioners	
	Reports presented at weekend masses	
	Reports included in regular parish newsletter	
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## Attachment 3 STEWARDSHIP TEAM MEMBER MINISTRY DESCRIPTION

#### Criteria:

A baptized, practicing Catholic.

A registered member of the parish for at least one year

A participant in the ongoing life of the parish, especially Sunday Eucharist

Personally committed to the Stewardship way of life, generous with time and supports the parish out of love and gratitude

Dependable, good team worker, organized, patient

Willingness to listen, to speak honestly, and to work toward consensus

Flexibility and openness with people and ideas

Be at least eighteen years of age

Able to commit to attending most team meetings (miss no more than two per year)

#### **Length of Service:**

Three-year term (plus a maximum one year extension). New members coming aboard will either replace or complement members on the existing team. The goal is to create overlap of terms so that more experienced members and new members will be rotating on and off, thereby creating a mix of more experienced and new members.

#### **Team Functions:**

**Prayer** – Consistent prayer for conversion of hearts to the Stewardship way of life. All meetings begin and end in prayer

**Witness** – Examples of good stewardship in word and deed; willing to give witness talks **Supports Pastor** – Sharing responsibility with him for ongoing Stewardship education **Liaison** – Acts as liaison with other parish organizations and ministries to ensure that Stewardship principles are applied to all aspects of parish life

**Calendar** – Directly and through other parish ministries, schedules year-round activities to promote the practice of Stewardship

**Ministry Awareness Events** – Plan for opportunities for parishioners to be exposed to and learn about ministry opportunities in the parish (ministry fairs/events/publications)

**Gifts Discernment and Volunteer Coordinating –** Provide opportunities for parishioners to discern their God-given gifts and assist in coordinating new ministers with volunteer opportunities

**Annual Stewardship Renewal -** Assists in planning and conducting an annual commitment renewal of time, talent and treasure

**Evaluate** – Keep a pulse on Stewardship awareness and practice and the management of parish resources of time, talent and treasure

**Formation** – Encourages the incorporation of stewardship education in religious education programs (including both youth and adult)

**Liturgy/Worship** – Encourages and provides materials for the incorporation of appropriate stewardship emphasis in the liturgy

**Evangelization** – Advocates for and supports evangelization efforts by the parish **Outreach** – Advocates for and supports outreach efforts by the parish

**Team Formation** – Attends diocesan Stewardship events and meetings, regional and/or national ICSC Stewardship Conferences to continue education for the team as well as learn about activities/ideas from other parishes and dioceses.

#### Attachment 4

#### Pastor Invitation Letter to Prospective Stewardship Team Members

Dear

One of the priorities set by the Pastoral Council and myself is the formation of a Stewardship Committee. Bishop Brown has placed priority on Stewardship in our diocese and encourages all parishes to form a Stewardship Committee.
The concept of Stewardship dovetails in many ways with evangelization and discipleship. I am committed to taking the next step toward making Stewardship a priority at (parish name). A Stewardship Committee is not just another committee working on its own projects, but acts as an umbrella providing tools, ideas and leadership to enhance the faith life of our parishioners by challenging them to respond to God's call. The effort would be aimed at increasing the knowledge of what Stewardship is through formation and planning activities to challenge our parishioners to live a true Stewardship way of life in many practical ways.
I would be honored if you would consider attending a Stewardship Committee Information meeting we have planned for, 20XX from 7:00 p.m. – 9:00 p.m. in the Adult Ed Room. (Leader name) will give us a brief overview of Stewardship and the role a Stewardship Committee serves in the parish. By attending the meeting you do not need to make commitment for serving on this committee, only to consider it.
The 1992 American Bishops Pastoral Letter on Stewardship describes a Christian Steward as: "one who receives God's gifts gratefully, cherishes and tends them in a responsible and accountable manner, shares them in justice and love with others, and returns them with increase to the Lord."
I trust this will be a great opportunity to enhance our parish and make a hands-on difference in the way we perceive our responsibilities in parish life.
Please RSVP to (Stewardship Chair) by at (XXX) XXX-XXXX.
Sincerely in Christ,
(Pastor Name) Pastor

# Attachment 5 (Parish Name) Sample Stewardship Team Discernment Meeting Date

Welcome and Opening Prayer Service (name)
 Introductions (Team and Guests)
 Stewardship as a SMDP Parish Value/Invitation by Pastor (Fr. XXXX)
 Meeting Purpose

 Explain purpose of Stewardship Team in parish
 History of...

5. What is a Stewardship Parish?

(name)

- Seven Elements of Stewardship
- Pastoral Letter on Stewardship
- Priority set by Parish Pastoral Council
- Gold handout
- 6. How we are getting there

(name)

(the concept of Stewardship as umbrella over all parish activities)

- Relate Stewardship to Ministry
- Examples of stewardship alive & well in their ministry
- How can we do better welcome & Hospitality, follow-up, etc?
- Priorities identified by PPC/Stewardship Teams
- Assisting with discerning gifts
- 7. Stewardship Team Accomplishments

(name)

- Vision and dream launched by PPC over 5 years ago
- Review previous initiatives of Stewardship Team
- Team personal conversion to stewardship
- New 3-Year Plan being Developed with PPC
- 8. Stewardship Team Future Initiatives

(name)

- Expand impact of Stewardship in parish
- Quarterly mini-ministry fairs
- Continue Stewardship Renewal in Fall
- Increase communication through homilies, prayers of faithful, bulletin, website
- Stewardship Team to present at various major ministries to share the message
- Assist with Spiritual Gifts Discernment and call to discipleship

9. Stewardship Team "job description"

a. 3-year term
b. 2<sup>nd</sup> Monday of month/meet in (location)
c. Create overlap of terms
d. See handout for team functions

10. Q&A

11. Personal invitation and ask to discern becoming a member of Stewardship Committee (Fr. XXX)

Closing Prayer (Stewardship Prayer) (name)

# Attachment 6 Stewardship Team Proposed Organizational Chart

